

Peter Sadler Transport Sub-Contractor Questionnaire



Business Name:	
Main Contact Name:	
Main Contact Phone Number:	

Where is the location of your business?	
What is the nature of your business?	
What are the tasks you complete for Peter Sadler Transport?	
Approximately, how many staff do you employ, either part time, casual or full time? Please list employees completing work for Peter Sadler Transport	<i>If you are an owner operator, please include only your name</i>
Do you own/operate vehicles for Peter Transport work? If so, how many, and what types of vehicles including registration details and GVM/GCM where applicable	
Do you engage in Sub Contractors to complete any work for Peter Sadler Transport?	
Do you load/unload vehicles, either your own or third party for Peter Sadler Transport product at your site? If so, how many in an average day and what size vehicles?	
Do site staff or drivers operate any Material Handling Equipment, such as a forklift or front end loader? Please specify.	

The following evaluation forms part of the review Peter Sadler Transport is undertaking to evaluate each supplier & contractor's suitability in compliance. Owner Operators are not required to complete this evaluation, but must supply current insurances, vehicle registration and licence on request.

No.	Criteria	Compliant (Y,N,N/A)	Contractor Comments	For use by Peter Sadler Removals & Logistics
LEGAL COMPLIANCE				
1.1	How does your organisation gain access to current OHS/WHS and Transport legislation? Please describe process.			
1.2	Does your organisation have a process for reviewing current Policies and Procedures to ensure they reflect current legislative requirements? Please describe process.			
1.3	If your Organisation uses other drivers does it make reasonable enquiry to ensure they provide their drivers training in the CoR risks (Fatigue, Mass and Dimension, Load Restraint and Speed)or does the organisation provide Sub-contractor drivers training in the CoR risks? Please describe what is done and how.			
OHS COMPLIANCE				
2.1	Does your organisation have a OHS/WHS policy and is it supported with training, processes and procedures? Please attach a copy.			
2.2	Does your organisation have a procedure to record all incidents and non-conformances? Does this include investigating and developing and implementing corrective and/or preventative actions? Please describe process.			

FATIGUE			
3.1	Has your organisation completed a risk assessment for the risk of Fatigue relative to their role in the supply chain? Please attach a copy.		
3.2	Is the Fatigue risk assessment reviewed regularly?		
3.3	Is the Fatigue risk assessment reviewed after each fatigue related incident or event?		
3.4	If delays are experienced, what communication processes exist between the Driver and Manager? Please describe process.		
3.5	How do you ensure drivers are fit, not under the influence of alcohol and prescription or illicit drugs that may impair their ability to operate their vehicle? Please describe process.		
LOAD RESTRAINT			
4.1	Do you have a process to detect if product has not been appropriately restrained in a compliant manner? When this occurs what actions are taken? Please describe process.		
4.2	How does your organisation ensure each vehicle is compliant with mass (axle and gross) and dimension requirements? Axle gauges or weighbridge? Please describe process.		
4.3	Does your organisation have a procedure to identify the actions to be taken if mass or dimension compliance is not achieved?		

SPEED MANAGEMENT			
5.1	Has your organisation completed a risk assessment for the risk of Speed relative to the party they are in the supply chain? Please attach a copy.		
5.2	Is the Speed risk assessment reviewed regularly?		
5.3	Is the Speed risk assessment reviewed after each fatigue related incident or event?		
VEHICLES			
6.1	Does your organisation require the completion of a pre-start checklist for all vehicles, MHE and Equipment? How is this monitored and recorded?		
6.2	If during a pre-start inspection non-compliances are noted, how does the site ensure these are corrected and the equipment/vehicle is not operated?		
6.3	Have all drivers been trained to perform an equipment/vehicle pre-start inspections? Has a Verification of Competency (VoC) been conducted post training? What records are maintained?		
6.4	Does your organisation have a procedure to ensure all vehicle and equipment maintenance requirements are kept current? Please describe process.		

	<i>FITNESS FOR DUTY</i>			
7.1	Does your organisation have a Drug and Alcohol Policy that clearly identifies the organisations expectations, provides for testing and identifies the actions to be taken if a person is suspected of being under the influence of drugs and/or alcohol.			
7.2	Has your organisation a procedure to identify the actions to be taken should a driver be considered unfit for duty? Please describe process.			
	<i>SUBCONTRACTORS</i>			
8.1	How does your organisation ensure drivers have all mandatory insurances and systems and policies in place to ensure driver fitness for duty? Please describe process.			
8.2	How does your organisation monitor a sub-contractor's compliance with CoR requirements? Please describe process.			
	<i>INSURANCE</i>			
9.1	Does your organisation have a current Workers Compensation Insurance Policy? (Please attach a certificate of currency)			
9.2	Does your organisation have a current Public Liability insurance policy & Truck/Marine Insurance? (Please attach a certificate of currency)			