

WESTERN AUSTRALIAN HEAVY VEHICLE ACCREDITATION AUDIT REPORT

TICK AS APPROPRIATE			
WAHVA – Maintenance Module		Entry Audit	
WAHVA – Fatigue Module		Systems Entry Audit	
WAHVA – Dimension & Loading Module		Compliance Audit	
WAHVA – Mass Module		Re-entry Audit	
		Triggered Audit (MRWA ONLY)	
Spot Check Audit (MRWA ONLY)		Random Audit (MRWA ONLY)	

OPERATOR CONTACT INFORMATION

WAHVA Operator Number			
Company/Individual Legal Entity Name			
Registered Business Name (As per ASIC web site)			
Australian Business No.		Australian Company No.	
Operator Main Business Address			
Operator Main Postal Address			
Phone No.		Fax No.	
Mobile No.		Email Address	
Operator Contact Person			
Full Operator Depot Address			
Full Audit Location Address			
Date of Audit			

AUDIT ATTENDANCE LIST (NAMES AND POSITION TITLES)

Name	Position Titles	Present at Entry Meeting	Present at Exit Meeting

NATURE OF OPERATOR BUSINESS (SUMMARY)

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SUB-CONTRACTOR INFORMATION – WORKING UNDER THEIR OWN ACCREDITATION

Does the operator utilise Sub-Contractors working under their own WAHVA?	
If Yes, is current evidence available to support this?	

ACCREDITATION VEHICLE SUMMARY (Attach copy of fleet register)

No. of powered vehicles		No. of Dollies		No. of trailers	
Percentage sampled	%		%		%

ACCREDITATION DRIVER SUMMARY (Attach copy of driver register)

Number of drivers		Number of staff records examined other than driver	
Percentage sampled	%		%

YEARLY COMPLIANCE SUMMARY: (of vehicles checked at audit)

Date of last QCS			
No. of Daily Checks completed		No. Daily Checks missed	
No. of Services completed		No. of Service missed or overdue	
No. of Faults Repaired		No. of Faults not closed out	
No. of Medicals attended		No. of Medicals missed or overdue	
No. of Trips/Loads with no D&L recorded		No. of Cautions / Infringement / Court Matters	
No. of AMMS trips with Non-Conformances		No. of AMMS Vehicles	
No. of AMMS Loads		Date of last Internal review	
Comments:			

AUDIT SUMMARY SHEET

COMPLIANCE CODES			
NAP	Not Applicable	NA	Not Assessed at this Audit
V	Conformance Verified	SFI	Suggestion for Improvement
C	Non-Conformance Requiring Rectification by an Agreed Date Prior to Accreditation Being Allowed		

WA HVA SYSTEM MANAGEMENT MODULE (Common Standards)				
REQUIREMENT OF STANDARD	COMPLIANCE CODE	CORRECTIVE ACTION REPORT (CAR)	AGREED CLOSEOUT DATE	ACTUAL CLOSEOUT DATE
Std 1. Responsibilities				
Std 2. Records and Documentation				
Std 3. Training and Education				
Std 4. Internal Review				
Std 5. Management of Accidents and Incidents				
FATIGUE MANAGEMENT MODULE				
REQUIREMENT OF STANDARD	COMPLIANCE CODE	CORRECTIVE ACTION REPORT (CAR)	AGREED CLOSEOUT DATE	ACTUAL CLOSEOUT DATE
Std 1. Scheduling				
Std 2. Rostering				
Std 3. Fitness for Work				
Std 4. Workplace Conditions				
MAINTENANCE MANAGEMENT MODULE				
REQUIREMENT OF STANDARD	COMPLIANCE CODE	CORRECTIVE ACTION REPORT (CAR)	AGREED CLOSEOUT DATE	ACTUAL CLOSEOUT DATE
Std 1. Vehicle Control				
Std 2. Daily Check				
Std 3. Fault Recording and Reporting				
Std 4. Fault Repair				
Std 5. Maintenance Schedules and Methods				
DIMENSION AND LOADING MODULE				
REQUIREMENT OF STANDARD	COMPLIANCE CODE	CORRECTIVE ACTION REPORT (CAR)	AGREED CLOSEOUT DATE	ACTUAL CLOSEOUT DATE
Std 1. Vehicle Loading – Dimension and Safety				
MASS MANAGEMENT MODULE				
REQUIREMENT OF STANDARD	COMPLIANCE CODE	CORRECTIVE ACTION REPORT (CAR)	AGREED CLOSEOUT DATE	ACTUAL CLOSEOUT DATE
Std 1. Vehicle Control				
Std 2. Vehicle Loading - Mass				

ASSESSMENT/AUDIT REPORT

OBSERVATIONS AND COMMENTS

Summary of Audit findings

The operator named in this report presented the following documentation to demonstrate compliance with the standards:

Provide details on how the operator demonstrated compliance for each Standard, including dates and type of sample documentation. Please refer to audit matrix for details of assessment steps.

SYSTEM MANAGEMENT MODULE

Std 1. Responsibilities

Each management system must clearly identify the tasks involved, and each person involved and their responsibilities during each task with reference to: Dimension and Loading - loading a vehicle and Maintenance and Mass - ensuring each nominated fleet vehicle is appropriately maintained. Drivers, managers and schedulers must understand their fatigue responsibility in relation to the hazards and risks and how these hazards and risks may be managed and controlled. Each person must be competent to undertake the task.

An operator's Management System must comply with the following criteria:

Criteria: - 1.1	Clearly document the tasks in each of the <i>Management Systems</i> and who is responsible for carrying out each task, including who is responsible for ensuring each management system is being maintained and adhered to. Evidence Sighted/Audit Findings:
Criteria: - 1.2	Have written procedures and substantiating documentation to ensure all people assigned to the task are suitable for the task, appropriately trained and know how to access the written record stating their responsibilities. Evidence Sighted/Audit Findings:
Criteria: - 1.3	Have written procedures to ensure there is a suitable alternative arrangement in place in the event the responsible person is not available to undertake a task. Evidence Sighted/Audit Findings:
Criteria: - 1.4	Ensure Responsibility Statements are read, signed and dated by each person responsible for the task. Evidence Sighted/Audit Findings:

Std 2. Records and Documentation

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

An operator's Management System must comply with the following criteria:

Criteria: - 2.1	Have documented evidence of all written instructions, forms, records, policies and procedures required under these Standards and demonstrate adherence to these. Evidence Sighted/Audit Findings:
Criteria: - 2.2	Ensure all required records are legible and identifiable to maintain the vehicle/s, the dimension and loading and fatigue of the vehicle/driver involved. Evidence Sighted/Audit Findings:
Criteria: - 2.3	Ensure all current documentation is available to all relevant staff and at all locations where tasks relating to operations are undertaken. Evidence Sighted/Audit Findings:
Criteria: - 2.4	Have written procedures to ensure all elements of each <i>Management System</i> is maintained, updated and the responsibility for this task is documented. Evidence Sighted/Audit Findings:

<p>Criteria: - 2.5</p>	<p>Ensure all documents and records be kept for a minimum of three years. This includes superseded procedures. Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.7</p>	<p>Ensure all records and documentation outlined in each standard are retained for each vehicle/trip. Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.8</p>	<p>Have documented evidence of completed internal reviews and quarterly compliance statements (must as a minimum include all relevant items from the form in the current operator guide). Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.9</p>	<p>Copies of intercept reports:</p> <ul style="list-style-type: none"> • Are kept for all driving for this operator • Demonstrate corrective actions taken • Considered within the internal review <p>Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.10</p>	<p>Ensure the following records and documentation be retained, as a minimum:</p> <p>Dimension & Loading</p> <ul style="list-style-type: none"> • D&L checklist and evidence this has been completed for each trip/load (must as a minimum include all relevant items from the form in current operator guide). • record of the training/induction provided • signed and dated responsibility statements including as a minimum: <ul style="list-style-type: none"> ▪ ensuring the vehicle is fit for task. ▪ positioning the load appropriately. ▪ restraining the load appropriately. ▪ checking the vehicle and load dimensions. ▪ ensuring an appropriate permit is current, if applicable. ▪ check the D&L check has been completed for each trip/load ▪ checking the RAV network is approved ▪ ensuring compliance with approval conditions. <p>Maintenance</p> <ul style="list-style-type: none"> • daily check is being completed and recorded in accordance with the written procedure; • record of the training/induction provided • faults occurring on the road are being recorded and reported in accordance with the procedures; • reported faults are being repaired in accordance with the set method; • vehicles are maintained in accordance with the set periodic schedules; • record of the qualification and/or training of the person/s maintaining vehicles are suitably qualified or experienced to do so; and • record of the roadworthy (must as a minimum include all items from the form in current operator guide) per vehicle/equipment – conducted by/within due date • signed and dated responsibility statements including as a minimum who : <ul style="list-style-type: none"> o does the daily check o checks the daily check has been completed o defines the service intervals and tasks o monitors the service records are completed on time o records and submits vehicle fault/s o decides on the fault priorities o decides if a fault is to be deferred or monitored o ensures the roadworthy carried out and documented are on the current roadworthy form and within the specified timeline o updates the fleet register o updates the service supplier list <p>Fatigue</p> <ul style="list-style-type: none"> • record of the training/induction provided on the company trip sheet and on fatigue • documented evidence of each driver’s fatigue training assessment and documented evidence of each administrator’s fatigue training assessment • documented evidence of each driver’s medical assessment • fit for duty is completed and recorded daily • ensure that all commercial vehicle drivers maintain a trip record for all trips. The record must be current, which should mean up until the last non-work period. The driver should complete the record as the trip progresses with breaks noted as they occur (see COPCVD). As a minimum trip records must record: <ul style="list-style-type: none"> o work time o breaks from driving o non-work time o drivers full name o date o documentation that records all trips

	<ul style="list-style-type: none"> o start and finish times (trip sheets) for trips with details of any alterations • scheduling of trips; Rosters (including full name of driver and expected start and finish times) • signed and dated responsibility statements including as a minimum who: <ul style="list-style-type: none"> o checks the trip sheet for compliance o checks fit for duty is completed daily o monitors and ensures medicals are completed prior to expiry o does scheduling o does rostering o ensures and obtains evidence vehicles are ADR42 compliant o ensures workplace conditions assist in the control of fatigue <p>Mass (if applicable):</p> <ul style="list-style-type: none"> • the training/induction provided in mass and on the mass documentation • loading plan/s • verifies load plan quarterly and/or change of equipment • Calibration Certificates (completed as per manufacturer requirements) pallet scales, load cells, weighbridges etc • ratings of vehicle/s and equipment (compliance plate– if vehicle has been modified, record of new compliance plate required) • the registration details of the vehicles used in combination • AMMS permit number recorded per load/trip • the type/contents of the load carried • the masses or the methodology used to determine axle weight compliance • signed and dated responsibility statements including as a minimum: <ul style="list-style-type: none"> o who ensures the weighbridge is on the approved list or obtains current copies of the privately owned weighbridge calibration docket o who ensures the quarterly test weighs are completed and records kept o who develops and reviews the load planning documentation o who maintains the calibration certificates for all other loading equipment o who checks the RAV network is approved for AMMS o who ensures the vehicle is fit for task o who obtains and/or renews AMMS permits to ensure they are current o who monitors completed documentation (load plans) to verify compliance <p>Evidence Sighted/Audit Findings:</p>
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Std 3. Training and Education

<p>Each <i>Management System</i> must have written procedures to ensure all persons have the appropriate knowledge and skills to undertake required tasks.</p> <p>An operator's Management System must comply with the following criteria:</p>	
Criteria: - 3.1	<p>Have written procedures identifying what training is required for each person involved in the transport operation in relation to each of the modules within the management system.</p> <p>Fatigue: As a minimum, WA Worksafe administrator on line level training in relation to Western Australian fatigue management is required for anyone associated with the management, supervision of drivers, including anyone associated with rostering, scheduling and the checking of trip records. As a minimum, drivers can do the WA WorkSafe on line driver level if they hold no other administrator role or can do equivalent Fatigue Management Training that includes a section on the Western Australian commercial vehicle driver hours of work. All training is to include a test of knowledge with a pass requirement. Training is expected to be undertaken again as a minimum of every 3 years.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.2	<p>Document and record what training has been undertaken by all relevant staff in relation to each management system. This must include as a minimum; the provider, the completion date and renewal dates.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.3	<p>Have written evidence of what training in each module within the management system is given to all new drivers, sub-contractors or employees as part of their induction process.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.4	<p>Have written procedures to ensure the regular review of training needs, the staff responsible for it and its frequency.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.5	<p>Have written procedures to ensure all relevant staff, including sub-contractors, are provided training in the each module within the Management System, including revisions and updates.</p> <p>Evidence Sighted/Audit Findings:</p>

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Std 4. Internal Review

An annual internal review of each management system is required to confirm the ongoing relevance and appropriateness of processes and practices. An effective review will identify any non-conformances, show failures to comply with procedure and identify non-compliances which must be actioned accordingly.

An operator's Management System must comply with the following criteria:

Criteria: - 4.1	<p>Have written procedures for carrying out internal reviews which specify the following:</p> <ul style="list-style-type: none"> • when the reviews are to take place; (Enter the full date of the review on the report) • who is to conduct the review; (Enter the full name and ensure the review is signed) • how the reviews are to be conducted; and • the checklist of documents and records to be used for the review.(As a minimum the internal review must address the minimum criteria contained in the current operator guide) <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 4.2	<p>Separate from the annual internal review, an operator must have written procedures to ensure all non-conformances identified at any time during the year, including quarterly compliance reporting, are corrected. These instructions must include:</p> <ul style="list-style-type: none"> • how non-compliances are detected; (What records are being checked) • who is responsible for detecting them • who else should be told about them • corrective action to be taken • timeframes for checking records and reporting identified non-compliances; • how the responsible person is to document the process, so the non-compliance does not recur • a non-conformance register detailing all identified non-conformances and the actions taken to correct them. <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 4.3	<p>Have written procedures to ensure responsibility is allocated to designated staff for correcting all non-conformances.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 4.4	<p>The operator must complete at least quarterly, a compliance report that contains all the relevant details held within the Quarterly Compliance Form within the current operator guide, (must be numerical entries) and have written procedures which document as a minimum:</p> <ul style="list-style-type: none"> • when the reviews are to take place (write the full date review was completed on report) • how the reviews are to be conducted • checklist of the documents and records to be used for the review. <p>Evidence Sighted/Audit Findings:</p>

Std 5. Management of Accidents and Incidents

A Management System must ensure comprehensive and thorough reporting of all accidents and incidents at the workplace (including on road), including an internal review of this process.

An operator's Management System must comply with the following criteria:

Criteria: - 5.1	<p>A written policy for the reporting and recording of accidents and incidents.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 5.2	<p>Written procedures to be followed for the reporting and recording of accidents and incidents (document should include the accident or incident, who was involved, what vehicle type or combination was involved, where did it occur, when and what were the circumstances).</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 5.3	<p>Documentation demonstrating the investigation carried out, and recording any immediate follow up and long term remedial action taken for all accidents and incidents reported.</p> <p>Evidence Sighted/Audit Findings:</p>

Std 1. Scheduling

A Fatigue Management System must ensure that drivers are not required to drive unreasonable distances in insufficient time and without sufficient notice and adequate rest. Scheduling must include fatigue management measures, where practicable and appropriate pre-trip or forward planning to minimise fatigue. Scheduling practices must not put the delivery of a load before a driver's safety or health.

An operator's Management System must comply with the following criteria:

Criteria: - 1.1	Evidence the scheduling of trips is in accordance with the requirements of the WAOSH for commercial vehicle drivers and current WA COP for Commercial Drivers. Evidence Sighted/Audit Findings:
Criteria: - 1.2	Evidence drivers do not operate outside the approved "commercial vehicle operating standard" requirements. Evidence Sighted/Audit Findings:
Criteria: - 1.3	Documentary evidence that a corrective action has been taken if it is identified that a driver(s) is continually in breach of the working hours as set out in the Regulations that the schedule has been reviewed and adjusted, to ensure the driver(s) do not continue to breach the regulated allowable hours. Evidence Sighted/Audit Findings:
Criteria: - 1.4	Company operating procedures providing flexibility for drivers to manage effectively unforeseen circumstances that require changes to schedules. Evidence Sighted/Audit Findings:
Criteria: - 1.5	Necessary documentation and records are produced, including trip sheets and rosters, to demonstrate compliance with this standard. Evidence Sighted/Audit Findings:
Criteria: - 1.6	Written procedures that show the same scheduling practices apply to all drivers, including casual, relief, labour hire and subcontracted drivers. Evidence Sighted/Audit Findings:

Std 2. Rostering

A *Fatigue Management System* must ensure that rosters and workload meet the commercial vehicle operating standard requirements of the WAOSH for commercial vehicle drivers. This will maximise the opportunity for a driver to recover from the effects or onset of fatigue.

An operator's Management System must comply with the following criteria:

Criteria: - 2.1	Ensure that all drivers work time is in accordance with the WAOSH for commercial vehicle drivers. Evidence Sighted/Audit Findings:
Criteria: - 2.2	Have written procedures that identify the requirements that must be complied with when preparing rosters. This must include as a minimum - full name of driver/s and start and expected finish times for all trips/days. Evidence Sighted/Audit Findings:
Criteria: - 2.3	Have documentation and procedures including trip sheets, rosters and schedules that demonstrate compliance with this standard. Evidence Sighted/Audit Findings:
Criteria: - 2.4	Have a written procedure in place that identifies how the trip sheets are checked to ensure: <ul style="list-style-type: none"> commercial vehicle drivers are complying with the regulations; and the accuracy of the information provided on the sheets (see WorkSafe WA Safety Alert 01/09) Evidence Sighted/Audit Findings:
Criteria: - 2.5	Have a written procedure in place to ensure that a breach, if detected, does not continue (what action is to be taken in regard to the breach, i.e. retraining etc). Evidence Sighted/Audit Findings:

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Std 3. Fitness for Work

<p>A Fatigue Management System must include requirements to ensure drivers present themselves in a fit state, to perform their duties safely.</p> <p>An operator's Management System must comply with the following criteria:</p>	
Criteria: - 3.1	<p>Maintain a comprehensive register of all employees/drivers relevant to this module. The register must include the following details on each employee/driver:</p> <ul style="list-style-type: none"> • Full name • Commercial vehicle driver medical expiry date • WA Fatigue Management driver training record and date • WA Fatigue Management administrator training record and date <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.2	<p>Include a written policy/procedure relating to fitness for work, specifically referring to drugs and alcohol, which contains a statement that "drivers must present themselves for duty unimpaired by fatigue, alcohol or drugs."</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.3	<p>Contain in this written policy/procedure a statement that fitness for work as far as is practicable, to be diligently supervised.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.4	<p>Include in this written policy/procedure any action that taken with regards to breaches of the policy.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.5	<p>Have a written procedure on how the operator will manage and control the measures for the recovery and treatment of fatigue, including if a driver becomes fatigued during the trip.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.6	<p>Require that all drivers have a medical assessment in accordance with the current requirements of the WAOSH for commercial vehicle drivers. Written evidence of each driver's medical assessment (only the portion that the Doctor has signed, dated and stamped, that the driver is fit to drive - do not require the entire medical) is required to be retained. Must be verified <i>Assessing Fitness to Drive</i> standard as stipulated under OSH Regulation 3.131 (3) (a) and (b) is to be used when assessing a drivers fitness to drive.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.7	<p>Have a system for monitoring their driver's medical assessments, ensuring they are current and are renewed prior to their expiry date.</p> <p>Evidence Sighted/Audit Findings:</p>

Std 4. Workplace Conditions

<p>A <i>Fatigue Management System</i> must ensure that operator's workplaces comply with the requirements of the Occupational Safety and Health Act and the relevant Australian Design Rules.</p> <p>An operator's Management System must comply with the following criteria:</p>	
Criteria: - 4.1	<p>Written procedures to ensure facilities are implemented in consultation with drivers to address how the working environment will assist in the prevention of fatigue as far as is practicable. Written instructions must address ADR42 requirements and include as a minimum:</p> <ul style="list-style-type: none"> • driver seating • driver sleeping facilities (if overnight relevant) • depot facilities (if applicable) • air conditioning of driver cabs (when above 26 parallel) <p>Evidence Sighted/Audit Findings:</p>

Criteria: - 4.2	Written procedures must detail the type of evidence to confirm that the vehicle drivers are sleeping in conforms to the requirements of ADR42, if drivers are required, as part of their duties, to sleep in a vehicle when away from their home location.(this includes two up operations) Evidence Sighted/Audit Findings:
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MAINTENANCE MANAGEMENT MODULE

Std 1. Vehicle Control

Operators must ensure all vehicles in their nominated fleet are identified to ensure they are suitably maintained.	
An operator's Management System must comply with the following criteria:	
Criteria: - 1.1	Maintain a comprehensive register of all vehicles relevant to this module (including sub-contractor's vehicles). The register must include the following details about each vehicle: <ul style="list-style-type: none"> • Make and model • Type of vehicle • Date of manufacture • Registration number • Registered owner • Vehicle Identification Number (VIN) • Date added to, or made inactive on, the register • Date removed or sold from the fleet Evidence Sighted/Audit Findings:
Criteria: - 1.2	Have written procedures to ensure any nominated sub-contractor's vehicles are operating exclusively for the operator. If a sub-contractor works for multiple operators, they must be accredited in their own right. Evidence Sighted/Audit Findings:

Std 2. Daily Check

The <i>Maintenance Management System</i> must include a daily check for each vehicle (includes trailing equipment) when it is in use.	
The daily check is a documented procedure of simple roadworthiness checks. The operator shall define when the inspection is carried out, by whom and how it is recorded. The individual completing the daily check shall acknowledge the vehicle to be roadworthy to limits of the inspection.	
An operator's Management System must comply with the following criteria:	
Criteria: - 2.1	Include a written procedure detailing when the daily check is completed, who carries it out, and how the check is recorded. Evidence Sighted/Audit Findings:
Criteria: - 2.2	Have written evidence showing all vehicles have undergone a daily check, which must include as a minimum the inspection of: <ul style="list-style-type: none"> • Wheel and tyres for tyre pressure/inflation (visual check), 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; • Air tanks are free of moisture; and

	<ul style="list-style-type: none"> • All tow couplings to ensure security and no excess movement. Evidence Sighted/Audit Findings:
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Std 3. Fault Recording and Reporting

<p>An accredited operator must ensure to record all vehicle faults for both the hauling and the trailing equipment. This includes the driver being able to report any recognisable fault that occurs during the course of a journey or at any other time, so it may be assessed and rectified.</p> <p>An operator's Management System must comply with the following criteria:</p>	
Criteria: - 3.1	<p>Have written procedures to ensure that all vehicle faults are reported to the appropriate person and assessed as soon as possible, including faults found during the daily check and on-road. This must include as a minimum:</p> <ul style="list-style-type: none"> • How the driver reports the fault • Who the driver reports it to • Who is responsible for assessing the fault • Who is responsible for maintaining fault report records <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 3.2	<p>Maintain documentary evidence demonstrating all faults are reported for both the hauling and the trailing equipment.</p> <p>Evidence Sighted/Audit Findings:</p>

Std 4. Fault Repair

<p>Once faults are reported, the <i>Maintenance Management System</i> must specify the process for assessing faults and determining the necessary corrective action.</p> <p>An operator's Management System must comply with the following criteria:</p>	
Criteria: - 4.1	<p>Have written procedures in place to ensure vehicle faults are assessed to determine the severity of a fault and place priority on its repair, including procedures for dealing with vehicles detected as being unsuitable for use, as a result of a serious fault.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 4.2	<p>Clearly identify who is responsible for assessing faults and making the decision on the necessary corrective action, including if a decision is made to monitor a fault and/or defer repairs.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 4.3	<p>Where a decision is made to monitor the condition of a fault, a record must be maintained providing the reasoning for the decision and specifying when the fault is to be re-assessed.</p> <p>Evidence Sighted/Audit Findings:</p>
Criteria: - 4.4	<p>Maintain documentary evidence faults have been rectified and tested.</p> <p>Evidence Sighted/Audit Findings:</p>

Std 5. Maintenance Schedules and Methods

<p>The <i>Maintenance Management System</i> must specify the maintenance schedules for each vehicle to ensure they are systematically maintained and remain roadworthy.</p> <p>An operator's Management System must comply with the following criteria:</p>	
Criteria: - 5.1	<p>Have a scheduled service that includes a roadworthy inspection of the vehicles, signed by a qualified person declaring the vehicle roadworthy. If the service is older than 12 months or none is available then operators must submit an Accreditation Roadworthy Vehicle Checklist which can be found on the Accreditation page of the Main Roads website. All entries must include the date each vehicle was inspected and the name of the person who conducted the inspection. A qualified person at the workplace, must sign the checklist, certifying the information is correct.</p>

	Evidence Sighted/Audit Findings:
Criteria: - 5.2	Clearly identify maintenance schedules for each vehicle to ensure all components are maintained in accordance with manufacturer's specifications/recommendations and RTVR and ADR requirements. Schedules must include a description of the tasks to be completed during each service based on vehicle type. If a vehicle is on a Flexible Service Agreement, the operator must provide evidence of this agreement per vehicle. Evidence Sighted/Audit Findings:
Criteria: - 5.3	Have written evidence that maintenance and repairs are only undertaken by persons having suitable qualifications or experience to competently complete any maintenance or repair tasks, or do so under suitable supervision. Evidence Sighted/Audit Findings:
Criteria: - 5.4	Include a documented table of tolerances (TOT) and wear limits for major components and it must comply with at least the national vehicle standards. Evidence Sighted/Audit Findings:

DIMENSION & LOAD MANAGEMENT MODULE

Std 1. Vehicle Loading – Dimension and Safety

The <i>Load Management System</i> must document the methodology used to ensure vehicles are loaded within allowable dimension limits and in a safe manner. The methodology must also ensure loads are adequately restrained and vehicle stability is managed.	
An operator's Management System must comply with the following criteria:	
Criteria: - 1.1	Have written evidence to ensure vehicle dimensions, including its load, are within allowable limits prior to the vehicle travelling on a public road. Evidence Sighted/Audit Findings:
Criteria: - 1.2	Have written evidence showing all vehicles have the required authorisations (i.e. registrations, licenses, permits or order) required to operate, on the public road network. Evidence Sighted/Audit Findings:
Criteria: - 1.3	Have written procedures to ensure the proposed route is approved for the particular vehicle combination and relevant staff/sub-contractors are aware of the route and associated operating conditions. Evidence Sighted/Audit Findings:
Criteria: - 1.4	Have written procedures to ensure standard mass requirements are not exceeded Evidence Sighted/Audit Findings:
Criteria: - 1.5	Have written procedures for dealing with vehicles detected as being over the allowable dimension limit to ensure they are rectified prior to the vehicle travelling on the public road. Evidence Sighted/Audit Findings:
Criteria: - 1.6	Have written procedures to ensure loads are adequately restrained or contained, in accordance with the current <i>Load Restraint Guide</i> . Evidence Sighted/Audit Findings:
Criteria: - 1.7	Have written procedures in place for managing the rollover risk of the vehicle specific to the Operators transport task. Evidence Sighted/Audit Findings:

MASS MANAGEMENT MODULE

Std 1. Vehicle Control - Mass

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

An operator's Management System must comply with the following criteria:

<p>Criteria: - 1.1</p>	<p>Have a comprehensive register 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:</p> <ul style="list-style-type: none"> • Make and model • Registration number • Registered owner • Vehicle Identification Number (VIN) • Gross Vehicle Mass (GVM) rating • Gross Combination Mass (GCM) rating • Date added to or removed from vehicle list • Relevant AMMS permit number and expiry date <p>Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 1.2</p>	<p>Provide evidence that 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.</p> <p>Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 1.3</p>	<p>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.</p> <p>Evidence Sighted/Audit Findings:</p>

Std 2. Vehicle Loading - Mass

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.

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.

An operator's Management System must comply with the following criteria:

<p>Criteria: - 2.1</p>	<p>Have written procedures on how the loading method is capable of controlling the vehicle's gross mass and load distribution across axle groups as shown in Appendix 1 .Specify how mass is recorded and where the records are kept for each trip.</p> <p>Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.2</p>	<p>Have written instructions defining 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.</p> <p>Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.3</p>	<p>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.</p> <p>Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.4</p>	<p>Obtain all necessary approvals (permits, exemptions, orders etc.) and ensure the AMMS proposed route is approved for the particular vehicle combination RAV network and staff/drivers are aware of these conditions.</p> <p>Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.5</p>	<p>Have written procedures in place for managing the rollover risk of the vehicle specific to the Operators transport task.</p> <p>Evidence Sighted/Audit Findings:</p>
<p>Criteria: - 2.6</p>	<p>Conduct quarterly verifications confirming loading plans are within allowable mass limit and produce appropriate documentary evidence if a certified weighbridge is not part of the loading plan.</p> <p>Evidence Sighted/Audit Findings:</p>

CORRECTIVE ACTION REQUEST

OPERATOR NAME	OPERATOR NUMBER
AUDITOR NAME	AUDITOR CERTIFICATION NO.

Operator could not supply evidence of compliance as required by the following Standard Criteria at time of audit.

(Refer to ASSESSMENT/AUDIT REPORT OBSERVATIONS AND COMMENTS Section).

CORRECTIVE ACTION NO.	MODULE (* See Key)	CRITERIA NO.	OBSERVED NON-CONFORMANCE	CORRECTIVE ACTION REQUIRED	CORRECTIVE ACTION TAKEN (To be completed by Auditor)

Operator is required to supply evidence of compliance by agreed date.

AGREED CLOSE OUT DATE	CARS CLOSED OUT DATE
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Signed Operator Representative	Position	Date	
Auditor Acceptance (Sign)	Auditor Name	Date	

*Insert additional lines as required

MODULE KEY

D&L = Dimension & Loading	CS = Common Standards
Maint = Maintenance	MASS = Mass
FM = Fatigue	

VEHICLE REGISTRATION NUMBERS OF RECORDS EXAMINED
(Audit Sampling of Records Examined)

Vehicle Reg. No.	Roadworthy Date	Maintenance & Service Records	Fault Recording/ Reporting / Repair	Dimension & Load Checks Yes/No	AMMS Records Date Range

*Insert additional lines as required

EMPLOYEE / DRIVER NAMES OF RECORDS EXAMINED
(Audit Sampling of Records Examined)

Employee/ Driver Name	Medical Certificate Expiry Date	WA Fatigue Management Training Records & Dates (D=Driver A=Administration)	Trip Sheet Date Range	Fit For Work (Yes/No)	Internal Review Date	Daily Vehicle Checks Yes/No

*Insert additional lines as required

VEHICLE REGISTER

Vehicle Type (PM/T/D)	Vehicle Reg.	Vehicle Make	Year	Roadworthy Date	Vin / Chassis No.	GVM/ATM/ GTM Rating	GCM Rating	AMMS Permit #	AMMS Permit Expiry Date	Date Added to List	Date Removed from List

*Insert additional lines as required

EMPLOYEE / DRIVER NAMES REGISTER

Employee/ Driver Name	Medical Certificate Expiry Date	WA Fatigue Management Training Records & Dates (D=Driver A=Administration)	

*Insert additional lines as required

SUB-CONTRACTOR & THIRD PARTY OPERATOR INFORMATION – WORKING UNDER THIS OPERATORS ACCREDITATION

Sub-Contractor / Third Party operator legal entity name	Dates of employment	Vehicle Owner	Vehicle Type (P Mover / Trailer / Dolly)	Vehicle Registration	Roadworthy Date	SEE NOTE	
						Yes	
						No	
						Yes	
						No	

*Insert additional lines as required

NB

Is the Sub-contractor/Third Party operating RAV vehicles with any other Accredited Operator?

OPERATOR DECLARATION

I hereby acknowledge that all details in this Audit Report and all the information provided within or as supporting documentation are true and correct. I have read and understand, the conditions applicable to the Western Australian Heavy Vehicle Accreditation Scheme, including the Business Rules and Standards.

OPERATOR SIGNATURE _____ DATE _____

NAME	POSITION
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AUDITOR DECLARATION

AUDITOR NAME	AUDIT CERTIFICATION ID	EXPIRY DATE

As an Auditor currently registered with Main Roads WA, to conduct audits for Western Australian Heavy Vehicle Accreditation Scheme, I hereby certify

OPERATOR LEGAL ENTITY NAME

_____ (please state “does” or “does not”) meet all requirements of accreditation for the modules and vehicles described in this report as assessed against the standards for each module

I certify this audit has been conducted in accordance with the requirements of the Western Australian Heavy Vehicle Accreditation Business Rules, Western Australian Heavy Vehicle Accreditation Process Guidelines For Audit Providers and standards for the applicable modules.

AUDITOR SIGNATURE _____ DATE _____