

MAINTENANCE MANAGEMENT GUIDANCE

For Farmers that own heavy vehicles and / or Farmers who engage subcontractors with heavy vehicles to cart for someone else for a fee.

This document is provided to guide and assist farmers that own their own heavy vehicles to meet their Chain of Responsibility compliance for Maintenance Management.

Farmers that own their own heavy vehicles and operate under the National Heavy Vehicle Regulator Maintenance Management Accreditation Scheme can disregard this guidance document.

Farmers that are not operating under the NHVR Maintenance Management Accreditation Scheme can use the following questions as a guide.

If you answer Yes to the two questions below, you will have satisfactory Maintenance Management monitoring and compliance systems in place.

MAINTENANCE MANAGEMENT

Has a Maintenance Management System been established?	Y	N
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Are appropriate records kept to demonstrate loading controls are in place?	Y	N
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If you answer No to either of the two questions above, consider the following questions to assist you with what you can do. Note – these answers should ideally be yes, if No, you need to ask more questions, conduct a review of your system or seek additional advice.

DAILY HEAVY VEHICLE CHECK – refer to Daily Heavy Vehicle Checklist

Do you have a documented instruction detailing when the daily heavy vehicle check is to be carried out, who will do it and how it is to be recorded?	Y	N
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Does the daily heavy vehicle check cover all the minimum inspection requirements?	Y	N
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FAULT RECORDING & REPORTING

Does an appropriate log exist for drivers to record the details of any faults occurring during the journey in relation to the trailing and/or hauling equipment?	Y	N
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Is there a procedure which details the requirements of drivers in relation to recording faults?	Y	N
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Is there a documented procedure which details how faults occurring at a time other than during a journey are to be reported?	Y	N
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FAULT REPAIR

Is there a procedure for recording fault repairs and testing?	Y	N
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Is there a procedure which outlines how to identify and assess the nature of a fault in order to place a priority on its repair?	Y	N
Does the procedure outline the process for deferring a fault and that a decision to monitor/defer a fault must be recorded?	Y	N
Does the procedure outline the requirement that the person who makes the decision to monitor/defer a fault must record their name on the fault record?	Y	N
Does the maintenance management system identify the upper limits for when a monitored fault is repaired (e.g. every 1000 km, when parts are received, etc.)?	Y	N

MAINTENANCE SCHEDULES & METHODS

Do you have evidence that the nominated vehicle/fleet has been repaired by a qualified person?	Y	N
Do you record the frequency at which periodic maintenance is to take place?	Y	N
Do you follow the vehicle manufacturers guidelines which need to be completed during the service?	Y	N

RESPONSIBILITIES

Do you keep a record of the heavy vehicle maintenance management tasks?	Y	N
Is the qualified repairer following the vehicle manufacturer's guidelines?	Y	N

RECORDS & DOCUMENTATION (for each vehicle)

Is there documentary evidence that the daily heavy vehicle check is being completed in accordance with the instruction?	Y	N
Is there documentary evidence that the faults occurring on the road are being recorded and reported in accordance with the procedures?	Y	N
Is there documentary evidence that reported faults are being repaired in accordance with the set method?	Y	N
Is there documentary evidence that the vehicle is maintained in accordance with the set periodic schedules?	Y	N
Is there documentary evidence that the records, procedures and methods in place under the system are regularly reviewed in accordance with the procedures?	Y	N
Does the qualified repairer have access to the vehicle manufacturer's guidelines?	Y	N
Is there documentary evidence that a record of nominated vehicles is kept and regularly updated, which contains the following information: <ul style="list-style-type: none"> <input type="checkbox"/> Type of unit; <input type="checkbox"/> Manufacturer; <input type="checkbox"/> Date of construction; <input type="checkbox"/> Registration number; and <input type="checkbox"/> Any Unique identifier (for example, VIN number) 	Y	N

DOCUMENTATION - All documentation is to be kept for a minimum of three (3) years.

Do you have procedures detailing when a daily heavy vehicle check is to be carried out, who carries it out, and how the check is recorded?	Y	N
Procedures for how faults are recorded and reported?	Y	N

Procedures for dealing with faults and their repair (evidence that the heavy vehicle was certified roadworthy, faults were closed out etc).	Y	N
Procedures which detail that the heavy vehicle manufacturers guidelines are being followed?	Y	N
Procedures for ensuring all relevant staff can access and know how to access maintenance management system procedures	Y	N
Procedures for carrying out internal reviews.	Y	N

TRAINING & EDUCATION

Is training provided to all relevant farm employees who are involved in Heavy Vehicle Repair?	Y	N
Is there evidence of the training conducted?	Y	N

GUIDE ONLY