✅ ChecklistGuro

Driver Medical Certificate Validity Check Checklist

Document Identification & Initial Review

Verify basic document details and ensure it appears genuine.

Driver's Full Name

Write something...

Driver's Employee ID (if applicable)

Write something...

Upload Driver's Medical Certificate (Image or PDF)

⬆ Upload File

Certificate Issuing Authority/Clinic Name

Write something...

Certificate Issue Date

Enter date...

Certificate Appearance - Genuine?

- ☐ Yes
- ☐ No - Suspicious
- ☐ Unsure

Notes on Document Appearance/Suspicious Elements

Write something...

Certificate Expiration Date Verification

Confirm the certificate's expiration date and determine if it is currently valid.

Certificate Expiration Date:

Enter date...

Current Date:

Enter date...

Days Remaining Until Expiration:

Enter a number...

Certificate Status:

- ☐ Valid
- ☐ Expired
- ☐ Expiring Soon (within 30 days)
- ☐ Expiring Soon (within 60 days)

Automated Date Check Result:

- ☐ OK
- ☐ Warning
- ☐ Error

Notes on Date Validation (e.g. discrepancies, inconsistencies):

Write something...

Category Matching

Ensure the medical certificate is valid for the driver's license category and the Logistics role.

Driver License Category

- ☐ A
- ☐ B
- ☐ C
- ☐ D
- ☐ E
- ☐ Other

Medical Certificate Category Listed?

☐ Yes, Matches Driver License

☐ Yes, Does Not Match Driver License (Needs Review)

☐ No

Notes on Category Match (if applicable)

Write something...

Logistics Role Category Match

☐ Standard Logistics

☐ Hazardous Materials

☐ Other

Explanation of Category Discrepancy (if any)

Write something...

Record Keeping & Updates

Document the check results and schedule any necessary reminders or follow-up actions.

Certificate Validity Check Date

Enter date...

Days Until Expiration

Enter a number...

Certificate Status

- ☐ Valid
- ☐ Expired
- ☐ Nearing Expiration (Within 30 Days)
- ☐ Suspended/Revoked

Notes/Comments (e.g., previous issues, driver concerns)

Write something...

Next Review Date (If applicable)

Enter date...

Follow-up Required?

- ☐ Yes
- ☐ No

Follow-up Actions Taken (if applicable)

Write something...

Upload Scan/Image of Certificate (Optional)

⬆ Upload File

Driver Communication & Remediation (If Needed)

Communicate findings to the driver and outline steps needed to ensure continued compliance if the certificate is nearing expiry or invalid.

Certificate Status?

☐ Valid

☐ Nearing Expiry (within 3 months)

☐ Expired

☐ Invalid - Requires Review

Communication Summary

Write something...

Remediation Deadline

Enter date...

Driver Acknowledgement

☐ Acknowledged and Understood

☐ Requires Clarification

☐ Disputed

Driver Signature (if required)

Write something...

Additional Notes

Write something...