

This form is to be completed by operators of passenger transport services holding Category C accreditation, Hire & Drive passenger transport services, or operators of a small passenger vehicle undertaking voluntary accreditation.

Once completed, please forward this report to:  
The Department of State Growth, Passenger Transport,  
GPO Box 536, Hobart 7001,  
or email: [operator.accreditation@stategrowth.tas.gov.au](mailto:operator.accreditation@stategrowth.tas.gov.au)  
or fax: 6173 0260

**Operator Details**

- Select box to mark ( X ) where applicable.

**Operator Name**

  


**Accreditation Number (if a Compliance Audit)**

**ACN if applicable**

**ABN**

**Email Address**

IN BLOCK LETTERS

**Operator Address**

  


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 Postcode

**Operator Postal Address**

  


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 Postcode

**Contact Numbers**

**Phone**

 (    )

**Mobile**

**Facsimile**

**Responsible Person (RP) - if applicable**

**Date of Birth**

 /    /

**National Police Certificate (NPC) for RP**

- Initial Systems Audit:** NPC forwarded to the Department with application
- 
- Compliance Audit:** Evidence that current NPC forwarded to the Department within last 3 years

**Date of Audit**

 /    /

**Audit Purpose**

**First Three Years**

- Initial Systems Audit
- 
- Initial Compliance Audit

**Ongoing**

- Compliance Audit

**Category of Accreditation**

- PTS Category C
- 
- Hire and Drive
- 
- Voluntary

Notes:

**1. Self-audit (Category C, Hire and Drive and Voluntary Accreditation only)**

The Audit Summary on page 3 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 the 14 standards on page 3 (items 1.1 to 3.5).

Hire and Drive Passenger Service operators require only standards 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.

	Category C Passenger Transport Service (other than taxi service) Hire and Drive Passenger Service Voluntary Accreditation
Initial systems audit	On application for accreditation
Initial compliance audit	No later than 12 months after date of approval of accreditation
Ongoing compliance audit	Every three years thereafter

**3. Current\* National Police Certificate**

This is required in respect of the accredited operator (if a sole individual), or the Responsible Person (if the accredited operator is a partnership or organisation), as under;

- As part of the application for accreditation
- 3 years after accreditation is approved
- Every 3 years thereafter

OR, where the accredited operator is a partnership or organisation and;

- a new Responsible Person is nominated
- Every 3 years thereafter

The original or a certified copy of the NPC can be forwarded to the Commission. The original copy can be taken to Service Tasmania, a Justice of the Peace, a Police Station, or a Lawyer where a certified copy can be made.

\*Current means within 90 days of the date on the NPC.

### Audit Summary

- Select box to mark (  ) where applicable.

		Do you have the following procedures & practices in place ?		Checklist (tick for yes)
Passenger Transport Services and voluntary accreditation (1.1 to 3.5)	Hire & Drive Service (1.1 to 2.4)	1.1	Responsible Person	<input type="checkbox"/>
		1.2	Record Keeping	<input type="checkbox"/>
		1.3	Maintaining Accreditation Details	<input type="checkbox"/>
		1.4	Vehicle Registration	<input type="checkbox"/>
		2.1	Roadworthiness Inspections	<input type="checkbox"/>
		2.2	Pre-departure Inspection Procedures	<input type="checkbox"/>
		2.3	Fault Reporting and Clearing	<input type="checkbox"/>
		2.4	Safety Inspections	<input type="checkbox"/>
		2.5	Emergency Management	<input type="checkbox"/>
		3.1	Initial Check of Driver Record & Qualifications	<input type="checkbox"/>
		3.2	Driver Records*	<input type="checkbox"/>
		3.3	Driver Monitoring	<input type="checkbox"/>
		3.4	Passenger Behaviour Management	<input type="checkbox"/>
		3.5	Reportable Incident Management	<input type="checkbox"/>

# - These are the Standards that are found in the Passenger Transport Service manual that is relevant to your service.

\*an ancillary certificate endorsement on a driver licence is not required.

### Authorised Person Acknowledgement

I \_\_\_\_\_  
confirm that the audit has been undertaken as described  
in this audit report and submit this audit report on behalf  
of \_\_\_\_\_  
(the operator)

### Name of authorised person

### Position of authorised person

### Signature of authorised person



\_\_\_\_\_

### Date