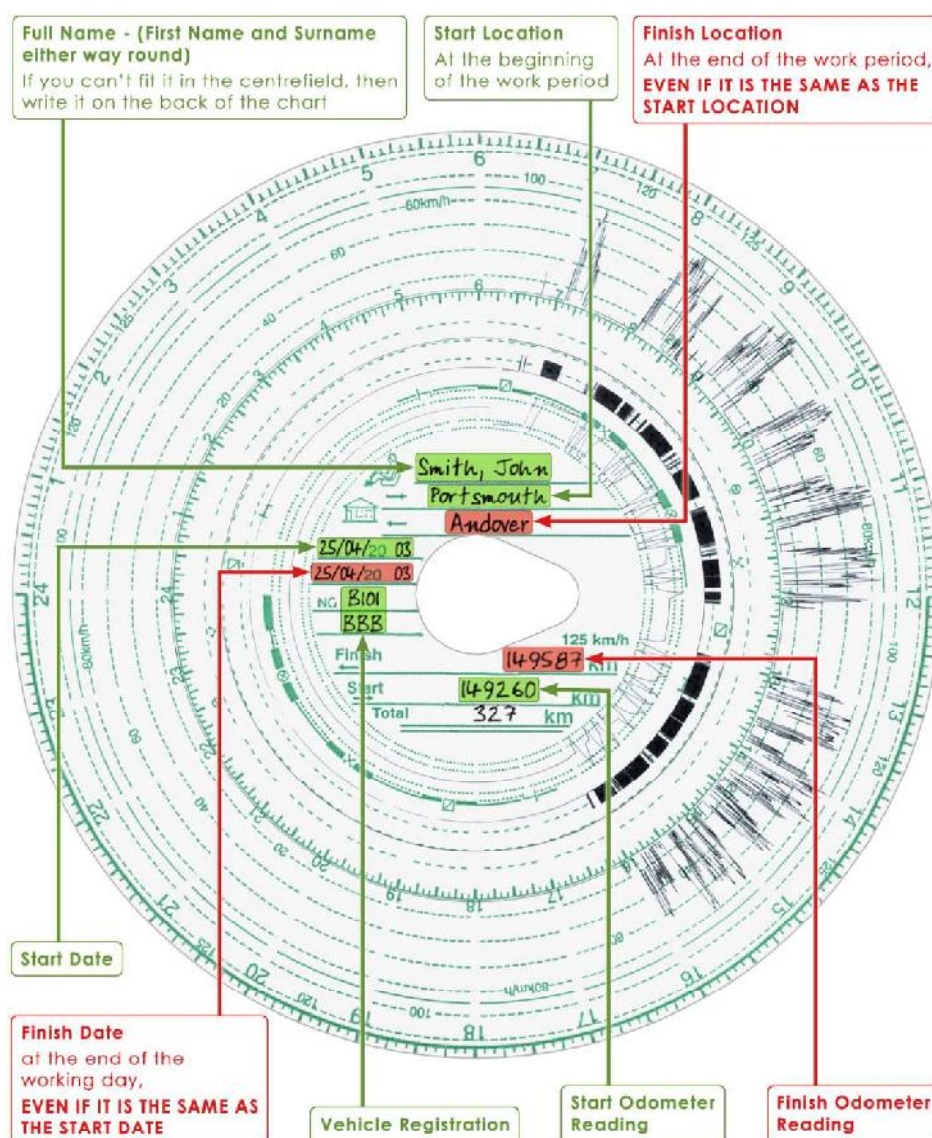


Appendix 1: Manual Tachograph Entries

1 Correct Centrefield Completion of an Analogue Chart



Fields you must enter – at the start of the day / at the end of the day

Complete the centrefield clearly, so that anyone can read and understand what has been written. Just because you can understand and read your writing, it doesn't mean others can!

If you are stopped at a routine roadside check and an enforcement officer looks at your work records, they will expect to see clear and legible entries for **all** centrefield and manual data.

If your normal handwriting is not clearly legible, you should complete the centrefield and any other manual entries using capital letters.

2 Additional Manual Entries

Start and finish lines can be drawn on the reverse of an Analogue Tachograph record and although they are not compulsory, many Vehicle Operators will request that you do this.

If you clock on at 06:00 hours and you are told that there is no vehicle available for you until 08:00 hours, those two hours activity (be they Availability, Other Work or Rest) must be manually recorded on the reverse of the tachograph chart (See diagram below).

