



NHVAS Maintenance 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 Maintenance Management Business Rules, Standards and Conditions of Accreditation	Compliance Code	CAR No.	CAR close out date
1. Daily Check The Maintenance Management System must include a Daily Check for each vehicle when it is in use.			
2. Fault Recording and Reporting The Maintenance Management System must ensure that provision is made to record and report vehicle faults on both the hauling and trailing equipment.			
3. Fault Repair The Maintenance Management System provides for the identification, assessment and action on reported faults.			
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.			
5. Records and Documentation Documented evidence must be maintained to demonstrate the effective operation of the Maintenance Management Standards.			
6. Responsibilities The authorities, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of the Maintenance Management System are current, clearly defined and documented.			
7. Internal Review The Maintenance Management System must be subject to an annual internal review to verify that all results and activities comply with the systems, policies, procedures and instructions.			
8. Training and Education The persons who hold a position of responsibility under the Maintenance Management System are trained in and are familiar with the specific policy, procedure and instruction they are to carry out.			
9. Fuel Quality Fuel Purchased for use in the vehicle must be obtained from a reputable supplier and when stored, the storage facilities must be properly designed and maintained to prevent fuel contamination and deterioration.	Not applicable in this spot check.		
Additional Conditions of Accreditation			

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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