

Operator licence compliance checklist

The duties an operator licence holder carries, with the time limit or frequency set by GOV.UK guidance.

Facts checked against GOV.UK: 2 October 2026. Full guide: <https://haulierscope.co.uk/guides/operator-licence-compliance-checklist>

Area	What to do	How often / time limit	Source
☐ Maintenance	Driver or responsible person does a walkaround check before use	At least one in every 24-hour period the vehicle is in service	Guide to maintaining roadworthiness
☐ Maintenance	Drivers report defects promptly; defects that make a vehicle unroadworthy are fixed before use	Every defect	Guide to maintaining roadworthiness
☐ Maintenance	Safety inspections at the frequency recorded on VOL, for vehicles and trailers	Normally between 4 to 13 weeks; at least every 6 weeks for vehicles and trailers aged 12 years and older	Guide to maintaining roadworthiness
☐ Maintenance	Brake performance assessment with each safety inspection	Expected at every safety inspection	Guide to maintaining roadworthiness
☐ Maintenance	Keep a maintenance planner with inspection, MOT and calibration dates	At least 6 months in advance	Guide to maintaining roadworthiness; goods guide
☐ Maintenance	First use inspection on newly acquired, hired or borrowed vehicles	Before first use on the road	Guide to maintaining roadworthiness
☐ Maintenance	Update VOL when inspection or maintenance arrangements change	As soon as possible	Guide to maintaining roadworthiness; SD1
☐ Drivers' hours	Download vehicle unit data	At least every 90 calendar days	GOV.UK drivers' hours guidance
☐ Drivers' hours	Download driver card data	At least every 28 calendar days	GOV.UK drivers' hours guidance
☐ Drivers' hours	Check charts, manual records and digital data for compliance	Regularly	GOV.UK drivers' hours guidance
☐ Drivers' hours	Recalibrate digital and smart tachographs	Every 2 years, and after repairs	GOV.UK drivers' hours guidance
☐ Drivers	Check drivers' licences	Usually every 3 months	Goods guide
☐ Drivers	Check vocational drivers hold a valid Driver CPC card	Ongoing	Goods guide
☐ Transport manager	Continuous and effective management of the transport operation (standard licences)	Ongoing	Goods guide
☐ Transport manager	Report a change of transport manager	Within 28 days	Goods guide; SD1
☐ Finance	Keep financial standing available	For the duration of the licence	Goods guide

	Area	What to do	How often / time limit	Source
☐	Operating centres	Keep HGVs only at operating centres named on the licence; comply with any conditions	Ongoing	Goods guide
☐	Vehicles	Specify a new vehicle on VOL	Within one month with a margin; immediately without	Goods guide
☐	Vehicles	Remove a vehicle or trailer no longer used	Within 21 days	SD1
☐	Vehicles	Display a current disc in every specified vehicle	Before use	Goods guide
☐	Notifications	Report relevant changes: legal entity, convictions, addresses, operating centre address	Within 28 days	Goods guide
☐	Notifications	Report liquidation, administration, receivership or CVA	Before the order or appointment is made	SD1
☐	Licence	Continue the licence and review VOL users	Every 5 years	Goods guide; SD1