

SITE INSPECTION – CHAIN OF RESPONSIBILITY COMPLIANCE

SF-57

NOTE: Forward the completed Inspection Report to CATCON's QSEM and Supplier **within one (1) week** of inspection date.

PROJECT DETAILS

Project:		Job No.:		Date:	
Location of Inspection:				Inspection No.:	
Conducted by:	1. Name	Employer:			
	2. Name	Employer:			

TRANSPORT COMPANY DETAILS

Name:					
Address:					
Contact:		Phone:			

LOAD DETAILS

Vehicle Type:			
Description of the Load:			
Load Mass (kg):			
Loading Activity:	<input type="checkbox"/> Dispatching	<input type="checkbox"/> Receiving	

ITEM	DESCRIPTION	YES	NO	OBSERVATIONS AND ACTIONS NEEDED	BY WHOM?	WHEN?
1.	DRIVER DETAILS					
	Name:					
	Contact No.:					
	Are the Driver's licences valid and current?	<input type="checkbox"/>	<input type="checkbox"/>			
	Is the Driver fit for work?	<input type="checkbox"/>	<input type="checkbox"/>			
2.	VEHICLE DETAILS					
	Registration No.:					
	Dimensions (m) (L x W x H):					
	Mass Limit (kg):					
	Once loaded, are the vehicle mass and dimensions within the vehicle limits?	<input type="checkbox"/>	<input type="checkbox"/>			
	Vehicle Pre-start check completed?	<input type="checkbox"/>	<input type="checkbox"/>			
	Is the vehicle fit for use?	<input type="checkbox"/>	<input type="checkbox"/>			

ITEM	DESCRIPTION	YES	NO	OBSERVATIONS AND ACTIONS NEEDED	BY WHOM?	WHEN?
3.	CONTAINER WEIGHT DECLARATION (CWD)					
	Is a CWD required?	<input type="checkbox"/>	<input type="checkbox"/>			
	If yes, has it been completed?	<input type="checkbox"/>	<input type="checkbox"/>			
	Has it been sighted by CATCON?	<input type="checkbox"/>	<input type="checkbox"/>			
4.	LOADING AND UNLOADING					
	Does the Driver have a current SWMS for loading, restraining and unloading the load?	<input type="checkbox"/>	<input type="checkbox"/>			
	Review the SWMS					
	Has the load been loaded and unloaded in accordance with the SWMS?	<input type="checkbox"/>	<input type="checkbox"/>			
	Is the load appropriately restrained?	<input type="checkbox"/>	<input type="checkbox"/>			
	Are load restraints maintained and stored appropriately and in good working order?	<input type="checkbox"/>	<input type="checkbox"/>			
5.	PERMITS AND JOURNEY PLAN					
	Are there any notices or permits?	<input type="checkbox"/>	<input type="checkbox"/>			
	If yes, what is the Permit No.?					
	If yes, review a copy of the permit					
	Are there any route restrictions?	<input type="checkbox"/>	<input type="checkbox"/>			
	If yes, review the journey plan					
6.	FATIGUE MANAGEMENT (if GVM is greater than 12T)					
	Does the Driver have BFM accreditation?	<input type="checkbox"/>	<input type="checkbox"/>			
	Does the Driver have AFM accreditation?	<input type="checkbox"/>	<input type="checkbox"/>			
	Have work/rest hours been determined?	<input type="checkbox"/>	<input type="checkbox"/>			
	Does the Driver have a work diary?	<input type="checkbox"/>	<input type="checkbox"/>			
	Have rest stops been include in the journey plan?	<input type="checkbox"/>	<input type="checkbox"/>			

INSPECTION REVIEW	
<ul style="list-style-type: none"> All items requiring action are to be entered on the site <i>QSE Improvement Register</i> (form SF-48) so they can be tracked to close out. Transport Supplier is to be notified BY CATCON of any required actions with a timeframe for compliance. 	
CATCON:	DRIVER:
(Signature)	(Signature)