How to use the CoR Gap Assessment Tool

In mid-2018, the Heavy Vehicle National Law (HVNL) will be amended to impose a duty on every party in the heavy vehicle supply chain to ensure the safety of their transport activities.

What is the CoR Gap Assessment Tool?

Through a series of practical questions, the Tool enables you to examine your own business practices, safety systems and controls in relation to known risks, best practice in managing risks, and your obligations. The Tool enables companies and individuals to complete the assessment based on; their existing role/s in the supply chain, or role/s determined by the Tool.

What will the Tool provide?

Based on the responses given during the assessment/s for your specific role/s and transport activities, the Tool generates a Gap Assessment Summary report. This report provides a list of recommendations for systems you can implement to help you manage your risks, improve safety and meet your obligations.

The System Assessment Summary is generated online, or as a pdf document that outlines the types of safety systems you could implement to strengthen your compliance and manage your safety. The Assessment lists any areas for possible improvement and review of your specific work procedures, processes or safety systems and helps you focus on managing particular obligations under the HVNL that may be relevant to you and your specific transport activities.

Accessing the CoR Gap Assessment Tool is quick and easy.

To access the CoR Gap Assessment Tool

Click the link below


Or, access the CoR Gap Assessment tool from the NHVR website:

Click once on the “CoR Gap Assessment” tab
You will be taken to the **Chain of Responsibility Gap Assessment Tool** page where you need to click “Start Assessment”.

Here you can choose to “Start new assessment” or “Resume assessment”.

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Heavy vehicle safety. It’s your business.
On the “Terms of Use” page, you will need to click the check box and “Accept Terms of Use”, before you can progress.

The “I know my Role” feature is where you clearly understand your role or position with your business. If you are unsure of your role, choose the “Help me choose my role” feature, which allows you answer questions related to the roles that apply to you, and your business.

Select “I know my role” or “Help me choose my role”.
Using the “Help me choose my role” feature, you can answer the certain questions and select from the list of activities that legally define your role.

Once you have completed, “Help me choose my role”, click the check box “I have completed my selection” and then select “Start Survey”.

You will then be taken to a page where you are asked, “Do you manage the business?”. Select “Yes” or “No”.

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You will be then presented with a personalised Dashboard based on the questions that were selected during the “I know my role” or “Help me choose my role”.

After accessing the Assessment Tool, start your assessment by simply clicking “yes” or “no” to the questions, and then click “next” to move on to the next question.
If you select “No”, you can even enter your own notes to your responses to help with your planning and implementation later. **Note:** You can only enter a maximum of 128 characters.

Saving your CoR Gap Assessment, even if only partially completed, is made easy when you click the “Save Assessment” on the dashboard, or “Save and exit” if within the assessment itself.

**Dashboard**

Or

**Save and Exit**

Please remember though, your responses are only saved for 14 days, so return soon. If saved from the assessment, you’ll return to the dashboard where you can resume your assessment, save your assessment, or exit.

By clicking the “Save Assessment” from the dashboard, you’ll be provided with two mechanisms for returning and resuming when you’re ready.
Firstly, a unique assessment code – which can be manually keyed in when re-entering from the NHVR website, or secondly by entering in your e-mail address to which we will send a link for access straight back to your assessment.

Resuming an assessment is done by clicking on the “Resume Assessment” tab. Simply enter the assessment code and click “Resume survey”, accept the terms of use, and you’ll be directed straight to your dashboard to begin where you left off.

Alternately, if you have used the e-mail link, you can re-enter to your dashboard after accepting the terms of use.
Producing the results of your CoR Gap Assessment is quick and easy. Once you have completed an obligation or the entire assessment for your role, seeing your results is a simple click from your dashboard.

Click the “view” tab and you will be taken to the CoR – Gap Assessment Summary dashboard.

You will then be presented with the results from your Assessment survey. There is also an option to export the information as a PDF document.

In the ‘actions’ options, click view and your summary and recommendations are generated. You can even export the results as a pdf to include on your risk register or as part of your business plan for improvement.

“Export as PDF” will allow you to view the results of the survey assessment.

Other tools and guidance that will help

For more in-depth information you can refer to:

- International Risk Management Standard ISO 31000,
- National Heavy Vehicle Risk Management Guide, and
- Work Health and Safety (WH&S) guidelines.

For more information

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