



ONTARIO CARRIER SELF-AUDIT · HTA & NSC STANDARDS

15-Point Fleet Compliance Check

A practical self-audit of driver qualification, hours of service, vehicle maintenance and operational safety — aligned to Ontario's *Highway Traffic Act*, its regulations and the National Safety Code.

CARRIER NAME

CVOR NO.

COMPLETED BY

DATE

Tick **Yes** only when the item is in place **and** the records would stand up to an MTO facility audit today.

A DRIVER QUALIFICATION & LICENSING		YES	NO	N/A
1	Valid Commercial Licence & Endorsements Every driver holds a valid, unsuspended Ontario licence for the class of vehicle operated (e.g. Class A/AZ, D/DZ), with the Z air brake endorsement where required. Ref: HTA s. 32 · O. Reg. 340/94	☐	☐	☐
2	Commercial Medical Reports Current Medical reports are submitted to MTO on schedule (every 5 years under age 46, every 3 years age 46–64, annually at 65+) and renewal dates are tracked in each driver file. Ref: O. Reg. 340/94 · NSC Std. 6 (Driver Fitness)	☐	☐	☐
3	Driver Abstracts Reviewed An MTO driver abstract is on file for every driver, pulled at hire and at least every 12 months, and reviewed for convictions, demerit points, suspensions and medical due dates. Ref: HTA s. 16 · O. Reg. 424/97 · NSC Std. 15	☐	☐	☐
4	Training Records on File Proof of Class A MELT, TDG training certificate (valid 36 months), WHMIS, company orientation and in-cab / in-yard training is filed and current for each driver. Ref: O. Reg. 340/94 (MELT) · TDG Regs Part 6 · NSC Std. 15	☐	☐	☐
B HOURS OF SERVICE & ELECTRONIC LOGGING		YES	NO	N/A
5	Certified ELD in Every Unit Each commercial motor vehicle requiring logs uses a third-party certified ELD (enforced in Ontario since January 1, 2023); unidentified driving records are reviewed and assigned. Ref: O. Reg. 555/06 s. 18 · NSC Std. 9	☐	☐	☐
6	Logs Audited Against Supporting Documents Daily logs are spot-checked against fuel receipts, toll records and bills of lading; records of duty status and supporting documents are kept for at least 6 months. Ref: O. Reg. 555/06 ss. 26, 29 · NSC Std. 9	☐	☐	☐
7	Daily & Cycle Limits Respected Drivers stay within 13 h driving / 14 h on-duty / 16 h elapsed per day with 10 h off-duty; Cycle 1 (70 h / 7 days) or Cycle 2 (120 h / 14 days); 36 h / 72 h resets documented. Ref: O. Reg. 555/06 ss. 5, 6, 13, 14 · NSC Std. 9	☐	☐	☐

C VEHICLE MAINTENANCE & INSPECTIONS		YES	NO	N/A
8	Daily Trip Inspection Completed Drivers complete and sign a daily trip inspection to the applicable schedule (Schedule 1 for trucks and trailers); the report is carried in the vehicle and valid for 24 hours. Ref: O. Reg. 199/07 · Schedule 1 · NSC Std. 13	☐	☐	☐
9	Defects Reported & Repaired Minor defects are repaired before the next daily inspection is due; no vehicle with a major defect is driven until it is repaired; every repair is documented and signed off. Ref: O. Reg. 199/07 · NSC Std. 13	☐	☐	☐
10	Annual / Semi-Annual Inspection Current Every truck, tractor and trailer has a valid Annual Inspection (Semi-Annual where required, e.g. buses) from a licensed Motor Vehicle Inspection Station, with decal and certificate on file. Ref: HTA s. 107 · O. Reg. 611 · NSC Std. 11 Part B	☐	☐	☐
11	Preventive Maintenance Program A written PM schedule services each unit at set kilometre or time intervals, not only after breakdowns; maintenance and repair records are kept per unit for the required period. Ref: O. Reg. 199/07 · NSC Std. 11 Part A	☐	☐	☐

D OPERATIONAL SAFETY & ADMINISTRATION		YES	NO	N/A
12	CVOR Certificate & Record Monitored A valid CVOR certificate is in place with a copy in each vehicle; the CVOR record is reviewed regularly, keeping the violation rate under MTO's 35% warning-letter level (50% audit, 85% interview). Ref: HTA s. 16 · O. Reg. 424/97 · NSC Std. 7 & 14	☐	☐	☐
13	Cargo Securement Compliance Loads are secured to NSC Standard 10 (aggregate working load limits, tiedown counts, commodity-specific rules); straps, chains and binders are inspected and replaced when worn. Ref: O. Reg. 363/04 · NSC Std. 10	☐	☐	☐
14	Collision Register Maintained Every collision is logged; those with injury or over \$2,000 in damage are reported to police; preventability reviews are documented and reconciled against the CVOR record. Ref: HTA s. 199 · NSC Std. 15	☐	☐	☐
15	Written Safety & Progressive Discipline Policy A documented safety program sets out driver monitoring, progressive discipline and retraining for HOS, inspection and conviction issues — and is signed by each driver. Ref: HTA s. 16 · NSC Std. 15 (Facility Audit)	☐	☐	☐

YOUR RESULT

TOTAL "YES" / 15	15 • Audit-ready. Keep records current and re-check quarterly.	12-14 • Minor gaps. Close them before your next renewal or audit.
	8-11 • Significant gaps. Real exposure on a facility audit.	0-7 • High risk. CVOR record and safety rating at risk — act now.

Not sure where your fleet stands?

Canam Fleet Safety Group offers a full compliance review against this checklist — driver files, HOS/ELD, maintenance records, CVOR and policy.

437-873-5385
canamfleetsafetygroup.com

This checklist is a general self-assessment guide based on the Ontario Highway Traffic Act, its regulations and National Safety Code standards; it is not legal advice. Requirements vary by vehicle type and operation — always confirm against the current regulations at ontario.ca/laws. © 2026 Canam Fleet Safety Group. All rights reserved. Not to be copied or redistributed without written permission.