



Correct Procedure for Handling & Storage of Tachograph Charts

New Legislation Effective - 1st January 2008

Always have five chart envelopes with you at all times, and keep charts in the fixed week which is Monday through to Sunday regardless of your working pattern as per the following example

Week 1

T.D.I. TRANSPORT DATA INTERCHANGE LTD
 VICTORIA BUILDINGS, HIGH STREET, CLAY CROSS,
 CHESTERFIELD, DERBYSHIRE S45 9DZ
 TEL: (01246) 862684 / 250013
 WEB: WWW.TDI.TC EMAIL: SALES@TDI.TC

MOBILE WORKERS WEEKLY SUMMARY SHEET

COMPANY: Your Company
 DEPOT: Your Town
 DRIVER NAME: Fred Smith
 WEEK ENDING DATE: SUNDAY ...09:12:07

DAY & DATE	REG./CHART NUMBER	ACTIVITY (TICK APPROPRIATE BOX FOR EACH DAY)						WORKING DAY	
		WORKING DAY	ANNUAL HOL.	REST DAY	STAT HOL.	SICK DAY	START TIME	FINISH TIME	
M 3rd							:	:	
TU 4th							:	:	
W 5th							:	:	
TH 6th							:	:	
F 7th							:	:	
SA REST							:	:	
SU REST							:	:	

I HEREBY CONFIRM THAT THE ABOVE IS A TRUE RECORD OF MY ACTIVITIES FOR THE WEEK SPECIFIED

SIGNED:

Week 2

T.D.I. TRANSPORT DATA INTERCHANGE LTD
 VICTORIA BUILDINGS, HIGH STREET, CLAY CROSS,
 CHESTERFIELD, DERBYSHIRE S45 9DZ
 TEL: (01246) 862684 / 250013
 WEB: WWW.TDI.TC EMAIL: SALES@TDI.TC

MOBILE WORKERS WEEKLY SUMMARY SHEET

COMPANY: Your Company
 DEPOT: Your Town
 DRIVER NAME: Fred Smith
 WEEK ENDING DATE: SUNDAY ...16:12:07

DAY & DATE	REG./CHART NUMBER	ACTIVITY (TICK APPROPRIATE BOX FOR EACH DAY)						WORKING DAY	
		WORKING DAY	ANNUAL HOL.	REST DAY	STAT HOL.	SICK DAY	START TIME	FINISH TIME	
M 10th							:	:	
TU 11th							:	:	
W 12th							:	:	
TH 13th							:	:	
F 14th							:	:	
SA REST							:	:	
SU REST							:	:	

I HEREBY CONFIRM THAT THE ABOVE IS A TRUE RECORD OF MY ACTIVITIES FOR THE WEEK SPECIFIED

SIGNED:

Week 3

T.D.I. TRANSPORT DATA INTERCHANGE LTD
 VICTORIA BUILDINGS, HIGH STREET, CLAY CROSS,
 CHESTERFIELD, DERBYSHIRE S45 9DZ
 TEL: (01246) 862684 / 250013
 WEB: WWW.TDI.TC EMAIL: SALES@TDI.TC

MOBILE WORKERS WEEKLY SUMMARY SHEET

COMPANY: Your Company
 DEPOT: Your Town
 DRIVER NAME: Fred Smith
 WEEK ENDING DATE: SUNDAY ...23:12:07

DAY & DATE	REG./CHART NUMBER	ACTIVITY (TICK APPROPRIATE BOX FOR EACH DAY)						WORKING DAY	
		WORKING DAY	ANNUAL HOL.	REST DAY	STAT HOL.	SICK DAY	START TIME	FINISH TIME	
M 17th							:	:	
TU 18th							:	:	
W 19th							:	:	
TH 20th							:	:	
F 21st							:	:	
SA REST							:	:	
SU REST							:	:	

I HEREBY CONFIRM THAT THE ABOVE IS A TRUE RECORD OF MY ACTIVITIES FOR THE WEEK SPECIFIED

SIGNED:

Week 4

T.D.I. TRANSPORT DATA INTERCHANGE LTD
 VICTORIA BUILDINGS, HIGH STREET, CLAY CROSS,
 CHESTERFIELD, DERBYSHIRE S45 9DZ
 TEL: (01246) 862684 / 250013
 WEB: WWW.TDI.TC EMAIL: SALES@TDI.TC

MOBILE WORKERS WEEKLY SUMMARY SHEET

COMPANY: Your Company
 DEPOT: Your Town
 DRIVER NAME: Fred Smith
 WEEK ENDING DATE: SUNDAY ...30:12:07

DAY & DATE	REG./CHART NUMBER	ACTIVITY (TICK APPROPRIATE BOX FOR EACH DAY)						WORKING DAY	
		WORKING DAY	ANNUAL HOL.	REST DAY	STAT HOL.	SICK DAY	START TIME	FINISH TIME	
M 24th							:	:	
TU 25th							:	:	
W 26th							:	:	
TH 27th							:	:	
F 28th							:	:	
SA REST							:	:	
SU REST							:	:	

I HEREBY CONFIRM THAT THE ABOVE IS A TRUE RECORD OF MY ACTIVITIES FOR THE WEEK SPECIFIED

SIGNED:

Week 5

T.D.I. TRANSPORT DATA INTERCHANGE LTD
 VICTORIA BUILDINGS, HIGH STREET, CLAY CROSS,
 CHESTERFIELD, DERBYSHIRE S45 9DZ
 TEL: (01246) 862684 / 250013
 WEB: WWW.TDI.TC EMAIL: SALES@TDI.TC

MOBILE WORKERS WEEKLY SUMMARY SHEET

COMPANY: Your Company
 DEPOT: Your Town
 DRIVER NAME: Fred Smith
 WEEK ENDING DATE: SUNDAY ...06:01:08

DAY & DATE	REG./CHART NUMBER	ACTIVITY (TICK APPROPRIATE BOX FOR EACH DAY)						WORKING DAY	
		WORKING DAY	ANNUAL HOL.	REST DAY	STAT HOL.	SICK DAY	START TIME	FINISH TIME	
M 31st							:	:	
TU 1st							:	:	
W 2nd							:	:	
TH 3rd							:	:	
F 4th							:	:	
SA REST							:	:	
SU REST							:	:	

I HEREBY CONFIRM THAT THE ABOVE IS A TRUE RECORD OF MY ACTIVITIES FOR THE WEEK SPECIFIED

SIGNED:

At the end of Week 5/beginning of Week 6 hand in the completed envelope from Week 1 ready to be sent to T.D.I. for analysis.