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Bridge Video Supervision Audit Requirements



Heavy Vehicle Services

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1 PURPOSE

Bridge Video Supervision was developed with the aim of providing a more flexible access to over mass Restricted Access Vehicles (RAV) needing to cross structures. It has allowed Transport Operators to cross structures without the requirement of having the crossing physically supervised by a Main Roads officer. Additionally the process ensures the integrity of the structure is maintained and the crossing is performed safely.

The requirement to conduct Bridge Video Supervision will be specified on relevant permits. The Bridge Video Supervision condition stipulate that the bridge crossing must be video recorded in accordance with the Bridge Video Supervision Audit Requirements. This document outlines Transport Operators and Drivers requirements and responsibilities in relation to ensuring the bridge crossings are conducted in an auditable manner.

2 DEFINITIONS

The following are definitions for terms used in these Bridge Video Supervision Audit Requirements. Refer to the definitions in the Road Traffic Act 1974 and any subsidiary legislation to this Act for the meanings of any terms not defined in this section. If a definition in the Road Traffic Act 1974 or the subsidiary legislation conflicts with a definition in this section, the definition in this section prevails for the purpose of these Audit Requirements.

Term	Definition
Bridge	A structure that can be driven over and includes a bridge, overpass, ramp, tunnel, culvert, causeway or similar infrastructure.
BVS	Means Bridge Video Supervision to which these “Bridge Video Supervision Audit Requirements” apply.
Carriageway	A portion of a road that is improved, designed or ordinarily used for vehicular traffic, and includes the shoulders, and areas, including embayment’s, at the side or centre of the carriageway. Used for the stopping or parking of vehicles and, where a road has 2 or more of those portions divided by a median strip, the expression means each of those portions, separately.
Dividing strip	An area or structure that divides a road lengthways into separate carriageways, but does not include a nature strip, bicycle path, footpath or shared path.
Median Strip	Any physical provision, other than lines, dividing a road to separate vehicular traffic proceeding in opposing directions or to separate 2 one-way carriageways for vehicular traffic proceeding in opposing directions.
Permit	Means a permit issued under Part 4 of the Road Traffic (Vehicle Standards) Regulations 2002, which these conditions form part of.
Primary Operator	The business name or person’s name that is listed on the permit as the operator.
RAV	Means a Restricted Access Vehicle to which these “ <i>Bridge Video Supervision Audit Requirements</i> ” apply.
Specified Bridge	Means a bridge specified on the permit as a bridge that, when being crossed, requires video supervision in accordance with the “ <i>Bridge Video Supervision Conditions</i> ”.
Sub-Contractor	In relation to Bridge Video Supervision means a business or person who is engaged and/or contracted to conduct Bridge Video Supervision on behalf of the primary operator.
3rd Party Operator	Has the same meaning as Sub-Contractor.

3 APPLICATION

These Bridge Video Supervision Audit Requirements apply where Bridge Video Supervision is specified on the permit.

For the purpose of these requirements, where the permit specifies that Bridge Video Supervision applies, the operator nominated on the permit shall be deemed as the primary operator.

4 THE PRIMARY OPERATOR – RESPONSIBILITIES

In general, the role and responsibility of the primary operator is to:

1. Oversee and manage all aspects of their BVS by ensuring they have developed effective and specific auditable BVS records.
2. Have in place, documented control measures to ensure that every journey requiring BVS is conducted in accordance with permit and BVS Audit Requirements.
3. Conduct and be able to demonstrate through documented records that they have conducted ongoing regular internal reviews of their BVS records.
4. Ensure that where a non-conformance is identified through the internal review process, it is satisfactorily addressed and documented.
5. Ensure that where any BVS issue occurs on-road, there are control measures in place to address and document the issue.
6. Ensure that every vehicle used to conduct BVS, is fitted with a complying video recording device that is in good operating condition before any journey requiring BVS is commenced.
7. Ensure that each RAV driver has been given the resources to conduct BVS in accordance with permit BVS Audit Requirements.
8. Ensure the RAV driver who is assigned to conduct BVS has been provided with sufficient journey BVS instruction to be able to effectively conduct BVS across all specified bridge crossings during the permitted trip.
9. Store and keep each Bridge Supervision video recording taken during the permitted trip in a safe and secure environment for a minimum period of twelve (12) months from the expiry date as specified on the permit.
10. Develop, document and produce if requested for audit, a signed service (contractual) agreement or arrangement made between the primary operator and any subcontractor / 3rd party they engage to manage and/or conduct BVS on their behalf.
11. Ensure that any person or subcontractor / 3rd party they engage to act on their behalf to manage, administer or conduct BVS, has received or obtained an appropriate level of BVS Training and acquired a thorough understanding relevant to their assigned BVS role and responsibilities.
12. Ensure that all BVS Training has been recorded / documented, dated and is signed by the training recipient, acknowledging their understanding of BVS requirements relevant to their assigned BVS role or responsibility.
13. Ensure that when issued with a Direction to Produce Records Notice, that all requested auditable records are forwarded to Main Roads WA Heavy Vehicle Services in the prescribed manner by the date specified on the Notice.
14. Ensure that, if engaging a sub-contractor / 3rd party operator to conduct BVS, then only that sub-contractor / 3rd party operator whose name is specified on the permit, conducts the BVS journey.

15. Ensure that, if engaging a subcontractor / 3rd party operator to conduct BVS, there is a complying, installed and fixed video recording device in the vehicle that is to be used when undertaking the BVS journey.
16. Ensure that, if engaging a subcontractor / 3rd party to conduct a BVS that within 7 days after the completion of a BVS journey, the original bridge supervision recording(s) taken during the trip, together with the RAV driver's trip timesheet records have been obtained, reviewed, filed and is safely stored.
17. To ensure all requested video recordings requested for audit by Main Roads Western Australia, are clearly marked and identifiable in relation to the permit that the recording is connected with.
18. To identify and document the role and responsibilities of all person(s), including any subcontractor / 3rd party (if used) who they assign, engage or contract to manage, or conduct BVS on their behalf.
19. To ensure the Main Roads WA Bridge Video Supervision Register Template is used to record specific BVS permit, pilot and trip details of every permit issued where the permit specifies that BVS is a condition, whether that permit is used or not.

5 OPERATOR DOCUMENTATION – RECORDS THAT MUST BE KEPT

The primary operator must develop and/or maintain the following Bridge Video Supervision records:

- Operator BVS Procedures and Processes
- Operator BVS Role and Responsibilities
- Operator Bridge Video Supervision Register (Template already developed)
- Recorded Video Movement over Specified Bridges
- BVS Training Record

5.1 Operator BVS Procedures and Processes - What is this?

The primary operators BVS Procedures and Processes documentation must define how the operator will manage, conduct and comply with BVS requirements.

Before undertaking any journey where the permit issued to the operator specifies that Bridge Video Supervision is a condition, the primary operator must first develop and document their BVS procedures and processes.

5.2 Operator BVS Role and Responsibilities – What is this?

The primary operators BVS Role & Responsibilities documentation forms part of the primary operators BVS Procedures and Processes documentation.

Before undertaking any journey where the permit issued to the operator specifies that Bridge Video Supervision is a condition, the primary operator must first identify and document all personnel and (if used) any subcontractor / 3rd party's respective BVS role and responsibilities before the BVS trip occurs.

5.3 Single Owner / Operator - BVS Role and Responsibilities

Where the primary operator is a single owner/operator, the operator must, before undertaking a BVS journey, write a self-declaration (signed and dated) document that details the single owner /

operator's acknowledgement and required understanding of their role and responsibility in the management and conducting of BVS.

5.4 Bridge Video Supervision Register (Template)

It is the responsibility of the primary operator to download and use the Main Roads WA Heavy Vehicle Service – [Bridge Video Supervision Register Template](#) (click to download and scroll down to Bridge Video Supervision (BVS) to record specific BVS details of every permit they are issued where the permit specifies that Bridge Video Supervision is a condition, whether that permit is used or not.

5.5 Training Record – Requirements

The primary operator must ensure:

- That every employee or subcontractor / 3rd party who they engage to manage or conduct BVS, has received or obtained an appropriate level of BVS training in relation to their respective BVS role, agreement or contract in the execution of BVS.
- That the BVS training record for each person details the specific type of BVS training given to the recipient.
- The BVS Trainer or Primary Operator acknowledges on the training record they are satisfied that the trainee has acquired a proficient level of BVS knowledge and understanding to enable that person to satisfactorily perform their assigned BVS Role and Responsibilities.
- That on successful completion of BVS Training the trainee's name is to be printed on the training record, in addition to the trainee signing off a statement to acknowledge they have acquired a proficient level of understanding of their assigned BVS duties.

6 RAV DRIVER – RESPONSIBILITIES

It is the responsibility of the RAV driver to video record their vehicle movement over all bridges that require BVS.

6.1 Driver Statement

A “driver statement” is an auditable record and requirement under BVS Conditions that a RAV driver must complete when conducting a permitted trip that requires BVS.

Before commencing a trip where Bridge Video Supervision is specified as a condition of permit, the RAV driver must clearly state and record on the video recording device that is installed in the vehicle being used, their “driver statement” in the following format:

- Your full name
- The relevant permit number being used
- The trip start time and date
- The trip start and end location address

For example “John Smith

“Permit number 555555”

“Time is 7am on the 16th June 2020”

“Leaving Cape Lambert Road Karratha”

“Going to South Flank Mine Great Northern Hwy”

Where a trip takes more than one day to complete, before commencing the journey on each subsequent day of travel, the driver must verbally record their “driver statement” on every day for the duration of the trip.

The RAV driver must reduce vehicle speed on approach to a specified bridge and their vehicle must not be driven onto the bridge until the lead pilot has confirmed that the bridge is secured.

The RAV driver must continuously video record the bridge crossing on the recording device, from the point of approach to the bridge and continue to video record the crossing until the entire RAV combination is fully clear of the bridge.

The RAV driver must clearly identify as far as practicable, all bridges when crossed, by clearly stating on the video recording device;

- The bridge number, bridge name or crossing point; and
- The name of the road or location

Note: The RAV driver is not required to verbally record the permit number each time a specified bridge is crossed as the permit number is verbally recorded before the trip commences each day in the “driver statement”. A maximum speed limit not exceeding 10 km/h, must be maintained by the driver of the RAV during the entire bridge crossing until the vehicle is fully clear of the bridge or rear pilot advises via two-way that the vehicle is clear of the bridge.

Where it is specified in a permit that BVS is a condition of permit, the RAV driver is required to communicate by two-way with the pilot(s), to ensure safe and compliant travel across all specified bridges, is achieved.

7 VIDEO RECORDING DEVICE AND IMAGE REQUIREMENTS

7.1 The video recording device must be mounted in the RAV cab for hands-free use:

- In such a way as to meet the requirements of regulation 263 of the Road Traffic Code 2000 “Drivers to have uninterrupted and undistracted views etc.”;
- As close as practical to the horizontal centreline of the vehicle; and
- So that the recording device records a clear field of vision of the path directly in front of the vehicle and the bridge during the crossing.

Note: To meet the above requirements, the recording device may need to be remotely located from the image capture lens. Operators are encouraged to seek advice from a Department of Transport (DoT) Certified Engineer if they are unsure as to the appropriate mounting position of the device.

7.2 The recording device must record while simultaneously overlaying on the image:

- a) the date and time of the crossing;
- b) the vehicle speed;
- c) an audio recording of the driver statement, in accordance with clause 6, and
- d) the latitude and longitude measurement specifications of bridge location (optional);

7.3 The image recorded from the recording device must be of such reasonable quality to enable clear viewing of the crossing. The recording device must be maintained in good working order.

Where a primary operator is assured that the recording device being used,

- has GPS installed and is operational,
- displays during replay, the latitude and longitude measurement specifications of bridge locations and
- complies with all other requirements as specified in sub-clause 7.2 a, b and 7.3, then in this case, the driver of the RAV is not required to verbally identify every specified bridge crossing.

8 ONSITE AUDIT OF BRIDGE VIDEO SUPERVISION REQUIREMENTS

A primary operator may be subject to an “on-site” Permit BVS audit conducted by Main Roads Western Australia, to ascertain compliance in accordance with permit and BVS Audit Requirements.

Where an on-site Permit BVS audit is to occur, the primary operator will first be issued with a Direction to Produce Records Notice that will detail which records are to be presented at the audit.

The primary operator must have equipment capable of playing back all recorded images relating to permits issued to them, and must be able to play back any of these recorded images at the request of a Main Roads Heavy Vehicle Audit Officer, or person authorised to conduct audits on behalf of Main Roads Heavy Vehicle Operations.

9 REQUIREMENT TO SUBMIT PERMIT BVS RELATED RECORDS FOR AUDIT

Main Roads Western Australia Heavy Vehicle Services may issue a Direction to Produce Records Notice to any primary operator who is issued a permit with BVS conditions. The Notice will direct the operator to submit / forward to Heavy Vehicle Services, specific Permit BVS related records for audit to ascertain operator compliance with permit BVS requirements.

Upon request, the primary operator must forward all requested permit BVS related records, documentation and video recordings in its original and compatible format made under these provisions, to Main Roads Heavy Vehicle Operations, by no later than the date specified in the Notice.

10 PERMIT RESTRICTION NOTICE

Where an operator fails to present requested records during the on-site audit or fails to submit requested records for audit, the operator may be issued with a permit restriction notice. This notice effectively restricts the operator from gaining any further permits with overmass and BVS provisions until such time as the requested records are submitted for audit or until such time as another approved process resolves the matter.

11 HEAVY VEHICLE INCIDENT REPORTING

In accordance with RAV Permit conditions and these BVS Audit Requirements, it is the responsibility of the primary operator to report all on-road incidents involving their restricted access vehicle operating under Permit to Heavy Vehicle Services (HVS) within 48 hours of the incident occurring. Click on the link to access the [Heavy Vehicle Incident Reporting Form](#)

12 MAPS

The following links on structure locations is to assist primary operators with their journey management planning and to help ascertain bridge locations along specified routes. To access any links below, simply move mouse cursor onto the link, then right click and then click on 'Open Hyperlink'

[Structures Web App](#)

[Road Information Mapping System](#)

13 OPERATOR NON-COMPLIANCE

A primary operator and any other company or person who has been engaged by the primary operator to conduct BVS, may be assessed and found as having not complied with BVS when they;

- Fail to conduct BVS,
- Record multiple or repeated non-conformances or offences,
- Fail to address a Corrective Action Request by the due date,
- Impede, delay or in any way obstruct a Main Roads WA officer or a person authorised to act on behalf of Main Roads WA in conducting a Bridge Video Supervision audit,
- Fail to comply with a Direction to Produce Records Notice,
- Fail to allow a Main Roads WA officer or person authorised to act on behalf of Main Roads WA, to examine requested recorded images or related documentation.

Where a primary operator is subject to a BVS compliance audit and has not complied with the Direction to Produce Records Notice or is subsequently assessed as having not complied with BVS requirements;

Main Roads Heavy Vehicle Operations may place the operator on permit restriction until such time as the operator forwards the requested records for audit.

14 OPERATOR NON-COMPLIANCE (PENALTIES)

In the case where evidence of non-compliance with permit and/or BVS Audit Requirements is found during the audit process, the audit will be raised to inquiry level to ascertain how and why the breach occurred and who is responsible for the breach.

Depending on the outcome of the inquiry, Main Roads WA Heavy Vehicle Services may issue one or more or a combination of the following:

- A Corrective Action Request Notice
- A Formal Caution Notice
- A General Traffic Infringement Notice
- A summons to appear in court

In the case where;

- A primary operator, subcontractor / 3rd party or other person associated with the primary operator and a Permitted BVS move is identified as a repeat offender and/or who has been previously issued multiple General Traffic Infringement Notices associated with BVS requirements;
- Main Roads WA Heavy Vehicle Services may issue a summons to resolve any further and subsequent identified offence(s).

Main Roads WA Heavy Vehicle Services may also serve notice suspending a primary operator's Western Australia Heavy Vehicle Accreditation for a six (6) month period, in the case where the operator is identified as a repeat offender who continually breaches BVS requirements.

15 DRIVER NON - COMPLIANCE

Under the permit BVS audit process, any identified breach of BVS requirements found to have been committed by a RAV driver, may result in Main Roads WA Heavy Vehicle Services initiating formal action against the driver.

A breach of BVS requirements may include but is not limited to:

- Fail to record Driver Statement
- Fail to video record BVS across all specified bridges listed on a permit
- Travelling off-route
- Exceeding the maximum 10 km/h speed limit when crossing a specified bridge

16 DRIVER NON-COMPLIANCE (PENALTIES)

Where any RAV driver has been identified, being in breach of BVS requirements, Main Roads WA Heavy Vehicle Services may impose the following:

- A Formal Caution
- A Traffic Infringement Notice
- A summons to appear in court

17 NON USE OF PERMIT

Where a Main Roads Western Australia permit is issued subject to BVS conditions and the primary operator claims that the journey to which the permit applied was not completed, Main Roads may require the operator to provide and forward to Heavy Vehicle Services;

Documented evidence supporting such claims, such as a statutory declaration, a client letter to advise and confirm that the job was cancelled or other evidence.

18 REFERENCES AND RELATED DOCUMENTS

Document Number	Description
D14#269191	Bridge Supervision Template
D18#303618	Commonly Asked Questions

19 APPENDICES

Appendix	Title
Appendix 1	Quick Reference Guide

Appendix 1: Quick Reference Guide

Documentation (Procedures & Processes)

- Define and document how you will comply with Bridge Video Supervision Conditions by developing your procedures and processes - using the BVS Conditions as your base.
- Define when you will conduct your internal BVS reviews and document any non-conformances and action taken to resolve the non-conformance.

Documentation (Role & Responsibilities)

- Define and document the BVS role and responsibilities for yourself and every other person, who is employed, engaged or contracted by you to manage or administer and /or conduct Bridge Video Supervision.

Documentation (Bridge Video Supervision Register)

- Download or print off the Bridge Video Supervision Register template from the Main Roads WA Heavy Vehicle Services Website.
- Record and complete all required information in the Register,
- Record in the BVS Register all permits obtained by your company that specify bridge video supervision is a condition of permit - regardless if the permit is used or not.

Documentation (Training Record)

- Develop and document your Bridge Video Supervision Training Register.
- Ensure every person who is employed, engaged or contracted by you to administer and deliver Bridge Video Supervision has received appropriate BVS training in relation to their respective role and responsibilities and ensure each person has acquired a proficient level of understanding in Bridge Video Supervision.
- Have the trainer date and sign off on completed training.
- Have the trainee sign off on their training record that they have a proficient understanding of their BVS Role and responsibilities

Recording Device and Images Requirements

- Ensure your Video Recording Device meets with the specification requirements.
- Ensure the Recording Device is mounted in the vehicle(s) in such a way as it meets Regulation 263 - Western Australia Road Traffic Code 2000.
- Ensure you have provided your driver with enough video memory storage for the device to record all bridge supervisions undertaken during the trip.
- After completing trip and Bridge Video Supervision, ensure appropriate procedures are in place for transfer of bridge video recording, from driver to administration and then ensure safe storage of video footage and other related BVS records, which must be kept for a minimum period of 12 months from the expiry date as specified on the permit.