

This information sheet explains recent changes to the National Heavy Vehicle Accreditation Scheme (NHVAS) and the process you should follow to become registered with the NHVR as an NHVAS Approved Auditor.

Changes to the NHVAS Audit System

Heavy vehicle operators are encouraged to have more effective safety systems to contribute to the improvement of road safety for all road users.

NHVAS auditors provide an important role on behalf of the NHVR in conducting on-site auditing of operators seeking accreditation or who are currently accredited under the NHVAS.

Since 1 March 2015, the *NHVAS Business Rules and Standards* have been changed to standardise the way in which audits are conducted; strengthen the quality of audits and enhance the standing of auditors.

The key changes that affect auditors

The NHVR's role in managing and monitoring the NHVAS and the audit system is set out in the *NHVAS Business Rules and Standards*. This includes being responsible for registering NHVAS Approved Auditors.

To become an NHVAS Approved Auditor, you must gain registration from the NHVR and meet certain minimum requirements (further details contained on pages 2&3):

- hold certification in heavy vehicle auditing
- hold lead auditor qualification (if applicable)
- have experience in the heavy vehicle transport industry
- have excellent communication skills and the ability to build relationships and work collaboratively
- have appropriate insurances
- be a fit and proper person.

To be a maintenance and mass management auditor, you must also:

- have relevant technical competencies; or
- training recognised by the NHVR; or
- provide proof that you have a formal arrangement with a suitably competent person to provide technical input for the audit.

Once registered, you are required to:

- carry an **ID card** issued by the NHVR when conducting an NHVAS audit
- use the current versions of the *Independent Audit Framework*, *Audit Matrix* and *NHVAS audit summary report* for undertaking and reporting on audits
- notify the NHVR by email at the completion of the audit with the details of who was audited, where, when and what was the result.

When do these changes take effect?

- NHVR registration of auditors commenced on 1 March 2015 for auditing NHVAS management systems
- Transitional provisions apply for existing auditors and you will be able to continue providing auditing services without change under current conditions until 1 July 2016.
- By 1 July 2016 all auditors will need to meet the new requirements and be registered with the NHVR as an NHVAS Approved Auditor.

Getting started

This section provides information on how to satisfy the criteria to become registered with the NHVR as a NHVAS Approved Auditor. You should treat this as guidance only, as each application will be assessed on its merits.

General registration criteria

Five general criteria must be satisfied to be registered as an auditor (section 14.1 of the *NHVAS Business Rules and Standards*).

14.1(a): ... holds a qualification in heavy vehicle auditing qualification if they;

- Provide a scanned copy of Exemplar Global's certificate of attainment for the 3 Heavy Vehicle Accreditation (HVA) units.

14.1(b): ... transport industry experience and capability;

- Demonstrate you have at least 2 years of experience working within the heavy vehicle transport industry preferably within an operational area, such as maintenance, driving, scheduling, loading or similar.

14.1(c): ... excellent communication skills and the ability to build relationships and work collaboratively;

- Provide the names and contact details for two people from the transport industry who would be willing to act as your referees.

14.(d): ... certificates of currency for Professional Indemnity and Public Liability insurances;

Provide copies of current certificates. Evidence of an appropriate level of Professional Indemnity and Public Liability and insurance is not required at the time of application submission; however the NHVR will require such evidence prior to final approval and registration.

14.1(e) ... is a fit and proper person

- To be a fit and proper person means that you are competent; have the attributes of good character, diligence, honesty, integrity and judgment; have not been disqualified by law nor have any conflict of interest preventing you from performing your role.
- A declaration is made on the registration application form.

Lead auditors

14.1(f) must also hold a lead auditor qualification obtained from a body accredited by the Joint Accreditation System of Australia and New Zealand (JASANZ).

Auditors will only need to hold lead auditor qualification if:

- leading an audit involving one or more other auditors; or
- the auditor has a formal agreement in place to second a person or persons with the technical competencies to assist in the audit.

If you are conducting audits by yourself and have all the necessary technical competencies, you are not required to hold a lead auditor qualification.

Maintenance or Mass Management audits

NHVAS approved auditors conducting Maintenance or Mass Management module audits are required to:

- have relevant technical competencies that are recognised under the Australian Qualifications and Training Framework (AQTF); or
- training recognised by the NHVR; or
- provide proof of a formal arrangement that enables the auditor to second a person or persons with such technical competencies as is necessary to complete an audit.

Technical criteria

Auditors of maintenance and mass management systems are required to have relevant technical competencies, to ensure that you have sufficient mechanical understanding to be able to verify maintenance records, ask meaningful questions, understand inspection or mechanical reports, and understand the explanations about the repairs and maintenance completed.

If you don't possess the competencies yourself, you must show proof of a formal arrangement with a technically competent person (such as from a mechanical workshop independent of the operator) who can undertake this role for you.

Relevant technical competencies could take a number of forms and NHVR will treat each case on its merits.

Your evidence may consist of either a full or partial qualification that includes the areas of brakes, suspension and steering - as they are critical factors for vehicle safety.

Qualifications may be either:

- a partial or completed certificate III or IV related to the relevant critical safety factors
- a certificate of proficiency in the auto mechanics or heavy vehicle industries
- a trade certificate gained from experience in the auto mechanics or heavy vehicle industries.

You may find examples of other relevant competencies at <http://training.gov.au/Home/Tga> (eg. AUR31114 *Certificate III in Heavy Commercial Vehicle Mechanical Technology*).

Alternative technical course:

A short course covering the relevant technical competencies is being developed by the NHVR and will be delivered using suitably qualified personnel. The course will be offered in a number of locations which will provide an appropriate avenue for auditors to acquire the necessary competencies. The addition of this option for acquiring the technical competencies will provide greater flexibility in available options.

Further information

For further information and details on submitting an application visit www.nhvr.gov.au/nhvas