

NHVAS Maintenance Management Spot Check Checklist

Legal Entity Name of NHVAS Operator:

DTMR Representative:

Spot Check Location:

Date of Spot Check:

Spot Check Number:

DMS Number: 540/

The following sources of evidence have been identified to assist in verifying compliance with the NHVAS Accreditation Scheme Business Rules, Standards and any Conditions of Accreditation. Other methods of obtaining valid evidence may be used.

1. Interviews with the NHVAS Operator and staff.
2. Documents and records including, but not limited to:
 - NHVAS policy and procedure manuals
 - Updates provided by TMR NHVAS Administrator
 - Current certificates of registration, certificates of inspection
 - Employment / training records
 - Interception reports
 - On-road vehicle fault reports
 - NHVAS Maintenance reports
 - Records containing:
 - Vehicle and trailer particulars
 - Internal review
 - 3rd Party Audits; and
 - Compliance History and information from other NHVAS jurisdictions

Compliance Code Legend

NA = Not applicable

V = Indicates compliance verified with the relevant standard

Nil = Not assessed at this assessment

NC = Non-compliance requiring rectification (requiring rectification by agreed date)

Standard 1: Daily Check - The Maintenance Management System must include a Daily Check for each vehicle when in use.

Description: The daily check is a document instruction of simple roadworthiness checks. The operator shall define when the inspection is carried out, by whom and how it is recorded. The individual completing the daily check shall acknowledge the vehicle to be roadworthy to limits of the inspection.

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
Verify documented processes are in place that shows: <ul style="list-style-type: none"> • When the check is carried out • Who carries it out; and • How the check is recorded. 			
Verify documents to validate processes are being followed covering the minimum inspection requirements of: <p>Wheels and tyres</p> <ul style="list-style-type: none"> • Tyres for pressure (visual check) and tread integrity. • Wheels security. <p>Lights & reflectors</p> <ul style="list-style-type: none"> • All lights, including clearance lights. • All reflectors and lenses. <p>Windows & mirrors</p> <ul style="list-style-type: none"> • Windows and Mirrors for security, damage and grime. <p>Wipers</p> <ul style="list-style-type: none"> • Wipers and windscreen washers ensuring clear forward vision. <p>Structure & bodywork</p> <ul style="list-style-type: none"> • All panels and readily visible structural members secure • Leaks of any fluid (oil, fuel, air, water, refrigerant/ coolant, 			

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
<p>hydraulic fluid, brake fluid or other).</p> <p>Brakes</p> <p>Brake failure indicators</p> <ul style="list-style-type: none"> • Pressure/vacuum gauges. • Drain air tanks (full air and air-over-hydraulic systems only on rigid and articulated combinations. Buses and coaches excepted). <p>On-Road vehicle fault report</p> <ul style="list-style-type: none"> • Any faults found during the Daily Check are to be recorded within the On-Road vehicle Fault Report. 			
<p>Verify the individual(s) who carry out the check understands they are certifying that the vehicle is roadworthy to the limits of the inspection, when the vehicle leaves the yard or depot.</p>			

Standard 2: Fault recording and reporting - The Maintenance Management System must ensure that provision is made to record and report vehicle faults for both the hauling and the trailing equipment.

Description: The driver should be able to record and report any recognisable fault occurring during the course of a journey so that it may be assessed and rectified.

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
Verify that documented processes are in place for recording and reporting faults occurring in the vehicle that covers both the trailing and hauling equipment. (Link to Std 8 Training).			
Verify a documented instruction exists which details how a driver records: <ul style="list-style-type: none">• Faults occurring during a journey and how faults are reported to the maintenance provider, as soon as possible.• Direction to fix major or serious faults as soon as possible, even if the vehicle is away from home base.• For faults occurring at any other time to be responded to the maintenance provider as soon as possible.			

Standard 3: Fault repair - The Maintenance Management System provides for the identification, assessment and action on reported faults.

Description: The Maintenance Management System has a method of identifying, assessing and taking action on reported faults from any source (ie. Driver maintenance provider, manager and so on) and determine the priority placed on repair of the fault.

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
Verify there is a procedure in place to: <ul style="list-style-type: none">• Identify and assess the nature of the fault.• Place a priority on its repair.			
Verify the procedure for when a fault has been: <ul style="list-style-type: none">• Deferred the person making the decision must be identified on the record.• When a decision is made to monitor the condition of a fault (including the upper limit), the decision to monitor the fault is recorded.• Set with upper limits for when a fault is repaired (i.e every 100 kms, when parts are received).• At the completion of the repair, records show the fault has been rectified and tested where appropriate.			

Standard 4: Maintenance Schedules and Methods - The Maintenance Management System must include periodic maintenance schedules, with identified service periods, that describe the tasks to be completed.

Description: Evidence that the vehicle is being systematically maintained. This will be through a series of work schedules pertinent to various vehicle and system components. Within the maintenance schedules, or available to the maintenance provider, will be a description of the tasks for the inspection, service repair or replacement of components utilised within the vehicle.

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
Sight maintenance schedules provide for the periodic maintenance of the vehicle intervals of time distance or hours of use. Schedules must include; <ul style="list-style-type: none"><li data-bbox="69 710 752 774">• A description of tasks to be completed during the service.			
Verify that a table of tolerances and wear limits for major components exists and that it complies with at least the National Vehicle Standards. (Complete Form A).			

Standard 5: Records and Documentation - Documented evidence must be maintained to demonstrate the effective operation of the Maintenance Management Standards.

Description: Essential to the maintenance system is the keeping and preservation of pertinent records.

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
Verify that the daily check is being completed in accordance with the documented procedure.			
Verify that faults occurring on the road are being recorded and reported in accordance with the procedures.			
Verify that reported faults are being repaired in accordance with the documented procedures. (Complete Form B).			
Verify that the vehicles are maintained in accordance with the set periodic schedules.			
Verify that persons maintaining vehicles under the system are suitably qualified or experienced to do so.			
Verify that current documentation is available to all personnel and at all locations where operations essential to the effective functioning of the system are performed.			
Verify that a record of nominated vehicles is kept and regularly updated. The format should be able to record the following: <ul style="list-style-type: none"> • Type of unit • Manufacturer • Date of construction • Registration number; and • Unique identifier. 			

Standard 6: Responsibilities - The authorities, responsibilities and duties of all positions involved in the management, operation, administration, participation & verification of the Maintenance Management System are current clearly defined & documented.

Description: Essential to the Maintenance Management System is the keeping and preservation of pertinent records.

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
Sight evidence that the responsibilities of personnel have been clearly defined and documented.			

Standard 7: Internal Review - The Maintenance Management System must be subject to annual internal review to verify that all results and activities comply with the systems policies, procedures and instructions.

Description: An internal review of the Maintenance Management System is a regular look at the system against the standards to see if it complies. An effective review will pick up problem areas in the basic requirements, show failures to comply with procedures and identify non-compliances that should be fixed as soon as possible.

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
Sight procedure that defines how the internal review is to be undertaken.			
Sight evidence demonstrating: <ul style="list-style-type: none"> • That Internal Review Schedule has been completed for current year; and • That an Internal Review has been conducted for the current year or within the last year. Note: entry to the scheme should be checked as operator may be within 1 st year.			
Verify there is a documented method to identify and; <ul style="list-style-type: none"> • Correct all non-conformances detected from all sources to make sure the incidents are not repeated; and • The responsibilities for identifying and correcting all non-conformances are current, clearly defined and documented. 			
Verify the Quarterly Compliance Statement is current and contains: <ul style="list-style-type: none"> • The number of vehicles in the accredited fleet. 			

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
<ul style="list-style-type: none"> • Total number of daily checks conducted over the period and the total number of incidences where the check was not completed. • The total number of services and the total number of incidences where faults were not carried out at the recorded intervals; and • The total number of fault repairs and total incidences when faults were not closed out. 			
<ul style="list-style-type: none"> • Changes to documents and procedures are recorded. 			
<ul style="list-style-type: none"> • Original documents and procedure to verify records are retained for verification of Compliance Statements which are required to be kept for 3 years. 			

Standard 8: Training and Education - Those persons who hold a position of responsibility under the Maintenance Management System are trained in and familiar with the specific policy, procedure and instructions they are to carry out.

Description: Training and education is essential to ensure all employees, including managers, understand the Maintenance Management System, and have the appropriate knowledge and skills to carry out the tasks given to them.

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
<ul style="list-style-type: none">• Sight evidence that:• Training has been provided to all staff involved in the NHVAS Maintenance Management Program.• How training needs, skills and experience for persons holding positions of responsibility are identified; and• Verify that records of training are maintained.			

Conditions of Accreditation

Criteria	List evidence sighted or method of verification	Compliance Code	CAR
Are there any specific conditions of accreditation? Sight evidence that they are being adhered to.			

Other Comments: