

Sample Findings Report

Fictional example - demonstrates the report format, not completed client work.

Scope and review limits

Example scope: one location, five driver qualification files, three vehicle records, and one records-retrieval walkthrough. Record period: July-September 2026. No mechanical inspection, legal determination, full-fleet sampling, or compliance certification is included.

F-01 | Inspection report was not located in the sampled folder

Observed: the sampled folder for fictional trailer T-042 did not contain its periodic inspection report. Vehicle-level documentation was not examined. The observation does not establish that the unit lacks a current inspection.

Action: maintenance verifies the correct unit's inspection status, locates the applicable report and vehicle documentation, and resolves any identifier mismatch before the next dispatch decision.

Owner: maintenance lead. Target: before next dispatch. Evidence requested: correct-unit report, applicable vehicle documentation, and a dated verification note. Status: open - awaiting evidence.

F-02 | MVR order marked complete without a located review note

Observed: a returned MVR was available for fictional driver D-017, while a note naming the annual reviewer and review date was not located in the sampled qualification file. The vendor's order status was marked delivered.

Action: determine whether the review occurred and locate the original note. If it did not occur, assign the review to the carrier's designated person and document the actual completion date. Preserve the original records.

Owner: safety manager. Target: agreed with the carrier after qualification status is evaluated. Evidence requested: reviewed MVR and dated note identifying the reviewer. Status: open - carrier verification required.

Corrective Action & Closure

Continuation of fictional sample. Findings close when the agreed evidence is verified.

F-01 | Example of a documented closure

Evidence received: the report identifies trailer T-042 and matches the vehicle identifier in the equipment list. The responsible maintenance person verifies the applicable vehicle documentation and records the date of the check.

Verification: the reviewer compares identifiers and dates in the supplied records. The scope remains a document review; no mechanical condition is certified. Example closure: documentation gap resolved for the sampled unit, subject to the recorded scope.

F-02 | Evidence still pending

The carrier reports that a review occurred, but supporting evidence has not yet been located. The finding stays open. A verbal assurance is recorded as information received; it is not substituted for the missing note. The next action and target remain assigned to the safety manager.

What a real engagement includes

The written proposal identifies the records, sample, service dates, deliverables, and follow-up included. The report distinguishes an observed fact from an unresolved question. Correction work and closure verification are included only when agreed. A limited sample cannot establish the condition of every driver file or vehicle.

Related references for this example: 49 CFR 391.25, 391.51, 396.17, and 396.21. Read the complete applicable rules before using the example to evaluate an actual operation.

All identifiers, observations, and closure outcomes in this report are invented for demonstration. No client results or government endorsement are represented.