

## Vehicle Standards and Maintenance Policy

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### Our commitment

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Romann Logistics is committed to ensuring the safety of customers, staff, contractors, site visitors, other road users and the general public at all times. To this end, we strive to uphold the highest quality in vehicle standards and maintenance.

### How we will meet our commitment

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We implement practices and procedures to ensure that our vehicles are safe, reliable and well maintained in accordance with the Heavy Vehicle National Law and Regulations.

We are a Heavy Vehicle Provider governed by the National Heavy Vehicle Regulator (NHVR) and the applicable legislation and regulations and we comply with the mandatory requirements for the safe design, construction and maintenance of heavy vehicles under the Heavy Vehicle (Vehicle Standards) National Regulation, the Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010 and the Australian Design Rules (3rd edition — administered under the *Motor Vehicles Standards Act 1989* (Cth)).

We have implemented a risk management-based Chain of Responsibility (CoR) Framework throughout the organisation, which includes a CoR Management Plan which addresses the five CoR management dimensions of Speeding, Fatigue, Mass and Dimension, loading, unloading and load restraint, and vehicle standards and maintenance. This includes a Vehicle Standards and Maintenance Plan, that specifically addresses the CoR target area of vehicle standards and maintenance.

We have developed the Vehicle Standards and Maintenance Procedures to support the CoR Framework and to ensure, so far as reasonably practicable, the highest quality in vehicle standards and maintenance. The Vehicle Standards and Maintenance Procedures are developed in line with all applicable rules, regulations and standards and adopt a risk management-based approach to support compliance requirements and our organisational objectives.

We have established a Vehicle Standards and Maintenance Risk Management Framework that contains the risk management stages that the organisation will use to identify, assess, eliminate (where practicable) or minimise and monitor vehicle standards and maintenance-related risks.

All details of vehicle standards and maintenance-related risks, control measures and implementation responsibilities are documented in the Risk Register.

We will meet these commitments by:

- establishing and maintaining systems and processes to ensure, so far as reasonably practicable, that vehicles are safe, reliable and well-maintained
- implementing effective risk management, reporting and monitoring systems
- fostering a culture of safety in the workplace that supports safe practices in relation to vehicle standards and maintenance
- promoting a culture of continuous improvement to ensure legislative and regulatory compliance to achieve our organisational objectives.

## Scope

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This policy and supporting procedures apply to any personnel who direct, control or influence vehicle standards and maintenance.

## Responsibilities

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Romann Logistics has identified the following roles within our organisation with obligations for vehicle standards and maintenance, as:

- employer of the driver of the vehicle/prime contractor of the driver/operator of the vehicle/person conducting a business or undertaking (PCBU) referred to as 'the transport company'
- driver/scheduler manager
- loading manager
- driver of the vehicle
- scheduler of goods for transport by the vehicle and/or the vehicle driver

- packer of goods to be loaded on to the vehicle
- loader of goods on to the vehicle
- unloader of goods from the vehicle
- consignor/consignee of goods for transport by the vehicle
- personnel responsible for vehicle standards and maintenance.

A summary of the key responsibilities for each role are listed below.

### **Transport Company Responsibilities**

*The 'Transport Company' includes the employer, prime contractor, operator and/or PCBU. In our organisation, this responsibility is accepted by the Director(s).*

The Transport Company must ensure that:

- it takes all reasonable steps to ensure the highest levels of safety in relation to vehicle standards and maintenance
- a Vehicle Standards and Maintenance Policy and associated procedures are implemented, actively utilised, monitored and reported to the Owner(s)/Board/Executive
- so far as reasonably practicable, the Vehicle Standards and Maintenance Policy, procedures and practices follow the Maintenance Management Standards in the NHVAS – Maintenance Management Guide April 2009.  
(See [https://www.sciqual.com.au/sites/default/files/pdf\\_maintenance\\_management\\_guide\\_may09.pdf](https://www.sciqual.com.au/sites/default/files/pdf_maintenance_management_guide_may09.pdf)) and the Heavy Vehicle (Vehicle Standards) National Regulation
- contingency plans are developed to deal with emergent vehicle maintenance issues that may compromise the vehicle's safety, reliability and serviceability
- drivers are able to report faults, maintenance requests or any other issues or problems in relation to vehicle standards and maintenance
- vehicles with repair requirements that may compromise safety are withdrawn from road use immediately
- vehicle faults and maintenance requests are dealt with promptly and efficiently

- daily checks and maintenance schedules as referred to under the Maintenance Management Guide are maintained in an accurate and timely manner and are reported to and monitored by the Owner(s)/Board/Executive
- all workers who direct, control or influence vehicle standards and maintenance are appropriately trained
- all elements of the Vehicle Standards and Maintenance Risk Management Framework are monitored on an ongoing basis and reviewed on a regular basis to ensure continued compliance.

### **Driver/Scheduler Manager Responsibilities**

*The Driver/Scheduler manager is a worker who supervises the activities of drivers and/or schedulers. In our organisation, this responsibility is accepted by the National Operations Manager and Agent.*

The Driver/Scheduler manager must:

- ensure that this Vehicle Standards and Maintenance Policy and the Vehicle Standards and Maintenance Risk Management Framework are effectively implemented within their area of control
- accept accountability for ensuring that appropriate processes and procedures are being implemented to maintain vehicle standards and maintenance
- accept accountability for ensuring that the behaviour of workers under their control is consistent with our objectives of maintaining highest quality vehicle standards and maintenance
- monitor and review the elements of the Vehicle Standards and Maintenance Risk Management Framework within their area of control (e.g. monitoring the Maintenance Management system, reviewing maintenance records)
- consult with their team when implementing new systems of work (e.g. new fault reporting and recording, new fault repair procedures)
- resolve or appropriately escalate vehicle standards and maintenance-related issues promptly.

### **Loading Manager Responsibilities**

*The Loading Manager is a worker who supervises the activities of loaders or unloaders. In our organisation, this responsibility is accepted by the Consignor.*

The Loading Manager must ensure that:

- any observed vehicle standards or maintenance issues are reported and documented in a timely manner
- vehicles with standards or maintenance issues that could reasonably be expected to compromise safety are not used on the road.

### **Driver Responsibilities**

*The Driver is a worker who drives the heavy vehicle and transports the load to its destination by road. In our organisation, this responsibility is accepted by the Driver.*

The Driver must ensure that:

- daily checks are performed and documented as required in the Vehicle Standards and Maintenance Daily Check Procedure and Checklist
- vehicle faults are reported and documented to the relevant manager as soon as reasonably practicable
- the vehicle is not driven on the road if there is a known fault which could reasonably be expected to compromise safety.

### **Scheduler Responsibilities**

*The Scheduler is a worker who has influence or control over the delivery time (often the person who schedules the transport of goods by road). In our organisation, this responsibility is accepted by the National Operations Manager and Agent.*

The Scheduler must ensure that:

- driver schedules allow time for vehicle daily checks and periodic maintenance
- contingency plans are in place to deal with emergent vehicle maintenance issues that may compromise the vehicle's safety and serviceability
- vehicles with known maintenance issues that could reasonably be expected to compromise safety are not scheduled for use.

### **Packer Responsibilities**

*The Packer is a worker who packs and prepares the goods prior to loading. In our organisation, this responsibility is accepted by the Consignor.*

The Packer must ensure that:

- any observed vehicle standards or maintenance issues are reported and documented in a timely manner.

### **Loader Responsibilities**

*The Loader is a worker who is responsible for loading the goods into or onto the vehicle. In our organisation, this responsibility is accepted by the Consignor.*

The Loader must ensure that:

- any observed vehicle standards or maintenance issues are reported and documented in a timely manner.

### **Unloader Responsibilities**

*The Unloader is a worker who is responsible for unloading the goods from the vehicle. In our organisation, this responsibility is accepted by the Consignee.*

The Unloader must ensure that:

- any observed vehicle standards or maintenance issues are reported and documented in a timely manner.

### **Consignor/Consignee Responsibilities**

*The Consignor is the person or company who dispatches the goods for delivery.  
The Consignee is the person or company who orders and/or receives the goods.*

The Consignor/Consignee must ensure that:

- the delivery request does not require (or incentivise) the driver to compromise on vehicle standards and maintenance
- appropriate time is factored for the job to be completed without requiring the driver to compromise vehicle standards and maintenance
- contingency plans are developed to deal with scheduling issues and problems with meeting deadlines
- contracts with transport operators include vehicle standards and maintenance compliance and monitoring.

### **Vehicle Maintenance Personnel Responsibilities**

*The Vehicle Standards and Maintenance Officer is a worker who is responsible for conducting the daily checks and periodic maintenance on vehicles. In our organisation, this responsibility is accepted by the Agent and Driver.*

The Vehicle Standards and Maintenance Officer must ensure that:

- daily checks and scheduled periodic maintenance checks are performed
- faults are identified, assessed and acted on
- recording and reporting of faults and repairs is undertaken and is accurate and up to date
- issues and problems are escalated to the appropriate manager
- vehicles that have faults which could reasonably be considered to be unsafe are not used on the road
- processes and procedures to check vehicle safety and quality are continuously improved, in communication and consultation with other relevant personnel.

### **Supporting policies and procedures**

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This policy operates within the Risk Management Framework outlined in the Risk Management Policy and Procedure and the Work Health and Safety Policy.

This policy should be read and followed in conjunction with the:

- Chain of Responsibility Policy
- Speed Management Procedure
- Fatigue Management Policy and Procedure
- Load Management Policy and Procedure
- Hazard Observation Procedure
- Incident Management Procedure
- Vehicle Standard and Maintenance Procedure

## **Implementation and evaluation**

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Romann Logistics will ensure this Policy is reviewed and evaluated for its effectiveness in delivering policy objectives on an annual basis, or earlier, in the event of major changes to the legislation or our organisational structure and operations.

**Policy authorised by: George Manassa,  
National Business Development Manager**

**Signature: GM, digitally signed 05.04.2022**

*Policy issue date: 04.04.2022*

*Policy version number: v1*

*Policy review due date: 27.07.2022*





I have read and agree with the policy above.

**Name:**

**Signature:**

**Date:**

**Authorised Officer:**