

| Criteria   | Assessment Step  | How does the Operator’s system address the requirement? | Indicate evidence of implementation sighted | Compliance Audit Only | Compliance Code |
|--|--|---|---|-----------------------|-----------------|
| <b>A1 The Maintenance Management System must include a Daily Check for each vehicle when it is in use.</b>   |  |   |   |                       |                 |
| A1.a and A1.b That there is a documented instruction detailing when the check is carried out, who carries it out, how the check is recorded and that covers the minimum inspection requirements.   | Review the documented instruction and ensure the requirements are met.   |   |   |                       |                 |
| A1.c That the individual (s) who carries out the check understands that they are certifying that the vehicle is roadworthy to the limits of the inspection, when the vehicle leaves the yard or depot.   | Enquire that the person carrying out the task has that understanding.  |   |   |                       |                 |
| A5. Documented evidence that demonstrates compliance with the set procedure, policy and instructions. Current documentation is available to all relevant personnel and at all locations where operations essential to the effective functioning of the system are performed. | Review evidence.<br><sup>1</sup> Review documentation.   |   |   | X                     |                 |
| A8 Evidence that the person(s) responsible have been trained in the procedure, policy and/or instruction they are to carry out.  | Review evidence.   |   |   | X                     |                 |
| Overall assessment of compliance with the Standard:  |  |   |   |                       |                 |
| Notes/ Issues Noted  |  |   |   |                       |                 |
| <b>A2 The Maintenance Management System must ensure that provision is made to record and report vehicle faults for both the hauling and the trailing equipment.</b>  |  |   |   |                       |                 |
| A2 a. A means to record faults occurring that is retained in the vehicle and covers both trailing and hauling equipment.   | Evidence that there is a means to record faults. Evidence that the means is kept in the vehicle. Evidence that the faults on both hauling and trailing equipment are being recorded. |   |   |                       |                 |

<sup>1</sup> ‘X’ indicates these assessment steps are to be completed in a System Compliance Audit in addition to all other assessment steps, which are required for an Entry Audit.

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| Specific attention to emission related faults are required for operators using accreditation to gain a fuel tax credit.  | For fuel tax credit accreditation, the recording of faults has to specifically include emission related faults as evidenced by fuel / oil consumption, engine power and visible smoke emissions. |   |   |                       |                 |
| A2 b. Documented instruction which details how a driver records faults occurring during a journey and how the faults are reported to the maintenance provider as soon as possible.   | Review the documented instruction and ensure the requirements are met.   |   |   |                       |                 |
| A2c. Documented instruction that allows for major or serious faults to be fixed as soon as possible, even if the vehicle is away from home base.   | Review the documented instruction and ensure the requirements are met.   |   |   |                       |                 |
| A2 d. Documented instructions that ensures faults, which occur at any other time are reported to the maintenance provider as soon as possible.   | Review the documented instruction and ensure the requirements are met.   |   |   |                       |                 |
| A5 Documented evidence demonstrating compliance with the set procedure, policy and instructions. Current documentation available to all relevant personnel and at all locations where operations essential to the effective functioning of the system are performed. | Review evidence<br><br>Review documentation.   |   |   | X                     |                 |
| A6 Evidence that the responsibilities of personnel have been clearly defined and documented.   | Review evidence  |   |   | X                     |                 |
| A8 Evidence that the person (s) responsible have been trained in the procedure, policy and/or instruction they are to carry out.   | Review evidence  |   |   | X                     |                 |
| Overall assessment of compliance with the Standard:  |  |   |   |                       |                 |

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| <b>A3. The Maintenance Management System provides for the identification, assessment and action on faults.</b>   |   |   |   |                       |                 |
| <p>A3a. That there is a method in place to identify and assess the nature of a fault and place a priority on its repair.</p> <p>Specific attention to emission related faults is required for operators using accreditation to gain a fuel tax credit.</p> | <p>Review the method in place to ensure the requirements are met.</p> <p>For fuel tax credit accreditation, a specific method is required for emission related faults as evidenced by fuel / oil consumption, engine power and visible smoke emissions.</p> |   |   |                       |                 |
| <p>A3b. Where the fault is deferred, the person making the decision must be identified on the record.</p>  | <p>Review evidence.</p>   |   |   |                       |                 |
| <p>A3c. &amp; A3d. Where a decision is made to monitor the condition of a fault, the decision to monitor is to be recorded.</p> <p>Upper limits for repair must be set.</p> <p>The person making the decision must be identified on the record.</p>        | <p>Review evidence</p>  |   |   |                       |                 |
| <p>A3e. Records show that the fault has been rectified and where appropriate, tested.</p>  | <p>Review evidence.</p>   |   |   |                       |                 |
| <p>A5 Procedures are in place to record details of accredited vehicles in each module.</p> <p>Documented evidence demonstrating compliance with the set procedure, policy and instructions.</p>  | <p>Verify that record of accredited vehicles includes vehicle make, vehicle registration number, vehicle identification number (VIN) and gross vehicle mass (GVM).</p> <p>Review evidence.</p>  |   |   | <p>X</p>              |                 |

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| Current documentation available to all relevant personnel and at all locations where operations essential to the effective functioning of the system are performed.  | Review documentation.   |   |   |                       |                 |
| A6 Evidence that the responsibilities of personnel have been clearly defined and documented.   | Review evidence.  |   |   | X                     |                 |
| A8 Evidence that the person (s) responsible have been trained in the procedure, policy and/or instruction he or she is to carry out.   | Review evidence.  |   |   | X                     |                 |
| Overall assessment of compliance with the Standard:  |   |   |   |                       |                 |
| Notes/Issues Noted   |   |   |   |                       |                 |
| <b>A4. The Maintenance Management System must include periodic maintenance schedules, with identified service periods, that describe the tasks to be completed.</b>  |   |   |   |                       |                 |
| A4a. Evidence that at the time of entry into the scheme, the nominated fleet has been certified roadworthy by a qualified person experienced in the inspection of heavy vehicles in accordance with the national Vehicle Standards and the Australian Design Rules (ADRs). The evidence cannot be more than 6 months old. A recent statement is required from the operator or designated responsible person, verifying that the nominated fleet is roadworthy.<br><br><b>Non compliance to criteria A4a means entry to the scheme is denied.</b> | Review evidence that inspections have been undertaken in accordance with national Vehicle Standards and ADRs.<br><br>Evidence that persons doing the inspections are qualified to inspect to the national Vehicle Standards and the ADRs. |   |   | On-Entry Audit only.  |                 |
| A4b. Maintenance schedules provide for the periodic maintenance of the vehicle-defined intervals of time distance or hours of use. Schedules must include a description of the tasks to be completed during the service.   | Review schedules and ensure the requirements are met.   |   |   |                       |                 |

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| A4c. Evidence that maintenance repairs are only undertaken by persons having suitable qualifications or experience to competently complete any maintenance tasks or to do so under suitable supervision.  | Review evidence.  |   |   |                       |                 |
| A4d. That a table of tolerances and wear limits for major components exists and that it complies with at least the National Vehicle Standards.  | Verify that it exists.  |   |   |                       |                 |
| A4e. For operators using accreditation to gain a fuel tax credit, a manual or equivalent document setting out the maintenance requirements for emission related components of the vehicle. The components to be included in the manual are oil and oil filters, air filters, fuel filters, injectors, injector pumps and valves.  | Verify that it exists and that it identifies the components that require maintenance, the type of maintenance required for each component (replace, rebuild, adjust, reset, clean etc) and the maintenance intervals applicable to each component.  |   |   |                       |                 |
| <p>A5 Documented evidence demonstrating compliance with the set procedure, policy and instructions.</p> <p>Current documentation is available to all relevant personnel and at all locations where operations essential to the effective functioning of the system are performed.</p> <p>A5e. For operators using accreditation to gain a fuel tax credit, records are to be kept of the maintenance activities on emission related components.</p> | <p>Review evidence.</p> <p>Review documentation.</p> <p>Review documentation and verify that it contains date of maintenance, odometer reading at time of maintenance, invoices detailing where the work was undertaken by an external workshop, purchase records / receipts of parts replaced or serviced where work has been undertaken by the operator, an indication as to whether maintenance is in accordance with manufacturer’s specifications and the signature / stamp of the person responsible for the maintenance.</p> |   |   | X                     |                 |

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| A6a. Evidence that the responsibilities of personnel are current, clearly defined and documented.  | Review evidence and verify that those operators using accreditation to gain a fuel tax credit has made specific reference to the qualifications of those responsible for maintenance of emission related components of the vehicle. |   |   | X                     |                 |
| Overall assessment of compliance with the Standard:  |   |   |   |                       |                 |
| Notes/Issues noted:  |   |   |   |                       |                 |
| <b>A7. The Maintenance Management System must be subject to annual internal review to verify that all results and activities comply with the system’s policies, procedures and instructions.</b>       |   |   |   |                       |                 |
| A7a. Procedures exist that define how the internal review is to be undertaken.   | Review the procedure and ensure the requirements are met.   |   |   |                       |                 |
| A7b. An annual internal review schedule.   | Review the schedule and ensure the requirements are met.  |   |   |                       |                 |
| A7c. A7e. & A6. Where practicable, internal reviews are undertaken by persons independent of the activity being reviewed, and that their responsibilities are current, clearly defined and documented. | Review evidence.  |   |   | X                     |                 |

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| A 7d. A7e. A7f. & A5. Documented evidence demonstrating: <ul style="list-style-type: none"> <li>• conduct of internal reviews;</li> <li>• identification of non-conformances;</li> <li>• actioning non-conformances;</li> <li>• quarterly reports that record all non-conformance and corrective actions;</li> <li>• changes to documents and procedures;</li> <li>• original documents and procedures for external audit purposes.</li> </ul> Current documentation available to all relevant personnel and at all locations where operations essential to the effective functioning of the system are performed. | Review evidence<br><br><br><br><br><br><br><br><br><br>Review documentation |   |   | X                     |                 |
| A8. Evidence that the person (s) responsible have been trained in the procedure, policy and/ or instruction they are to carry out.   | Review evidence.  |   |   | X                     |                 |
| Overall assessment of compliance with the Standard:  |   |   |   |                       |                 |
| Notes/Issues noted:  |   |   |   |                       |                 |

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| <b>A9. Operators using accreditation to gain a fuel tax credit must purchase fuel from a reputable supplier and when stored, the storage facilities must be properly designed and maintained to prevent fuel contamination and deterioration.</b> |                 |   |   |                       |                 |
| A9 a Identify the source of bulk fuel supply.   | Review evidence |   |   |                       |                 |
| A9 b Identify measures taken to ensure that there was no fuel contamination or deterioration during storage.  | Review evidence |   |   |                       |                 |
| Overall assessment of compliance with the Standard:   |                 |   |   |                       |                 |
| Notes/Issues noted:   |                 |   |   |                       |                 |