| Activity | Controls | Notes |
| --- | --- | --- |
| **18 – Vehicle procurement and fleet management** | 18.1 - Assess suitability for planned use before purchasing or hiring a vehicle. |  |
| 18.2 - Consider safety systems and technology that are part of the vehicle or can be fitted. |  |
| 18.3 - Consider how vehicle features will affect driver fatigue and health. |  |
| 18.4 - For the purchase of second-hand vehicles, consider the operating history, prior use, and maintenance records of the vehicle. |  |
| 18.5 - Assess intended use before purchasing or specifying rigid vehicle body. |  |
| 18.6 - Choose the safest vehicle and body that meets business requirements. |  |
| 18.7 - Manage the life cycle of the vehicle fleet. |  |
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| **19 - Maintaining vehicles and equipment** | 19.1 - Create a service, inspection and maintenance schedule for each heavy vehicle and its auxiliary equipment, at a frequency appropriate for their use. |  |
| 19.2 - Schedule a combination of regular focused inspections and less frequent but more thorough inspections. |  |
| 19.3 - Ensure that operational schedules allow for maintenance to be undertaken in accordance with the service schedule established for the vehicle. |  |
| 19.4 - Use suitably qualified or experienced people to carry out all work. Confirm that they comply with OEM recommendations and use parts of suitable quality. |  |
| 19.5 - Arrange for specialist inspection and servicing of auxiliary equipment. |  |
| 19.6 - Ensure that vehicles are thoroughly washed prior to mechanical inspection so that latent defects such as cracking or metal fatigue are visible. |  |
| 19.7 - Perform additional inspection and maintenance of vehicles that have been exposed to adverse conditions. |  |
| 19.8 - Develop pre-start and post-operation inspection procedures to be used before and after a driving shift. |  |
| 19.9 - Ensure drivers’ pre-start and post-operation checks are part of their paid work time. |  |
| 19.10 - Provide training to drivers and other employees about the vehicle maintenance procedure, including how to conduct pre-start and post-operation checks. |  |
| 19.11 - Create an information channel between drivers and the people undertaking maintenance for sharing performance and diagnostic information including feedback about pre-start or post-operation checks. (See control 15.21) |  |
| 19.12 - Implement a system for ensuring that vehicle maintenance issues, defects or defect notices are recorded, and actioned and that defective vehicles that pose an imminent safety risk are removed from service and not returned to service until repaired. |  |
| 19.13 - Encourage other parties to observe, record and report vehicle maintenance issues or defects to the driver or vehicle operator. |  |
| 19.14 - intermittently or for seasonal work, paying attention to those systems and components which can deteriorate during storage. |  |
| 19.15 - Use information from multiple sources to regularly assess the effectiveness of the vehicle inspection and maintenance program including fault monitoring. |  |
| 19.16 - Adjust and improve the effectiveness of the program. |  |
| 19.17 - Establish a plan for responding to vehicle breakdowns |  |
| 19.18 - For dry hire arrangements, obtain information about the operating and mechanical condition of the vehicle from the vehicle owner. |  |
|  |
| **20 – Equipping and modifying vehicles** | 20.1 - Understand the requirements of the transport task and the fit-out of existing vehicles in the fleet, when deciding what auxiliary equipment is required. |  |
| 20.2 - Identify and install systems and technology that improve safety. |  |
| 20.3 - Install vehicle immobilising technology. |  |
| 20.4 - Identify and install auxiliary equipment required for the transport task. |  |
| 20.5 - Follow manufacturers’ recommendations, VSB6 and Australian Standards when fitting auxiliary equipment or designing and planning modifications. |  |
| 20.6 - Engage an approved vehicle examiner to assess all modifications other than minor modifications. |  |
| 20.7 - Ensure storage compartments, frames and brackets have secure access doors/hatches and fastenings that are durable enough to withstand the forces applied to them. |  |
| 20.8 - If storage compartments are retrofitted to a heavy vehicle, design access doors/hatches to open from the top, or if opening from the side have a design which resists unplanned opening. |  |
| 20.9 - Establish the total mass of a vehicle after additions and modifications. |  |
| 20.10 - Identify service or maintenance requirements and replacement intervals for all auxiliary equipment and include in maintenance schedules. |  |

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