










**Correct as at 28th April 2026. It may be superseded at any time.**

**Extract taken from:** PRS & QMS > Master records > PRS master records

## PRS master records

This page contain the master record documents for the performance review system (PRS), not the quality management system (QMS). **Do not use these documents if you operate under the QMS.**

<a href="#"><u>PRS electronic scoring sheet (version 3.1, June 2009)</u></a>	 ( 94KB)
<a href="#"><u>PRS scoring sheet</u></a> (manually complete)	 (2 pages   56KB)
<a href="#"><u>PRS training record</u></a>	 (1 page   94KB)
<a href="#"><u>PRS complaints record</u></a>	 (1 page   47KB)
<a href="#"><u>PRS technical information record</u></a>	 (1 page   111KB)
<a href="#"><u>PRS staff record</u></a>	 (1 page   114KB)
<a href="#"><u>PRS induction record</u></a>	 (1 page   129KB)
<a href="#"><u>PRS improvement record</u></a>	 (1 page   45KB)
<a href="#"><u>PRS equipment record</u></a>	 (1 page   141KB)
<a href="#"><u>PRS delegation record</u></a>	 (1 page   160KB)
<a href="#"><u>PRS controlled documents record</u></a>	 (1 page   105KB)
<a href="#"><u>Notification of lost or stolen controlled documents</u></a>	 (1 page   52KB)
<a href="#"><u>Notification of vehicle inspector transfer</u></a>	 (1 page   50KB)

The documents above are editable PDFs which use features available in Adobe Reader 8 or later,

or equivalent ([Adobe Reader](#)).

## QMS master records (entry certification)

[Vehicle inspector performance assessment checklist](#) (Excel spreadsheet)

[Vehicle inspector performance assessment checklist](#) (PDF for manual completion)

[Inspection organisation performance assessment checklist](#) (Excel spreadsheet)

[Inspection organisation performance assessment checklist](#) (PDF for manual completion)

[Complaints record](#) (PDF)

[Conflict of interest record](#) (PDF)

[Controlled documents record](#) (PDF)

[Delegation record](#) (PDF)

[Equipment record](#) (PDF)

[Improvement record](#) (PDF)

[Induction record](#) (PDF)

[Notification of lost or stolen controlled documents](#) (PDF)

[Notification of vehicle inspector transfer](#) (PDF)

[Staff record](#) (PDF)

[Technical information record](#) (PDF)

[Training record](#) (PDF)

[VIN plate register](#) (PDF)

## QMS master records

[Vehicle inspector performance assessment checklist](#) (Excel spreadsheet)

[Vehicle inspector performance assessment checklist](#) (PDF for manual completion)

[Inspection organisation performance assessment checklist](#) (Excel spreadsheet)

[Inspection organisation performance assessment checklist](#) (PDF for manual completion)

[Complaints record](#) (PDF)

[Conflict of interest record](#) (PDF)

[Controlled documents record](#) (PDF)

[Delegation record](#) (PDF)

[Equipment record](#) (PDF)

[Improvement record](#) (PDF)

[Induction record](#) (PDF)

[Notification of lost or stolen controlled documents](#) (PDF)

[Notification of vehicle inspector transfer](#) (PDF)

[Staff record](#) (PDF)

[Technical information record](#) (PDF)

[Training record](#) (PDF)

[Duplicate label register](#) (PDF)

## QMS master records (HVSC and BI)

[Vehicle inspector performance assessment checklist](#) (Excel spreadsheet)

[Vehicle inspector performance assessment checklist](#) (PDF for manual completion)

[Inspecting organisation performance assessment checklist](#) (Excel spreadsheet)

[Inspecting organisation performance assessment checklist](#) (PDF for manual completion)

[Example QMS master records](#) (Excel spreadsheet)

[Complaints record](#) (PDF)

[Conflict of interest record](#) (PDF)

[Controlled documents record](#) (PDF)

[Delegation record](#) (PDF)

[Equipment record](#) (PDF)

[Improvement record](#) (PDF)

[Induction record](#) (PDF)

[Notification of lost or stolen controlled documents](#) (PDF)

[Notification of vehicle inspector transfer](#) (PDF)

[Staff record](#) (PDF)

[Technical information record](#) (PDF)

[Training record](#) (PDF)