

# Western Australian Heavy Vehicle Accreditation

## WAHVA Operator FAQs

### Q1: Who requires Western Australian Heavy Vehicle Accreditation (WAHVA)?

**A:** Accreditation in WA is mandatory for anyone who performs a transport task for hire or reward and meets any of the following criteria:

- Operates B-Double or Road Train Configurations; or
- Operates Truck & Trailer combinations over 42.5 tonnes gross mass: or
- Requires more than four single trips (oversize or over-mass) per calendar year; or
- Operates under concessional loading scheme; or requires an annual Permit or Notice: or
- Operates a RAV exceeding a width of 2.5 metres: or
- Operates a RAV exceeding a height of 4.3 metres: and
- Operates a RAV exceeding a length of 19 metres.

### Q2: Who is exempt from WAHVA?

**A:** Vehicle classifications that are exempt from WAHVA include:

- Buses.
- Special Purpose Vehicles (SPV);
- Agricultural Equipment.
- Vehicles that have a gross mass (GVM) of eight tonne or less.
- Recreational Boat Trailers.

### Q3: Do interstate operators need WAHVA to operate in Western Australia?

**A:** Yes, if interstate operators fall into any of the categories of "Who requires Western Australian Heavy Vehicle Accreditation (WAHVA)?"

### Q4: Do farmers and other seasonal operators need WAHVA to operate in Western Australia?

**A:** Yes, if farmers and other seasonal operators fall into any of the categories of "Who requires Western Australian Heavy Vehicle Accreditation (WAHVA)?", even if any aspect of the operation is not carried out on a year-round basis.

### Q5: Is it a requirement of WAHVA that the vehicle/s are sighted during the audit?

**A:** No.

**Q6: Is WAHVA transferred if a vehicle is sold?**

**A:** No. Accreditation applies to the operator, not the vehicle. Existing permits must be cancelled and applications for new permits submitted to Main Roads in the name of the new operator with proof of change of ownership.

**Q7: If a transport operator has filled in the Operator Guide, will this suffice as their Management Systems?**

**A:** No. The Operator Guide is **not** a management system but is a tool to assist operators in preparing their management system. They will still need written instructions etc, that meet the requirements of the modules.

**Q8: The Module Standards refer to written instructions/documents/policies/procedures. Are written instructions/documents/policies/procedures required to be in hardcopy format?**

**A:** No. These can be in either written or electronic format.

**Q9: Are depots required to be included in the audit?**

**A:** Yes. All depots nationwide are to be included in the audit.

**Q10: Is a Vehicle Register from the WAHVA Audit Report displaying the dates of current certificate(s) of roadworthiness or Accreditation Roadworthy Vehicle Checklists (no older than twelve months from the date of the audit) to demonstrate roadworthiness for each vehicle (includes trailing equipment), now required to be submitted with all Entry, Systems Entry, Re-Entry and Compliance audits?**

**A:** Yes.

**Q11: Can operators fill in the Vehicle Register prior to an audit?**

**A:** Yes. The Vehicle Register has been placed in the Operator Guide for operators to use.

**Q12: A number of operators have developed their own Vehicle Registers which cater for more than just WAHVA. Are they able to continue to use these?**

**A:** Yes, providing they meet all requirements of the WAHVA Vehicle Register.

**Q13: Are operators still required to have physical evidence of the Roadworthy Inspection / Checklist for all vehicles operating under their Accreditation?**

**A:** Yes. Operators are still required to have evidence of the Roadworthy Inspection / Checklist for all vehicles operating under their Accreditation, as they are all subject to audit.

**Q14: Are operators still required to submit physical evidence of the Roadworthy Inspection / Checklist for all vehicles operating under their Accreditation?**

**A:** No. The Roadworthy Inspection / Checklist date must be within 12 months of the audit date and will need to be entered into the Vehicle Register. The Vehicle Register is submitted as part of the audit report.

**Q15: How many Vehicles need to be recorded on the Vehicle Register?**

**A:** All vehicles (including powered and trailing equipment) that are operating or have operated under the Accreditation during the last audit period must be recorded on the Vehicle Register, irrespective of the length of time.

**Q16: Does the Vehicle Register need to be submitted with every audit report, even if there are no changes from the last audit?**

**A:** Yes. Whilst the vehicle details may not have changed, it is highly probable the “Last Roadworthy Dates” will have.

**Q17: Can operators fill in the Employee / Driver Names Register prior to an audit?**

**A:** Yes. The Employee / Driver Names Register has been placed in the Operator Guide for operators to use.

**Q18: A number of operators have developed their own Employee / Driver Names Register which cater for more than just WAHVA. Are they able to continue to use these?**

**A:** Yes, providing they meet all requirements of the WAHVA Employee / Driver Name Register.

**Q19: How many Employees / Drivers need to be recorded on the Employee / Driver Names Register?**

**A:** All commercial vehicle drivers and anyone associated with the management, supervision of drivers, including anyone associated with rostering, scheduling and the checking of trip records, who have operated under the Accreditation during the last audit period must be recorded on the Employee / Driver Register, irrespective of the length of time.

**Q20: What records will an auditor check on the Employee / Driver Names Register?**

**A:** Auditors are required to check the following for each listed employee / driver who has operated under the Accreditation during the last audit period:

- Commercial Vehicle Driver Medicals are available and valid or were when the individual was driving for all drivers and the “Medical Certificate Date / Years Valid For” are recorded correctly on the register.
- Evidence of Fatigue Management Training that includes a section on the Western Australian commercial vehicle driver hours of work for all drivers and the date of assessment is recorded correctly on the register.
- Evidence of Fatigue Management Training that includes a section on the Western Australian commercial vehicle driver hours of work for all administrators and the date of assessment is recorded correctly on the register.
- “Other Training Completed for Maintenance, D&L, Mass, Fatigue, and in the Common Standards” – only for the drivers who form part of your Employee / Driver Names of Records Examined audit sampling.

**Q21: What percentage of records does an auditor review during an Entry, Re-Entry or Compliance audit?**

**A:** This will depend on the operator’s fleet size:

- Operators with a fleet of up to five towing units that require a permit to operate or which can operate under an order - Records for all vehicles up to 5 towing units, 5 dollies, 5 trailers and 5 drivers operating under WAHVA must be examined.
- Operators with a fleet of greater than five towing units that require a Main Roads permit to operate or which can operate under an order - Records for a minimum of 5 towing units, 5 dollies, 5 trailers and 5 drivers, or a minimum of 10% of all towing units, all dollies, all trailers and all drivers operating under WAHVA must be examined, whichever is the greater.

**Q22: If an operator is not using an AMMS Supplier Member Weighbridge as part of their loading plan, are all load plans for every combination and product required to be verified every quarter?**

**A:** Yes. If there are multiple combinations that are exactly the same and they are transporting the same product, only one is required to be verified. In this scenario the combination to have its weight verified should be rotated each quarter.

**Q23: With regards to the person/s maintaining vehicles, who is deemed suitably qualified or experienced to do so?**

**A:** Trade qualified In-house mechanics/repairers/workshop employees and any person/s who are working under their supervision. Any person/s who have had at least five years' experience in the maintenance of heavy vehicles and external registered suppliers.

**Q24: What record of the qualification and/or training of the person/s maintaining vehicles are suitably qualified or experienced to do so is acceptable and when is it required?**

**A:** For in-house mechanics/repairers/workshop employees and any person/s who are working under their supervision a copy of their trade qualifications and training records (Internal and/or external). For any person/s who have had at least five years' experience in the maintenance of heavy vehicles, this should be detailed on their Training Record. If external registered suppliers are utilised, it is deemed they have suitable qualifications to undertake the required tasks.

**Q25: What happens if I do not close out a Non-Conformance?**

**A:** All non-conformances detected during an audit must be closed out before the audit is sent to Main Roads. If an audit is submitted to Main Roads with an open non-conformance it will be returned unprocessed to the operator for action.

**Q26: How long can a Commercial Vehicle Driver work within a 24-hour period under WAHVA?**

**A:** WA Fatigue Management Regulations require that there can be no more than 17 hours between breaks of at least 7 continuous hours of non-work time; also, a Commercial Vehicle Driver must have 27 hours of non-work time in any 72 hour period. It is possible to work for 17 hours on two consecutive days but no more than 11 hours the next day (this is not recommended). There must be at least two periods of 24 continuous hours of non-work time in any 14-day period and a maximum of 168 working hours in any 14-day period. Working hours include driving hours and work incidental to driving, so time on a header counts as working time therefore is included as part of the 17 hours.

**Q27: Are Vehicle and Fatigue Management records required to be continuously recorded if the vehicle is no longer operating under a permit?**

**A:** Yes, if it is in the fleet, always treat it the same. It must be remembered that fatigue management is not just for accredited operators. If a driver meets the definition of a commercial vehicle driver (even if they are not driving a permitted vehicle) then they must meet the requirements of the Work Health and Safety (General) Regulations 2022.

**Q28: If an accredited individual operator wants to change their WAHVA into a company name, or an accredited company wants to change their WAHVA into an individual's name, will they maintain the same operator number and permits?**

**A:** No. Accreditation is not transferable, and these changes will require the new legal entity to be registered as a new operator. Once the new operator gains WAHVA they will need to apply for any required permits under their legal entity name.

**Q29: If I as an accredited operator, allow a sub-contractor to operate under my WAHVA via a Third-Party Accreditation Authorisation Form, what am I responsible for?**

**A:** As the accredited operator you will be responsible for all vehicles and drivers listed on the form with regards to:

- Maintenance of the vehicle(s).
- Dimension and loading of the vehicle(s).
- Managing the mass requirements.

- Managing the Fatigue requirement for the driver(s).
- Keeping records for all the above.
- Including the vehicle(s) and driver(s) in the WAHVA audit.

**Q30: If a sub-contractor who was operating under an accredited operator gains their own WAHVA, can they still operate against the permits they paid for under that accredited operator?**

**A:** No. If these permits are still required, they will have to be applied for in their own WAHVA legal entity name.

**Q31: Am I able to have my WAHVA audit conducted remotely?**

**A:** All Entry Audits and Re-entry Audits must be conducted in person at the accredited Operator's nominated premises. Conduct of audits by remote means such as post, fax, email, telephone or video conference is only permitted for System Entry Audits and Compliance Audits. If Entry Audits and Re-entry Audits are conducted by remote means this will render the audit invalid under the WAHVA Scheme.

**Q32: The WAHVA Business Rules state "If a new vehicle is registered in the previous twelve months, Main Roads may accept this as evidence of its roadworthiness". What is required of me as an accredited operator?**

**A:** Operators who have had a **new** vehicle registered within 12 months of their audit date will need to supply evidence of this to the auditor. The date of registration is to be entered into the "Last Roadworthy Date" column of the Vehicle Register. Other entries made in this column with reference to new vehicles (New Vehicle, New, N/A, Nap etc) will not be accepted and the audit report will be returned for correction, unprocessed.

**Q33: The Vehicle Register has 4 columns in the colour green. What are these columns for?**

**A:** The 4 columns in the Vehicle Register that are in the colour green are required to be completed for all vehicles operating under the Mass Management Module only. The Manufacturers GCM Rating is required for all powered vehicles, and the ATM is required for all trailing vehicles (including but not limited to trailers and or dollies) both of which are operating under the Mass Management Module, irrespective if any permits have been issued. Issued Accredited Mass Management Module permit numbers and expiry dates are required to be entered in the remaining two columns in green.

**Q34: The Vehicle Register contains a column for Manufacturers GCM Rating. What is this?**

**A:** The Manufacturers GCM Rating is the maximum loaded weight of the towing Vehicle and any trailer, or trailers being towed. This will demonstrate the powered vehicles are suitably rated and authorised to operate at the higher mass levels under the Mass Management Module.

**Q35: The Vehicle Register contains a column for ATM Rating. What is this?**

**A:** The ATM (Aggregate Trailer Mass) is the rating for a trailer, referring to the maximum trailer mass. Transport operators are obliged to ensure their trailers are suitably rated for the load being carried. To assist operators, ATM Calculators are available via the Permits and Orders section on the Heavy Vehicle Services website.

**Q36: What happens if I fail to submit my audit by the due date?**

**A:** Main Roads WA will issue a suspension notice. All permits/orders requiring WAHVA become invalid immediately. You have 28 days to submit a conforming audit. If submitted within this timeframe and meets compliance requirements, suspension will be lifted. If no response is received within 28 days, your accreditation will be cancelled.

**Q37: Are my permits and or Orders valid during suspension?**

**A:** No. All permits and orders requiring WAHVA accreditation become invalid during suspension and cannot be used until accreditation is reinstated.

**Q38: What happens if I change my Registered Business Name (RBN)?**

**A:** Provide evidence to Main Roads WA they as the legal entity are the holder of the Registered Business Name.

**Q39: What happens if I change my Company name on ASIC?**

**A:** If changing the name yet maintaining the same ACN - Operator to provide Main Roads WA with a copy of the ASIC document showing change of name.

**A:** If changing the name and the ACN - This is deemed a new legal entity and therefore an Audit under the new name will be required after the new Company is registered with Main Roads WA.