

Business Name / Logo

Full Business contact details

Reference #:
Date opened:
Job site:
Other:

Records are held at the above address

EXAMPLEPROCEDURE DOCUMENTATION SHEET - PDS (HVE)Page 1

Client:

Phone:

Address:

Mobile:

Veh. fleet #:

Email:

Order #:

Year:

Make:

Model:

VIN:

Hubo:

Km

Reg. #:

Veh. Class:

GVM:

kg

GCM:

kg

Wheelbase:

mm

Tare:

kg

Front:

kg

Rear:

kg

Work Description:

Delegated:

To:

1st Inspection:

Date:

Note:

Photos?

2nd Inspection:

Date:

Note:

Photos?

Final inspection:

Date:

Note:

Photos?

Welder:

Cert. #:

ISO9606

'or'

AS/NZS2980

Expiry:

Positions:

W.P.S. :

Record of cert:

Y / N

Rule(s):

☐ Heavy Vehicles - 31002

☐ Heavy Vehicle Brakes - 32015

☐ Vehicle Dimensions & Mass - 41001

☐ Vehicle Repair - 34001

☐ Passenger Service Vehicles - 31001

☐ Seatbelts & Seatbelt Anchorages - 32011

☐ Seat & Seat Anchorages - 32004

☐ Other

Standard(s):

☐ NZS 5446 - Drawbar / Drawbeams

☐ NZS 5467 - Light Towbars

☐ NZS 5450 - Fifth Wheels

☐ NZS5451 - Kingpins

☐ AS/NZS 4968 - Fifth wheels & Kingpins

☐ NZS 5444 - Load Anchorage Points

☐ Log Bolster Attachment Code

☐ Hazardous Substances - ACOP

☐ Other

Key references:

SODC #:

DC #:

Issuer ID:

Drawing #:

OEM information:

Y / N

Calculation I.D:

Completed by :

Issue date:

Component 1:

Identifier:

Rating:

Component 2:

Identifier:

Rating:

File content:

LT400 or SoDC

Y / N

Material specifications

Y / N

Welding/bolting procedures

Y / N

Inspection notes & sketches

Y / N

Proprietary component data

Y / N

Welder qualifications

Y / N

Photographs

Y / N

Calculations

Y / N

Testing records

Y / N

Vehicle info / data, LanData

Y / N

Drawings / fabricator instructions

Y / N

Residual life assessment

Y / N

Date closed:

Category:

Certifier:

ID:

I declare I am a Heavy Vehicle Specialist Certifier – Engineer and I hold a current valid appointment as an inspecting organisation and vehicle inspector. I certify that the vehicle component design and certification specified in this Procedure Document Sheet complies in all respects with applicable requirements for the aspect at the time of certification. I also certify that I have carried out my inspection and certification activities in accordance with the conditions and requirements of my appointment. To the best of my knowledge the information contained in this document is true and correct.

Signed

LT400 #

Expiry Date:

Km

Issue Date

Business Name / Logo

Full Business contact details

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EXAMPLE PROCEDURE DOCUMENTATION SHEET - PDS (HVE)

Page 2

Sketch's and free text notes:

Any extra inspections?

Any alternate rules or standards?

Any specific reference material?

Any factors to be taken into account?

Any written and agreed requirements?

Any reasonably foreseeable or special operating and load conditions?

Any critical dimensions (recorded)?

Any assumptions?

Any special actions?

Any professional statements / opinions issued?

If job not completed reason why and closing date

Mentee certification procedure

Mentor remedial action

Deligated tasks recorded?