



HVA

READINESS

CHECKLIST



ARE YOU READY TO TRANSITION FROM NHVAS TO HVA?

The new Heavy Vehicle Accreditation (HVA) framework introduces a more holistic approach to compliance, placing greater emphasis on management accountability, documented systems, risk management, and continuous improvement.

Rather than assessing individual modules, HVA focuses on how your organisation manages safety across the entire business through an effective Safety Management System (SMS).

Transitioning to HVA is more than meeting a new standard, it's about demonstrating that your business has the leadership, processes, and evidence needed to effectively manage safety and compliance.

Use this checklist to benchmark your current level of preparedness, identify any gaps, and better understand where improvements may be required before your HVA audit.

HOW TO USE THIS CHECKLIST

Work through each section of the checklist and answer each statement with Yes (Y) or No (N). Award yourself one point for every Yes response.

Answer each question honestly to gain an accurate picture of your organisation's readiness for the transition to Heavy Vehicle Accreditation (HVA).

Once you've completed the checklist, total your score and refer to the readiness guide. If you've identified any gaps, the AuditCo team can help you develop a practical transition plan and prepare your business for a successful HVA audit.

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HVA READINESS CHECKLIST



READINESS AREA 1: LEADERSHIP & GOVERNANCE

Y N

- Senior management understands HVA requirements
- Responsibilities have been assigned
- Compliance objectives have been documented
- Safety policies have been reviewed

☐	☐
☐	☐
☐	☐
☐	☐

READINESS AREA 2: SAFETY MANAGEMENT SYSTEM

Y N

- Documented Safety Management System exists
- Risk register is current
- Hazard reporting process implemented
- Incident reporting procedure documented
- Corrective action process established

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

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HVA READINESS CHECKLIST



READINESS AREA 3: VEHICLE MAINTENANCE

Y N

- Preventative maintenance schedule documented
- Defect reporting system implemented
- Maintenance records retained
- Workshop inspections documented

☐	☐
☐	☐
☐	☐
☐	☐

READINESS AREA 4: DRIVER MANAGEMENT

Y N

- Driver induction completed
- Licence verification process
- Fatigue management procedures
- Competency assessments
- Training records maintained

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

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HVA READINESS CHECKLIST



READINESS AREA 5: OPERATIONS

Y N

- Journey planning process
- Load restraint procedures
- Mass management documented
- Chain of Responsibility obligations reviewed

☐	☐
☐	☐
☐	☐
☐	☐

READINESS AREA 6: INTERNAL COMPLIANCE

Y N

- Internal audits completed
- Management review undertaken
- Improvement actions closed
- Ready for external audit

☐	☐
☐	☐
☐	☐
☐	☐

FINAL SCORE

0–10	Significant preparation required	21–30	Almost HVA ready
11–20	Progress underway	31+	Well positioned for transition

Don't wait until your accreditation expires to begin preparing.

Businesses that start early have more time to strengthen their Safety Management System, close compliance gaps, and transition with confidence.

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