

The following is an **excerpt** of the 2019 TruckSafe Standards for Standard A – Business Management:

### **A.1 Business Transport Activities**

Your organisation must document its transport activities.

### **A.2 Company Positions**

Your organisation must identify company positions and how they relate to each other.

### **A.3 Authorities, Responsibilities and Duties**

Your organisation must make sure that the authorities, responsibilities and duties of all the positions involved in the management, operation, administration, participation and verification of your risk management systems are current, clearly defined and documented.

### **A.4 Consultation, Cooperation and Coordination**

Your organisation must document and implement a process for communication with relevant supply chain partners to achieve co-operation and co-ordination.

### **A.5 Primary Duty**

Your organisation must identify the obligation the HVNL imposes on all CoR parties, as far as is reasonably practicable, to achieve an overall and positive duty of care.

### **A.6 Reasonably Practicable**

Your organisation must have a statement detailing that your business has in-place controls.

### **A.7 Executive Due Diligence**

Your organisation must document and implement the Executive Officer Due Diligence requirements.

### **A.8 Training Policies and Procedures**

Your organisation must document and implement a training management system.

### **A.9 Driver Licences and Accreditations**

Your organisation must develop and implement a system to make sure all drivers hold valid licences and accreditations.

### **A.10 Assurance (Reviews and Corrective Actions)**

Your organisation must implement documented reporting and notification processes.

### **A.11 Business Practices**

Your organisation must have written procedures to ensure compliance with the TruckSafe standards, incorporating CoR, HVNL and the Master Code.

### **A.12 Document Management**

Your organisation must document and implement a management process that includes a system to uniquely identify and control currency of TruckSafe and HVNL related documents and records.

### **A.13 Contractor and Contract Management**

Your organisation must document and implement policies and procedures to manage contractors.