

This form is for use by accredited passenger transport / hire and drive passenger service operators not required to undertake an audit by an auditor approved by the Transport Commission.

Completed forms can be emailed to operator.accreditation@stategrowth.tas.gov.au or lodged at any Service Tasmania shop.

Operator Details

Name	Postal address
Accreditation number (if a compliance audit)	Phone
ACN (if applicable)	Mobile
Email address	Responsible Person (if applicable)
IN BLOCK LETTERS	
Residential address	Date of audit

Notes:

1. Self-audit

The Audit Summary on page 2 is to be completed by an authorised person as described below:

- For an accredited individual – the authorised person is that individual
- For an accredited partnership or organisation - the authorised person is the Responsible Person or other person with authority to sign documents on behalf of the accredited partnership or organisation.

Passenger transport service operators require systems in place to cover off items 1.1 to 3.5.

Hire and drive passenger service operators require systems to cover off items 1.1 to 2.4.

2. Audit schedule

The due date for the next audit is noted on the accreditation certificate provided by the Transport Commission.

Audit Summary

Select box to mark () where applicable.

		Do you have the following procedures & practices in place?		Checklist (tick for yes)	
Passenger transport service (1.1 to 3.5)	Hire & drive passenger service (1.1 to 2.4)	1.1	Responsible Person		
		1.2	Record Keeping		
		1.3	Maintaining Accreditation Details		
		1.4	Vehicle Registration		
		2.1	Roadworthiness Inspections		
		2.2	Pre-departure Inspection Procedures		
		2.3	Fault Reporting and Clearing		
		2.4	Safety Inspections		
			2.5	Emergency Management	
			3.1	Initial Check of Driver Record & Qualifications	
			3.2	Driver Records	
			3.3	Driver Monitoring	
			3.4	Passenger Behaviour Management	
			3.5	Reportable Incident Management	

*Accreditation Standards are specified in the 'Passenger Transport Operator Accreditation Manual' and the 'Hire and Drive Passenger Service Operator Accreditation Manual'.

Authorised Person Acknowledgement

I _____
(name of authorised person)

confirm that the audit has been undertaken as described in this audit report and submit this audit report on behalf of

(the operator)

Position of authorised person

Signature of authorised person



Date