

FLEET COMPLIANCE DOCUMENTATION

TransGlobal Logistics Ltd

Document Reference: FCD-2025-001

Prepared Date: 23 December 2025

Classification: CONFIDENTIAL

Company Name:	TransGlobal Logistics Ltd
Operating License:	TGL-UK-2024-7854
Fleet Size:	47 vehicles
Primary Operations:	National & International freight
Regulatory Framework:	UK DVSA / EU Regulation (EC) 1071/2009
Audit Type:	Annual DVSA Compliance Audit
Scheduled Audit Date:	15 March 2025
Operating Centre:	Manchester Logistics Hub, M17 1PQ
Transport Manager:	James Richardson (CPC Qualified)

Fleet Manager:

Sarah Chen

TABLE OF CONTENTS

1. Executive Summary
2. Fleet Inventory & Vehicle Registration
3. Driver Qualifications & Licensing
4. Vehicle Maintenance Records
5. Safety Equipment & Inspection Records
6. Operational Records & Tachograph Data
7. Insurance Coverage & Claims History
8. Training & Certification Records
9. Incident Reports & Investigation Records
10. Environmental Compliance Documentation

1. EXECUTIVE SUMMARY

TransGlobal Logistics Ltd operates a mixed fleet of 47 commercial vehicles consisting of 28 HGV articulated lorries, 12 rigid body trucks, and 7 light commercial vehicles. The company maintains compliance with UK DVSA regulations and EU standards for international operations. This documentation package has been compiled in preparation for the scheduled annual DVSA compliance audit on 15 March 2025. All documentation is current as of the date of preparation and represents the operational status of the fleet and driver workforce. Current compliance posture indicates substantial adherence to regulatory requirements with minor remediation items identified and tracked for resolution prior to audit date.

Key Fleet Statistics:

Metric	Value	Status
Total Fleet Vehicles	47	Current
Drivers (Full-time)	52	Active
Drivers (Part-time/Relief)	8	Active
Valid O-Licence Vehicles	47/47	✓ Compliant
Current MOT Certificates	45/47	■ 2 Due
PMI Inspections Up-to-Date	44/47	■ 3 Overdue
Driver CPC Renewals Current	58/60	■ 2 Due
Valid Insurance Certificates	47/47	✓ Compliant
Tachograph Calibrations Current	40/40	✓ Compliant

2. FLEET INVENTORY & VEHICLE REGISTRATION

Complete fleet inventory with registration details and operational status:

Reg. No.	Make/Model	Type	Year	Plated Weight	Status
BV48 MSY	Iveco Eurocargo	Rigid 12T	2023	12T	Active
NG58 NSR	Mercedes Actros	HGV Artic	2018	44T	Active
EV62 YJD	Ford Transit	LCV 3.5T	2018	3.5T	Active
AU88 LGA	MAN TGX	Rigid 18T	2018	18T	Active
SE35 JTV	Scania R450	HGV Artic	2022	44T	Active
JS88 LGM	Scania R450	HGV Artic	2024	44T	Active
DH55 PNH	DAF XF	HGV Artic	2020	44T	Active
MH40 KFT	Volvo FH16	HGV Artic	2019	44T	Active
TP34 KJN	Iveco Eurocargo	Rigid 12T	2021	12T	Active
TU10 WWX	Volvo FH16	HGV Artic	2019	44T	Active
CB51 XMK	MAN TGX	Rigid 18T	2018	18T	Active
EG86 NEF	Mercedes Actros	HGV Artic	2019	44T	Active
LA82 WWJ	Scania R450	HGV Artic	2023	44T	Active
PR64 DKE	Ford Transit	LCV 3.5T	2020	3.5T	Active
CS52 HXL	Mercedes Actros	HGV Artic	2022	44T	Maintenance
...	...	...	...	...	...

Total: 47 vehicles

Note: Full vehicle inventory with V5C registration documents, O-Licence disc copies, and plating certificates available in supporting documentation folder.

3. DRIVER QUALIFICATIONS & LICENSING

Driver workforce qualifications summary:

Driver ID	Name	License Type	CPC Expiry	Medical Cert	Status
DRV-1001	James Walker	C	01/05/2027	06/11/2028	✓ Valid
DRV-1002	Mohammed Ahmed	C1	25/03/2027	28/08/2027	✓ Valid
DRV-1003	Sarah Thompson	C1	07/06/2026	10/06/2028	✓ Valid
DRV-1004	David Price	C	16/10/2026	23/05/2027	✓ Valid
DRV-1005	Michael Brown	C+E	18/11/2026	10/01/2028	✓ Valid
DRV-1006	Emma Wilson	C1	08/03/2028	25/07/2028	✓ Valid
DRV-1007	Robert Taylor	C	26/10/2027	08/03/2028	✓ Valid
DRV-1008	Lisa Anderson	C1	16/02/2027	08/11/2026	✓ Valid
DRV-1009	John Davies	C	21/04/2026	17/06/2026	✓ Valid
DRV-1010	Maria Garcia	C+E	21/12/2026	28/04/2027	✓ Valid
DRV-1011	Thomas Evans	C1	22/01/2027	15/07/2027	✓ Valid
DRV-1012	Rachel Roberts	C+E	15/10/2026	15/07/2028	✓ Valid
DRV-1013	Christopher Lee	C1	09/05/2026	06/12/2026	✓ Valid
DRV-1014	Jennifer White	C1	02/01/2027	10/04/2027	■ Renewal Due
DRV-1015	Daniel Martin	C+E	30/12/2026	11/09/2027	■ Renewal Due
...	...	...	...	...	...

Total: 60 drivers

Supporting Documentation:

- DVLA driving license photocopies (both parts) for all drivers
- Driver CPC qualification cards (digital and physical copies)
- D4 medical examination certificates
- Driver declaration forms (criminal convictions/endorsements)
- DCPC training records (35 hours periodic training)
- Driver handbook acknowledgment forms
- Tachograph card registrations and downloads

4. VEHICLE MAINTENANCE RECORDS

All fleet vehicles undergo preventive maintenance inspection (PMI) schedules in accordance with DVSA Guide to Maintaining Roadworthiness. The maintenance programme includes 6-weekly safety inspections and manufacturer-recommended service intervals.

Recent Maintenance Activity Summary (Last 90 Days):

Vehicle Reg	Last PMI Date	Next PMI Due	Last Service	MOT Expiry	Defects
MX46 ERK	22/12/2025	03/01/2026	30/08/2025	19/09/2026	None
HH18 RMT	13/12/2025	15/01/2026	15/09/2025	11/08/2026	2 Minor
NV77 EKF	01/12/2025	19/01/2026	17/07/2025	06/09/2026	None
CM26 VXX	19/12/2025	08/01/2026	30/08/2025	15/11/2026	2 Minor
KN23 NTW	15/12/2025	20/01/2026	11/11/2025	02/06/2026	None
SJ70 SHA	07/12/2025	08/01/2026	07/10/2025	26/05/2026	None
RM54 FSF	18/12/2025	01/01/2026	15/08/2025	16/07/2026	1 Minor
FH15 TJW	26/11/2025	25/01/2026	07/09/2025	18/09/2026	2 Minor
LK27 LPH	09/12/2025	02/01/2026	10/07/2025	29/03/2026	None
SK11 XFS	20/12/2025	28/12/2025	17/09/2025	27/11/2026	None
HU68 CPE	03/12/2025	28/12/2025	27/07/2025	06/09/2026	None
HV90 AHV	02/12/2025	28/01/2026	16/11/2025	18/08/2026	None
...	...	...	...	...	...

Maintenance Documentation Held:

- PMI inspection sheets (digitally stored with photographic evidence)
- Service records from approved maintenance facilities
- MOT certificates (current and historical)
- Defect rectification records with parts invoices
- Annual brake testing records
- Tachograph calibration certificates (2-yearly)
- Road worthiness prohibition notices (if applicable)
- Maintenance contract with Manchester Commercial Vehicles Ltd

5. SAFETY EQUIPMENT & INSPECTION RECORDS

All vehicles are equipped with mandatory safety equipment in compliance with UK regulations and ADR requirements where applicable. Regular inspections ensure equipment remains serviceable and within certification periods.

Safety Equipment Compliance Checklist:

Equipment Item	Regulation	Fleet Coverage	Last Inspection	Status
Fire Extinguishers (2kg minimum)	UK Road Vehicles Regs	47/47 vehicles	15/12/2024	✓ Compliant
First Aid Kits (HSE Compliant)	Health & Safety Regs	47/47 vehicles	15/12/2024	✓ Compliant
Warning Triangles	Highway Code Rule 274	47/47 vehicles	15/12/2024	✓ Compliant
High-Visibility Jackets	PPE Requirements	120 units	15/12/2024	✓ Compliant
Load Securing Equipment	DfT Code of Practice	All vehicles	10/01/2025	✓ Compliant
Tachograph Cards	EU Reg 165/2014	60/60 drivers	20/01/2025	✓ Compliant
Speed Limiters	Road Vehicles Regs	40/40 HGVs	05/12/2024	✓ Compliant
Reversing Alarms	Code of Practice	47/47 vehicles	15/12/2024	✓ Compliant
Blind Spot Mirrors	DVSA Guidelines	40/40 HGVs	15/12/2024	✓ Compliant
Wheel Chocks	Loading Bay Safety	47/47 vehicles	15/12/2024	✓ Compliant

Daily Walk-Around Check Compliance:

All drivers complete mandatory daily walk-around vehicle checks using digital reporting system. Records maintained for minimum 15 months. Defect reporting rate average: 3.2% (within industry benchmark). Critical defects result in immediate vehicle withdrawal from service until rectified.

6. OPERATIONAL RECORDS & TACHOGRAPH DATA

Comprehensive operational records maintained in accordance with EU Drivers' Hours and Tachograph Rules. Digital tachograph data downloaded every 28 days for vehicles and 90 days for driver cards. Analysis conducted using TruTac fleet management system.

Tachograph Compliance Summary (Last 6 Months):

Compliance Metric	Result	Target	Status
Driving Time Infringements	2.1%	<3%	✓ Within Target
Rest Period Infringements	1.8%	<2%	✓ Within Target
Working Time Directive Compliance	98.7%	>98%	✓ Within Target
Tachograph Download Compliance	100%	100%	✓ Compliant
Manual Entry Rate	4.2%	<5%	✓ Within Target
Data Quality Issues	0.3%	<1%	✓ Within Target
Missing Journey Records	0	0	✓ Compliant

Operational Records Maintained:

- Digital tachograph downloads (vehicle units and driver cards)
- Driver defect reports and daily check sheets
- Route planning and job allocation records
- Customer delivery notes and POD (Proof of Delivery)
- Fuel records and fuel card reconciliation
- Drivers' hours analysis reports (weekly management review)
- Working Time Directive compliance records
- Cross-border movement documentation (CMR notes)
- Temporary traffic regulation permissions

7. INSURANCE COVERAGE & CLAIMS HISTORY

Fleet insurance maintained with FleetGuard Commercial Insurance Ltd. All vehicles covered for goods in transit, third party liability, and comprehensive coverage. Policy meets EU minimum insurance requirements for international operations.

Insurance Policy Details:

Policy Component	Coverage Limit	Policy Number	Renewal Date
Motor Fleet Insurance	Comprehensive	FLT-UK-2024-9847	31/03/2025
Goods in Transit	£500,000 per load	GIT-2024-4521	31/03/2025
Public Liability	£10,000,000	PL-2024-7788	31/03/2025
Employers' Liability	£10,000,000	EL-2024-7789	31/03/2025
Motor Legal Protection	Included	FLT-UK-2024-9847	31/03/2025

Claims History (Last 3 Years):

Year	Total Claims	At-Fault Claims	Claim Value	Status
2024	7	3	£24,500	All Settled
2023	5	2	£18,200	All Settled
2022	9	4	£31,800	All Settled

Note: Claims rate 4.5 per 100 vehicles annually, below industry average of 6.8.

8. TRAINING & CERTIFICATION RECORDS

Comprehensive driver training programme exceeds minimum regulatory requirements. All drivers receive initial induction training, ongoing DCPC periodic training, and specialist training for specific operations (ADR, international, dangerous goods where applicable).

Training Programme Overview:

Training Type	Frequency	Completion Rate	Next Review
Driver Induction	New Starters	100%	Ongoing
DCPC Periodic (35hrs)	Every 5 years	96.7%	Rolling
Defect Reporting	Annual Refresher	100%	Q1 2025
Load Security	Annual	100%	Q2 2025
First Aid (Basic)	Every 3 years	85%	Q3 2025
Fuel Efficiency	Biennial	100%	Q4 2024
Safe Urban Driving	Annual	100%	Q1 2025
Digital Tachograph	Initial + Updates	100%	As Required
Health & Safety	Annual	100%	Q1 2025

Training Documentation:

- Individual driver training matrices
- DCPC training certificates and periodic training records
- Course attendance registers and completion certificates
- Training provider accreditation certificates
- Competency assessment records
- Annual training plan and budget allocation
- Training needs analysis documentation

9. INCIDENT REPORTS & INVESTIGATION RECORDS

All incidents, accidents, and near-miss events are reported through formal incident reporting system. Investigations conducted in accordance with company health and safety policy. Trend analysis completed quarterly to identify preventative actions.

Incident Summary (Last 12 Months):

Incident Type	Reported	Investigated	Preventable	Actions Taken
Traffic Collisions	7	7	3	Driver retraining
Vehicle Damage	12	12	8	Enhanced checks
Near Miss Events	23	23	18	Toolbox talks
Load Security Issues	4	4	4	Procedure review
Driver Injuries	1	1	0	RIDDOR report filed
Public Complaints	3	3	2	Process improvement

Key Performance Indicators:

- Accident frequency rate: 2.8 per million kilometres (industry average: 4.1)
- RIDDOR reportable incidents: 1 (reportable injury to employee)
- HSE enforcement action: None
- Fleet safety score: 87/100 (based on insurance provider assessment)
- Trend analysis: 15% reduction in preventable incidents vs. previous year

Incident Documentation Held:

- Incident report forms (all incidents logged)
- Investigation reports with root cause analysis
- Photographs and witness statements
- Police reports where applicable
- RIDDOR reports (HSE submissions)
- Corrective action tracking logs
- Management review meeting minutes

10. ENVIRONMENTAL COMPLIANCE DOCUMENTATION

TransGlobal Logistics maintains environmental management practices in line with ISO 14001 principles. Focus areas include emissions reduction, fuel efficiency, waste management, and compliance with Clean Air Zone regulations.

Fleet Emissions Profile:

Vehicle Standard	Number of Vehicles	Percentage	CAZ Compliant
Euro 6	32	68%	✓ Yes
Euro 5	12	26%	✓ Yes
Euro 4	3	6%	■ Limited Access
Total Fleet	47	100%	Predominantly Compliant

Environmental Performance Metrics:

- Average fleet MPG: 8.2 (improved 4% vs. 2023)
- CO2 emissions per tonne-km: 62g (industry benchmark: 68g)
- AdBlue consumption tracking: 100% compliant
- Fuel efficiency training completion: 100% of drivers
- Fleet replacement strategy: Target 90% Euro 6 by end 2025
- Clean Air Zone compliance: Manchester, Birmingham, London registered

Environmental Documentation:

- Vehicle registration documents showing Euro standards
- AdBlue purchase and usage records
- CAZ compliance registrations and payment records
- Fuel consumption reports (monthly analysis)
- Waste oil and parts disposal certification
- Environmental policy statement
- Carbon footprint reporting data

DOCUMENT CONTROL INFORMATION

Document Reference:	FCD-2025-001
Version:	1.0
Date Prepared:	23 December 2025
Prepared By:	Sarah Chen, Fleet Manager
Reviewed By:	James Richardson, Transport Manager (CPC)
Approved By:	David Morrison, Operations Director
Classification:	CONFIDENTIAL - For Audit Purposes Only
Distribution:	DVSA Audit Team, Senior Management
Next Review Date:	15 March 2026
Storage Location:	Secure Document Management System

SUPPORTING DOCUMENTATION APPENDICES

The following supporting documentation is available upon request and organized in accordance with the evidence pack structure:

Appendix A: Complete vehicle registration documents (V5C) and O-Licence disc copies

Appendix B: Driver license photocopies, CPC cards, and medical certificates

Appendix C: Full maintenance records including PMI sheets and service history

Appendix D: Tachograph download data (last 12 months) and analysis reports

Appendix E: Insurance policy schedules and certificates

Appendix F: Training certificates and DCPC periodic training records

Appendix G: Incident investigation reports and photographs

Appendix H: Environmental compliance certificates and CAZ registrations

Appendix I: Organizational charts and management qualification certificates

Appendix J: Operating centre inspection reports and planning permissions

This document contains confidential business information and has been prepared specifically for regulatory audit purposes. Unauthorized distribution or reproduction is prohibited. All information is accurate as of the date of preparation and subject to ongoing operational updates.

END OF DOCUMENT