|  |
| --- |
| *<Insert ST Branch/Function> requires some information about your business for safety and compliance purposes. To help ensure we have a safe and productive relationship, please tell us about the transport activities you have the capacity to influence and control.*  *Please return the completed checklist with copies of any other supporting documents to <Enter email address> marked to the attention of <Enter business representative name>.* |

# Section 1 – Contractor business details

|  |  |  |  |
| --- | --- | --- | --- |
| Business/Owner name: |  | **ACN:** |  |
| Trading name (if applicable): |  | | |
| Postal address: |  | | |
| Contact person: |  | **Position:** |  |
| Mobile number: |  | **Email address:** |  |
| Describe your business and the transport activities that you are involved in: |  | | |

# Section 2 – Business accreditation/certification details

*(List current accreditations if applicable, e.g. NHVAS, AS/NZS 4801/45001 Certification, Quality Certification, Safe Foods)*

| Certification/Accreditation name | Certificate/Accreditation number | Expiry date |
| --- | --- | --- |
|  |  |  |
|  |  |  |

# Section 3 – Transport activities your business has the capacity to influence and control:

|  |  |  |
| --- | --- | --- |
| **The capacity of your business to influence and control the following transport activities:**  *To ensure that our transport task is carried out safely, please complete the questions in the checklist below so we can gain an understanding of the systems and processes you have in place to manage the hazards and risks associated with transport activities that you have the capacity to influence and control.* | | |
| ***CAPACITY - The ability of someone to have an effect on something or the behaviour of someone else. In this context means the ability to control, eliminate or minimise the risk.*** | | |
| **1. Driver licensing, vehicles and vehicle maintenance** | | |
| 1.1 Is your business responsible for or does it have the capacity to influence and control **driver licensing**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure driver licences are current and drivers only drive vehicles applicable to their licence class. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business engages or employs drivers to drive heavy vehicles.*  *For example your business is:*   * *an employer of a driver including agency drivers* * *a prime contractor for drivers* * *an operator of vehicles who engages drivers to drive heavy vehicles.* |
| 1.2 Is your business responsible for or does it have the capacity to influence and control **vehicle registrations**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to track vehicle registrations to ensure they’re current. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business engages or is an operator of heavy vehicles.*  *For example your business is:*   * *an operator who controls the use of heavy vehicles* * *a prime contractor who engages operators of heavy vehicles.* |
| 1.3 Is your business responsible for or does it have the capacity to influence and control **vehicle maintenance**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure heavy vehicles under your control are maintained and roadworthy. Your response should also explain the training of drivers and other involved parties so they understand their responsibilities relating to daily checks and fault reporting and maintenance requirements. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business engages external providers or employs mechanics to maintain your heavy vehicles. You should also answer this question if your business needs to train drivers and other involved parties in their responsibilities relating to the maintenance requirements of your heavy vehicles.*  *For example your business is:*   * *an operator who controls the use of heavy vehicles (including maintenance requirements)* * *an employer of a driver including agency drivers.* |
| 1.4 Is your business responsible for or does it have the capacity to influence and control the requirement for **heavy vehicle gazette notices and permits including the requirement to train drivers in the notice and permit conditions**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure your business is aware of, and applies for specific heavy vehicle notices and permits when required. Also describe how drivers are made aware of the conditions listed in these notices and permits. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business is involved with heavy vehicles where gazette notices or specific heavy vehicle permits are required. You should also answer this question if your business needs to train drivers to be aware of the notices and permits and the conditions listed on them.*  *For example your business is:*   * *an operator of heavy vehicles where notices or permits are required for the vehicles* * *in control of scheduling or loading of heavy vehicles where a permit or notice is required* * *an employer of a driver including agency drivers where notices or permits are required for the vehicles they drive* * *a prime contractor of a driver where a notice or permit is required for the vehicles they drive* * *a consignor or consignee who has a specific heavy vehicle access permit in place for their location.* |
| 1.5 Is your business responsible for or does it have the capacity to influence and control **the location a heavy vehicle can travel too or routes a heavy vehicle can travel on**?  (For example: B-double and road train routes, specific access permit to your site.) | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure your business is aware of, and applies for, any specific heavy vehicle routes that are applicable to the locations and vehicle types you operate. Also describe how drivers are made aware of these specific heavy vehicle routes and any special conditions that are applicable to these routes. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business is involved with heavy vehicles that are required to travel on specific heavy vehicle routes to access the locations where your business operates. You should also answer this question if your business needs to train drivers to be aware of the specific routes and conditions applicable to these routes.*  *For example your business is:*   * *an operator of heavy vehicles which are required to travel on specific routes or have a permit to access a specific location* * *in control of scheduling or loading of heavy vehicles where specific routes and access conditions apply* * *an employer of a driver including agency drivers where specific routes and access conditions apply to the vehicles they drive* * *a prime contractor of a driver where specific routes and access conditions apply to the vehicles they drive* * *a consignor or consignee who has a specific heavy vehicle access permit in place for their location.* |
| **2. Mass, dimension, loading and load restraint** | | |
| 2.1 Is your business responsible for or does it have the capacity to influence and control **mass and dimension**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure heavy vehicles you control or engage do not exceed mass and dimension limits. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with the mass (Gross and axle mass) and dimension limits of heavy vehicles including the preparation of the paperwork. You should also answer this question if drivers, schedulers, loading managers etc need to be made aware of the specific weight and measurements of the load or products being loaded on a heavy vehicle.*  *For example your business is:*   * *an operator of a vehicle* * *a prime contractor for a vehicle* * *in control of the scheduling or loading of a heavy vehicle* * *a consigner or consignee of any goods in a vehicle* * *an employer of a driver including agency drivers.* |
| 2.2 Is your business responsible for or does it have the capacity to influence and control **container weight declarations**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure heavy vehicles you control or engage to carry containers have a compliant container weight declaration. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with containers including the loading, packing, scheduling and the preparation of container weight declaration information. You should also answer this question if drivers, schedulers, loading managers etc need to be made aware of the specific weight of the loaded container or the specific products being loaded in a container.*  *For example your business is:*   * *an operator of a vehicle* * *a prime contractor for a vehicle* * *in control of the scheduling or loading of a heavy vehicle* * *a consigner or consignee of any goods in a container* * *an employer of a driver including agency drivers.* |
| 2.3 Is your business responsible for or does it have the capacity to influence and control **loading and unloading safely**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure vehicles you control or engage are loaded and unloaded safely. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with the loading or unloading of heavy vehicles. You should also answer this question if drivers of heavy vehicles need to be made aware of your loading or unloading practices and systems.*  *For example your business is:*   * *in control of loading, unloading, packing or scheduling of any goods in a vehicle* * *an employer of a driver including agency drivers* * *a prime contractor for the driver.* |
| 2.4 Is your business responsible for or does it have the capacity to influence and control **loading and unloading delays**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to notify drivers about delays when loading and unloading. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business loads or unloads heavy vehicles and there is potential for delays which may have an effect on the driver’s hours or fatigue. You should also answer this question if the driver or other involved parties need to be made aware of the fatigue implications that loading or unloading delays may cause.*  *For example your business is:*   * *in control of loading, unloading, packing or scheduling of any goods in a vehicle* * *an employer of a driver including agency drivers* * *a prime contractor for the driver.* |
| 2.5 Is your business responsible for or does it have the capacity to influence and control **load restraint**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure loads are restrained appropriately and safely. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with restraining or packing goods or loads on a heavy vehicle. You should also answer this question if the driver of a heavy vehicle needs to be made aware of the load restraint and vehicle stability requirements for your load.*  *For example your business is:*   * *in control of loading or packing of any goods in the vehicle* * *a consigner or consignee of any goods in a vehicle* * *an employer of a driver including agency drivers* * *a prime contractor for the driver.* |
| **3. Vehicle speed** | | |
| 3.1 Is your business responsible for or does it have the capacity to influence and control **vehicle speed**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure your business does not directly, or indirectly, cause or encourage drivers of heavy vehicles to exceed the posted speed limits. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with drivers who can exceed the speed limit while driving a heavy vehicle. You should also answer this question if your conduct, requests or contractual arrangements can directly or indirectly cause or encourage the driver of a heavy vehicle to speed.*  *For example your business is:*   * *an employer of a driver including agency drivers* * *a prime contractor for the driver* * *an operator of the vehicle* * *in control of scheduling, loading, unloading or packing of any goods in a vehicle* * *a consignor or consignee of any good in the vehicle.* |
| 3.2 Is your business responsible for or does it have the capacity to influence and control **speed limiters**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system to ensure your vehicle speed limiters are working as intended and not being tampered with. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business operates or is involved with any heavy vehicles fitted with a device or system that is used to limit the maximum road speed of the vehicle. You should also answer this question if you train drivers about speed limiters including not tampering with them.*  *For example your business is:*   * *an employer of the driver including agency drivers* * *a prime contractor for the driver* * *an operator of the vehicle.* |
| **4. Driver fatigue** | | |
| 4.1 Is your business responsible for or does it have the capacity to influence and control **scheduling and rostering**? | | |
|  | No | Move to next question. |
|  | Yes | Describe your system for scheduling and rostering drivers and vehicles. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with the scheduling and rostering of drivers and heavy vehicles.*  *For example your business is:*   * *an employer of a driver including agency drivers* * *a prime contractor for the driver* * *an operator of the vehicle* * *in control of scheduling the driver and the vehicle.* |
| 4.2 Is your business responsible for or does it have the capacity to influence and control **trip planning**? | | |
|  | No | Move to next question. |
|  | Yes | Describe the system your business uses for trip planning. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with trip planning for drivers and heavy vehicles. You should also answer this question if you need to train drivers and other involved parties about your trip plans.*  *For example your business is:*   * *in control of managing the loading or scheduling the driver of the vehicle* * *an operator of the vehicle* * *an employer of a driver including agency drivers* * *a prime contractor for the driver.* |
| 4.3 Is your business responsible for or does it have the capacity to influence and control **fitness for duty**? | | |
|  | No | Move to next question. |
|  | Yes | Describe the system your business uses to ensure drivers are fit for duty. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with, or checks to ensure, drivers of heavy vehicles you employ or engage are fit for duty. You should also answer this question if you are involved in training drivers about their responsibilities relating to fatigue.*  *For example your business is:*   * *an employer of the driver including agency drivers* * *in control of managing the loading or scheduling the driver of the vehicle* * *a prime contractor for the driver* * *an operator of the vehicle.* |
| 4.4 Is your business responsible for or does it have the capacity to influence and control **driving hours**? | | |
|  | No | Move to next question. |
|  | Yes | Describe the system your business uses to ensure drivers comply with lawful driving hours. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has any involvement with, or checks to ensure drivers of heavy vehicles you employ or engage do not exceed their driving hours. You should also answer this question if you are involved in training drivers about their responsibilities relating to fatigue.*  *For example your business is:*   * *an employer of a driver including agency drivers* * *in control of managing the loading or scheduling the driver of the vehicle* * *a prime contractor for the driver* * *an operator of the vehicle.* |
| **5. Training and education** | | |
| 5.1 Is your business responsible for or does it have the capacity to influence and control **site inductions**? | | |
|  | No | Move to next question. |
|  | Yes | Describe the system your business uses for inducting other involved parties who are carrying out transport activities on your behalf. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business has other involved parties visiting or accessing your site to conduct transport activities on your behalf. It’s important that the other involved parties are made aware of any safety risks that have been identified and that you also want them to report any hazards and incidents.*  *For example your business is:*   * *an employer of a driver including agency drivers* * *a prime contractor for the driver* * *an operator of the vehicle* * *in control of managing the loading or scheduling the driver of the vehicle* * *a consignor or consignee of any goods in the vehicle.* |
| 5.2 Is your business responsible for or does it have the capacity to influence and control **safety management system training**? | | |
|  | No | Move to next question. |
|  | Yes | Describe the system your business uses to inform other involved parties about relevant SMS information at your site. |
| Response: | | ***This is instructional text only. To remove this text, click in the text area and then press the delete key.***  *You should answer this question if your business trains drivers, employees and other involved third parties about their responsibilities relating to your SMS. It’s important that these parties are made aware of your safety policy; any safety risks that have been identified; and that you want them to report any hazards and incidents.*  *For example your business is:*   * *an employer of a driver including agency drivers* * *a prime contractor for the driver* * *an operator of the vehicle* * *a consignor or consignee of any goods in the vehicle.* |

# Section 4 – Other supporting documents

*Please provide copies of the following documents if applicable (click the checkbox to confirm you have supplied a current copy):*

|  |  |
| --- | --- |
|  | Business registration certificate |
|  | Public liability insurance |
|  | Workers compensation (Safe Work NSW) insurance |
|  | Business accreditation/certification certificates |
|  | Other relevant documentation (Audit report, Safety Policy, etc.)  Attached for your information: |

# Section 5 – Sign-off

| Checklist verified by | |
| --- | --- |
| **Name** |  |
| **Position Title** |  |
| **Signature** |  |
| **Date** |  |

|  |
| --- |
| *<Insert ST Branch/Function> thanks you for taking the time to complete and submit our Third Party Engagement Checklist. We will review the information and documents you have provided and advise the outcome of our review in due course.*  *We recognise that your privacy is very important and we are committed to protecting the privacy of the information we collect from you. The Privacy Act 1988 governs the way in which we must manage your personal information.* |