

# Roadworthiness:

## Industry Best Practice for third party trailer operators

Produced by the North Western Goods Vehicle  
Maintenance Liaison Committee in conjunction  
with the IRTE, a professional sector of SOE

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engineering success



# IRTE

IRTE (Institute of Road Transport Engineers) is a professional sector of SOE (Society of Operations Engineers).

IRTE, one of the most respected names in UK transport, was founded in 1944 and is recognised as an impartial voice of the industry. It encourages high standards of excellence with an emphasis on safety in operation, demonstrated by its research and education programme for members and industry.

IRTE members come from a wide variety of transport-related roles including apprentices, technicians, workshop managers, fleet engineers, transport managers and company directors.



IRTE also manages the irtec licensing scheme. Developed by industry for industry, irtec is a voluntary licensing scheme that assesses the competence of technicians who maintain and repair vehicles in the heavy goods, light commercial, service and passenger carrying industries.

Visit [www.irtec.org.uk](http://www.irtec.org.uk) for further information.

This publication is a result of work conducted by the North West Goods Vehicle Maintenance Liaison Committee. For more information about IRTE technical activities please contact [technical@soe.org.uk](mailto:technical@soe.org.uk)

## Preface

This document has been compiled by a subcommittee of North Western Goods Vehicle Maintenance Liaison Committee<sup>[1]</sup> in response to industry concerns regarding the exposure of an operator's licence holder when hauling third party trailers.

The Committee have identified a lack of a relevant best practice guide with regards to this type of operation and hope this reference document will assist affected operators to ensure they are applying the highest possible legal, safe and roadworthy standards, but it is also hoped that the principles outlined here could be applicable to a wide range of operators under various circumstances.

This document has been prepared to address specific issues and should be considered supplementary to both *The Guide to Maintaining Roadworthiness*<sup>[2]</sup> and to *Roadworthiness – Industry Best Practice*<sup>[3]</sup>.

[1] The North Western Goods Vehicle Maintenance Liaison Committee is a voluntary group who meet at least four times per year and report to Beverley Bell, the Traffic Commissioner for the North West of England. The Committee includes representatives from major fleet operators, Vehicle and Operator Services Agency (VOSA), Society of Operations Engineers IRTE Professional Sector, Freight Transport Association and the Road Haulage Association.

[2] The Guide to Maintaining Roadworthiness is published by TSO and is available from this link <https://www.gov.uk/government/publications/guide-to-maintaining-roadworthiness>

[3] Roadworthiness – Industry Best Practice is published by the IRTE and is available free from this link <http://www.soe.org.uk/resources/technical-guides/>

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## Introduction, purpose and aims

It is always the case that the “user” of the vehicle (and trailer) bears legal responsibility for its roadworthiness. The user is generally defined as either the driver (in the case of an owner-driver) or the operator who employs the driver (including agency drivers).

**Industry Tip - Any defects found on the vehicles or trailers you use will be registered against your operators licence - regardless of who owns the equipment or who instructed you to use it**

When the vehicles and trailers you use are always on your fleet, you can exert direct control to ensure they are maintained in-line with the stated schedule recorded against your operators licence. In circumstances where the vehicles or trailers you use are not always under your direct control (i.e third party equipment) you have to apply additional procedures to demonstrate you are acting as responsibly as possible.

The purpose of this guide is to define and explain those additional procedures that will ensure you are applying expected best practice.

## First Use Driver Check

On collecting a trailer, the driver **MUST** carry out a roadworthiness check to fulfil their legal responsibility to ensure the vehicle or combination is free from any defects on the parts of the trailer the driver is able to examine. Drivers should be instructed in the importance of performing a thorough visual examination and must be trained on how to undertake the checks. Records should be kept on file concerning the issued instructions (i.e copy memos or contracts of employment) and the training undertaken. The time taken to perform the check should be recorded as “other work” on the drivers tachograph and they should be issued with any necessary equipment (i.e a working torch) that might be required to perform the check. A report listing the items checked and their condition must be produced and retained as proof (see appendix I on page 15 for a sample driver check sheet).

**Industry tip** – you can use an internal audit to ensure your drivers are performing their inspections properly. Once a driver has completed a check at the yard, you can then re-inspect the vehicle to ensure all the procedures have been followed and that you agree with his findings (see appendix II on page 16 for a sample audit form).

## Roadworthiness Declaration

The driver is only able, and only expected, to inspect certain elements of the trailer during their pre-use inspection. To satisfy themselves that the parts of the trailer they are able to check are mechanically sound they need to know when the trailer was last free of defects and declared roadworthy following an inspection by a competent person. They also need to know when that a competent person expected the trailer to be inspected again, as this would affect their judgment when assessing the potential wear and tear on various components.

This can be achieved by –

- Noting the details on a sticker or plate or other indicator attached to the trailer that lists the last date the trailer was declared roadworthy and the next anticipated inspection date.
- Examining a copy of the last preventative maintenance inspection sheet as stored in a secure document holder (such as a pouch or tube) affixed permanently to the trailer. The PMI sheet would have to include a signed roadworthiness declaration and the date of the next anticipated inspection date.
- Obtaining copies of the last PMI sheet (that includes a signed roadworthiness declaration and the date of the next anticipated inspection date) by contacting the trailer owner or your principle.
- Accessing an electronic database containing the Inspection/Service Data.



Example Inspection Schedule Plaque

## Inspection in accordance with your operators licence

As the trailer will become YOUR responsibility, it must be used in compliance with your operator's licence undertakings. This means that the time since the trailer was last declared roadworthy MUST be within your specified inspection interval for trailers, and the proposed next inspection date under which that inspection was done MUST not have been exceeded.

Examples –

Collection Date	Your Trailer Inspection interval	Date of Last Roadworthiness Declaration	Proposed Next Inspection Date	
October 7	6 weeks	September 15	October 13	✓ OK to use today - roadworthiness is valid and latest inspection is within your interval.
October 7	6 weeks	September 15	October 6	✗ Cannot use today – the latest inspection was only looking 4 weeks ahead. Despite your interval being 6 weeks, the roadworthiness declaration is now invalid.
October 7	6 weeks	August 15	October 3	✗ Cannot use today – the roadworthiness declaration is invalid and the latest inspection is outside your inspection interval.

### Valid Annual test

The trailer may display information concerning an annual test. Any such information should indicate the trailer is within any necessary test period.





## Legality of the Load

The driver must be satisfied that the load is suitably secured to allow for safe transportation. DVSA apply their Load Security Matrix (see appendix III on page 16 for details) when assessing the condition of a load and so the driver should ensure the trailer complies or that they understand any potential discrepancies (the load risk assessment at appendix IV on page 17 may also be useful).

The weight of the load should not exceed operational limits (on either gross weight or axle weight – see appendix V on page 18 for details on calculating axle weights). UK law does not recognise “consignor liability”, so once you use the combination on the public highway any weight offences will be the responsibility of the driver and the operator.

Any necessary adjustments to the load should be made before the trailer is collected - the only legal uses of an overweight vehicle or trailer is that you are proceeding to the nearest available weighbridge to weigh the combination or the nature of the load is such that the conditions since the start of journey means the weight has increased (for instance, heavy rain on route has added to the weight of the exposed timber on the load).

## **If the trailer is found to be unroadworthy**

If the trailer is considered unroadworthy due to an identified defect, the driver must produce a report listing the issue, apply the company reporting procedure and await further instructions.

If no roadworthiness declaration information is available, or the information is incomplete, a responsible person should check if the information can be provided. If the information is not available, the trailer would require a preventative maintenance inspection before it can be used.

If the load is not adequately secured or is overweight then arrangements need to be made to make the load suitable for transportation.

## When collecting from a rental company

Reputable rental companies will provide a checklist concerning the condition of the trailer. While the checklist will contain much of the necessary information, it does not alter the users responsibility for roadworthiness and so your driver must still apply your first use procedure (see appendix VI on page 19 for a sample rental company checklist).

## Specialist equipment and operations

Trailers may have additional equipment installed (freezer units, tail lifts, hydraulic floors, hi-abs etc) or the nature of the cargo may require additional considerations (hazardous goods, food stuffs etc). Under these circumstances, any inspection should be appropriate to the type of equipment present and additional information (dates of PUWER/LOLER inspections, current cleaning certificates etc) may be required before the trailer and equipment can be used.

## Penalties for failure to comply

Under any circumstances where you are found to be using a vehicle or trailer in an unroadworthy condition, the driver and operator will be penalised. Even if you have applied the systems and procedures explained in this best practice guide, if you are stopped at the roadside and found to be using a non-compliant vehicle or trailer you will still be liable to be issued with a Graduated Fixed Penalty Notice or a Prohibition Notice. An accumulation of GFPN or Prohibitions may result in a Public Inquiry into your fitness to be a haulier where the Traffic Commissioner is empowered to suspend, curtail or revoke your operators licence as well as pass judgment on your good repute. Accepting and paying GFPN may add points to a drivers licence that could increase the costs of vehicle insurance for many years to come and potentially result in a driver becoming unemployable.

While the responsibility at a roadside check is unavoidable under the current legal system, applying this best practice guidance should either ensure you refuse to use an unroadworthy trailer or you have a collected sufficient evidence to offer a potential defence to the Traffic Commissioner or a Magistrate concerning your use of the trailer. Under circumstances where you have done everything reasonably possible (i.e your trained and fully equipped driver as undertaken as thorough an examination of the trailer as possible, you have determined the trailer has a valid roadworthiness declaration in place and that the latest preventative maintenance inspection was performed in-line with your maintenance schedule, your driver was satisfied that the load was properly secured and within operational weight limits and any additional equipment had been properly assessed and certified) and have evidence to demonstrate your actions and efforts, it is much easier to plead for leniency.

## Monitoring

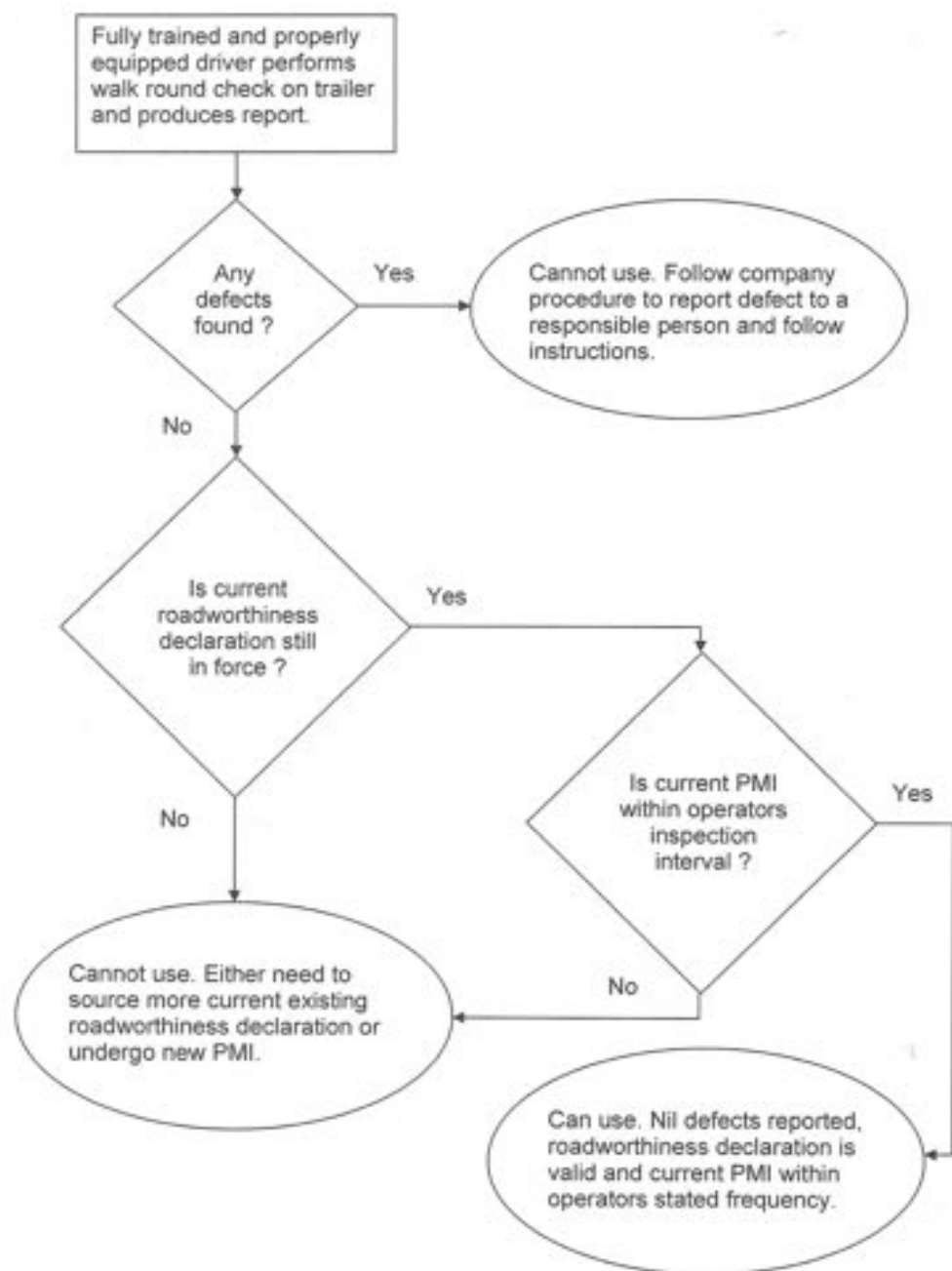
The application of this best practice guide will generate an amount of information concerning the condition of the third party trailers you encounter. It is anticipated a responsible haulier would monitor this information to determine the quality for your third party trailer suppliers and that if necessary you would communicate your findings to those suppliers. Ultimately, should one or more of your suppliers prove to be consistently unreliable, the authorities would expect you to have to consider refusing to work for that supplier until the maintenance or loading problems had been addressed and rectified.

## Ensuring co-operation

While the legal responsibility for the roadworthiness of the vehicles and trailers you operate always remains with the Operator, the application of this best practice guidance will require co-operation from the owner of the trailer/s.

To help you negotiate this assistance, appendix VII is a suggested letter wording summarising the trailer owner role in your compliance with your Operators licence undertakings.

## Procedural Flow Chart





## Appendix I - Driver Defect report

Driver's name	Date
Vehicle no., make and type	
Trailer fleet/serial no.	Odometer reading

Daily or shift check (tick or cross)		*Items refer to articulated lorry and trailer combinations			
Fuel/oil leaks		Lights		Brake lines*	
Battery security (condition)		Reflectors		Coupling security*	
Tyres and wheel fixing		Indicators		Electrical connections*	
Spray suppression		Wipers		Brakes	
Steering		Washers		Security of body/wings	
Security of load		Horn		Markers	
Mirrors		Excessive engine exhaust smoke		Glass	

REPORT DEFECTS HERE	RECTIFIED

Write <b>NIL</b> here if no defects found	Driver's signature
---	--------------------

Defects rectified by .....

Signature..... Date.....

**Drivers Walk Round Check Audit**

Vehicle Number \_\_\_\_\_ Drivers Name \_\_\_\_\_ Date \_\_\_\_\_

Audit location \_\_\_\_\_ Time \_\_\_\_\_

Checklist Completed ? YES / NO      Nil Defects indicated ? YES / NO

Company Procedures Completed ? YES / NO      Drivers Check Recorded on Tacho ? YES / NO

**Items Checked During Audit**

Fuel/Oil Leaks	Lights		Brake Hoses*	
Battery security	Reflectors		Coupling security*	
Tyres and wheel fixing	Indicators		Electrical connections*	
Spray suppression	Wipers		Brakes	
Steering	Washers		Security of body/wings	
Security of load	Horn		Markers	
Mirrors	Excessive engine exhaust smoke		*ARTIC COMBINATIONS ONLY	

**Notes ? Further Action Required ?**

Driver Signature \_\_\_\_\_ Auditor Signature \_\_\_\_\_

## Appendix III – VOSA Load Security Matrix

### Load security assessment

**The following vehicle body types should be assessed for load security:**

Flatbeds, curtain-siders, lowloaders, skip lorries, car transporters, bulk tippers

**The following vehicle body types do not need to be assessed for load security unless there is reason for concern:**

Box-siders, refrigerated trailers, containers transported on vehicles fitted with twist locks, tilts, live animal transporters

Type A	Type B	Type C
Metal pipes, sheet or bar	Timber	Clothing
Reinforced concrete	FIBCs/bulk powder	Wood chip
Bricks, stone or concrete	Roll cages	Waste paper
Vehicles (including scrap)	Bagged aggregate	Coal bags
Plant machinery	Empty skips stacked 3 high	Bulk material (in tipper)
Reels (steel, wire or paper)	Heavy palletised goods (1)	Packaging material
Kegs and barrels		Single loaded skips
Stacked loaded skips		Empty skips < 3 high
Empty skips stacked > 3 high		Light palletised goods (2)
Metal castings		
Glass		
Containers/work cabins		

Category 1	Category 2	Category 3
No load securing	>30cm gap between load and vehicle headboard (5)	Lashings on ropehooks (6)
>1m gap between front of load and vehicle headboard(3)	Unsheeted load in bulk tipper or skip	Minor damage to headboard not affecting structural integrity
Unstable load affecting vehicle stability or likely to topple from vehicle	Inadequate load securing leading to likely risk of harm	Unsuitable load securing
Severe structural damage to headboard or gaps in headboard that would allow load penetration	Unsuitable stacking of load items likely to lead to risk of harm	Poor condition of securing equipment
Items loaded over height of headboard (4)	Height of load likely to affect vehicle stability	Unsuitable vehicle for load

Load type	Defect category		
	1	2	3
A	P	P	A
B	P	P	A
C	P	A	A

### Notes

- (1) Pallet weight greater than 400kg
- (2) Pallet weight 400kg or less
- (3) Unless other means of preventing forward movement have been used
- (4) This refers to individual items, such as a bundle of pipes. A single indivisible item may be loaded over the height of the headboard as long as the headboard supports it to the height of the centre of gravity.
- (5) As for (3)
- (6) This is always poor practice but there may be no other suitable attachment points.

## Appendix IV – Load Assessment Checklist



### Load Information and Securing Risk Assessment Guide

The Road Vehicles (Construction and Use) Regulations 1986 set out a requirement for the load carried on a vehicle to be secured so that it does not present a likely risk of danger or nuisance to any other road user. To fulfil these legal responsibilities and secure the load so that a force equivalent to the entire weight of the load is secured in the forward direction and half the weight of the load to the sides and rear, the following load securing system has been used.

Check to ensure the trailer/vehicle is suitable to carry the load being considered i.e. no damage to securing equipment, headboard and floor of the loading deck, correct construction?

Headboard used as part of system: Yes ☐ No ☐

If no, the load is prevented from moving forward by: \_\_\_\_\_

Blocking ☐ Bulkhead ☐ Additional lashings ☐ Chocks ☐

Other Means: \_\_\_\_\_

The load is otherwise secured by:

Positive fit Load ☐ retaining bars ☐ Load-rated nets/tarpaulin ☐ Lashings ☐

Lashings were calculated using: BS EN12195:2010 ☐ IMO/ILO/UNECE guidelines ☐ VDI 2700 ☐

Other Means: \_\_\_\_\_ Total load weight: \_\_\_\_\_ tonnes

### Is The Load Secured Safely?

- Can the load slide or topple forward or back?
- **Yes – review, repack, reload and re-secure with suitable equipment, use of headboard etc.**
- Can the load slide or topple off the side?
- **Yes - source suitable retention equipment, consider use of sideboards/bars, repack or reload,**
- Is the load unstable?
- **Yes – do not move the vehicle seek immediate assistance and reload in a correct/safe manner**
- Is load securing equipment damaged or worn?
- **Yes – do not use, source and replace with suitable alternative equipment**
- Is there anything loose that might fall off?
- **Yes – review/reassess the load and securing equipment, repack or reload if necessary**

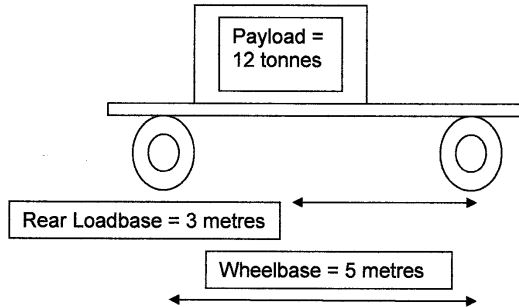
Further Information available on loading and lashing: [Here](#) or contact [r.engley@rha.uk.net](mailto:r.engley@rha.uk.net)

# Axle Load Calculation

When loading a vehicle, it may be simple to avoid exceeding the Gross Vehicle Weight, but it is still necessary to ensure that no axle weights are exceeded due to the position of the load.

To work out the axle load we need to know the weight of the payload, the wheelbase of the vehicle (the distance between the centres of the axles) and the rear loadbase (this is the distance from the centre of the load to the rear axle).

Example –



$$\text{Front Axle Load} = \frac{\text{PAYLOAD} \times \text{REAR LOADBASE}}{\text{WHEELBASE}}$$

$$= \frac{12 \text{ Tonnes} \times 3 \text{ Metres}}{5 \text{ metres}} = \frac{36}{5} = 7.2$$

The Front Axle Load is equal to 7.2 tonnes

$$\text{Rear Axle Load} = \text{PAYLOAD} - \text{FRONT AXLE LOAD}$$

$$= 12 \text{ tonnes} - 7.2 \text{ tonnes} = 4.8$$

The Rear Axle Load is equal to 4.8 tonnes

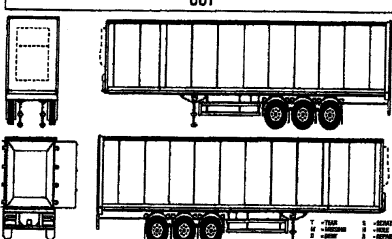
Add your results to the unladen axle weights and check against the plated axle weights of your vehicle and, if required, re-position the load to ensure compliance and avoid unnecessary overloading convictions.

# Appendix VI –Sample Rental Company Checklist

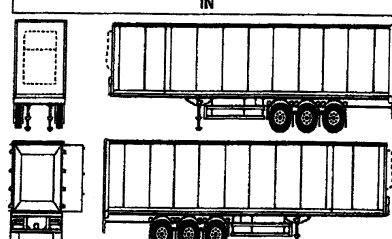
## VEHICLE DAMAGE CONTROL – TRAILER No

Location to/from <input style="width: 100%;" type="text"/> Model <input style="width: 100%;" type="text"/> Reg No. <input style="width: 100%;" type="text"/> Date Out <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> Time Out <input style="width: 20%;" type="text"/> : <input style="width: 20%;" type="text"/> : <input style="width: 20%;" type="text"/> Hub Odometer Out <input style="width: 100%;" type="text"/>	Customer Name <input style="width: 100%;" type="text"/> Agreement No. <input style="width: 100%;" type="text"/> Account No. <input style="width: 100%;" type="text"/> Date In <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> / <input style="width: 20%;" type="text"/> Time In <input style="width: 20%;" type="text"/> : <input style="width: 20%;" type="text"/> : <input style="width: 20%;" type="text"/> Hub Odometer In <input style="width: 100%;" type="text"/>
---	---

**OUT**



**IN**



**DAMAGE KEY FOR INDIVIDUAL ITEMS:** ✓ = FITTED & SERVICEABLE ✗ = NOT WORKING N/A = NOT FITTED IN = MISSING F = FRONT R = REAR

TYPES	OUT		IN		CHASSIS AND BODYWORK	OUT	IN
	N/S	O/S	N/S	O/S			
MAKE DEPTH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Headboard	<input type="text"/>	<input type="text"/>
MAKE DEPTH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Front Bulkhead	<input type="text"/>	<input type="text"/>
MAKE DEPTH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ryder Sticker and Overall Height Sticker	<input type="text"/>	<input type="text"/>
TYRE MAKE KEY	CONTINENTAL GOODYEAR DUNLOP MICHELIN UNIDROSTONE PIRELLI		UNIROVAL BANDVOLK GOODYEAR MICHELIN OTHER RE-OUT		Front Marker Lights	<input type="text"/>	<input type="text"/>
TYRE SIZE	<input type="text"/>		<input type="text"/>		Couplings	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Landing Legs	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Winding Handle	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Side Guards	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Side Guard End Caps	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Spray Flap (quantity)	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Raise Lower	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Curtains and Body Panels	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Perforate	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Curtain Straps	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Curtain Tensioners	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Side Reflectors	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Side Marker Lights	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Rear Marker Lights	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Rear Underrun Bar	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Underrun End Caps	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		Rear Lights	<input type="text"/>	<input type="text"/>
	<input type="text"/>		<input type="text"/>		N/O Plate Light/Lens	<input type="text"/>	<input type="text"/>

continued				continued				
	OUT	IN		OUT	IN		OUT	IN
L/I Marker Plates	<input type="text"/>	<input type="text"/>	Lights	<input type="text"/>	<input type="text"/>	Lockdown Trache	<input type="text"/>	<input type="text"/>
Rear Fog Lights	<input type="text"/>	<input type="text"/>	Kick Strip	<input type="text"/>	<input type="text"/>	Lead Restraint Straps (quantity)	<input type="text"/>	<input type="text"/>
Rear Door Operation Handles	<input type="text"/>	<input type="text"/>	Temp Probes (quantity)	<input type="text"/>	<input type="text"/>	Air Trunking (quantity)	<input type="text"/>	<input type="text"/>
Locking Bars and Hinges	<input type="text"/>	<input type="text"/>	MOVEABLE	<input type="text"/>	<input type="text"/>	BULKHEAD CHECKS	<input type="text"/>	<input type="text"/>
Rear Steps	<input type="text"/>	<input type="text"/>	Dividing Bulkhead	<input type="text"/>	<input type="text"/>	Bulkhead Stowed Up	<input type="text"/>	<input type="text"/>
Rear Bump Rubbers	<input type="text"/>	<input type="text"/>	REFRIGERATION	<input type="text"/>	<input type="text"/>	UNIT ENGINE CHECKS	<input type="text"/>	<input type="text"/>
Rear Door Seals	<input type="text"/>	<input type="text"/>	Engine Start Only	<input type="text"/>	<input type="text"/>	Fridge Standby Plug	<input type="text"/>	<input type="text"/>
Twist Lock	<input type="text"/>	<input type="text"/>	Fridge Panels	<input type="text"/>	<input type="text"/>	TAIL LIFT CHECKS	<input type="text"/>	<input type="text"/>
Opening Roof	<input type="text"/>	<input type="text"/>	Tail Lift Operational	<input type="text"/>	<input type="text"/>	Safety Catch	<input type="text"/>	<input type="text"/>
Hydraulic	<input type="text"/>	<input type="text"/>	Flags/Warnings	<input type="text"/>	<input type="text"/>	Internal Control Box	<input type="text"/>	<input type="text"/>
Side Door	<input type="text"/>	<input type="text"/>	Tail Lift Lenses Supplied	<input type="text"/>	<input type="text"/>	DRIVER'S PACK	<input type="text"/>	<input type="text"/>
Door Retainers	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Exterior Light Switch	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
LEGAL CHECKS	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
MDT Disk	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
MDT Plate	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
MDT Expiry Date	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Manufacturer Plate	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Ministry I.D. Number	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
INTERIOR	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Headboard	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Roof	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Floor	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Side Walls	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

<b>CHECKED OUT</b> Signature: <input style="width: 90%;" type="text"/> Print Name: <input style="width: 90%;" type="text"/>	<b>CHECKED IN</b> Signature: <input style="width: 90%;" type="text"/> Print Name: <input style="width: 90%;" type="text"/>
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<b>VEHICLE CONDITION AGREED</b> CUSTOMER/DRIVER OUT Signature: <input style="width: 90%;" type="text"/> Print Name: <input style="width: 90%;" type="text"/>	<b>VEHICLE CONDITION AGREED</b> CUSTOMER/DRIVER IN Signature: <input style="width: 90%;" type="text"/> Print Name: <input style="width: 90%;" type="text"/>
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## Appendix VII – Co-operation request letter to trailer owner

Dear Trailer Owner/Transport Principle,

As you may be aware, we are a haulier involved in transporting your trailers.

To be able to provide this service to you and your customers, we are legally obliged to hold an Operators licence that imposes a range of binding undertakings on our company designed to ensure fair competition throughout the industry and safe standards for all road users. Should we fail to achieve these undertakings we are at risk of losing our licence and our ability to do business and therefore take these responsibilities extremely seriously.

I am writing to you today as I hope you can assist us to achieve our legal responsibilities by making a minor adjustment to your own procedures.

As you can see in the enclosed best practice guide, it would be extremely useful for my drivers to know the last date your trailer was declared roadworthy by your maintenance providers and what inspection frequency was applied to that examination. This could be achieved by a range of methods, including an indicator sign on the trailer listing the relevant dates or the trailer carrying a copy of the relevant inspection paperwork in a prominent and accessible position. I can assure you that providing this information does not expose you to any liability as the responsibility for the roadworthiness of the vehicles and trailers we transport will always remain with us as the operators licence holder, but it would be a very helpful supplement to our current procedures and I trust such a system could also prove useful in the management of your internal maintenance system.

I hope you will be able to introduce a suitable system without undue delay and would appreciate your confirmation of what my drivers should look for on your equipment. If we can be of any assistance concerning the development or delivery of a suitable system or if you would like further clarification concerning the contents of this request, then please do not hesitate to contact the undersigned.

IRTE is a professional sector of the SOE (Society of Operations Engineers).

SOE is a professional membership organisation that represents three professional sectors of the engineering industry – IRTE, IPlantE and BES.

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1. Professional and industry recognition through post nominal letters (eg MIRTE).
2. Opportunity to gain registration with EC<sup>UK</sup> at CEng, IEng or EngTech level.
3. The latest technical and industry news through *Transport Engineer*.
4. Full access to website including the 'members only' area.
5. Career development opportunities and CPD scheme.

For more information and to join, visit [www.soe.org.uk](http://www.soe.org.uk).

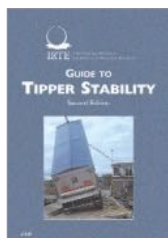


## SOE Publications



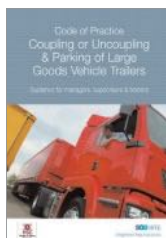
**Wheel Loss – No longer a mystery**

The SOE's guide to wheel loss is based on BS AU50 Part 2 section 7a (1995). The guide explains the mechanisms of wheel loss and provides helpful best practice guidance to assist those specifying and maintaining commercial vehicles to reduce wheel loss incidents.



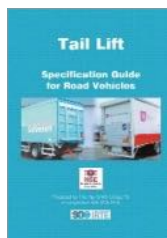
**IRTE Guide to Tipper Stability**

Essential guidance for those wishing to implement best practice when operating tipping vehicles or tipper trailers.



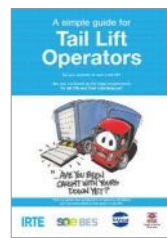
**Coupling and Uncoupling of Large Goods vehicle Trailers**

The IRTE code of practice is aimed at managers, supervisors and trainers but has good advice for everyone who has responsibility for the safety of large goods vehicles and drivers.



**Tail Lift – Specification Guide for Road Vehicles**

Guidance for manufacturers, specifiers, installers, suppliers and users of tail lifts as to the safety issues associated with tail lift installations.



**A simple guide for Tail Lift Operators**

This guide provides some basic information and highlights the user's legal responsibilities in the use, maintenance and examination of tail lifts. It is written in a simple question and answer format and is intended to be used as a basic guide to clarify current legislation that applies to tail lifts and tail lift manufacturers' recommendations.



**Guide to Wheel Security**

The associated quick reference poster for *Wheel Loss – No longer a mystery* booklet

To order any of these publications please contact the technical services department at [technical@soe.org.uk](mailto:technical@soe.org.uk) or telephone 0207 630 1111

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