

TEMPLATE: MAINTENANCE MANAGEMENT SYSTEMS AND STANDARDS UNDER THE NHVR	
Maintenance Management Standards	Description
Daily check	<p>Review procedures/policy and evidence of completion, including documented fault reporting.</p> <p>Operators should document instructions detailing when the daily heavy vehicle check is to be carried out and who will do it and how it is to be recorded.</p>
Fault recording and reporting	<p>Review procedures/policy, evidence of completion for both trailing and hauling equipment, and reporting mechanism.</p> <p>Drivers should be able to record and report any recognisable fault occurring during the course of a journey so that it may be assessed and rectified.</p>
Fault repair	<p>Review procedures/policy, evidence of assessment and prioritising, identification of responsible person, evidence of repairs conducted and maintenance of records.</p>
Maintenance schedules and methods	<p>Review procedures/policy, evidence of roadworthiness certification, when applicable, maintenance schedules, tables of tolerance, identification of responsible person, evidence that maintenance is conducted with scheduled timeframe.</p>
Records and documentation	<p>Review availability of the documented maintenance system, and ensure the following is maintained:</p> <ul style="list-style-type: none"> ▪ Fleet register ▪ Daily checks ▪ Fault recording and reporting ▪ Fault repairs ▪ Scheduled maintenance ▪ Authorities and responsibilities ▪ Internal review
Responsibilities	<p>Review responsibilities for the maintenance management system, including defined responsibilities for the above dot points, and identification of external service providers.</p>
Internal review	<p>Regularly look at the system against the standards to see that it complies. An effective review will pick up problem areas in the basic requirements, show failures to comply with procedures, and identify non-compliances that should be fixed as soon as possible.</p>
Training and education	<p>Review procedures/policy, appropriateness of training, evidence of training records and identification of responsible person.</p> <p>Ensure all employees, including managers, understand the maintenance management system and have the appropriate knowledge and skills to carry out the tasks given to them.</p>
Fuel quality (fuel tax credit only)	<p>Review fuel storage arrangements and that supply is from a reputable supplier.</p>