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Western Australian Heavy Vehicle Accreditation

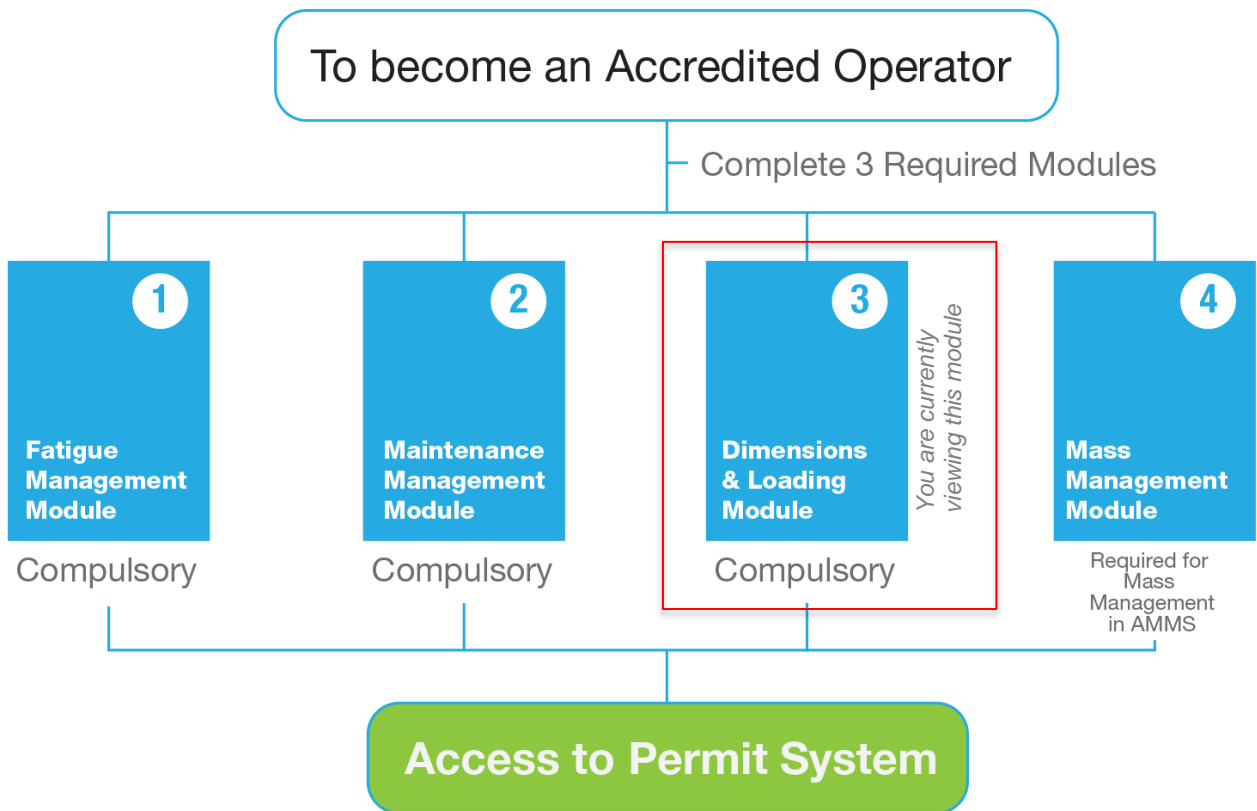
Dimension and Loading Management Module Standards

APRIL 2016

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This document is to be read in conjunction with the
“Guidelines for Audit Providers” and the “WA Heavy Vehicle Accreditation Business Rules”.

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Contents

DIMENSION AND LOADING MANAGEMENT MODULE.....	3
OVERVIEW	3
APPLICATION	3
STANDARD 1: RESPONSIBILITIES.....	4
STANDARD 2: VEHICLE LOADING – DIMENSION AND SAFETY.....	5
STANDARD 3: RECORDS AND DOCUMENTATION.....	6
STANDARD 4: INTERNAL REVIEW.....	7
STANDARD 5: TRAINING AND EDUCATION.....	9
FURTHER ENQUIRIES	9

DIMENSION AND LOADING MANAGEMENT MODULE OVERVIEW

In Western Australia, heavy vehicle operators achieve accreditation by demonstrating compliance with dimension and loading requirements. Vehicles operate within prescribed dimension limits which are contained within the *Road Traffic (Vehicles) Act 2012* and associated regulations. The regulations and the *Load Restraint Guide* outline the requirements for safe loading applicable to *all* vehicles.

The *Road Traffic (Vehicles) Act 2012* stipulates persons must not be accredited until the Commissioner of Main Roads is satisfied the person has systems in place that comply with prescribed standards about ensuring and demonstrating compliance with dimension and loading requirements.

Accredited operators are free to decide how they are going to manage their loads in compliance with dimension and loading requirements, as part of a self-managed 'Load Management System'. In part, this means keeping records that all loads carried have been checked to ensure they are within allowable limits and loaded in a safe manner.

This document establishes the prescribed standards for dimension and loading.

The Standards within this document will assist all operators participating in this module achieve minimum levels of compliance.

This document explains the standards and what they mean in practical terms, and also explains what operators are required to do in order to comply with the standards and how they can demonstrate compliance.

Checklists at the end of each standard are provided to assist operators determine compliance. If an operator is able to meet the criteria outlined in the checklist, they should be able to comply with the standard.

At its simplest, the system could be a list of procedures in a folder. Alternatively, the Load Management System could be a computer produced manual similar to a company's Quality Assurance Manual.

Most operators will already have a system in place to ensure vehicles/combinations are compliant and safe before they enter the public road network. This document provides basic information to enable operators to document the process.

APPLICATION

The Dimension and Loading Management Module Standards must be read in conjunction with the WAHVA Business Rules.

The Dimension and Loading Management Module applies to all WA accredited operators. Refer to the legislation and WAHVA Business Rules for full details.

All WAHVA documentation is available on the Main Roads Western Australia (MRWA) website:
<http://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Accreditation/Pages/Accreditation.aspx>.

STANDARD 1: RESPONSIBILITIES

Standard:

The Load Management System must clearly identify what tasks are involved in loading a vehicle, each person who is involved in the loading and their responsibilities during each task. Each person must be competent to undertake the task.

Note: It is important that somewhere the operator clearly identifies the tasks to be carried out and who is responsible for performing each task.

Criteria:

To satisfy this standard the operator's Load Management System must:

1.1 Clearly identify who is responsible for carrying out each task and what the tasks in the Load Management System are, including:

- Ensuring the vehicle is fit for task.
- Positioning the load appropriately.
- Restraining the load appropriately.
- Checking the vehicle and load dimensions.
- Ensuring an appropriate permit is current, if applicable.
- Ensuring compliance with approval conditions.

1.2 Ensure all people assigned to the task are appropriate for the task, suitably trained and know how to access the written record stating their responsibilities.

1.3 Ensure there is a suitable system in place in the event the responsible person is not available.

NOTE:

1. One responsibility statement could be raised for all accreditation modules. Example forms can be found in the "Operator Guide – How to Become and Stay Accredited and Sample Forms", located on the [MRWA web site](#).

STANDARD 2: VEHICLE LOADING – DIMENSION AND SAFETY

Standard:

The Load Management System must document the methodology used to ensure vehicles are loaded within allowable dimension limits and in a safe manner, taking into account suitable load restraint and vehicle stability.

Criteria:

To satisfy this standard the operator's Load Management System must:

- 2.1 Have written instructions in place for ensuring vehicle dimensions are within allowable limits prior to the vehicle travelling on the road and specify how the dimension and loading checks are completed and what record is kept.
- 2.2 Ensure all necessary approvals (permits, exemptions, orders etc.) are obtained before the journey commences, the proposed route is approved for the particular vehicle combination and staff are aware of these conditions.
- 2.3 Have written instructions in place so loads outside of legal dimension limits are rectified prior to the vehicle travelling on the road.
- 2.4 Have documented procedures in place for ensuring loads are adequately restrained or contained, in accordance with the current *Load Restraint Guide*.
- 2.5 Ensure written procedures are in place for managing the rollover risk of the vehicle.

Your Checklist for Standard 2:

- Does the Load Management System have a procedure for checking the dimension of loads prior to the vehicle travelling on the road?
- Is there a system in place for keeping suitable records that the dimensions have been checked and are within allowable limits?
- Are all parties involved in the loading process aware of the allowable dimension limits?
- What action has been taken to ensure stability of the vehicle is managed ie. load height reduced, speed restrictions, driver education?
- Is there a procedure for checking the load restraint prior to the vehicle travelling on the road?
- Are staff (including sub-contractors) aware of the procedure for dealing with vehicles not compliant with the standards?
- Does the Load Management System include procedures for ensuring the standards are met and correct procedures followed?

STANDARD 3: RECORDS AND DOCUMENTATION

Standard:

A Load Management System must contain sufficient records and documentation to verify all Standards have been complied with.

Criteria:

To satisfy this standard an operator's Load Management System must:

- 3.1 Have documentation recording all policies and procedures required under these Standards.
- 3.2 Ensure all required records are legible.
- 3.3 Ensure current documentation is available to all relevant staff and at all locations where operations related to load management are undertaken.
- 3.4 Ensure all elements of the Load Management System are maintained and updated and the responsibility for this task is documented.
- 3.5 Ensure all documents and records be kept for a minimum of three years. This includes superseded procedures.
- 3.6 Ensure Responsibility Statements are read, signed and dated by each person responsible for the task
- 3.7 Ensure the following records and documentation be retained for each trip, as a minimum:
 - The dimension and loading checklist.

Your Checklist for Standard 3:

- Have sufficient records and documents been retained to show all relevant standards have been met?
- Has sufficient documentary evidence been kept to show records, procedures and methods in place under the Load Management System are regularly reviewed?
- Does the Load Management System have procedures for ensuring all relevant staff can access or know how to access the Load Management System and other relevant records and documents?
- Does the Load Management System have a record of nominated vehicles (to include sub-contractor vehicles) which is regularly updated?
- Are all relevant records and documentation stored in a manner to allow an auditor to conduct the necessary audits in an effective and efficient manner?
- Are Responsibility Statements signed and dated by each person?

STANDARD 4: INTERNAL REVIEW

Standard:

An annual internal review must be conducted to ensure loads are being adequately controlled and all activities are conducted in accordance with the Load Management System. An internal review of the Load Management System is required to confirm the ongoing relevance and appropriateness of processes and practices. An effective review will identify any non-conformance which must be actioned accordingly.

Criteria:

To satisfy this standard an operator's Load Management System must:

- 4.1 Ensure the carrying out annual internal reviews covers:
 - When the reviews are taking place.
 - Who is conducting them.
 - How are the reviews being conducted.
 - The checklist of documents and records to be used for the review.
- 4.2 Ensure the internal review is being carried out by a person not involved in the operation of the procedures being reviewed, where practical.
- 4.3 Require the production of quarterly compliance statements and detail the form of this report, which must include as a minimum:
 - Cautions
 - Infringements
 - Court Matters
- 4.4 Separate from the annual internal review, an operator must have written processes to ensure all non-conformance identified at any time during the year, including quarterly compliance reporting, are corrected.

The processes for handling non-conformance must include:

- How non-compliances can be detected.
- Who is responsible for detecting them.
- Who else should be told about them.
- Corrective action to be taken.
- Timeframes for reporting identified non-conformance.
- How the responsible person is to document the process so the non-conformance does not recur.

Retain evidence of non-conformance and the action taken to correct them. This is done in the form of a Non-conformance Register.

- 4.5 Have written processes for allocating responsibility to designated staff for ensuring all non-conformances are addressed and not repeated.

NOTE:

1. It is not necessary to have a separate Internal Review and quarterly compliance statement for each accreditation module. One Internal Review document and one quarterly compliance statement could be raised to capture the required criteria across all accreditation modules. Example forms can be found in the “Operator Guide – How to Become and Stay Accredited and Sample Forms”, located on the MRWA web site.

Your Checklist for Standard 4:

- Does your Load Management System include procedures for conducting internal reviews which cover:
 - When the reviews are to take place?
 - Who is to conduct them?
 - How the reviews are to be conducted?

- Are internal reviews carried out by an independent person/people and are quarterly compliance report produced?

- Are there written procedures for ensuring all non-conformances brought to light at any time are recorded in a Non-conformance Register or similar and corrected?

- Have staff been identified to take action, so instances of non- conformance are not repeated?

- Have you identified the person/people/position responsible for updating your Load Management System procedures?

STANDARD 5: TRAINING AND EDUCATION

Standard:

A Load Management System must ensure all persons associated with the management of loads have the appropriate knowledge and skills to undertake their required tasks.

Criteria:

To satisfy this standard an operator's Load Management System must:

- 5.1 Identify what training in relation to load management is required for each person associated with load management activities.
- 5.2 Document and record what training has been undertaken in relation to load management by anyone associated with load management activities and when the training was undertaken (included as part of the training register).
- 5.3 Document and record what training in load management is given to all new drivers, contractors or employees as part of their induction process.
- 5.4 Ensure the regular review of training and detail this process, the staff responsible and the frequency.
- 5.5 Ensure all relevant staff (including sub-contractors) are provided with information on the Load Management System, including revisions.

NOTE:

1. It is not necessary to have a separate Training and Education register for each accreditation module. One Training and Education register could be raised to capture the required criteria across all accreditation modules. An example form can be found in the "Operator Guide – How to Become and Stay Accredited and Sample Forms", located on the MRWA web site.

Your Checklist for Standard 5:

- Has training been provided to all relevant staff including any sub-contractors or any third parties who are involved in the Load Management System?
- Are staff (including sub-contractors and third parties) suitably trained in relation to load restraint methods and are there records available to verify this?
- Is refresher training conducted when an identified non-conformance is highlighted, the training recorded and is it documented.

FURTHER ENQUIRIES

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