Q-Ride Training and Assessment Audit Checklist

Name of Registered Service Provider:
_____

Name of Accredited Rider Trainer: _____

CRN _____ **Expiry date** _____

Date of Audit: _____**Audit Number**: _____**DMS File** _____

Location: _____

Name of Auditor: _____

Q-Ride program ☐ Yes ☐ No **Scope Letter provided to ART:** ☐ Yes ☐ No

Use of electronic recording advised to ART ☐ Yes ☐ No - **Eligible person's** ☐ Yes ☐ No

Eligible person's Details

Name		CRN	Class	M/bike Reg #	Completed
					☐ Off Road ☐ On Road
					☐ Off Road ☐ On Road
					☐ Off Road ☐ On Road
					☐ Off Road ☐ On Road
					☐ Off Road ☐ On Road
Reportable Incident ☐ Yes ☐ No		**Details:**			

Recording of General Observations

The Auditor will record general observations made during the onsite audit by:

- Completing this document during the on site audit
- Entering details of the observations in the Auditor's Diary
- Using electronic audio and visual recording equipment

Post Audit activities (indicated by *)

The auditor will:

- Review any electronic recording device used during the audit process and complete this document as to the observations

- Benchmark the audit observations for compliance with the Registered Service Providers Approved Documented Management Manual

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Compliance Code Legend

NA = Not applicable

NC = Non-compliance requiring rectification

V = Indicates compliance verified with the relevant standard

Nil = Not assessed at this audit

Standard 1: Business Requirements

Reference	Requirements	Code	Comments
1.1 Current structure of the organisation and its operation	• Sight accredited rider trainers Identity Card (Rider Trainer Accreditation) check for currency		

Standard 3: Equipment necessary for providing Q-Ride training

Reference	Requirements	Code	Comments
3.1: Provision of motorbikes (LAMS approved) **3.2 Inspection Certificate** **3.3 Registration and safety of motorbikes**	**Registration Details: (LAMS Approved)** ☐ ☐ ☐ ☐ ☐ **Current Certificate of Inspection** ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No **Registration Current?** ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No Comments:_____		
3.1: Provision of motorbikes (Non LAMS approved) **3.2 Inspection Certificate** **3.3 Registration and safety of motorbikes**	**Registration Details: (Non LAMS Approved)** ☐ ☐ ☐ ☐ ☐ **Current Certificate of Inspection** ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No **Registration Current** ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No Comments:_____		

Standard 4: Training Areas

Reference	Requirements	Code	Comments
4.1 Training Room*	• Training room or area is safe and suitable for conducting introductory training, theory lessons and discussions		
4.2 Training and assessment areas*	• Security procedures for public and participants are suitable (managed access breaches)		
	• The area is safe, has a smooth hard surface and is free of loose material		
	• *Dimensions, access points, surrounding roads, manoeuvres and any other significant issues are the same as advised to TMR		
	• Ensure other road users' safety was not compromised? (Includes on road)		

Standard 7: Provision of Q-Ride Training & Assessment

Reference	Requirements	Code	Comments
7.1 Documented Training Program*	Sight and review the RSPs approved documented training program and approval email. In particular each Units description of the training syllabus. ☐ Training venue for each unit ☐ Resources for each unit		
7.2 Train to program*	The accredited rider trainer/s trained the eligible person in accordance with the RSP's approved documented training process		
7.3 Documented assessment processes*	Review documented assessment process that includes the: ☐ Consistent Assessment Process		

Reference	Requirements	Code	Comments
	☐ How the CAP will be applied		
	☐ How and by whom the assessment of an eligible person's competency will be recorded.		
7.4 Assess to documented process*	The accredited rider trainer/s assessed the eligible persons in accordance with the RSP's approved documented assessment process		
Wearing a helmet	• Each Q-Ride eligible person correctly wears an appropriate motorbike helmet		
Displaying an L-Plate	• L-plates or the wearing of L-vests are displayed		
7.5 Protective clothing	• Verify eligible persons wear the listed protective clothing		
	• Verify the accredited rider trainer/s wear the listed protective clothing		
7.6 Separation procedure	The ART advised the eligible persons: • The responsibility for the eligible person to be accompanied by an accredited rider trainer during Q-Ride training		
	• The action to take if an eligible person becomes separated from the rider trainer while under their direction		
7.8 Other Records	• Eligible person receives instruction on wearing a motorbike helmet that meets AS 1698 or better		
	• The ART wears a motorbike helmet that meets AS 1698 or better.		
7.13 Student Trainer Ratio	• The ART student ratio does not exceed 1 to 5		

Standard 8: Code of practice for Q-Ride Training and Assessment

Reference	Requirements	Code	Comments
8.1 Code of Conduct	• Accredited rider trainer shows Accreditation ID if requested		
	• Rides in a professional, defensive manner, especially when demonstrating		
	• Complies with TMR Accredited Driver Trainer Code of Conduct		
	• Complies with RSP's Code of Conduct		

Consistent Assessment Process Units

Unit 1. Prepare motorbike for operation

1.1 Perform pre-ride safety check **Eligible person performs pre-ride motorbike safety check using motorbike manufacturer terminology.**	**Verified by Observation**	☐ CAP completed ☐ Checklist used by eligible person ☐ Delivery complies with RSP Manual* Comments:
Smooth hard surface, free of loose material is chosen for exercise		
Motorbike controls are identified and used according to manufacturer's instructions		
Electrical system is activated and items checked. (brake lights, tail, indicator, headlights, horn)		
Items are checked for cleanliness (mirrors, headlights, brake & tail lights, indicators)		
Motorbike is inspected for safe legal operation (tyres, registration label, chain guard, fluid leaks)		
Abnormal operation of controls or systems are noted for attention		
Electrical switches on handlebars and fuel tap are operated without being viewed		

1.2 Initiate regular maintenance and routine serviceEligible person identifies any required service	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* Comments:
Smooth hard surface, free of loose material is chosen for exercise		
Demonstrates knowledge of repair and maintenance items		
Fluid levels are checked as required by manufacturer (fuel, engine oil, hydraulic oil)		
Tyres are checked for correct inflation pressures		

Clutch & brake levers are not broken		
Excessive clutch and/or brake free play is identified		
Excessive chain/drive belt slack is identified		
Motorbike is checked for other wear requiring attention by eligible person or mechanic		

Consistent Assessment Process Units (Cont.)

1.3 Mount / Dismount motorbike. **Eligible person can mount and dismount a motorbike**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* Comments:
Smooth hard surface, free of loose material is chosen for exercise		
Front brake is applied before mounting motorbike		
Traffic is checked before mounting motorbike from the left side		
Side stand is fully retracted, or Motorbike is safely taken off centre stand		
Front brake is applied before dismounting motorbike		
First gear is selected (centre stand use only excepted)		
Side stand is fully extended		
Motorbike is dismounted from the left side		
Front brake is gently eased off, allowing motorbike to settle		
Eligible person locates and uses manufacturer's lifting points when placing motorbike on centre stand		

Unit 2 - Manoeuvre Motorbike at Low Speed

2.1 Posture **Eligible person adopts the specified posture that is comfortable and minimises fatigue**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* Comments:
Eligible person is seated squarely on the seat.		
Knees are kept close together/in to the motorbike		
Arms are kept slightly bent		
Instep of both feet are positioned on eligible person's foot pegs, toes facing slightly out (conventional style motorbike)		

Feet are positioned on eligible person's foot pegs (cruiser style motorbike)		
Feet are positioned forward against headboard (step-through motorbike)		
Shoulders are relaxed		
Rides with eyes level with the horizon, looking well ahead		

Consistent Assessment Process Units (Cont.)

2.2 Starting / stopping motorbike **Eligible person can safely start and stop the motorbike.**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* Comments:
Fuel tap position is checked for running		
Engine cut-off switch is set to 'run'		
Brake is applied, pulls clutch in, neutral selected		
Key on, engine is started, button is released immediately		
Clutch is slowly released		
Stopping engine –brake is applied		
Turn engine off		
Front brake and clutch levers are operated by all available fingers		

2.3 Move off and stop **Eligible person can successfully move off for a short distance and stop.**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* Comments:
Rides with eyes level with the horizon, looking well ahead		
Starts motorbike and selects first gear		
Friction point obtained and brake relaxed		
Throttle increased to suit load		
Clutch further released and brake released		
Throttle applied, clutch fully released slowly		
Exercises good control over clutch		
Foot returns to foot pegs as motorbike increases speed		

Both brakes used to stop the motorbike		
Pull clutch in, neutral selected		
Clutch released, brake remains on		

Consistent Assessment Process Units (Cont.)

2.4 Changing gears **Eligible person changes up and down gears to manufacturer's standards as required.**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* Comments:
Rides with eyes level with the horizon, looking well ahead		
Prepares for change by placing front of foot under gear shift lever		
Up-changes gears at the appropriate engine and road speed		
Throttle and clutch are operated simultaneously		
Clutch is released gently		
Prior to changing down, appropriate road speed is obtained		
Prepares for change by placing foot above gear shift lever		
Throttle and clutch are operated simultaneously		
Clutch is released gently		
Release pressure on gear shift lever after each change		

2.5(a) Perform low speed manoeuvres **Eligible person successfully negotiates a marked course in no less than 11 seconds, maintaining control and balance within specified parameters in Appendix A.**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* Comments:
Eligible person maintains correct posture		
Maintains balance. No excessive steering input.		
Wheels kept within marked course		
Maintains constant throttle		
No markers are hit during exercise		

Manoeuvre completed in not less than 11 seconds		
Exercises are marked out to the required competency standards when eligible persons are being assessed.		**Measurement Complies** **☐ Yes ☐ No ☐ Timed**

Consistent Assessment Process Units (Cont.)

2.5(b) Perform low speed manoeuvres. **Eligible person successfully completes four Figure 8 in 50 – 80 seconds within specified parameters in Appendix B.**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* Comments:
Eligible person maintains correct posture		
Maintains balance. No excessive steering input.		
Eligible person looks in the direction they are intending to go		
Motorbike kept within specified limits of the course		
Uses throttle to assist control		
Maintain correct gear for motorbike speed		
No markers are hit during exercise		
Exercises are marked out to the required competency standards when eligible persons are being assessed.		**Measurement Complies** **☐ Yes ☐ No ☐ Timed**

Unit 3. Control Motorbike at Road Speeds

3.1(a) Carry out counter steering manoeuvreEligible person successfully completes a slalom exercise within the specified parameters in Appendix C.	**Verified by Observation**	☐ CAP completed ☐ Checklist used by Eligible person riders ☐ Delivery complies with RSP Manual* Comments:
Eligible person maintains correct posture		
Throttle use is controlled		
Eligible person extends arm and makes pronounced handlebar movements (counter-steering)		
7 directional changes are executed		
Speed is appropriate to allow counter-steering		
Clutch to remain fully released		
Maintain correct gear for motorbike speed		
Motorbike is not allowed to go excessively wide		
No markers are hit during exercise		
Exercises are marked out to the required competency standards when eligible persons are being assessed.		**Measurement Complies** **☐ Yes ☐ No**

Consistent Assessment Process Units (Cont.)

3.1(b) Carry out counter steering manoeuvreEligible person to successfully undertake a crash avoidance counter steering exercise within the specified parameters in Appendix D.	**Verified by Observation**	☐ CAP completed ☐ Checklist used by Eligible person ☐ **Delivery complies with** RSP Manual* Comments:
Eligible person maintains correct posture		
Speed is maintained within limits of 40-50 km/h		
Eligible person extends arm and makes pronounced handlebar movements (counter-steering)		
Motorbike remains within marked parameters on approach and departure		
No markers are hit during exercise		
Eligible person maintains control of the motorbike		
Exercises are marked out to the required competency standards when eligible persons are being assessed.		**Measurement Complies** ☐ **Yes** ☐ **No**

3.2(a) Execute braking procedures **Eligible person to successfully undertake a controlled stop at a designated position.**	**Verified by Observation**	☐ CAP completed ☐ Checklist used by Eligible person riders ☐ Delivery complies with RSP Manual* Comments:
Eligible person maintains correct posture		
Eligible person stops motorbike as close as practicable to designated position		
Both brakes are applied together		
Majority of braking effort is taken by the front brake causing progressive compression of the front suspension		
Right wrist is rolled forward during braking		

Any skidding is controlled by relaxing and reapplying pressure on relevant brake		
First gear is selected prior to stopping		
Clutch is fully released between gear changes		
Eligible person stops with left foot down		
Rear brake remains on after stopping		
Exercises are marked out to the required competency standards when eligible persons are being assessed.		**Position Indicated** ☐ **Yes** ☐ **No**

Consistent Assessment Process Units (Cont.)

3.2(b) Execute braking procedures. Eligible person to successfully undertake an emergency stop on demand from an approximate speed of 40 km/h within 18m.	**Verified by Observation**	☐ CAP completed ☐ Checklist used by Eligible person riders ☐ Delivery complies with RSP Manual* Comments:
Eligible person maintains correct posture		
Exercise is commenced from approximate speed of 40 km/h		
Eligible person does not pre-empt signal		
Eligible person stops motorbike as quickly as possible and within 18 metres		
Both brakes are applied together		
Majority of braking effort is taken by the front brake causing distinct, progressive compression of the front suspension		
Right wrist is rolled forward during braking		
Any skidding is controlled by relaxing and reapplying pressure on relevant brake		
Eligible person stops with left foot down		
Eligible person maintains balance and control of motorbike		
Rear brake remains on after stopping		
Exercises are marked out to the required competency standards when eligible persons are being assessed.		**Distance Indicated** **☐ Yes ☐ No**

Consistent Assessment Process Units (Cont.)

Unit 4 Apply Roadcraft (4.1 Defensive Riding principles refer to Theory Session Page)

4.3 Apply Roadcraft **Eligible person can safely operate and ride a motorbike on public roads, obeying all traffic rules.**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* ☐ Video Reviewed Comments:
Eligible person maintains posture		
Monitors road position and adapts to suit environment		
Demonstrates legal riding in marked lanes		
Adopts correct road position before, during and after turns		
Demonstrates a safe following distance		
Identifies and responds to hazards early by consistently scanning		
Frequent use of mirrors		
Mirrors and shoulder checks are undertaken before changing direction		
Applies the System of Vehicle Control to all hazards (including corners)		
Negotiates roundabouts correctly		
Demonstrates courtesy to other road users		
Gives way as required		
Obeys all traffic controls (signs, signals, road markings)		
Stops at appropriate position on road at traffic controls		

Negotiates hazards in a safe manner		
Maintains a safe speed		
Correct operation of turning indicators		
Maintains defensive riding techniques		

Consistent Assessment Process Units (Cont.)

4.4 Manage riding situations **Eligible person can safely control a motorbike to manufacturer's standards on public roads.**	**Verified by Observation**	☐ CAP completed ☐ Delivery complies with RSP Manual* ☐ Video Reviewed Comments:
Eligible person starts off in a smooth manner		
Controls are operated to manufacturer standards without looking at them		
Transmission and engine are operated appropriately to manufacturer's requirements		
All gear changes are made without clashing or excessive slipping of clutch		
Engine speed kept to within manufacturer's requirements		
Eligible person demonstrates smooth, controlled hill starts		
Rides within motorbike's limitations		
Demonstrates a knowledge of motorbike dynamics		
Avoids specific hazards (slippery surfaces; animals, etc)		
Eligible person is able to successfully negotiate road environments stated in Range of Variables Scope B and C.		

Unit 4.1 Theory Sessions (Subjects covered) *Mandatory Subjects

Protective clothing ☐ Helmet ☐ Coat ☐ Gloves ☐ Eye protection ☐ Shoes	**Road ride** ☐ *Separation policy ☐ Riding position (Staggered/inline/turn position)
***Reaction braking times** ☐ Reaction time (Stopping distances mps) ☐ Doubling of speed	***Following distance requirements** ☐ Calculation ☐ Safety compromised (Action to take) ☐ Consequences ☐ Adverse conditions
Road position ☐ Road surface ☐ Overtaking ☐ General / marked lanes ☐ Car blind spot ☐ Paint / Inspection covers ☐ Curves ☐ Parked vehicles ☐ lanes ☐ Approaching vehicles ☐ Gravel ☐ Crests ☐ Following HV ☐ Approaching intersections	**Road law** ☐ Give way (pedestrians/vehicles) ☐ Roundabouts ☐ Merging ☐ Traffic signs (stop/give way/other) ☐ Traffic lights ☐ Indicator requirements ☐ Lane splitting ☐ Road markings
***Consequences to alternative actions** ☐ Going right ☐ Corners ☐ Going left ☐ Intersections ☐ Crest ☐ Other	**Turn position** ☐ Left ☐ Right ☐ Mirrors ☐ Shoulder checks
***Hazard perception techniques / Scanning** ☐ Hazards (Definition) ☐ Vision techniques ☐ Eye contact ☐ Active scanning (Frequency) ☐ Corners ☐ Commentary ☐ Consequences	**Braking** ☐ Front/rear proportion ☐ Effect on front tyre ☐ Wet roads effect ☐ Cornering ☐ Rolling throttle off ☐ Effect of speed on braking distance
Cornering ☐ Limit point ☐ Entry/exit line ☐ Left ☐ Right ☐ Tyre grip trade-off ☐ Advisory signs	**Licence requirements** ☐ Pillion ☐ Alcohol
Distractions ☐ Vehicles (mobiles/inside vehicle) ☐ Opposite sex etc	**Safety zone around motorbike** ☐ Sides ☐ Front ☐ Rear (Vehicle too close)

☐ Drugs (legal/illegal) ☐ Alcohol ☐ Fatigue / Emotion (Cause & effects) ☐ Ego (Cause & effects)	☐ System of Vehicle Control **Night riding** ☐ Over-riding headlights ☐ Where to look
Video **Title** ……Subjects: ☐ Posture ☐ Braking ☐ Setting up your motorbike ☐ Defensive Riding Techniques ☐ Hazard Avoidance	

On Road Environments Assessed (Manual Input)
Time Commenced:_____ Time finished:_____

Stop Signs	Give Way signs	Roundabouts	Traffic Lights	Lane Changes
Straight	**Straight**	**Straight**	**Straight**	**L – R**
Left	**Left**	**Left**	**Left**	**R - L**
Right	**Right**	**Right**	**Right**	**Merging**
Right Turn	**Left Turn**	**U Turn**	**Hill start**	**Scanning Techniques**
Speed Zones	**Road markings**	**Road Surfaces**		
Lower **Higher**		☐ Gravel ☐ Wet ☐ Road Works		

Video review of Road Ride

Duration of Road Ride ☐ Training Time ……☐ Assessment Time ……...……

☐ Road Environments Adequate ☐ ART Compliance to Road Rules

☐ Separation Policy compliance ☐ Eligible person Compliance with Road Rules

Non Conformance Comments:

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_____

Audit closing meeting topics

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_____

Name of Auditor: _____

Signature of Auditor: _____ **Date:** _____