Chain of Responsibility Audit Checklist

Business: _____ Completed by: _____ Date: _____

Answer each question honestly. For every "Yes", note the evidence you could show an auditor or the NHVR (a document, record or report). Every "No" is an action item.

Roles and governance	Yes	No	Evidence / action
We have identified every CoR function our business performs (e.g. operator, scheduler, consignor, loader)			
Each function has a named person accountable for it			
We have a written CoR policy, approved and signed by an executive			
Executive officers receive regular CoR reports and act on them			
Contracts do not try to transfer our primary duty to someone else			

Risk management	Yes	No	Evidence / action
We have a risk register covering speed, fatigue, fitness to drive, mass and loading, and vehicle maintenance			
The risk register reflects our actual routes, vehicles, loads and customers			
The risk register has been reviewed in the last 12 months, or since our operations changed			
We have considered the 2026 Master Code of Practice for our activities			

Speed and scheduling	Yes	No	Evidence / action
Schedules and delivery times can be met without speeding or breaching hours			
Speed is monitored (e.g. telematics alerts) and followed up			
Customer delivery windows are challenged when they are unrealistic			

Fatigue and fitness to drive	Yes	No	Evidence / action
Schedulers check drivers' hours before assigning work			
Work diaries (written or EWD) are checked for accuracy and breaches			
Drivers complete a fit-to-drive check covering fatigue, illness, injury, medication, alcohol and drugs			
There is a documented stand-down process when a driver is unfit, with no penalty for reporting			

Mass, dimension and loading	Yes	No	Evidence / action
Loads are weighed or verified before departure			
Loaders follow a load restraint guide and restraint equipment is checked			
Overloads and load shifts are recorded and investigated			

Vehicle standards and maintenance	Yes	No	Evidence / action
Drivers complete a pre-start check every shift			
Defects are recorded and fixed before the vehicle is used; safety-critical defects ground the vehicle			
Services are scheduled and completed on time, with records kept			

Training, contractors and records	Yes	No	Evidence / action
Everyone with a CoR function has had CoR training, with records kept			
Subcontractors are checked (licences, accreditation, maintenance, insurance) before engagement			
Incidents and near misses are reported, investigated and closed out			
We can produce records for any vehicle, driver or trip within a day			

Next step: turn every "No" into an action with an owner and a due date. Use our free CoR policy template to document your controls. **Want the records in one place?** ManageVehicle keeps work diaries, pre-starts, maintenance, incidents and audit reports together. managevehicle.com