

AUTOMOTIVE CONSULTING ENGINEERS LTD



Our Ref:

Your Ref:

Date:

Dear Sirs

Re: Audit

- 1.0 **CONTENT:**
- 2.0 INSTRUCTIONS
- 3.0 GENERAL OVERVIEW
- 4.0 THE FOLLOWING DOCUMENTS HAVE BEEN RETAINED AT OUR OFFICES
- 5.0 REPORT
- 6.0 CONCLUSION
- 7.0 RECOMMENDATIONS
- 8.0 DUTY
- 9.0 STATEMENT OF TRUTH
- 10.0 AUDITOR
- 11.0 ACE MANAGING DIRECTORS SIGNATURE

2.0 INSTRUCTIONS:

- 2.1 We thank you for instructions with regard to a Traffic Commissioners Report and your referral from the RHA Road Haulage Association. We have read the Commissioners report dated ***** and as per your brief, audited your records for the period from ***** to *****. The audit took place on the ***** by our ***** using our own dedicated auditing report system. The report is the 3rd in the batch of 3.

3.0 GENERAL OVERVIEW:

- 3.1 The company are operating *** tractor units and *** Trailers, authorised on the operator Licence and have in the main, addressed the issues in the commissioner's report of ****. We have noted between the 1st visit and the 2nd considerable development of system and operations to deal with report dated *****. The final visit in the batch confirmed the system was being correctly maintained over all the visits.
- 3.2 The Crystal RFM computer System installed is working to good effect. All operating vehicle information is stored on the system and is up to date. During my visit it was reported that all of the operational staff have access, providing they have a system password, this includes VOSA inspecting officers and ensures that the system is transparent.
- 3.3 The organisation has in house heavy goods vehicle repair facilities and fully fitted mechanical workshops, including rolling road brake testing and a large yard providing ample off road vehicle and trailer parking, steam cleaning, purging and storage for container tanker fleet.

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"Helping You Make Informed Decisions"

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-2-

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4.0 THE FOLLOWING DOCUMENTS HAVE BEEN RETAINED AT OUR OFFICES:

- a) Sample copies of driver daily walk around check and reporting. Selected from our latest visit *****.
- b) 6 weekly safety inspections taken from computer records from ***** to *****.
- c) Parts history from computer data base.
- d) Sample repair job cards.
- e) Viewed displayed wall mounted schedule for annual servicing.
- f) Drivers hours and records.
- g) Tachograph records.

5.0 REPORT:

- 5.1 We can confirm that at the time of our visit on ***** , the action plan has been fully implemented as follows: -
- 5.2 The driver daily checks were free from any breaches and it was reported that disciplinary action has taken place with regard to system breaches previously. The system was showing 100% compliance.
- 5.3 The introduction of the Crystal RFM system means that safety checks can be organised and carried out earlier. Safety inspections are now scheduled on a 5 weekly rotor.
- 5.4 Parts history records are being used more widely and not only confirm repairs, but helps with cost control.
- 5.5 Job cards also are used as a confirmation of major repairs and costing.
- 5.6 The wall mounted chart recording and confirming annual servicing is section coloured and effective and easy to understand. These details are also incorporated into the computer system. This provides system redundancy should the computer system fail.
- 5.7 The driving times and working time is monitored by Tachometer software system to record and monitor driver activity and ensure compliance with regulatory requirements.
- 5.8 An additional computer programme is used to manage loads.
- 5.9 There is also a hard copy filing system; comprising details of tractor unit, trailer numbering, plating and all MOT certificates. A further redundancy measure.
- 5.10 The majority of maintenance is carried out in house. However, some vehicles are on contract and maintenance for these is carried out by local agents e.g. MAN, SCANIA and DAF. The service intervals for these vehicles, as per Manufacturers recommendations, are 50,000 kms. and for DAF without PTO 60,000 kms. The invoices are carefully filed.

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-3-

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6.0 CONCLUSION:

- 6.1 In conclusion, it is our opinion that a concerted effort has been made by the company and progress has been made in order to comply with the issues presented by the Traffic commissioners report of *****. We can confirm the system is now fully compliant and appears to be robust with paper redundant systems in place.
- 6.2 We would confirm that this improvement has been successful by the implementation of the Crystal RMF System, but also a change in internal philosophy with regard to record keeping has taken place. The management and staff focus is now to a very good standard and in keeping with the high standards required to operate goods vehicles.
- 6.3 On going, the company will need to maintain this improvement, all staff involved must remain focused on the job at hand.
- 6.4 The area of driver daily walk around checks is now in compliance and in our opinion, the company is demonstrating awareness of their responsibilities under the licence of operators act 1995.
- 6.5 The company philosophy has changed markedly from our original visit to the very high standard now utilised, their actions are now considered a credit to themselves in there efforts to improve and comply with the standards required to operate goods vehicles.

7.0 RECOMMENDATIONS:

- 7.1 To continue with the system already in place and maintain accurate records in all aspects and to maintain compliance.
- 7.2 Ensure that the matter of driver daily walk around checks are maintained and if necessary, continue to record any driver disciplinary action.

8.0 DUTY

- 8.1 It is the duty of an expert to help the Court on the matters within his expertise. This duty over-rides any obligation to the person from whom he has received instructions or by whom he is paid. I understand my duty to the Court and have complied with that duty.

9.0 STATEMENT OF TRUTH

- 9.1 I confirm that insofar as the facts stated in my report are within my own knowledge, I have made clear which they are and believe them to be true and that the opinions I have expressed represent my true and complete professional opinion.

10.0 AUDITOR

11.0 For and on behalf of Automotive Consulting Engineers Ltd