

## RESPONSIBILITIES OF ADMINISTRATION/COMPLIANCE MANAGER

- Follow all relevant procedures set out in the Dimension and Loading Management System
- Conduct reviews and audits as set out in the Internal Review Schedule
- Complete quarterly compliance statements
- Review all non conformances and follow up on corrective actions.
- Ensure all the elements of the Dimensions and Loading System are maintained and updated when required
- Ensure a copy of the Load Restraint Guide is available either in hard copy or electronically and all employees have access to the document.
- Ensure the drivers register is available and current
- Manage and liaise with external auditors ensuring all relative documentation is available and in an Auditable format
- Ensure that any Non Conformance is dealt with as per the Non Conformance Procedure
- Ensure all documents are appropriately reviewed, controlled and stored as per Document Control Procedure
- Participate in training and education programs provided.
- Ensure all procedures in the Dimension and Loading Management, Fatigue Management and Maintenance Management systems are current and all previous copies of the procedures are identified.

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Administration/Compliance Manager Name

Signed: ..... Date: .....