

# 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                      |
|--|--------------------------|--------------------------|--------------------------|
| <b>Insurance - please tick to indicate the insurance policies you hold and attach certificates of currency</b> |                          |                          |                          |
| Comprehensive motor vehicle insurance policy   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comprehensive goods in transit insurance policy  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Public/products liability insurance policy   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Workers' compensation insurance policy   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Comprehensive trailer in control insurance   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Accreditations - please tick to indicate the accreditations you hold and attach certificates</b>            |                          |                          |                          |
| NHVAS Basic Fatigue Management (BFM)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NHVAS Advanced Fatigue Management (AFM)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NHVAS Mass Management  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| NHVAS Maintenance Management   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TruckSafe Accreditation  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Hazard Analysis Critical Control Point (HACCP)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Retail Logistics Code signatory  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**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)




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**

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| <p>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)</p> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>If transporting regulated waste, do you hold all necessary permits, licences and approvals? (please attach copies of regulated waste approvals)</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <p>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)</p>  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I certify that:

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

\_\_\_\_\_  
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 Insurance Australia Limited trading as CGU Insurance ABN 11 000 016 722 AFSL 227681 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.