

## NATIONAL HEAVY VEHICLE ACCREDITATION

### AUDIT SUMMARY REPORT

Tick as appropriate				
<b>NHVAS</b>	<b>Mass</b>	<b>X</b>	<b>Entry Audit</b>	<b>X</b>
	<b>Maintenance</b>		<b>Initial Compliance Audit</b>	
	<b>Basic Fatigue</b>		<b>Compliance Audit</b>	
	<b>Advanced Fatigue</b>		<b>Spot Check</b>	
			<b>Triggered Audit</b>	

Audit Information			
Date of Audit	13 <sup>th</sup> November 2024		
Location of audit	124 – 126 Bedford St, Gillman, SA, 5013		
Auditor name	Jodie Jones		
Audit Matrix Identifier (Name or Number)	Adelaide Barossa Transport		
Auditor Exemplar Global Reg No.	121912	Expiry Date:	07.08.2025
NHVR Auditor Registration Number	103	Expiry Date:	04.01.2026

Operator Information									
Operator name (Legal entity)	Adelaide Barossa Transport & Warehousing Pty Ltd								
NHVAS Accreditation No. (If applicable)									
Registered trading name/s									
Australian Company Number	6	7	6	1	2	6	3	0	0
NHVAS Manual (Policies and Procedures) developed by	CJ Enterprises V1 102024								

Operator contact details	
Operator business address	124 – 126 Bedford St, Gillman, SA, 5013
Operator Postal address	PO Box 3261, Port Adelaide, SA, 5013
Email address	<a href="mailto:ash@adelaidebarossatransport.com.au">ash@adelaidebarossatransport.com.au</a>
Operator Telephone Number	0412 900 415

## NHVAS AUDIT SUMMARY REPORT

Attendance List (Names and Position Titles)
Ash Owens - General Manager
Jodie Jones - Auditor

Nature of the Operators Business (Summary):
Adelaide Barossa Transport & Warehousing is a small transport business located in Gillman in metropolitan South Australia. The business currently has 3 prime movers used to transport freight locally. The company is looking to become accredited in mass management.

Accreditation Vehicle Summary			
Number of powered vehicles	3	Number of trailing vehicles	

Compliance Codes			
V	Conformance Verified	NC	Non-Conformance requiring rectification
SFI	Suggestion For Improvement	NAP	Not Applicable
NA	Not Assessed at this Audit		

Corrective Action Request Identification		
Title	Abbreviation	Description
Corrective action request	CAR	A standard has not been met and requires corrective action

## NHVAS AUDIT SUMMARY REPORT

MASS MANAGEMENT				
REQUIREMENT OF STANDARD	Compliance Codes	Corrective Action Request Number (CAR)	Conditional Agreed Closeout Date	Unconditional Closed out Date
Std 1. Responsibilities	✓			
Std 2. Vehicle Control	✓			
Std 3. Vehicle Use	✓			
Std 4. Records and Documentation	✓			
Std 5. Verification	✓			
Std 6. Internal Review	✓			
Std 7. Training and Education	✓			
Std 8. Maintenance of Suspension	✓			

## AUDIT OBSERVATIONS AND COMMENTS

### MASS MANAGEMENT SUMMARY OF AUDIT FINDINGS

Provide a summary of findings based on the evidence gathered during the audit.

Refer to audit matrix for details of evidence that supports the opinion represented in this report.

MASS MANAGEMENT	DETAILS
<p><b>Std 1. Responsibilities</b></p> <p>(Review authorities, responsibilities and duties for the mass management system. Ensure that each is current, clearly defined, well documented and tasks rest with the appropriate people).</p>	<p>Responsibilities are clearly defined throughout the system.</p> <p>Mr Owens as the manager is responsible for:</p> <ul style="list-style-type: none"> <li>• Ensuring compliance with all mass procedures.</li> <li>• Ensuring on-board weighing equipment is tested</li> <li>• Ensuring all issued labels are correctly attached</li> <li>• Check and file all records</li> <li>• Conducting reviews</li> <li>• Maintaining the vehicle list</li> <li>• Recording all non-conformances</li> </ul> <p>Drivers are responsible for:</p> <ul style="list-style-type: none"> <li>• Completing all documentation.</li> <li>• Ensuring all roads travelled are gazetted</li> <li>• Deliberately under-load if any doubt arises</li> </ul> <p>The manager is responsible to ensure suspensions are serviced in-line with the documented intervals.</p>
<p><b>Std 2. Vehicle Control</b></p> <p>(Review comprehensive register of nominated vehicles (including sub-contractors) Ensure that nominated vehicles have the technical specifications and mass authorisations (if required) to use the road network).</p>	<p>Procedures in the manual explain the requirements to maintain the list of nominated vehicles.</p> <p>A well set out vehicle list was available for reference with all required details and a copy is located in the mass manual.</p> <p>Procedures state the manager is responsible to update the list when circumstances change.</p> <p>Current registration papers were available showing correct allowable weights for all vehicles.</p> <p>The vehicle is suitably rated for the extra weight carried.</p>

MASS MANAGEMENT	DETAILS
<p><b>Std 3. Vehicle Use</b></p> <p>(Review procedures/policy, documented instructions that objectively demonstrate how vehicle mass is weighed/assessed prior to departure. The system incorporates provisions for ensuring axle and gross weights are not exceeded)</p>	<p>The company procedures detail that all loads shall be checked for compliance for axle and gross prior to departure and recorded as such.</p> <p>The company has detailed procedures describing the steps to be taken for checking of the load weights prior to departure.</p> <p>Weights are recorded on a daily sheet and using weighbridge dockets.</p> <p>Interviewed staff had a good understanding of the required information to be recorded.</p> <p>It is company policy that no vehicle is permitted to depart overloaded under any circumstances.</p> <p>Where a vehicle has been identified to be overloaded a non-conformance is raised and it is brought to the attention of the driver.</p>
<p><b>Std 4. Records and Documentation</b></p> <p>(Review availability of the documented mass management system, and ensure the following trip records are kept and maintained:</p> <ul style="list-style-type: none"> <li>• Vehicle identifier</li> <li>• Measured weight (mass of vehicle)</li> <li>• Register of contraventions</li> <li>• Date and time of trip)</li> </ul>	<p>One copy of the mass procedure manual is kept at the home office.</p> <p>Drivers carry weight recording forms, copies of routes travelled and verification forms in the prime mover.</p> <p>A vehicle list is maintained at the office.</p> <p>Mr Owens is the person responsible to check and maintain all records.</p> <p>All completed mass records are kept at the office for at least three years.</p>
<p><b>Std 5. Verification</b></p> <p>(Review procedures/policy, including method used to verify weight of vehicle and load, the frequency at which verification is performed, how the verification process allows for different types of measurement methods)</p>	<p>Procedures explaining verification and the need for it to be completed bi-annually are documented in the manual.</p> <p>The verification is completed by checking the gauges against a weigh bridge and recording in the verification section of the daily book.</p>

MASS MANAGEMENT	DETAILS
<p><b>Std 6. Internal Review</b> (Review procedures/policy, evidence of completion of Compliance Statements and Internal Reviews, including the number of mass breaches, records of any NCRs raised and CARs to eliminate recurrence)</p>	<p>Internal review procedures were well detailed and easy to follow.</p> <p>The review is completed every 12 months.</p> <p>Due to the size of the company, it is not practical to have an independent person conduct the review.</p> <p>Forms for recording the internal review and quarterly compliance statements were available on the day of the audit and covered all aspects of the system.</p>
<p><b>Std 7. Training and Education</b> (Review procedures/policy, appropriateness of training, evidence of training records and identification of responsible person)</p>	<p>The training of the system had been completed with all staff</p> <p>Suitable training has been completed for all staff. Training procedures identified that training is completed prior to the person being required to fulfil their duties in relation to the system.</p> <p>Training records for all staff were available on the day of the audit.</p>
<p><b>Std 8. Maintenance of Suspension</b> (Review procedures/policy, documented evidence of:</p> <ul style="list-style-type: none"> <li>• Suspension fault reporting/recording mechanism</li> <li>• Assigning priority to suspension related faults</li> <li>• The person responsible for monitoring/deferring a suspension fault is identified/recorded</li> <li>• Upon completion of a suspension fault, closeout details including test method is recorded)</li> </ul>	<p>Procedures explaining the maintenance of suspensions are documented in the mass manual.</p> <p>Fault recording and reporting is documented in a section of the daily sheet.</p> <p>There is an approved suppliers list kept in the mass management procedures manual.</p> <p>The prime mover and trailers have an annual service.</p> <p>The business is also accredited in maintenance management.</p>

## Vehicle Registration Numbers of Records Examined

### MASS MANAGEMENT

Adelaide Barossa Transport & Warehousing Pty Ltd

No.	Registration Number	Sub-contractor	Sub-contracted Vehicles Statement of Compliance	Weight Verification Records	RFS Suspension Certification #	Suspension System Maintenance	Trip Records	Fault Recording/ Reporting on Suspension System
1.	XS32IR	No	No	Entry	RF2044	Entry	Entry	Entry
2.	XS79IN	No	No	Entry	RF2044	Entry	Entry	Entry
3.	XS90FU	No	No	Entry	RF2044	Entry	Entry	Entry

## CORRECTIVE ACTION REQUEST (CAR)

<b>Operator's Name (legal entity)</b>			
<b>Non-conformance type</b> <i>(please tick)</i>			
Un-conditional <input type="checkbox"/>	Conditional <input type="checkbox"/>		
<b>Non-conformance Information</b>			
<b>Non-conformance agreed close out date</b>			
<b>Module and Standard</b>			
<b>Corrective Action Request (CAR) Number</b>			
<b>Non-conformance and action taken</b>			
Observed Non-conformance:			
Corrective Action taken or to be taken by operator:			
<b>Operator or Representative Signature</b>		<b>Position</b>	
		<b>Date</b>	
<b>Corrective Action Accepted and Recommended</b>			
Comments:			
<b>Auditor signature</b>		<b>Date</b>	



## NHVAS APPROVED AUDITOR DECLARATION

Print Name	NHVR or Exemplar Global Auditor Registration Number
Jodie Jones	121912 / 103

Audit was conducted on	13 <sup>th</sup> November 2024
Unconditional CARs closed out on:	
Conditional CARs to be closed out by:	

As an NHVAS Approved Auditor currently registered with the National Heavy Vehicle Regulator I hereby certify that I have conducted this audit in accordance with the NHVAS Business Rules and Standards, and

(print accreditation name)

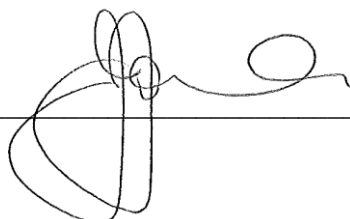
Adelaide Barossa Transport & Warehousing Pty Ltd

DOES

\_\_\_\_\_ (please state “**does**” or “**does not**”) meet all the requirements of the NHVAS Business Rules and Standards for the modules identified in this report.

This management system I have audited when followed will ensure compliance with the relevant NHVAS Business Rules & Standards.

AUDITOR SIGNATURE



DATE 13.11.2024

**NOTE:** A declaration that a system “**does**” meet all the requirements of the NHVAS Business Rules and Standards refers to the status the operator’s system would have considered to be in, after all CARs issued during the audit would have been closed out.

## OPERATOR DECLARATION

Print Name	Position Title
Ashley Owens	General Manager

I hereby acknowledge and agree with the findings detailed in this NHVAS Audit Summary Report. I have read and understand the conditions applicable to the Scheme, including the NHVAS Business Rules and Standards.

The management system I have in place will ensure compliance with the relevant NHVAS Business Rules & Standards.

I hereby consent to information relating to my Accreditation to be shared with other law enforcement agencies, including a service provider authorised under the Heavy Vehicle National Law.

OPERATOR SIGNATURE



DATE

13/11/2024