

Consignor and Consignee Compliance Checklist

	Yes	No	NA
Speeding – Risk types and control measures			
Have you:			
Conducted a risk assessment of your speed compliance obligations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documented your speed management and assurance policy and procedures that outline the control measures implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensured that the terms of consignment, contracts and agreements do not contain rate structures or incentives (for early delivery) or penalties (for late delivery) or associated performance measures that may reward or encourage the driver to exceed the speed limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiated alerts when consignment arrangements are identified as having the potential to cause a driver to speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitored the effectiveness of other parties' speed management systems and adherence to speed management practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned deliveries with appropriate time for the required route so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensured that parties in the supply chain sending and receiving goods aim to adhere to scheduled delivery windows and minimise delays for drivers, however, if delays occur operators and drivers are advised in advance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Allowed flexibility in pick-up and delivery times where there are changes to the schedule, so drivers are not directly pressured, or feel indirectly pressured, to exceed the speed limit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly reviewed business practices including consignment arrangements, delivery times, time spent on site, loading and unloading times and delays, in consultation with drivers and other impacted parties in the supply chain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtained an explanation from other parties' on how speed is managed within their business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fatigue – Risk types and control measures			
Have you:			
Conducted a risk assessment of your fatigue management obligations under the HVNL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documented your fatigue management and assurance policies and procedures that outline the control measures implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensured terms of consignment, contracts and agreements do not contain rate structures or incentives (for early delivery) or penalties (for late delivery) or associated performance measures that may reward or encourage the driver to drive whilst fatigued or breach their work/rest hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiated alerts when consignment arrangements are identified as having the potential to cause a driver to drive while impaired by fatigue or breach their work/rest hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trained key personnel, including put not limited to Loading Managers, Packers, Loaders and Unloaders, who can assess the fatigue of the driver, with awareness of the signs of fatigue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessed the fatigue of the driver, before, during and after loading or unloading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Taken preventative action and reported incidences of driver fatigue to the driver's employer or operator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtained an explanation from other parties on how fatigue is managed within their business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitored the effectiveness of other party's fatigue management systems and adherence to fatigue management practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned deliveries with appropriate time for the required route so drivers are not directly pressured, or feel indirectly pressured, to drive whilst fatigued or breach their work/rest hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consulted with other relevant parties in the supply chain in relation to the planning of journeys and pick-up and delivery times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accommodated and communicated delays in the transport task including adjusting or reprioritising loading or unloading times as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provided access to rest facilities in the event of loading or unloading delays to assist drivers manage their work/rest hours and fatigue levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitored adherence to delivery windows, truck turnaround times and delays and take remedial action as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewed loading/unloading arrangements and practices that may cause, encourage or lead to fatigued driving on a regular basis involving all relevant parties in the supply chain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mass, Dimension and Loading – Risk types and control measures			
Have you:			
Conduct a risk assessment of your mass, dimension and loading obligations under the HVNL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Document your mass, dimension and loading management and assurance policies and procedures that outline the control measures implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure terms of consignment, contracts and agreements do not contain rate structures or incentives or associated performance measures that may reward or encourage the driver to breach mass, dimension and loading requirements directly or indirectly – e.g. overloading. Commercial arrangements should include, for example, requirements to comply with legal obligations and disincentives to breach these provisions such as rewards when full compliance is achieved.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiate alerts when consignment arrangements are identified as having the potential to cause a driver to breach mass, dimension and loading requirements – e.g. uniformly dense and heavy loads, large indivisible loads including over size and over mass loads, non-specific or specialised load types such as awkwardly shaped items or prefabricated components, or loads with a high centre of gravity etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtain an explanation from other parties' on how mass, dimension and loading requirements are managed within their business – e.g. seek a copy of their mass, dimension and loading risk assessment and associated policies and procedures that outline the control measures implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor the effectiveness of other parties' mass, dimension and loading systems and adherence to mass, dimension and loading practices – e.g. contract performance reviews or similar arrangements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide Employers / Operators / Drivers with accurate load weights and dimensions prior to or at the point of loading – e.g. load plans, consignment notes, despatch documents, container weight declarations etc. Note: Load weights may need to take into consideration the weight of the goods and any packaging materials, pallet, stillage or dunnage etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: for sealed loads, Employers / Operators / Drivers are provided with a load declaration, akin to container weight declaration etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify the appropriate vehicle or combination with the capability, capacity and equipment to match the mass, dimension and loading requirements is provided i.e. the vehicle or combination is fit for purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Measure load weights and monitor compliance with gross and axle/axle group mass limits, container maximum limit (for containerised goods) – e.g.</p> <ul style="list-style-type: none"> • access to onsite or offsite weighbridges, for heavier/larger or unevenly distributed loads that may be required to be weighed prior to every journey • use of vehicles or combinations or loading equipment fitted with on-board scales • cubic capacities and waterlines for contained, evenly distributed or lighter weight loads • sampling programs for loads that are consistent in type and frequency • calculations or modelling of mass (based on batch weights) etc. <p>Note: For some of these methods an initial verification of physically weighing the load may be required to confirm compliance.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify the accuracy of positioning and distribution of the load, including its stability, in accordance with loading instructions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate load positioning details to operators, drivers and loaders – e.g. documented load distribution plans and diagrams, procedures and work instructions, task specific training etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify the transport of dangerous goods is undertaken per the requirements of the Australian Dangerous Goods Code (refer separate legislation) – if a dangerous goods class label is present, there may be specific loading and load restraint requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Verify loads are placed, secured and restrained to withstand the forces specified in the Performance Standards in the NTC Load Restraint Guide, for example:</p> <ul style="list-style-type: none"> • For advice on specific load types refer to the Loads module in the NTC Load Restraint Guide. It should also be noted that load restraint applies to restraint of goods within freight containers • For tie-down restraint, work out how much load restraint you need using the Working Out Load Restraint module and tie-down lashing tables in the NTC Load Restraint Guide • For direct restraint, to determine what strength lashings you need use the Working Out Load Restraint module or load tables in the NTC Load Restraint Guide • Note: if required, have an appropriately skilled, experienced and qualified person (e.g. a certified engineer) certify the load restraint system used as per the Certification and Technical Advice modules in the NTC Load Restraint Guide • For non-specific or specialised load types (e.g. large, heavy or awkwardly shaped items or prefabricated components that are difficult to load and restrain) have a certified engineer design and select the load restraint system used, or as applicable, based on risk or complexity, develop and provide industry specific guidance on load positioning and restraint. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check equipment used in the loading process, including mass management (e.g. scales) and load restraint (e.g. lashings etc.), is fit for purpose, regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

inspected and maintained, or calibrated as required – e.g. refer to relevant Australian Standards, or manufacturers operations and maintenance manuals or equivalent. A plant and equipment inspection and testing register can be a useful tool to keep track of these things, or an ‘off the shelf’ computerised maintenance management system.			
Maintain mass, dimension and loading requirements during pick-up and delivery of part loads i.e. compliance with axle weights, vehicle and load stability, and proper restraint – e.g. load checks are carried out at the pick-up and delivery points to ensure the load has not shifted and the load is secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor mass, dimension and loading requirements and review regularly for both inbound and outbound loads – e.g. mass sampling program, load restraint inspections etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Standards – Risk types and control measures			
Have you:			
Conducted a risk assessment of your vehicle standards obligations under the HVNL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documented your vehicle standards management and assurance policies and procedures that outline the control measures implemented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensured terms of consignment, contracts and agreements do not reward or encourage a party in the Chain of Responsibility to operate vehicles that are unsafe or defective	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiated alerts when consignment arrangements are identified as having the potential to cause a driver to operate an unsafe or defective vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recorded and reported any observations of unsafe or defective vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verified action was taken by the relevant party to repair or replace an unsafe or defective vehicle prior to us	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Obtained an explanation from other parties’ on how vehicle standards requirements, maintenance and repairs, are managed within their business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitored the effectiveness of other parties’ vehicle standards systems and adherence to vehicle standards practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engaged with the operator and other parties in the Chain of Responsibility to report on any unsafe or defective vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>