



Robinson's Transport Consultants Ltd.

26th August 2012

Audit Report

M Travel Minibuses Ltd

This is a report into the systems of the above named company which was carried out on 23rd August 2012.

Maintenance

The stipulated inspection frequency is eight weeks. From my examination of the Preventative Maintenance Inspection (PMI) records I found that the inspections were being carried out at or before the eight weeks.

All the records were in the main complete however there were several records where comment had been entered regarding low tread on tyres but there is no action recorded on the same record. On some of those there was action taken on the next PMI record however it does require the action to be recorded on the record or comments such as 'advise' or 'monitor' to indicate no further action was needed at the time.

On a PMI for vehicle dated 23.4.12 there appears to be an incorrect date entered on the front of the sheet. It indicates the inspection was carried out on 23.4.12 however the date of completion and the declaration of roadworthiness on the reverse is dated 13.4.12. By comparison with the driver's daily defect reports the odometer indicates it was completed on 13.4.12. I am aware this date has been altered and initialed by you which is the correct action.

A NIL driver's daily defect reporting system is in use and these are stored in month order. There was evidence of defects being found and rectified.

Roller brake tests are being carried out approximately at three monthly intervals and have been correctly filed in sequence in the vehicle files. I did however note that vehicle has only one brake test on file dated April 2012. The vehicle is now overdue another.