

ANNEX I

**REQUIREMENTS FOR CONSTRUCTION, TESTING, INSTALLATION
AND INSPECTION FOR ANALOGUE TACHOGRAPHS**

IV.RECORD SHEETS

(a) General points

1. The record sheets must be such that they do not impede the normal functioning of the instrument and that the records which they contain are indelible and easily legible and identifiable.

The record sheets must retain their dimensions and any records made on them under normal conditions of humidity and temperature.

In addition it must be possible to write on the record sheets, without damaging them and without affecting the legibility of the recordings, the information referred to in Article 34 of this Regulation.

Under normal conditions of storage, the recordings must remain clearly legible for at least one year.

2. The minimum recording capacity of the record sheets, whatever their form, must be 24 hours.

If several discs are linked together to increase the continuous recording capacity which can be achieved without intervention by staff, the links between the various discs must be made in such a way that there are no breaks in or overlapping of recordings at the point of transfer from one disc to another.

(b) Recording areas and their graduation

1. The record sheets shall include the following recording areas:
 - an area exclusively reserved for data relating to speed,
 - an area exclusively reserved for data relating to distance travelled,
 - one or more areas for data relating to driving time, to other periods of work and availability, to breaks from work and to rest periods for drivers.
2. The area for recording speed must be scaled off in divisions of 20 kilometres per hour or less. The speed corresponding to each marking on the scale must be shown in figures against that marking. The symbol 'km/h' must be shown at least once within the area. The last marking on the scale must coincide with the upper limit of the range of measurement.
3. The area for recording distance travelled must be set out in such a way that the number of kilometres travelled may be read without difficulty.
4. The area or areas reserved for recording the periods referred to in point 1 must be so marked that it is possible to distinguish clearly between the various periods of time.

(c) Information to be printed on the record sheets

Each record sheet must bear, in printed form, the following information:

- name and address or trade name of the manufacturer,
- approval mark for the model of the record sheet,

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- approval mark for the type or types of equipment in which the record sheet may be used,
- upper limit of the speed measurement range, printed in kilometres per hour.

By way of minimal additional requirements, each record sheet must bear, in printed form, a time-scale graduated in such a way that the time may be read directly at intervals of fifteen minutes while each five-minute interval may be determined without difficulty.

(d) Free space for handwritten insertions

A free space must be provided on the record sheets such that drivers may as a minimum write in the following details:

- surname and first name of the driver,
- date and place where use of the record sheet begins and date and place where such use ends,
- the registration number or numbers of the vehicle or vehicles to which the driver is assigned during the use of the record sheet,
- odometer readings from the vehicle or vehicles to which the driver is assigned during the use of the record sheet,
- the time at which any change of vehicle takes place.

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