



Levels of compliance:

Checking and monitoring process

Contractual compliance:

	Name	Tools and Guidance
Stage: A	<p>Compliant Contracts</p> <p>Relevant contracts include CLOCS-A work related road risk clauses</p> <p>Suppliers informed</p> <p>For new contracts use of pre-qualification questionnaire to ensure suppliers compliant prior to award</p>	<ul style="list-style-type: none"> • CLOCS-A.org.au • CLOCS-A Guide: Managing work related road risk in contracts • Example CLOCS-A contractual clauses • Example letter to suppliers • CLOCS-A compliance check leaflet
Stage: B	<p>Structured supply chain review</p> <p>There may be areas of the country where suppliers are not yet able to meet the requirements of the CLOCS-A Standard. You should complete a structured supply chain review to clearly demonstrate current capacity. You must give notice that compliance will be required within 6 months of advising them to do so, and clearly communicate what needs to be achieved if they wish to continue to win your work.</p>	<ul style="list-style-type: none"> • Example letter to suppliers <i>{Refer Attachment A }</i>
Stage: C	<p>Follow-up through contracts</p> <p>Check compliance against information held online</p> <p>Reminder to suppliers</p> <p>Make contact with supplier and agree remedial action</p> <p>Follow up on non-compliance reports received from on-site compliance checking</p> <p>Make contact with supplier and agree remedial action or take appropriate commercial action</p>	<ul style="list-style-type: none"> • CLOCS-A Accredited Companies check: www.clocs-a.org.au • CLOCS-A compliance check leaflet • Compliance check form • Non-compliance report template



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On-site compliance:

Name	Tools and Guidance
<p>Level: A</p> <p>Monitor compliance levels on-site</p> <p>Checks carried out using compliance check form</p>	<ul style="list-style-type: none">• Compliance check form and non-compliance report template• CLOCS-A compliance check leaflet• Workplace poster
<p>Level: B</p> <p>Warnings issued to non-compliant vehicles</p> <p>Checks carried out using compliance check form</p> <p>Compliance officer issues driver non-compliance notification</p>	<ul style="list-style-type: none">• Compliance check form and non-compliance report template• Driver non-compliance notification• CLOCS-A compliance check leaflet• Workplace poster
<p>Level: C</p> <p>Refuse access to non-compliant vehicles</p> <p>Checks carried out using compliance check form</p> <p>Vehicle and driver turned away as a material breach of contract has occurred.</p> <p>Recorded as a 'failed delivery'</p> <p>Driver issued with non-compliance notification</p> <p>Follow-up with operator through Stage C, Contractual Compliance</p>	<ul style="list-style-type: none">• Compliance check form and non-compliance report template• Driver non-compliance letter• CLOCS-A compliance check leaflet• Workplace poster

Further information:

www.clocs-a.org.au

Where vehicles/drivers are found to be non-compliant, you are encouraged to notify the relevant accrediting body directly, CLOCS-A at admin@clocs-a.org.au.