



NHVAS Mass 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 Mass Management Business Rules, Standards and any Conditions of Accreditation	Compliance Code	CAR No.	CAR close out date
<p>1. Responsibilities</p> <p>The authorities, responsibilities and duties of all positions involved in the management, operation, administration, participation & verification of the Mass Management System are current, clearly defined & documented.</p>			
<p>2. Vehicle Control</p> <p>All vehicles nominated by the operator must be operated in accordance with the Mass Management System.</p>			
<p>3. Vehicle Use</p> <p>The vehicle mass must be determined by weighing or by a method of assessment prior to departure allowing for any variation.</p>			
<p>4. Records and Documentation</p> <p>Documented evidence must be maintained to demonstrate the effective operation of the Mass Management System.</p>			
<p>5. Verification</p> <p>The weight of a vehicle and load must be verified to produce an auditable record.</p>			
<p>6. Internal Review</p> <p>The Mass 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.</p>			
<p>7. Training and Education</p> <p>The persons who hold a position of responsibility under the Mass Management System are trained in and are familiar with the specific policy, procedure and instruction they are to carry out.</p>			
<p>8. Maintenance of Suspension</p> <p>Vehicles nominated by the operator must be operated in accordance with the Mass Management Maintenance of Suspension Standard.</p>			
<p>Additional Conditions of Accreditation</p>			

Compliance Code Legend

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

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: