

# Defect identification, reporting, and clearance

The excerpt from the BSR is as follows:

## BSR Sch 4.7 Defect identification, reporting and clearance

Systems, processes and procedures to ensure that defects in buses are identified, recorded, reported and rectified.

### What does this mean – what do you need to do?

An accredited operator is required to have a system, process and procedure for the identification, reporting, and clearance of defects.

A defect reporting system should allow for any defect that is identified during scheduled maintenance or any inspection, or becomes apparent whilst the bus is being operated, is to be recorded and reported to a person responsible for actioning the defect.

The system should also have a method of preventing a defective bus from being used, this may include a 'do not use – bus is defective' sign that is placed on the steering wheel of the said bus to alert other bus safety workers to the condition of the bus.

The system should also incorporate a method for recording when the repair or rectification of the defect has been successfully completed.

### Defect report

The defect report must allow for the recording of defect itself, the bus registration number, the odometer reading, the date the defect was reported and by whom it was reported, and whom it was reported to. The following is an example:

Name of operator: School A

Registration number: BS00AA

Item No.	Odometer	Date reported	Description of bus defect or symptoms	Reported by:	Reported To:
1	12,564	8/9/10	Fluid leak at power steering pump	J Smith	F Blank
2	18,999	21/2/11	Brake lamps not working	J Smith	F Blank

## Defect clearance report

The defect clearance report must allow for the recording of the corrective action, the bus registration number, the odometer reading, the date the defect was cleared and by whom it was cleared. The following is an example:

*Name of operator: School A*

*Registration number: BS00AA*

<b>Item No.</b>	<b>Odometer</b>	<b>Date cleared</b>	<b>Action taken</b>	<b>Cleared by</b>
<b>1</b>	12,564	8/9/10	Power steering pump replaced by ABC Mechanical Repairs Pty Ltd.	J Smith
<b>2</b>	18,999	24/2/11	Stop switch replaced by ABC Mechanical Repairs Pty Ltd.	J Smith