

*We're working for  
Western Australia.*

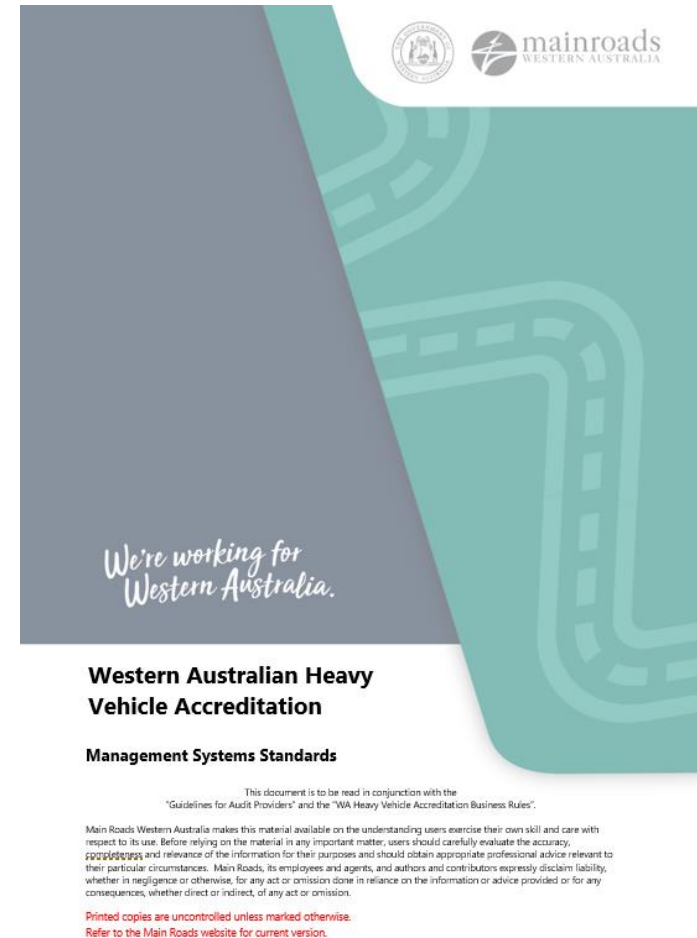


# Heavy Vehicle Services Operator Information Session

April - May 2022

# Welcome

- Overview
- Revised Documentation
- Audit Report
- Auditor Certification



# Overview

- Definition
  - A person certified as a Heavy Vehicle Accreditation Auditor (HVA) by Main Roads, to undertake heavy vehicle accreditation audits.
  - (External) - An external (3<sup>rd</sup> Party) auditor performs an audit, in accordance with specific laws or rules, of the financial statements of a company, government entity, other legal entity, or organisation, and is independent of the entity being audited. Users of these entities' financial information, such as investors, government agencies, and the general public, rely on the external auditor to present an unbiased and independent audit report.
- Expectation of a WAHVA Certified Auditor within the WAHVA Scheme:
  - *WAHVA certified auditors are required to be **independent** of any entity they audit, the **integrity** of the WAHVA Scheme **relies on auditors** to present an unbiased and independent audit report to Main Roads.*



# Revised Documentation

## **WAHVA Accreditation and Auditing Documents as of 31 March 2022**

The below documents came into force on the 31<sup>st</sup> March 2022 and are available on the Main Roads Western Australia website at the following link:

<https://www.mainroads.wa.gov.au/heavy-vehicles/accreditation-auditing/>

- WAHVA Business Rules.
- WAHVA Management Systems Standards.
- Operator Guide – How to Become and Stay Accredited – Sample Template Forms.
- WAHVA Operator Frequently Asked Questions.
- WAHVA Auditor Frequently Asked Questions.
- WAHVA Audit Report.
- WAHVA Guideline for Audit Providers.
- WAHVA Management Module Standards Audit Matrix.

## WAHVA Business Rules

- A complete Vehicle Register from the WAHVA Audit Report displaying the dates of current service or roadworthiness certificates/checklist/inspections (no older than 12 months from the date of the audit) to demonstrate roadworthiness for each vehicle, must be provided with every audit report.
- Australian Business Numbers (ABN's) are no longer a mandatory requirement.
- An individual or company registered with ASIC supplying proof of a registered business name can have that registered business name included on their Accreditation Certificate as an addition to the legal entity name (Trading As), if they as the legal entity can demonstrate they are the Business Name Holder as per ASIC.
- 3.6 a) and 3.7 has been reworded from "A completed application form", to "A completed Restricted Access Vehicle Operator Registration Form, which is available on the Main Roads website".
- 3.11 has been reworded from "All accredited operators will be issued with an accreditation certificate specifying the modules and duration of the accreditation", to "All accredited operators will be issued with an accreditation certificate (Certificate of Approval) specifying the modules and duration of the accreditation"
- 5.28 has been reworded from "A driver for an accredited operator is required to produce any accreditation documentation (i.e. trip records etc.) requested by an authorised person.", to "A driver for an accredited operator is required to produce any accreditation documentation (i.e. trip records etc.) requested by an authorised person (Main Roads, Police, WorkSafe WA and other Main Roads nominated agencies).
- All references to the Occupational Safety and Health Regulations 1996, Occupational Safety and Health Act 1984 and the Code of Practice for Fatigue Management for Commercial Vehicle Drivers have been replaced with Work Health and Safety (General) Regulations 2022.

## WAHVA Management Module Standards

- Additions to Common Terminology to clarify:
  - Commercial Vehicle Driver
  - Fatigue
  - Fatigue Management
  - Fatigue Management System
  - Maintenance
  - Policies
  - Records
  - Rostering
  - Scheduling
  - Suppliers (maintenance)
  - Trip sheet
  - Written Instructions
- Movement of numerous criteria from the Maintenance, Fatigue, Dimension & Loading and Mass modules into the Common Standards, with the majority moving to Records and Documentation.
- Where possible, the words procedures, documentation etc have been reworded to read “written instructions”, to create uniformity and remove ambiguity.
- Various criteria have been combined where they had a direct link. Eg; Fatigue Std 3 Fitness for Work – 3.2 was previously multiple criteria.
- Removal of some criteria to eliminate duplication. Eg: Written instruction re managing the rollover risk of the vehicle.
- All references to the Occupational Safety and Health Regulations 1996, Occupational Safety and Health Act 1984 and the Code of Practice for Fatigue Management for Commercial Vehicle Drivers have been replaced with Work Health and Safety (General) Regulations 2022.

## **WAHVA Audit Report**

- All changes made to the Management Module Standards have been replicated in the Audit Report.
- Amendments have been made to the following tables:
  - Vehicle Registration Numbers of Records Examined
    - Removed Roadworthy Date as already in the Vehicle Register
    - Added Daily Vehicle Checks
  - Employee / Driver Names of Records Examined
    - Removed Medical Certificate Expiry Date and WA Fatigue Management Training Records & Dates as already in the Employee / Driver Names Register
    - Removed Daily Vehicle Checks
    - Removed Internal Review Date as already in Compliance Summary
  - Vehicle Register
    - Amended wording to read Last Roadworthy Date
  - Employee / Driver Names Register
    - Amended wording to read Medical Certificate Date / Years Valid For
    - Added column for training completed in other modules



## WAHVA Operator Guide

- Addition of Common Terminology
- A clear statement in 1. About this Guide - This guide is **not** a management system but is a tool to assist operators in preparing their management system.
- Other statements throughout the document that may have given the impression this guide is a management system have been removed.
- The reference to the NTC Medical Certificate at Step 3 now refers to Assessing Fitness to Drive 2016, or requirements exceeding or substantially equivalent to this.
- Section 7.4 Roadworthiness has been reworded to include “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.”
- The Sample Template Forms have now been linked for ease of access.
- The Policy Statements have been updated to reflect the current modules.
- The Employee / Driver Register has been added.
- The Vehicle Register has been updated.
- All maintenance service schedules have been updated to include a Roadworthy Certification.
- All references to the Occupational Safety and Health Regulations 1996, Occupational Safety and Health Act 1984 and the Code of Practice for Fatigue Management for Commercial Vehicle Drivers have been replaced with Work Health and Safety (General) Regulations 2022.



# Auditor Certification

# Auditor Certification Overview

## What has changed

- WAHVA Auditor Certification is now managed by Main Roads
- A list of current WA Heavy Vehicle Accreditation Certified auditors is available on the Main Roads website

## Why have the changes been made

- Recommendation 12 from the WAHVA Strategic Review



# Where To From Here?



## Where To From Here?

- HVS will continue to host "*understanding your WAHVA responsibilities*" Transport Operator Information Sessions throughout 2022.
- Implementation date for auditors – 31<sup>st</sup> March 2022
  - ✓ All documentation came into force from this date.
  - ✓ All audits conducted from the 31<sup>st</sup> March 2022 are required to be on the current audit report, which is available on the Main Roads website. Audit reports submitted that do not meet this requirement will be returned.

Important date's for operators:

- All operators will be required to **be compliant** with the current documentation by **31 March 2023**.
- Up to 31st March 2023 if an existing operator does not meet any of the new requirements it is not a Non-Conformance:
  - These are to be noted in the "Nature/Overview of Operator Business (Summary)", with advice they are to be addressed prior to 31st March 2023 and verified at the next scheduled audit.
- From the **31st March 2022**, all **new operators** and those **re-entering** the scheme after a period of absence (Retired, Accreditation Certificate cancelled etc) will be required to meet the new requirements.

# Questions





**Thankyou**