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**OPERATOR GUIDE: HOW TO BECOME AND STAY ACCREDITED AND SAMPLE TEMPLATE FORMS**

Western Australian Heavy Vehicle Accreditation

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## COMMON TERMINOLOGY

|  |  |
| --- | --- |
| *Anniversary Date* | The date the Operator entered WAHVA or the date a re-entry audit and payment were made. This is the date when future audits (compliance/re-entry) are due. |
| *Appeal* | The reconsideration of a decision of the accrediting agency, by an external body, normally the Courts, the State Administration Tribunal or the Ombudsman. |
| *Auditor (External)* | A person certified as a Heavy Vehicle Accreditation Auditor (HVAA) to undertake heavy vehicle accreditation audits.MRWA can certify Auditors to undertake audits of Operators who either currently hold or seek to hold MRWA accreditation. |
| *Auditor (External) – Definition* | An external Auditor performs an audit, in accordance with specific laws or rules of a company, government entity, other legal entity, or organisation, and is independent of the entity being audited.  |
| *Australian Design Rules (ADR)* | National standards for vehicle safety, anti-theft and emissions. |
| *Authorised Person* | A person authorised by the Commissioner of Main Roads, Commissioner of Police or Accreditation Officers employed by Main Roads Western Australia. |
| *Breach* | A non-compliance with the standards within a module or the requirements relating to heavy vehicles specified in relevant road transport legislation. |
| *Cancellation of Accreditation* | When an Operator is prohibited from operating RAV’s in WA. To become accredited, the Operator must have a full re-entry audit completed on their systems and pay the $225 accreditation admin fee. A minimum period of six months must elapse from the date of cancelation before a re-entry audit will be accepted by Main Roads from the Operator or persons connected with the Operator. |
| *Certification* | Evidence a management system has been examined by an Auditor and is eligible for accreditation. |
| *Certificate of Roadworthiness* | Evidence of a physical inspection of the vehicle, which demonstrates compliance with all legal requirements for the intended use of the vehicle.  |
| *Commercial Vehicle* | Any motor vehicle with a GVM over 4.5 tonnes, within the meanings of those terms in the *Road Traffic (Vehicle Standards) Regulations 2002* used or intended to be used for the carriage of goods for hire or reward. |
| *Commercial Vehicle Driver* | A person who drives a commercial vehicle in the course of work and whose work time: 1. Is more than 60 hours per week;
2. For more than once per week – is more than 10 hours in any 24-hour period; or
3. For more than once per week – includes the period from midnight to 5 am.
 |
| *Consultant* | Defined by Main Roads Heavy Vehicle Services as an individual or company who provide expert advice and /or services re implementation, design and ongoing support professionally, whether compensated or not, on all matters relating to an Operators WAHVA. |
| *Decision Maker* | The Commissioner of Main Roads and includes persons to which delegated authority has been given. |
| *Dry Hire* | A contractual arrangement whereby a company or individual hires a vehicle but not a driver/Operator. |
| *Evidence of Identity**(EOI)* | The documents provided as evidence of a person’s identity to satisfy the requirements for a vehicle registration or driver licencing transaction in Western Australia. |
| *External Review* | An external review as provided under the laws of this jurisdiction, i.e., a State Administration Tribunal or an Ombudsman’s inquiry. An external review request must be in writing and lodged within the relevant timeframes. |
| *Fatigue* | A term to describe the feeling of tiredness and exhaustion, both physically and mentally. |
| *Fatigue Management* | Managing the requirements for commercial vehicle drivers to carry out their driving duties while not being affected by fatigue, drugs or alcohol. |
| *Fatigue Management**System* | The procedures developed and documented by the Operator to meet the standards of the Fatigue Management Module Standards. |
| *Gross Vehicle Mass**(GVM)* | The maximum loaded mass of the vehicle: 1. as specified by the vehicle’s manufacturer on an identification plate on the vehicle; or
2. as specified by the Authority if;
3. a mass is not specified by the vehicle’s manufacturer on an identification plate on the vehicle; or
4. mass specified on an identification plate is no longer appropriate because the vehicle has been modified.
 |
| *Gross Combination Mass**(GCM)* | The greatest possible sum of the maximum loaded masses of the vehicle and of any vehicles that may be towed by it at the one time;1. as specified by the vehicle’s manufacturer; or
2. as specified by the relevant authority if —
3. the manufacturer has not specified the sum of the maximum loaded mass; or
4. the manufacturer cannot be identified; or
5. the vehicle has been modified to the extent that the manufacturer’s specification is no longer appropriate
 |
| *Independent Audit* | A systematic, independently planned and documented activity performed by an external Auditor. It is to verify for external purposes by investigation, and the examination and evaluation of objective evidence, that applicable elements of a system have been developed, documented and effectively implemented in accordance with the relevant standards applicable to a particular module. |
| *Internal Review* | A review of a decision made by Main Roads. A request for a review must be in writing and lodged with the decision maker within 28 days of the notification of the decision. |
| *Incident* | An event occurring while a vehicle is being operated on a road or area open to or used by the public and is inclusive of near misses. It may involve damage to any person or property. |
| *Loading Plan* | The documented loading procedures developed by an Operator based on their proven loading control methods and forms part of the Operator’s Mass Management System. |
| *Load Management System* | The procedures developed and documented by the Operator to meet the standards of the Dimension & Load Management Module Standards. |
| *Maintenance* | Ongoing service and repair of vehicles via schedules and routine inspections. |
| *Maintenance Management System* | The procedures developed and documented by the Operator to meet the standards of the Maintenance Management Module Standards. |
| *Management Systems* | This means the Maintenance Management System, Mass Management System, Load Management System, Fatigue Management System and the Common Standards. |
| *Mass Management**System* | The procedures developed and documented by the Operator to meet the standards of the Mass Management Module. |
| *Operator* | Legal entity, being either an individual person or company registered on ASIC, whom either controls or directs the operation of the vehicle and is compliant with Western Australian Heavy Vehicle Accreditation. |
| *Person* | In relation to a vehicle and accreditation a person is;1. an individual who is a responsible person for the vehicle; or

a company given an Australian Company Number under the Corporations Act 2001 (Commonwealth) who is a responsible person for the vehicle. |
| *Policies (Fatigue Management / Education & Training)* | 1. A set of guidelines outlining the intent of the Operator to adhere to the Western Australian Heavy Vehicle Accreditation module standards framework.
 |
| *Provisional Accreditation* | The three (3) month provisional period after completing a Systems Accreditation Audit a new Operator can access the heavy vehicle Notice Network and apply for dimension and mass permits. Prior to the end of the three-month period, the Operator must have an Auditor complete an audit on their records to ensure compliance has been achieved.  |
| *Qualified Person (Re vehicle maintenance)* | This includes the following people:1. Trade qualified in-house mechanics/repairers/workshop employees and any person/s who are working under their supervision;
2. any person/s who have had at least five years’ experience in the maintenance of heavy vehicles; and
3. external registered suppliers.
 |
| *Records* | Written or electronic preservation of information about work that has been undertaken, decisions made and implemented which demonstrate written instructions, legislative and policy requirements have been met. |
| *Regulatory Standards* | The requirements relating to the operation of heavy vehicles specified in legislation. |
| *Review* | A reconsideration of a decision of the accrediting agency by the designated internal review body. |
| *Roadworthiness* | All vehicles operating under WAHVA are to be free of mechanical defects to operate safely on the public road network. |
| *Rostering* | Assigning drivers/employees to a scheduled transport task, taking into consideration all Western Australian Occupational Safety and Health fatigue management requirements. |
| *RTVR* | This is Road Traffic (Vehicles) Regulations 2014 - Western Australian legislation. |
| *Scheduling* | The planning/preparation of an intended transport task which includes such considerations as departure time/site, delivery/collection times/sites and final destination time/site. |
| *Show Cause* | The process by which an accredited Operator may be issued a Show Cause letter, requiring the Operator to explain any non-compliance occurrences and what actions have been taken to prevent further occurrences of similar nature, as systems should have been in place under WAHVA to prevent such occurrences. |
| *Single Operator* | An Operator who operates up to and including two powered vehicles, which under normal circumstances would require Heavy Vehicle Accreditation (this is irrespective of the number of trailing equipment). |
| *Suppliers (maintenance)* | A person or business that provides a product and/or service to the Operator, to assist in the maintenance of their vehicle/s. |
| *Suspension of Accreditation* | When an Operator is prohibited from operating RAVs in WA for the suspension period. A suspension may be issue for any period up to three months. A proviso may be issued with the suspension that actions are required in order for the suspension to be lifted. There is no requirement for the Operator to submit a re-entry audit. |
| *System Accreditation Audit (Entry Audit)* | An independent audit, which examines the underlying management controls including documented procedures and records management systems. It is designed to ensure adequate procedures are in place to effectively and consistently achieve the outcomes required. |
| *System Compliance**Audit (Compliance Audit)* | An independent audit, which assesses the effectiveness of the compliance management systems by examining and measuring the level of compliance actually achieved over a given period. |
| *Operator* | An individual or company that operates one or more commercial vehicles for hire or reward. |
| *Trip Sheet* | A written or electronic record of the details for each trip undertaken.  |
| *Vehicle/s* | Includes all trailing equipment as well as the hauling unit. |
| *WA Heavy Vehicle Accreditation Scheme* | Is mandatory for anyone requiring a permit or order to perform any transport task within Western Australia, including interstate Operators, which requires Operators to comply with a minimum set of System Management Standards. |
| *Wet Hire* | A contractual arrangement whereby a company or individual hires both the vehicle and the driver/Operator. |
| *Written Documentation* | Documentation accepted in either a written or electronic format. |
| *Written Instructions* | Clearly defined set of tasks or processes that are to be followed and can be in either written or electronic format. |
| *Anniversary Date* | The date the operator entered WAHVA or the date a re-entry audit and payment were made. This is the date when future audits (compliance/re-entry) are due. |
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| *Consultant* | Defined by Main Roads Heavy Vehicle Services as an individual or company who provide expert advice and /or services re implementation, design and ongoing support professionally, whether compensated or not, on all matters relating to an operators WAHVA. |
| *Decision Maker* | The Commissioner of Main Roads and includes persons to which delegated authority has been given. |
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| *Independent Audit* | A systematic, independently planned and documented activity performed by an external auditor. It is to verify for external purposes by investigation, and the examination and evaluation of objective evidence, that applicable elements of a system have been developed, documented and effectively implemented in accordance with the relevant standards applicable to a particular module. |
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| *Maintenance Management System* | The procedures developed and documented by the operator to meet the standards of the Maintenance Management Module Standards. |
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| *Person* | In relation to a vehicle and accreditation a person is;1. an individual who is a responsible person for the vehicle; or
2. a company given an Australian Company Number under the Corporations Act 2001 (Commonwealth) who is a responsible person for the vehicle.
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| *Policies (Fatigue Management / Education & Training)* | A set of guidelines outlining the intent of the transport operator to adhere to the Western Australian Heavy Vehicle Accreditation module standards framework. |
| *Provisional Accreditation* | The three (3) month provisional period after completing a Systems Accreditation Audit a new operator can access the heavy vehicle Notice Network and apply for dimension and mass permits. Prior to the end of the three-month period, the operator must have an auditor complete an audit on their records to ensure compliance has been achieved.  |
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2. any person/s who have had at least five years’ experience in the maintenance of heavy vehicles; and
3. external registered suppliers.
 |
| *Records* | Written or electronic preservation of information about work that has been undertaken, decisions made and implemented which demonstrate written instructions, legislative and policy requirements have been met. |
| *Regulatory Standards* | The requirements relating to the operation of heavy vehicles specified in legislation. |
| *Review* | A reconsideration of a decision of the accrediting agency by the designated internal review body. |
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| *Rostering* | Assigning drivers/employees to a scheduled transport task, taking into consideration all Western Australian Occupational Safety and Health fatigue management requirements. |
| *RTVR* | This is Road Traffic (Vehicles) Regulations 2014 - Western Australian legislation. |
| *Scheduling* | The planning/preparation of an intended transport task which includes such considerations as departure time/site, delivery/collection times/sites and final destination time/site. |
| *Show Cause* | The process by which an accredited operator may be issued a Show Cause letter, requiring the operator to explain any non-compliance occurrences and what actions have been taken to prevent further occurrences of similar nature, as systems should have been in place under WAHVA to prevent such occurrences. |
| *Single Operator* | An operator who operates up to and including two powered vehicles, which under normal circumstances would require Heavy Vehicle Accreditation (this is irrespective of the number of trailing equipment). |
| *Suppliers (maintenance)* | A person or business that provides a product and/or service to the transport operator, to assist in the maintenance of their vehicle/s. |
| *Suspension of Accreditation* | When an operator is prohibited from operating RAVs in WA for the suspension period. A suspension may be issue for any period up to three months. A proviso may be issued with the suspension that actions are required in order for the suspension to be lifted. There is no requirement for the operator to submit a re-entry audit. |
| *System Accreditation Audit (Entry Audit)* | An independent audit, which examines the underlying management controls including documented procedures and records management systems. It is designed to ensure adequate procedures are in place to effectively and consistently achieve the outcomes required. |
| *System Compliance**Audit (Compliance Audit)* | An independent audit, which assesses the effectiveness of the compliance management systems by examining and measuring the level of compliance actually achieved over a given period. |
| *Transport Operator* | An individual or company that operates one or more commercial vehicles for hire or reward. |
| *Trip Sheet* | A written or electronic record of the details for each trip undertaken.  |
| *Vehicle/s* | Includes all trailing equipment as well as the hauling unit. |
| *WA Heavy Vehicle Accreditation Scheme* | Is mandatory for anyone requiring a permit or order to perform any transport task within Western Australia, including interstate operators, which requires operators to comply with a minimum set of System Management Standards. |
| *Wet Hire* | A contractual arrangement whereby a company or individual hires both the vehicle and the driver/operator. |
| *Written Documentation* | Documentation accepted in either a written or electronic format. |
| *Written Instructions* | Clearly defined set of tasks or processes that are to be followed and can be in either written or electronic format. |

## ABOUT THIS GUIDE

This guide has been designed to contain policies, procedures and forms for record keeping that single operators can use to assist in meeting the *Western Australian Heavy Vehicle Accreditation (WAHVA)* requirements. This guide is ***not*** a management system but is a tool to assist operators in preparing their management system.

Using this guide will assist in ensuring the vehicle is safe, reliable and the driver is fit to drive. It will also help to:

* Plan and perform regular inspections, servicing and repairs;
* Plan driving and rest time; and
* Avoid the risk of crashes through fatigue.

Accreditation requires a clear understanding of and developed competencies in Maintenance Management, Fatigue Management, Dimension & Loading Management and Mass Management (optional).

To assist with the understanding of fatigue management, a copy of “[Staying Alert at the Wheel](https://www.commerce.wa.gov.au/publications/staying-alert-wheel)” can be obtained from the Department of Mines, Industry Regulation and Safety ([WorkSafe WA](https://www.commerce.wa.gov.au/worksafe)). It will also be necessary for anyone associated with the management, supervision or driving of commercial vehicles, including anyone associated with rostering, scheduling and the checking of trip records to undertake Fatigue Management Training that includes a section on the Western Australian commercial vehicle driver hours of work. As a minimum, this could be the [WorkSafe WA](https://www.commerce.wa.gov.au/worksafe) online assessments or equivalent. All training is to include a test of knowledge with a pass requirement.

To assist with the understanding of dimension & loading management, a copy of the “[Load Restraint Guide](https://www.ntc.gov.au/codes-and-guidelines/load-restraint-guide)” is available from the National Transport Commission.

It is important all completed forms are retained, either in the manual or in long-term archives. The records can then be easily audited, aiding the operator to obtain and retain accreditation.

Designed for the single operator, this guide is unlikely to be applicable to larger companies without modifications to the policies, procedures and forms. Depending on the size of the company involved, additional procedures are likely to be required to address the following areas of accreditation:

|  |  |
| --- | --- |
| * Fault Repair
 | * Vehicle Loading – Dimension and Safety
 |
| * Vehicle Loading – Mass
 | * Load Restraint
 |
| * Vehicle Control
 | * Maintenance Schedules
 |
| * Trip Scheduling
 | * Trip Rostering
 |
| * Fitness for Work
 | * Medical Assessment
 |
| * Workplace Conditions
 | * Management of Incidents
 |
| * Training and Education
 | * Responsibilities
 |
| * Records and Documentation
 |  |

The extent of modifications required will depend on the company’s policies and operating processes.

Any company planning to adjust the policies, procedures and forms within this guide, should ensure they align with their operations and processes.

# WHAT IS NEEDED TO BECOME ACCREDITED – CHECK LIST

Operators must provide Main Roads Heavy Vehicle Services with the following to obtain accreditation:

* Completed and signed “[Restricted Access Vehicle Operator and WA Heavy Vehicle Accreditation Registration Form](https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/accreditation/forms-form-restricted-access-vehicle-operator-registration-form.pdf)”
* Completed and signed “Auditor and Operator Declaration”
* Copy of the Audit Report
* Administration fee of $225.00, payable to Main Roads. Payment by credit card, cash, cheque or money order is accepted.

# BECOMING AND STAYING ACCREDITED

STEP 1: Know the system

Having a good understanding and knowledge of the procedures and forms required to comply with the Fatigue, Maintenance, Dimension and Loading and Mass Management Standards will make it easier to comply with the requirements of the scheme.

STEP 2: Roadworthiness

Ensure all vehicles, have been assessed and certified roadworthy, within twelve (12) months of the anticipated date for the entry audit.

STEP 3: Set up your system

Follow the set-up procedures shown in this guide to ensure the:

Following have been signed:

* Maintenance Management Policy Statement
* Fatigue Management Policy Statement
* Dimension and Loading Management Policy Statement
* Mass Management Policy Statement (If applicable)
* Statement of Responsibilities

Following forms have been completed:

* Vehicle Register
* Employee/driver register
* Service Schedules
* Training and Education Records
* Internal Review Plan

Requirements for written instructions as per the “[WAHVA Management Systems Standards](https://www.mainroads.wa.gov.au/globalassets/heavy-vehicles/accreditation/march-22/new-march-2022-wahva-management-systems-standards.pdf)” have been prepared and are applicable to the nature of your business. This can be in either written or electronic format.

**Note**: Operators must also have a current NTC Medical Certificate for all commercial vehicle drivers, certified by a medical practitioner as fit to drive in accordance with Assessing Fitness to Drive 2016, or requirements exceeding or substantially equivalent to this.

STEP 4: Collection of operational records

Collect records using the procedures and forms in this document.

|  |  |
| --- | --- |
| Records must include: |  |
| * Daily Vehicle Checks
 | * Training and Education Records
 |
| * Dimension and Load Checks
 | * Incident/crashes Reports
 |
| * Fitness for Work
 | * Non-Compliance and Requests for Improvement
 |
| * Trip Scheduling & Rostering
 | * Non-Compliance Register
 |
| * Trip Records
 | * Internal Review
 |
| * Fault Reporting, including prioritising of faults
* Fault Repair
 | * Gross and Axle Distribution Records (If

applicable) |
| * Servicing Records
 |  |

STEP 5: Accreditation

Once the auditor has certified the system as compliant with Western Australian Heavy Vehicle Accreditation requirements, the applicant must complete an application form, include a copy of the audit report and pay the administration fee of $225 to Main Roads WA. Once received, successfully checked and processed by Main Roads WA a three-year Accreditation Certificate will be issued.

# QUICK GUIDE TO OPERATING THE SYSTEM

# MANAGEMENT RECORDS

All records mentioned below **must** be kept for a minimum of three (3) years for audit purposes.

|  |  |
| --- | --- |
| * Daily Trip Recording Sheets
 | * Internal Review Reports
 |
| * Dimension and Load checklists
 | * Internal Review Plans
 |
| * Fault Repair Register
 | * External Audit Reports
 |
| * The Trip Scheduling Plan
 | * Non-Compliance Reports
 |
| * Vehicle Maintenance Records
 | * Non-Compliance Register
 |
| * Accident/Incident Forms
 | * Superseded Procedures
 |
| * Training/Education Records
 | * Loading Procedures
 |
| * Vehicle Register - list of vehicles requiring accreditation
* Medical Certificates
 | * Employee/driver register
* Gross and Axle Distribution Records (if applicable)
 |

# ABOUT AUDITS

*Western Australian Heavy Vehicle Accreditation (WAHVA)* requires audits to be undertaken by certified Heavy Vehicle Accreditation (HVA) auditors. An audit is a check to ensure that the Management Systems work, and the operator is complying with the accreditation standards. If the records and procedures are all correctly in place, the auditor will recommend the application be approved or renewed.

To qualify for accreditation, an independent auditor must sight and verify the record keeping and procedures kept by the company, are compliant with the management standards. Records need to be collected for a period not exceeding twelve months prior to the date of the audit, allowing the auditor to ascertain the operator’s eligibility for entry into the scheme. This is called an **entry audit**.

If records are not available, an operator may have a **systems audit** conducted by an auditor and must contain the following documents and records:

* Vehicle Roadworthy Certificates (completed and signed)
* Fatigue Management Plan
* Commercial Vehicle Driver Medicals completed by a qualified medical practitioner
* Training and education records (including fatigue)
* Policies and Procedures to address the standards
* Signed Maintenance, Fatigue, Mass and Dimension and Loading Management Policies (single operator)
* Signed Statement of Responsibilities

If a systems audit has been submitted for entry purposes, a subsequent entry audit must be conducted within three months.

To maintain accreditation after initial qualification, operators must also be audited at specified intervals to ensure future renewals. Conducted annually, these are called **compliance audits** and must occur before the end of the current accreditation period.

Certified Heavy Vehicle Accreditation (HVA) auditors must carry out all entry and compliance audits. It is the operator’s responsibility to arrange and pay for these audits. The Accreditation Certificate is valid for three (3) years unless cancelled for non-compliance with system or safety requirements.

The auditor may find evidence of non-compliances and recommend corrective action. You will have to demonstrate successful corrective action has been undertaken before accreditation is renewed, not affecting your accreditation status. If the non-compliance is not closed out before submission, the audit will be returned and it may affect your status.

An additional audit (**triggered compliance audit**) may be required if, for instance, it seems the operator is not fully meeting the management standards. However, Main Roads may at any time, initiate a random assessment of the performance of auditors and of industry. Main Roads will meet the audit costs of triggered, random and spot audits.

Operators can obtain a list of approved auditors from the [Main Roads website](http://www.mainroads.wa.gov.au), selecting the Heavy Vehicles page and then the Accreditation page, which includes a link to the page of [Certified HVA auditors](https://www.mainroads.wa.gov.au/heavy-vehicles/accreditation-auditing/) .

# THINGS THAT MUST BE DONE TO SET UP A SYSTEM

**7.1 Fatigue, Maintenance, Dimension & Loading and Mass Management Policies**

Modify to meet specific requirements if necessary and sign it.

**7.2 Daily Vehicle Check**

Add any additional items considered necessary for the vehicles.

**7.3 Vehicle Register**

Complete the details on the Vehicle Register for all the vehicles to be included in your accreditation.

**7.4 Roadworthiness**

Ensure vehicles are certified roadworthy by an appropriately qualified or competent person, or company experienced in the inspection of heavy vehicles, in accordance with the [National Roadworthiness Guidelines (Vehicle Standards)](https://www.nhvr.gov.au/safety-accreditation-compliance/vehicle-standards-and-modifications/roadworthiness-program) and the [Australian Design Rules](https://www.infrastructure.gov.au/infrastructure-transport-vehicles/vehicles/vehicle-design-regulation/australian-design-rules). The certification must not be more than twelve (12) months from the audit date. The date of the roadworthiness inspection needs to be entered on the Vehicle Maintenance Record and the Vehicle Register.

If someone else’s vehicles (trailers and dollies) are being used, check for proof of accreditation or Roadworthiness Certificates.

**7.5 Maintenance Schedules**

Review the proposed vehicle maintenance schedules. Modify these to meet vehicle requirements and set the intervals for services to suit business needs based on manufacturer’s specifications/recommendations, time, intervals (week, month, annual), distance or hours of use and Road Traffic Vehicle Regulations and Australian Design Rules requirements.

**7.6 Maintenance Methods**

An operator undertaking maintenance on vehicles should ensure written copies of the manufacturer’s approved methods are available to describe the maintenance required. If another party or employee performs the maintenance, ensure they have access to written copies of the manufacturers’ approved methods. It is also important to keep the details of maintenance work carried out on the vehicles or trailers.

**7.7 Responsibilities**

If an operator is the only person responsible for all aspects of the Fatigue, Maintenance, Dimension and Loading and Mass Management systems, they must sign the [Responsibility Statement](#_STATEMENT_OF_RESPONSIBILITIES). If other persons are involved in any aspect of the management of dimension and loading, mass, maintenance or fatigue, such as trip scheduling, the responsibilities allocated to the operator and any other person must be identified and recorded on a Responsibility Statement.

Ensure that if others are involved, they have a written copy of their responsibilities and understand these responsibilities.

**7.8 Training and Education**

The operator is responsible for ensuring that they and any other person involved in the operation of the Fatigue, Maintenance, Dimension and Loading and Mass Management systems receives appropriate training. When the necessary training has been received, record each person’s training on the [Training and Education Record](#OLE_LINK2), storing copies of any training certificates or records of completion in the record system. ([Fatigue Management Training](https://fatigue.safetyline.wa.gov.au/) via the internet provided at Safetyline is acceptable training.)

**7.9 Internal Review Plan**

The management systems must be reviewed at a minimum bi-annually (6 monthly). It is also necessary that each of the written instructions, policies and procedures is reviewed to ensure they truly represent the operations of the accredited operator, which is achieved through an Internal Review.

A person independent of the process being reviewed which can be a relative or trade colleague, not involved in the operation, should carry out, the Internal Reviews. To ensure the operation is under control and reviewed prior to its external Compliance Audit, preparation of an [Internal Review Plan](#ReviewP) is necessary to show when a review of each procedure is proposed.

**7.10 Workplace Conditions**

The [Work Health and Safety (General) Regulations 2022](https://www.dmirs.wa.gov.au/safety-regulation/work-health-and-safety-laws/introduction-whs-laws/introduction-whs-laws/work), under 184C “driver fatigue management plan” requires the establishment and maintenance of appropriate workplace conditions.

The relevant [Australian Design Rule ADR 42](https://www.legislation.gov.au/Details/F2006L03251) should be used as a guide to the design of acceptable sleeping accommodation in the vehicle cabin.

## DAILY PROCEDURES

## 8.1 Daily Vehicle Check

* Carry out the [Daily Vehicle Check](#_DAILY_VEHICLE_CHECK) at the beginning of the day prior to starting a trip.
* Mark the Daily Trip Recording Sheet to confirm the Daily Vehicle Check has been completed.
* Dimension and load check before entering the public road network.

## 8.2 Fault Recording

* Record any faults identified during the Daily Vehicle Check or during on-road operations on the [Fault Record and Repair Register](#Faults). Where appropriate, pass this on to whoever is responsible for the repair.

## 8.3 Fault Repair

* Review the Fault Repair Register.
* Prioritise and set condition limits for any new faults identified.
* Monitor existing faults and review priorities for repair work.
* Decisions to monitor or defer repairs must be recorded with the name of the person making the decision.
* Carry out all serious or urgent repairs **BEFORE DRIVING THE VEHICLE ON PUBLIC ROADS**.
* At the completion of the repair and any testing required, complete the Fault Repair Register.

## 8.4 Maintenance Schedule

* Review the Maintenance Record for all vehicles.
* Arrange maintenance services including any repairs in accordance with the Maintenance Record, Fault Repair Register and the Vehicle Service Schedules.
* Sign the [Maintenance Record](#Maintenance1) when the service has been completed in accordance with the [Service Schedule](#OLE_LINK6) and the set methods.
* Schedule the next service on the Maintenance Record.

## 8.5 Trip Scheduling

* Schedule trips using the Trip Plan Sheet to meet the Fatigue Management Standards minimum requirement for Scheduling and Rostering.
* At the completion of the day’s work, complete the Trip Sheet for that day.

## 8.6 Health

* Ensure the Medical Certificate is current and in accordance with the standard’s requirement.
* Arrange for a Medical Assessment if the current certificate renewal date is approaching. See the age-related conditions in the standard.
* If the current medical certificate is out of date, **DO NOT DRIVE**.
* Keep a copy of the current Medical Certificate in the manual.

### DAILY VEHICLE CHECK LIST

### (Visual check – drivers are not required to get under the vehicles)

* **Wheel and tyres** for tyre pressure/inflation, tread integrity and wheel security;
* All **lights and reflectors** to ensure fully operational and free of damage;
* **Windscreen and mirrors** for security, damage and grime;
* **Wipers and windscreen washers** to ensure fully operational;
* **Structure and bodywork** to ensure all panels and visible structural members are secure and free of cracks and rust that may affect the vehicle’s structural integrity;
* **Suspension** to ensure no cracks, excessively worn components, free of air leaks (for air suspension) and damaged or leaking shock absorbers;
* **Engine, gearbox and differential** to ensure they are free of any **fluid leaks** (including oil, fuel, water, coolant, hydraulic fluid, or other);
* **Brakes** to ensure fully operational, adequately adjusted and free of leaks. All ABS, EBS, ESC and T-EBS plugs MUST be connected and Systems Operational if present;
* **Air tanks** are free of moisture; and
* **All tow couplings** to ensure security and no excess movement.

### FITNESS FOR WORK DAILY CHECK LIST

Has the driver:

|  |
| --- |
| * Had a seven hour minimum continuous sleep break in the last 24 hours with at least a minimum

uninterrupted six hours of sleep (longer is better)?If not, their risk of fatigue has increased significantly and they must not be driving. |
| * Had more than 27 hours, non-work time (rest) in the last 72 hours?
 |
| * Scheduled at least 20 minutes rest for each five hours of work - at least 10 minutes of which must be taken during each five hours? Rest should not be stored until the end of the trip.
 |
| * Had two days (48 hours) off work in 14 days?
 |
| * Presented fit for work, without impairment from over the counter medication, alcohol and illegal drugs or accumulated sleep loss?
 |
| * An appropriate (sleeper berth) truck for the journey? ([ADR 42](https://www.legislation.gov.au/Details/F2006L03251))
 |
| * Been medically assessed?
 |
| * Exceeded 168 hours work time in 12 days?

 If yes, do not undertake the journey. |
| * A valid current licence for this class of vehicle?
 |

# FATIGUE OPERATING STANDARDS

|  |  |
| --- | --- |
| **Operating Standard for Solo Drivers** | **Time Spent in the Activity** |
| * Maximum continuous *Active Work Time* (driving and non- driving work time) before a break must be taken.
 | 5 hours |
| * Minimum *Short Break Time* a schedule must allow for each five hours of work time.
 | 20 minutes |
| * Minimum amount of short break time to be taken during or after five hours work time.
 | 10 minutes |
| * Time period after which a short break is considered to be non-working time.
 | 30 minutes |
| * Maximum active work time in any 14 days.
 | 168 hours |
| * Minimum continuous rest break during a 24 hour period.
 | 7 hours |
| * Maximum time between major rest breaks (seven hours or longer).
 | 17 hours |
| * Minimum days off in any 28 day period if working up to a 28 day roster (provided hours of work do not exceed 144 hours in any 14 day period within the 28 days).
 | 4 breaks – each of a minimum 24 continuous hours |
| **Operating Standard for Two-Up Drivers** | **Time Spent in the Activity** |
| * Minimum non-work time in a 24 hour period (does not have to be continuous).
 | 7 hours |
| * Minimum continuous non-work time in a stationary vehicle or away from the vehicle in 48 hours.
 | 7 hours |
| **OR** |
| * Minimum continuous non-work time away from vehicle in seven days.
 | 48 hours |

## SCHEDULING AND ROSTERING REQUIREMENTS

**BASIC PRINCIPLES**

|  |
| --- |
| * At least 24 hours’ notice must be given to the Driver to prepare for Working Time of 14 hours or more.
 |
| * A solo driver should have the opportunity for at least seven hours continuous sleep in a 24-hour period.
 |
| * In nightshift operations, hours of ‘active work’ should be reduced to reflect the higher crash rate from fatigue between 1am and 6 am.
 |
| * Continuous periods of ‘active work’ must not exceed five hours.
 |
| * Flexible schedules permitting Short Break Time or discretionary sleep.
 |
| * A solo driver should have the opportunity for at least seven hours of continuous sleep in 24 hours and preferably between the hours of 10pm and 8am.
 |
| * Driver does not exceed 168 hours Working Time in 12 days.
 |
| * Driver has at least one day of Non-Working Time in seven days, or two in 14 days.
 |
| * Minimise irregular or unfamiliar work rosters
 |
| * Minimise schedules and rosters, which depart from daytime operations when drivers return from leave.
 |
| * Total ‘non-working time’ is at least 7 hours in 24 hours and 27 hours in 72 hours
 |
| * 24 hours of non-work time between shift changes (e.g. day to night shift).
 |
| * Minimum Short Break Time is 10 minutes to be taken during or after five hours work time.
 |

## OTHER REQUIREMENTS

## 11.1 Roadworthiness Certification

|  |  |
| --- | --- |
| Roadworthiness must be assessed for all vehicles, with certification dates being reviewed on  |  |
| a bi-annual basis at a minimum, and where appropriate, a roadworthiness assessment must be arranged. |  |

## 11.2 Management of Incidents

Report all unsafe incidents on the [Accident/Incident Form](#AccIncd).

Unsafe incidents include:

* Crashes;
* Near misses; and
* Mechanical hazards.

The completed Accident/Incident Form must clearly describe the incident and identify those involved. Appropriate corrective action/s must be identified for all incidents, and a date set for its implementation. Any action to prevent recurrence and any necessary follow up must be included. On completion of the corrective action, close out of the incident report occurs.

## 11.3 Training and Education

All training and education undertaken to support accreditation must be recorded on the person’s [Training and Education Record](#OLE_LINK2). All appropriate personnel must undertake refresher training and any other training when non-compliances highlight training to be part of the corrective action.

## 11.4 Induction of Relief Drivers

All relief drivers engaged and involved with the Fatigue, Maintenance, Dimension and Loading and Mass Management systems must be provided with appropriate training to ensure their competency in operating these systems, prior to them taking up their duties.

## 11.5 Internal Review

Bi-annual (6 monthly) Internal Reviews must be conducted to verify all results and activities comply with the system’s policies, procedures and instructions in accordance with the [Internal Review Plan](#OLE_LINK1). The Internal Review will, if possible, be conducted by a person who is independent of the procedures being reviewed (a relative or trade colleague).

In accordance with the written procedures, the internal reviewer must review all processes ensuring they are being conducted Where the written procedures are not being followed, the internal reviewer is to issue a Non-Compliance Request on the appropriate form. The overall outcome of the Internal Review must be recorded on the [Internal Review Matrix](#ReviewM).

## 11.6 Compliance Audits

Compliance Audits undertaken by external auditors must be arranged by the Accredited Operator so they can be conducted prior to the current accreditation expiring. All appropriate records must be made available to the external auditor to enable the audit to be conducted.

## 11.7 Non-Compliance

All non-compliances and improvements must be recorded on the [Non-Compliance Form](#NCDs). The external compliance auditor, the internal reviewer, the Accredited Operator/driver, or any temporary personnel may identify non-compliances and improvements.

The Accredited Operator must identify the appropriate corrective action required to address the non-compliance/improvement and set a date for the implementation of the action. Depending upon the seriousness of the non-compliance, implementation of the corrective action must be within one month of the non-compliance being identified or at a time as agreed between the owner/driver and the auditor. A longer timeframe maybe allocated for System improvements.

The Accredited Operator must identify and set a date for implementation of any action to prevent recurrence of the non-compliance. The external auditor or the internal reviewer will identify any appropriate follow up and close out the corrective action.

## 11.8 Non-Compliance Register

All non-compliances identified, must be recorded on the [Non-Compliance Register](#NCReg) and the corrective action follow up and close out, tracked and recorded.

**Monthly**

To ensure the implementation of corrective actions are on schedule, the [Non-Compliance Register](#NCReg) must be reviewed monthly.

## 11.09 Storage of Records

It is recommended Trip Records and Fault Reports be kept in the vehicle for one month. Records older than one month may be transferred to a secure long-term storage system (may be set up in the company’s office).

All records **must** be stored for a minimum of three (3) years.

## 11.10 Superseded Procedures

Copies of all superseded procedures must be stored in the long- term storage system.

## CONTACT INFORMATION

Phone: 138 HVO (138 486)

Web address: [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au)

E-mail: hvoaccreditation@mainroads.wa.gov.au

Main Roads Western Australia

Heavy Vehicle Services

525 Great Eastern Hwy

REDCLIFFE WA 6104

Postal Address:

PO Box 374

WELSHPOOL DELIVERY CENTRE

WA 6986

## TEMPLATES

## 13.1 Sample Template Form Links

This table below contains sample templates to policy documents and forms for record keeping that single operators can use to assist in meeting the *Western Australian Heavy Vehicle Accreditation* requirements. Designed for the single operator, the policies and forms are unlikely to be applicable to larger companies without modifications.

|  |
| --- |
| **Template Links** |
| [Maintenance Management Policy Statement](#MaintPS) |
| [Fatigue Management Policy Statement](#FMS) |
| [Dimension and Loading Management Policy Statement](#DLM) |
| [Mass Management Policy Statement](#MMPS) |
| [Common Standards Policy Statement](#CSPS) |
| [Statement of Responsibilities – Common Standards](#SORCS) |
| [Statement of Responsibilities – Dimension and Loading Management](#SORDL) |
| [Statement of Responsibilities – Maintenance Management](#SORM) |
| [Statement of Responsibilities – Fatigue Management](#SORF) |
| [Statement of Responsibilities – Mass Management](#SORMM) |
| [Accreditation Roadworthiness Checklist](#ARC) |
| [Wear Limits and Specifications – Table of Tolerances](#WLAS) |
| [Training / Education Record](#TER) |
| [Dimension and Loading Check List](#DLCL) |
| [Vehicle Register](#VR) |
| [Scheduling and Rostering Checklist](#SRCL) |
| [Weekly Trip Sheet](#WTS) |
| [Fault Record and Repair Register](#FRRR) |
| [List of Preferred Suppliers](#LPS) |
| [‘A’ Weekly Service Schedule](#AWSS)* Truck / Prime Mover, Trailer & Dolly
 |
| [‘B’ Monthly Service Schedule](#BMSS) |
| [‘C’ Annual Service Schedule](#CASS) |
| [Maintenance Record](#MaintenanceR)* Prime Mover
* Trailer
* Dolly
 |
| [Internal Review Planner](#IRP) |
| [Accident / Incident Report](#AIR) |
| [Non-Compliance and Request for Improvements](#NCRI) |
| [Register of Non-Compliance and Improvement Requests](#RegNC) |
| [Compliance Statement](#CS) |

**MAINTENANCE MANAGEMENT POLICY STATEMENT**

In order to provide a safe, reliable transport service, Iand my nominated drivers understand, and are committed to the need to maintain safe, reliable and roadworthy vehicles through a suitably planned and executed maintenance program in accordance with *Western Australian Heavy Vehicle Accreditation*.

When operating under a permit or order my nominated drivers and I will only use vehicles that are covered by a Maintenance Management System meeting *Western Australian Heavy Vehicle Accreditation* requirements.

This Maintenance Management Program is structured on and adheres to the requirements of *Western Australian Heavy Vehicle Accreditation.* I and my nominated drivers will comply with the five Maintenance Management Module standards: vehicle control, daily checks, fault recording and reporting, fault repair and maintenance schedules and methods.

The procedures outlined in the Maintenance Management System are a true account of my Maintenance Management practices.

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Driver Name Driver Signature Date

**FATIGUE MANAGEMENT POLICY STATEMENT**

I, as the owner of this company and my nominated drivers, are committed to ensuring a safe and healthy work environment. My nominated drivers and I accept and will operate in accordance with the Work Health and Safety (General) Regulations 2022 and Western Australian Heavy Vehicle Accreditation. All drivers must present themselves for duty unimpaired by fatigue, alcohol or drugs at any time while we are in charge of, or operating, any equipment owned or operated by myself, or any company. This will be recorded daily and fitness for work as far as is practicable, will be diligently supervised. Action that will be taken with regards to non-conformances of the above instruction will include: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

I and my nominated drivers will manage and control the measures for the recovery and treatment of fatigue, including if a driver becomes fatigued during the trip by: ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

I and my nominated drivers will comply with the four Fatigue Management Module standards: scheduling, rostering, fitness for work and workplace conditions.

The procedures outlined in the Fatigue Management System are a true account of my Fatigue Management practices.

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Owner Name Owner Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

**DIMENSION AND LOADING MANAGEMENT POLICY STATEMENT**

I, as the owner of this company and my nominated drivers, are committed to provide a safe, reliable transport service. My nominated drivers and Iunderstand and are committed to the need to ensure all of my vehicles entering the public road system are compliant with any regulatory requirements in regard to load, mass and dimensions in accordance with *Western Australian Heavy Vehicle Accreditation*.

To ensure that I meet this policy in all respects, I and my nominated drivers will monitor all loads and vehicle configurations before they enter the public road system. I and my nominated drivers will comply with the one Dimension and Loading management standard: vehicle loading – dimension and safety.

The procedures outlined in the Dimension and Loading Management System are a true account of my Dimension and Loading Management practices.

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Owner Name Owner Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

**MASS MANAGEMENT POLICY STATEMENT**

I, as the owner of this company and my nominated drivers, are committed to provide a safe, reliable transport service. My nominated drivers and Iunderstand and are committed to the need to ensure all of my vehicles entering the public road system are compliant with any regulatory requirements in regard to operating vehicle combinations in excess of the prescribed mass limits, under approved concessional loading schemes in accordance with *Western Australian Heavy Vehicle Accreditation*.

To meet this policy in all respects, I and my nominated drivers will monitor all loads transported by my vehicle(s) to ensure they will only be loaded to the limits allowed under the Accredited Mass Management Scheme permit issued to the vehicle(s), before they enter the public road system. I and my nominated drivers will comply with the two Mass management standards: vehicle control and vehicle loading – mass.

**DRIVER’S RESPONSIBILITIES**

* Ensure vehicle has sufficient ratings to conform to the higher mass limits
* Ensure load is positioned so vehicle’s gross mass is within allowable limits
* Ensure load is positioned so vehicle’s axle distributions are within allowable limits
* Ensure load is appropriately restrained
* Ensure appropriate permits are in place and understood before the journey commences
* Ensure proposed route is approved for the particular vehicle combination and permit
* Ensure auditable records are kept of each journey undertaken to show all standards have been adhered to
* Ensure the requirements of the loading plan are followed

 The procedures outlined in the Mass Management System are a true account of my Mass Management practices.

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Owner Name Owner Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

**COMMON STANDARDS POLICY STATEMENT**

In order to provide a safe, reliable transport service, Iand my nominated drivers understand, and are committed to the need to meet the requirements to satisfy Main Roads five common standards across the accreditation modules of Fatigue, Maintenance, Dimension and Loading and Mass Management (if required) have appropriate systems in place, in accordance with *Western Australian Heavy Vehicle Accreditation*.

When operating under a permit or order my nominated drivers and I will adhere to a Common Standards Management System which is structured on and adheres to the requirements of *Western Australian Heavy Vehicle Accreditation* requirements, via written instructions that are always followed and documents/records are retained that prove the methods work.

I and my nominated drivers will comply with the five Common Standards: responsibilities, records and documentation, training and education, internal review and management of accidents and incidents.

The procedures outlined in the Common Standards Management System are a true account of my System Management practices.

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Owner Name Owner Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

**STATEMENT OF RESPONSIBILITIES – COMMON STANDARDS**

I and my nominated drivers are responsible for the management, operation and overall compliance of my Common Standards System that has been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the system will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for the Common Standards, as stated in the Common Standards of *Western Australian Heavy Vehicle Accreditation.*

**Responsibilities Owner / Administrator / Driver** (Selectapplicable)

* Checks calibration records for all weighing O / A / D

equipment are up to date

* Maintains the system and updates the written instructions O / A / D
* Reviews the training content for all modules and its O / A / D

frequency for refresher training

* Checks all records are legible and identifiable to the driver O / A / D

& vehicle/s

* Completes the bi-annual (6 monthly) internal reviews O / A / D
* Checks the forms/data/stats collected in the system O / A / D

match the current Operator Guide where required

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Owner Name Owner Signature Date

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Administrator Name Administrator Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

**STATEMENT OF RESPONSIBILITIES – DIMENSION AND LOADING MANAGEMENT**

I and my nominated drivers are responsible for the management, operation and overall compliance of my Dimension and Loading Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems, will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for Dimension and Loading Management, as stated in the Dimension and Loading Management Module Standards of *Western Australian Heavy Vehicle Accreditation.*

**Responsibilities Owner / Administrator / Driver** (Selectapplicable)

* Ensures the vehicle is fit for task O / A / D
* Positions the load appropriately O / A / D
* Restrains the load appropriately O / A / D
* Checks the vehicle and load dimensions (including axle weights) O / A / D
* Ensures an appropriate permit is current, if applicable O / A / D
* Checks the D&L check has been completed for each trip/load O / A / D
* Checks the RAV network is approved O / A / D
* Ensures compliance with approval conditions O / A / D

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Owner Name Owner Signature Date

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Administrator Name Administrator Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

**STATEMENT OF RESPONSIBILITIES – MAINTENANCE MANAGEMENT**

I and my nominated drivers are responsible for the management, operation and overall compliance of my Maintenance Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems, will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for Maintenance Management, as stated in the Maintenance Management Module Standards of *Western Australian Heavy Vehicle Accreditation.*

**Responsibilities Owner / Administrator / Driver** (Selectapplicable)

* Does the daily check O / A / D
* Checks the daily check has been completed O / A / D
* Defines the service intervals and tasks O / A / D
* Monitors the service records are completed on time O / A / D
* Decides on the fault priorities O / A / D
* Records and submits vehicle fault/s O / A / D
* Decides if a fault is to be deferred or monitored O / A / D
* Ensures the roadworthy carried out and documented meet O / A / D

the minimum requirements and are within the specified timeline O / A / D

* Updates the fleet register O / A / D

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Owner Name Owner Signature Date

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Administrator Name Administrator Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

**STATEMENT OF RESPONSIBILITIES – FATIGUE MANAGEMENT**

I and my nominated drivers are responsible for the management, operation and overall compliance of my Fatigue Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems, will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for Fatigue Management, as stated in the Fatigue Management Module Standards of *Western Australian Heavy Vehicle Accreditation.*

**Responsibilities Owner / Administrator / Driver** (Selectapplicable)

* Checks the trip sheet for compliance O / A / D
* Maintains the trip records as the trip progresses O / A / D
* Records fit for duty daily O / A / D
* Checks fit for duty is completed daily O / A / D
* Monitors and ensures medicals are completed prior to expiry O / A / D
* Does scheduling O / A / D
* Does rostering O / A / D
* Ensures and obtains evidence vehicles are ADR42 compliant O / A / D
* Ensures workplace conditions assist in the control of fatigue O / A / D

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Owner Name Owner Signature Date

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Administrator Name Administrator Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

**STATEMENT OF RESPONSIBILITIES – MASS MANAGEMENT**

I and my nominated drivers are responsible for the management, operation and overall compliance of my Mass Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems, will be undertaken by myself and my nominated drivers, who have a thorough and clear understanding of the requirements for Mass Management, as stated in the Mass Management Module Standards of *Western Australian Heavy Vehicle Accreditation.*

**Responsibilities Owner / Administrator / Driver** (Selectapplicable)

* ensures the weighbridge is on the approved list or obtains O / A / D

current copies of the privately owned weighbridge

calibration documentation and dockets when used

* ensures the quarterly test weighs are completed O / A / D

and records kept (when applicable)

* develops and reviews the load planning documentation O / A / D
* maintains the Calibration Certificates for all other O / A / D

loading equipment

* checks the RAV network is approved for AMMS O / A / D
* ensures the vehicle is fit for task O / A / D
* obtains and/or renews AMMS permits to ensure they are current O / A / D
* monitors completed documentation (load plans) O / A / D

to verify compliance

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Owner Name Owner Signature Date

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Administrator Name Administrator Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date

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Driver Name Driver Signature Date



 **WEAR LIMITS AND SPECIFICATIONS**

**(This form is no longer a WAHVA Scheme requirement and is not subject to audit. It remains in this guide at the request of operators to assist them in managing their WAHVA)**

**TABLE OF TOLERANCES (Based on the National Roadworthiness Guidelines)**

The following table of in-service tolerances and wear limits is to be applied when determining the roadworthiness of the vehicle.

These indicate when repair and replacement is required.

You should conduct a review of the tolerance table listed below and mark any changes required for your vehicle.

Add any additional tolerances to the table required by your vehicle.

|  |  |  |
| --- | --- | --- |
| **LOCATION** | **YOUR** **TOLERANCE** | **SUGGESTED TOLERANCE** |
| **Steering** |  |  |
| Steering wheel free play  |  | max 100mm |
| King pin play (at outer wheel)  |  | max 10mm |
| Ball joint play (inc tie rods and drag arm)  |  | max 3mm |
| King pin thrust movement  |  | max 3mm |
| Spline connections  |  | max 1mm radial |
| Oil leaks, power steering, engine, differential, gearbox  |  | max 1drop/ 30 secs |
| **Brakes** |  |  |
| Brake Booster push rod travel  |  | max 80% |
| Brake air hose leaks  |  | nil |
| Brake lining thickness above shoe  |  | min 1.5mm |
| Air brake governor cut out pressure more than  |  | 930 KPa |
| Air brake governor cut in pressure more than  |  | 550 KPa |
| **Mechanical Connections** |  |  |
| Pins, Pintle Hooks, Drawbar eyes |  | < 5% wear |
| Movement between Sub frame and Hinged Drawbar  |  | max 6 mm |
| Turntable movement between upper and lower parts  |  | max 13mm |
| **Tyres** |  |  |
| Tread Depth  |  | min 2.5mm |
| Tyre pressure  |  | max 825KPa |
| Diameter of matching tyres on same side of axle  |  | ± 25mm |
| **Suspension** |  |  |
| Spring Leaves displaced sideways  |  | 10% of width |
| **Windscreen** |  |  |
| Bulls – eye fracture exceeds |  | 16 mm diameter |
| Cracks more than  |  | 150 mm Long |
| **Fuel Tank** |  |  |
| LPG container dents/ creases  |  | < 75 mm long |
| Depth of Dent  |  | < 10% of width |

**FORM NO……….**

**TRAINING / EDUCATION RECORD**

**Name of Driver/Administrator/Trainee/Employee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Training****Completed or Required** | **Date of Training**  | **Training Supplied By** | **Your Signature**  | **Trainers Signature**  |
| Daily Vehicle Pre Trip Check |  |  |  |  |
| Trip Sheet Completion |  |  |  |  |
| Vehicle Fault Recording |  |  |  |  |
| Accident / Incident Report Procedures |  |  |  |  |
|  |  |  |  |  |
| Fit for Duty Check |  |  |  |  |
| Fatigue Management Training – Driver |  |  |  |  |
| Fatigue Management Training – Administrator |  |  |  |  |
|  |  |  |  |  |
| Vehicle Loading within Dimension Limits |  |  |  |  |
| Load Positioning |  |  |  |  |
| Load Restraint |  |  |  |  |
| Vehicle Stability |  |  |  |  |
|  |  |  |  |  |
| AMMS: Vehicle Loading - Mass |  |  |  |  |
| AMMS: Vehicle Control |  |  |  |  |
| MRWA Permit and Notice Network |  |  |  |  |

**NOTE:** The above listed items are suggestions. Operators may need to amend or add to this list to accommodate the needs of their specific business.

The Internet training courses for Fatigue Management can be located at <http://fatigue.safetyline.wa.gov.au/>

**DIMENSION AND LOADING CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date/Time** |  | **Client** |  |
| **Drivers Name** |  | **Loader Name** |  |
| **Drivers Signature** |  | **Loaders Signature** |  |
| **Truck Rego** |  | **Load Type** |  |
| **Trailer Rego** |  | **Load Weight** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **ITEM** | **Note** | **Yes** | **No**  |
| Dimension – is vehicle within regulated dimensions | No permit or notice required,See note 1 |  |  |
| Permit/Notice correct (is for the load dimensions as checked) | See note 2 |  |  |
| Check proposed route is authorised on the permit or Notice | See note 3 |  |  |
| Is load secured | See note 4 |  |  |
| Is the tie down equipment in good condition and suitable for the weights |  |  |  |
| Will the load affect vehicle stability |  |  |  |
| Is the load positioned appropriately | See note 5 |  |  |
| Is the vehicle suitable for the type of load |  |  |  |
| Has dunnage been correctly chosen, positioned and restrained on the vehicle |  |  |  |
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The above listed items are suggestions. Operators may need to amend or add to this list to accommodate the needs of their specific business.

|  |
| --- |
| **Comments:**  |

**NOTE:**

1. Contact Main Roads Heavy Vehicle Services (HVS) to apply for a permit, for a notice check MRWA Web for correct RAV Network
2. Contact HVS to amend permit
3. For a permit contact HVS to request change of route, for a notice choose a route that is approved on the notice, is no access approved then do not operate on that route.
4. Need to identify actions to be taken to ensure load is secured before entering the road network.
5. Need to identify what actions can be taken to ensure the vehicle stability is not compromised.
6. This form can be adapted to be used as a checklist with the driver ticking a check box for each load carried on each day, provided for on the daily/weekly trip sheet records.

**VEHICLE REGISTER**

 **Green columns only required for vehicles operating under the**

 **Mass Management Module**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Vehicle Type- PM/T/D** | **Vehicle Reg.** | **Vehicle Make** | **Year** | **Last****Roadworthy Date** | **Vin / Chassis No.** | **Manufacturers GCM Rating** | **ATM Rating** | **AMMS / PBS Permit #** | **AMMS / PBS Permit Expiry Date** | **Date Added to List** | **Date Removed from List** |
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\*Insert additional lines as required

**EMPLOYEE / DRIVER NAMES REGISTER**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Employee/ Driver Name** | **Medical Certificate Date /****Years Valid For** | **WA Fatigue Management Training Records & Last Completed Date** | **Dates of Training / Induction Completed for****Maintenance, D&L, Mass, Fatigue, and System Management Standards. Maintenance qualifications.** | **Date Employment Ceased** |
| **Administrator** | **Driver** |
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\*Insert additional lines as required

**SCHEDULING AND ROSTERING CHECK LIST**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Distance** | **Expected Active Working Time** | **Required Short Break Time** | **Total Work Time for Previous 12 Days** | **Non Work Time Since Previous Work Time in Last 24 Hours** | **No. Of Non-Working days in the Previous 14 Days** | **Is This a Change of Shift** | **Non Work Time During Last 24 Hours** | **Did Previous Working Time Exceed 14 Hours** | **Earliest Start Time for Trip** | **Expected Finish Time for Trip** |
|  |  |  |  |  | Max 168 hours | Min 7 hours | Min2 days | If yes 24 Hours Non-Working Time Required | Min8 hours | Consecutive Periods exceeding 14 hours not permitted |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Insert additional lines as required



**FAULT RECORD AND REPAIR REGISTER**

**Prime Mover Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Odometer Reading** | **Detail of Fault** | **Priority** | **Conditions/****Limit** | **Priority Set By** | **Date of Fault Repaired** | **Repaired By** | **Tested By** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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**Trailer 1 Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Odometer Reading** | **Detail of Fault** | **Priority** | **Conditions/****Limit** | **Priority Set By** | **Date of Fault Repaired** | **Repaired By** | **Tested By** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
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**Trailer 2 Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Odometer Reading** | **Detail of Fault** | **Priority** | **Conditions/****Limit** | **Priority Set By** | **Date of Fault Repaired** | **Repaired By** | **Tested By** |
|  |  |  |  |  |  |  |  |  |
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**Dolly Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Odometer Reading** | **Detail of Fault** | **Priority** | **Conditions/****Limit** | **Priority Set By** | **Date of Fault Repaired** | **Repaired By** | **Tested By** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Priority:

 S: Serious – repair immediately

 N: Not Serious – repair when convenient

 M: Monitor – set limit for this condition **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 D: Defer – set limit for deferment

Faults detected during the daily vehicle check and during on road operation are to be recorded in this register.

**LIST OF PREFERRED SUPPLIERS**

**(This form is no longer a WAHVA Scheme requirement and is not subject to audit. It remains in this guide at the request of operators to assist them in managing their WAHVA)**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME | ADDRESS | TELEPHONE | QUALIFICATIONS/EXPERIENCE |
|  |  |  |  |
| Road Worthiness Assessment |
|  |  |  |  |
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|  |  |  |  |
| Weekly Service Type ‘A’ |
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| Monthly Service Type ‘B’ |
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| Annual Service Type ‘C’ |
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| Set Priority on Repairs |
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| On Road Assistance/Repairs |
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| Medical & Counselling Services |
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**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**‘A’ – WEEKLY SERVICE SCHEDULE**

**Truck/Prime Mover**

**Due: Weekly / ………. Kms / or …………. Hrs**

|  |
| --- |
|  |
| 1. | Record date and odometer reading in vehicle trip sheet. Check for type of service due.  |
| 2. | Check vehicle trip sheet and carry out necessary repairs. |
| 3. | Check springs/shock absorbers and air bag suspensions. |
| 4. | Grease all lubrication points, chassis, etc. Look for broken springs, worn suspension components, other obvious faults. |
| 5. | Check transmission and differential fluid leaks and levels. |
| 6. | Check/top up engine and gearbox oil. |
| 7. | Check batteries and terminals. |
| 8. | Lift cab/bonnet, grease pivots, check power steer fluid, condition of belts, tensions, note and report oil leaks, look for obvious faults. |
| 9. | Check brake system for leaks (service and maxi). |
| 10. | Inspect brake lining wear/slack adjusters/travel/adjust if required. |
| 11. | Check horn, wiper and washers. |
| 12. | Grease turn table/check security. |
| 13. | Check all lights and reflectors. |
| 14. | Check condition of number plates, stickers, due dates and condition of labels etc. |
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A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

A record of faults identified and repaired is to be detailed and signed off on the Fault Record and Repair Register.

I certify that I have inspected this vehicle and, to the best of my knowledge and abilities, declare that it is in a roadworthy condition at the time of inspection.

**Note: Nothing in the above absolves the person checking from carrying out the recommended inspections detailed in the vehicle servicing schedule, which remains the definitive authority on what checks should be performed on a specific vehicle.**

Name: Signature:

**‘A’ – WEEKLY SERVICE SCHEDULE**

**Trailer**

**Due: Weekly / ………. Kms / or …………. Hrs**

|  |
| --- |
|  |
| 1. | Trailer/grease all points/visual check suspension. |
| 2. | Check turn table/locking mechanisms etc. |
| 3. | Check wheels/wheel bearings and tyres. |
| 4. | Inspect brake lining wear/travel/adjust if required. |
| 5. | Check all lights and reflectors. |
| 6. | Check condition of number plates, mud flaps, stickers, due dates and condition of labels etc. |
| 7. | Check ring feeder coupling automatic locking devices. |
| 8. | Check air hose couplings. |
| 9. | Check king pin for damage.  |
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A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

A record of faults identified and repaired is to be detailed and signed off on the Fault Record and Repair Register.

I certify that I have inspected this vehicle and, to the best of my knowledge and abilities, declare that it is in a roadworthy condition at the time of inspection.

**Note: Nothing in the above absolves the person checking from carrying out the recommended inspections detailed in the vehicle servicing schedule, which remains the definitive authority on what checks should be performed on a specific vehicle.**

Name: Signature:

**‘A’ - WEEKLY SERVICE SCHEDULE**

**Dolly**

**Due: Weekly / ………. Kms / or …………. Hrs**

|  |
| --- |
|  |
| 1. | Trailer/grease all points/visual check suspension. |  |
| 2. | Check turn table/locking mechanisms etc. |  |
| 3. | Check wheels/wheel bearings and tyres. |  |
| 4. | Inspect brake lining wear/travel/adjust if required. |  |
| 5. | Check all lights and reflectors. |  |
| 6. | Check condition of number plates, mud flaps, stickers, due dates and condition of labels etc. |  |
| 7. | Check ring feeder coupling automatic locking devices. |  |
| 8. | Check air hose couplings. |  |
| 9. | Check towing eye bushes. |  |
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A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

A record of faults identified and repaired is to be detailed and signed off on the Fault Record and Repair Register.

I certify that I have inspected this vehicle and, to the best of my knowledge and abilities, declare that it is in a roadworthy condition at the time of inspection.

**Note: Nothing in the above absolves the person checking from carrying out the recommended inspections detailed in the vehicle servicing schedule, which remains the definitive authority on what checks should be performed on a specific vehicle.**

Name: Signature:

**‘B’ – MONTHLY SERVICE SCHEDULE**

**Due: Monthly / ………. Kms / or …………. Hrs**

|  |  |
| --- | --- |
| 1. | All components of ‘A’ Service. |
| 2. | Carry out oil and filter changes to engine gearbox etc. |
| 3. | Change fuel filters and bleed check for leaks. |
| 4. | Change air compressor filter where applicable. |
| 5. | Check clutch wear and linkage/adjustment. |
| 6. | Check and adjust all brakes and slack adjusters. |
| 7. | Check shock absorbers and air systems. |
| 8. | Check lighting systems. |
| 9. | Check wear/movement in pittman arm, drag arm, tie rods and spring shackles. |
| 10. | Check service record. |
| 11. | General lubrication where required. |
| 12. | Overall visual inspection including structure and bodywork and any loose components. |
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A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

A record of faults identified and repaired is to be detailed and signed off on the Fault Record and Repair Register.

I certify that I have inspected this vehicle and, to the best of my knowledge and abilities, declare that it is in a roadworthy condition at the time of inspection.

**Note: Nothing in the above absolves the person checking from carrying out the recommended inspections detailed in the vehicle servicing schedule, which remains the definitive authority on what checks should be performed on a specific vehicle.**

Name: Signature:

**‘C’ - ANNUAL SERVICE SCHEDULE**

**(Annual Roadworthiness Compliance Inspection (R.C.I))**

**Due: Annually / ………. Kms / or …………. Hrs**

|  |
| --- |
|  |
| 1. | All components of ‘A’ and ‘B’ Service. |
| 2. | Carry out oil and filter changes to engine, gearbox, differential etc. as detailed in service manual. |
| 3. | Check date for air filter replacement. |
| 4. | Check truck’s brake system, linings, adjusters, tanks etc. |
| 5. | Check shock absorbers/air suspension. |
| 6. | Check spring leaves for damage. |
| 7. | Check steering operation. |
| 8. | Change oil in oil filled wheel bearings. |
| 9. | Check lights and lighting electrical system. |
| 10. | Re-torque all “U” bolts and cross members. |
| 11. | Check “wear limits” as detailed in maintenance manual. |
| 12. | Thorough inspection of vehicle by a suitably qualified and experienced person. |
| 13. | Check truck for tools, triangles, extinguisher and spares etc. |
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A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

A record of faults identified and repaired is to be detailed and signed off on the Fault Record and Repair Register.

 I certify that I have inspected this vehicle and, to the best of my knowledge and abilities, declare that it is in a roadworthy condition at the time of inspection.

**Note: Nothing in the above absolves the person checking from carrying out the recommended inspections detailed in the vehicle servicing schedule, which remains the definitive authority on what checks should be performed on a specific vehicle.**

Name: Signature:

**MAINTENANCE RECORD**

**Prime Mover**

**Vehicle Registration: \_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Kms** | **Service Type****A/B/C** | **Next Service Due** | **Comment** | **Serviced By** |
| **By** | **Date** |
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**MAINTENANCE RECORD**

**TRAILER**

**Vehicle Registration: \_\_\_\_\_\_\_\_\_\_**

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| **Date** | **Kms** | **Service Type****A/B/C** | **Next Service Due** | **Comment** | **Serviced By** |
| **By** | **Date** |
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**MAINTENANCE RECORD**

**DOLLY**

**Vehicle Registration: \_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Kms** | **Service Type****A/B/C** | **Next Service Due** | **Comment** | **Serviced By** |
| **By** | **Date** |
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**INTERNAL REVIEW PLANNER**

**FOR YEAR:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **REVIEW ITEM.**  | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** |
| Management System Overview  |  |  |  |  |  |  |  |  |  |  |  |  |
| Dimension & Load Check List |  |  |  |  |  |  |  |  |  |  |  |  |
| Daily Vehicle Check List |  |  |  |  |  |  |  |  |  |  |  |  |
| Trip Plan Sheet and Trip Records |  |  |  |  |  |  |  |  |  |  |  |  |
| Fault Reporting and Repair Register |  |  |  |  |  |  |  |  |  |  |  |  |
| Service Schedules and Maintenance Records |  |  |  |  |  |  |  |  |  |  |  |  |
| Employee / Driver Register  |  |  |  |  |  |  |  |  |  |  |  |  |
| Health and Medical Certificates |  |  |  |  |  |  |  |  |  |  |  |  |
| Vehicle Register |  |  |  |  |  |  |  |  |  |  |  |  |
| Responsibilities |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal Review Process |  |  |  |  |  |  |  |  |  |  |  |  |
| Workplace Conditions |  |  |  |  |  |  |  |  |  |  |  |  |
| Incident Management |  |  |  |  |  |  |  |  |  |  |  |  |
| Training and Education |  |  |  |  |  |  |  |  |  |  |  |  |
| Document and Records |  |  |  |  |  |  |  |  |  |  |  |  |
| Non-Compliance Management |  |  |  |  |  |  |  |  |  |  |  |  |
| Regular Compliance Reports |  |  |  |  |  |  |  |  |  |  |  |  |
| AMMS Loading Verification Records |  |  |  |  |  |  |  |  |  |  |  |  |

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|  **EG** | **X** | Indicates month of audit |  **Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

 **Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**INTERNAL REVIEW MATRIX**

**Date of review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Reviewer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Item for Review** | **Status of Review**OK Improve | **Audit Comments** |
| Management System Overview  |  |  |  |
| Dimension & Load Check List |  |  |  |
| Daily Vehicle Check List |  |  |  |
| Trip Plan Sheet and Trip Records |  |  |  |
| Fault Reporting and Repair Register |  |  |  |
| Service Schedules and Maintenance Records |  |  |  |
| Employee / Driver Register  |  |  |  |
| Health and Medical Certificates |  |  |  |
| Vehicle Register |  |  |  |
| Responsibilities |  |  |  |
| Internal Review Process |  |  |  |
| Workplace Conditions |  |  |  |
| Incident Management |  |  |  |
| Training and Education |  |  |  |
| Document and Records |  |  |  |
| Non-Compliance Management |  |  |  |
| AMMS Loading Verification Records |  |  |  |

OK = Existing process suitable Improve = Improvement required to the process

**Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note:**

* An internal review must be conducted at regular intervals (or on a bi-annual basis as a minimum) and when there is a major incident or change in the business.
* Use the internal review matrix as a guide to ensure all procedures and systems are reviewed.
* Ensure that the system complies with the appropriate standards and where appropriate, update the management system.
* Keep copies of review forms and audit reports for a minimum of three (3) years.

**CRASHES / INCIDENT REPORT**

Vehicle Reg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Incident Request No. \_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Date |  |
| **Time** |  |
| **Location** |  |
| **Others Involved** |  **Yes / No** |
| **Details of Others**(Vehicle/operator name and address) |  |
| **Witness Details** |  |
| **Incident Details** |  |
| **What are the circumstances** |  |
| **Corrective Action** |  Date |
| **Action to Prevent Recurrence** |  Date |
| **Follow-up**  |  Date |

Close out - all corrective action and any action to prevent recurrence has been completed.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Owner/Driver)

**NON COMPLIANCE AND REQUEST FOR IMPROVEMENTS**

Vehicle Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NCR No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Use to Report: Non Compliance / Improvement

 (Circle one)

|  |
| --- |
| Detail of Non Compliance / ImprovementSigned (owner)……………….……….. (Signed Auditor\*..………..…………...) |
| What Action Do You Plan to Take?Date for Completion of Planned Action: …………… Signed Owner.………………………….. |
| Action Taken to Prevent Recurrence Date for Completion: …………………………. Signed Owner ..……………………….. |
| Follow up and close out* Proposed follow-up date
* Follow up details

All actions completed (closed out)Signed (owner) ………………………….Close Out Date: …………………………. (Signed Auditor\*.……………………..) |

\* If required by the auditor

**REGISTER OF NON-COMPLIANCE AND IMPROVEMENT REQUESTS**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NCR No.** | Detail of NCR | **Request By** | **Request Date** | **Response Due Date** | **Action Completed Date** | **Recurrence Prevention Action Completion Date** | **Proposed Follow Up Date** | **Date NCR Closed** |
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**COMPLIANCE STATEMENT**

 **(This form is no longer a WAHVA Scheme requirement and is not subject to audit. It remains in this guide at the request of operators to assist them in managing their WAHVA)**

**Year** **covered:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **From:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **To:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Period** | **Number of vehicles in the fleet** | **Number of daily prestart checks** | **Number of recorded services** | **Number of faults repaired** | **Number of drivers medical assessments conducted during compliance period** | **Number of Dimension & loading checks** | **AMMS Permit: Load verification records** |
| Trucks prime movers | Trailers | Dollies | Actual number completed | No. of checks missed | Completed on time | Missed or o/due | No. of faults repaired | No. of faults not closed out | No. attended | Missed or o/due | Restrictions applied by Doctor | No. of failed medicals | No. of loads | No. of non-compliant loads | No. of cautions / infringements / court matters | No. of vehicles in MMS  | No. of trips taken | No. of trips where non-conformance occurred | Level of mass excess for each non-compliant trip |
| Reviewed ByDate of review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reviewed ByDate of review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reviewed ByDate of review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Reviewed ByDate of review |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Comments****Signed** **&** **Dated:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |