

— A PRACTICAL WORKING CHECKLIST

A better weekly fleet file check.

Use these questions to review how the work is moving. Bring the open items to your next Gehlco conversation.

Start with the people and the program

☐ Confirm the working roster

Identify new hires, departures, changed roles, and anyone whose program coverage needs review.

☐ Confirm the next person to contact

Make sure the designated company contact and the people who need portal access are correct.

Look at the work that is still open

☐ Separate missing evidence from pending review

A received file should have a receipt; a pending review should have an owner.

☐ Check requests for corrected or replacement files

Keep the original receipt, the correction needed, and the request for a replacement together.

☐ Follow testing handoffs

Distinguish selection, notification, collection, recorded results, and any further follow-up.

☐ Review upcoming and overdue dates

Open the source record behind each date and identify the next action.

Make the handoff usable

- ☐ **Give every open item an owner**
Write down who acts next, what they need, and when the team should check back.
- ☐ **Confirm what “completed” means**
Look for the reviewed decision and saved update, not only a sent email or uploaded attachment.
- ☐ **Keep the previous cycle accessible**
Retain the supporting record and completion history when a renewal moves to its next date.
- ☐ **Prepare one short list for your next Gehlco check-in**
Bring the items that need clarification, prioritization, or help from the team.

A workflow check, not a regulatory qualification checklist.

The requirements for a person or operation depend on the applicable programs and facts. Use the appropriate official requirements and staff review for those decisions.

For official background, see the [FMCSA Safety Planner’s driver qualification guidance](#) and [FMCSA’s C/TPA overview](#).

For our next Gehlco check-in

Question or open item	Who follows up?	Next check-in

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