



# TruckSafe Standards

## TruckSafe Management Standards

### **A.1 Management Policy & Procedure.**

The operator must implement, maintain and control policies and procedures to ensure that the operation meets industry standards.

The procedures must cover all the requirements outlined in the TruckSafe Standards, including areas of driver health and safety, fatigue management, speed management, vehicle maintenance, operational management and training.

### **A.2 Responsibility.**

The Operator shall establish, implement and maintain procedures that define the authority, responsibility and the interrelation of personnel who manage or are to perform functions within the operators TruckSafe System. (This may include external service providers.)

### **A.3 Internal Review.**

The Operator shall establish, implement and maintain procedures for planning and conducting Quarterly Compliance Reviews and Annual Reviews of the TruckSafe System.

The purpose of the Quarterly Compliance Reviews is to verify and monitor the operation of the Operator's established system and report on key indicators (the review may be undertaken in conjunction with the maintenance system review).

The purpose of the Annual Reviews is to determine the effectiveness and continuing suitability of the Operator's established system and to determine any required improvements and/or amendments (the review may be undertaken in conjunction with the maintenance system review).

The results of Internal Reviews shall be recorded. Non-compliances with the System, detected during Internal Reviews, shall be reviewed and actioned to eliminate recurrence.

### **A.4 Record Keeping.**

The operator must implement and maintain systems, which detail the procedure for collection, storage and maintenance of documented records for a minimum period of three years. NB This requirement may differ from State to State. (Eg. NSW WorkCover is 5 years.)