



mainroads
WESTERN AUSTRALIA

WA Heavy Vehicle Accreditation

OPERATOR GUIDE

HOW TO BECOME AND STAY ACCREDITED AND SAMPLE TEMPLATE FORMS

July 2016

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1. ABOUT THIS GUIDE

This guide contains policies, procedures and forms for record keeping that single operators will need to meet the *Western Australian Heavy Vehicle Accreditation* requirements.

Using this guide will ensure the vehicle is always safe and reliable and the operator is fit to drive. It will also help to:

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

Once the policy statements are agreed to and signed and the operational records on the forms provided have been entered in accordance with the procedures, the maintenance, fatigue, mass and dimension & loading management system is underway.

This guide has been designed to contain the records required to meet the *Western Australian Heavy Vehicle Accreditation* standards. It is recommended the current month's records are kept in the manual.

Accreditation requires a clear understanding of and developed competencies in Maintenance Management, Fatigue Management, Mass Management and Dimension & Loading Management. To assist with the understanding of fatigue management, a copy of "Staying Alert at the Wheel" can be obtained from the Department of Commerce (WorkSafe WA). It will also be necessary for anyone associated with the management, supervision or driving of commercial vehicles, including anyone associated with rostering, scheduling and the checking of trip records to undertake Fatigue Management Training that includes a section on the Western Australian commercial vehicle driver hours of work. As a minimum, this could be the WA WorkSafe on line assessments or equivalent. All training is to include a test of knowledge with a pass requirement.

To assist with the understanding of dimension & loading management, a copy of the "Load Restraint Guide" can be obtained from the National Transport Commission.

<http://www.ntc.gov.au/heavy-vehicles/safety/load-restraint-guide/>

The standards and procedures required for accreditation are detailed within this guide and by following the procedures in this guide; operators will address all required standards. It is important all completed forms are retained, either in the manual or in long-term archives. The records can then be easily audited, enabling the operator to obtain and retain accreditation.

1.1 Modification For Use By Larger Organisations

This guide has been designed for the single operator and is unlikely to be applicable to larger companies without modifications to the policies, procedures and forms. Depending on the size of the company involved, additional, more extensive procedures are likely to be required to address these areas of accreditation:

- Fault Recording
- Fault Repair
- Vehicle Loading – Dimension and Safety
- Vehicle Loading – Mass

- Vehicle Control
- Load Restraint
- Maintenance Schedules
- Trip Scheduling
- Trip Rostering
- Fitness for Work
- Health
- Workplace Conditions
- Management of Incidents
- Training and Education
- Responsibilities
- Records and Documentation

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

Any such company planning to modify the policies, procedures and forms contained within this guide should review all policies, procedures and forms to ensure they are applicable to their operations and processes.

2. WHAT IS NEEDED TO BECOME ACCREDITED – CHECK LIST

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

- Completed and signed “Restricted Access Vehicle Operator and WA Heavy Vehicle Accreditation Registration Form” (see Main Roads Web Site) <https://www.mainroads.wa.gov.au/UsingRoads/HVS/accreditation/Pages/AccreditationGuidelinesForms.aspx>
- Completed and signed “Auditor and Operator Declaration”
- Copy of the Audit Report
- \$225.00 administration fee payable to Main Roads. Payment by cash, cheque or money order is accepted. Alternatively, the Credit Card Debit Authority on the Auditor Declaration form can be completed. If using this option, an approved person must sign the authority
- The payment must be attached to the Application Form

3. HOW TO BECOME AND STAY ACCREDITED

STEP 1: KNOW THE SYSTEM

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

STEP 2: ROADWORTHINESS

Ensure all vehicles have been assessed and certified roadworthy within six (6) months of the anticipated date for the entry audit.

STEP 3: SET UP YOUR SYSTEM

Follow the simple set up procedures in this guide to ensure the:

following have been signed:

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

following forms have been completed:

- Vehicle Register
- Service Schedules
- Training and Education Records
- List of Preferred Suppliers Internal Review Plan

Operators must also have a current NTC Medical Certificate.

STEP 4: COLLECTION OF OPERATIONAL RECORDS

Collect the records using the procedures and forms in this document.

These records must include:

- Daily Vehicle Checks
- Dimension and Load Checks
- Fitness for Work Checks
- Trip Scheduling
- Daily Trip Records
- Fault Reporting, including prioritising of faults
- Fault Repair
- Maintenance Records
- Gross and Axle Distribution Records (If applicable)

If appropriate, complete the following:

- Training and Education Records
- Incident/crashes Reports
- Non-Compliance and Requests for Improvement
- Non-Compliance Register
- Internal Review Matrix

STEP 5: ACCREDITATION

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

4. QUICK GUIDE TO OPERATING THE SYSTEM

(More detailed procedures are included in this guide)

Step 1: Daily Vehicle Check

Conduct the Daily Vehicle Check on all vehicles operating during the day.

Step 2: Fitness for Work

Ensure drivers meet the Fatigue Management requirements and will be operating within the Fatigue Operating Standards.

Step 3: Dimension and Load Check

Conduct the Dimension and Load Check on all loads transported during the day.

Step 4: Scheduling and Records

Complete the Trip Scheduling and Trip Record each day.

Step 5: Fault Recording

Record any faults identified during the Daily Vehicle Check and while driving on road in the Fault Record and Repair Register. .

Step 6: Maintenance Management Records

Enter any vehicle maintenance undertaken on the Vehicle Maintenance Records.

Step 7: Crashes / Incidents

Record the details of any crashes or unsafe incidents on the crash/Incident Form.

Step 8: Education and Training

Enter the details of any relevant training or education undertaken on the Training and Education Record.

Step 9: Internal Review

Have an independent person conduct any Internal Reviews scheduled in the Internal Review Plan.

Step 10: Non-Compliance Requests

Address any Non-Compliance Requests in accordance with the agreed timeframes.

Step 11: Non-Compliance Register

Enter details of each Non-Compliance Request on the Non-Compliance Register.

Step 12: Regular Compliance Reports

Complete Regular Compliance Reports.

Step 13: External Audits

Arrange for an Exemplar Global certified Heavy Vehicle Accreditation (HVA) auditor to audit the system. A minimum of eight (8) weeks of records are required for the entry audit.

5. RECORDS THAT MUST BE KEEP

All records as mentioned below must be kept for a minimum of three (3) years for audit purposes. The manual must be kept (and updated) for the duration.

- The Vehicle Register – list of vehicles requiring accreditation
- Daily Trip Recording Sheets
- Dimension and Load checklists
- Gross and Axle Distribution Records (If applicable)
- Fault Repair Register
- The Trip Scheduling Plan
- Vehicle Maintenance Records
- Accident/Incident Forms
- Training/Education Records
- List of Suppliers
- Internal Review Plans
- Internal Review Reports
- Regular Compliance Statements
- Medical Certificates
- External Audit Reports
- Non-Compliance Reports
- Non-Compliance Register
- Superseded Procedures
- Loading procedures

Note: All forms must be numbered in sequence as they are completed to demonstrate to the auditor the records are up to date.

6. ABOUT AUDITS

An audit is a check to make sure that the Dimension and Loading Management, Mass Management, Maintenance Management and Fatigue Management Systems work and the operator is complying with the accreditation standards. If the records and procedures are all correctly in place, the auditor will recommend the application be approved or renewed.

Western Australian Heavy Vehicle Accreditation requires audits to be undertaken by Exemplar Global certified Heavy Vehicle Accreditation (HVA) auditors. Auditors must follow strict guidelines; however, the external audit should not pose a problem if the initial internal review has been successfully completed.

To qualify for accreditation, an independent auditor must verify the record keeping and procedures kept by the company comply with the Dimension and Loading Management, Mass Management, Maintenance Management and Fatigue Management standards. This is

called an Entry Audit. Records will need to be collected for a period of time which would allow the auditor to ascertain the operator's eligibility for entry into the scheme; this is called an Entry Audit.

If records are not available an operator may have a Systems Audit conducted by an auditor. A systems audit must contain the following documents and records:

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

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

To maintain accreditation, operators must also be audited at specified intervals after qualification to ensure renewal of their accreditation. These are called scheduled compliance audits and are conducted annually. Scheduled compliance audits must occur before the end of the current accreditation period.

Exemplar Global certified Heavy Vehicle Accreditation (HVA) auditors must carry out all entry and scheduled compliance audits. It is the operator's responsibility to arrange and pay for these audits and the accreditation is valid for three (3) years unless a scheduled compliance audit recommends it be terminated sooner.

The auditor may find evidence of non-compliances and recommend corrective action. Unless the non-compliance is persistent and serious, it will not necessarily affect re-accreditation in the long-term; however you will have to demonstrate successful corrective action has been undertaken before accreditation is renewed.

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

Operators can obtain a list of approved auditors from the Main Roads website at www.mainroads.wa.gov.au by selecting the heavy vehicles page and then the accreditation page. From here there is a link to the Exemplar Global page of certified HVA auditors.

7. THINGS THAT MUST BE DONE TO SET UP A SYSTEM

<i>Maintenance Policy</i>	Modify it to meet specific requirements if necessary and sign it.
<i>Fatigue Management Policy</i>	Modify it to meet specific requirements if necessary and sign it.
<i>Dimension and Loading Management Policy</i>	Modify it to meet specific requirements if necessary and sign it.

Mass Management Policy	Modify it to meet specific requirements if necessary and sign it.
Daily Vehicle Check List	Add any additional items considered necessary for the vehicles.
Vehicle Register	Complete the details on the Vehicle Register for all the vehicles to be included in your accreditation.
Roadworthiness	<p>Ensure vehicles are certified roadworthy by an appropriately qualified or competent person or company experienced in the inspection of heavy vehicles in accordance with the National Roadworthiness Guidelines (Vehicle Standards) and the Australian Design Rules. The certification must not be more than six (6) months old for accreditation entry.</p> <p>Enter the date of the roadworthiness inspection on the Vehicle Maintenance Record.</p> <p>If someone else's vehicles (trailers and dollies) are being used, check for proof of accreditation.</p>
List of Suppliers	Prepare a list of suitably qualified, competent or experienced suppliers to complete any maintenance or repair tasks
Table of Tolerances based on Manufacturer's Specifications	Enter wear limits and specifications on the Table of Tolerances for the vehicles. The tolerances should not be greater than the tolerances based on the National Roadworthiness Guidelines unless specifically recommended by the manufacturer for roadworthiness checks and 'C' services.
Maintenance Schedules	Review the proposed vehicle maintenance schedules. Modify these to meet vehicle requirements and set the intervals for services to suit business needs based on time, intervals (week, month, annual), distance or hours of use.
Maintenance Methods	If an operator undertakes the maintenance on vehicles, ensure written copies of the manufacturer's approved methods are available to describe the maintenance required. If another party or employee performs the maintenance, make sure they have access to written copies of the manufacturers' approved methods. It is also important that details of maintenance work carried out on the vehicles or trailers are kept.
Responsibilities	<p>If the operator is the only person responsible for all aspects of the Dimension and Loading Management, Maintenance Management, Mass Management and Fatigue Management systems, they must sign the Responsibility Statement. If other persons are involved in any aspect of the management of dimension and loading, mass maintenance or fatigue, such as trip scheduling, the responsibilities allocated to the operator and any other person must be identified and recorded on a Responsibility Statement.</p> <p>Ensure that if others are involved, they have a written copy of their responsibilities and understand these responsibilities.</p>
Training and Education	The operator is responsible for ensuring that they and any other

person involved in the operation of the Dimension and Loading Management, Maintenance Management, Mass Management and Fatigue Management systems receives appropriate training. As a minimum, the operator will require training in Loading Management, Maintenance Management, Mass Management and Fatigue Management. When the necessary training has been received, record each person's training on the Training and Education Record. Store copies of any training certificates or records of completion in the record system. The Internet training course for fatigue provided at <https://fatigue.safetyline.wa.gov.au/> is acceptable training.

Internal Review Plan

The operation of Dimension and Loading Management, Maintenance Management, Mass Management and Fatigue Management systems must be audited annually to ensure that they are working properly. It is also necessary that each of the written policies and procedures is reviewed to ensure that they truly represent what is happening. This is called an Internal Review. The Internal Review should be carried out by a person who is independent of the process being reviewed. This could be by a relative or trade colleague not involved in this aspect of operation. To ensure that the operation is under control and reviewed prior to its external compliance audit, it is necessary to prepare an Internal Review Plan showing when a review of each procedure is proposed.

Work Place Conditions

The Occupational Safety and Health Regulations, under 3.130, "**driver fatigue management plan**" requires the establishment and maintenance of appropriate workplace conditions.

The relevant Australian Design Rule ADR 42 should be used as a guide to the design of acceptable sleeping accommodation in the vehicle cabin.

8. THINGS THAT MUST BE DONE DAILY (DAILY PROCEDURES)

Daily Vehicle Check

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

Fault Recording

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

Fault Repair

- Review the Fault Repair Register.
- Prioritise and set condition limits for any new faults that have been identified.
- Monitor existing faults and review priorities for repair work.
- Decisions to monitor or defer repairs must be recorded with the name of the person making the decision.
- Carry out all serious or urgent repairs BEFORE DRIVING THE

VEHICLE.

- At the completion of the repair and any testing required, complete the Fault Repair Register.

Maintenance Schedule

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

Trip Scheduling

- Schedule trips using the Trip Plan Sheet to meet the Fatigue Management Standards minimum requirement for Scheduling and Rostering.
- At the completion of the day's work, complete the Weekly Trip Sheet for that day including the vehicle's odometer reading.

Health

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

DAILY VEHICLE CHECK LIST

1. Check fuel level.
2. Check that oil/fuel/water is not leaking.
3. Check engine oil level.
4. Check load is restrained.
5. Visually inspect wheels for security, and tyres for tread and inflation.
6. Note any obvious structure or body work faults.
7. Ensure spare wheel is fitted, secure and inflated.
8. Check air couplings and note any air leaks. Report these if excessive.
9. Drain condensation from air tanks.
10. Visually inspect, note and report any broken springs.
11. Visual check of turntable to note any abnormalities.
12. Check turntables correctly hooked up and locked in.
13. Check ring feeder and towing eye are engaged.
14. Check all lights and reflectors for damage and operation. This includes headlights, clearance and tail lights, indicators and brake lights.
15. Check that instruments appear operational, gauges working, lights working (including brake fail indicator or gauges).
16. Check horn.
17. Check that windscreen wipers and washers work.
18. Check and clean windscreen. Report excessive windscreen cracks or abnormalities.
19. Ensure rear view mirrors are in good order, adjusted correctly and clean.
20. Check registration label is visible and current.
21. After starting the engine, listen for loose belts (belt squeal indicates loose belts).
22. When commencing driving, apply brakes at low speed as soon as possible after leaving to ensure operation.

Additional items:

The daily trip recording sheet must be ticked to confirm that the Vehicle Checklist has been completed. By doing so, the vehicle is certified as safe to the limits of the inspection. Faults are to be reported and recorded on the Fault Register.

Note: *This is not a tick the box type check list, but a list of checks that are routinely done.*

FITNESS FOR WORK DAILY CHECK LIST

Has the driver:

<ul style="list-style-type: none">• Had a seven hour minimum continuous sleep break in the last 24 hours with at least a minimum uninterrupted six hours of sleep (longer is better)? <p>If not, their risk of fatigue has increased significantly and they must not be driving.</p>
<ul style="list-style-type: none">• Had more than 27 hours, non-work time (rest) in the last 72 hours?
<ul style="list-style-type: none">• Scheduled at least 20 minutes rest for each five hours of work - at least 10 minutes of which must be taken during each five hours? Rest should not be stored until the end of the trip.
<ul style="list-style-type: none">• Had two days (48 hours) off work in 14 days?
<ul style="list-style-type: none">• Presented fit for work, without impairment from over the counter medication, alcohol, illegal drugs or accumulated sleep loss?
<ul style="list-style-type: none">• An appropriate (sleeper berth) truck for the journey? (ADR 42)
<ul style="list-style-type: none">• Been medically assessed?
<ul style="list-style-type: none">• Exceeded 168 hours work time in 12 days? <p>If yes, do not undertake the journey.</p>
<ul style="list-style-type: none">• A valid current licence for this class of vehicle?

9. FATIGUE OPERATING STANDARDS

Operating Standard for Solo Drivers	Time Spent in the Activity
<ul style="list-style-type: none"> Maximum continuous <i>Active Work Time</i> (driving and non-driving work time) before a break must be taken. 	5 hours
<ul style="list-style-type: none"> Minimum <i>Short Break Time</i> a schedule must allow for each five hours of work time. 	20 minutes
<ul style="list-style-type: none"> Minimum amount of short break time to be taken during or after five hours work time. 	10 minutes
<ul style="list-style-type: none"> Time period after which a short break is considered to be non-working time. 	30 minutes
<ul style="list-style-type: none"> Maximum active work time in any 14 days. 	168 hours
<ul style="list-style-type: none"> Minimum continuous rest break during a 24 hour period. 	7 hours
<ul style="list-style-type: none"> Minimum total time not working in 72 hours. 	27 hours
<ul style="list-style-type: none"> Maximum time between major rest breaks (seven hours or longer). 	17 hours
<ul style="list-style-type: none"> Minimum days off in any 14 day period. 	2 breaks – each of a minimum 24 continuous hours
<ul style="list-style-type: none"> Minimum days off in any 28 day period if working up to a 28 day roster (provided hours of work do not exceed 144 hours in any 14 day period within the 28 days). 	4 breaks – each of a minimum 24 continuous hours
Operating Standard for Two-Up Drivers	Time Spent in the Activity
<ul style="list-style-type: none"> Minimum non-work time in a 24 hour period (does not have to be continuous). 	7 hours
<ul style="list-style-type: none"> Minimum continuous non-work time in a stationary vehicle or away from the vehicle in 48 hours. 	7 hours
OR	
<ul style="list-style-type: none"> Minimum continuous non-work time away from vehicle in seven days. 	48 hours

10. SCHEDULING AND ROSTERING REQUIREMENTS (BASIC PRINCIPLES)

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

11. OTHER THINGS THAT MUST BE DONE

Roadworthiness Certification (Quarterly)

All vehicles must be assessed for roadworthiness.

All vehicle roadworthiness certification dates must be reviewed on a quarterly basis, and if appropriate, a roadworthiness assessment must be arranged.

Management of Incidents

All unsafe incidents must be reported on the Accident/Incident Form. Unsafe incidents include:

- Crashes;
- Near misses;
- Mechanical hazards.

The completed Accident/Incident Form must clearly describe the incident and identify those involved. For all incidents, appropriate corrective action must be identified and a date set for its

implementation. Any action to prevent recurrence and any necessary follow up must be included. Close out of the incident report occurs when the corrective action has been completed.

Training and Education

All training and education undertaken to support accreditation must be recorded on the person's Training and Education Record. Refresher training and any other training must be undertaken by all appropriate personnel when non-compliances highlight the need for training to be part of the corrective action.

Induction of Relief Drivers

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

Internal Review

An Internal Review to verify that all results and activities comply with the system's policies, procedures and instructions must be conducted annually in accordance with the Internal Review Plan. The Internal Review will, if possible, be conducted by a person who is independent of the procedures being reviewed (a relative or trade colleague).

The Internal Reviewer must review all processes to ensure they are being conducted in accordance with the written procedures. Where the written procedures are not being followed the Internal Reviewer is to issue a Non-Compliance Request on the appropriate form. The overall outcome of the Internal Review must be recorded on the Internal Review Matrix.

Compliance Audits

Compliance audits undertaken by external auditors must be arranged by the owner/driver so that they can be conducted prior to the current accreditation expiring. All appropriate records must be made available to the external auditor to enable the audit to be conducted.

Non-Compliance

All non-compliances and improvements must be recorded on the Non-Compliance Form. Non-compliances and improvements may be identified by the external compliance auditor, the internal reviewer, the owner/driver or any temporary personnel.

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

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

Non-Compliance Register

All non-compliances identified must be recorded on the Non-Compliance Register and the corrective action, action to prevent recurrence, follow up and close out must be tracked and recorded.

(Monthly)

The Non-Compliance Register must be reviewed on a monthly basis to ensure that implementation of corrective actions are on schedule.

Regular Compliance Statements

Compliance Statements must be completed on a regular basis from the commencement of the system, quarterly at a minimum. The Statements must be reviewed to determine how the system is operating and if any corrective action is required.

Storage of Records

The manual and one month's records must be stored in the cab of the vehicle in a safe and secure place. Records older than one month are to be transferred to a secure long-term storage system (may be set up in the company's office).

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

Superseded Procedures

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

12. CONTACT INFORMATION

Main Roads Western Australia

Heavy Vehicle Operations
525 Great Eastern Highway
REDCLIFFE WA 6104

Postal Address:
PO Box 374

WELSHPOOL DELIVERY CENTRE WA 6986

Tel: 138 486

Fax: (08) 9475 8455

Website: www.mainroads.wa.gov.au

Email: hvoaccreditation@mainroads.wa.gov.au

APPENDIX – SAMPLE TEMPLATE FORMS

This appendix contains example templates of policy documents and forms for record keeping that single operators will need to meet the *Western Australian Heavy Vehicle Accreditation* requirements. These policies and forms have been designed for the single operator and are unlikely to be applicable to larger companies without modifications to the forms. Any such company planning to modify these policies and forms to meet its requirements should review all policies and forms to ensure they are applicable to its operations and processes. Forms included:

- Entry and Re-Entry Audits - Audit Report Submission Checklist
- Compliance Audits - Audit Submission / Payment Form
- Maintenance Management Policy Statement
- Fatigue Management Policy Statement
- Dimension and Loading Management Policy Statement
- Mass Management Policy Statement
- Statement of Responsibilities
- Accreditation Roadworthiness Checklist
- Wear Limits and Specifications – Table of Tolerances
- Training / Education Record
- Dimension and Loading Check List
- Vehicle Register
- Scheduling and Rostering Checklist
- Weekly Trip Sheet
- Fault Record and Repair Register
- List of Preferred Suppliers
- 'A' Weekly Service Schedule
 - Truck / Prime Mover, Trailer & Dolly
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- Register of Non-Compliance and Improvement Requests
- Compliance Statement

MAIN ROADS WESTERN AUSTRALIA

Western Australian Heavy Vehicle Accreditation

Audit Report Submission Checklist

Please ensure when sending in your accreditation audit report you have completed and submitted the following documentation:

- Restricted Access Vehicle Operator and WA Heavy vehicle Accreditation Registration Form (completed, signed and dated) to accompany **all** Audit Reports
- **Auditor and Operator Declaration** (signed and dated by the auditor and operator)
- **Compliant** Audit Report (NCRs Identified- Closed Out CARs for major NCRs) for all Audits
- **Complete (Full)** Audit Report for **Entry/Re-Entry** Audit Reports
- **Compliance Audit** requirements – Pages 1, 2, 3, 4, 5 and Audit Summary Sheets, signed Auditor & Operator Declaration, CARs and a Vehicle Register if any changes from the previous audit
- Fleet/Vehicle Register required for **Entry/Re-Entry** Audits and only for Compliance Audits if changes have been made since last Audit
- Accreditation Payment (must be paid in full on Entry or Systems Entry and Re-Entry Audits)
- Copies of Roadworthy Certificates/Inspections/Checklists to accompany all **Entry/Systems/Re-Entry** audits (see Auditor Guidelines 10.1.1)

Please Note: Failure to submit an audit report in accordance with the requirements detailed in Clause 10 of “Guidelines for Audit Providers” (together with other necessary documentation), may result in the audit being returned, causing delays in meeting the audit due date.

RECEIPT NUMBER <small>(Office Use Only)</small>		AUDIT TYPE	
--	--	------------	--

ACCREDITATION FEE PAYMENT TYPE:

CHEQUE CREDIT CARD CASH

CREDIT CARD DEBIT AUTHORITY

NAME (ON CARD)

ADDRESS 	POST CODE	<table border="1" style="border-collapse: collapse; width: 100%;"> <tr> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> <td style="width: 25%; height: 20px;"></td> </tr> </table>				

MASTERCARD VISA EXPIRY DATE

CCV (Compulsory)

I authorise Main Roads to debit my credit card for the amount indicated: \$225.00

CARD NUMBER

SIGNATURE: _____

PAYMENT MAY BE MADE BY CHEQUE OR PERSONALLY ATTENDING THE HEAVY VEHICLE OPERATIONS, MAIN ROADS WA, 525 GREAT EASTERN HIGHWAY, REDCLIFFE WA 6104 (MON-FRI 8.30AM–4.30 PM)

MAIN ROADS WESTERN AUSTRALIA
Western Australian Heavy Vehicle Accreditation

AUDIT SUBMISSION / PAYMENT FORM

DATE: _____ OPERATOR ID: _____

OPERATOR NAME:

RECEIPT NUMBER AUDIT TYPE
(Office Use Only)

ACCREDITATION FEE

PAYMENT TYPE: CASH CHEQUE CREDIT CARD

CREDIT CARD DEBIT AUTHORITY

NAME (ON CARD)

ADDRESS POST CODE

MASTERCARD VISA EXPIRY DATE

CCV (Compulsory)

I authorise Main Roads to debit my credit card for the amount indicated: \$225.00

CARD NUMBER

SIGNATURE: _____

Payment may be made by cheque or personally attending the Heavy Vehicle Operations, Main Roads WA, 525 Great Eastern Highway, Redcliffe WA 6104 (Mon-Fri 8.30am–4.30 pm)

MAINTENANCE MANAGEMENT POLICY STATEMENT

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

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

This Maintenance Management Program is structured on and adheres to the requirements of *Western Australian Heavy Vehicle Accreditation*. I and my nominated drivers will comply with the eight Maintenance Management Module standards: daily vehicle checks, scheduled vehicle servicing, responsibilities, records and documentation, internal review, training and education, effective fault reporting, identifying priorities and repair of faults.

The procedures outlined in this manual are a true account of my Maintenance Management practices.

Owner Name	Owner Signature	Date
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Driver Name	Driver Signature	Date
-------------	------------------	------

Driver Name	Driver Signature	Date
-------------	------------------	------

Driver Name	Driver Signature	Date
-------------	------------------	------

Driver Name	Driver Signature	Date
-------------	------------------	------

Driver Name	Driver Signature	Date
-------------	------------------	------

FATIGUE MANAGEMENT POLICY STATEMENT

I, as the owner of this company and my nominated drivers, are committed to ensuring a safe and healthy work environment. My nominated drivers and I will not be in a fatigued state or under the influence of alcohol or drugs at any time while we are in charge of, or operating, any equipment owned or operated by myself, or any company. My nominated drivers and I accept and will only operate in accordance with the Occupational Safety and Health Act and *Western Australian Heavy Vehicle Accreditation*.

To ensure that I meet this policy in all respects, my nominated drivers and I will monitor our fitness for duty prior to commencement of work. I and my nominated drivers will comply with the nine Fatigue Management Module standards: scheduling, rostering, fitness for work, workplace conditions, training and education, responsibilities, documentation and records, management of incidents and internal review.

The procedures outlined in this manual are a true account of my Fatigue Management practices.

_____ Owner Name	_____ Owner Signature	_____ Date
---------------------	--------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

DIMENSION AND LOADING MANAGEMENT POLICY STATEMENT

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

To ensure that I meet this policy in all respects, I and my nominated drivers will monitor all loads and vehicle configurations before they enter the public road system. I and my nominated drivers will comply with the five Dimension and Loading management standards: responsibilities, vehicle loading, records and documentation, internal review and training and education.

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

_____ Owner Name	_____ Owner Signature	_____ Date
---------------------	--------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

_____ Driver Name	_____ Driver Signature	_____ Date
----------------------	---------------------------	---------------

Driver Name

Driver Signature

Date

STATEMENT OF RESPONSIBILITIES

I am solely responsible for the management, operation and overall compliance of my Dimension and Loading Management, Mass Management, Maintenance Management and Fatigue Management Systems that have been implemented to meet the requirements of *Western Australian Heavy Vehicle Accreditation*.

All tasks required by the systems will be undertaken by me and I have a thorough and clear understanding of the requirements for Dimension and Loading, Mass Management, Maintenance Management and Fatigue Management as stated in the Dimension and Loading Management Module Standards, Mass Management Module Standards, Maintenance Management Module Standards and the Fatigue Management Module Standards of *Western Australian Heavy Vehicle Accreditation*.

DRIVER'S RESPONSIBILITIES

- Fit for Duty
- Daily Vehicle Checks
- Daily Trip Sheet Recording
- Dimension and Loading Checks
- Fault Recording and Reporting
- Accident/Incident form completion

Owner Name

Owner Signature

Date

Driver Name

Driver Signature

Date

Driver Name

Driver Signature

Date

Driver Name

Driver Signature

Date

Driver Name

Driver Signature

Date

Driver Name

Driver Signature

Date



ACCREDITATION ROADWORTHINESS CHECKLIST

This form is not for licensing purposes, but is only to be used for Western Australian Heavy Vehicle Accreditation. This form summarises what is required to assess the roadworthiness of vehicles.

Owner Details (to be completed by Applicant)

Name in Full: Family Name/Company Name

Given Names:

ACN:

Main Roads WAHVA Operator No:

ABN:

Business Address: (must be completed)

Suburb:

Postcode:

Postal Address: (if different from above)

Suburb:

Postcode:

Vehicle Details

Year: Make: Vehicle Type: Model:

Engine No:

VIN/Chassis No:

Compliance Plate: Fitted Y / N Month / Year Registration Plate Number:

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

Inspected By:

Name:

Qualifications/Experience:

Signature: _____

Date: / / Odometer Reading:

Note: This form needs to be signed by a person who is deemed competent under the WA Heavy Vehicle Accreditation System.

1. Approved Inspection Station: or

2. Qualified Mechanic: or

3. Person who has had at least five years experience in the maintenance of heavy vehicles.

Group	Pass	Fail	Item	Comments
Drive Line	<input type="checkbox"/>	<input type="checkbox"/>	Engine	
			Exhaust	
			Transmission & Differential	
			Speedometer & Speed Limiter	
			Vehicle Performance	
			Fuel & Oil Leaks	
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	Wiring, Battery, Connectors, etc.	
			Head, Driving & Parking	
			Indicators	
			Stop, Tail & Number Plate	
			Reflectors & Reverse	
			Horn, Dash Lights, Heater/Demister	
			Screen Wiper/Washer	
Body Work	<input type="checkbox"/>	<input type="checkbox"/>	Number Plates & Registration Label	
			Panels, Mudflaps, Tare, Aggregate & Combination	
			White Stripe, Rear Markers	
			Corrosion/Rust	
			Seats and Seat Belts if required	
			Pedal Pads, Dangerous Items	
			Glass, Mirrors	
			Doors/Windows & Controls	
Chassis & Suspension	<input type="checkbox"/>	<input type="checkbox"/>	Damage	
			Corrosion/Rust	
			Suspension & Shock Absorbers	
			Coupling, Turn Table, King Pin	
Steering	<input type="checkbox"/>	<input type="checkbox"/>	Box, Linkage	
			Ball Joints & King Pins, Wheel Bearings	
			Performance	
Brakes	<input type="checkbox"/>	<input type="checkbox"/>	Lines & Hoses, Reservoir	
			Service/Foot Brake	
			Hand/Parking Brake	
			Warning Lights	
			Performance	
Tyres & Rims	<input type="checkbox"/>	<input type="checkbox"/>	Fluid/Air Leaks	
			Serviceability, Compatibility, Acceptability	

WEAR LIMITS AND SPECIFICATIONS

TABLE OF TOLERANCES (Based on the National Roadworthiness Guidelines)

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

These indicate when repair and replacement is required.

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

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

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

TRAINING / EDUCATION RECORD

Name of Driver/Administrator/Trainee/Employee _____

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

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

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

DIMENSION AND LOADING CHECK LIST

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

ITEM	Note	Yes	No
Dimension – is vehicle within regulated dimensions	No permit or notice required, See note 1		
Permit/Notice correct (is for the load dimensions as checked)	See note 2		
Check proposed route is authorised on the permit or Notice	See note 3		
Is load secured	See note 4		
Is the tie down equipment in good condition and suitable for the weights			
Will the load affect vehicle stability			
Is the load positioned appropriately	See note 5		
Is the vehicle suitable for the type of load			
Has dunnage been correctly chosen, positioned and restrained on the vehicle			

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

Comments:

NOTE:

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

SCHEDULING AND ROSTERING CHECK LIST

From	To	Distance	Expected Active Working Time	Required Short Break Time	Total Work Time for Previous 12 Days	Non Work Time Since Previous Work Time in Last 24 Hours	No. Of Non-Working days in the Previous 14 Days	Is This a Change of Shift	Non Work Time During Last 24 Hours	Did Previous Working Time Exceed 14 Hours	Earliest Start Time for Trip	Expected Finish Time for Trip
					Max 168 hours	Min 7 hours	Min 2 days	If yes 24 Hours Non- Working Time Required	Min 8 hours	Consecuti ve Periods exceeding 14 hours not permitted		

WEEK ENDING:.....
 DRIVER'S NAME (PRINT):.....

WEEKLY TRIP SHEET

Truck Reg No:
 Trailer Reg No:
 Dolly Reg No:
 Trailer Reg No:
 Doly Reg No:
 Trailer Reg No:

Confirm Fitness for Work: (Driver to Tick Box)
 Dimension & Load Check List Completed (Driver to Tick Box)
 Daily Vehicle Check List Completed (Driver to Tick Box)

SUN		MON		TUES		WED		THUR		FRI		SAT	
SUN		MON		TUES		THU		THUR		FRI		SAT	
SUN		MON		TUES		WED		THUR		FRI		SAT	

SUNDAY Work Time Breaks from Driving Non Work Time	Odometer Start:												Trip From:												Trip To:												Odometer Finish:			Signature
	24.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	Total															
MONDAY Work Time Breaks from Driving Non Work Time	Odometer Start:												Trip From:												Trip To:												Odometer Finish:			Signature
	24.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	Total															
TUESDAY Work Time Breaks from Driving Non Work Time	Odometer Start:												Trip From:												Trip To:												Odometer Finish:			Signature
	24.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	Total															
WEDNESDAY Work Time Breaks from Driving Non Work Time	Odometer Start:												Trip From:												Trip To:												Odometer Finish:			Signature
	24.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	Total															
THURSDAY Work Time Breaks from Driving Non Work Time	Odometer Start:												Trip From:												Trip To:												Odometer Finish:			Signature
	24.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	Total															
FRIDAY Work Time Breaks from Driving Non Work Time	Odometer Start:												Trip From:												Trip To:												Odometer Finish:			Signature
	24.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	Total															
SATURDAY Work Time Breaks from Driving Non Work Time	Odometer Start:												Trip From:												Trip To:												Odometer Finish:			Signature
	24.00	1.00	2.00	3.00	4.00	5.00	6.00	7.00	8.00	9.00	10.00	11.00	12.00	13.00	14.00	15.00	16.00	17.00	18.00	19.00	20.00	21.00	22.00	23.00	Total															

OFFICE USE	Total Working Hours Per Week:
MAIN ROADS <input type="checkbox"/> your driver's licence valid? <input type="checkbox"/> Yes <input type="checkbox"/> No Operator Guide - How to become and Stay Accredited and Sample Forms (July 2016) v5	Checked / Recorded by Page 36 of 52

NOTE: Divisions of each hour are marked in 20 minute increments

FAULT RECORD AND REPAIR REGISTER

Prime Mover Registration No. _____

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

Trailer 1 Registration No. _____

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

Trailer 2 Registration No. _____

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

Dolly Registration No. _____

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

Priority:

- S: Serious – repair immediately
- N: Not Serious – repair when convenient
- M: Monitor – set limit for this condition
- D: Defer – set limit for deferment

Signed _____

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

LIST OF PREFERRED SUPPLIERS

NAME	ADDRESS	TELEPHONE	QUALIFICATIONS/EXPERIENCE
Road Worthiness Assessment			
Weekly Service Type 'A'			
Monthly Service Type 'B'			
Annual Service Type 'C'			
Set Priority on Repairs			
On Road Assistance/Repairs			
Medical & Counselling Services			

Signed _____ Dated _____

'A' – WEEKLY SERVICE SCHEDULE

TRUCK/PRIME MOVER

Due: Weekly / Kms / or Hrs

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

A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

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

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

'A' – WEEKLY SERVICE SCHEDULE

TRAILER

Due: Weekly / Kms / or Hrs

1. Trailer/grease all points/visual check suspension.
2. Check turn table/locking mechanisms etc.
3. Check wheels/wheel bearings and tyres.
4. Inspect brake lining wear/travel/adjust if required.
5. Check all lights and reflectors.
6. Check condition of number plates, mud flaps, stickers, due dates and condition of labels etc.
7. Check ring feeder coupling automatic locking devices.
8. Check air hose couplings.
9. Check king pin for damage.

A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

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

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

'A' - WEEKLY SERVICE SCHEDULE

DOLLY

Due: Weekly / Kms / or Hrs

1. Trailer/grease all points/visual check suspension.
2. Check turn table/locking mechanisms etc.
3. Check wheels/wheel bearings and tyres.
4. Inspect brake lining wear/travel/adjust if required.
5. Check all lights and reflectors.
6. Check condition of number plates, mud flaps, stickers, due dates and condition of labels etc.
7. Check ring feeder coupling automatic locking devices.
8. Check air hose couplings.
9. Check towing eye bushes.

A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

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

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

‘B’ – MONTHLY SERVICE SCHEDULE

Due: Monthly / Kms / or Hrs

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

A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

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

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

‘C’ - ANNUAL SERVICE SCHEDULE

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

Due: Weekly / Kms / or Hrs

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

A record of this service is to be kept in the Vehicle Maintenance File detailing odometer reading, person conducting the service and service type.

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

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

FOR YEAR:

INTERNAL REVIEW PLANNER

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

EG Indicates month of audit

Date: _____

Signed: _____

INTERNAL REVIEW MATRIX

Date of review _____ Name of Reviewer _____

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

OK = Existing process suitable

Improve = Improvement required to the process

Signed: _____**Note:**

An internal review must be conducted at regular intervals (or on an annual basis) and when there is a major incident or change in the business.

Use the internal review matrix as a guide to ensure all procedures and systems are reviewed.

Ensure that the system complies with the appropriate standards and where appropriate, update the management system.

Keep copies of review forms and audit reports for a minimum of three (3) years.

Prepare regular compliance statements on the performance of the system and include:-

- The total number of daily checks performed and the number missed;
- The total number of services carried out and the number missed.; and
- The total number of fault reports submitted and the number NOT closed out.

CRASHES / INCIDENT REPORT

Vehicle Reg: _____

Incident Request No. _____

Date	
Time	
Location	
Others Involved	Yes / No
Details of Others (VEHICLE/OPERATOR NAME AND ADDRESS)	
Witness Details	
Incident Details	
What are the circumstances	
Corrective Action	Date
Action to Prevent Recurrence	Date
Follow-up	Date

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

Signed _____
(Owner/Driver)

Date _____

NON COMPLIANCE AND REQUEST FOR IMPROVEMENTS

Vehicle Registration _____

NCR No. _____

Date _____

Use to Report: Non Compliance / Improvement
(Circle one)

Detail of Non Compliance / Improvement	
Signed (owner).....	(Signed Auditor*.....)
What Action Do You Plan to Take	
Date for Completion of Planned Action:	Signed Owner.....
Action Taken to Prevent Recurrence	
Date for Completion:	Signed Owner
Follow up and close out <ul style="list-style-type: none"> • Proposed follow-up date • Follow up details 	
All actions completed (closed out)	
Signed (owner)	
Close Out Date:	(Signed Auditor*.....)

* *If required by the auditor*

COMPLIANCE STATEMENT

Monthly or Quarterly (please circle the frequency of compliance checks, ***must be done at least quarterly***)

Year covered: _____

From: _____

To: _____

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

Comments

Signed & Dated: _____