

Company X

Mass Management

System

For Bulk Haulage services from ABC Mine
Site to Various Sites

1. Responsibilities

The authorities, responsibilities and duties of all positions involved in the management, operations, administration, participation in and verification of the Mass Management System are current, clearly defined and documented below.

Position	Authorities, Responsibilities and Duties		
Director	Company X directors are responsible for overseeing all activities undertaken by staff. Directors shall have the final signature on all documents.		
Operations Manager	Ensures all employees have received sufficient training and that records and paperwork is up to date. To also conduct internal audits and keep registers to ensure records are available for external audit at any time. To ensure overall compliance with the MMS including vehicle updates.		
Transport Manager	Make sure that vehicles are regularly maintained and over see that drivers are completing paperwork so that it is able to be audited.		
Administration	Data entry is a priority, making sure that all dockets and fault sheets are passed on to managers to be actioned and to ensure paperwork is filed correctly and readily available for audit.		
MC Drivers	To ensure that MMS rules are followed and complied with, to ensure they understand the weight requirements and do not exceed them and to ensure that all paperwork and documentation has been correctly completed. To ensure that they are checking and monitoring the digital read out on the weighbridge when loading.		
Workshop Staff	Make sure that procedures are followed when attending to maintenance and suspension management. To ensure that all faults recorded by drivers are attended to at the appropriate times.		
Position	Name	Contact Phone	Contact Email
Director			
Director			
Operations Manager			
Transport Manager			
Administration			
Workshop Manager			

2. Vehicle Control

A comprehensive register of all vehicles that are required to carry out haulage on the concessional loading scheme is kept to ensure they are compliant with rules and guidelines. In addition Vehicle files are stored in the main office at Company X Depot, located at 123 ABC Street. The files contain vehicle registration certificate, mass permits, gazettes and all other relevant permits relating to that particular vehicle.

Managers within Company X are responsible for keeping all records up to date and valid. All management plans within Company X are reviewed on a half yearly basis where a thorough internal audit is carried out identifying any updates that need to be made. If and when these changes need to be made, the operations manager shall be responsible for notifying the relevant bodies of these changes.

Mass limits are detailed during inductions and they are also imprinted in the front of driver docket books to ensure that they are always readily available for reference.

Vehicle Rego	Fleet No	GCM	Man. GCM	Tare
		42000	98000	10780
		43000	120000	10300
		42500	155000	12460
		42500	131000	11560

3. Vehicle Use

All vehicles and their drivers will be aware of the loading procedures associated with loading their vehicles. Loading limits are given to drivers during training and inductions and a copy of their legal weights is listed in the front of their daily docket books. The loading of Company X vehicles at the site will be on a fully certified and registered weighbridge.

Each axle group will be on its own individual weighing plate with 150mm x 600mm LED readouts facing the loader driver which will display each individual axle group separately, it also gives a total gross weight. National weighing and instruments will be certifying the weighbridge and as a contingency measure every 10 loads will be taken across another weighbridge to verify as a double check to ensure our first method of weighing is accurate.

4. Certified Weighbridge

National Weighing and Instruments supply and certify the multi-plate weighbridge installed at the ABC mine site. They are accredited by the *National Measurement Institute* and are compliant with National Measurement Legislation and Regulations. Company X concessional operations only load from this single mine site location. The certificates of Approval by the *National Measurement Institute* for both the weighbridge and the digital indicator have been

provided to Main Roads WA and the weigh bridge is approved under the 'AMMS Approved Supplier Member List' published on the Main Roads website.

5. The Product- Bulk Product

The bulk product is a [REDACTED] composed of [REDACTED], having the chemical formula of [REDACTED]. It is an [REDACTED] most commonly found in [REDACTED] in association with [REDACTED]. The bulk product is often used as a [REDACTED] but also forms the main constituent in many forms of [REDACTED], and [REDACTED]. Clean, high quality bulk product is in high demand and only a hand full of viable locations are able to be mined for their high quality. When mined for the purposes of [REDACTED] production the bulk product is in a [REDACTED] form which is [REDACTED]. When left out in dry weather moisture quickly evaporates, leaving a heavy dense raw material.

6. Product weight verification

The product being carted [REDACTED] is very consistent in its bulk density, the stock piles must sit in stock pile until they [REDACTED]. This ensures that all loads taken are of similar conditions. Records and measurements of the product are controlled and maintained by Company ABC.

The bulk product is a heavy product loading at [REDACTED] per cubic meter. Its weight and density means that it does not shift in the trailer during transit. As the trip from Point A to Point B is not a timely trip and as all Company X trailers are fully water tight sealed, there is no option given for the product to change its density or moisture content, which means the product will not be given a chance to shift over the axles during transit. All our vehicles have road friendly airbag suspension ensuring a smooth journey for the product and eliminating any movement of the product over axles.

If the onsite weighbridge fails at any point, a nearby public weighbridge will be used to ensure weights are still controlled. In this event Company X will drop weights back down to before concessional weights to ensure compliance. The weighbridge is serviced locally to prevent any long delays in the event that the weigh bridge encounters complications.

7. Loading of Product

Delivery dockets and weighbridge print outs are given to both the client and a copy is kept by us to ensure weight limits are adhered to. These dockets show the time and date the load was weighed, a gross, tare and nett weight and also the vehicle and driver name. The weigh docket shows the gross mass and axle group loadings and must be attached to the delivery docket copy along with the concessional loading form for all concessional operations. When loading vehicles a loading procedure is followed (please refer to attached procedure). Loading procedures allow for the weights to be 250kg short of the allowable mass on each axle groups to ensure overloading does not occur. This forms a contingency measure in our Mass Management System to account for any discrepancy in weigh bridge read outs.

A front end loader provided by ABC mine site will be used by Company X drivers to load the product into the trailers. All drivers carrying out this task have current tickets and VOC's. Although the front end loader has no direct weighing mechanism, when loading the trailers the driver will have full view of the LED read outs ensuring they are aware of the weights being loaded over each axle.

8. Records and Documentation

All vehicles allocated to the Mass Management System have a hard copy of the MMS manual located in their cab. This manual can easily be accessed in the case that it needs to be referenced. A master copy will be located in the main office at 123 ABC Street and a soft copy will be kept on the company hard drive.

At a driver induction, drivers are informed of how to properly fill in and complete their docket which will provide the following;

- Vehicle registration number or fleet number
- The measured Gross, Net and Tare weights for their loads
- The date the load was carried
- The start and finish time of the trip.

Along with this information on daily dockets, drivers using vehicles approved for the Mass Management System will also be required to complete a Concessional Loading sheet, this sheet details the above mentioned as well as requiring drivers to sign a declaration stating they have followed procedures and guidelines when loading their vehicle. This form adds to our compliance with chain of responsibility legislation.

Daily dockets, concessional loading forms and weighbridge dockets (showing date, time and axles weights) will be handed in on a weekly basis, as the drivers are required to be based two hours away from Company X depot and head office. These dockets will be checked and signed off by the Transport manager and a register will be kept of all weights, dates and times of loading to ensure that all vehicles are compliant with their weights and loading procedures and also to make sure that an auditable record is generated.

Company X management are fully aware of the Mass Management System and its requirements and are available via mobile phone any time of day to attend to driver queries.

9. Internal Review

Audits and reviews are an important part of Company X's Mass Management System. Internal reviews are conducted every quarter by the operations manager. The reviews are conducted in accordance with the internal review planner and a copy is attached to this management plan. Company X is audited every 12 months by an external auditor whose report is directed to Main Roads of Western Australia.

During quarterly audits/reviews any non-compliances that are brought to light are documented and attended to. Corrective actions are put in place to ensure that these non-compliances do

not arise again. Corrective actions are made public within the staff community at tool box meetings, to further ensure non-compliances do not arise again. Company X's quarterly reports are made available to clients and local government agencies upon request. The operations manager is responsible for updating the Mass Management System procedures from time to time when necessary.

10. Training and Education.

Training is supplied to all drivers upon inducting into our company. Employees that are already inducted into Company X will be trained in the Mass Management System separately. For non-conformances that are specific to one driver, that driver will be given more training on the area of the management plan that is not being conformed to.

Training will consist of a physical and theoretical test to verify competence in using a Front End Loader to load product into trailers. They will also be taken through weigh limits and journey plans to ensure they have a solid understanding of the task that is required of them.

Drivers will be asked to sign a declaration to state that they understand the procedures of the Mass Management System and that they understand their responsibilities to ensure their compliance. An example of this declaration accompanies this management plan.

11. Suspension Maintenance

Every 6 months a roadworthy certificate is produced and signed off on by Company X directors, by signing and completing this road worthy certificate it can be assumed that all vehicles have had their suspension checked and be confident that the suspension meets manufactures specifications.

All company vehicles are serviced by our own qualified mechanics with over 10 years' experience. Newer vehicles are under contract with their manufacturer (Volvo, Scania etc.) and are serviced by their fully qualified mechanics.

Company X

INDUCTION COMPLETION DECLARATION

I, the undersigned, declare that I have sat a Company X induction and now fully understand my responsibilities as an employee.

I have been given the following documents;

- Company X Individual Employment Agreement
- Company X Hand Book
- Company X Policy and Procedures
- Company X Mass Management System Manual

I have read through, signed and I am fully aware of my requirements as well as the requirements of Company X during my employment with the company.

I have signed all appropriate documents including those stated above and the following;

- Drug and Alcohol policy statement
- Communication Awareness statement
- Fatigue Management statement
- Maintenance Management policy statement
- Statement of Responsibilities
- Concessional loading training

I am aware of the incident reporting requirements and that in an event that is unsafe or in conditions that pose a risk to myself or those around me, I am to call management staff to gain instructions on what actions need to be taken.

Name: _____

Witness: _____

Signed: _____

Name: _____

Date: _____

Date: _____

Company X

Internal Review Planner

	Nominate Month/s												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
MAINTENANCE STANDARDS													
Mass Management System Overview			X			X			X				
Daily check list	X	X	X	X	X	X	X	X	X				
Vehicle Trip Sheet	X	X	X	X	X	X	X	X	X				
Start Up Procedure	X	X	X	X	X	X	X	X	X				
Fault Report	X	X	X	X	X	X	X	X	X				
Fault Repair	X	X	X	X	X	X	X	X	X				
Service Schedules	X	X	X	X	X	X	X	X	X				
Maintenance Records	X	X	X	X	X	X	X	X	X				
Annual Roadworthiness			X			X							
Vehicle Register			X			X			X				
Responsibilities	X	X	X	X	X	X	X	X	X				
Internal Review Process			X			X			X				
Training and Education	X	X	X	X	X	X	X	X	X				
FATIGUE STANDARDS	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Scheduling	X	X	X	X	X	X	X	X	X				

Company X

STANDARD OPERATING PROCEDURE LOADING BULK HAULAGE TIPPERS

	Name	Position	Date
Created By:	[REDACTED]	HSE Advisor	01/12/2014
Reviewed By:	[REDACTED]	Director	02/12/2014
Authorised By:	[REDACTED]	Director	02/12/2014

Review Date: 01/12/2014

ACTIONS TO COMPLETE TASK

TASK STEP	PROCEDURES
1. Enter Site	<ul style="list-style-type: none"> Drive to the road conditions. Follow speed limit designated at specific sites. Always follow site specific requirements and approach weighbridge slowly.
2. Drive onto weighbridge	<ul style="list-style-type: none"> Drive slowly onto weighbridge ensuring that the truck is lined up with the centre of the bridge. You must ensure all axels are lined up with weighing pads so that weights will be accurate.
3. Operating Loader	<ul style="list-style-type: none"> Follow safe working method for operating a Front End Loader. Ensure all checks have been completed before attempting pick up product and load trailers.
4. Loading Trailers	<ul style="list-style-type: none"> Ensure that a clear view of the LCD readout screens are in sight before attempting to load. A load of product should be placed over the drive axels and then a load over the rear axels to ensure the load is even in the trailer. Continue this method until the weight reaches approximately 1.5 tonne under the compliance weight. Once this weight is achieved slowly add small amounts of product to each axle group until a compliant weight is reached.
5. Conduct visual inspection of road train	<ul style="list-style-type: none"> Once loading is complete ensure there is no damage to the trailers and that all trailers are locked and chains tight before moving off.
6. Drive off weighbridge	<ul style="list-style-type: none"> When leaving weigh bridge ensure the truck and trailers have completely cleared the weighbridge before commencing to turn. This will ensure that the trailers do not come into contact with the sides of the bridge.

Company X

7. Leaving Site	<ul style="list-style-type: none"> When leaving site make sure you engage in radio contact with site supervisor to inform completion of loading.
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HAZARDS ASSOCIATED WITH TASK

HAZARD	RISK RATING
Inexperienced operators causing damage to equipment	Low
Hydraulic Hoses bursting causing hydrocarbons to spill on the ground – environmental hazard	Low
Operators not wearing seatbelts while operating equipment causing injury	Medium
Operators unfamiliar with site or equipment causing injury or damage	Medium
Inadequate lighting causing poor visibility	High
Uneven surface on pad causing damage or rollover	High
Vehicle collision with other equipment or loaders	High
Poor design of stockpiling causing difficulties in unloading	Medium
Failing to tip trailers in correct order	Low
Engaging PTO before stopping vehicles damaging hydraulics	High
Turning the road train sharply causing damage to tyres	High
Failing to ensure the bowls have lowered before turning	High
Operator fatigue causing crash and injury to operator	High
Going under silos causing damage to vehicle and silo	High
Collision with light vehicles	Low
Failure to follow road rules set out by the site	Low
Driving off without raising trailer legs	Medium
Making sure all lines are reconnected/disconnected	Medium
Parking trailers in an uneven area causing difficulties coupling up	Low
Failure to wear appropriate PPE which results to injury to operator	High
Hydrocarbon spills onto product contaminating the product	High
Getting tangled up in hoses and falling off the back of the Prime Mover	High

PERSONAL PROTECTIVE EQUIPMENT REQUIRED FOR TASK

- Long Sleeve Hi-Vis Shirt with Collar
- Steel Capped Safety Boots
- Long Trousers
- Safety Glasses
- Safety Helmet
- Gloves

(PPE is to be worn at all times when carrying out works on any site)

NOTE: When carting loads at concessional mass limits, this standard procedure for loading bulk haulage tippers should be read in conjunction with Company X Mass Management System (MMS Manual) located in the cab of each vehicle and from Company X Management, to ensure all loading and mass requirements are adhered to.

Company X

Concessional Loading Form

(Must be attached to your daily dockets for loads operating at concessional mass limits)

Job Details	
Date:	Time:
Truck Registration:	Driver:
Loading Point:	Destination:
Trailer Combination:	Client Name:
Product:	Weigh Bridge Docket Number:
Payload:	Daily Docket Number:
Concessional Mass Level (i.e. level 1, 2 or 3):	AMMS Permit Number:

Concessional Mass Limits	
	Tri Groups
Level 1	21.5t
Level 2	22.5t
Level 3	23.5t

I declare that the loading of this vehicle ensured all mass requirements of the relevant AMMS permit for which the job task was completed under have been complied with. I have attached this form to the relevant daily docket along with the weigh bridge docket showing the gross mass and axle group weights to demonstrate compliance.

Driver: _____ Signature _____