

Weekly Compliance Review

Sample Buses Pty Ltd

SAMPLE ONLY
Current at the time of print.
Our Alerts, Reviews & Reports
are continuously updated.

Review Date: 17th March

Note: This email has interactive links shown in blue; click on these links for the 'click-fix'.

Some of the issues mentioned in this report will affect your confidential Compliance & Safety Rating (CSR) which is currently **A**

1. Incident/Accident Investigation (Charlie BROWN)

Incidents that are not closed within 60 days will impact on your CSR.

Incidents/Near Misses needing attention:

Incident: Driver Speeding **! ACTION REQUIRED** [Click HERE](#)

2. Incident/Accident Reviews (John GREEN)

The incidents listed below are due for a management review.

Incident: Collision with moving vehicle(s) due for review **! ACTION REQUIRED** [Click HERE](#)

3. Risk Compliance Reviews (Sammy BLACK)

All Risk Assessments are current. ✓

4. Designated Manager (John GREEN & Matthew GRAY)

The next review for your Driver Procedures is due on the 15th of January. ✓

Accreditation Manager will contact you on that date with the appropriate review document.

The next review of your Safety Management Systems is due on 15th February. ✓

Accreditation Manager will contact you on that date with the appropriate review document.

The next review of your Drugs & Alcohol Program is due on the 15th October. ✓

Accreditation Manager will contact you on that date with the appropriate review document.

5. Roadworthy Inspections (Charlie BROWN)

Vehicles that need to be Booked for a Roadworthy Inspection:

Fleet No: 15 to be inspected before 14th May **! ACTION REQUIRED** [Click HERE](#)

Upcoming Roadworthy Inspections:

Fleet No: 8 booked for inspection on 15th April.

Fleet No: 41 booked for inspection on 11th May.

6. Driver Qualifications (Sammy BLACK)

According to the Driver's Register, all Driver Qualifications are current. ✓

7. Vehicle Maintenance (Charlie BROWN)

Defects (un-roadworthy issues): Nil

Faults: 34 **! ACTION REQUIRED** [Click HERE](#)

Vehicles due for scheduled maintenance: 2 **! ACTION REQUIRED** [Click HERE](#)

Vehicles overdue for scheduled maintenance: Nil

Repairer's Register: There are no expired licences in the Repairer's Register. ✓

7a. Fire Extinguisher Expiry (Charlie BROWN)

According to the Fleet Register, all Fire Extinguisher replacement' dates are satisfactory. ✓

Weekly Compliance Review (Continued)

Sample Buses Pty Ltd

8. Vehicle Insurance (Sally SMITH)

According to records, our Vehicle Insurance is current. ✓

9. Vehicle Registrations (Sally SMITH)

According to the Fleet Register, all vehicles are currently registered. ✓

Next Registration: Fleet No. 45 on 16th April

10. Training (John GREEN)

Incomplete Training will impact on your CSR

Your Training Register indicates that all staff have completed training. ✓

The next Training Review is due on the 15th June. Accreditation Manager will contact you on that date with the appropriate review document. ✓

!NOTE Additional Driver Training for 'Aggressive Passengers' is available on request.

11. Complaints (Matthew GRAY)

Complaints that are not resolved within 7 days will impact on your CSR

There are no 'open' complaints in the Complaints Register. ✓

12. Lost & Found (Sally SMITH)

There are no unclaimed items due for disposal in the Lost & Found Register. ✓

13. Human Resources (John GREEN)

All Compliance Obligations are assigned. ✓

All Compliance Obligations are formally acknowledged and on file. ✓

14. Office (Sally SMITH)

The Staff Register details have been checked within the past 12 months. ✓

15. Emergency Management (Charlie BROWN)

All Emergency Contact details have been checked within the past 12 months. ✓

End-of-Report

What is 'click-fix'?

With Accreditation Manager, urgent alerts and weekly reports are sent to you via email.

These reports outline any compliance issues and provide a 'click-fix' link.

A 'click' on the link will directly take you to the 'fix' solution.

For example, if a risk assessment is due for review, the appropriate person will be notified by email and be provided with a link to the review location.

Once reviewed, clicking the 'review' button resets the review date and updates the audit trail.

It's that's easy!