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# **Western Australian Heavy Vehicle Accreditation**

## **MANAGEMENT MODULE STANDARDS AUDIT MATRIX**

Printed copies are uncontrolled unless marked otherwise. Refer to Main Roads website for current version.

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## APPLICATION

This matrix provides the framework for conducting an audit of the operator's *Management System Modules* to determine compliance with the *WAHVA Management System Standards*.

## **IT IS NOT MANDATORY TO COMPLETE THIS DOCUMENT. HOWEVER, IT IS PROVIDED AS A TOOL TO ASSIST AUDITORS IN COMPLETING THE WESTERN AUSTRALIAN HEAVY VEHICLE AUDIT REPORT. ANY COMPLETED AUDIT MATRICES SHOULD BE RETAINED BY THE AUDITOR AND DO NOT NEED TO BE SUBMITTED TO MAIN ROADS HEAVY VEHICLE SERVICES.**

### INSTRUCTIONS

This document outlines each of the assessment steps that need to be completed when assessing the individual criteria of each of the standards, which will in turn assist in completing the audit report. Each assessment step should be carried out as indicated below:

- Ensure the assessment step is understood and the evidence required is produced.
- Perform the assessment step as indicated. There are additional notes or examples in some instances to assist identifying how the operator's system may satisfy the requirements of the particular criteria.
- Answer the relevant questions by providing a summary description of the requested information in the 'How does the system address the requirement' column and identify supporting evidence where required in the 'Indicate evidence sighted' column. Add any additional information which could be helpful in understanding the operator's system.
- Enter a conclusion in the 'Compliance Code' column alongside each assessment step completed. The code should indicate the auditor's assessment of the extent to which the operator's procedures examined by you comply with the corresponding criteria and compliance indicators. Standard codes must be used to record your conclusion i.e. C – Compliant, NC – Non-compliant.
- There are certain aspects of the audit matrix that may not be used for an Entry and/or Systems Entry audit, because the "audit trail" may not yet exist. These are marked on the audit matrix by an "X" for Entry audits and "Y" for Systems Entry audits. Otherwise, all criteria will need to be audited.

## RELATED DOCUMENTS

The following documents provide further guidance for operators in developing systems to comply with the *Management Module Standards* and to meet the audit requirements.

- WAHVA Operator Guide How to Become and Stay Accredited and Sample Forms
- WAHVA Process Guidelines for Audit Providers
- Recognised Loading Control Guides

The above documentation and further information relating to WAHVA is available on the Accreditation page of the Main Roads website at [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au) or please call Main Roads Heavy Vehicle Helpdesk on 138 486.

## COMMON MODULE STANDARDS

### STANDARD 1: Responsibilities

**Objective:** Each Management System must clearly identify the tasks involved, each person involved and their responsibilities during each task with reference to: Dimension & Loading - loading a vehicle and Maintenance and Mass Management - 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 may be managed and controlled. Each person must be competent to undertake the task.

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<p><b>1.1</b> 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.</p>	<p>Verify that the tasks have been identified and documented in the applicable Management Systems, together with who is responsible for carrying out each task, including who is responsible for ensuring the system is being maintained and adhered to.</p> <p>Review Responsibility Statements – these can be either standalone documents or documented with job descriptions.</p> <p>Verify that the policies/procedures ensure that the people assigned to each listed task are appropriate for that task.</p> <p>Verify that the policies/procedures ensure all of the relevant staff know how to access the written record of their responsibilities.</p>				
<p><b>1.2</b> Have written instructions and substantiating documentation to ensure all people assigned to the tasks are suitable for the tasks, appropriately trained and know how to access the written record stating their responsibilities.</p>	<p>Review the written instruction and substantiating documentation to ensure the requirements are met.</p>				
<p><b>1.3</b> Have written instructions to ensure there is a suitable alternative arrangement in place in the event the responsible person is not available to undertake a task.</p>	<p>Review the written instruction to ensure the requirements are met.</p>				

## COMMON MODULE STANDARDS

### STANDARD 2: Records and Documentation

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

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
2.1 Have documented evidence of all written instructions, forms, records and policies required under these Standards and demonstrate adherence to these.	Verify all written instructions, forms, records and policies required are available. Audit sampling will determine whether or not the operator has adhered to these.				
2.2 Ensure all required records are legible and identifiable to maintain the vehicle/s, the Dimension & Loading and Fatigue of the vehicle/driver involved.	Audit sampling will determine whether the records are legible and identifiable to maintain the vehicle/s, the Dimension & Loading and Fatigue of the vehicle/driver involved.			Y	
2.3 Ensure all current documentation is available to all relevant staff at all locations where tasks relating to operations are undertaken.	Verify all relevant staff have access to all current documentation, including all depots and staff working offsite.				
2.4 Ensure all documents and records be kept for a minimum of 3 years. This includes superseded procedures.	Verify all documents, records and superseded procedures are available for at least three years.			X Y	
2.5 Ensure all records and documentation outlined in each standard are retained for each vehicle/trip.	Audit sampling will determine whether the records are documentation outlined in each standard are retained for each vehicle/trip.			Y	
2.6 Have documented evidence of completed Internal Reviews and Quarterly Compliance Statements (must as a minimum include all relevant items from the form in current Operator Guide).	Verify these documents/records exist and contain as a minimum the relevant items from the current operator guide.			X Y	

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

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<p><b>2.7</b> Ensure copies of intercept reports:</p> <ul style="list-style-type: none"> <li>• Are kept for all intercepts.</li> <li>• Demonstrate corrective actions taken if required.</li> <li>• Considered within the Internal Review.</li> </ul>	<p>Question the operator re Intercept Reports they may have received. If they have any that required corrective actions, review action has been taken and noted within the Internal Review if applicable.</p>			<p>X Y</p>	
<p><b>2.8</b> Have documentation and records that show an investigation was carried out, including any immediate follow up and long-term remedial action taken for all accidents and incidents reported.</p>	<p>Verify records detailing any reportable accidents or incidents, including follow-up or remedial action.</p>			<p>X Y</p>	
<p><b>2.9</b> Ensure the following records and documentation be retained, as a minimum:</p> <p><b>Common Standards</b></p> <ul style="list-style-type: none"> <li>• Record of the training/induction provided.</li> <li>• Signed and dated Responsibility Statements including as a minimum who: <ul style="list-style-type: none"> <li>○ checks calibration records for all weighing equipment are up to date</li> <li>○ maintains the system and updates the written instructions</li> <li>○ reviews the training content for all modules and its frequency for refresher training</li> <li>○ checks all records are legible and identifiable to the driver &amp; vehicle/s</li> <li>○ completes the internal and quarterly reviews</li> </ul> </li> </ul>	<p>Sight training/induction records.</p> <p>Sight dated and signed Responsibility Statements which meet the criteria.</p>				

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

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<ul style="list-style-type: none"> <li>○ checks the forms/data/stats collected in the system match the current Operator Guide where required</li> </ul> <p><b>Dimension &amp; Loading</b></p> <ul style="list-style-type: none"> <li>● D&amp;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).</li> <li>● Record of the training/induction provided, which must include as a minimum; the provider, completion date and any renewal/refresher dates.</li> <li>● Signed and dated Responsibility Statements including as a minimum who:               <ul style="list-style-type: none"> <li>○ ensures the vehicle is fit for task.</li> <li>○ positions the load appropriately.</li> <li>○ restrains the load appropriately.</li> <li>○ checks the vehicle and load dimensions (including axle weights).</li> <li>○ ensures an appropriate permit is current, if applicable.</li> <li>○ checks the D&amp;L check has been completed for each trip/load.</li> <li>○ checks the RAV network is approved.</li> <li>○ ensures compliance with approval conditions.</li> </ul> </li> </ul>	<p>Verify there is a D&amp;L checklist.</p> <p>Verify the D&amp;L checklist is being used for each trip/load.</p> <p>Review training/induction records. Ensure they meet the minimum criteria.</p> <p>Sight dated and signed Responsibility Statements which meet the criteria.</p> <p>Verify the daily check is being completed as per the written instructions.</p>				

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

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<p><b>Maintenance</b></p> <ul style="list-style-type: none"> <li>• Daily check is being completed and recorded in accordance with the written instructions.</li> <li>• Record of the training/induction provided, which must include as a minimum; the provider, completion date and any renewal/refresher dates.</li> <li>• Faults occurring on the road are being recorded and reported in accordance with the written instructions.</li> <li>• Monitoring of faults is recorded in accordance with the written instruction.</li> <li>• Reported faults are being assessed, repaired and tested in accordance with the set method.</li> <li>• Vehicles are maintained in accordance with the set periodic schedules.</li> <li>• Record of the qualification and/or training of the person/s maintaining vehicles are suitably qualified or experienced to do so.</li> <li>• 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.</li> <li>• Signed and dated Responsibility Statements including as a minimum who:               <ul style="list-style-type: none"> <li>○ does the daily check</li> <li>○ checks the daily check has been completed</li> </ul> </li> </ul>	<p>Review training/induction records. Ensure they meet the minimum criteria.</p> <p>Verify faults are being recorded and reported as per the written instruction.</p> <p>Verify monitoring of faults is recorded in accordance with the written instruction</p> <p>Verify reported faults are being assessed, repaired and tested in accordance with the set method.</p> <p>Verify vehicles are maintained in accordance with the set periodic schedules.</p> <p>Review the qualifications/experience of the person/s maintaining the vehicles.</p> <p>Verify the roadworthy includes at least the minimum criteria and is dated within twelve months of the audit date.</p> <p>Sight dated and signed Responsibility Statements which meet the criteria.</p>			<p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p> <p>Y</p>	

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

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<ul style="list-style-type: none"> <li>○ defines the service intervals and tasks</li> <li>○ monitors the service records are completed on time</li> <li>○ records and submits vehicle fault/s</li> <li>○ decides on the fault priorities</li> <li>○ decides if a fault is to be deferred or monitored</li> <li>○ ensures the roadworthy carried out and documented are on the current roadworthy form and within the specified timeline</li> <li>○ updates the fleet register</li> <li>○ updates the service supplier list</li> </ul> <p><b>Fatigue</b></p> <ul style="list-style-type: none"> <li>• Record of the training/induction provided on correctly completing the company trip sheet and on fatigue, which must include as a minimum; the provider, completion date and any renewal/refresher dates.</li> <li>• Documented evidence of each driver's fatigue training assessment and documented evidence of each administrator's fatigue training assessment.</li> <li>• Documented evidence of each driver's medical assessment. (only the portion that the doctor has signed, dated, stamped and confirming the driver is fit to drive – do not require the entire medical)</li> </ul>	<p>Review training/induction records. Ensure they meet the minimum criteria.</p> <p>Verify there is evidence of drivers and administrators fatigue training assessments which have a component on Western Australian driving hours.</p> <p>Verify there is evidence of current commercial vehicle drivers' medical assessments in accordance with <i>Assessing Fitness to Drive</i> standard as stipulated under WHS Regulation 184D. (3) (a) and (b)</p> <p>Verify fit for duty is completed and recorded daily.</p>				





<b>Objective:</b> Each <i>Management System</i> must contain sufficient records and documentation to verify all Standards have been complied with.					
<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<ul style="list-style-type: none"> <li>○ ensures and obtains evidence vehicles are ADR42 compliant</li> <li>○ ensures workplace conditions assist in the control of fatigue</li> </ul> <p><b>Mass</b> (if applicable):</p> <ul style="list-style-type: none"> <li>• Record of the training/induction provided in mass and on the mass documentation, which must include as a minimum; the provider, completion date and any renewal/refresher dates.</li> <li>• Loading plan/s relevant to all load types and combinations.</li> <li>• Verifies load plan/s quarterly and/or on change of equipment when an AMMS Approved Weighbridge (as published on the Main Roads Website under the AMMS Approved Weighbridge Supplier Member List) is not part of the loading plan.</li> <li>• Calibration Certificates (completed as per manufacturer requirements) pallet scales, load cells, weighbridges etc.</li> <li>• Ratings of vehicle/s and equipment. (compliance plate– if vehicle has been modified, record of new compliance plate required)</li> <li>• The registration details of the vehicles used in combination.</li> <li>• AMMS permit number recorded per load/trip.</li> <li>• The type/contents of the load carried.</li> </ul>	<p>Review training/induction records. Ensure they meet the minimum criteria.</p> <p>Review loading plans.</p> <p>Review quarterly load plan verifications when an AMMS Approved Weighbridge (as published on the Main Roads Website under the AMMS Approved Weighbridge Supplier Member List) is not part of the loading plan.</p> <p>Review evidence of current Calibration Certificates for all weighing devices used, if not an AMMS Supplier Member Approved Weighbridge.</p> <p>Review evidence of ratings of vehicle/s and equipment used under AMMS Permit.</p> <p>Ensure there is an auditable trail for all mass records that link the registrations of all vehicles used in then combination, the relevant AMMS Permit number, the type/contents of the load caried and the masses or the methodology used to determine axle weight compliance.</p>			<p>Y</p> <p>Y</p> <p>Y</p>	

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

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<ul style="list-style-type: none"> <li>• The masses or the methodology used to determine axle weight compliance.</li> <li>• Signed and dated Responsibility Statements including as a minimum who:               <ul style="list-style-type: none"> <li>○ ensures the weighbridge is on the approved list or obtains current copies of the privately owned weighbridge calibration documentation and dockets when used</li> <li>○ ensures the quarterly test weighs are completed and records kept</li> <li>○ develops and reviews the load planning documentation</li> <li>○ maintains the Calibration Certificates for all other loading equipment</li> <li>○ checks the RAV network is approved for AMMS</li> <li>○ ensures the vehicle is fit for task</li> <li>○ obtains and/or renews AMMS permits to ensure they are current</li> <li>○ monitors completed documentation (load plans) to verify compliance</li> </ul> </li> </ul>	<p>Sight dated and signed Responsibility Statements which meet the criteria.</p>				

## COMMON MODULE STANDARDS

### STANDARD 3: Training and Education

**Objective:** Each *Management System* must have written instructions to ensure all persons have the appropriate knowledge and skills to undertake required tasks

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<p><b>3.1</b> Have written instructions identifying what training is required for and provided to each person involved in the transport operation, including all drivers, Sub-Contractors, or employees as part of their induction process in relation to each of the modules within the Management Systems, including revisions and updates.</p> <p><b>Fatigue:</b> As a minimum, WA WorkSafe administrator online 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 online driver if they hold no other administrator role or can complete the 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.</p>	<p>Verify the written instruction has identified what training is required for and been provided to each person involved in the transport operation.</p> <p>Training may be provided by:</p> <ul style="list-style-type: none"> <li>○ Outside training provider</li> <li>○ In house trainer</li> <li>○ Internet lecture or questionnaire</li> <li>○ Through the induction process</li> </ul>				
<p><b>3.2</b> Have written instructions to ensure the regular review of training needs, the staff responsible and its frequency.</p>	<p>Ensure the written instruction includes a regular review of training requirements.</p>				

## **COMMON MODULE STANDARDS**

### **STANDARD 4: Internal Review**

**Objective:** 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 written instructions and identify non-compliances which must be actioned accordingly.

<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<p><b>4.1</b> Have written instructions for carrying out internal reviews which specify the following:</p> <ul style="list-style-type: none"> <li>• When the reviews are to take place (Enter the full date of the review on the report):</li> <li>• Who is to conduct the review (Enter the full name and ensure the review is signed):</li> <li>• How the reviews are to be conducted; and</li> <li>• 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)</li> </ul>	<p>Verify there is a written instruction that meets the criteria.</p>				
<p><b>4.2</b> Separate from the annual Internal Review, an operator must have written instructions to ensure all non-conformances identified at any time during the year, including Quarterly Compliance Statement reporting, are corrected. These instructions must include:</p> <ul style="list-style-type: none"> <li>• How non-compliances are detected; (What records are being checked)</li> <li>• Who is responsible for detecting them;</li> <li>• Who else should be told about them;</li> <li>• Corrective action to be taken;</li> </ul>	<p>Verify there is a written instruction that meets the criteria.</p>				

**Objective:** 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 written instructions and identify non-compliances which must be actioned accordingly.

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<ul style="list-style-type: none"> <li>• Responsibility is allocated to designated staff for correcting all non-conformances;</li> <li>• Timeframes for checking records and reporting identified non-compliances;</li> <li>• How the responsible person is to document the process, so the non-compliance does not recur;</li> <li>• A non-conformance register detailing all identified non-conformances and the actions taken to correct them.</li> </ul>					
<p><b>4.3</b> The operator must complete at least quarterly, a Quarterly Compliance Statement (QCS) that contains all the relevant details held within the Quarterly Compliance Form within the current operator guide, (must be numerical entries) and have written instructions which document as a minimum:</p> <ul style="list-style-type: none"> <li>• When the QCS's are to take place; (write the full date review was completed on report)</li> <li>• How data to complete the form will be gathered;</li> <li>• A checklist of the documents and records to be used to complete the Quarterly Compliance Statement.</li> </ul>	<p>Verify there is a written instruction that meets the criteria.</p>				

## **COMMON MODULE STANDARDS**

### **STANDARD 5: Management of Accidents and Incidents**

**Objective:** 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.

<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<b>5.1</b> A written instruction documenting the process for the reporting and recording of accidents and incidents. Evidence these instructions are adhered to (should include the accident/s and/or incident/s, who was involved, what vehicle type or combination was involved, where did it occur, when and what were the circumstances).	Verify there is a written instruction that meets the criteria.  Verify that documentation is available to all relevant staff and at all locations where operations related to fatigue management are undertaken.				

# FATIGUE MANAGEMENT MODULE STANDARDS

## STANDARD 1: Scheduling

**Objective:** A *Fatigue Management System* must ensure that drivers are not required to drive unreasonable distances in insufficient time 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.

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry, Compliance	Compliance Code
1.1 Records must show evidence that the scheduling of trips is in accordance with the requirements of the WAWHS for commercial vehicle.	Verify all recorded schedules and rosters have been planned within the WorkSafe requirements under the WHS regulations.				
1.2 Evidence driver/s do not operate outside the approved "Commercial Vehicle Operating Standard" requirements.	Review trip sheet records to verify they meet the criteria.			Y	
1.3 A Corrective Action has been taken if it is identified that a driver/s is continually in non-conformance 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.	Review Corrective Actions taken for non-conformances of the working hours.			Y	
1.4 Written instructions that explain how flexibility for driver/s is managed to effectively deal with any unforeseen circumstances that require changes to schedules.	Verify there is a written instruction that meets the criteria.				
1.5 Written instructions that show the same scheduling practices apply to all drivers, including casual, relief, labour hire and Sub-contracted driver/s.	Verify there is a written instruction that meets the criteria.				



# FATIGUE MANAGEMENT MODULE STANDARDS

## STANDARD 2: Rostering

**Objective:** A *Fatigue Management System* must ensure 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.

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
2.1 Ensure all drivers work time is in accordance with the WAWHS for commercial vehicle drivers.	Review trip sheet records to verify they meet the criteria.			Y	
2.2 Have written instructions that identify the requirements that must be adhered to 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.	Verify there is a written instruction that meets the criteria.				
2.3 Have a written instruction in place that identifies how the trip sheets are checked to ensure: <ul style="list-style-type: none"> <li>Commercial vehicle drivers are complying with the regulations; and</li> <li>The accuracy of the information provided on the sheets (see WorkSafe WA Safety Alert 01/09)</li> </ul>	Verify there is a written instruction that meets the criteria.				
2.4 Have a written instruction in place to ensure that a breach, if detected, does not continue (what action is to be taken regarding the breach, i.e., retraining etc).	Verify there is a written instruction that meets the criteria.				

# FATIGUE MANAGEMENT MODULE STANDARDS

## STANDARD 3: Fitness for Work

<b>Objective:</b> A <i>Fatigue Management System</i> must include requirements to ensure drivers present themselves in a fit state, to perform their duties safely.					
<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<p><b>3.1</b> 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"> <li>• Full name</li> <li>• Commercial vehicle driver medical expiry date</li> <li>• WA Fatigue Management driver training record and date</li> <li>• WA Fatigue Management administrator training record and date</li> </ul>	<p>Verify there is a register of all employees/drivers relevant to this module and there are details of all criteria recorded against the employees/drivers.</p> <p>This register must contain all employees/drivers including new starters and those who have left the employ from the previous audit.</p>				
<p><b>3.2</b> Have a written policy/instruction relating to fitness for work, specifically referring to drugs and alcohol, which contains a statement that “<i>drivers must present themselves for duty unimpaired by fatigue, alcohol or drugs</i>” and require that all drivers record this daily. Contain in this written policy/instruction a statement “<i>that fitness for work as far as is practicable, to be diligently supervised</i>” any action that will be taken with regards to non-conformances of the instruction.</p>	<p>Verify there is a written instruction that meets the criteria.</p>				
<p><b>3.3</b> Have a written instruction 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>Verify there is a written instruction that meets the criteria.</p>				
<p><b>3.4</b> Ensure all drivers must have a current medical assessment in accordance with the current requirements of the WAWHS for</p>	<p>Verify there is evidence of current commercial vehicle drivers medical assessments in accordance with <i>Assessing</i></p>				

<b>Objective:</b> A <i>Fatigue Management System</i> must include requirements to ensure drivers present themselves in a fit state, to perform their duties safely.					
<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
commercial vehicle drivers. <i>Assessing Fitness to Drive</i> standard as stipulated under WHS Regulation 184D. (3) (a) and (b) is to be used when assessing a driver's fitness to drive.	<i>Fitness to Drive</i> standard as stipulated under WHS Regulation 184D. (3) (a) and (b)				
<b>3.5</b> Have a system for monitoring their driver's medical assessments, ensuring they are current and are renewed prior to their expiry date.	Review the system the operator has in place. Verify through viewing compliance with the system.				

# FATIGUE MANAGEMENT MODULE STANDARDS

## STANDARD 4: Workplace Conditions

**Objective:** A *Fatigue Management System* must ensure that operator's workplaces comply with the requirements of the *Work Health and Safety (General) Regulations 2022* and the relevant Australian Design Rules (ADR).

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<p><b>4.1</b> Written instructions 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 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 2 up operations) and include as a minimum:</p> <ul style="list-style-type: none"> <li>• Driver seating;</li> <li>• Driver sleeping facilities; (if overnight relevant)</li> <li>• Depot facilities; (if applicable)</li> <li>• Air conditioning of driver cabs (when above the 26<sup>th</sup> parallel).</li> </ul>	<p>Verify there is a written instruction that meets the criteria.</p>				

# MAINTENANCE MANAGEMENT MODULE STANDARDS

## STANDARD 1: Vehicle Control

**Objective:** A *Fatigue Management System* must ensure that operator's workplaces comply with the requirements of the Occupational Safety and Health Act and the relevant Australian Design Rules (ADR).

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<p><b>1.1</b> Maintain a comprehensive register of all vehicles relevant to this module (including Sub-Contractor's vehicles). The register must include as a minimum, the following details about each vehicle:</p> <ul style="list-style-type: none"> <li>• Vehicle make</li> <li>• Type of vehicle</li> <li>• Date of manufacture</li> <li>• Registration number</li> <li>• Vehicle Identification Number (VIN)</li> <li>• Date added to the register</li> <li>• Date removed or sold from the fleet</li> </ul>	<p>Verify there is a register of all vehicles relevant to this module and there are details of all criteria recorded against the vehicles.</p> <p>This register must contain all vehicles including new purchases and those which have been sold, written off etc from the previous audit.</p>				
<p><b>1.2</b> Have written instructions to ensure any nominated Sub-Contractor's vehicles are operating exclusively for the operator. If a sub-contractor/s works for multiple operators, they must be Accredited in their own right.</p>	<p>Verify there is a written instruction that meets the criteria.</p>				

# MAINTENANCE MANAGEMENT MODULE STANDARDS

## STANDARD 2: Daily Check

**Objective:** The *Maintenance Management System* must include a daily check for each vehicle (includes trailing equipment) when it is in use. The daily check is a documented written instruction 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 the limits of the inspection.

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<p><b>2.1</b> Include a written instruction detailing when the daily check is completed, who carries it out and how the check is recorded.</p>	<p>Verify there is a written instruction that meets the criteria.</p>				
<p><b>2.2</b> Show all vehicles have undergone a daily check (visual check – drivers are not required to get under the vehicles) and this is recorded, which must include as a minimum the inspection of:</p> <ul style="list-style-type: none"> <li>• Wheels and tyres for tyre pressure/inflation, tread integrity and wheel security;</li> <li>• All lights and reflectors to ensure fully operational and free of damage;</li> <li>• Windscreen and mirrors for security, damage and grime;</li> <li>• Wipers and windscreen washers to ensure fully operational;</li> <li>• 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;</li> <li>• Suspension to ensure no cracks, excessively worn components, free of air leaks (for air suspension) and damaged or leaking shock absorbers;</li> </ul>	<p>Verify there is a checklist that as a minimum meets the criteria.</p> <p>Verify the daily check is being completed and recorded as per the written instructions.</p>				

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Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<ul style="list-style-type: none"> <li>• Engine, gearbox, and differential to ensure they are free of any fluid leaks; (including oil, fuel, water, coolant, hydraulic fluid, or other);</li> <li>• Brakes to ensure fully operational, adequately adjusted and free of leaks;</li> <li>• Air tanks are free of moisture; and</li> <li>• All tow couplings to ensure security and no excess movement.</li> </ul>					

## MAINTENANCE MANAGEMENT MODULE STANDARDS

### STANDARD 3: Fault Recording and Reporting

**Objective:** 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.

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
<p><b>3.1</b> Have written instructions to ensure that all vehicle faults (both the hauling and the trailing equipment) 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"> <li>• How the driver reports the fault</li> <li>• Who the driver reports it to</li> <li>• Who is responsible for assessing the fault</li> <li>• Who is responsible for maintaining fault report records</li> </ul>	<p>Verify there is a written instruction that meets the criteria.</p>				



## MAINTENANCE MANAGEMENT MODULE STANDARDS

### STANDARD 4: Fault Repair

<b>Objective:</b> Once faults are reported, the <i>Maintenance Management System</i> must specify the process for assessing faults and determining the necessary corrective action.					
<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<b>4.1</b> Have written instructions in place to ensure vehicle faults are assessed to determine the severity of a fault and place priority on its repair, including instructions for dealing with vehicles detected as being unsuitable for use, as a result of a serious fault. Clearly identify in this instruction 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.	Verify there is a written instruction that meets the criteria.				
<b>4.2</b> Ensure where a decision is made to monitor the condition of a fault, have a written instruction in place providing the reasoning for the decision and specifying when the fault is to be re-assessed.	Verify there is a written instruction that meets the criteria.				
<b>4.3</b> Have a written instruction in place to ensure faults have been rectified and tested.	Verify there is a written instruction that meets the criteria.				

## MAINTENANCE MANAGEMENT MODULE STANDARDS

### STANDARD 5: Maintenance Schedules and Methods

<b>Objective:</b> Once faults are reported, the <i>Maintenance Management System</i> must specify the process for assessing faults and determining the necessary corrective action.					
<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<p><b>5.1</b> 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 twelve months from the date of audit or none is available, then operators must complete an <i>Accreditation Roadworthy Vehicle Checklist</i> 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>	<p>Review evidence that all vehicles have a scheduled service that includes a roadworthy inspection undertaken in accordance with National Vehicle Standards and ADR's, dated within twelve months of the audit date. Ensure the minimum criteria has been met.</p> <p>Or</p> <p>If the service is older than twelve months from the date of audit or none is available, then operators must complete an <i>Accreditation Roadworthy Vehicle Checklist</i> which can be found on the Accreditation page of the Main Roads website. Review the evidence and ensure the minimum criteria as been met.</p> <p>Review the qualifications/experience of the person/s completing the inspections/ <i>Accreditation Roadworthy Vehicle Checklist</i>.</p>				
<p><b>5.2</b> Clearly identify maintenance schedules for each vehicle to ensure all components are maintained in accordance with manufacturer's specifications/recommendations, intervals of time, distance, or hours of use 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 <i>Flexible Service Agreement</i>, the operator must provide evidence of this agreement per vehicle.</p>	<p>Review maintenance schedules to ensure the criteria have been identified and are being met.</p> <p>Verify evidence of <i>Flexible Service Agreements</i> for any vehicles that are on these and ensure the criteria have been identified and are being met.</p>				

<b>Objective:</b> Once faults are reported, the <i>Maintenance Management System</i> must specify the process for assessing faults and determining the necessary corrective action.					
<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<b>5.3</b> Maintenance and repairs are only undertaken by person/s having suitable qualifications or experience to competently complete any maintenance or repair tasks or do so under suitable supervision.	Review the qualifications/experience of the person/s completing the inspections/ <i>Accreditation Roadworthy Vehicle Checklist</i> .				
<b>5.4</b> Include a documented Table of Tolerances (ToT) and wear limits for major components and it must comply with at least the National Roadworthiness Guidelines	Verify a documented Table of Tolerances (ToT) and wear limits exists and complies with at least the National Roadworthiness Guidelines.				

## **DIMENSION & LOADING MANAGEMENT MODULE STANDARDS**

### **STANDARD 1: Vehicle Loading – Dimension and safety**

**Objective:** The *Load Management System* 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.

<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<b>1.1</b> Have written instructions in place for ensuring vehicle dimensions, including its load, are within allowable limits prior to the vehicle travelling on a public road. Specify how the dimension and loading checks are completed and what record is kept.	Verify there is a written instruction that meets the criteria.				
<b>1.2</b> Have written instructions to ensure the proposed route is approved for the vehicle combination, that all vehicles have the required authorisations (i.e., registrations, licenses, permits or order) to operate, on the public road network and relevant staff/Sub-Contractors are aware of these conditions.	Verify there is a written instruction that meets the criteria.				
<b>1.3</b> Have written instructions to ensure standard mass requirements are not exceeded.	Verify there is a written instruction that meets the criteria.				
<b>1.4</b> Have written instructions 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.	Verify there is a written instruction that meets the criteria.				
<b>1.5</b> - Have written instructions to ensure loads are adequately restrained and/or contained, in accordance with the current <i>Load Restraint Guide</i> .	Verify there is a written instruction that meets the criteria.				
<b>1.6</b> Have written instructions in place for managing the rollover risk of the vehicle specific to the operator's transport task.	Verify there is a written instruction that meets the criteria.				

# MASS MANAGEMENT MODULE STANDARDS

## STANDARD 1: Vehicle Control – Mass Management

<b>Objective:</b> Operators must ensure all vehicles operating under AMMS meet the technical specifications required for the relevant higher mass limits.					
<b>Criteria</b>	<b>Assessment Step</b>	<b>How does the system address the requirement</b>	<b>Indicate evidence sighted</b>	<b>Entry, (Systems), Re-Entry &amp; Compliance</b>	<b>Compliance Code</b>
<p><b>1.1</b> 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"> <li>• Vehicle make</li> <li>• Registration number</li> <li>• Vehicle Identification Number (VIN)</li> <li>• Gross Vehicle Mass (GVM) rating</li> <li>• Gross Combination Mass (GCM)rating</li> <li>• Date added to or removed from AMMS vehicle register</li> <li>• Relevant AMMS permit number and expiry date</li> </ul>	<p>Verify there is a register of all vehicles relevant to this module and there are details of all criteria recorded against the vehicles.</p> <p>This register must contain all vehicles including new purchases and those which have been sold, written off etc from the previous audit.</p>				
<p><b>1.2</b> Ensure all vehicles have sufficient ratings to conform to the authorised higher mass limits and the required authorisations (i.e., licenses, permits or order) are in place to operate under AMMS, prior to operating on the public road network. (see note 2)</p>	<p>Review evidence of ratings of vehicle/s and equipment used under AMMS Permit.</p> <p>Review how the operator ensures they have and the required authorisations (i.e., licenses, permits or order) are in place to operate under AMMS, prior to operating on the public road network.</p>				
<p><b>1.3</b> - Ensure any nominated Sub-Contractor/s vehicles are operating exclusively for the operator. If a Sub-Contractor wishes to work for others they must be Accredited in their own right.</p>	<p>Review how vehicles, which are sub-contracted to the operator, are to be identified and verified as solely operating for the operator.</p>				

## MASS MANAGEMENT MODULE STANDARDS

### STANDARD 2: Vehicle Loading – Mass Management

**Objective:** 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.

Criteria	Assessment Step	How does the system address the requirement	Indicate evidence sighted	Entry, (Systems), Re-Entry & Compliance	Compliance Code
2.1 - Have written instructions on how the loading method is capable of controlling the vehicle's gross mass and load distribution across axle groups as shown in <i>Appendix 1</i> . Specify how mass is recorded and where the records are kept for each trip.	Verify there is a written instruction that meets the criteria.				
2.2 - Have written instructions defining the process for dealing with vehicles detected as being overloaded and how any variations such as load density, temperature, size variations etc., will be controlled.	Verify there is a written instruction that meets the criteria.				
2.3 - Ensure 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.	Review weighbridges utilised by the operator as being on the AMMS Supplier Member Weighbridge list are in fact on the list and were so at the time of use.  Review evidence of current Calibration Certificates for all weighing devices used, if not an AMMS Supplier Member Approved Weighbridge.				
2.4 - Ensure all necessary approvals (permits, exemptions, orders etc.) have been obtained and the AMMS proposed route is approved for the vehicle combination on the RAV network and staff/drivers are aware of these conditions.	Review how the operator ensures they have all necessary approvals (permits, exemptions, orders etc.) and ensure the AMMS proposed route is approved for the particular vehicle combination on the RAV network and staff/drivers are aware of these conditions.				