

INTERNAL REVIEW MATRIX

Date of Internal Review _____

Name of Reviewer(s) _____

Item for Review	Status of Review		Audit Comments
	OK	Improve	
Management System Overview			
Dimension & Load Check List			
Daily Vehicle Check List			
Trip Plan Sheet and Trip Records			
Fault Reporting and Repair Register			
Service Schedules and Maintenance Records			
Annual Compliance			
Health and Medical Certificates			
Vehicle Register			
Responsibilities			
Internal Review Process			
Workplace Conditions			
Incident Management			
Training and Education			
Document and Records			
Non-Compliance Management			
AMMS Loading Verification Records			

OK = Existing process is suitable

Improve = An improvement is required to the process

Signed: _____

Dated: _____

Signed: _____

Dated: _____

PLEASE NOTE:

- An internal review must be conducted at regular intervals (preferably quarterly, or on an annual basis) and when there is a major incident or a change occurs in the business.
- Preferably two people are required to conduct the Internal Review procedure; the system administrator and an "independent person".
- Use the internal review matrix as a guide to ensure all procedures and systems are reviewed.
- Ensure that the system complies with the appropriate standards and where appropriate, update the management system.
- Keep copies of review forms and audit reports for a minimum of three (3) years.