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WAHVA REMOTE AUDIT 12 MONTH TRIAL REQUIREMENTS

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Amendments

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1 PURPOSE

The purpose of this Document is to outline the conduct of the trial of Remote Audits for a period of 12 months. This Document sets out the approval, conditions and requirements for Auditors to conduct Remote Audits on a WA Heavy Vehicle Accredited Operator.

2 SCOPE

With the advances in technology around online meetings, Main Roads is implementing a 12-month trial for Remote Auditing. This Document will facilitate the circumstances and manner in which Remote Audits will occur.

There is a requirement for all WAHVA Operators to have a Compliance, Re-entry Audit, Systems Entry Audit and Entry Audit to be conducted by WAHVA certified Auditors to ensure that they have the relevant systems in place to maintain their accreditation status. Only Compliance, Re-entry Audits and Entry Audits are permitted to be conducted remotely. Random and Triggered audits will need to be conducted physically, face to face.

Remote Audits can only be conducted in circumstances where there are no auditors located within approximately 200 kilometres, by road, of the Operator's registered premises

3 PROCESS TO CONDUCT REMOTE AUDITS

- 3.1 Auditors must ensure that the audits that they conduct remotely conform with the following:
 1. be conducted using video meetings (eg, Teams, Zoom, etc);
 2. be recorded and stored by the Auditor and keep a copy of the recording for at least 12 months from the date that the Remote Audit is submitted to Main Roads so that it may be provided to Main Roads on request; and
 3. all other requirements in respect to keeping copies of audit reports must conform with the requirements set out in the WAHVA Business Rules.
- 3.2 The Auditor must be able to thoroughly examine all documentation presented by the Operator in electronic form during the audit.
- 3.3 All audits are to be conducted in accordance with the requirements in the WAHVA Business Rules.
- 3.4 Once the Remote Audit is completed, the audit report must be submitted to HVS with all of the NCR closed out.
- 3.5 The audit report must indicate whether the audit was conducted remotely.

4 DEFINITIONS

Term	Definition
NCR	Non Conformance Report
WAHVA	Western Australian Heavy Vehicle Accreditation