# Coach checklist

SECURE. CHECK. RECORD.

Border Force

**Checklist in accordance with Regulation 2 of the Carriers' Liability Regulations 2002 (as amended).**
**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<br>Please circle yes (Y) or (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 |