



## NHVAS Advanced Fatigue Management Spot Check Report

**Accredited Operator Legal Entity Name:**

**Spot Check Number:**

**Spot Check Date:**

**Nominated Representative:**

**Staff Members Interviewed:**

**Location of Spot Check:**

**DTMR Representative:**

**Spot Check Criteria:** NHVAS Accreditation Scheme Business Rules, Standards and any Conditions of Accreditation

### **Summary of Spot Check Findings:**

On <DATE> the Department of Transport and Main Roads conducted a spot check on <NAME> to monitor compliance with your conditions of accreditation and your application of the NHVAS Accreditation Scheme Business Rules and Standards.

The records sampled demonstrated a level of non-conformance with these requirements.

### **Spot Check Outcome:**

As outlined in the following table <NAME> has / has not demonstrated full compliance with your conditions of accreditation and the NHVAS Accreditation Scheme Business Rules and Standards.

You must provide the department with evidence that you have taken corrective action and have those actions approved by the department by **DUE DATE**.

If you fail to comply with these requirements, you may be in breach of your accreditation.

If required, the National Heavy Vehicle Accreditation Scheme information can be viewed at:

<http://www.tmr.qld.gov.au/Business-and-industry/Accreditations/National-Heavy-Vehicle-Accreditation-Scheme.aspx>

**Signature:**

**Date:**

**DTMR Representative:**

| NHVAS Advanced Fatigue Management Business Rules, Standards and Conditions of Accreditation  | Compliance Code | CAR No. | CAR close out date |
|--|-----------------|---------|--------------------|
| <p><b>1. Scheduling and Rostering</b><br/>Scheduling of trips and rostering of drivers will incorporate fatigue management measures.</p>   |                 |         |                    |
| <p><b>2. Readiness for Duty</b><br/>Drivers are in a fit state to safely perform required duties.</p>  |                 |         |                    |
| <p><b>3. Fatigue Knowledge and Awareness</b><br/>All personnel involved in the management, operation, administration, participation and verification of the Advanced Fatigue Management option can demonstrate appropriate knowledge and skills in fatigue knowledge management relevant to their position.</p>  |                 |         |                    |
| <p><b>4. Responsibilities</b><br/>The compliant operation of the Advanced Fatigue Management option is dependent on all relevant personnel knowing and fulfilling their responsibilities to ensure that the Advanced Fatigue Management option standards are met.</p>  |                 |         |                    |
| <p><b>5. Internal Review</b><br/>An internal review system is implemented to identify non-compliances and verify that the activities comply with the Advanced Fatigue Management standards and the operator's fatigue management system.</p>   |                 |         |                    |
| <p><b>6. Records and Documentation</b><br/>The operator will implement, authorise, maintain and review documented policies and procedures that ensure the effective management, performance and verification of the Advanced Fatigue Management option in accordance with the standards. Records that demonstrate the compliant operation of the Advanced Fatigue Management option are collected, stored and maintained to verify compliance.</p> |                 |         |                    |
| <p><b>7. Health</b><br/>Drivers are to participate in a health management system to identify and manage fatigue risks.</p>   |                 |         |                    |
| <p><b>8. Workplace Conditions</b><br/>Workplace environments and conditions must assist in the prevention of fatigue.</p>  |                 |         |                    |
| <p><b>9. Management Practices</b><br/>Management practices are to minimise the risks relating to driver fatigue.</p>   |                 |         |                    |
| <p><b>10. Operating Limits</b><br/>Operating limits will provide drivers and operators with the flexibility to effectively manage fatigue.</p>   |                 |         |                    |

**Business Rule 8.12**

Scheme members are required to complete a quarterly compliance statement as a record of compliance with the modules key outcomes.

**Additional Conditions of Accreditation****Compliance Code Legend**

|  |  |
|--|--|
| <b>NA</b> = Not applicable                   | <b>V</b> = Indicates conformance verified with the relevant standard |
| <b>Nil</b> = Not assessed at this spot check | <b>NC</b> = Non-conformance requiring rectification                  |

## Corrective Action Request (CAR 1)

|  |  |                  |
|--|--|------------------|
| Accredited Operator<br>Legal Entity Name:      |  | Spot Check No:   |
| Nominated<br>Representative:                   |  | Spot Check Date: |
| Reference to Business Rule/Standard/Condition: |  |                  |
| Observed non-conformance:                      |  |                  |
| Date for completion of action:                 |  |                  |
| Signed:  |  |                  |
| DTMR<br>Representative:                        |  | Date:            |

**Corrective action to be taken:** *"Provide formal documentation of action taken to correct non-conformance to prevent reoccurrence."*

**Signed (NHVAS Operator/Representative):**

|        |  |       |
|--------|--|-------|
| Name : |  | Date: |
|--------|--|-------|