Coach checklist

SECURE. CHECK. RECORD.

Border Force

Print additional copies if needed for longer journeys.

Company name:		Vehicle number:	
Driver name:		Attached trailer (please circle)	Y / N
Date:		Trailer number (if applicable)	

Loaded at (time, date and location):	Which security device have you used? (Please circle) Seal / Lock / Other Number:

Checklist **Please circle Yes (Y) or No (N)**	**Visual check**	**Date/time**	**Date/time**	**Date/time**	**Date/time**	**Date/time**	**Date/time**
	Stop No:	**Stop No:**	**Stop No:**	**Stop No:**	**Stop No:**	**Stop No:**	**Final Check before Immigration Control**
Check main body of coach locked when unattended?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check external storage compartments are locked when not in use or vehicle not attended?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

Check other external access points locked when not in use or not attended e.g. engine bay?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Number of any seals used to secure storage compartments / other access points to be recorded here							
Check alarms activated when vehicle not in use?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check keys kept with driver when vehicle is unattended?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check all locks, seals and other security devices for signs of tampering, damage and unauthorised repair or replacement?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check underneath all seating for signs of unauthorised access?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check overhead luggage shelves for unauthorised access?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check luggage hold for unauthorised access?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check toilet area for unauthorised access?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

Check all compartments (including engine compartment) for unauthorised access?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check that no person has gained unauthorised access to the main body of the coach?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Note any signs a person has gained or attempted to gain unauthorised access to the vehicle?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check no person has gained unauthorised access?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check all necessary documentation is correct?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check passenger names against manifest?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check toilet locked?							Y / N
Check any other spaces accessible from outside the vehicle are locked?							Y / N
Check all external storage compartments are locked?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

Attached trailers (if applicable)							
Lock / Seal / Device number							
Check TIR cable and related eyelets and outer shell for signs of tampering, damage or signs of unauthorised repair or replacement?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check all locks, seals and other security devices for signs of tampering, damage and unauthorised repair or replacement?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check outer shell or fabric checked for signs of unauthorised access?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
Check no person has gained unauthorised access?	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N