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Western Australian Heavy Vehicle Accreditation

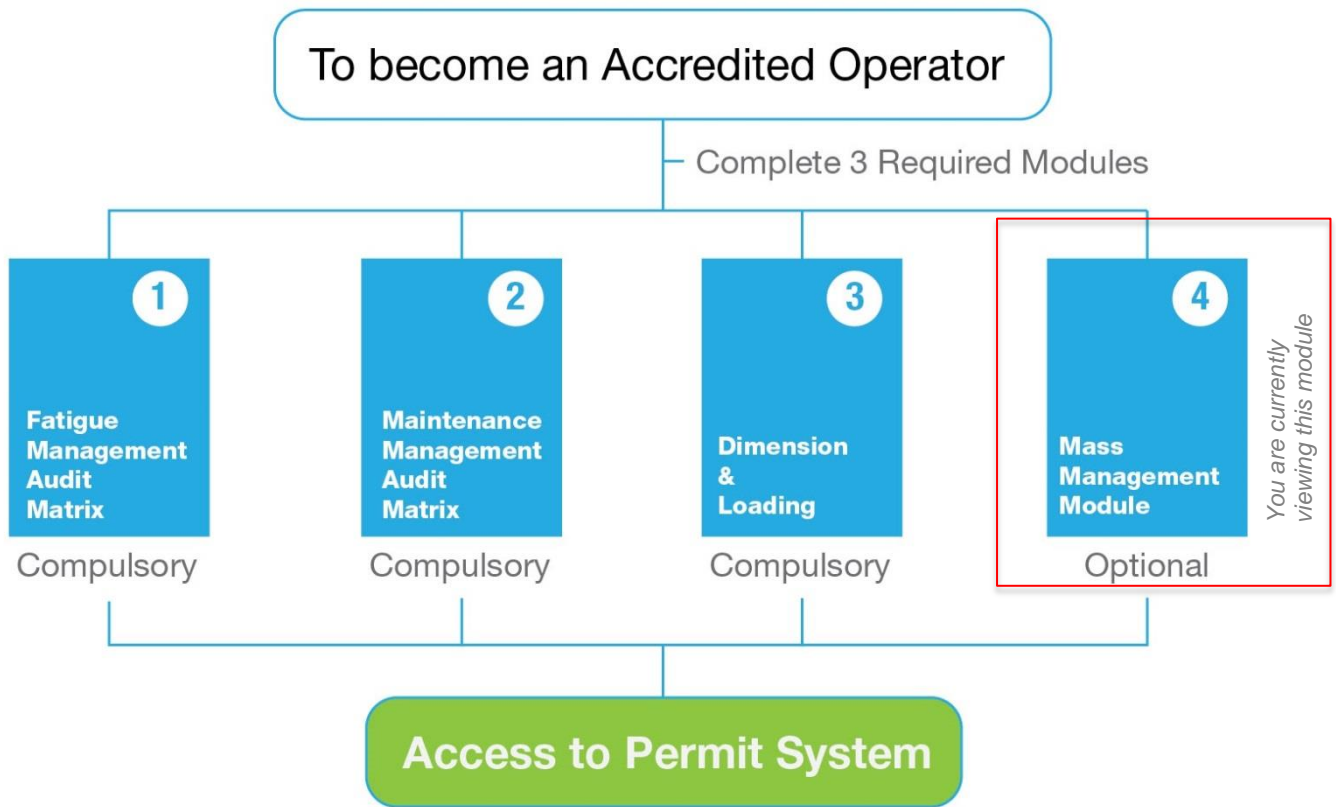
Mass Management Module Standards

APRIL 2016

April 2016

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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MASS MANAGEMENT MODULE OVERVIEW

In Western Australia, heavy vehicle mass requirements are prescribed in the *Road Traffic (Vehicles) Act 2012* and associated Regulations. Under certain circumstances, Main Roads Western Australia (MRWA) allows Western Australian Heavy Vehicle Accredited (WAHVA) operators to operate vehicle combinations in excess of the prescribed mass limits, under approved concessional loading schemes.

The Accredited Mass Management Scheme (AMMS) was developed in consultation with the Ministerial Heavy Vehicle Advisory Panel for the purpose of providing the WA transport industry with an efficient concessional loading scheme, while ensuring road infrastructure protection and sustainability. AMMS allows for three (3) concessional mass levels for operators that have proven loading controls.

This module is not mandatory to become or remain an accredited operator in Western Australia. It is a commercial decision by operators if they wish to participate in the AMMS.

As a transport operator, some of the benefits include:

- Improved productivity and efficiency
- Greater flexibility for loading control methods
- Reduced risk of overloading
- Improved skills and accountability of drivers and loaders
- Better relationships with enforcement agencies
- Reduced impact of enforcement
- Improved safety
- Improved environmental outcomes

Benefits to the community include better and more consistent compliance with road safety standards and fewer vehicles frequenting the road network for the same task.

Prior to being eligible to operate under AMMS, transport operators must decide how they intend to control their loads. Once the transport operator has decided on their loading control method, they must develop a Mass Management System (MMS) showing the loading controls then submit an MMS Entry Audit and AMMS permit application to HVS.

Operators must conform with the standards in this module. To remain accredited, the operator must have documents and records that prove their methods work and that their vehicles are loading within the mass requirements. In part, this means keeping records of loads being carried on their vehicles to show they are within the allowable mass limits.

The following standards have been developed to ensure all operators participating in this module are achieving at least the same minimum level of compliance. The operator's MMS must comply with these Standards.

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

In the explanations of the standards on the following pages, the term "Mass Management System" means the procedures developed and documented by the operator to qualify for AMMS.

There are checklists at the end of each standard to assist operators in determining whether or not they are complying with the standards. Being able to tick all the boxes indicates an operator complies with the standard.

APPLICATION

The Mass Management Module must be read in conjunction with the WAHVA Business Rules.

The Mass Management Module only applies to restricted access vehicles operating under the *Accredited Mass Management Scheme (AMMS)*. Refer to the WAHVA Business Rules for full details.

All documentation relating to WAHVA is available on the MRWA website at:

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Accreditation/Pages/Accreditation.aspx>.

STANDARD 1: ELIGIBILITY REQUIREMENTS FOR MASS MANAGEMENT

Standard:

Prior to being approved under AMMS, operators must declare they have loading controls in place through their Mass Management System to meet the Mass Management Module Standards.

Criteria:

To satisfy this standard the operator must:

- 1.1 Provide appropriate documents and records in an audit to ensure the loading control methods were implemented at the time AMMS permits were first issued.
- 1.2 Engage a qualified Heavy Vehicle Auditor who has been approved by MRWA to audit the Mass Management System.
- 1.3 Complete an Entry Audit or a Mass Management Module Audit and submit the completed audit to MRWA for processing.

Checklist for Standard 1:

- Has a Mass Management System been established in accordance with these Standards?
- Have appropriate records been kept to demonstrate loading controls have been in place since the time AMMS permits were first issued?
- Has an Entry Audit been completed by an approved third Party Auditor and submitted to MRWA?

STANDARD 2: VEHICLE CONTROL

Standard:

Operators must ensure all vehicles operating under AMMS meet the technical specifications required for the relevant higher mass limits.

Criteria:

To satisfy this Standard the operator’s Mass Management System must:

- 2.1 Have a comprehensive register (see Note 1) of all vehicles operating under AMMS (including sub-contractor’s vehicles). The register must include the following details about each vehicle used under the Accredited Mass Management Scheme:

a)	Make and model
b)	Registration number
c)	Registered owner
d)	Vehicle Identification Number (VIN)
e)	Tare mass
f)	Gross Vehicle Mass (GVM) rating
g)	Gross Combination Mass (GCM) rating
h)	Date added to or removed from AMMS vehicle register
i)	Relevant AMMS permit number and expiry date

- 2.2 Ensure all vehicles have sufficient ratings to conform to the authorised higher mass limits and the required authorisations (i.e. licenses, permits or order) to operate under AMMS, prior to operating on the public road network.
- 2.3 Ensure any nominated subcontractor’s vehicles are operating exclusively for the operator. If a subcontractor wishes to work for others, they must be accredited in their own right.

Note:

- 1. This could be as simple as adding extra columns to the vehicle register required under the Maintenance Management Module. An example template form can be found in the “Operator Guide – How to Become and Stay Accredited and Sample Forms”, located on the MRWA web site.

Checklist for Standard 2:

- Do you have a register showing all the required details for each accredited vehicle and is there sufficient documentation and records supporting the required vehicle details?
- Are the vehicle ratings shown on the vehicle's compliance plate? If not, do you have evidence of the vehicles ratings, such as suspension upgrade certification?
- Are you employing subcontractors? If so is there a separate section for sub-contractors and how are you nominating vehicles of use i.e. is the subcontractor accredited independently or accredited to your organisation for work by your organisation only?
- Is there a written agreement between the subcontractor and your organisation to demonstrate their compliance with your Mass Management System?
- Who is responsible for maintenance of the vehicle list, how and when will the list be updated and are there provisions to notify MRWA a vehicle is added/deleted from the list?
- Where is the list of accredited vehicles kept and do the operator's staff know of this?
- Is there a procedure in the Mass Management System for ensuring the drivers know the maximum allowed mass limits for each vehicle?

STANDARD 3: VEHICLE LOADING - MASS

Standard:

The Mass Management System must be able to ensure vehicles are loaded within allowable mass limits. Before the vehicle departs, it must have its weight assessed to ensure it is not exceeding the allowable mass (see note 3).

The methodology must be able to allow for normal variations of the product and still ensure all mass requirements are met. The loading system must control vehicle loadings within the allowable limits, prior to the vehicle travelling on the road.

Criteria:

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

- 3.1 Ensure the loading method is capable of controlling the vehicle's gross mass and load distribution across axle groups as shown in Appendix 1 (see note 1). Specify how the mass is recorded and where the records are kept for each trip.
- 3.2 Have written instructions that define the procedure for dealing with vehicles detected as being overloaded and how any variations, such as load density, temperature, size variations etc., will be controlled.
- 3.3 Provide documentary evidence of certification that any devices used for establishing mass or volumes have been appropriately calibrated in accordance with manufacturer's specifications, or National Measurement Institute (NMI) regulatory requirements (see note 2).
- 3.4 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.
- 3.5 Ensure written procedures are in place for managing the rollover risk of the vehicle.

Note:

1. For the purpose of Standard 3.1 "load distribution", the less than 5% tolerance across adjacent axle groups provided for in Section 29 *Road Traffic (Vehicles) Act 2012* may be applied as follows:

A person does not commit an offence under subsection (1) in relation to a mass requirement that applies to a heavy vehicle and its load if —

- (a) the load is grain, sand, ore, volume loaded liquid, or any other commodity, that is transported in bulk; and
- (b) the vehicle is built for the purpose of carrying that commodity in bulk; and
- (c) the vehicle is designed so that the load can move within the confines of the vehicle; and
- (d) the gross loaded mass of the vehicle at the time does not exceed the vehicle's GVM; and
- (e) the amount of mass in excess of the amount of the maximum mass permitted in relation to an axle mass requirement, expressed as a percentage of the amount of the maximum mass, is less than 5%.

2. For the purpose of Standard 3.3 “provide certification”, where an AMMS Approved Weighbridge (as published on the Main Roads Website under the AMMS Approved Weighbridge Supplier Member List) is used as the sole loading control method, the operator is not required to supply certification documentation. The weighbridge simply needs to be identified in the Mass Management System.
3. Weight can be assessed by a weigh bridge (weight distribution) or any other means which can confirm axle loadings (this can include systems that have been verified and then only require confirmation every quarter).

Checklist for Standard 3:

- Does the Mass Management System have a procedure for establishing the mass of the load by axle and gross weights, has the procedure been verified and is there a schedule in place for continual verification to ensure the loading is within the allowed tolerances?
- Is there a system in place for keeping auditable records of the measured weights and do the relevant staff know where these records are kept?
- Does your procedure have specific instructions for loading where there may be variance in the loads, such as
 - Density
 - Wet over dry material
 - Aggregate size
- Are all parties involved in the loading process aware of the vehicle’s maximum mass and where the mass should be placed for correct distribution?
- Is there specialist equipment involved, are staff including third parties suitably trained to use the equipment and are there documented procedures available?
- If a third party is used are they trained accordingly and where are the records, training requirements and information packages kept?
- Is there a procedure in place for dealing with vehicles that are overloaded and are staff aware of the procedure?
- Are the maintenance and calibration records available?
- What action has been taken to ensure stability of the vehicle is managed ie. load height reduced, speed restrictions, driver education?

STANDARD 4: RESPONSIBILITIES

Standard:

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

Note: An operator may choose to have a separate list of all the people involved in the Mass Management System and what they are responsible for or the positions or people responsible for the tasks could simply be named. 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 Mass Management System must:

- 4.1 Clearly identify what the tasks in the Mass Management System are and who is responsible for carrying out each task.
- 4.2 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.
- 4.3 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 template forms can be found in the "Operator Guide – How to Become and Stay Accredited and Sample Forms", located on the MRWA web site.

Checklist for Standard 4:

- Is there a documented task list and have the responsibilities been listed for each task?
- Are tasks defined and could another person follow the steps to do the work?
- Have all relevant staff members been instructed on what their responsibilities are and do they know how to access their documented work instruction?
- Are all staff aware who is responsible for each component of the Mass Management System and who they report to? Is there an appointed person/s to ensure the Mass Management System is followed?

STANDARD 5: RECORDS AND DOCUMENTATION

Standard:

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

Criteria:

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

- 5.1 Have documentation recording all policies and procedures required under these Standards.
- 5.2 Ensure all required records are legible and identifiable to the vehicle, driver and trip involved (see note 1).
- 5.3 Ensure current documentation is available to all relevant staff and at all locations where operations related to mass management are undertaken.
- 5.4 Ensure all elements of the Mass Management System are maintained and updated and the responsibility for this task is documented.
- 5.5 Ensure all documents and records be kept for a minimum of three years. This includes superseded procedures.
- 5.6 Ensure Responsibility Statements are read, signed and dated by each person responsible for the task
- 5.7 Ensure the following records and documentation be retained for each trip, as a minimum:
 - The registration details of all vehicles in the combination used.
 - Applicable authorisations (i.e. licenses, permits and orders) under which the vehicle was operating.
 - Details of the load carried.
 - The masses of the vehicle, and/or the methodology used for determining this information.

Note:

1. For the purpose of an entry audit into AMMS, records of trips may not be available for the higher mass limits, but if available, records at normal weights showing the required controls are in place can be used.

Checklist for Standard 5:

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

STANDARD 6: INTERNAL REVIEW

Standard:

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

Criteria:

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

- 6.1 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.
- 6.2 Ensure the internal review is being carried out by a person not involved in the operation of the procedures being reviewed, where practical.
- 6.3 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.
- Corrective action to be taken.

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

- 6.4 Have written processes for allocating responsibility to designated staff for ensuring all non-conformances are addressed and not repeated.
- 6.5 Require the production of quarterly compliance statements, and detail the form of this report which must include as a minimum:
 - The number of vehicles in the Mass Management System.
 - The number of trips taken.
 - The number of trips taken where a non-conformance occurred with the Mass Management System.
 - The level of mass excess for each non-compliant trip.

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 template forms can be found in the “Operator Guide – How to Become and Stay Accredited and Sample Forms”, located on the MRWA web site.

Checklist for Standard 6:

- Does the Mass Management System include procedures for carrying out 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 reports 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 for taking action so instances of non- conformance are not repeated?
- Have you identified the person/people responsible for updating your Mass Management System procedures when necessary?

STANDARD 7: TRAINING AND EDUCATION

Standard:

A Mass 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 Mass Management System must:

- 7.1 Identify what training in relation to mass management is required for each person associated with mass management activities.
- 7.2 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.
- 7.3 Document and record what training in mass management is given to all new drivers, contractors or employees as part of their induction process.
- 7.4 Ensure the regular review of training and detail this process, the staff responsible for it and its frequency.
- 7.5 Ensure all relevant staff (including sub-contractors) are provided with information of the Mass Management System, including any 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 details across all accreditation modules. An example template form can be found in the "Operator Guide – How to Become and Stay Accredited and Sample Forms", located on the MRWA web site.

Checklist for Standard 7:

- Has training been provided to all relevant staff including any sub-contractors or any third parties who are involved in your Mass Management System and are there records available to verify this?
- Is refresher training conducted when identified non-compliances highlight the need and is it recorded and documented?

APPENDIX 1

LEVEL 1		
Axle Mass Limits		Brief Description
Axle Group	Tonnes	
Single steer axle	6.0*	Operators must comply with the approved level of extra mass, Mass Management Standards and WAHVA Business Rules.
Tandem axle (dual tyres)	17.0	Equivalent to the current Certified Weighbridge Mass Management Scheme (CWMMS) and the national Concessional Mass Limits (CML).
Tri-axle (dual tyres)	21.5	Allows alternative loading control methods, providing greater flexibility to transport operators who are able to prove accurate loading. Vehicle mass needs to be controlled within prescribed limits prior to entering the public road system.
LEVEL 2		
Axle Mass Limits		Brief Description
Axle Group	Tonnes	
Single steer axle	6.0*	Operators must comply with the approved level of extra mass, Mass Management Standards and WAHVA Business Rules. Equivalent to the national High Mass Limits (HML).
Tandem axle (dual tyres)	17.0	Allows alternative loading control methods, providing greater flexibility to transport operators who are able to prove accurate loading.
Tri-axle (dual tyres)	22.5	Vehicle mass needs to be controlled within prescribed limits prior to entering the public road system.
LEVEL 3		
Axle Mass Limits		Brief Description
Axle Group	Tonnes	
Single steer axle	6.0*	Operators must comply with the approved level of extra mass, Mass Management Standards and WAHVA Business Rules.
Tandem axle (dual tyres)	17.5	Equivalent to the current Concessional Loading Bulk Products Scheme (CLBPS).
Tri-axle (dual tyres)	23.5	Allows alternative loading control methods, providing greater flexibility to transport operators who are able to prove accurate loading. Vehicle mass needs to be controlled within prescribed limits prior to entering the public road system.

***Note:** Steer axles may exceed the limits shown in this table if they are allowed under a separate legal instrument.

Twin steer are restricted to 11 tonne with load sharing suspension.

FURTHER ENQUIRIES

Main Roads Western Australia
Heavy Vehicle Services
525 Great Eastern Hwy
REDCLIFFE WA 6104

Phone: 138 HVO (138 486)
Fax: (08) 9475 8497
Web address: www.mainroads.wa.gov.au
E-mail: hvoaccreditation@mainroads.wa.gov.au