

INTERNAL REVIEW MATRIX

Date of review _____ Name of Reviewer _____

Item for Review	Status of Review		Audit Comments
	OK	Improve	
Management System Overview			
Dimension & Load Check List			
Daily Vehicle Check List			
Trip Plan Sheet and Trip Records			
Fault Reporting and Repair Register			
Service Schedules and Maintenance Records			
Annual Compliance			
Health and Medical Certificates			
Vehicle Register			
Responsibilities			
Internal Review Process			
Workplace Conditions			
Incident Management			
Training and Education			
Document and Records			
Non-Compliance Management			
AMMS Loading Verification Records			

OK = Existing process suitable

Improve = Improvement required to the process

Signed: _____

Note:

An internal review must be conducted at regular intervals (or on an annual basis) and when there is a major incident or change in the business.

Use the internal review matrix as a guide to ensure all procedures and systems are reviewed.

Ensure that the system complies with the appropriate standards and where appropriate, update the management system.

Keep copies of review forms and audit reports for a minimum of three (3) years.

Prepare regular compliance statements on the performance of the system and include:-

- The total number of daily checks performed and the number missed;
- The total number of services carried out and the number missed.; and
- The total number of fault reports submitted and the number NOT closed out.