# NHVAS Audit Summary Report

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| **Tick as appropriate** | | | | |
| **NHVAS** | **Mass** | **X** | **Entry Audit** |  |
| **Maintenance** |  | **Initial Compliance Audit** |  |
| **Basic Fatigue** |  | **Compliance Audit** | **X** |
| **Advanced Fatigue** |  | **Spot Check** |  |
|  |  | **Triggered Audit** |  |

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| **Audit Information** | | | |
| Date of Audit | 11th November 2022 | | |
| Location of audit | 252 Weavers Road, Stansbury, SA, 5582 | | |
| Auditor name | Jodie Jones | | |
| Audit Matrix Identifier   (Name or Number) | Simon Anderson | | |
| Auditor Exemplar Global Reg No. | 55043 | expiry Date: | 23/11/2025 |
| NHVR Auditor Registration Number | 173 | expiry Date: | 30/11/2026 |

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| **Operator Information** | | | | | | | | | |
| Operator name  (Legal entity) | Holland Park Nominees Pty Ltd | | | | | | | | |
| NHVAS Accreditation No.  (If applicable) | NHVAS512327 | | | | | | | | |
| Registered trading name/s |  | | | | | | | | |
| Australian Company Number | 0 | 0 | 8 | 1 | 5 | 1 | 2 | 3 | 7 |
| NHVAS Manual (Policies and Procedures) developed by | CJ Enterprises, V1, 032022 | | | | | | | | |
|  | | | | | | | | | |
| **Operator contact details** | | | | | | | | | |
| Operator business address | 252 Weavers Road, Stansbury, SA, 5582 | | | | | | | | |
| Operator Postal address | PO Box 177, Stansbury, SA, 5582 | | | | | | | | |
| Email address | ilfracoombe3@bigpond.com | | | | | | | | |
| Operator Telephone Number | 0439 424 499 | | | | | | | | |

## NHVAS Audit Summary Report

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| **Attendance List (Names and Position Titles)** |
| Simon Anderson - Director Jodie Jones - Auditor  Greg Dyer - Auditor | |

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| **Nature of the Operators Business (Summary):** |
| Holland Park Nominees is a family run farm located in Stansbury in regional South Australia. It is run by Simon Anderson. The family harvest grain and cart it to the local silos. They crop approximately 3500 acres annually. The vehicle travels approximately 15,000kms each year.  Accreditation Number:  Expiry Date: |

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| **Accreditation Vehicle Summary** | | | |
| **Number of powered vehicles** | 1 | **Number of trailing vehicles** |  |

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| --- | --- | --- | --- |
| **Accreditation Driver Summary** | | | |
| **Number of drivers in BFM** |  | **Number of drivers in AFM** |  |

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

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| **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**

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

# 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 |
| --- | --- |
| Std 1. Responsibilities  (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). | The manager, is responsible for:  • Ensuring compliance with all Mass Procedures  • Ensuring on-board weighing equipment is tested  • Ensuring all issued labels are correctly attached  • Checking and file all records  • Conducting reviews  • Maintain the Vehicle List  • Record any non-conformances that may arise  Drivers are responsible for:  • Complete all documentation  • Ensuring all routes travelled are gazetted  • Deliberately under-load if any doubt arises  The Manager is responsible to ensure no un-roadworthy vehicles are used, and to ensure suspensions are serviced in-line with the documented intervals.  Approved Maintenance Suppliers are responsible to conduct services and maintenance as instructed.  Evidence viewed on the day showed compliance with this standard. |
| Std 2. Vehicle Control  (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). | A register of vehicles operated by the business on the Mass Management Program is maintained by the manager as an electronic copy.  The vehicles listed on the mass management program were suitably rated and registered to carry the increased weights available-current registration papers were available.  Evidence viewed on the day showed compliance with this standard. |
| Std 3. Vehicle Use  (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) | The company procedures detail that all loads shall be checked for compliance for axle and gross prior to departure and recorded as such.  Gross and axle weights are recorded using gauges.  Interviewed staff had a good understanding of the required information to be recorded.  It is company policy that no vehicle is permitted to depart overloaded under any circumstances – weighbridges are used for all loads.  Where a vehicle has been identified to be overloaded a non-conformance is raised and it is brought to the attention of the driver.  Evidence viewed on the day showed compliance with this standard. |
| Std 4. Records and Documentation  (Review availability of the documented mass management system, and ensure the following trip records are kept and maintained:   * Vehicle identifier * Measured weight (mass of vehicle) * Register of contraventions * Date and time of trip) | One controlled copy of the Mass Policies and Procedures are maintained at the office and appear to be adequate for the operation undertaken.  The manager, is responsible for ensuring that all records are kept and filed for a period of no less than three years.  Documented procedures state that all staff have access to the policy and procedures manual when requested.  All staff are informed when changes are made to the manual and superseded copies are archived for a period of not less than three years.  A well detailed vehicle list was available for reference on the day of the audit.  Evidence viewed on the day showed compliance with this standard. |
| Std 5. Verification  (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) | Procedures for verification are contained in the manual.  The verification is completed by checking the gauges against a weigh bridge.  Training records and interview confirmed staff had a good understanding of the requirements of this section of the standard. The verification is completed by checking the gauges against a weigh bridge. Procedures state that weights will be verified using a registered weighbridge. Training records and interview confirmed staff had a good understanding of the requirements. Compliance was of a good standard.  Evidence viewed on the day showed compliance with this standard. |
| Std 6. Internal Review  (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) | Internal review and quarterly compliance procedures contained in the manual were well detailed and easy to follow.  The Manager is responsible to conduct internal reviews, quarterly compliances and record any non-conformances.  The review is completed every 12 months in line with the accreditation period.  The manager is responsible to conduct the review. Internal review and quarterly compliance procedures in the manual were detailed and easy to follow. Administration is responsible to conduct internal reviews, quarterly compliances and record any non-conformances. The review is to be completed every 12 months in line with the accreditation period – this was dated 31st October 2022 – no non-conformances had been recorded during the audit period. Quarterly compliance statements were available and the latest was dated 31st October 2022 – 28 loads at higher mass limits (fertiliser and grain) no overloads. Compliance was of a good standard.  Quarterly compliance statements were available with the previous dated  Evidence viewed on the day showed compliance with this standard. |
| Std 7. Training and Education  (Review procedures/policy, appropriateness of training, evidence of training records and identification of responsible person) | Training procedures for maintenance management are documented in the manual. No person is able to begin work for the company without first undergoing an induction.  Records were of a good standard and confirmed that staff have a good understanding of the Mass program being operated.  The manager is responsible to ensure all staff are trained in Mass Management.  Evidence viewed on the day showed compliance with this standard. |
| Std 8. Maintenance of Suspension  (Review procedures/policy, documented evidence of:   * Suspension fault reporting/recording mechanism * Assigning priority to suspension related faults * The person responsible for monitoring/deferring a suspension fault is identified/recorded * Upon completion of a suspension fault, closeout details including test method is recorded) | Procedures explaining the requirements of this standard are contained in the manual.  Forms to record faults and services were sighted on the day of the audit.  A list of components for daily checks is available in the front of the Daily Drivers sheet.  Road Friendly Suspension letters were available for all vehicles at the time of audit.  Service schedules for truck and trailer were sighted.  There is an Approved Suppliers list kept in the Mass Management procedures manual.  Evidence viewed on the day showed compliance with this standard. |

**Vehicle Registration Numbers of Records Examined**

**MASS MANAGEMENT**

*Simon Anderson*

| No. | Registration  Number | Sub-contractor  (Yes/No) | Sub-contracted Vehicles  Statement of Compliance (Yes/No) | Weight Verification Records  (Date Range) | RFS Suspension Certification #  (N/A if not applicable) | Suspension System Maintenance  (Date Range) | Trip Records  (Date Range) | Fault Recording/  Reporting on Suspension System  (Date Range) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | XS70EW | No |  | 01.04.22 – 31.10.22 | RF2012 | 01.04.22 – 31.10.22 | 01.04.22 – 31.10.22 | 01.04.22 – 31.10.22 |
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**CORRECTIVE ACTION REQUEST (CAR)**

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| --- | --- |
| **Operator’s Name (legal entity)** |  |

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| --- | --- |
| **Non-conformance type** *(please tick)* | |
| **Un-conditional** | **Conditional** |

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| **Non-conformance Information** | | | | | |
| **Non-conformance agreed close out date** | | |  | | |
| **Module and Standard** | | |  | | |
| **Corrective Action Request (CAR) Number** | | |  | | |
| **Non-conformance and action taken** | | | | | |
| **Observed Non-conformance:** | | | | | |
| **Corrective Action taken or to be taken by operator:** | | | | | |
| **Operator or Representative Signature** | |  | | **Position** |  |
| **Date** | **\_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_** |
| **Corrective Action Accepted and Recommended** | | | | | |
| **Comments:** | | | | | |
| **Auditor signature** |  | | | **Date** | **\_\_ \_\_ / \_\_ \_\_ / \_\_ \_\_** |

NHVAS APPROVED AUDITOR DECLARATION

|  |  |
| --- | --- |
| Print Name | **NHVR or Exemplar Global  Auditor Registration Number** |
| Greg Dyer | 55043 |

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| --- | --- |
| Audit was conducted on | 11.11.2022 |
| 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

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| (print accreditation name) | **Simon Anderson Director** |

\_\_\_\_\_\_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 11.11.2022

**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 considered to be in, afterall CARs issued during the audit would have been closed out.

**OPERATOR DECLARATION**

|  |  |
| --- | --- |
| Print Name | **Position Title** |
| Simon Anderson | Director |

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**  11.11.2022