



Records Policy Statement

ANC is committed to verifying the performance of our operations, and ensuring they are conducted in a safe and timely manner, and as such will keep records of:

- Both company and contract carrier vehicle details, including the make, model, registration number, year and the type and capacity of loads each vehicle can carry
- Drivers licences for all workers who operate a motor vehicle
- Other licences required to perform their job (e.g. high-risk work licence)
- Insurance certificate of currency
- Qualifications and training/competency records for all workers
- Workers hours, in accordance with our fatigue policy and procedures
- Incidents and injuries, and associated follow-up action and documentation
- Audit reports and internal review
- Any non-compliance/corrective action reports

All records will be kept in an appropriate, orderly and auditable manner, and will be kept for the minimum period as set out under the specific legislation relevant to the document in question e.g. Privacy act.

Authorised by: James Taylor

Position Title: Director

Signature: 

Date: 01st Dec 2021

Revision History

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This document cannot be modified without the approval of Risk and Safety Manager					Page 1 of 1