

## 5.8 Fleet audit trail

To be kept in the vehicle file		Vehicle purchased through HQ	Vehicle purchased locally
Requesting/delivering	Copy of the requisition	X	X
	Offers received from suppliers		X
	Selection table		X
	Counter-terrorism and due diligence checks of suppliers, as required	X	X
	Approval from UKO logistics coordinator	X	X
	Copy of invoice	X	X
	Copy of GRN	X	X
	Proof of insurance	X	X
Import/export	Copies of import documents	X	X
	Copies of export documents	X	X
Registration plates	Registration request	X	X
	Owner's certificate		X
Insurance	Copy of insurance request	X	X
	Copy of local insurance contract	X	X
	Copies of correspondence with global insurer		X
Accident/theft	Incident report	X	X
	Correspondence with local insurer	X	X
	Copy of official accident report (including police report, where relevant)	X	X
Maintenance and servicing	Maintenance and servicing requests	X	X
	Maintenance and servicing reports	X	X
Disposal	Copy of approval to donate/dispose	X	X
	When sold, copy of valuation document and sale announcement	X	X
	Purchase offers received	X	X
	Bill of sale	X	X
	Copy of tax duty receipt	X	X
	Copy of signed donation certificate or vehicle handover forms	X	X
	Copy of transfer out of country (if applicable)	X	X
Management info	Index card with basic information on vehicle: assigned vehicle ID number, registration number, key number, make, model, specification, etc	X	X
	Copies of FleetWave or other fleet monitoring reports (as applicable)	X	X

<b>To be kept in the vehicle file</b>		Vehicle purchased through HQ	Vehicle purchased locally
	Copies of previous logbooks (replaced when full)	X	X

Beyond the vehicle files, the below documents must be kept in the fleet files:

- Copies of all mission orders
- Copies of fuel procurement contracts or purchase receipts
- Drivers' files, containing driving licenses, training records, driver authorisation forms, signed rules and regulations forms, disciplinary procedure records.