

INTERNAL REVIEW MATRIX

Date of review:

| Item for Review | Status of review | | Audit comments |
|---|------------------|---------|----------------|
| | OK | Improve | |
| Management System Overview | | | |
| Daily Check List | | | |
| Trip Plan Sheet & Trip Records | | | |
| Fault Reporting & Repair Register | | | |
| Service Schedules & Maintenance Records | | | |
| Annual Compliance | | | |
| Health & Medical Certificates | | | |
| Vehicle Register | | | |
| Internal Review Process | | | |
| Work Place Conditions | | | |
| Incident Management | | | |
| Training and Education | | | |
| Document & Records | | | |
| Non Compliance Management | | | |
| Quarterly Compliance Reports | | | |

Improve = Improvement required to the process

Signed:

OK = Existing process suitable

Note:

You must ensure that you conduct an internal review at regular intervals (eg 6 monthly) or at least on an annual basis.

Use the internal review matrix to ensure full coverage of the review on the procedure and systems.

Ensure that the system complies with the appropriate standards and where appropriate, update the maintenance system.

Keep copies of review forms and audit reports for a minimum of 3 years.

Prepare Compliance reports on the performance of the system and include:-

- The total number of daily checks performed and the number missed.
- The total number of services carried out and the number missed.
- The total number of fault reports submitted and the number NOT closed out.