

SITE SURVEY REPORT

Vehicle Maintenance Log

Prepared for	Pennant Brook Haulage Ltd
Date	20 Oct 2026
Site	Trailer T114, Pennant Brook Haulage
Prepared by	M. Brennan

FORM

Vehicle Maintenance Log

1. Vehicle

Project	Trailer T114, Pennant Brook Haulage: vehicle maintenance log (completed example)
Operating centre or depot address	Unit 7, Brindle Way, Normanton WF6
Operator or fleet owner	Pennant Brook Haulage Ltd
Location (GPS)	53.6981, -1.4237
Log reviewed on	20 Oct 2026
Reviewed by	M. Brennan
Vehicle type	Trailer
Used under a goods or passenger vehicle operator licence?	Yes
Registration or trailer number	TR-EXAMPLE-114
Fleet number	T114
VIN (chassis number)	VIN-EXAMPLE-0114
Make	Northway Trailers
Model	Tri-axle curtainsider, 13.6 m
Year first registered	2016
Odometer reading now	412860
Unit	km

Photo of the vehicle



One log per vehicle. Add every safety inspection, service, repair, MOT or annual test, tyre job and driver-reported defect as an entry. The inspection itself follows the DVSA inspection manual or the manufacturer's schedule; this log keeps the history and shows what is overdue or still open.

Operator licence vehicles. The DVSA Guide to maintaining roadworthiness says safety inspection records and drivers' defect reports are kept for at least 15 months, including for vehicles sold or taken off the licence, and that a vehicle is declared roadworthy, with the record reviewed by the transport manager or responsible person, before it returns to service.

2. Maintenance plan

Safety inspection interval (weeks)	6
Interval set by	Time
DVSA: the interval normally ranges from 4 to 13 weeks, set for the type of work, operating conditions, age and mileage. Vehicles and trailers aged 12 years and older: at least every 6 weeks.	
Maintenance provider	Aire Commercials Ltd, Castleford
Next safety inspection booked for	22 Oct 2026
Manufacturer service interval	Hub and brake service every 12 months, as the axle maker's schedule
MOT or annual test due	30 Sep 2027
Days until the MOT or annual test	345
Inspection dates planned at least 6 months ahead?	No

3. Service and inspection entries

Entries 1: Safety inspection

Type	Safety inspection
Date	3 Sep 2026
Odometer	405120
Done by (person or garage)	J. Haldane, Aire Commercials Ltd
Where	Aire Commercials workshop, Castleford
Job card, inspection sheet or invoice reference	SI-EXAMPLE-0903
Inspection sheet lists every inspection manual item checked?	Yes
Work done or reported	Six-weekly safety inspection to the inspection manual, with a brake test.
Defects found?	Yes
Defects	Air leak at the nearside middle axle brake chamber. Offside rear lamp lens cracked.
Does a defect affect roadworthiness?	Yes
Rectified?	Yes, rectified
Repair work and who did it	Brake chamber replaced and brake test repeated. Rear lamp lens replaced. Both by J. Haldane.
Date rectified	3 Sep 2026
Signed declaration: defects repaired satisfactorily and the vehicle is in a safe roadworthy condition	Yes
Declared by	J. Haldane
Signature	

J. Haldane

Cost (GBP, excluding VAT)	342.6
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Entries 2: Driver-reported defect

Type	Driver-reported defect
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Date	22 Sep 2026
Odometer	408900
Done by (person or garage)	P. Okoro, driver, reported to the transport office
Where	Normanton depot
Job card, inspection sheet or invoice reference	Defect report 4471
Work done or reported	Found at the evening walkaround check before the trunk run.
Defects found?	Yes
Defects	Nearside top rear marker lamp not working.
Does a defect affect roadworthiness?	Yes
Rectified?	Yes, rectified
Repair work and who did it	LED marker lamp unit replaced by the depot fitter, R. Daley, before the trailer went out.
Date rectified	23 Sep 2026
Signed declaration: defects repaired satisfactorily and the vehicle is in a safe roadworthy condition	Yes
Declared by	R. Daley
Signature	
Cost (GBP, excluding VAT)	24.8

Entries 3: MOT or annual test

Type	MOT or annual test
Date	1 Oct 2026
Odometer	410350
Done by (person or garage)	Annual test at Aire Commercials test lane
Where	Castleford
Job card, inspection sheet or invoice reference	Annual test 2026

Test result	Pass with advisories
Work done or reported	Annual test passed with one advisory.
Defects found?	Yes
Defects	Advisory: offside curtain buckle strap frayed, third from the front.
Does a defect affect roadworthiness?	No
Rectified?	No, still open

Entries 4: Tyre

Type	Tyre
Date	14 Oct 2026
Odometer	412020
Done by (person or garage)	S. Mirza, Kerbside Tyre Services Ltd
Where	Normanton depot
Job card, inspection sheet or invoice reference	INV-EXAMPLE-2291
Tyre position	Nearside rear axle
Tread depth (mm)	12
Tyre date code	3125
Work done or reported	Tyre replaced after kerb damage reported by the driver.
Defects found?	Yes
Defects	Cut in the sidewall of the nearside rear tyre.
Does a defect affect roadworthiness?	Yes
Rectified?	Yes, rectified
Repair work and who did it	New tyre fitted by S. Mirza, wheel nuts torqued to the axle maker's setting.
Date rectified	14 Oct 2026
Signed declaration: defects repaired satisfactorily and the vehicle is in a safe roadworthy condition	Yes
Declared by	S. Mirza

Signature

S. Mirza

Cost (GBP, excluding VAT)	368
Entries in the log	4
Safety inspections	1
Total cost (GBP)	735.4
Defects still open	1
Open defects affecting roadworthiness	0
Days since the last safety inspection	47
Days overdue	5
Safety inspection status	Overdue

The last safety inspection is older than the planned interval. Book one before the vehicle is used again, or record why the interval was changed.

4. Record review

Drivers' defect reports for the period are kept with the log	Acceptable
Each safety inspection sheet lists the inspection manual items checked	Acceptable
Every defect has its repair, who did it and the date	Acceptable
A signed roadworthiness declaration on each inspection where defects were repaired	Acceptable
Transport manager or responsible person reviewed each inspection before the vehicle returned to service	Acceptable
Inspection dates planned at least 6 months ahead	Action needed
What needs doing, or why not checked	The planner only runs to the end of December. Extend it to April 2027.
Tyre ages recorded and date codes legible	Acceptable
MOT or annual test certificate current	Acceptable

Servicing follows the manufacturer's schedule	Acceptable
Records kept for at least 15 months	Acceptable
Record checks acceptable	9
Needing action	1
Not checked	0
Records score (%)	90
Records rating	Good

Score = acceptable / (acceptable + needing action) x 100. Bands are SiteSurvey's own: 90% and over Good, 75 to 89% Needs improvement, under 75% Poor. Not a DVSA rating.

Vehicle status now	Off the road
Why it is off the road, and who was told	Safety inspection 5 days overdue after the trailer came back from the Teesside contract. Held in the yard until the inspection on 22 October. Planners and the night shift told.

5. Actions and sign-off

Items needing action	3
Result	Action needed: see the list below

Actions 1: Safety inspection at Aire Commercials on 22 October, then back into service once the sheet is reviewed.

Action	Safety inspection at Aire Commercials on 22 October, then back into service once the sheet is reviewed.
Priority	Urgent: off the road
Who will do it	M. Brennan, transport manager
Due by	22 Oct 2026
Status	In progress

Actions 2: Replace the frayed curtain buckle strap at the inspection.

Action	Replace the frayed curtain buckle strap at the inspection.
Priority	Before the next safety inspection
Who will do it	Aire Commercials Ltd
Due by	22 Oct 2026

Status Open

Actions 3: Extend the maintenance planner to April 2027 for all trailers.

Action	Extend the maintenance planner to April 2027 for all trailers.
Priority	Before the next safety inspection
Who will do it	M. Brennan, transport manager
Due by	24 Oct 2026
Status	Open
Actions still open	3
Decision	Vehicle off the road until the listed actions are done
Next log review	17 Nov 2026
Summary	All defects from September repaired and declared roadworthy. Annual test passed with one advisory. Safety inspection 5 days overdue after the Teesside contract, so T114 is held in the yard until 22 October. Planner to be extended.
Transport or fleet manager name	M. Brennan
Transport or fleet manager signature	

M. Brennan

Maintenance provider name J. Haldane, Aire Commercials Ltd

Maintenance provider signature

J. Haldane