



## iJourney Compliance Audit

Location	FBFV - Roma	Score	96.6%	Date	24-Oct-16	
No.	Assessment Questions		Yes	No	N/A	
1	Is there a driving monitor system for this location included in the local JM plan?		1			
2	Is there a local person assigned to administer the monitor program?		1			Huracan administrator acts as Journey Manager
3	Are all Huracan Vehicles equipped with an approved electronic driver improvement monitor?		1			IVNS - Navman systems
4	Are all the monitors working and calibrated?		1			Calibration not required.
5	Are all the monitors downloaded at least once per month?		1			All trips downloaded automatically
6	Have the initial odometer readings from the vehicles been inputted in the data base?		1			
7	Do the monitor odometer readings match the vehicles' odometer readings?			1		Vehicle checked had discrepancy between IVMS and Vehicle.
8	Are the vehicle parameters in-line with the Land Transport specification?		1			Vehicle's checked compliant
9	Are ghost trips/unauthorized trips followed up and assigned to the driver who was responsible?		1			Actioned within HIMS
10	Is action being taken to eliminate ghost/unauthorized trips?		1			
11	Are all tampers, or power disconnects and recording failures, or speed spikes, addressed in a timely manner to prevent reoccurrence?		1			Automatic email alert
12	Have actions been taken to investigate and eliminate these?		1			
13	Is there a process in place to ensure the timely replacement of monitor batteries?		1			Connected to car system for recharge
14	Is the Driver Performance Report being printed in colour and posted every month?		1			
15	Does it include management team scores?		1			
16	Is it signed by the senior site manager?		1			
17	Are coaching sessions for "red" and "yellow" drivers performed by management and are they documented?					
18	Is the data base password protected?		1			
19	Are the parameter settings in the monitors and/or database password protected?		1			
20	Is (are) the password(s) known only by the administrator and the HSE coordinator?		1			
21	Is the data base PC regularly scanned for viruses?				1	Web based
22	Are the data files being backed up regularly?				1	Web based
23	Are the data backups being saved to a "safe" location?				1	Web based
24	Is there a process in place to address monitor failure while enroute?		1			
25	Is there a process in place to download monitors in remote locations?		1			Satellite monitors

26	Is there a process in place for dealing with monitors after a crash? I.e. unplug, call-in, use event button, etc.	1			
27	Is monitor data being used to assist in crash investigations and reviews?			1	No incidents recorded
28	Is data being reviewed to monitor night driving and compliance with 14-Hour Rule?	1			
29	Does the driving monitor management process, captured in the local JM plan.	1			
30	Is iJourney use in 100% of Journey's above 100km?	1			
31	Is the necessity for the Journey's reviewed prior to departure?	1			
32	Do all night driving events have approval from the appropriate level of management?	1			One journey identified as night driving, approved by management.
33	Are personnel licensed for vehicle?	1			
34	Are iJourney trips entered prior to departure?	1			Time stamps checked.
35	Are vehicle checks being completed prior to departure from base?		1		Some incidents of paperwork not completed prior to departure.
36	Are appropriate directions available prior to departure?	1			Directions available within iJourney
37	Are communication adequate for location?	1			
38	Are trips closed with iJourney manager?	1			
39	Are vehicles maintenance completed on time and to an adequate standard?	1			Reviewed log books.
40	Are vehicles presentable and safe to drive?	1			
41	Do the vehicles have appropriate safety equipment as per Local Journey Management Plan?	1			
42	Are personnel aware of Emergency Management Plan?	1			
43	Do the vehicles contain an accident kit?	1			Kits available in vehicles checked.
TOTAL		28	1	4	