



Quality Management System Health Check / Pre Audit Review

What's included:

- ✓ Review current NHVAS / TRUCKSAFE / WAHVA Policies and Procedures for compliance with the relevant quality management system
- ✓ Check all lists and registers are up to date and check for discrepancies
- ✓ Review all Forms, version numbers, issue dates etc. and ensure amendments are correctly recorded
- ✓ Check Maintenance records for current Audit Period including Service Checklists and Fault Reports, Table of Tolerance, Pre Starts, Statement of Compliance record and Training & Qualifications of Key Staff etc.
- ✓ Check Mass records for current Audit Period including Trip Sheets, Registration Certificates for required Vehicle Specifications and Verification records etc.
- ✓ Check Fatigue records for current Audit Period including Rosters, Scheduling, Safe Driving Plans, Work Diary Pages, Employee Training Records and Medicals etc.
- ✓ Review Internal Audit Schedule and Review procedures and ensure relevant records are maintained
- ✓ Review Quarterly Compliance Statement procedures and ensure relevant records are maintained
- ✓ Check Non Conformance records for current Audit Period including NCR register
- ✓ Review internal systems including Data Storage and filing for compliance and productivity
- ✓ Prepare a detailed report outlining observations, suggestions for improvement and effective strategies for their implementation
- ✓ The expected time frame depends on the size of your business and the complexity of your Quality Management system. Usually we would allow approx. 4 hours for a standard review.



What to expect:



We carry out the review at your place of business at an agreed time. It is a good idea to ensure all relevant staff are available on the day to ensure we have access to all necessary resources and information. We generally begin with a brief meeting with Management or responsible person/s to discuss how the review will be conducted, the information we will be including in the review and an expected time frame. We then end the review with a brief meeting with Management or responsible person/s to discuss a summary of our observations and answer any questions you may have. A detailed report will then be sent to you outlining our observations, possible training requirements for any key staff, suggestions for improvement and effective strategies for their implementation.

Fees:

Hourly Rate:	\$145 per hour	<i>(25% discount for Transport Compliance Pro customers)</i>
Estimated Review Time:	Approx. 4 hours	<i>(for a standard review)</i>
Travel:	<i>(Charged @ 0.55 cents per Klm. Flights and accommodation charged at cost price – Invoices provided)</i>	

Transport Compliance **PRO**



REQUEST AN OBLIGATION FREE QUOTATION

Please complete the details below and fax or email to: Pro Software Pty Ltd / Fax: (07) 5477 1740 or Email: info@tcpro.com.au

Review Details:

(Company Name)
.....

Preferred Address:
.....

Preferred Date:/...../..... Preferred Time: AM / PM

NUMBER OF ATTENDEES: Aprox ()

COMPLIANCE PROGRAM BEING REVIEWED: NHVAS / TRUCKSAFE / WAHVA

MODULES: MASS / MAINTENANCE / BFM / AFM

Additional Information/Comments:

Contact Details:

Name: Job Title:

Date:/...../.....

Phone: () Email: