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Western Australian Heavy Vehicle Accreditation

Management Systems Standards

August 2021

This document is to be read in conjunction with the
"Guidelines for Audit Providers" and the "WA Heavy Vehicle Accreditation Business Rules".

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MANAGEMENT MODULE STANDARDS OVERVIEW

This document details the requirements of the Western Australian Heavy Vehicle Accreditation (WAHVA) Management Module Standards. It entails what an operator must do in order to qualify and maintain accreditation. It also explains where to find other important information about the process. The audit must be conducted in accordance with the requirements of this document and the Western Australian Heavy Vehicle Accreditation (WAHVA) Business Rules.

The following standards have been developed to ensure all operators participating in these modules are achieving at least the same minimum level of compliance. The document explains what the standards are and what they mean in practical terms, further clarifying what operators need to do in order to comply with the standards and demonstrate compliance.

This document is set out in sections:

Accreditation Modules Common Standards - four management standards sharing commonality across all accreditation modules. One single document/statement can now be used to address and capture the required criteria for each common standard.

Fatigue, Maintenance, Dimension and Loading Management and Mass Management Module Standards - prescribed standards specific to each particular module.

It is the responsibility of the accredited operator to decide how they are going to prove adherence to these standards. The important thing is that they document and record the method they use and explain how it works. This will form their Management Systems. It is the responsibility of the accredited operator to have documents and records, proving their methods work well, and written procedures are always followed. Records may be maintained in either electronic or hard copy format.

Performance Standards have been developed to ensure that everyone achieves the same minimum level standard of compliance. The operator's Management Systems must comply with these standards.

Operating Standards

Common standards – This standard captures all the information which is common to all the module standards. This is designed to remove the repetitive requirement of the standards.

Fatigue Management Module Standards - Operating standards are detailed in the *Occupational Safety and Health Act 1984 - Western Australia* and are also detailed in the Code of Practice Commercial Vehicle Driver (COPCVD), which must be used when planning trip schedules and driver rosters to manage fatigue. The COPCVD also provides examples of a trip and how it can be scheduled. The standards offer flexibility in hours of work to reflect the geography of Western Australia and the distances between towns.

Maintenance Management Module Standards - There are five maintenance management standards operators need to comply with. This section lists what they are and what they mean in practical terms. It also explains what is required in order to comply with the standards and how an operator

can demonstrate they are complying. There are checklists at the end of the explanations to assist operators in determining if they are complying with the standards.

In the explanation of the standards on the following pages, the term “Maintenance Management System” means the procedures developed, documented and recorded in order to qualify for accreditation. For ease of explanation, we will call the written Maintenance Management System procedures the Maintenance Management System Manual. The manual should contain all the relevant documentation which supports the Maintenance Management System. The value of this approach is that it will assist an auditor and others to gain a good understanding of the system. This should reduce the time an audit takes and consequently its costs.

At its simplest, the manual could be a list of procedures in a folder. Alternatively, if the company has ISO certification, the Maintenance Management System Manual could be a computer produced manual similar to a company’s Quality Assurance Manual.

Loading and Dimension Module Standard – This has one standard. Operators should develop a check list for drivers to use to ensure all loading and dimensions comply with the regulations. Operators should use the Load Restraint Guide as a reference when implementing loading requirements.

Accredited Mass Management Scheme Module Standards – Is not mandatory, operators may opt in to this standard.

Application

The Common Standards Module must be read in conjunction with WAHVA Business Rules, Maintenance, Fatigue, Dimension & Loading and Mass Management Modules Standards.

The WAHVA Fatigue, Maintenance, Dimension & Loading and Common Module Standards apply to all WA accredited operators. The Mass Management Module only applies to restricted access vehicles operating under the *Accredited Mass Management Scheme (AMMS)*. Refer to the legislation and WAHVA Business Rules for full details.

All documentation and further information relating to WAHVA is available on the Accreditation page of the [Main Roads website](#) or please call Main Roads Heavy Vehicle Helpdesk on 138 486.

Related Documents

The following documents provide further guidance for operators in developing systems to comply with the standards in this module and to meet the audit requirements:

- *WAHVA Operator Guide How to Become and Stay Accredited and Sample Forms;*
- *WAHVA Process Guidelines for Audit Providers;*
- *Dimension & Loading Module Audit Matrix*
- *Maintenance Management Module Audit Matrix*
- *Fatigue Management Module Audit Matrix*
- *Mass Management Module Audit Matrix*

Terms Used

The following are the meanings of terms used in this document.

“*Fatigue Management System*” means the procedures developed and documented by the operator to meet the standards of the Fatigue Management Module Standards.

Fatigue Specific

The terms below have the meaning as defined in the *Occupational Safety and Healthy Act 1984*, and the supporting *Occupational Safety and Health Regulations 1996*:

Commercial Vehicle

Any motor vehicle with a GVM over 4.5 tonnes, within the meanings of those terms in the *Road Traffic (Vehicle Standards) Regulations 2002* used or intended to be used for the carriage of goods for hire or reward.

Commercial Vehicle Driver

Means a person who drives a commercial vehicle in the course of work and whose work time:

- a) Is more than 60 hours per week;
- b) For more than once per week – is more than 10 hours in any 24 hour period; or
- c) For more than once per week – includes the period from midnight to 5 am

“*Maintenance Management System*” means the procedures developed and documented by the operator to meet the standards of the Maintenance Management Module Standards.

“*Load Management System*” means the procedures developed and documented by the operator to meet the standards of the Dimension & Load Management Module Standards.

“*Mass Management System*” means the procedures developed and documented by the operator to meet the standards of the Mass Management Module Standards.

Western Australian Heavy Vehicle Accreditation Modules Common Standards

The *WA Heavy Vehicle Accreditation (WAHVA) Common Standards* outlines the requirements to satisfy Main Roads that the four common standards across the accreditation modules of Fatigue, Maintenance, Dimension and Loading and Mass Management (if required) have appropriate systems in place. To remain accredited, the operator must have documents and records that prove their methods work and that their written procedures are always followed.

The four common standards are made up of:

- Responsibilities
- Records and Documentation
- Training and Education and
- Internal Review.

To address the criteria for each of the common areas, it is not necessary to have separate only documents/statements for each module. One document/statement can be raised to capture the required details across all accreditation modules. Example templates can be found in the “Operator Guide - How to Become and Stay Accredited and Sample Forms” located on the [MRWA website](#).

Standard 1: Responsibilities

Standard:

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 (see note 1 below).

Criteria:

To satisfy the *Management Systems* standards, the operator's must:

- 1.1 Clearly document the tasks in each of the *Management Systems* and who is responsible for carrying out each task, including who is responsible for ensuring each management system is being maintained and adhered to. (see note below)
- 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.
- 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.

Note:

1. An operator may choose to have a separate list of all the people involved in each *Management System* and what they are responsible for. Alternatively, the positions responsible for the tasks could simply be named. It is important that the operator clearly identifies the tasks to be carried out and who is responsible for performing each task.

Standard 2: Records and Documentation

Standard:

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

Criteria:

To satisfy the *Management Systems* standards, the operator's must:

- 2.1 Have documented evidence of all written instructions, forms, records, policies and procedures required under these Standards and demonstrate adherence to these.
- 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 (see note below).
- 2.3 Ensure all current documentation is available to all relevant staff and at all locations where tasks relating to operations are undertaken.
- 2.4 Have written procedures to ensure all elements of *each Management System* is maintained, updated and the responsibility for this task is documented.

- 2.5 Ensure all documents and records be kept for a minimum of three years. This includes superseded procedures.
- 2.6 Ensure Responsibility Statements are read, signed and dated by each person responsible for the task.
- 2.7 Ensure all records and documentation outlined in each standard are retained for each vehicle/trip.
- 2.8 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)
- 2.9 Copies of intercept reports:
 - Are kept for all intercepts.
 - Demonstrate corrective actions taken if required
 - Considered within the internal review.
- 2.10 Ensure the following records and documentation be retained, as a minimum:

Dimension & Loading

- 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:
 - 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.

Maintenance

- 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 :

- does the daily check
- checks the daily check has been completed
- defines the service intervals and tasks
- monitors the service records are completed on time
- records and submits vehicle fault/s
- decides on the fault priorities
- decides if a fault is to be deferred or monitored
- ensures the roadworthy carried out and documented are on the current roadworthy form and within the specified timeline
- updates the fleet register
- updates the service supplier list

Fatigue

- 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:
 - work time
 - breaks from driving
 - non-work time
 - drivers full name
 - date
 - documentation that records all trips
 - 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:
 - checks the trip sheet for compliance
 - checks fit for duty is completed daily
 - monitors and ensures medicals are completed prior to expiry
 - does scheduling
 - does rostering
 - ensures and obtains evidence vehicles are ADR42 compliant
 - ensures workplace conditions assist in the control of fatigue

Mass (if applicable):

- the training/induction provided in mass and on the mass documentation
- loading plan/s
- verifies load plan quarterly and/or on 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:
 - who ensures the weighbridge is on the approved list or obtains current copies of the privately owned weighbridge calibration docket
 - who ensures the quarterly test weighs are completed and records kept
 - who develops and reviews the load planning documentation
 - who maintains the calibration certificates for all other loading equipment
 - who checks the RAV network is approved for AMMS
 - who ensures the vehicle is fit for task
 - who obtains and/or renews AMMS permits to ensure they are current

Note:

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

Standard 3: Training and Education

Standard:

Each *Management System* must have written procedures to ensure all persons have the appropriate knowledge and skills to undertake required tasks (see note 1 below).

Criteria:

To satisfy *Management Systems* standards, the operator's must:

- 3.1 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.

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.

- 3.2 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.

- 3.3 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.
- 3.4 Have written procedures to ensure the regular review of training needs, the staff responsible for it and its frequency.
- 3.5 Have written procedures to ensure all relevant staff, including sub-contractors, are provided training in each module within the Management System, including revisions and updates.

Note:

1. It is not necessary to have a separate training and education register for each accreditation module. One training and education register could be raised to capture the required details across all accreditation modules.

Standard 4: Internal Review

Standard:

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 (see note 1 below).

Criteria:

To satisfy *Management Systems* standards, the operator's must:

- 4.1 Have written procedures for carrying out internal reviews which specify the following:
 - 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)

Note:

1. As far as possible, you must ensure the person or people carrying out the internal reviews are independent of the person writing the written instructions and enforcing the processes.
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- 4.2 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:
 - 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.
- 4.3 Have written procedures to ensure responsibility is allocated to designated staff for correcting all non-conformances.
- 4.4 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:
- 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.

Note:

1. It is not necessary to have a separate internal review and quarterly compliance statement for each accreditation module. One internal review document and one quarterly compliance statement could be raised to capture the required criteria across all accreditation modules.

Standard 5: Management of Accidents and Incidents

Standard:

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.

Criteria:

An operator's *Management System* must have:

- 5.1 A written policy for the reporting and recording of accidents and incidents.
- 5.2 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).
- 5.3 Documentation demonstrating the investigation carried out, and recording any immediate follow up and long term remedial action taken for all accidents and incidents reported.

Note:

1. All accidents/incidents involving RAV vehicles must be reported to MRWA within 48 hours on the HVS Incident Report Form.

Western Australian Heavy Vehicle Accreditation, Fatigue Management Module Standards

The Fatigue Management Module Standards are based on the requirements for fatigue management for commercial vehicle drivers in the Western Australian *Occupational Safety and Health Regulations 1996 (WAOSH)*. Operators should refer to the Regulations and the Code of Practice "Fatigue Management for Commercial Vehicle Drivers" (COPCVD) in regard to the requirements and standards they should have in place. The objective of the accreditation standards is to assist transport operators to better manage driver fatigue.

The WAOSH require all "responsible persons" (i.e. transport operators) managing commercial vehicle drivers to have in place a Fatigue Management Plan that covers the following areas:

- scheduling trips
- rostering drivers
- establishing drivers fitness for work
- the education of drivers in fatigue management
- managing incidents on or relating to commercial vehicles
- establishing and maintaining appropriate workplace conditions

The Fatigue Management Module Standards require operators to have in place a system to manage this plan, that is, a Fatigue Management System, where the outcomes are:

- to provide assurance to authorities that there is a system that demonstrates fatigue is being managed
- to place responsibility on an operator for achieving and maintaining the required operating performance standards
- to place responsibility on an operator to demonstrate that compliance has been achieved and consistently maintained

A Fatigue Management System details the required documentation of policies, procedures and operational records associated with a Fatigue Management Plan and provides practical evidence that a system is in place and is actively working to manage driver fatigue. The process also allows the effectiveness of the system to be measured.

Standard 1: Scheduling

Standard:

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.

Criteria:

An operator's *Fatigue Management System* must ensure that:

- 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.
- 1.2. Evidence drivers do not operate outside the approved "commercial vehicle operating standard" requirements.

- 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.
- 1.4. Company operating procedures providing flexibility for drivers to manage effectively unforeseen circumstances that require changes to schedules.
- 1.5. Necessary documentation and records are produced, including trip sheets and rosters, to demonstrate compliance with this standard.
- 1.6. Written procedures that show the same scheduling practices apply to all drivers, including casual, relief, labour hire and subcontracted drivers.

Note:

1. Regular occurrence is defined as occurring more than twice on the same scheduled activity.

Standard 2: Rostering

Standard:

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.

Criteria:

An operator's *Fatigue Management System* must:

- 2.1 Ensure that all drivers work time is in accordance with the WAOSH for commercial vehicle drivers.
- 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. (see note 1)
- 2.3 Have documentation and procedures including trip sheets, rosters and schedules that demonstrate compliance with this standard. (see note 1)
- 2.4 Have a written procedure in place that identifies how the trip sheets are checked to ensure:
 - 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) (see note 2).
- 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).

Note:

1. The expected finish time is for rosters and safety purposes only and is not to instruct a driver to finish at this time (in fact, driver may not need to know this). It is for the schedulers to follow

up if trip is late to ensure driver is ok and to roster the required breaks (should allow for unforeseen circumstances).

2. The fatigue record must be current, which includes being completed in full, up and until, the last non-work period during the day. The driver should complete the record as the trip progresses with breaks noted as they occur (see COPCVD).

Standard 3: Fitness for Work

Standard:

A *Fatigue Management System* must include requirements to ensure drivers present themselves in a fit state to safely perform their duties.

Criteria:

An operator's *Fatigue Management System* must:

- 3.1. Maintain a comprehensive register of all employees/drivers relevant to this module. The register must include the following details on each employee/driver:
 - Full name
 - Commercial vehicle driver medical expiry date
 - WA Fatigue Management driver training record and date
 - WA Fatigue Management administrator training record and date
- 3.2. 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."
- 3.3. Contain in this written policy/procedure a statement that fitness for work as far as is practicable, to be diligently supervised.
- 3.4. Include in this written policy/procedure any action that will be taken with regards to breaches of the instruction.
- 3.5. 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.
- 3.6. 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, confirming the driver is fit to drive - do not require the entire medical) is required to be retained. *Assessing Fitness to Drive* standard as stipulated under OSH Regulation 3.131 (3) (a) and (b) is to be used when assessing a drivers fitness to drive.
- 3.7. Have a system for monitoring their driver's medical assessments, ensuring they are current and are renewed prior to their expiry date.

Standard 4: Workplace Conditions

Standard:

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.

Criteria:

An operator's *Fatigue Management System* must ensure:

- 4.1 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:
 - driver seating
 - driver sleeping facilities (if overnight relevant)
 - depot facilities (if applicable)
 - Air conditioning of driver cabs (when above the 26th parallel).
- 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)

Western Australian Heavy Vehicle Accreditation, Maintenance Management Module Standards

In Western Australia, heavy vehicle maintenance requirements are prescribed in the *Road Traffic (Vehicles) Act 2012* and associated Regulations. Vehicles must be designed, constructed and maintained to the prescribed standards within Regulations and relevant *Australian Design Rules* (ADRs).

An operator must have appropriate systems in place to satisfy Main Roads that all vehicles are maintained and meet all relevant safety standards.

The Maintenance Management Module Standards outline the requirements to satisfy Main Roads that appropriate systems are in place. To remain accredited under the Maintenance Management Module, the operator must have documents and records that demonstrate vehicles are maintained to the required standards before they enter the public road. In part, this means keeping records that all vehicles are regularly maintained to the required standard.

Maintenance management encourages heavy vehicle operators to take responsibility for servicing their vehicles (includes trailing equipment) regularly and ensuring their vehicles are safe at all times. It helps operators manage their business more efficiently with clear procedures for ensuring vehicles are well maintained, resulting in reduced down time associated with breakdowns and greater road safety. The standards for this module are aligned to the nationally endorsed National Heavy Vehicle Accreditation Scheme (NHVAS).

Standard 1: Vehicle Control

Standard:

Operators must ensure all vehicles in their nominated fleet are identified to ensure they are suitably maintained.

Criteria:

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

Have written procedures to ensure vehicle dimensions, including its load, are within allowable limits prior to the vehicle travelling on a public road.

- 1.1 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:
 - Make
 - Type of vehicle
 - Date of manufacture
 - Registration number
 - Vehicle Identification Number (VIN)
 - Date added to the register
 - Date removed or sold from the fleet
- 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.

Note:

1. Evidence that the sub-contractors accreditation is correct and current must be available.

Standard 2: Daily Check

Standard:

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 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.

Criteria:

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

- 2.1 Include a written procedure detailing when the daily check is completed, who carries it out, and how the check is recorded.

2.2 Have written evidence showing all vehicles have undergone a daily check, which must include as a minimum the inspection of:

- **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
- **All tow couplings** to ensure security and no excess movement.

Standard 3: Fault Recording and Reporting

Standard:

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:

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

- 3.1 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:
- 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
- 3.2 Maintain documentary evidence demonstrating all faults are reported for both the hauling and the trailing equipment.

Standard 4: Fault Repair

Standard:

Once faults are reported, the *Maintenance Management System* must specify the process for assessing faults and determining the necessary corrective action.

Criteria:

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

- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 Maintain documentary evidence faults have been rectified and tested.

Standard 5: Maintenance Schedules and Methods

Standard:

The *Maintenance Management System* must specify the maintenance schedules for each vehicle to ensure they are systematically maintained and remain roadworthy.

Criteria:

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

- 5.1 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, the 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.
- 5.2 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 Flexible Service Agreement, the operator must provide evidence of this agreement per vehicle.
- 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.
- 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.

Western Australian Heavy Vehicle Accreditation - Dimension & Loading Management Module Standards

In Western Australia, heavy vehicle dimension and loading requirements are prescribed in the *Road Traffic (Vehicles) Act 2012* and associated Regulations. Vehicles must be operated within prescribed dimension limits and/or modified dimension limits stipulated on a Main Roads permit and loads must be restrained in accordance with the *Load Restraint Guide*.

An operator must have appropriate systems in place to satisfy Main Roads that all loads are loaded within the prescribed or modified dimension limits and in a safe manner, which includes being adequately restrained and ensuring vehicle stability.

The Dimension & Loading Module Standards outline the requirements to satisfy Main Roads that appropriate systems are in place. To remain accredited under the Dimension & Loading Module, the operator must have documents and records that demonstrate vehicles / loads are compliant and safe before they enter the public road network.

Additionally, the *Load Restraint Guide* must be observed, as it provides guidelines and performance standards for the safe positioning and restraint of loads on road vehicles. The *Load Restraint Guide* is available on the [National Transport Commission \(NTC\) website](#).

Standard 1: Vehicle Loading - Dimension and Safety

Standard:

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.

Criteria:

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

- 1.1 Have written procedures to ensure vehicle dimensions, including its load, are within allowable limits prior to the vehicle travelling on a public road.
- 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.
- 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.
- 1.4 Have written procedures to ensure standard mass requirements are not exceeded
- 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.
- 1.6 Have written procedures to ensure loads are adequately restrained or contained, in accordance with the current *Load Restraint Guide*.
- 1.7 Have written procedures in place for managing the rollover risk of the vehicle specific to the Operators transport task.

Western Australian Heavy Vehicle Accreditation - Mass Management Module Standards

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

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

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

As a transport operator, some of the benefits include:

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

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

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

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

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

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

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

Standard 1: Vehicle Control - Mass

Standard:

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

Criteria:

An operator’s *Mass Management System* must:

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

- 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 AMMS vehicle register
- Relevant AMMS permit number and expiry date

- 1.2 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. (see note 2)
- 1.3 Ensure any nominated subcontractor’s vehicles are operating exclusively for the operator. If a subcontractor wishes to work for others, they must be accredited in their own right.

Note:

1. This could be as simple as adding extra columns to the vehicle register required under the Maintenance Management Module. An example template form can be found in the “Operator Guide – How to Become and Stay Accredited and Sample Forms”, located on the [MRWA website](#).
2. This evidence can be found on Registration or Engineering Certificates, compliance plates and vehicle specifications

Standard 2: Vehicle Loading - Mass

Standard:

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

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:

An operator’s *Mass Management System* must:

- 2.1 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.
- 2.2 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.
- 2.3 Provide documentary evidence of certification that any devices used for establishing mass or volumes have been appropriately calibrated in accordance with manufacturer’s specifications, or National Measurement Institute (NMI) regulatory requirements (see note 1).
- 2.4 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.
- 2.5 Have written procedures in place for managing the rollover risk of the vehicle specific to the Operators transport task.
- 2.6 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. (see note 2).

Note:

- 1. For the purpose of Standard 2.3 “provide certification”, where an AMMS Approved Weighbridge (as published on the Main Roads Website under the AMMS Approved Weighbridge Supplier Member List) is used as the sole loading control method, the operator is not required to supply certification documentation. The weighbridge simply needs to be identified in the Mass Management System and remain current on the AMMS approved list.
- 2. For the purpose of verification of weights at 2.6, it is not necessary to use a weighbridge on the Main Roads Certified weighbridge list. It can be any weighbridge that has documented evidence that it is certified which can be included in the audit. Weight can be assessed via a weighbridge (weight distribution) or by any other means, which can confirm each axle group loadings.

Appendix 1

LEVEL 1		
Axle Mass Limits		Brief Description
Axle Group	Tonnes	

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

***Note:** If allowed under a separate legal instrument, steer axles may exceed the limits shown in this table. Twin steer are restricted to 11 tonne with load sharing suspension.

Further Enquiries

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