

TRANSPORTATION: SUPPLIER SAFETY CHECK-LIST FORM COMPLETED BY TRANSPORT MANAGER								
Supplier name:								
Country:								
Date:								
Completed by:								
General information:								
- Service Type: Transport / Transfer / Logistics / Other: _____								
- Location/Route:								
- Duration:								
1. Original documents								
Component to inspect						Yes	No	N/A
1.1.	Valid business operating license or permit? (please provide a copy)							
1.2.	Any other licenses? (Country specific)							
2. Vehicles								
Component to inspect						Yes	No	N/A
2.1.	Type of vehicle(s) used for this specific tour: _____							
2.2.	Vehicle/s is/are registered and insured, in good working order and well-maintained.							
2.3.	Are all vehicles roadworthy?							
2.4.	Are vehicles purchased or leased with all the recommended safety features?							
2.5.	Do vehicles have good direct visibility?							
2.6.	Are there guards on dangerous parts of the vehicles (for example, power take offs, chain drives, exposed exhaust pipes)?							
2.7.	Is there a safe means of access to and exit from the cabs or other parts of the vehicle that need to be reached?							
2.8.	Are vehicle surfaces where people may walk, for example, the fifth wheel area, slip resistant?							
2.9.	Do drivers carry out basic safety checks before using the vehicle?							
2.10.	Is there a regular preventative maintenance programme in place for each vehicle?							
2.11.	Is there a vehicle defect report system in place?							
2.12.	Are statutory thorough examinations carried out as required, such a yearly examination?							
2.13.	Are maintenance records and thorough examination reports kept and available for inspection?							
2.14.	Is the manufacturer's instruction book available for all vehicles?							
2.15.	Do all seats in the vehicle have safety belts?							
3. Drivers								
Component to inspect						Yes	No	N/A
3.1.	Driver has a current and valid licence appropriate for the vehicle class and is in a fit state to drive.							
3.2.	Are drivers qualifications checked?							
3.3.	Are drivers assessed to ensure their competency?							
3.4.	Is on the job training provided including information about the task, specific hazards and site rules?							
3.5.	Is refresher training provided (especially if there is a lapse in safe vehicle driving standards)?							
3.6.	Is there a driver authorisation system in place?							
3.7.	Is there a driver's handbook (or other suitable equivalent) outlining the relevant policies and procedures?							
3.8.	Do drivers have basic knowledge of mechanics?							
3.9.	Do drivers wear seatbelts, where provided?							
3.10.	Are drivers provided with contact numbers in case of unforeseen events or emergencies?							
3.11.	Are drivers brief about acceptable/professional physical apperance while delivering a service?							

4. Insurance and Compliance			
Component to inspect	Yes	No	N/A
4.1. Valid Public Liability Insurance? (please provide a copy)			
4.2. Do you also hold valid insurances for all vehicles and employer's liability?			
4.2. Other specific policies for vehicles? (Country specific)			
5. Safety on tour services provided			
Component to inspect	Yes	No	N/A
5.1. Is there a report system in place for on tour accidents, incidents, etc.?			
5.2. Are unsafe behaviours challenged and investigated and is appropriate action taken?			
5.3. Is there adequate supervision to ensure that transport safety standards are maintained while on tour?			
5.4. What safety equipment is carried (e.g. first aid kit, fire extinguisher, torches etc)			
5.5. Do drivers carry out basic safety checks before using the vehicle?			
5.6. Are drivers brief of the planned route for the tour before starting the tour?			
5.7. Are checks in place to ensure that the vehicle is not overloaded while on tour?			
Full name of the inspector (manager/person in charge):	Date and signature/stamp:		