



NHVAS Basic 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 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 <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 Basic Fatigue Management Business Rules, Standards and Conditions of Accreditation	Compliance Code	CAR No.	CAR close out date
<p>1. Scheduling and Rostering</p> <p>Scheduling of individual trips and rostering of drivers are to be in accordance with limits prescribed in legislation.</p>			
<p>2. Fitness for Duty</p> <p>Drivers are in a fit state to safely perform required duties and meet the specified medical requirements.</p>			
<p>3. Fatigue Knowledge and Awareness</p> <p>All personnel involved in the management, operation, administration, participation and verification of the Basic Fatigue Management system can demonstrate competence in fatigue knowledge relevant to their position.</p>			
<p>4. Responsibilities</p> <p>The authorisations, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of their operations under the Basic Fatigue Management option are current, clearly defined and documented and carried out accordingly.</p>			
<p>5. Internal Review</p> <p>An internal review system is implemented to identify non-compliances and verify that the activities comply with the Basic Fatigue Management standards and the operator's fatigue management system.</p>			
<p>6. Records and Documentation</p> <p>The operator will implement, authorise, maintain and review documented policies and procedures that ensure the management, performance and verification of the Basic Fatigue Management option in accordance with the standards.</p>			
<p>Business Rule 8.12</p> <p>Scheme members are required to complete a quarterly compliance statement as a record of compliance with the modules key outcomes.</p>			
<p>Additional Conditions of Accreditation</p>			

Compliance Code Legend

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

Corrective Action Request (CAR 1)

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