

Loading Manager, Loader & Unloader Compliance Checklist

	Yes	No	NA
Speeding – Risk types and control measures			
Have you:			
Ensured that parties 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 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"/>
Fatigue – Risk types and control measures			
Have you:			
Trained loaders and unloaders, who may be able to assess the fatigue of the driver, with awareness of the signs of fatigue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taken preventative action and reported incidences of driver fatigue to the Loading Manager and or the drivers' employer or the operator	<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"/>
Consulted with loaders or unloaders and other parties in the supply chain in relation to the planning of loading and unloading times including potential delays	<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 delays 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:			
Provided drivers with accurate load weights and dimensions at the point of loading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle Standards – Risk types and control measures			
Have you:			
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"/>
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 use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>