

Subcontractor & Contract Assurance Discussion Checklist

Use as drafting prompts, not legal clauses ready for signature. Contracts do not remove statutory duties. Obtain legal advice before finalising terms. Before engagement and during the contract, assess risk proportionately, verify evidence of controls, agree safe commercial arrangements and review performance. A contract cannot transfer away a party's own HVNL responsibilities.

English · CoR Australia branded · editable for your operation

Parties / service: _____

Reviewer: _____

Date: _____

Contracting organisation: _____

Contractor / business ID: _____

Contract / service scope: _____

Routes / loads / subcontracting scope: _____

Contract owner: _____

Assurance level / rationale: _____

Review frequency: _____

Contractor acknowledgement / date: _____

Principal approval / date: _____

Document version: _____

Prepared by / date: _____

Approved by / date: _____

Next review / change trigger: _____

☐ Accurate load information and relevant risks shared
Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Feasible delivery windows and delay re-planning
Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ No unsafe performance incentives
Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Named safety contacts and consultation
Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Driver / vehicle / loading suitability checks
Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Safety concern escalation without pressure to continue
Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Incident notification and corrective actions
Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Risk-based evidence and assurance expectations
Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Change management and review frequency

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Legal review of final agreement

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Identify which party controls scheduling, loading, vehicle selection, premises and subcontracting; record the interfaces.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Check relevant licences, access permissions and competence for the actual task; record evidence references.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Request proportionate evidence of fatigue, speed, mass/loading and vehicle-condition controls rather than accepting a generic SMS claim.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Confirm loading responsibility, approved restraint plans and the competent verification process.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Check delivery windows, penalties, incentives and delay arrangements for pressure to operate unsafely.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Agree waiting, rest, loading and communication arrangements at both origin and destination.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Define how unsafe requests, defects, fatigue concerns and changed circumstances will be escalated.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Set requirements for subcontractor approval and equivalent verification at each material interface.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Agree incident/near-miss reporting times, evidence preservation and responsibilities for investigations.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Specify access to relevant assurance evidence while protecting worker privacy and commercially sensitive data.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Assign corrective-action owners, deadlines and proportionate interim controls for assurance gaps.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Monitor field performance and overdue actions throughout the contract, not only at onboarding.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

☐ Record change triggers and review after material changes to route, load, equipment, work pattern or contractor.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

- ☐ Escalate unresolved safety concerns and agree safe modification or suspension of work under appropriate commercial/legal advice.

Status: Yes / Gap / N/A _____ Evidence / reference: _____
Action / owner / due date: _____ Verified by / date: _____

Close-out and review

Outstanding actions / interim controls: _____

Verification evidence / reviewer / date: _____

Approval / next review date: _____

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Independent 2026 NHVR Master Code implementation template. The NHVR Code is guidance on the existing HVNL Primary Duty; it creates no new legal obligations. Adapt and verify before use. Not an NHVR form, audit certificate or proof of compliance. Source: <https://www.nhvr.gov.au/files/media/document/836/ricp-master-code-2026.pdf>