

NHVAS Auditor Registration Information sheet

This information sheet explains the process to become registered with the NHVR as an NHVAS Approved Auditor.

Since 1 March 2015 NHVAS management systems may only be audited by NHVR registered auditors.

NHVAS Audit System

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

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

The *NHVAS Business Rules and Standards* have standardised the way audits are conducted and strengthened the quality of audits and enhanced the standing of NHVAS Approved auditors.

Registration requirements for NHVAS Approved 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 with the NHVR and meet certain minimum requirements (further details contained on pages 2 and 3):

- hold qualification 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 (indemnity and public liability)
- 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.

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 own merits.

General registration criteria

Five general criteria must be satisfied to be registered as an approved auditor (section 22 of the *NHVAS Business Rules and Standards*).

22.1(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.

22.1(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.

22.1(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.

22.(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.

22.1(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

22.1(f) if conducting an audit, wherein they lead one or more auditors or has in place a formal agreement to second a person with the technical competencies, as required under section 22 (2), they must also hold a relevant lead auditor qualification accepted by the NHVR.

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 course covering the relevant technical competencies has been developed by the NHVR and is delivered by suitably qualified personnel. The course will be offered as required and provides an appropriate avenue for auditors to acquire the necessary competencies.

The addition of this option for acquiring the technical competencies provides flexibility in available options.

General requirements - auditing

Auditors who are also systems providers or consultants (individual or company) cannot conduct the entry or initial compliance audit on a participant's system that they have designed and/or implemented.

After these two (2) audits have been conducted, they may then carry out further audits of that participant.

Consultants or auditors cannot act on behalf of an applicant or participant or be a nominated contact for a participant's accreditation, unless they are a full-time employee of the applicant or participant and are subject to section 22 (9) of the business rules and standards.

An auditor/consultant who is employed full time by an applicant or participant may be the nominated contact for that operator and no other.

Providing false or misleading information by or about auditors to the NHVR is an offence under s478 of the HVNL. Persons who do so may be subject to a financial penalty of up to \$10,000. The NHVR may also impose sanctions on a participant (See section 16 - NHVAS sanctions).

The NHVR may request you to provide a copy of the Matrix completed during an audit.

NHAVS Approved Auditor

NHAVS approved auditors are registered by the NHVR and a register of NHVAS auditors is maintained and published by the NHVR, at www.nhvr.gov.au/nhvas-auditors

For more information:

Visit: www.nhvr.gov.au/nhvas
Subscribe: www.nhvr.gov.au/subscribe
Email: info@nhvr.gov.au
Phone: 1300 MYNHVR* (1300 696 487)

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