

# Compliance audit notification

## General information

Once you have made arrangements for the scheduled compliance audit to be conducted, you must complete and submit this form at least 28 days prior to the date of your audit.

Use the “information to be supplied” section to indicate in the check boxes which information you require.

This form must be signed by the accreditation holder or a nominated contact person who can act on behalf of the accreditation.

## Accredited operator details

Accreditation name (must be company or individual)

Module(s) to be audited

Mass Management

Basic Fatigue Management

NHVAS accreditation number

Maintenance Management

Advanced Fatigue Management

Audit/s due by

If more than one due date list all relevant dates.

## Audit/auditor details *(this section must be completed in full)*

Name of auditor

Street address where audit will be conducted

*Please provide a list of additional locations if required.*

Auditor Exemplar Global registration no. (Obtain from the auditor)

Date when audit will be conducted

Fatigue Scope

Yes

No

**Note:** If the selected auditor has conducted the last two consecutive audits of any module they can not conduct the next audit of that module.

## Information to be supplied (tick the information you require)

Current vehicle list

Intercept reports

Previous audit results

Note: Any information supplied to you as a result of this application is to be supplied to the auditor nominated on this form should they request it.

## Accredited operator declaration

I hereby declare that all details provided in this application are true and correct. Making a false statement to the NHVR may attract significant penalties under section 702 of the Heavy Vehicle National Law.

This form must be signed by the accreditation holder or a nominated contact person who can act on behalf of the accreditation.

Applicant's name

Applicant's signature

Title / position

I accept providing my electronic signature has the same status as a signed signature.

Contact phone number

Date signed

Email address

## Privacy Statement

The NHVR is collecting your personal information for accreditation purposes within the Mass, Maintenance or Fatigue Management modules of the National Heavy Vehicle Accreditation Scheme under Chapter 8 of the Heavy Vehicle National Law Act. This information is authorised or required by the HVNL.

Where relevant, the NHVR may disclose your personal information to third parties, including law enforcement agencies and service providers authorised to enforce The Heavy Vehicle National Law.

Your privacy will be respected and your personal information will be handled and disclosed in accordance with the *Information Privacy Act 2009* and other relevant legislation. The NHVR may also use your contact details to send you communications including surveys and bulletin updates.

## Contact details

Submit completed applications and supporting information online or by mail, fax or email as listed below:

Online [www.nhvr.gov.au/forms/submission-form](http://www.nhvr.gov.au/forms/submission-form)

Mail  
Accreditation  
National Heavy Vehicle Regulator  
PO Box 492  
Fortitude Valley QLD 4006

Fax 1300 736 798

To contact the NHVR Accreditation Team:

Call 1300 MYNHVR (1300 696 487)  
Standard 1300 call charges apply  
Please check with your phone service provider

Visit [www.nhvr.gov.au](http://www.nhvr.gov.au)