CoR Vendor Questionnaire

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| Vendor Details | | | |
| Company Trading Name: |  | ABN: |  |
| Completed by: |  | Position Title: |  |
| Contact Detail: |  | | |
| Date: |  | Signature: |  |

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| Section 1 – CoR Directives/Policies | | | |
| 1.1 | Does your company have a CoR related Directive/Policy?*If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to when your CoR specific Directives/Policies are expected to be prepared by; please proceed to Section 2.* | Yes | No |
| 1.2 | If ‘Yes’, is the Directive/Policy subject to periodic review, to ensure that it remains up to date and current? | Yes | No |
| Please specify the date when this Directive / Policy was last reviewed | <insert date> | |
| 1.3 | Has the Directive/Policy been communicated and/or briefed to your personnel?*If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to when your CoR specific Directives/Policies are expected to be communicated to all relevant personnel; please proceed to Section 2.* | Yes | No |

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| Section 2 – CoR Procedures/Processes | | | |
| 2.1 | Does your company have Procedures and/or Processes in place to ensure that the requirements of CoR are met?*If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to when your CoR specific Procedures and/or Processes are expected to be prepared by; please proceed to Section 3.* | Yes | No |
| 2.2 | If ‘Yes’, do the Procedures and/or Processes cover at least the following CoR related areas? | | |
| Load Restraint | Yes | No |
| Mass Management and Dimensions | Yes | No |
| Fatigue Management | Yes | No |
| Speed Control & Management | Yes | No |
| Driver Fitness for Work | Yes | No |
| Drugs & Alcohol | Yes | No |
| Equipment Suitability | Yes | No |
| Equipment Maintenance | Yes | No |
| Documentation | Yes | No |
| Training | Yes | No |
| Subcontractor/Supplier Control & Assessment | Yes | No |
| Operational Facilities | Yes | No |
| *If you have selected ‘No’, to any of the above please provide comments in* [*Appendix 1*](#Appendix1) *as to when your CoR specific Procedures and/or Processes are expected to be prepared by.* | | |
| 2.3 | Are your implemented Procedures and/or Processes subject to periodic review, to ensure that they remain up to date and current?Please specify the date when the Procedure and/or Processes were last reviewed. | Yes | No |
| 2.4 | Have the implemented Procedures and/or Processes been communicated and/or briefed to your personnel?*If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to when CoR specific Procedures and/or Processes are expected to be communicated to all relevant personnel; please proceed to Section 3.* | Yes | No |

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| Section 3 – CoR Training and Driver Qualifications | | | |
| 3.1 | Have relevant personnel at your company received training in at least the following CoR related areas? Are records maintained? | Yes | No |
| Load Restraint | Yes | No |
| Mass Management and Dimensions | Yes | No |
| Fatigue Management | Yes | No |
| Speed Control & Management | Yes | No |
| Driver Health | Yes | No |
| Drugs & Alcohol | Yes | No |
| Equipment Suitability | Yes | No |
| Equipment Maintenance | Yes | No |
| Documentation | Yes | No |
| Training | Yes | No |
| Subcontractor/Supplier Control & Assessment | Yes | No |
| Operational Facilities | Yes | No |
| *If you have selected ‘No’, to any related area, please provide comments in* [*Appendix 1*](#Appendix1) *as to when your CoR related training will be provided, and the date which is expected to be addressed by.* | | |
| 3.2 | If ‘Yes’, are those relevant workers required to periodically attend refresher training?Conducting refresher training is considered good business practice as it will help to ensure that your worker’s knowledge of your CoR related controls and procedures remains up to date, and reflects current business expectations and/or any changes to operational/legislative requirements. | Yes | No |
| 3.3 | Are all your drivers appropriately licensed for the heavy vehicles they operate and drive? | Yes | No |

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| Section 4 – Activities to Confirm Compliance with CoR | | | |
| 4.1 | Are audits/other forms of assurance reviews conducted to determine your company’s level of compliance with the requirements of CoR?*If ‘No’, conducting audits/assurance reviews is considered to be good business practice as it will enable you to independently verify that your CoR related operations are being effectively managed, and, are being performed in accordance with legislative requirements; please proceed to Section 5.* | Yes | No |
| 4.2 | If ‘Yes’, where completed audits/assurance reviews identify any issues of concern or non-conformances, are steps carried out to ensure that corrective actions to address those matters are taken? | Yes | No |
| 4.3 | If ‘yes’ to any of the above please attach details (as a minimum a copy of the last audit is to be attached); please proceed to Section 5. | | |

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| 1. **Section 5 – Breaches of CoR** | | | | |
| 5.1 | Since 1 July 2013, has your company incurred fines or penalties or received any warnings or infringement / corrective action notices, for breaching any of the following areas? | | | |
| Load Restraint | Yes  No | If “Yes”, please provide details: |  |
| Mass Management and Dimensions | Yes  No | If “Yes”, please provide details: |  |
| Fatigue Management | Yes  No | If “Yes”, please provide details: |  |
| Speed Control & Management | Yes  No | If “Yes”, please provide details: |  |
| Driver Health | Yes  No | If “Yes”, please provide details: |  |
| Drugs & Alcohol | Yes  No | If “Yes”, please provide details: |  |
| Equipment Suitability | Yes  No | If “Yes”, please provide details: |  |
| Equipment Maintenance | Yes  No | If “Yes”, please provide details: |  |
| Documentation | Yes  No | If “Yes”, please provide details: |  |
| Training | Yes  No | If “Yes”, please provide details: |  |
| Subcontractor/Supplier Control & Assessment | Yes  No | If “Yes”, please provide details: |  |
| Operational Facilities | Yes  No | If “Yes”, please provide details: |  |

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| 1. **Section 6 - Third Party Transport Companies (note: this section only needs to be completed by those companies who use third party transport companies in relation to work conducted on behalf of Zinfra/Jemena)** | | | |
| 6.1 | Does your company have commercial arrangements with those third party transport companies that include a clause/clauses which require the third party transport companies to have CoR compliant control frameworks (i.e. policies, procedures, trained staff etc) in place? | Yes | No |
| 6.2 | Have relevant personnel at your company, who have an influence over the operations of those third party transport companies, received CoR training?  *If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to when relevant personnel will receive appropriate CoR related training.* | Yes | No |
| 6.3 | Have steps been taken by your company, to ensure that third party transport companies have their own CoR related Directives/Policies/Procedures/Processes?  *If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to when your third party transport companies will have CoR specific documentation prepared by.* | Yes | No |
| 6.4 | Have steps been taken by the contractor, to ensure that the drivers and any other relevant personnel of third party transport companies have received appropriate CoR related training?  *If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to when drivers and any other relevant personnel of third party transport companies will receive appropriate CoR related training.* | Yes | No |
| 6.5 | Have steps been taken by the contractor, to ensure that the drivers of their third party transport companies are appropriately licensed for the heavy vehicles they operate and drive?  *If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to when third party transport drivers will be appropriately licensed for the heavy vehicles which they operate and drive.* | Yes | No |
| 6.6 | Are audits/other forms of assurance reviews conducted by the contractor, to determine the level of compliance of third party transport companies with the requirements of CoR?  *If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to whether a regime to perform CoR related audits/assurance reviews of your third party transport companies will be implemented in the future, and if so, when.* | Yes | No |
| 6.7 | If ‘Yes’, were completed audits/assurance reviews identify any issues of concern or non-conformances, are steps carried out to ensure that corrective actions to address those matters are taken?  *If ‘No’, please provide comments in* [*Appendix 1*](#Appendix1) *as to whether a follow up program will be implemented in future to verify that corrective actions have been effectively implemented to address any CoR related issues and risks, and if so, when.* | Yes | No |
| 6.8 | Since 1 July 2013, have any of the third party transport companies incurred fines or penalties, or, received any warnings or infringement/corrective action notices, for breaching requirements of CoR?  *If ‘Yes’, please provide details: in* [*Appendix 1*](#Appendix1) *as to whether any of the third party transport companies incurred fines or penalties, or, received any warnings or infringements/corrective action notices, for breaching requirements of CoR.* | Yes | No |

**Appendix 1**

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| 1. **Section 1 – CoR Directives/Policies** | | **Comments** |
| 1.1 | Provide comments as to when your CoR specific Directives/Policies are expected to be prepared by; |  |
| 1.2 | Provide when your CoR specific Directives/Policies are expected to be communicated to all relevant personnel; |  |
| 1. **Section 2 – CoR Procedures/Processes** | | **Comments** |
| 2.1 | Provide details as to when your CoR specific Procedures and/or Processes are expected to be prepared by; |  |
| 2.2 | Provide details as to when your CoR specific Procedures and/or Processes are expected to be prepared by. |  |
| 2.3 | Provide when CoR specific Procedures and/or Processes are expected to be communicated to all relevant personnel. |  |
| 1. **Section 3 – CoR Training and Driver Qualifications** | | **Comments** |
| 3.1 | Provide details as to when your CoR related training will be provided, and the date which is expected to be addressed by. |  |
| 3.2 | Provide details as to when relevant works are required to periodically attend refresher training? |  |
| 1. **Section 4 – Activities to Confirm CoR Compliance** | | **Comments** |
| 4.1 | Provide details on how to determine your company’s level of compliance with the requirements of CoR? |  |
| 4.2 | Provide evidence of last audit, where any issues of concern or non-conformances, were identified and corrective actions to address those matter. |  |
| 1. **Section 5 – Breaches of CoR** | | **Comments** |
| 5.1 | Provide details on any incurred fines or penalties or warnings or infringements/corrective action notices, for breaching any of the following areas:  (Load restraint, mass management and dimensions, fatigue, speed control, driver health, drugs and alcohol, equipment suitability, documentation, training, subcontractor control, operational facilities) |  |
| 1. **Section 6 – Third Party Transport Companies** | | **Comments** |
| 6.1 | Provide comments as to when relevant personnel in roles who have influence over third party transport companies will receive appropriate CoR related training. |  |
| 6.2 | Provide comments as to when your third party transport companies will have CoR specific documentation prepared by. |  |
| 6.3 | Provide comments as to when drivers and any other relevant personnel of third party transport companies will receive appropriate CoR related training. |  |
| 6.4 | Please comments as to when third party transport drivers will provide evidence they are appropriately licensed for the heavy vehicles which they operate and drive. |  |
| 6.5 | Provide comments as to whether a regime to perform CoR related audits/assurance reviews of your third party transport companies will be implemented in the future, and if so, when. |  |
| 6.6 | Provide comments as to whether a follow up program will be implemented in future to verify that corrective actions have been effectively implemented to address any CoR related issues and risks, and if so, when. |  |
| 6.7 | Provide details on any third party incurred fines or penalties, or, received any warnings or infringement/corrective action notices, for breaching requirements of CoR? |  |