

Audit information	
Audit date:	Accreditation number:
Name of operator:	
Requirement	Complete
<p>1. Opening meeting - Explain:</p> <ul style="list-style-type: none"> • Purpose of the audit and the process • Your role in the audit process • That you will give the operator a copy of the completed audit report • That you will be sampling records and photocopying records in accordance with Roads and Maritime Services' requirement. 	<input type="checkbox"/>
<p>2. <u>Contact Roads and Maritime immediately in cases where safety critical deficiencies are detected on 02 6732 9101 and make notes in the report that Roads and Maritime have been informed. Confirm phone call with an email sent to boas@rms.nsw.gov.au at first available opportunity.</u></p>	<input type="checkbox"/>
<p>3. Sampling – Have records been sampled in accordance with Roads and Maritime requirements?</p> <ul style="list-style-type: none"> • Driver records – At least two drivers over a 14 day or 28 day consecutive period (depending on the fatigue management program) to ensure that the operator is recording dates and times during which buses are driven, and to ensure driving hours are not breached. • Maintenance schedules – Operator's maintenance schedule must be compared against manufacturer's requirements to determine compliance. • Maintenance Records – Sample the previous three years of maintenance records. • Buses – At least two vehicles must be inspected to determine compliance. (Two vehicles is a minimum, however, if more than two vehicles are in the fleet then the square foot of the number of vehicles; for larger fleet advice must be sort from roads and Maritime). If the company only has one vehicle then only one vehicle is to be sampled. <p>Have all sampled records been initialled and dated? NB: As the size of the operator increases, so does the number of items sampled.</p>	<input type="checkbox"/>
<p>4. Retained Evidence – The following are the minimum evidence which is required to be retained and is not limited to:</p> <ul style="list-style-type: none"> • Third Party Property Damage (TPPD) and full insurance records: <ul style="list-style-type: none"> • The certificate of currency, no older than seven days, • TPPD and records for the previous three policies or three years, whichever is the greater. • Certificates of registration (registration papers) – for a minimum of two vehicles for the previous three periods of registration (or three previous consecutive years whichever is the greater) including complete payment details of all payments of registration in the sampled period for all sampled vehicles. (Two vehicles is a minimum, however if more than two vehicles are in the fleet then the square root of the number of vehicles). • HVIS – for all sampled vehicles for three previous years. (Two vehicles is a minimum, however if more than two vehicles are in the fleet then the square root of the number of vehicles; for larger fleets, advice must be sort from Roads and Maritime). • Maintenance records – consecutive copies of all maintenance records for the previous three years for the sampled vehicles. • Any other records where any non-compliance is detected. <p>NB: Complete copies of all evidence must be taken as above, however records must be sighted for five years, and notes taken accordingly.</p> <p>Copies of all records must be clearly legible and the complete document. Can be a photo, photocopy, print out or a scan of the document however NO ORIGINALS.</p> <p>As the size of the operator increases, so does the number of items sampled.</p> <p>Registration papers, HVIS reports and Maintenance records must be collected for the same vehicles.</p>	<input type="checkbox"/>

