

Subcontractor Engagement Checklist



This checklist is designed to draw your attention to some of the important issues that you should consider before engaging subcontractors. It should be completed and signed by an authorised representative of the subcontractor and assessed by you before you engage the subcontractor to provide transport services on your behalf.

Name of Subcontractor _____

ACN/ABN of Subcontractor _____

Address _____

Considerations	Yes	No	N/A
Insurance - please tick to indicate the insurance policies you hold and attach certificates of currency			
Comprehensive motor vehicle insurance policy	☐	☐	☐
Comprehensive goods in transit insurance policy	☐	☐	☐
Public/products liability insurance policy	☐	☐	☐
Workers' compensation insurance policy	☐	☐	☐
Comprehensive trailer in control insurance	☐	☐	☐
Accreditations - please tick to indicate the accreditations you hold and attach certificates			
NHVAS Basic Fatigue Management (BFM)	☐	☐	☐
NHVAS Advanced Fatigue Management (AFM)	☐	☐	☐
NHVAS Mass Management	☐	☐	☐
NHVAS Maintenance Management	☐	☐	☐
TruckSafe Accreditation	☐	☐	☐
Hazard Analysis Critical Control Point (HACCP)	☐	☐	☐
Retail Logistics Code signatory	☐	☐	☐

Considerations

Yes

No

N/A

Licensing and right to work - please tick and attach relevant documents

Do all your drivers have current drivers' licences? (please attach copies of current drivers' licences for all drivers who will be performing work on your behalf)

☐
☐
☐

Are all your vehicles registered? (please attach copies of registration certificates for all vehicles to be used providing services)

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☐
☐

Do all your drivers have Maritime Security Identification Cards? (please attach copies of Maritime Security Identification Cards for all drivers who will be performing work)

☐
☐
☐

Do you check that all employees have the right to work in Australia? (by checking birth certificates, passports or visas)

☐
☐
☐

Do you use labour hire employees to provide services?

☐
☐
☐

Compliance issues - please tick

Do you regularly review/audit driver work diaries and act on any non-conformances?

☐
☐
☐

Do you check your drivers' licences/offence history every six months?

☐
☐
☐

Do you carry out and document an induction for all drivers?

☐
☐
☐

Are your drivers trained in load restraint and compliance with the Load Restraint Guide?

☐
☐
☐

Do you carry out driver medical checks/medical examinations?

☐
☐
☐

Do your drivers carry out and document pre-start checks on all vehicles and trailers

☐
☐
☐

Do your drivers assess and document their fitness for duty before commencing work?

☐
☐
☐

Do you have service schedules for all your heavy vehicles that comply with manufacturers' recommendations?

☐
☐
☐

Is your heavy vehicle servicing and maintenance carried out by qualified mechanics?

☐
☐
☐

Do you carry out random drug and alcohol testing of drivers?

☐
☐
☐

Do your vehicles have onboard GPS devices or other monitoring devices?

☐
☐
☐

Do you regularly review data from onboard GPS devices or other telematics in your vehicles and act on any non-conformances?

☐
☐
☐

Are any speed limiters checked regularly to ensure they are accurate and operational?

☐
☐
☐

Has your business received any fine, penalty notice, summons or court appearance notice in relation to overloading, load restraint, fatigue management, vehicle maintenance or speeding in the last two years? If so, please provide details or attach relevant documentation.

☐
☐
☐

Special considerations

Yes

No

N/A

If transporting bulk quantities of dangerous goods, are your drivers and vehicles licensed to carry dangerous goods (please attach copies of dangerous goods licences for all vehicles and drivers that may carry dangerous goods)

☐
☐
☐

If transporting regulated waste, do you hold all necessary permits, licences and approvals? (please attach copies of regulated waste approvals)

☐
☐
☐

If transporting loads in excess of mass or dimension limits, do you hold all necessary permits and approvals? (please attach copies of all permits and approvals)

☐
☐
☐

I certify that:

- all of the information on this checklist provided by me to Subcontractor is accurate and complete; and
- I am authorised by the Subcontractor to complete and submit this form to

on behalf of the

SIGNATURE

NAME

POSITION

DATE

The Heavy Vehicle National Law (HVNL) and regulations imposes a primary duty in the chain of responsibility. Businesses are required to comply by identifying their risks, and develop and implement control measures tailored to their circumstances. This Form is a **guide only** and does not contain a definitive list of Heavy Vehicle National Law and regulatory requirements. To meet your obligations under the HVNL and regulations you are required to seek independent advice to assess your circumstances

National Transport Insurance is a joint venture of the insurers CGU Australia Pty Ltd trading as CGU Insurance ABN 62 004 478 960 AFSL 700014 and AAI Limited Trading as Vero Insurance ABN 48 005 297 807 AFSL 230859 each holding a 50% share. National Transport Insurance is administered on behalf of the insurers by its manager NTI Limited ABN 84 000 746 109 AFSL 237246.