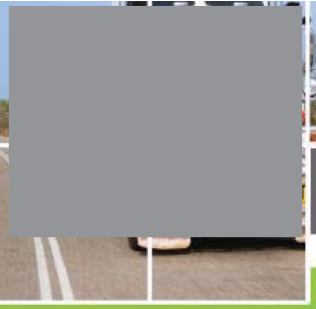


MASS MANAGEMENT PLAN

Transportation of Bulk Products
Western Australia

CONTENTS

1 INTRODUCTION

1.1 Scope

The purpose of this load plan is to prescribe how Company X manages their loads and demonstrate compliance to the Standards. This document most importantly explains each aspect and methods used.

Company X is a member of the WA Heavy Vehicle Accreditation, NHVAS NT and TruckSafe maintenance and fatigue management schemes. A copy of the current certificate of compliance for WA Heavy Vehicle Accreditation is available from Company X Management.

2 LOAD CONTROL METHOD

2.1 Load Planning/Schedule

To ensure that axel masses are within allowable limits Company X applies the following approach to creating load plans for every vehicle for every trip ensuring the following tolerance is compiled by;

Mass management Module Standards page 20, April 2015 Version1

Level 3		
Axle Mass Limits		
Axel Group	Tonnes	
Single steer axel	6.0*	
Tandem axel (dual tyres)	17.5	
Tri axel (dual tyres)	23.5	

Driver, vehicle and product to be loaded are predetermined by customer requirements, delivery site, maintenance rotation and rostering.

2.1.1 [redacted]

The Fleet Controller (Scheduler) is trained to ensure that the Driver is provided with a Load Plan, which is used to define the product and volume to be loaded onto the vehicle. Training is provided by an accredited trainer in Chain of Responsibility, in particular to load planning so that vehicles do not exceed mass or dimension limits.

To prepare a load plan the Fleet Controller is required to utilise the [redacted] program. [redacted] uses the vehicle specifications and product densities to optimise the load.

Vehicle specification comes from the manufacturer at the time of design and purchase; drawings are provided further in this plan. Company X also preforms checks and test weighs monthly, or if adjustments are required to be made to the vehicle, by a service provider or Company X workshop.

Fuel density is the density of the fuel, commonly expressed in kilograms per cubic metre. The greater the fuel density, the greater the mass of fuel. The density of fuel is affected by temperature. Fuel density is used to calculate fuel volume ratio, which is in turn used to calculate the truck combination mass. Density is reviewed and updated monthly to account for the seasonal impacts. Company X implements conservative densities as a measure to prevent over loading.

The process of selecting the truck and trailer combination and loading must have either previously been checked (via test weighs) to ensure load limits are not exceeded, or the Fleet Controller must arrange for the Driver to conduct a test weigh prior to the vehicle leaving the local vicinity. This takes place for every new vehicle.

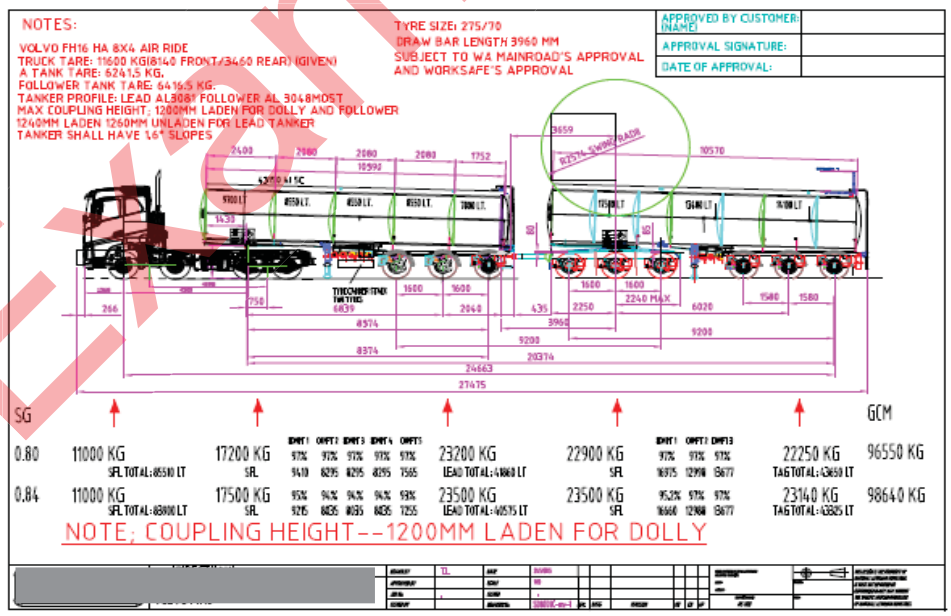
2.2 Vehicle Scope

This section refers to the combination of vehicles used to transport bulk products to various sites around WA.

2.2.1 The Vehicle Combinations

Pocket Road Train - consists of:

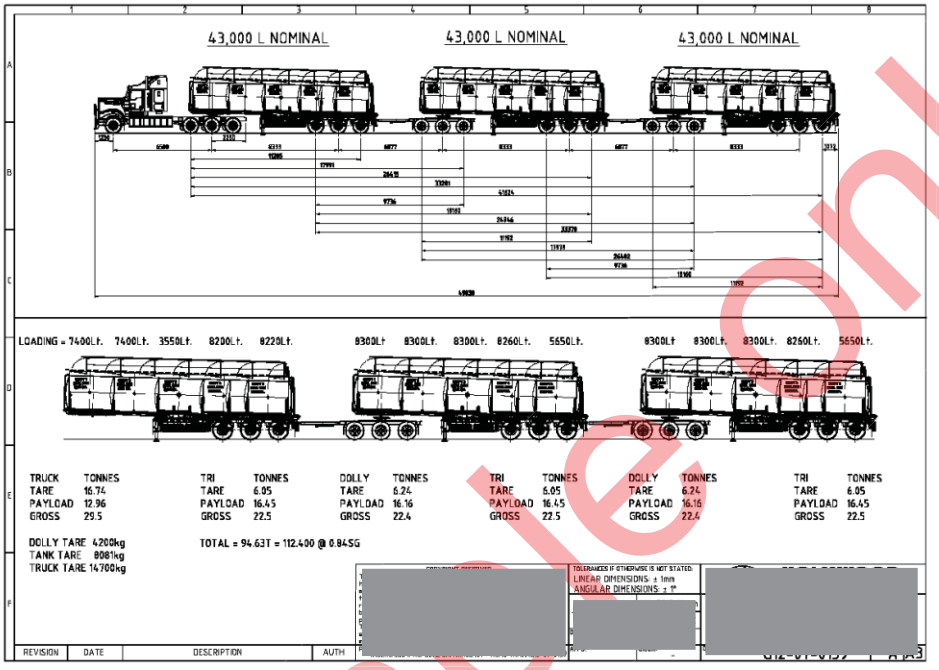
- Prime Mover with tandem or tri drives
- 2 x Tri axle trailers
- 1 x Tri axle converter dolly



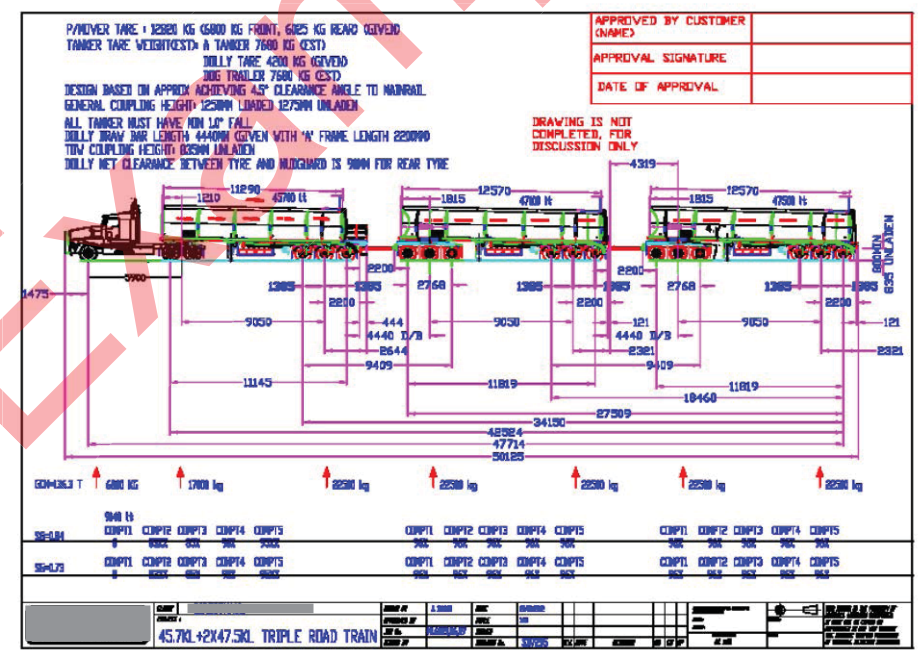
Triple Road Train - consists of:

- Prime Mover with tandem or tri drives
- 3 x Tri axle trailers
- 2 x Tri axle converter dollies

Tri Drive Triple



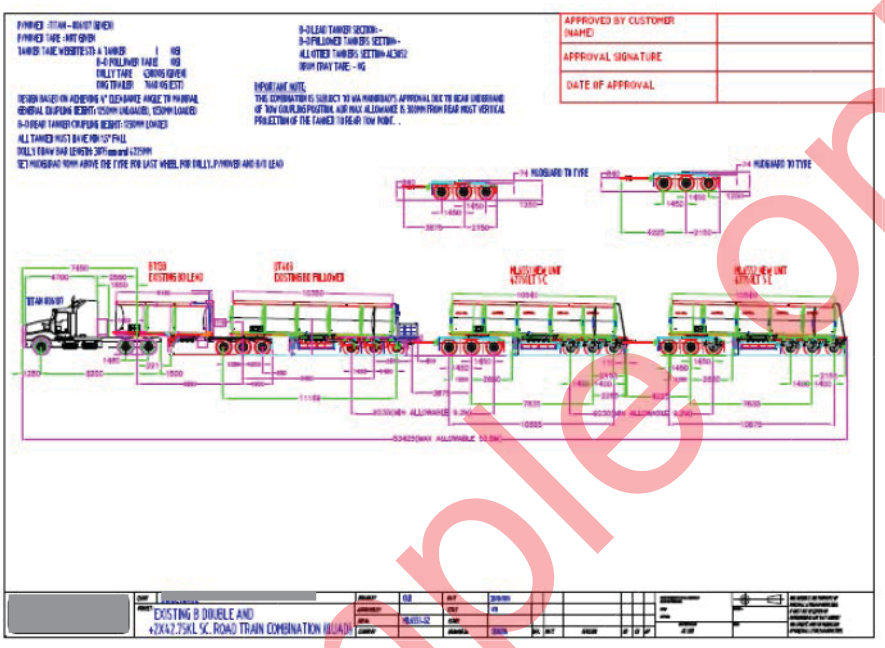
Bogie Drive Triple



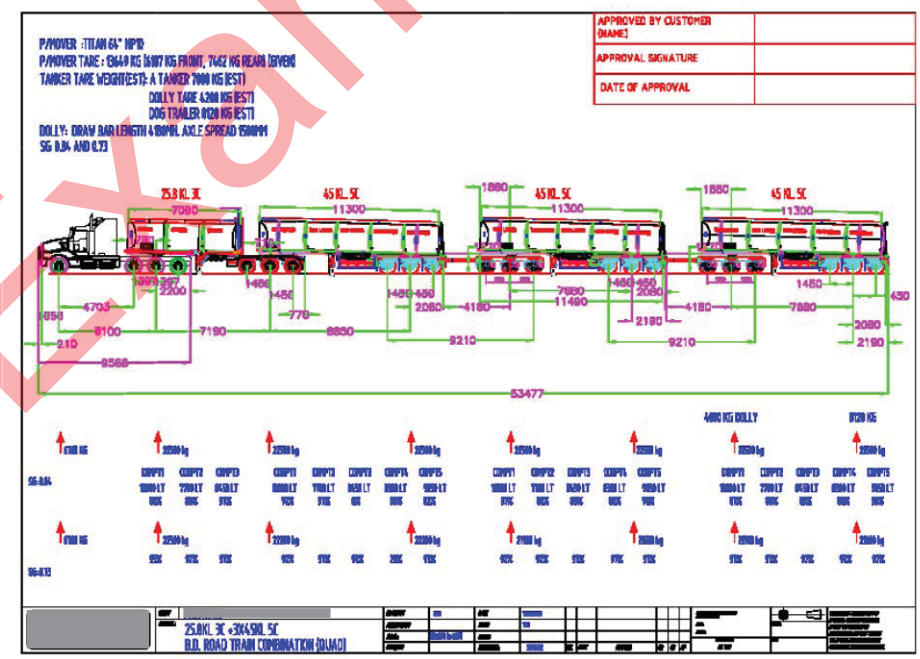
Quad Road Train - consists of:

- Prime Mover with tandem or tri drives
- B-Double with 2 sets of tri axle groups (B-Double will be located to the rear of the combination)
- 2 x Tri axle trailers
- 2 x Tri axle convertor dollies

Bogie Drive Quad rated



Tri Drive Quad



All assets involved in this scheme will be tri-axle group vehicles; therefore, the approved concessional loading will apply to all combinations.

Under the WA Accredited Mass Management Scheme, if any other vehicle is required to load, a permit must first be o btained.

Once Permit obtained, the vehicle is to be added to *the register,* Fleet Listing Monthly.

2.3 Vehicle Roadworthiness

All vehicles loaded under the Accredited Mass Management Scheme will comply with the Main Roads Heavy Vehicle Accreditation Scheme Maintenance Standards.

2.4 Prime Mover Specifications

Ratings letters for the vehicles and r egistration papers for all equipment are available from Company upon request of MRWA.

Company X operate the following truck brands:

- Kenworth
- Mack
- Volvo
- Western Star

2.5 Operational Axel Load Requirements

All combinations operating under this Plan conform to the Main Roads axle loading requirements as listed below. Permitted axle group loadings are subject to manufacturer, vehicle and tyre specifications.

Axle Group Type	
Single axle steer group equipped with two normal steers and super single on each axle	6.5*
Twin steer with load-sharing, equipped with two tyres on each axle	11.0*
Tandem axle group equipped with four tyres on each axle	17.5
Tri-axle group equipped with four tyres on each axle	23.5

*Company X has separate legal instrument to have great mass limits on steer axles

All vehicles shall be loaded as per the specific procedure of the Bulk Loading Terminal.

3 ACCURACY AND CONSISTENCY

Company X always transports the same type of load specific to the trailer type, for example bulk fuels or bulk LNG.

3.1 Test Weights

Prior to commencement of the Mass Management Program each operating location will verify that loading limits are not being exceeded by test weighing each axle group and ensuring that test weights and calculated weights are within acceptable limits.

Regular test weighs confirm that at no time will it be possible to over load without deviating from the Load Plan. A Load Plan sets out the truck and trailers to be loaded. The Plan shows the volume to be loaded for each compartment. The destination site is also given for each compartment. A designated Load Plan is used each time a truck is to be loaded for any site. An example of this Load Plan is shown in *Appendix B – Example Load Plan*.

At monthly intervals, or until such time as Main Roads authorises to the contrary, a vehicle operating under AMMS will be weighed at an approved public weighbridge. The Operations Manager and Schedulers are responsible for ensuring this occurs and that records are maintained linking the test weighs to the calculated weighs.

3.2 Loading Procedure in Conjunction with Load Plans

All vehicles shall be loaded as per the site-specific procedure determined by the terminal/supply load point. All equipment required to be calibrated under this work instruction is the responsibility of the Terminal and the loading point. It is assumed that loading equipment is subject to excise taxation requirements or is under the regular surveillance or control of a State Weights & Measures Authority.

A Bill of Lading/DG manifest is produced on loading. The BOL is produced by the load terminal and records the following information:

- Trailer number
- Compartment number
- Product Name
- Metered Quantity Observed in Litres (L)
- Metered Quantity Standard in Litres (L)
- Temperature in Degrees Celsius (°C)
- Density in Kilograms per meter cubed (KG/m3)

In the event of failure of the Terminal's metered loading system, the driver can enter the load details manually into the loading gantry.

If, due to maintenance requirement one or more of the trailers listed on the register are required to be removed from the combination, it is acknowledged that the replacement trailer may be loaded to concessional limits from the Fleet Listing Monthly approved register.

4 APPROVED WEIGHBRIDGES

Records for every vehicle registered in the Mass Management Program and the Tare weight of those vehicles shall be kept up-to-date on the Fleet Listing Monthly. This Tare weight must include, full fuel tanks, spare tyre, dunnage etc.

As part of the Internal Compliance Check, and for verification of Load Plans, all vehicles must be weighed fully loaded ensuring axle and gross weights are verified at least monthly. Records of these test weights are to be noted on Accredited Mass Management Scheme (WA) Monthly Compliance, see Appendix D. This form is to be given to the HSE Advisor each month as part of the Monthly Internal Compliance check. The original Test Weigh documents and corresponding Load Plan filed by the Fleet Controllers in the Vehicle operational folder (both on site for remote sites and on the Company server, electronically filed) for audit purposes.

All weighbridge dockets are to be from a registered weighbridge, show the Prime Mover and Trailer/Dolly asset numbers and be retained for audit verification.

All test weigh dockets must be attached to the corresponding Load Plan, and be given to the Operations Manager as soon as practicable.

5 LOADING PROCEDURES AND RESPONSIBILITIES

5.1 Checking Vehicle is Suitably Rated for the Proposed Load

The National Fleet Manager is responsible for the following aspects of this Plan:

- All assets involved in this scheme will be tri-axle group vehicles; therefore, the approved concessional loading will apply to all combinations noted on *Appendix A – Fleet Listings Monthly*. The Fleet Manager is responsible for ensuring this Appendix is kept up-to-date at all times.
- All axles on all vehicles (trucks, trailers and dollies), except the steer tyres on the Prime Mover, will be fitted with dual tyres of high quality, with the correct pressures for the route to be taken. Refer to Tyre Inflation.
- All participating vehicles will have a valid Main Roads Extra Mass Permit within the vehicle at all times. The National Fleet Manager will be responsible for ensuring the permit is obtained, and handed to the Operations Manager.
- All participating vehicles will comply with Edition 7.3 of the Australian Dangerous Goods Code (ADG7, August 2014), and have maintenance records demonstrating the vehicle/s meet the requirements of WAHVA.

5.2 Loading the Vehicle

Drivers

When loading vehicles, all Drivers must follow the Load Plan. The Load Plan has been compiled by the Scheduler/Fleet Controller to comply with stability requirements and axle weights. This planning is carefully compiled to prevent Drivers from over-loading or being overweight on axle groups.

Any changes to the Load Plan must be approved by the Scheduler/Fleet Controller. If Drivers have any concerns regarding their Load Plan, they must ensure it is discussed with the Scheduler/Fleet Controller. All required documentation must be completed by the Driver, and all documents and records must be kept clean and in good order. Dirty, incomplete or damaged documents may be returned to the Driver for attention.

The Road Transport Compliance and Enforcement Act makes the Driver, a responsible party if the vehicle is outside the statutory limits for mass & dimension and doesn't comply with load restraint as recommended in the Load Restraint Guide.

5.3 Managing Variations in Load Density

The density of fuel is affected by temperature. Fuel density is used to calculate fuel volume ratio, which in turn is used to calculate the truck combination mass. Density is reviewed and updated monthly, to account for the seasonal impacts.

Company X implements conservative densities as a measure to prevent over loading. The density is to be updated in the Trans Weigh program by the Scheduler after consultation with the terminal load point. Additional to this, spot checks are conducted when a terminal receives a new shipment of fuel as this too can affect the fuel density. The density of every load is noted on the Bill of Lading from the supply point.

5.4 Within Allowable Mass Limits

It is a condition of a Driver's employment or contract that they are responsible for the checking of, and the legal compliance of, all loads in respect to Mass, Dimension & Load Restraint. Drivers are to refer any problems associated with Mass, Dimension or Load Restraint to Operations for instruction as to where to weigh, or how to adjust loads to comply. Company X trains all Drivers in the statutory requirements of Mass, Dimension & Load Restraint. Drivers are to retain weighbridge dockets and record weights on the load docket when required.

5.5 Rectifying over allowable mass limits

All Test Weighs are to be stapled to the corresponding Load Plan and submitted to the Operations Manager as soon as practicable. Should the Test Weigh show extra weight, the original Load Plan must be altered before being issued for subsequent loads. An Incident Notification Report must also be completed by the Fleet Controller, detailing the corrective actions taken. This includes the changes to the Load Plan, and the reduction in weight of the vehicle that has just been weighed. The Incident Notification Report is to be given to the Operations Manager who will ensure corrective actions are undertaken.

The Operations Manager will complete and file for audit purposes all corrective actions. All non-conformances shall be recorded in the *Safeguard* database for incidents and non-conformances.

5.6 Ensuring Stability

Australian Standard for Road tank vehicles for transport of dangerous goods (AS 2809.1-2008) specifies the general requirements for the design, construction, testing, maintenance and inspection of road tank vehicles, irrespective of the cargo, that are intended for the road transport of dangerous goods. Company X vehicle combinations are manufactured and designed to these specifications.

5.6.1 Vehicle Stability

A tanker has multiple compartments, which aids the stability and reduce the impact of centrifugal forces that affect the truck's centre of gravity. Trucks carrying liquid loads have a greater tendency to rollover than trucks carrying solid loads. Hence, each trailer has multiple compartments.

Additional to this, to aid in managing liquid surging compartments are not to be loaded between 85% and 20% of capacity when the compartment is greater than 8350 litres safe fill. Split deliveries should be planned so that the centre compartments are emptied first leaving the weight over the axels.

5.6.2 Downloading

Downloading a tanker reduces the centre of gravity (COG) and generally makes the vehicle ore stable. This is because the increase in the rollover threshold due to the lower COG is offset to varying levels by the dynamic forces created by slosh in the downloaded compartments. The brakes of all vehicles are designed to be fully effective when the vehicle is fully laden. When the vehicle is unladed or only partly loaded, braking capacity exceeds the ability of the tyres to stop on the road and brake application should be reduced proportionately.

For partly loaded tankers, the variation in axel group loadings can be greater if the tanker is fitted with braking control systems that have anti-lock or load proportioning characteristics. A small compartment may be downloaded, however certain vehicle combinations, for example truck and dog trailers, have caveats on the downloading sequence.

5.6.3 Unloading

The sequence of discharge should avoid wherever possible leaving the vehicle with a number of downloaded compartments. Where this is not possible, the number of compartments downloaded is to be minimised. Due to the changed handling characteristics (braking, steering etc.), Drivers should operate a downloaded vehicle with caution.

Discharge the vehicle combination such as a road train should ideally move sequentially from the rear tanker to the front tanker of the combination. On a partly loaded vehicle or tanker, the load must be proportioned to maintain a similar ratio as when fully laden.

Drivers/Preloaders must ensure they load their vehicle to the Load Plan (as provided by the Fleet Controller). Should an untested Load Plan be issued, the Driver must conduct a test weigh as requested by the Fleet Controller. Should the test weigh indicate a higher than permitted weight, the Driver must inform their Supervisor as soon as possible and request corrective action direction.

5.7 Additional Responsibilities for Operational Requirements

5.7.1 State Manager

The State Manager is responsible for the following aspects of this Plan:

- Ensuring the Business Group conforms to this Plan, through training, procedures, compliance checks and internal/external audits.
- Ensuring Employees with tasks as listed in the Plan, are adequately trained to understand their responsibilities and are given a copy of this Plan to ensure they are clear on their duties.

5.7.2 Operations Manager

The Operations Manager is responsible for the following aspects of this Plan:

- All routes travelled whilst concessional loaded will be an approved route. The *Fleet Listing Monthly* holds all permit records
- Written authority obtained from the local government controlling any roads incorporated within the *Approved Routes*. Current copies of authorities from local governments are available from Company X Management
- Additional letters are obtained should additional routes be required or added
- All loads transported by assets as listed on *Fleet Listing Monthly*, travelling on routes, are loaded according to an approved Load Plan. All approved Load Plans must be test weighed at loading to ensure continuing compliance with the Accredited Mass Management Scheme (during test weighs, fuel tanks of the Prime Mover will be full). Test weigh dockets must be forwarded to the Operations Manager, who is responsible for ensuring test weighs occur. Load dockets will then be attached to the appropriate Load Plan and filed in the designated section within the Maintenance file of each specific Prime Mover transporting the load
- Any route used by vehicles approved to a concessional load under this scheme will be recorded in the *Fleet Listing Monthly* and approved by Main Roads, prior to commencement of the run with additional loading. Written permission will also be obtained from the local government
- Monthly Compliance Checks will be conducted in the format shown in *Accredited Mass Management Scheme (WA) Monthly Compliance*. These checks will ensure conformance to this Plan. Any deviations found must have corrective actions allocated to a responsible person, detailing due dates. As the auditor, the Operations Manager must ensure all corrective actions are completed in a timely fashion
- All participating vehicles will have a valid, Main Roads Extra Mass permit within the prime mover at all times, available for inspection at any time.

5.8 Training and Education

All personnel with responsibilities under this Load Plan shall be given a copy of this Plan for their own reference.

Company X Driver Trainer shall conduct training sessions to ensure all current Employees completely understand their role under this Plan. At the completion of training/education, the Employee is to sign off and date the Policy / Procedure Acknowledgement form following in this document. This form indicates successful completion of training/education.

Additional training sessions are held on commencement of a new Employee with responsibilities, prior to participating in Concessional Loading. Training refresher sessions may be arranged on an 'as needed' basis. The record of training is maintained by the Process Administrator in electronic file and signed off on against the Driver Training Competency Checklist form (refer Appendix G).

6 ROAD ACCESS AND LOADING POINTS

Prior to any route being added permission from local authorities must be received. Current copies of local authority approval letters are available upon request to Company X Management. An application form must accompany this written permission when applying to MRWA for approval. This approval must be granted prior to operation.

Only approved routes are to be used when loading to Concessional Load limits as described below in Permitted Axle Group Weight Limits. Non-compliance to this may result in cancellation of Concessional Loading Permits.

Loading and delivery points include but not limited to the following:

Loading Terminal:

Ground Fuels

- [redacted]

LNG

- [redacted]

Delivery sites:

Ground Fuels

- [redacted]

LNG

- [redacted]

7 KEEPING RECORDS

All test weigh and corresponding load plans are to be filed in both the site Operations Folder and electronically on the Company server.

If a test weigh demonstrates that any axle group is found to be overweight, the following documentation must be stapled together in the file.

- Notification Report detailing non-conformance.
- Axle Weight Record with highlighted overweight axle/s.
- Load Plan corresponding with overweight test weigh.
- Revised Load Plan showing altered volumes.

and

- New Axle Weight Record corresponding to revised Load Plan.

or

- Notes showing attempts at subsequent test weighs, or reasons demonstrating obstacles, should a new test weigh test weight not be possible i.e. weighbridge out of order etc.

7.1 Monthly Compliance Check

Monthly Compliance Checks will be conducted by the NT/SA/WA Operations Manager in the format shown in *Accredited Mass Management Scheme (WA) Monthly Compliance*.
These checks ensure conformance to this Plan.

The monthly checks will include the review of Delivery Dockets, test weighs and the progress of any previous non-conformances.

Any new non-conformances shall be recorded on the *Monthly Compliance Check*. Any deviations found must have corrective actions allocated to a responsible person, detailing due dates.

As the auditor, the Operations Manager must ensure all corrective actions are completed in a timely fashion.

Copies of the Compliance Check are to be given to the State Manager as part of the Monthly Management HSE Report.

Records of Monthly Compliance Checks shall be maintained for 3 years and be available during audits.

7.2 Annual Internal Audit

The Annual Internal Audit will be conducted by HSE with the assistance of the Operations Manager. This shall occur in May of each year.

The objective of the audit is to ensure any non-compliances identified during the monthly compliance checks are rectified in a proper and timely manner and to examine the relevant of procedures to the operations, along with identifying opportunities for improvement.

Copies of the Annual Internal Audit to be given to the State Manager as part of the Monthly Management HSE Report.

Records of Monthly Compliance Checks shall be maintained for 3 years and be available during audits.

7.3 External Audit

A qualified auditor recognised by MRWA will conduct external audits of this Plan in conjunction with other accreditation audits conducted for compliance to MRWA schemes e.g. WA Main Road Heavy Vehicle Accreditation.

External audits are to review loading records and corrective actions to any non-conformances, and to certify that all improvements have been implemented.

7.4 Trigger Audit

Triggered audits, either internal or external, can be requested by MRWA at any time.

Any non-conformances must be rectified within a timeframe agreed to by MRWA.

Copies of evidence of corrective actions must be forwarded to Main Roads Heavy Vehicle Operations to close out the non-conformance.

7.5 Document Control

This document is controlled document and kept electronically in the Document Management System. An electronic copy is available to all Employees in a read-only format.

Uncontrolled copies (printed copies) to be available in all Prime Movers involved in the Accredited Mass Management Scheme.

The HSE Advisor is to review any alterations to this Plan, under the direction of the State Manager. MRWA must approve any changes to the main content of this Plan, prior to general dispersion.

8 APPENDIX

A - Fleet Listing Monthly

B - Example Load Plan

C - Weigh Bridge Certification

D - AMMS (WA) Monthly Compliance ( )

E - Tyre Inflation ( )

F - Incident Notification Report ( )

G - Driver Training Competency Checklist ( )

H - Policy/Procedure Acknowledgement - AMMS Loading Plan – ( )

Appendix A - [redacted]

Asset No.	Rego No.	VIN	ENDORSEMENT NUMBERS															Axle Group	Combination Permit	Make & Model	Registered Owner	Tare mass	GCM	GVM	WA Tri Drive Period permit	Exp date	WA CLBPS	Endorsement # (s)	CLBPS Expiry date	AMMS	AMMS Expiry Date	Date Entered	Date removed
[redacted]	[redacted]	[redacted]	Y	Y														TRI	[redacted]	MACK TITAN	[redacted]				[redacted]	31/03/2014	[redacted]	[redacted]	31/03/16	[redacted]			
						Y								Y		Y	Y			KENWORTH T650		11980	140000	26500					21/05/15				
														Y		Y	Y			KENWORTH T650		10005	140000	26500					26/04/16				
					Y															KENWORTH T658		12880	140000	26500					30/03/16				
																		Y		MACK SUPERLINER		10550	130000	26000					17/12/15				
																				MACK TITAN											9/07/2016	10/07/2015	current
												Y		Y			Y			MACK TITAN		13800	171500	32500		3/06/2016			4/12/15				
												Y		Y			Y			MACK TITAN		13780	171500	32500		12/04/2014			4/12/15				
									Y			Y		Y			Y			MACK TITAN		14160	171500	32500		18/05/2014			20/05/15				
											Y	Y								KENWORTH T908		14040	171000	32000		9/05/2014			16/05/15				
														Y		Y	Y			KENWORTH T658		12660	140000	26500					26/04/16				
														Y						KENWORTH T658		12660	140000	26500					18/07/15				
														Y						MACK TITAN		10720	150000	26500					13/07/15				
														Y		Y	Y			MACK TITAN		12860	147000	29000					26/04/16				
								Y		Y				Y		Y	Y			MACK TITAN		13120	147000	29000					15/07/15				
				Y																KENWORTH C509		13080	140000	26500					30/03/16				
				Y	Y									Y		Y	Y			MACK TITAN			147000	29000					9/11/15				
														Y		Y	Y			KENWORTH C509		13240	145000	26500					8/10/15				
														Y		Y	Y			KENWORTH C509			145000	26500					8/10/15				
									Y					Y			Y			MACK TITAN			155000	29000					19/12/2015				
														Y						MACK TITAN		13200	155000	29000					19/12/2015				
								Y												MACK TITAN		14740	160000	32500		28/01/2016			18/02/2016				
									Y	Y										KENWORTH T909		14640	170000	32000		23/06/2016			26/04/2016				
														Y		Y				KENWORTH C509		13320	145000	26500					17/07/2015				
									Y											KENWORTH T909		14600	170000	32000					19/09/2014				
				Y														Y		MACK TRIDENT		11300	70000	26000					12/04/2016				
				Y																KENWORTH T659		10980	120000	26500					31/03/2016				
																		Y		VOLVO FH16		12140	131000	34000									
																		Y		VOLVO FH16		11950	131000	34000					26/04/2016				
																		Y		VOLVO FH16		11950	131000	34000					26/04/2016				
																				VOLVO FH16		12140	131000	34000									
																				VOLVO FH16		12140	131000	34000									
			Y															TRI		WESTERN STAR		11200	147000	30000		27/06/2016			15/07/2015				
			Y															TRI		MACK SUPERLINER		13840	147000	30000		15/09/2017			21/09/2015				
			Y															TRI		MACK SUPERLINER		13840	147000	30000		15/09/2017			23/07/2015				
			Y															TRI		MACK SUPERLINER		13840	147000	30000		15/09/2017			21/09/2015				
			Y															TRI		MACK SUPERLINER		13840	147000	30000		15/09/2017			21/09/2015				
			Y															TRI		MACK SUPERLINER		13480	147000	30000		15/09/2017			21/09/2015				

TESTWEIGH

Run : [redacted] Trip : [redacted] Driver : [redacted]

10.70

LOAD CODE: [redacted]

TRAILER DT	Customer	Customer	Customer			
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	
REGO	Product DIESEL	Product DIESEL	Product DIESEL	Product DIESEL	Product DIESEL	
[redacted]	Quantity 7500	Quantity 8100	Quantity 8000	Quantity 8000	Quantity 7400	
	Safe Fill 9570	Safe Fill 8280	Safe Fill 8270 [redacted]		Safe Fill 7900	

TOTAL = 39000

16.46 [redacted] 23.50

TRAILER DT	Customer		Customer		Customer	
[redacted]	[redacted]		[redacted]		[redacted]	
REGO	Product DIESEL		Product DIESEL		Product DIESEL	
[redacted]	Quantity 16590		Quantity 12930		Quantity 13900	
	Safe Fill 16590		Safe Fill 12930		Safe Fill 13900	

TOTAL = 43420

22.98 23.04

TOTAL = 82420

[redacted] [redacted]

TAX INVOICE

WEIGHT TICKET No: 50943

National Measurement Act 1960
National Trade Measurement Regulations 2009 (Division 3.2)

PUBLIC WEIGHBRIDGE LICENCE NUMBER PW-0175

FROM: NAME: [redacted] ADDRESS: [redacted]

TO: ADDRESS:

GOODS WEIGHED: Tinkers MARKS & BRANDS: [redacted]

REGISTRATION NO(S) OF VEHICLE(S): [redacted] DRIVER: [redacted]

CHARGE A/C NAME: [redacted] ADDRESS: [redacted]

FEE: 16.50 GST: 1.50 ACCOUNT/CASH/EFTPOS NAME WEIGHPERSON: [redacted] SIGNATURE: 8

DIRECT WEIGHING

	TONNES	DATE	TIME (24 HR)
GROSS	67.48	01/7/15	1140
TARE			
NETT			

AXLE WEIGHING - ONLY TO BE COMPLETED IF REQUESTED

MASSES SHOWN MAY NOT BE USED FOR TRADE - BRACKET AXLES WEIGHED TOGETHER

AXLE NO - FRONT TO REAR — TONNES - INCLUDING DECIMALS

Axle 1	Axle 2	Axle 3	Axle 4	Axle 5	Axle 6	Axle 7	Axle 8	Axle 9
6.18	16.38	22.50	22.42		[redacted]			
		[redacted]						

WHITE: ORIGINAL YELLOW: CUSTOMER PINK: FILE

Concessional Loading Scheme (WA) Monthly Compliance

Audit date: _____ Auditor: _____ Prime Mover Asset No: _____

Compliance to Plan		Yes (✓) or No (×)	Comments/ Corrective action	If corrective actions required			
				Date due for completion	Person responsible	Date completed	Confirmation of completion (Auditor's signature)
Does vehicle contain valid Main Roads Extra Mass Permit?							
Does vehicle comply with all Dangerous Goods regulations?							
Does current Load Plan with corresponding Test Weigh Docket appear in the Operations File of this vehicle?							
Is this load plan AMMS level 1, 2 or 3?	1		Are any axle group loadings outside the allowable limit?				
	2		Are any axle group loadings outside the allowable limit?				
	3		Are any axle group loadings outside the allowable limit?				
As the driver have you completed the Acknowledgement Form for the AMMS Loading Plan?							

Driver Training
Competency Checklist

Driver's Name: _____ **Commencement Date**: _____

Driver:

- Driver to sign each requirement when completed
- By signing a requirement as completed, the Driver acknowledges they are satisfied that they understand and have been fully trained in the requirement as explained to them by the trainer
- Driver to sign rear sheet to acknowledge they have been trained and are now able to work unsupervised.

Assessor:

- Assessor to sign off competency module when completed
- By signing a Competency module as complete, the Assessor acknowledges the driver has demonstrated competency in the requirements listed
- Assessor to sign rear sheet to acknowledge the Driver is competent to work unsupervised

Competency 1 – Company Induction			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C1.1 – Company Induction	Within 1 week of commencement		
C1.2 – Driver's Manual	Within 1 week of commencement		
C1.3 – Policy Sign-off	Within 1 week of commencement		
C1.4 – Procedures Sign-off	Within 1 week of commencement		
C1.5 – Site orientation	Within 1 week of commencement		

Assessor's Name: _____ Signature: _____

Competency 2 – HSE&R Induction			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C2.1 – Notification Reporting	Within 1 week of commencement		
C2.2 – Driver Assessment – General Knowledge	Within 1 week of commencement		
C2.3 – Driver Assessment – Fire Safety	Within 1 week of commencement		
C2.4 – Fire Safety (DVD)	Within 1 week of commencement		
C2.5 – Manual Handling (DVD)	Within 1 week of commencement		
C2.6 – Oil Spill Management (DVD)	Within 1 week of commencement		

Assessor's Name: _____ Signature: _____

Driver Training
Competency Checklist

Competency 3 – Fatigue Management			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C3.1 – Fatigue Accreditation	As needed		
C3.2 – Fatigue Awareness	As needed		
C3.3 – Driver Assessment – Fatigue Knowledge	Before working unsupervised		
C3.3 – Driver's Time Sheet Book	Within 1 week of commencement		
Assessor's Name: _____		Signature: _____	

Competency 4 – Driving Skills			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C4.1 – Driving Assessment	Before working unsupervised		
C4.2 – Low risk Driving Presentation	As needed		
C4.3 – Smiths System	Before working unsupervised		
C4.4 – Roll Over Awareness (DVD)	Before working unsupervised		
C4.5 – Hazard Perception Questionnaire and DVD	Before working unsupervised		
Assessor's Name: _____		Signature: _____	

Competency 5 – Loading			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C5.1 – Bottom Loading	Before working unsupervised		
C5.2 – Top Loading	Before working unsupervised		
C5.3 – Switch Loading	Before working unsupervised		
C5.4 – HIT Procedures	Before working unsupervised		
C5.5 – Delivery Paperwork	Before working unsupervised		
Assessor's Name: _____		Signature: _____	

Driver Training
Competency Checklist

Competency 6 - Unloading			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C6.1 – Gravity Discharging Observation	Before working unsupervised		
C6.2 – Vehicle Pump Discharging Observation	Before working unsupervised		
C6.3 – Gravity Discharge Questionnaire	Before working unsupervised		
C6.4 – Vehicle Pump Questionnaire	Before working unsupervised		
C6.5 – Delivery Paperwork	Before working unsupervised		
C6.6 – Driver Questionnaire	Before working unsupervised		
Assessor's Name: _____		Signature: _____	

Competency 7 – Vehicle Safety			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C7.1 – Pre-departure Checks	Before working unsupervised		
C7.2 – Onboard Monitoring Systems (Sat track & IAP) MT Data	Before working unsupervised		
C7.3 – Vehicle and Equipment Defect Reporting	Before working unsupervised		
C7.4 – Cabin Entry and Exit	Before working unsupervised		
C7.5 – Fuel & Kilometre Book	Before working unsupervised		
C7.6 – Road Tanker Awareness	Before working unsupervised		
Assessor's Name: _____		Signature: _____	

Competency 8 – Load Restraints/Mass Management			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C8.1 – Load Restraint Questionnaire	Before working unsupervised		
C8.2 – Road Vehicle Legal Weights	Before working unsupervised		
C8.3 – Load Plans	Before working unsupervised		
Assessor's Name: _____		Signature: _____	

Driver Training
Competency Checklist

Competency 9 – Aviation			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C9.1 – Product Quality Inspector	Site specific – as needed		
C9.2 – Loading Procedures	Site specific – as needed		
C9.3 – Unloading Procedures	Site specific – as needed		
Assessor's Name: _____		Signature: _____	

Competency 10 – Lubricants			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C10.1 – Driver's Handbook	Site specific – as needed		
C10.2 – Switch Loading	Site specific – as needed		
C10.3 – Company Paperwork	Site specific – as needed		
Assessor's Name: _____		Signature: _____	

Competency 11 – Bunkering			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C11.1 – Bunker Questionnaire	Site specific – as needed		
C11.2 – Bunker Cart Use	Site specific – as needed		
C11.3 – Environmental Spill Management	Site specific – as needed		
Assessor's Name: _____		Signature: _____	

Competency 12 – Tank Pump out			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C12.1 – Safe Work Procedures	Site specific – as needed		
C12.2 – Dip Requirements (incl. water testing)	Site specific – as needed		
Assessor's Name: _____		Signature: _____	

Driver Training
Competency Checklist

Competency 13 – Liquid Natural Gas			
Requirement	**To be completed . . .**	**Date Completed**	**Driver's Initials**
C13.1 – EDL Induction	Site specific – as needed		
C13.2 – Product Specific	Site specific – as needed		
C13.3 –	Site specific – as needed		
C13.4 –	Site specific – as needed		
C13.5 –	Site specific – as needed		
C13.6 –	Site specific – as needed		
C13.7 –	Site specific – as needed		
C13.8 –	Site specific – as needed		
C13.9 – Gas Detector Use	Site specific – as needed		

Assessor's Name: _____ Signature: _____

Optional Training Packages	Date Completed	Driver's Initials
Manual handling – The new approach		
Office ergonomics		
Height safety essentials		
Fire safety for industry		
DVD: Chain of responsibility		
DVD: Forklift safety essentials		
DVD: Forklift stability essentials		
DVD: Hazardous substances		
DVD: Lock out/Tag out		
DVD: Skills for supervisors		
DVD: Injury and illness in the workplace (Parts 1 & 2)		
DVD: Injury and illness in the office (Parts 1 & 2)		
DVD: Risk assessment for industry		
DVD: Communicating safety		
DVD: Safety (Remember Charlie)		
Spill training (The 3 Cs)		
Fatigue training		
Safe load pass		
Dangerous goods		
Low risk driving (Trucks)		
Smith's System for safe driving		
Terminal facility induction		
Static electricity		
Rollover training		

Assessor's Name: _____ Signature: _____

Driver Training
Competency Checklist

Date: _____

I, *Driver's name* _____ have completed the applicable required competencies:

- ☐ Competency 1 – Company Induction
- ☐ Competency 2 – HSE&R Induction
- ☐ Competency 3 – Fatigue Management
- ☐ Competency 4 – Driving Skills
- ☐ Competency 5 – Loading
- ☐ Competency 6 – Unloading
- ☐ Competency 7 – Vehicle Safety
- ☐ Competency 8 – Load Restraint/Mass Management
- ☐ Competency 9 – Aviation
- ☐ Competency 10 – Lubricants
- ☐ Competency 11 – Bunkering
- ☐ Competency 12 – Tank Pump Out
- ☐ Competency 13 – Liquid Natural Gas

I have been trained in the above required competencies (as ticked), and now am competent and confident to work unsupervised in the duties and roles expected from me as a Company X Driver.

Driver Name: _____ **Signature**: _____

Assessor Name: _____ **Signature:** _____

Policy / Procedure Acknowledgement

Document No:

Document Title: Mass Management System - AMMS

I, Insert Name as an Employee / Contractor of Company X, acknowledge that I have read (or have had explained to me), and understand the above-mentioned Company Policy / Procedure and agree to abide by it.

I also understand that at any time if I am unsure of my responsibilities, I must contact my Supervisor/Manager for clarification.

_____

Employee / Contractor Signature

_____

Date