

<b>Detailed Requirements Inspection Report</b>		No. of recognition:	Class(es) evaluated: 5	File no.:	
Evaluation date:		Name of the person of authority:			
The school's representative or person of authority was present to welcome the evaluator (Section 4.17): yes no		Duration of evaluation : _____			
A distance evaluation: <input type="checkbox"/>		Evaluation prolongation form signed:    yes    no			
Notes:					
Name of school:			City:		
Address:			Postal code:		
			Telephone no.:		
<b>Summary of inspection results:</b> Date last VS AA: _____		<input type="checkbox"/> No non-compliances were found	<input type="checkbox"/> Non-compliances were found	<input type="checkbox"/> Minor	<input type="checkbox"/> Serious and/or major
<b>Summary of inspection results following a notification :</b> Notification date: _____		<input type="checkbox"/> Correction of non-compliances were demonstrated	<input type="checkbox"/> Correction of non-compliances were not demonstrated	<input type="checkbox"/> Minor	<input type="checkbox"/> Serious and/or major
<b>Summary of inspection results following a MDR :</b> MDR date: _____		<input type="checkbox"/> Coorection of non-compliances were demonstrated	<input type="checkbox"/> Correction of non-compliances were not demonstrated	<input type="checkbox"/> Minor	<input type="checkbox"/> Serious and/or major

Evaluator's name \_\_\_\_\_

Evaluator's signature \_\_\_\_\_

Date \_\_\_\_\_

**I CONFIRM HAVING READ THE REPORT AND EACH OF THE POINTS EVALUATED.**

**I accept to take the necessary measures to correct the non-compliances found in this report. I have been informed that during any follow-up visits to check on the status of the non-compliances, evaluators will inspect all documents created from the date this report was signed forth.**

School's representative's name \_\_\_\_\_

School's representative's signature \_\_\_\_\_

Date \_\_\_\_\_

**Details on the structure of the inspection report as well as its use**

The Association québécoise des transports (AQTr) is under the obligation to check whether driving schools are complying with the Detailed Requirements. The requirements listed in the attached inspection report, as well as the classification of non-compliance for each requirement, have been approved by group representatives from the Driving Schools Association of Québec (DSAQ), ConduiPRO and Tecnic, the Société de l'assurance automobile du Québec (SAAQ) and the AQTr, and are subject to verification to ensure that the school is in compliance.

This report contains two sections:

Section 1: A list of the requirements being verified

Section 2: The appendix

Using the information found in the school's administrative files or during inspections to the premises, the evaluator will indicate in the first column of section 1 whether the school is in compliance with each requirement listed. For each requirement where a non-compliance has been found, the severity of the non-compliance, along with the follow-up that will be carried out by the AQTr to check on the status of the non-compliance (whether it's been corrected or not), will be noted in the subsequent columns.

Certain requirements may require that several factors be verified. Using the appendix (section 2), the evaluator will note whether each of these factors is being complied with. After verifying the factors (compliance with the requirement or not), the results are then written in the list of requirements (section 1). The requirements from the appendix can be found in the box in section 1 with a thick border around it.

In addition, the chart clearly indicates whether the school will be subject to an additional inspection visit or whether the school must provide one or more documents for the AQTr to verify its compliance. If the school is able to provide the AQTr with proof of correction of the non-compliance, the chart indicates which document(s) should be provided and how long the school has to demonstrate that the correction has been put into place. The remedial actions that will be applied if the school does not correct the situation are also indicated in the chart. A formal notification will always be sent to the school following an inspection visit, regardless of whether it is found to be in compliance or not.

In the event that the students/training officers' files are undergoing inspection, if the AQTr finds that there is less than a 30% non-compliance per requirement for all of the files studied, it will be treated as a minor non-compliance. In these cases, no document needs to be sent to the AQTr to demonstrate compliance. If the AQTr finds that there is more than a 30% non-compliance per requirement, it will be treated as a serious non-compliance. In these cases, schools must demonstrate that the situation has been remedied. If the school does not comply within the timeframe written on the inspection report, the remedial measure noted on the report could be imposed.

If an additional inspection visit is required to check on the status of the non-compliance, it will take place without prior notice, within the timeframe determined by the AQTr.

At the bottom of each page of the report, there is a space where the representative from the school that is present during the inspection must initial. The school's representative may make a copy of the report for the school's files once it has been signed.

**The school is under the obligation to take the necessary measures to correct any non-compliances, as soon as they are found and the school has been informed. The evaluators that perform follow-up visits to check on the status of the non-compliance will evaluate all documents created from the date of the inspection forth.**

For more details on the procedures for handling non-compliances, please refer to the document "Procedures for handling non-compliances: Driving schools." This document is available on the AQTr website at the following address: [www.aqtr.qc.ca](http://www.aqtr.qc.ca).

**NB. All requirements are subject to verification during inspections, even if they are not included on the inspection report. If a non-compliance is found for a requirement not included on the report, it will be noted at the very end. Also, the AQTr reserves the right to revise the inspection report if errors are noted during the in-house processing of the report. In these cases, the school will be informed by e-mail of the changes and will receive a copy of the amended report.**

<b>Inspection Report</b>									
Compliance with the requirement	Percentage of files checked that do not comply with the requirement (if applicable)	Gravity of the non-compliance	Article of the Detailed Requirements	Requirement	Follow-up that will be carried out by the AQTr	Document to be sent to the AQTr to demonstrate compliance	Deadline from the date of the inspection to prove compliance	Remedial measure if compliance deadline not met	Notes
<b>x</b>									
<b>Premises and facilities, signs on the premises</b>									
		Serious	2.12	The driving school premises are accessible to the public without passing through a house or residence.	Verification of document compliance	Uninterrupted video showing the business sign at the entrance of the school and passage to the administrative offices and classrooms	90 days	Training on the Detailed Requirements	
		Serious	2.13 (bureau administratif)	There are walls separating all classrooms from administration and the waiting room.	Verification of document compliance	Waiver form signed by the person of authority	15 days	Training on the Detailed Requirements	
		Serious	4.26	The size of the classrooms are appropriate for the number of students enrolled in the theoretical modules.	Verification of document compliance	Copy of the attendance lists for all theoretical courses given within 30 days after the inspection.	30 days	Training on the Detailed Requirements	Immediate compliance required
		Serious	4.29 (certificat)	The school's certificate of recognition is on display for its clientele.	Verification of document compliance	Photo of the room with the certificate of recognition on display for the clientele	15 days	Training on the Detailed Requirements	
		Minor	4.30	The school displays the name under which it operates for all to see.	n/a	n/a	n/a	n/a	
		Minor	4.29 (dispositif)	The outline of the RSEP is on display for the clientele (minimum size : 24cm X 36 cm)	n/a	n/a	n/a	n/a	
<b>x</b>									
<b>Material &amp; equipment</b>									
		Serious	4.32 (Carnet)	An up-to-date version of the Road Access Binder is available for consultation	Verification of document compliance	Written declaration stipulating that the Binder is available for consultation.	15 days	Training on the corresponding program rules	
		Minor	4.32 (Guide)	An up-to-date version of the Drivers's Handbook is available for consultation.	Verification of document compliance	Written declaration that the handbook is available for consultation.	15 days	Training on the corresponding program rules	
		Minor	4.32 (Conduire un véhicule)	An up-to date version of Driving a Passenger Vehicle is available for consultation	Verification of document compliance	Written declaration that the handbook is available for consultation.	15 days	Training on the corresponding program rules	
		Minor	4.34	The school provides students with a Website Access Guide	n/a	n/a	n/a	n/a	

## SECTION 1 : LIST OF THE REQUIREMENTS BEING VERIFIED

Compliance with the requirement	Pourcentage of files checked that do not comply with the requirement (if applicable)	Gravity of the non-compliance	Article of the Detailed Requirements	Requirement	Follow-up that will be carried out by the AQTr	Document to be sent to the AQTr to demonstrate compliance	Deadline from the date of the inspection to prove compliance	Remedial measure if compliance deadline not met	Notes
<p style="text-align: center;">* Vehicles (this section applies only to the vehicles present during the inspection and not to the total fleet of the school)</p>									
		Serious	2.16	All vehicles are registered to the driving school or its person of authority	Verification of document compliance	Copies of the registration certificates under the name of the school or its person of authority	15 days	Training on the Detailed Requirements	Immediate compliance required
		Serious	A2-20	All vehicles are registered with the mention "ECOND"	Verification of document compliance	Copy of the registration document with the mention "ECOND"	15 days	Training on the Detailed Requirements	Cessation of use until compliant.
		Major	4.37	All vehicles have a valid inspection sticker	Verification of document compliance	Copy of the mechanical inspection certificate	15 days	Transferred to the SAAQ for decision	Cessation of use until compliant.
		Minor	2.20 (propreté)	Compliant lettering (magnetic or sticker)	n/a	n/a	n/a	n/a	
		Serious	2.21 a)	All vehicles have a double pedal control.	Verification of document compliance	Uninterrupted video of the cars, its licence plate and model and the double pedal control.	15 days	Training on the Detailed Requirements	Cessation of use until compliant.
		Serious	2.21 b)	All vehicles have two outside rear-view mirrors.	Verification of document compliance	Uninterrupted video of the car, its licence plate and model and the outside rear-view mirrors.	15 days	Training on the Detailed Requirements	Cessation of use until compliant.
		Serious	2.21 c)	All vehicles have two inside rear-view mirrors, one of which is used by the training officer	Verification of document compliance	Uninterrupted video of the car, its licence plate and model and the inside rear-view mirrors.	15 days	Training on the Detailed Requirements	Cessation of use until compliant.
		Serious	2.21 d) (affiche)	All vehicles have a sign that says "auto-école" and/or "élève au volant" placed on the roof of the vehicle, which can be read from in front and behind the vehicle at a distance of at least 30 metres, or a banner of a maximum length of 15 cm placed on the upper part of the windshield.	Verification of document compliance	A picture of the cars with the sign	15 days	Training on the Detailed Requirements	
		Serious	2.21 d) (visibilité)	The sign of the banner does not impede the driver's visibility.	Verification of document compliance	Uninterrupted video showing the rear and front windows taken from inside the cars and also the exterior of the cars for identification purposes.	15 days	Training on the Detailed Requirements	Cessation of use until compliant.

Compliance with the requirement	Pourcentage of files checked that do not comply with the requirement (if applicable)	Gravity of the non-compliance	Article of the Detailed Requirements	Requirement	Follow-up that will be carried out by the AQTr	Document to be sent to the AQTr to demonstrate compliance	Deadline from the date of the inspection to prove compliance	Remedial mesure if compliance deadline not met	Notes
			<b>Training officers</b>						
		Serious	2.24 (programme de cours)	All the apprentice-teachers are placed under the supervision of regular instructors	Verification of document compliance and evaluation of officer trainee	Training officer candidate log book. Once this document is received the candidate must be evaluated in order to teach without supervision.	Upon terminating the training period or at the latest 30 days after the inspection.	Training on the Detailed Requirements	
		Serious	4.44	The training officers present their training officer card upon request	Verification of document compliance	A commitment lettre duly completed and signed by the training officer. The school is responsible for submitting the lettre to the AQTr.	15 days	Training on the Detailed Requirements	
		Major	4.88 (Réparable)	All trainer officers with a valide training officer card teach only the courses for which they are certified.	Verification of document compliance	Solemn declaration of cessation of uncertified teaching activities	24 hours	Transferred to the SAAQ for decision	Must cease all non certified training until compliant.
			<b>Student list</b>						
		Serious	4.73 (registre à jour)	The school keeps an up-to-date student list with the information listed in section 4.73.	Verification of document compliance	Copy of the compliant updated student list	15 days	Administrative training	
		Serious	4.76	The school archives student lists for 5 years.	Verification of document compliance	Declaration that explains the archiving system and where it is located	15 days	Training on the Detailed Requirements	
x			<b>Service contracts with a student</b>						
		Serious	4.46 (langue)	The contract between the school and the student is available in French	Verification of document compliance	Copy of the French version of the contract	15 days	Administrative training	
	< 30 % ou ≥ 30 %	% Minor or serious	4.48	The length of this contract is at least 18 months	Verification of document compliance	Five service contrats duly filled out and signed by the school and the student	15 days	0	

Compliance with the requirement	Pourcentage of files checked that do not comply with the requirement (if applicable)	Gravity of the non-compliance	Article of the Detailed Requirements	Requirement	Follow-up that will be carried out by the AQTr	Document to be sent to the AQTr to demonstrate compliance	Deadline from the date of the inspection to prove compliance	Remedial mesure if compliance deadline not met	Notes
x		<b>Record keeping, archives and issuance of attestations</b>							
	< 30 % ou ≥ 30 %	% Minor or serious	4.68 (dossier)	Each student file contains the documents listed in section 4.68.	Inspection visit	n/a	90 days	Administrative training	
	< 30 % ou ≥ 30 %	% Minor or serious	4.68 c) (fiche-élève)	Each student record clearly identify the information listed in Section 4.68c).	Inspection visit	n/a	90 days	Administrative training	
	< 30 % ou ≥ 30 %	% Minor or serious	4.61 (dûment complété)	The attestation is duly filled out by the school, crossing out any sections that are non applicable so as to render them unusable.	Inspection visit	n/a	60 days	Administrative training	
	< 30 % ou ≥ 30 %	% Minor or serious	4.62 (a - i)	The attestation of successful completion is filled out using the form in Appendix 8 and contains all the required information.	Inspection visit	n/a	60 days	Administrative training	
	< 30 % ou ≥ 30 %	% Minor or serious	4.62 (inscrit à l'avance)	The attestation of successful completion is filled out using the form in Appendix 8 and contains all the required information.	Inspection visit	n/a	60 days	Administrative training	
		Serious	4.63 (accessibilité)	The register of attestations is easily accessible for representatives of the AQTr.	Inspection visit	n/a	15 days	Training on the Detailed Requirements	
	< 30 % ou ≥ 30 %	% Minor or serious	4.69	Student's records are in the administrative office during the student's learning period	Inspection visit	n/a	15 days	Training on the Detailed Requirements	
		Serious	4.70	Student files (paper or digital format) are kept in a safe location and are easily accessible to representatives of the AQTr.	Inspection visit	n/a	15 days	Training on the Detailed Requirements	
	< 30 % ou ≥ 30 %	% Minor or serious	4.71	The teachers' schedules are consistent with student records and attestations	Inspection visit	n/a	30 days	Administrative training	
		Serious	4.72	Student records and instructor timetables are stored and kept for a period of five years following the completion of the course.	Verification of document compliance	Declaration that explains the archiving system and where it is located	15 days	Training on the Detailed Requirements	

Compliance with the requirement	Pourcentage of files checked that do not comply with the requirement (if applicable)	Gravity of the non-compliance	Article of the Detailed Requirements	Requirement	Follow-up that will be carried out by the AQTr	Document to be sent to the AQTr to demonstrate compliance	Deadline from the date of the inspection to prove compliance	Remedial mesure if compliance deadline not met	Notes
		Course programs							
		Major	4.49	The school offers only the courses for which it is certified	Verification of document compliance	Declaration of cessation of school activities	24 hours - Solemn declaration & 10 days for application documents and payments	Transferred to the SAAQ for decision	
		Serious	4.53 b)	The school provides new and up-to-date Road Access Binders for students to purchase	Verification of document compliance	Proof of purchase of the Road Access Binders	15 days	Training on the Detailed Requirements	
		Serious	4.53 d)	The maximum price of 825\$ (before taxes) is respected.	Inspection visit	n/a	30 days	Training on the Detailed Requirements	
		Serious	4.53 e)	No additional administrative fees are charged to students	Student survey	Copy of the student list for a period of 30 days starting on the date of the inspection	30 days	Training on the Detailed Requirements	
	< 30 % ou ≥ 30 %	% Minor or serious	Annexe 3 phases 1&2	Phases 1 and 2 of the program are respected.	Inspection visit	n/a	n/a	Training on the corresponding program rules	
	< 30 % ou ≥ 30 %	% Minor or serious	Annexe 3 phases 3&4	Phases 3 and 4 of the program are respected.	Inspection visit	n/a	n/a	Training on the corresponding program rules	

OTHER NON COMPLIANCE NOTED:

VEHICLES (see page 4 of section 1)													
	Licence plate no.												
2.16	Registration in the name of the school / person of authority.												
A2-20	ECOND registration category.												
4.37	Up-to-date mechanical inspection.												
Section 2.21: Vehicle equipment													
a	Dual control pedals.												
b	Two sideview mirrors.												
c	Two rearview mirrors.												
d	An "auto-école" and/or "élève au volant" sign placed on top of the car.												
	The sign is visible from 30 metres in front of and behind the vehicle.												
	The sign does not obstruct the driver's visibility.												
	<b>NOTE:</b>												



RECORD KEEPING (see page 5 & 6 of section 1)												
Class 5: indicate the phases evaluated for each file (1 and 2 or 3 and 4)												
Number of the file evaluated	1	2	3	4	5	6	7	8	9	10	11	12
Student's last name.												
Student's first name.												
Attestation number.												

**SERVICE CONTRACT WITH THE STUDENT (see page 5 of section 1)**

**Section 4.48: Service Contract Components (see page 5 of section 1)**

Number of the file evaluated		1	2	3	4	5	6	7	8	9	10	11	12
a	Statement mentioning that the course is composed of both a theoretical and practical component, if applicable.												
b	Statement mentioning that the student must obtain a blank, up-to-date Road Access Binder available at their driving school.												
c	Address for theoretical course												
	Address for practical course												
d	School's number of recognition												
e	Course start date												
	Minimum duration of 18 months to complete the course.												
f	Computer-assisted learning is optional and cannot replace theoretical courses.												
g	Statement mentioning that the school must give the student a course attestation free of charge.												
h	Statement mentioning that the school will give the student an attestation at the end of the course or service.												
i	Statement mentioning that, in the event of a dispute with the school, the student may file a complaint with the accreditation body.												
j	Statement mentioning that information concerning the student could be sent to the SAAQ.												
k	Statement mentioning that, in the event that the school ceases activity or has its recognition withdrawn, the student's file can be transferred to the accreditation body or to another recognized driving school, depending on the circumstances.												
l	The student's consent for their personal information to be given to the accreditation body for survey purposes.												
<b>Total number of non-compliances:</b>		/14	/14	/14	/14	/14	/14	/14	/14	/14	/14	/14	/14
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC: _____</b>		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified: _____</b>		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE :</b>													

Section 4.68: Student Files (see page 6 of section 1)													
	Number of the file evaluated	1	2	3	4	5	6	7	8	9	10	11	12
A	Copy of contract.												
B	Copy of attestation.												
C	Student record.												
<b>Only phases 1 and 2</b>													
a	Theoretical exam answer sheet.												
	Exam no. that corresponds to the answer sheet.												
<b>Only phases 3 and 4</b>													
b	In-car session 5 evaluation form.												
	In-car session 10 evaluation form.												
	In-car session 15 summary sheet.												
	The student's and training officer's signatures on the in-car session 5 evaluation forms.												
	The student's and training officer's signatures on the in-car session 10 evaluation forms.												
	The student's and training officer's signatures on the summary sheets.												
<b>Total number of non-compliances Class 5 - Phases 1 and 2</b>		/5	/5	/5	/5	/5	/5	/5	/5	/5	/5	/5	/5
<b>Total number of non-compliances Class 5 - Phases 3 and 4</b>		/9	/9	/9	/9	/9	/9	/9	/9	/9	/9	/9	/9
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC: _____</b>		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified: _____</b>		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													

Section 4.68 c): Student Record Components (see page 6 of section 1)													
Number of the file evaluated		1	2	3	4	5	6	7	8	9	10	11	12
Student record	Dates of each lesson.												
	Times of each lesson.												
	Student's signature or initials.												
	Training officer's signature or initials.												
	Training officer card no.												
<b>Total number of non-compliances:</b>		/5	/5	/5	/5	/5	/5	/5	/5	/5	/5	/5	/5
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC:</b> _____		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified:</b>		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													
Section 4.61 Course Attestation (see page 6 of section 1)													
Number of the file evaluated		1	2	3	4	5	6	7	8	9	10	11	12
4.61	Any non-applicable sections of the attestation are crossed out.												
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC:</b> _____		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified:</b>		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													

Section 4.62 Course Attestation (a - i) (see page 6 of section 1)													
Number of the file evaluated		1	2	3	4	5	6	7	8	9	10	11	12
a	Course taken.												
b	Student's name and contact information.												
c	School's number of recognition.												
d	The dates of each completed module and in-car session recorded by the person of authority or the person duly authorized by the owner of the school.												
f	The indication "pass" or "fail" according to the result obtained by the student on the driving test, or "incomplete", where applicable.												
g	The student's signature.												
h	The name of the recognized driving school, the address and embossed seal.												
i	The signature of the person of authority at the driving school, or an authorized representative.												
<b>Total number of non-compliances Class 6:</b>		/8	/8	/8	/8	/8	/8	/8	/8	/8	/8	/8	/8
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC:</b> _____		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified:</b> _____		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													

Section 4.62: Written in Advance (see page 6 of section 1)													
Number of the file evaluated		1	2	3	4	5	6	7	8	9	10	11	12
The signatures, seal and indication of the course result were recorded when the attestation was issued.													
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC:</b> _____		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified:</b> _____		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													
Section 4.69: Document Availability (see page 6 of section 1)													
Number of the file evaluated		1	2	3	4	5	6	7	8	9	10	11	12
4.69	Student files must be available in the driving school's administrative office during the student's learning period.												
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC:</b> _____		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified:</b> _____		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													
Section 4.71: Training Officer Schedules (see page 6 of section 1)													
Number of the file evaluated		1	2	3	4	5	6	7	8	9	10	11	12
4.71	Training officer work schedules demonstrate a clear link to the student records.												
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC:</b> _____		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified:</b> _____		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													

CLASS 5 COURSE PROGRAM (see page 7 of section 1)													
Appendix 3: Phases 1 and 2		NB: The file numbers must correspond to those indicated on page 2 for this licence category.											
	Number of the file evaluated	1	2	3	4	5	6	7	8	9	10	11	12
Phase 1	Minimum duration of 28 days.												
	Separate modules.												
Phase 2	Begins after phase 1 (except for module 6).												
	Separate modules.												
	Minimum duration of 28 days.												
	In-car sessions 1 and 2 separate.												
	Completed before beginning phase 3.												
<b>Total number of non-compliances</b>		/	/	/	/	/	/	/	/	/	/	/	/
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
<b>Total NC:</b> _____		< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
<b>Total verified:</b> _____		≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													

Appendix 3: Phases 3 and 4		NB: The file numbers must correspond to those indicated on page 2 for this licence category.											
	Number of the file evaluated	1	2	3	4	5	6	7	8	9	10	11	12
Phase 3	Begins after phase 2.												
	Minimum duration of 56 days.												
	Separate modules.												
	Maximum of 2 paired in-car sessions.												
	The order of in-car sessions 5 and 10 is respected.												
Phase 4	Begins after phase 3.												
	Minimum duration of 56 days.												
	Separate modules.												
	Two paired in-car sessions (11, 12, 13 or 14) - learner drivers.												
	Name of the other student paired up with.												
	In-car session 15 is not paired with an in-car observation session.												
<b>Total number of non-compliances</b>		/11	/11	/11	/11	/11	/11	/11	/11	/11	/11	/11	/11
<b>Calculation of the severity of the non-compliance:</b>		<b>0 = no non-compliances</b>											
	<b>Total NC:</b> _____	< = less than 30% for the elements verified. Will be treated as a <b>minor</b> non-compliance.											
	<b>Total verified:</b>	≥ = more than 30% for the elements verified. Will be treated as a <b>serious</b> non-compliance.											
<b>NOTE:</b>													



