Heavy Vehicle Accreditation scheme

Approved auditor application

HVNL POST-AUG 2026

NHVR

General information

This form is for individuals applying to become an approved auditor with the National Heavy Vehicle Regulator (NHVR) under the Heavy Vehicle Accreditation (HVA) scheme.

Before you begin

- Review the eligibility criteria required for becoming an approved HVA scheme auditor (available on the NHVR website).
- Prepare supporting documentation, including evidence of your qualifications, experience, insurance and criminal history check.
- Ensure all relevant documents are ready to submit with your application.

Submitting your application

To apply, complete this form and submit it to accreditation@nhvr.gov.au

Before submitting your application, ensure that you have completed all sections of the form and included the required supporting documentation listed in the application checklist at the end of this form.

Note: Once your application has been reviewed as sufficient, you will receive an email with log-in details to complete the required training on the LITMOS platform and your conflict of interest declaration. Incomplete applications may delay assessment.

Section 1 – Applicant details

Please complete the below with your information if you are applying to become an approved auditor.

Name

Residential address

State Postcode

Postal address (If different to residential address)

State Postcode

Contact phone number Mobile phone number

Email address

Section 2 – Eligibility criteria

Please tick each box indicating criteria met

- ☐ National lead auditor qualification
- ☐ Transport industry or SMS auditing experience
- ☐ National police history check
- ☐ Industry referees
- ☐ Public liability insurance certificate
- ☐ Professional indemnity insurance certificate

Section 3 – Qualification and experience details

This section helps us assess your qualifications, training and relevant experience.

No. of years transport experience

No. of years SMS auditing experience

Body or organisation lead auditor qualification gained through

Year lead auditor qualification gained

Please outline your transport industry experience or Safety Management System (SMS) auditing experience, including how this experience has been gained. Describe how it has developed the skills, knowledge and communication abilities required to conduct heavy vehicle audits effectively and engage professionally with operators and stakeholders.

Section 4 – Technical competencies

Please list any relevant mechanical qualifications or technical competencies held.

If you are relying on using a formal agreement with a holder of technical competencies, please specify the details of the agreement (you must include copies of qualifications or formal agreement documentation with your application).

For example, if you currently have limited heavy vehicle knowledge and are relying on a qualified mechanic to assist in any technical aspect of the audit assessment, you will need to supply those details here.

Section 5 – Referees

Please provide two referees who can confirm your experience in the transport industry or SMS auditing.

Referee 1.

Name

Contact phone number

Mobile phone number

Email address

Referee 2.

Name

Contact phone number

Mobile phone number

Email address

Section 6 – Declaration

I hereby declare that all details provided in this application are true, accurate, and complete to the best of my knowledge. I further declare I have no conflicts of interest that prevent me from performing this role.

I acknowledge that my application will be assessed in accordance with the National Audit Standard for Heavy Vehicle Accreditation, and I understand and acknowledge I am required to comply with the National Audit Standard and provide copies of relevant documents to the NHVR during this application, including a copy of my National Police History Check.

I understand that providing a false or misleading document is an offence under section 702 of the Heavy Vehicle National Law.

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

Applicant's signature | Date signed

Privacy Statement

The NHVR is collecting your personal information to grant registration as a HVA scheme auditor under the National Audit Standard 2026. The information is authorised or required by the Heavy Vehicle National Law (HVNL). The NHVR may also use your contact details to send you communications including surveys and bulletin updates. You can unsubscribe at any time by contacting us.

The NHVR may disclose your personal information to third parties, including references you have provided, and law enforcement agencies and service providers authorised to enforce the HVNL. Your personal information will be handled in accordance with the Information Privacy Act 2009 (Qld) and will not otherwise be used or disclosed unless authorised or required by law.

NHVR's privacy policy on our website explains how to contact us and how you can request access to and/or correction of your personal information. Our policy also explains how to make a complaint if you consider we have breached our obligations to manage your personal information in accordance with the IP Act, and how we deal with privacy complaints.

Supporting documents checklist

Please ensure the following documents are attached before submitting your application.

Qualifications

- ☐ Certificate or Statement of Attainment showing Nationally recognised lead auditor qualification (or equivalent)
- ☐ Evidence of any other relevant technical competencies (e.g. safety management system auditing, ISO-based auditing, transport industry qualifications, certificates or equivalent qualifications)

Experience

- ☐ Any supporting evidence of relevant experience (minimum 2 years' auditing experience required if no relevant transport industry experience)

Referees

- ☐ Two referees provided

Insurance

- ☐ Professional Indemnity Certificate of Currency
- ☐ Public Liability Certificate of Currency

Criminal history

- ☐ National Police History Check – Conducted through an accredited body

Identity and supporting documents

- ☐ Current, unedited, passport-style* colour photo of yourself (JPEG format)
- ☐ Sample signature (JPEG format)
- ☐ Current driver licence or similar photo ID

Other

- ☐ Any additional supporting documentation (if applicable)

*Passport photos meet the requirements of the Australian Government and International Civil Aviation Organisation (ICAO).

Contact Details

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

Email accreditation@nhvr.gov.au
Post NHVR, PO Box 492, Fortitude Valley QLD 4006
Phone 13 NHVR (13 64 87)
Fax (07) 3309 8777