



**WA Heavy Vehicle
Accreditation**

WESTERN AUSTRALIAN HEAVY VEHICLE ACCREDITATION PROCESS

MAINTENANCE MANAGEMENT AUDIT MATRIX

March 2002



A1 The Maintenance Management system must include a Daily Check for each vehicle when it is in use.					
Criteria	Assessment Step	How does the Operator's system address the requirement?	Indicate evidence of implementation sighted	Compliance Audit Only	Compliance Code
A1.a and A1.b That there is a documented instruction detailing when the check is carried out, the position of the person responsible for carrying out, how the check is recorded and that 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 he or she is 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 is performed.	Review evidence. ¹ Review documentation.			X	
A8 Evidence that the person(s) responsible have been trained in the procedure.	Review evidence.			X	
Overall assessment of compliance with the Standard:					
Notes/ Issues Noted					

¹ '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.

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.					
Criteria	Assessment Step	How does the Operator's system address the requirement?	Indicate evidence of implementation sighted	Compliance Audit Only	Compliance Code
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 handling and trailing equipment are being recorded.				
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.				
A2 c. A documented instruction exists that provides direction to fix major or serious faults 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 instruction 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 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:					
Notes/ Issues Noted					

A3. The Maintenance Management system provides for the identification, assessment and action on faults.					
Criteria	Assessment Step	How does the Operator's system address the requirement?	Indicate evidence of implementation sighted	Compliance Audit Only	Compliance Code
A3 a That there is a method in place to identify and assess the nature of a fault and place a priority on its repair.	Review the method in place to ensure the requirements are met.				
A3.b. Where the fault is deferred, the person making the decision must be identified on the record.	Review evidence.				
A3 c. & A3 d. Where a decision is made to monitor the condition of a fault, the decision to monitor is to be recorded. Upper limits for repair must be set. The person making the decision must be identified on the record.	Review evidence				
A3 e. Records show that the fault has been rectified and where appropriate tested.	Review evidence.				
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. 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 he or she is to carry out.	Review evidence.			X	
Overall assessment of compliance with the Standard:					
Notes/Issues Noted					

A4. The Maintenance Management system must include periodic maintenance schedules, with identified service periods, that describe the tasks to be completed.					
Criteria	Assessment Step	How does the Operator's system address the requirement?	Indicate evidence of implementation sighted	Compliance Audit Only	Compliance Code
<p>A4a. Evidence that, at the time of entry, the nominated fleet has been certified roadworthy by a competent person who is experienced in the inspection of heavy vehicles in accordance with the National Vehicle Standards and the Australian Design Rules (ADR's). 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.</p> <p>NB: Non compliance to criteria A4a means entry is denied.</p>	<p>Review evidence that inspections have been undertaken in accordance with National Vehicle Standards and ADR's.</p> <p>Evidence that persons completing the inspections are competent to inspect to the national Vehicle Standards and the ADR's.</p>			Entry Audit only.	
A4.b. 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.				
A4.c. Evidence that persons having suitable qualifications or experience to competently complete any maintenance tasks, or to do so under suitable supervision only undertake maintenance repairs.	Review evidence.				
A4.d. That a table of tolerances and wear limits for major components exists and that it, at least, complies with the National Vehicle Standards.	Verify that it exists.				
A 5 Documented evidence demonstrating 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.	<p>Review evidence.</p> <p>Review documentation.</p>			X	

Maintenance Management Standards Audit Matrix

A6 Evidence that the responsibilities of personnel are current clearly defined and documented.	Review evidence.			X	
Overall assessment of compliance with the Standard:					
Notes/Issues noted:					

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.					
Criteria	Assessment Step	How does the Operator's system address the requirement?	Indicate evidence of implementation sighted	Compliance Audit Only	Compliance Code
A7. Procedures exist that define how the internal review is to be undertaken.	Review the procedure and ensure the requirements are met.				
A. 7 b. An annual internal review schedule.	Review the schedule and ensure the requirements are met.				
A7 c A7 e & 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	
A 7 d A7 e A7 f & A5 Documented evidence demonstrating: <ul style="list-style-type: none"> • Conduct of internal reviews; • Identification of non-compliances; • Quarterly reports that record all non-compliance and corrective actions; • Changes to documents and procedures; • Original documents and procedures for external audit purposes. 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 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:					