Chain of Responsibility Checklist

Self-check for transport operators · redo at least yearly

TrakkHQ
trakkhq.com

1 Business and review

BUSINESS NAME	CHECKED BY	DATE

2 Checklist

Check	Yes	No	N/A
KNOW YOUR RISKS			
We've listed our CoR parties: us, our customers, loaders, subbies	☐	☐	☐
We've written down what can go wrong in our operation	☐	☐	☐
Directors have read the 2026 Master Code and NHVR CoR advice	☐	☐	☐
SCHEDULING AND FATIGUE			
Schedules allow legal driving, rest and breaks	☐	☐	☐
Delivery times don't need speeding to be met	☐	☐	☐
Waiting time and delays are recorded, not absorbed by drivers	☐	☐	☐
Work diaries checked where drivers need them	☐	☐	☐
VEHICLES			
Pre-start checks done and kept for every truck and trailer	☐	☐	☐
Defects reported, fixed and signed off before the truck goes out	☐	☐	☐
Services kept to schedule by date or km; rego current	☐	☐	☐
LOADING, MASS AND DIMENSION			
Loads restrained to the NHVR Load Restraint Guide	☐	☐	☐
Weights checked against vehicle and axle limits	☐	☐	☐
Customers told our mass and loading rules in writing	☐	☐	☐
DRIVERS			
Licences checked for the class of truck they drive	☐	☐	☐
Inducted on our safety rules; training recorded	☐	☐	☐
Drivers can report a hazard or refuse an unsafe load without penalty	☐	☐	☐
CONTRACTS AND CUSTOMERS			
Contracts don't reward speeding or breaking rest rules	☐	☐	☐
Subcontractors checked: licences, insurance, vehicle condition	☐	☐	☐
RECORDS AND REVIEW			
Records kept for every item above, and easy to find	☐	☐	☐
Incidents and near misses recorded and followed up	☐	☐	☐
This check redone at least yearly, and after any change	☐	☐	☐

3 Actions and sign-off

ANYTHING TICKED NO: WHAT WE'LL DO, WHO, BY WHEN

DIRECTOR / MANAGER SIGNATURE	DATE

Keep the records in one place with TrakkHQ.
Start a free trial at trakkhq.com

General information, not legal advice.
Check nhvr.gov.au for what applies to you.