|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OPERATOR NAME** | Week 1  *Office* | Week 2  Remote | Week 3  Yard | Week 4  Remote |
| General | 2/2/25 | 9/2/25 | 16/2/25 | 23/2/25 |
| Sign-in to VOL & Review | **X** |  |  |  |
| OCRS Status Check – Report Requested |  | **x** |  |  |
| WhatsApp Control Log Check | **x** |  |  |  |
| HR Review |  |  | **x** |  |
| Health & Safety Review | **x** |  |  |  |
| Business Insurances | **x** |  |  |  |
| Communication Board review |  |  | **x** |  |
| Vehicle Documents available | **x** |  |  |  |
| Review Supervisor |  |  |  | **x** |
| Review Policies (Handbook, H&S, Wheel& Tyre, VOR, etc) | **x** |  |  |  |
| Review with Operator | **x** |  |  | **x** |
| Maintenance |  |  |  |  |
| Truck file review (review all PMIs) | **x** | **x** | **x** | **x** |
| Update Bespoke Trackers | **x** | **x** | **x** | **x** |
| Maintenance planner Update | **x** |  |  |  |
| Review Driver Walkaround Checks on system |  |  | **x** |  |
| Review VOR Status & Application |  |  | **x** |  |
| Review Driver Walkarounds on file |  | **x** |  |  |
| Complete spot/ gate Checks |  |  | **x** |  |
| Review Fuel & AdBlue Usage | **x** |  |  |  |
| Safety defects & Recalls | **x** |  |  |  |
| Defects for PMI reviewed | **x** | **x** | **x** | **x** |
| Defects Reporting System review | **x** |  |  | **x** |
| Truck File App usage by Drivers |  |  | **x** |  |
| Wheel & Tyre Management System Review | **x** |  | **x** |  |
| Drivers |  |  |  |  |
| Driver Licence reviewed (licencecheck.org) | **X** |  |  |  |
| Driver CPC Training Review | **Ongoing** |  |  |  |
| Accompany driver on a job |  |  | **x** |  |
| Review Driver Training Needs |  |  | **x** |  |
| Driver Wellbeing Discussion |  |  | **x** |  |
| Review Driver Contact Log | **x** |  |  |  |
| Driver Training |  |  | **x** |  |
| Driver Hours |  |  |  |  |
| Review Compliance Dashboard | **X** | **x** | **x** | **x** |
| Review Management Reports | **X** | **x** | **x** | **x** |
| Review All Signed Infringements & Follow | **X** |  | **x** |  |
| Review CPC Management Report | **x** |  |  |  |
| Review Completed Infringements | **X** | **x** | **x** | **x** |
| Review Scheduled Reports | **X** | **x** | **x** | **x** |
| Review Missing Miles Report | **x** |  |  |  |
| Review Speeding Report | **None** |  |  |  |
| Review Lead-time Report |  |  | **x** |  |
| Review WTD 17 Report | **X** |  |  |  |
| Review Driven without Driver | **X** |  |  |  |
| Worker Calendar Review | **X** | **x** | **x** | **x** |
| Vehicle Calendar Review | **X** | **x** | **x** | **x** |
| Investigations/Disciplinaries |  |  |  |  |

**Discussion with operator**

|  |
| --- |
| Areas of concern |
| **Next steps** |

Signoff: Zed Aziz \_\_\_\_\_\_\_\_\_\_\_\_ Operator Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: