

Operator Licence Compliance Checklist

O-licence safety requirements for UK HGV fleet operators

O-LICENCE CONDITIONS — ALL FOUR MUST BE MET

- ☐ Good reputation — no undisclosed relevant convictions (operator, directors, transport manager)
- ☐ Changes notified to Traffic Commissioner within 28 days of occurrence
- ☐ Financial standing evidenced — £8,000 + £4,500/vehicle (standard) or £3,100 + £1,700 (restricted)
- ☐ Financial standing documentation available (bank statements, guarantees)
- ☐ Transport Manager CPC held and current — standard licences only
- ☐ Transport Manager exercising continuous and effective responsibility (documented)
- ☐ Operating centre suitable and correctly specified on licence
- ☐ Vehicle authorisation numbers correct — not operating more vehicles than licensed

TRANSPORT MANAGER RESPONSIBILITIES

- ☐ Active daily involvement in transport operations — not nominal oversight
- ☐ Maximum 4 operators / 50 combined vehicles across all managed operations
- ☐ Tachograph downloads: vehicle unit every 90 days, driver cards every 28 days
- ☐ OCRS (Operator Compliance Risk Score) monitored regularly — not just at audit
- ☐ Refresher training completed — minimum 2 days over 5-year cycle
- ☐ Drivers' hours infringements reviewed and actioned within 28 days of download

VEHICLE MAINTENANCE — PMI AND RECORDS

- ☐ PMI intervals documented and risk-justified (typically 6 weeks — may be shorter)
- ☐ Maintenance planner shows inspection dates at least 6 months ahead
- ☐ Every safety inspection includes brake performance assessment (RBT documented)
- ☐ Laden RBT taken within 14 days of inspection where used as brake evidence
- ☐ ADAS sensor and camera checks completed after any repair or alignment change
- ☐ Daily walkaround checks completed by driver — defects recorded and signed off
- ☐ Defect-to-rectification trail documented — reported defect, action taken, date cleared
- ☐ Nil-defect records not the only entries — occasional defects confirm checks are real

☐ Third-party maintenance: written contract with workshop held on file

☐ Maintenance and defect records retained for minimum 15 months

DIGITAL COMPLIANCE (2025/2026 REQUIREMENTS)

☐ Transport manager changes processed via VOL digital system (since Jan 2025)

☐ VOL email address current and actively monitored (PG10 notices served by email since Feb 2026)

☐ Vehicle operator licensing system entries verified — correct vehicles, correct operating centre

☐ Operator licence discs displayed in each vehicle