

NHVR Master Code Implementation Audit Checklist

Independent implementation prompts. Not an official NHVR checklist or a certification standard. Test implementation and evidence against applicable activities. Define the audit scope and applicable NHVR Code activities, sample both records and real work, classify gaps with evidence, assign corrective actions and verify closure independently where appropriate. This is not an NHVR certification scheme.

English · CoR Australia branded · editable for your operation

Organisation: _____
 Reviewer: _____
 Scope / date: _____
 Sites / operations sampled: _____
 Duty holders included: _____
 NHVR Code version / source: _____
 Applicable activity references (1–45): _____
 Audit criteria / sample plan: _____
 Interviews / observations: _____
 Auditor independence / competence: _____
 Executive review / date: _____
 Document version: _____
 Prepared by / date: _____
 Approved by / date: _____
 Next review / change trigger: _____

- ☐ Activities and duty holders identified
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Risk register reflects actual operations
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Controls selected so far as reasonably practicable
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Responsibilities and resources allocated
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Training and competence demonstrated
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Contracts and scheduling pressures reviewed
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Driver fatigue / fitness systems operating
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____
- ☐ Vehicle and loading controls verified
 Status: Yes / Gap / N/A _____ Evidence / reference: _____
 Action / owner / due date: _____ Verified by / date: _____

☐ Incidents and complaints reviewed

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Corrective actions and executive assurance followed up

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Map foundation activities 1–10: leadership, consultation, competence, risk assessment, contracts and corrective action.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Map managing-driver activities 11–17: engagement, work/rest, fitness and monitoring relevant to the operation.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Map vehicle/equipment activities 18–20: selection, maintenance and inspection evidence.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Map premises activities 21–22: traffic, loading interfaces and safe waiting/rest arrangements.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Map operations activities 23–24: communication and practical coordination across duty holders.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Map journey-planning activities 25–29: feasible schedules, routes, contingencies and access conditions.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Map loads/loading activities 30–36: mass, dimensions, restraint, equipment and verification.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Assess sector-specific activities 37–45 for applicability and document reasons where genuinely not applicable.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Test speed-related contract and delivery controls using actual schedules, delay records and worker feedback.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Test fatigue controls using relevant records, queue arrangements, escalation decisions and a sample of actual journeys.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Observe loading and restraint practices; compare actual work with the approved load plan and competent checks.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Trace a reported defect through hold, repair evidence and authorised release to service.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Trace a contractor assurance check beyond declarations to evidence of actual controls.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

- ☐ Test executive due diligence: current safety knowledge, resources, reporting, response and verification evidence.

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

- ☐ Record the sample/reference, observed condition, criterion and gap classification separately for each finding.

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

- ☐ Agree corrective action, responsible owner, due date and interim risk control with the appropriate duty holder.

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

- ☐ Verify effectiveness after closure; record unresolved risk acceptance/escalation and executive oversight.

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

- ☐ Set follow-up dates and communicate findings without presenting a self-assessment score as proof of compliance.

Status: Yes / Gap / N/A _____ Evidence / reference: _____

Action / owner / due date: _____ Verified by / date: _____

Close-out and review

Outstanding actions / interim controls: _____

Verification evidence / reviewer / date: _____

Approval / next review date: _____

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Independent 2026 NHVR Master Code implementation template. The NHVR Code is guidance on the existing HVNL Primary Duty; it creates no new legal obligations. Adapt and verify before use. Not an NHVR form, audit certificate or proof of compliance. Source: <https://www.nhvr.gov.au/files/media/document/836/ricp-master-code-2026.pdf>