



### Guidelines for conducting Bus Operator Accreditation Scheme audits on operators with multiple accreditations

#### Introduction

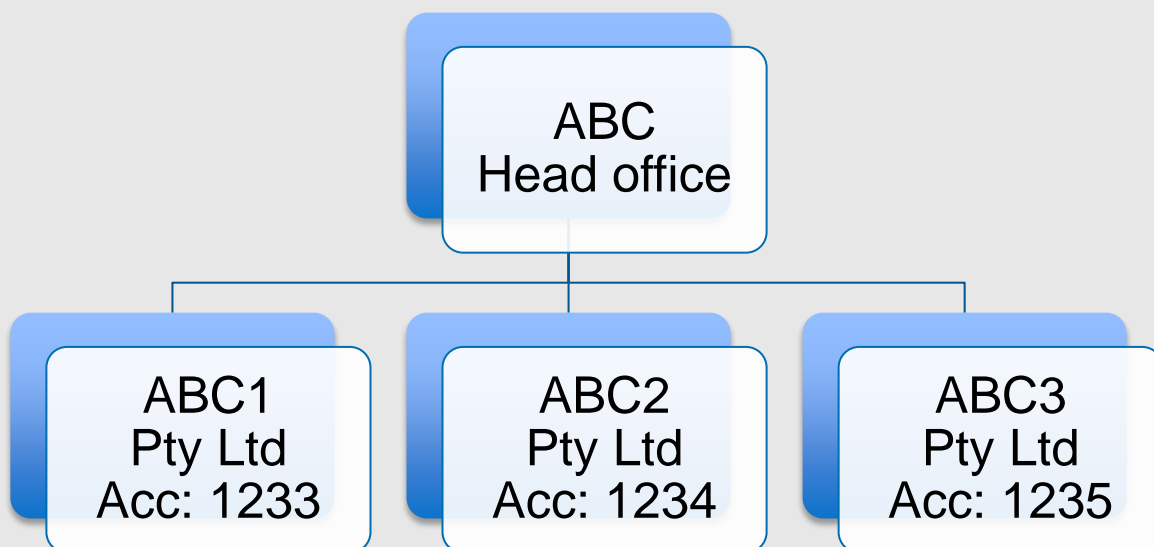
Under the Bus Operator Accreditation Scheme, some operators hold multiple accreditations.

#### Guideline

Where multiple accreditations exist, certain aspects of the Bus Operator Accreditation Scheme audit may be conducted once and adopted for all audit reports submitted for that operator. The example below illustrates this guideline.

#### Example

Company ABC group has engaged an auditor to conduct the required Roads and Maritime Services Bus Operator Accreditation Scheme audits on the three accreditations that they are associated with. The corporate structure of company ABC is shown below.



Company ABC maintains centralised information systems and records which are generic across all three accreditations. In this case, the audit of these centralised items does not have to be physically repeated three times if the systems being audited are the same and it can be determined that they are appropriate for each accreditation.

However, the items that relate to each specific accreditation (ie the requirements to inspect at least two buses operated under each accreditation) are to be audited separately.

Three separate audit reports for each ABC accreditation number are still required, which must include completion of all sections in the report.

For more information on this guideline please contact the Scheme Review unit on 02 6732 9101 or email [schemereview@rms.nsw.gov.au](mailto:schemereview@rms.nsw.gov.au).