



## CVOR FACILITY AUDIT

### Course Overview

The audit will consist of a review of records and documents pertaining to:

- ▶ Log Books / Time Records (for at least the past 2-3 weeks)
- ▶ Pre-Trip Inspection Reports (for some or all vehicles, depending on how many are available up to the past 6 months)
- ▶ Maintenance Files (for some or all vehicles, depending on how many are available for the past 24 months)
- ▶ Road Test Reports
- ▶ Load Security
- ▶ License Records

**Objectives:** A facility audit will:

- ▶ Ensure all policies are in place that an auditor will be looking for
- ▶ Ensure maintenance records are complete
- ▶ Ensure driver log books and inspection reports are complete and comply with the appropriate regulations
- ▶ Identify areas where training may be needed
- ▶ Ensure C.V.O.R. and driver abstracts are accurate and identify areas that require training or disciplinary action

**Who Would Benefit:** Any organization with a CVOR fleet.

**Evaluation/Documentation:** A detailed report with recommendations.

**About the Facilitator:** Developed and delivered to you by **Ground Force Training Inc.**