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# Western Australian Heavy Vehicle Accreditation

## MANAGEMENT SYSTEMS STANDARDS

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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# Document Control

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## Amendments

**Note: All amendments made to the Management System Standards (Criteria and Standards) noted here have been replicated in the WAHVA Audit Report and WAHVA Management Standards Audit Matrix.**

Revision Number	Revision Date	Description of Key Changes	Section / Page No.
4	23 <sup>rd</sup> May 2022	Addition of Document Control / Amendments page	Page 3
4	23 <sup>rd</sup> May 2022	Formatting throughout the document	
4	23 <sup>rd</sup> May 2022	Rewording throughout the document to ensure all 3 documents align	
5	3 <sup>rd</sup> March 2023	Added Main Roads definition of a consultant to Common Terminology.	Page 4
5	28 <sup>th</sup> March 2022	Added Main Roads definition of a qualified person (Re vehicle maintenance) and management systems to Common Terminology	Page 6
5	28 <sup>th</sup> March 2022	Review and formatting throughout the document	

## COMMON TERMINOLOGY

<i>Anniversary Date</i>	The date the Operator entered WAHVA or the date a re-entry audit and payment were made. This is the date when future audits (compliance/re-entry) are due.
<i>Appeal</i>	The reconsideration of a decision of the accrediting agency, by an external body, normally the Courts, the State Administration Tribunal or the Ombudsman.
<i>Auditor (External)</i>	A person certified as a Heavy Vehicle Accreditation Auditor (HVAA) to undertake heavy vehicle accreditation audits. MRWA can certify Auditors to undertake audits of Operators who either currently hold or seek to hold MRWA accreditation.
<i>Auditor (External) – Definition</i>	An external Auditor performs an audit, in accordance with specific laws or rules of a company, government entity, other legal entity, or organisation, and <u>is independent of the entity</u> being audited.
<i>Australian Design Rules (ADR)</i>	National standards for vehicle safety, anti-theft and emissions.
<i>Authorised Person</i>	A person authorised by the Commissioner of Main Roads, Commissioner of Police or Accreditation Officers employed by Main Roads Western Australia.
<i>Breach</i>	A non-compliance with the standards within a module or the requirements relating to heavy vehicles specified in relevant road transport legislation.
<i>Cancellation of Accreditation</i>	When an Operator is prohibited from operating RAV's in WA. To become accredited, the Operator must have a full re-entry audit completed on their systems and pay the \$225 accreditation admin fee. A minimum period of six months must elapse from the date of cancelation before a re-entry audit will be accepted by Main Roads from the Operator or persons connected with the Operator.
<i>Certification</i>	Evidence a management system has been examined by an Auditor and is eligible for accreditation.
<i>Certificate of Roadworthiness</i>	Evidence of a physical inspection of the vehicle, which demonstrates compliance with all legal requirements for the intended use of the vehicle.
<i>Commercial Vehicle</i>	Any motor vehicle with a GVM over 4.5 tonnes, within the meanings of those terms in the <i>Road Traffic (Vehicle Standards) Regulations 2002</i> used or intended to be used for the carriage of goods for hire or reward.
<i>Commercial Vehicle Driver</i>	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.
<i>Consultant</i>	Defined by Main Roads Heavy Vehicle Services as an individual or company who provide expert advice and /or services re implementation, design and ongoing support professionally, whether compensated or not, on all matters relating to an Operators WAHVA.
<i>Decision Maker</i>	The Commissioner of Main Roads and includes persons to which delegated authority has been given.

<i>Dry Hire</i>	A contractual arrangement whereby a company or individual hires a vehicle but not a driver/Operator.
<i>Evidence of Identity (EOI)</i>	The documents provided as evidence of a person’s identity to satisfy the requirements for a vehicle registration or driver licencing transaction in Western Australia.
<i>External Review</i>	An external review as provided under the laws of this jurisdiction, i.e., a State Administration Tribunal or an Ombudsman’s inquiry. An external review request must be in writing and lodged within the relevant timeframes.
<i>Fatigue</i>	A term to describe the feeling of tiredness and exhaustion, both physically and mentally.
<i>Fatigue Management</i>	Managing the requirements for commercial vehicle drivers to carry out their driving duties while not being affected by fatigue, drugs or alcohol.
<i>Fatigue Management System</i>	The procedures developed and documented by the Operator to meet the standards of the Fatigue Management Module Standards.
<i>Gross Vehicle Mass (GVM)</i>	The maximum loaded mass of the vehicle: a) as specified by the vehicle’s manufacturer on an identification plate on the vehicle; or b) as specified by the Authority if; i. a mass is not specified by the vehicle’s manufacturer on an identification plate on the vehicle; or ii. mass specified on an identification plate is no longer appropriate because the vehicle has been modified.
<i>Gross Combination Mass (GCM)</i>	The greatest possible sum of the maximum loaded masses of the vehicle and of any vehicles that may be towed by it at the one time; a) as specified by the vehicle’s manufacturer; or b) as specified by the relevant authority if — i. the manufacturer has not specified the sum of the maximum loaded mass; or ii. the manufacturer cannot be identified; or iii. the vehicle has been modified to the extent that the manufacturer’s specification is no longer appropriate
<i>Independent Audit</i>	A systematic, independently planned and documented activity performed by an external Auditor. It is to verify for external purposes by investigation, and the examination and evaluation of objective evidence, that applicable elements of a system have been developed, documented and effectively implemented in accordance with the relevant standards applicable to a particular module.
<i>Internal Review</i>	A review of a decision made by Main Roads. A request for a review must be in writing and lodged with the decision maker within 28 days of the notification of the decision.
<i>Incident</i>	An event occurring while a vehicle is being operated on a road or area open to or used by the public and is inclusive of near misses. It may involve damage to any person or property.
<i>Loading Plan</i>	The documented loading procedures developed by an Operator based on their proven loading control methods and forms part of the Operator’s Mass Management System.
<i>Load Management System</i>	The procedures developed and documented by the Operator to meet the standards of the Dimension & Load Management Module Standards.

<i>Maintenance</i>	Ongoing service and repair of vehicles via schedules and routine inspections.
<i>Maintenance Management System</i>	The procedures developed and documented by the Operator to meet the standards of the Maintenance Management Module Standards.
<i>Management Systems</i>	This means the Maintenance Management System, Mass Management System, Load Management System, Fatigue Management System and the Common Standards.
<i>Mass Management System</i>	The procedures developed and documented by the Operator to meet the standards of the Mass Management Module.
<i>Operator</i>	Legal entity, being either an individual person or company registered on ASIC, whom either controls or directs the operation of the vehicle and is compliant with Western Australian Heavy Vehicle Accreditation.
<i>Person</i>	In relation to a vehicle and accreditation a person is; a) an individual who is a responsible person for the vehicle; or b) a company given an Australian Company Number under the Corporations Act 2001 (Commonwealth) who is a responsible person for the vehicle.
<i>Policies (Fatigue Management / Education &amp; Training)</i>	A set of guidelines outlining the intent of the Operator to adhere to the Western Australian Heavy Vehicle Accreditation module standards framework.
<i>Provisional Accreditation</i>	The three (3) month provisional period after completing a Systems Accreditation Audit a new Operator can access the heavy vehicle Notice Network and apply for dimension and mass permits. Prior to the end of the three-month period, the Operator must have an Auditor complete an audit on their records to ensure compliance has been achieved.
<i>Qualified Person (Re vehicle maintenance)</i>	This includes the following people: 1) Trade qualified in-house mechanics/repairers/workshop employees and any person/s who are working under their supervision; 2) any person/s who have had at least five years' experience in the maintenance of heavy vehicles; and 3) external registered suppliers.
<i>Records</i>	Written or electronic preservation of information about work that has been undertaken, decisions made and implemented which demonstrate written instructions, legislative and policy requirements have been met.
<i>Regulatory Standards</i>	The requirements relating to the operation of heavy vehicles specified in legislation.
<i>Review</i>	A reconsideration of a decision of the accrediting agency by the designated internal review body.
<i>Roadworthiness</i>	All vehicles operating under WAHVA are to be free of mechanical defects to operate safely on the public road network.
<i>Rostering</i>	Assigning drivers/employees to a scheduled transport task, taking into consideration all Western Australian Occupational Safety and Health fatigue management requirements.
<i>RTVR</i>	This is Road Traffic (Vehicles) Regulations 2014 - Western Australian legislation.
<i>Scheduling</i>	The planning/preparation of an intended transport task which includes such considerations as departure time/site, delivery/collection times/sites and final destination time/site.

<i>Show Cause</i>	The process by which an accredited Operator may be issued a Show Cause letter, requiring the Operator to explain any non-compliance occurrences and what actions have been taken to prevent further occurrences of similar nature, as systems should have been in place under WAHVA to prevent such occurrences.
<i>Single Operator</i>	An Operator who operates up to and including two powered vehicles, which under normal circumstances would require Heavy Vehicle Accreditation (this is irrespective of the number of trailing equipment).
<i>Suppliers (maintenance)</i>	A person or business that provides a product and/or service to the Operator, to assist in the maintenance of their vehicle/s.
<i>Suspension of Accreditation</i>	When an Operator is prohibited from operating RAVs in WA for the suspension period. A suspension may be issue for any period up to three months. A proviso may be issued with the suspension that actions are required in order for the suspension to be lifted. There is no requirement for the Operator to submit a re-entry audit.
<i>System Accreditation Audit (Entry Audit)</i>	An independent audit, which examines the underlying management controls including documented procedures and records management systems. It is designed to ensure adequate procedures are in place to effectively and consistently achieve the outcomes required.
<i>System Compliance Audit (Compliance Audit)</i>	An independent audit, which assesses the effectiveness of the compliance management systems by examining and measuring the level of compliance actually achieved over a given period.
<i>Operator</i>	An individual or company that operates one or more commercial vehicles for hire or reward.
<i>Trip Sheet</i>	A written or electronic record of the details for each trip undertaken.
<i>Vehicle/s</i>	Includes all trailing equipment as well as the hauling unit.
<i>WA Heavy Vehicle Accreditation Scheme</i>	Is mandatory for anyone requiring a permit or order to perform any transport task within Western Australia, including interstate Operators, which requires Operators to comply with a minimum set of System Management Standards.
<i>Wet Hire</i>	A contractual arrangement whereby a company or individual hires both the vehicle and the driver/Operator.
<i>Written Documentation</i>	Documentation accepted in either a written or electronic format.
<i>Written Instructions</i>	Clearly defined set of tasks or processes that are to be followed and can be in either written or electronic format.

## 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 explains where to find important information about the process. The audit must be conducted in accordance with the requirements of this document and the 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 Common Module Standards - 4 management standards sharing commonality across all accreditation modules. One document/statement can now be used to address and capture the required criteria for each common standard.

Fatigue, Maintenance, Dimension & Loading and Mass Management Module Standards, prescribed standards specific to each 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 adhered to. 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 Work Health and Safety (General) Regulations 2022 and must be adhered to when planning trip schedules and driver rosters to manage fatigue. The standards offer flexibility in hours of work to reflect distances between towns.

*Maintenance Management Module Standards* - There are 5 Maintenance Management Standards operators must comply with. This section lists what they are and what they mean in practical terms. It 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.

Maintenance Management System means the procedures developed, documented and recorded in order to meet the requirements for accreditation. For ease of explanation, we will call the written Maintenance Management Systems procedures the Maintenance Management Systems 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 Systems Manual could be a computer produced manual similar to a company's Quality Assurance Manual.

*Loading & Dimension Module 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* – Optional, operators may opt-in to this module.

### Application

The Common Module Standards 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 details.

All documentation and further information relating to WAHVA is available on the Accreditation page of the [Main Roads website](#) or 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 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*

## Western Australian Heavy Vehicle Accreditation Common Standards

The *WA Heavy Vehicle Accreditation (WAHVA) Common Standards* outlines the requirements to satisfy the Commissioner of Main Roads the 5 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 / records that prove their methods work and their written procedures are always followed.

The 5 Common Standards are:

- Responsibilities
- Records and Documentation
- Training and Education
- Internal Review
- Management of Accidents and Incidents

To address the criteria for each of the common areas, it is not necessary to have separate 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, each person involved and their responsibilities during each task with reference to: Dimension and Loading - loading a vehicle and Maintenance and Mass Management- ensuring each nominated fleet vehicle is appropriately maintained. Drivers, managers and schedulers must understand their fatigue responsibility in relation to the hazards and risks, and how these hazards and risks may be managed and controlled. Each person must be competent to undertake the task (*see note 1 below*).

#### Criteria:

To meet the *Management Systems* standards, the operator 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 instructions and substantiating documentation to ensure all people assigned to the tasks are suitable for the tasks, appropriately trained and know how to access the written record stating their responsibilities.
- 1.3 Have Written instructions to ensure there is a suitable alternative arrangement in place in the event the responsible person is not available to undertake a task.

#### Note:

1. Operator may choose to have a separate list of all the people involved in each *Management Systems* and what they are responsible for. Alternatively, the individual/ responsible for the tasks could simply be named. The operator must clearly identify the tasks to be carried out and who is responsible for performing each task.

2.

## Standard 2: Records and Documentation

### Standard:

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

### Criteria:

To meet *Management Systems* standards requirements the operator must:

- 2.1 Have documented evidence of all written instructions, forms, records and policies 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 & loading, mass (where applicable) and fatigue of the vehicle/driver involved (*see note below*).
- 2.3 Ensure all current documentation is available to all relevant staff at all locations where tasks relating to operations are undertaken.
- 2.4 Ensure all documents and records be kept for a minimum of 3 years. This includes superseded written instructions.
- 2.5 Ensure all records and documentation outlined in each standard are retained for each vehicle/trip.
- 2.6 Ensure copies of intercept reports:
  - Are kept for all intercepts;
  - Demonstrate corrective actions taken if required; and
  - Considered within the Internal Review.
- 2.7 Have documentation and records that show an investigation was carried out, including any immediate follow up and long-term remedial action taken for all accidents and incidents reported.
- 2.8 Ensure the following records and documentation be retained, as a minimum:

### Common Standards

- Record of completed Bi-annual (6 monthly) Internal Reviews (must as a minimum include all relevant items from the form in the current Operator Guide).
- A comprehensive training/induction register of all employees/drivers relevant to all modules (where applicable). The register must include as a minimum the following details on each employee/driver:
  - Full Name;
  - Commercial vehicle driver medical assessment date and years valid for;
  - WA Fatigue Management driver training record and date;
  - WA Fatigue Management administrator training record and date; and
  - Driver/Employee training/induction record and date re Maintenance, Fatigue, Dimension & Loading and Mass (where applicable).

- A comprehensive register of all vehicles relevant to all modules (where applicable). The register must include as a minimum the following details for each vehicle:
  - Type of vehicle;
  - Registration number;
  - Vehicle make;
  - Year of manufacture;
  - Date of last roadworthy;
  - Vehicle Identification Number (VIN);
  - GCM;
  - ATM;
  - AMMS permit number;
  - AMMS permit expiry date;
  - Date added to the register; and
  - Date removed or sold from the fleet.
- Signed and dated Responsibility Statements including as a minimum who:
  - checks calibration records for all weighing equipment are up to date;
  - maintains the system and updates the written instructions;
  - reviews the training content for all modules and its frequency for refresher training;
  - checks all records are legible and identifiable to the driver & vehicle/s;
  - completes the bi-annual (6 monthly) internal reviews; and
  - checks the forms/data/stats collected in the system match the current Operator Guide where required.

### **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, which must include as a minimum;
  - Driver/Employee name;
  - Training provider name;
  - Summary/list of subjects included in the training; and
  - Completion date and any renewal/refresher dates (if applicable).
- Signed and dated Responsibility Statements including as a minimum who:
  - ensures the vehicle is fit for task;
  - positions the load appropriately;
  - restrains the load appropriately;
  - checks the vehicle and load dimensions (including axle weights);
  - ensures an appropriate permit is current, if applicable;
  - checks the D&L check has been completed for each trip/load;
  - checks the RAV network is approved; and
  - ensures compliance with approval conditions.

### **Maintenance**

- Daily check is being completed and recorded in accordance with the written instructions.
- Record of the training/induction provided, which must include as a minimum;
  - Driver/Employee name;
  - Training provider name;
  - Summary/list of subjects included in the training; and
  - Completion date and any renewal/refresher dates (if applicable).

- Faults occurring on the road are being recorded and reported in accordance with the written instructions.
- Monitoring of faults is recorded in accordance with the written instruction.
- Reported faults are being assessed, repaired and tested in accordance with the set method.
- Maintenance records providing evidence that 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.
- 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 meet the minimum requirements and are within the specified timeline; and
  - updates the fleet register; and

### **Fatigue**

- Record of the training/induction provided on correctly completing the company trip sheet and on fatigue, which must include as a minimum;
  - Driver/Employee name;
  - Training provider name;
  - Summary/list of subjects included in the training; and
  - Completion date and any renewal/refresher dates (if applicable).
- 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. (only the portion that the doctor has signed, dated, stamped and confirming the driver is fit to drive – do not require the entire medical)
- Fit for duty is completed and recorded daily.
- All commercial vehicle drivers have maintained 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. As a minimum trip records must record:
  - work time;
  - breaks from driving;
  - non-work time;
  - drivers full name;
  - date;
  - start and finish times (trip sheets) for trips with details of any alterations; and
  - start and finish locations.
- Completed trip sheets, scheduling of trips and rosters (including full name of driver and expected start and finish times) completed in accordance with the requirements of the WAWHS for commercial vehicle drivers

- 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; and
  - ensures workplace conditions assist in the control of fatigue.

**Mass Management (if applicable):**

- Record of the training/induction provided, which must include as a minimum;
  - Driver/Employee name;
  - Training provider name;
  - Summary/list of subjects included in the training; and
  - Completion date and any renewal/refresher dates (if applicable).
- Loading plan/s relevant to all load types and combinations.
- Records verifying load plan/s quarterly and/or on change of equipment when an AMMS Approved Weighbridge (as published on the Main Roads Website under the AMMS Approved Weighbridge Supplier Member List) is not part of the loading plan.
- 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)
- Documentation providing an auditable link between:
  - The registration details of the vehicles used in combination;
  - AMMS permit number recorded per load/trip;
  - The type/contents of the load carried; and
  - The masses, or the methodology used to determine axle and gross 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 documentation and dockets when used;
  - ensures the quarterly test weighs are completed and records kept (when applicable);
  - develops and reviews the load planning documentation;
  - maintains the Calibration Certificates for all other loading equipment;
  - checks the RAV network is approved for AMMS;
  - ensures the vehicle is fit for task;
  - obtains and/or renews AMMS permits to ensure they are current; and
  - monitors completed documentation (load plans) to verify compliance.

*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 instructions to ensure all persons have the appropriate knowledge and skills to undertake required tasks (*see note 1 below*).

**Criteria:**

To meet *Management Systems* standards requirements the operator must:

- 3.1 Have written instructions identifying what training is required for and provided to each person involved in the transport operation, including all drivers, Sub-Contractors, or employees as part of their induction process in relation to each of the modules within the Management Systems, including revisions and updates.

**Fatigue:**

As a minimum, WA WorkSafe administrator online training in relation to Western Australian fatigue management is required for anyone associated with the management, supervision of drivers, including anyone associated with rostering, scheduling and checking of trip records. As a minimum, drivers can do the WA WorkSafe online driver if they hold no other administrator role or can complete the equivalent Fatigue Management Training that includes a section on the Western Australian commercial vehicle driver hours of work. All training is to include a test of knowledge with a pass requirement (*see note 2 below*).

- 3.2 Have written instructions to ensure the regular review of training needs, the staff responsible and its frequency.

*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.
2. It is recommended training be undertaken again as a minimum every 3 years.

### Standard 4: Internal Review

**Standard:**

Bi-annual (6 monthly) Internal Reviews of each Management System are required to confirm the ongoing relevance and appropriateness of processes and practices. An effective review will identify any non-conformances, show failures to comply with written instructions and identify non-compliances which must be actioned accordingly (*see note 1 below*).

**Criteria:**

To meet *Management Systems* standards requirements the operator must:

- 4.1 Have written instructions for carrying out Bi-annual (6 monthly) Internal Reviews which specify the following:
  - When the reviews are to take place (Enter the full dates of the reviews on the report);
  - Who is to conduct the review – name or position (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 Internal Review within the current Operator Guide)

- 4.2 Separate from the Bi-annual (6 monthly) Internal Reviews, an operator must have written instructions to ensure all non-conformances identified at any time during the year 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;
  - Responsibility is allocated to designated staff for correcting all non-conformances;
  - Timeframes for checking records and reporting identified non-conformances;
  - How the responsible person is to document the process, so the non-conformance does not recur; and
  - A non-conformance register detailing all identified non-conformances and the actions taken to correct them.

*Note:*

1. It is not necessary to have a separate Internal Review for each accreditation module. One Internal Review document could be raised to capture the required criteria across all accreditation modules.
2. As far as possible, you must ensure the person/s carrying out the Internal Reviews are independent of the person writing the written instructions and enforcing the processes.

## 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:**

To meet *Management Systems* requirements the operator must have:

- 5.1 A written instruction documenting the process for the reporting and recording of accidents and incidents. Evidence these instructions are adhered to (should include the accident/s or incident/s, who was involved, what vehicle type or combination was involved, where did it occur, when and what were the circumstances).

*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 Work Health and Safety (General) Regulations 2022 (WAWHS)*. Operators should refer to the Regulations 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 WAWHS require all “responsible person/s” (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 a system in place 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 driver/s are not required to drive unreasonable distances in insufficient time without sufficient notice and adequate rest.

Scheduling must include fatigue management measures where practicable and appropriate pre-trip or forward planning to minimise fatigue. Scheduling practices must not put the delivery of a load before a driver’s safety or health.

### Criteria:

To meet *Fatigue Management System* requirements the operator must ensure:

- 1.1. Ensure scheduling of trips is in accordance with the requirements of the WAWHS for commercial vehicle drivers.
- 1.2. Ensure driver(s) do not operate outside the approved “Commercial Vehicle Operating Standard” requirements.
- 1.3. A Corrective Action has been taken if it is identified that a driver(s) is continually in non-conformance (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. Written instructions that explain how flexibility for driver(s) is managed to effectively deal with any unforeseen circumstances that require changes to schedules.

- 1.5. Written instructions that show the same scheduling practices apply to all drivers, including casual, relief, labour hire and Sub-contracted driver(s).

*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 rosters and workload meet the commercial vehicle operating standard requirements of the WAWHS for commercial vehicle drivers. This will maximise the opportunity for a driver to recover from the effects or onset of fatigue.

**Criteria:** To meet *Fatigue Management System* requirements the operator must:

- 2.1 Ensure all drivers work time is in accordance with the WAWHS for commercial vehicle drivers.
- 2.2 Have written instructions that identify the requirements that must be adhered to when preparing rosters. This must include as a minimum, full name of driver/s, start and expected finish times for all trips/days. (see note 1)
- 2.3 Have a written instruction 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).
- 2.4 Have a written instruction in place to ensure that a breach, if detected, does not continue (what action is to be taken regarding the breach, i.e., retraining etc).

*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 ( driver/s 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.

## Standard 3: Fitness for Work

### Standard:

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

### Criteria:

To meet *Fatigue Management System* requirements the operator must:

- 3.1. Maintain a comprehensive register of all employees/drivers relevant to this module.

- 3.2. Have a written policy/instruction 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*" and require that all drivers record this daily. Contain in this written policy/instruction a statement "*that fitness for work as far as is practicable, to be diligently supervised*" any action that will be taken with regards to non-conformances of the instruction.
- 3.3. Have a written instruction on how the operator will manage and control the measures for the recovery and treatment of fatigue, including if a driver becomes fatigued during the trip.
- 3.4. Ensure all drivers must have a current medical assessment in accordance with the current requirements of the WAWHS for commercial vehicle drivers. *Assessing Fitness to Drive* standard as stipulated under WHS Regulation 184D. (3) (a) and (b) is to be used when assessing a driver's fitness to drive.
- 3.5. 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 *Work Health and Safety (General) Regulations 2022* and the relevant Australian Design Rules (ADR).

### Criteria:

To meet *Fatigue Management System* requirements the operator must have :

- 4.1 Written instructions to ensure facilities are implemented in consultation with drivers to address how the working environment will assist in the prevention of fatigue as far as is practicable. Written instructions must confirm that the vehicle driver/s are sleeping in conforms to the requirements of ADR42, if drivers are required, as part of their duties, to sleep in a vehicle when away from their home location. (this includes 2 up operations) and include as a minimum:
  - Driver seating;
  - Driver sleeping facilities; (if overnight relevant)
  - Depot facilities; (if applicable) and
  - Air conditioning of driver cabs (when above the 26<sup>th</sup> parallel)

## 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* (ADR).

Operator must have appropriate systems in place to satisfy the Commissioner of Main Roads that all vehicles are maintained and meet all standards.

The *Maintenance Management Module Standards* outline the requirements to satisfy the Commissioner of 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:**

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

### **Criteria:**

To meet *Maintenance Management System* requirements the operator must:

- 1.1 Maintain a comprehensive register of all vehicles relevant to this module (including Sub-Contractor's vehicles).
- 1.2 Have written instructions to ensure any nominated Sub-Contractor's vehicles are operating exclusively for the operator. If a Sub-Contractor(s) works for multiple operators, they must be Accredited in their own right.

### *Note:*

1. Evidence that the Sub-Contractor's 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 written instruction of simple roadworthiness checks. The operator shall define when the inspection is carried out, by whom and how it is recorded. The individual completing the daily check shall acknowledge the vehicle to be roadworthy to the limits of the inspection.

**Criteria:**

To meet *Maintenance Management System* requirements the operator must:

- 2.1 Include a written instruction detailing when the daily check is completed, who carries it out, and how the check is recorded.
- 2.2 Show all vehicles have undergone a daily check (visual check – drivers are not required to get under the vehicles) and this is recorded, which must include as a minimum the inspection of:
  - Wheels and tyres for tyre pressure/inflation, 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. All ABS, EBS, ESC and T-EBS plugs MUST be connected and Systems Operational if present;
  - 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 meet *Maintenance Management System* requirements the operator must:

- 3.1 Have written instructions to ensure that all vehicle faults (both the hauling and the trailing equipment) are reported to the appropriate person and assessed as soon as possible, including faults found during the daily check and on-road. This must include as a minimum:
  - How the driver reports the fault;
  - Who the driver reports it to;
  - Who is responsible for assessing the fault; and
  - Who is responsible for maintaining fault report records.

### 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 meet *Maintenance Management System* requirements operator's must

- 4.1 Have written instructions in place to ensure vehicle faults are assessed to determine the severity of a fault and place priority on its repair, including instructions for dealing with vehicles detected as being unsuitable for use, as a result of a serious fault. Clearly identify in this instruction who is responsible for assessing faults and making the decision on the necessary corrective action, including if a decision is made to monitor a fault and/or defer repairs.
- 4.2 Ensure where a decision is made to monitor the condition of a fault, have a written instruction in place providing the reasoning for the decision and specifying when the fault is to be re-assessed.
- 4.3 Have a written instruction in place to ensure 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 (both the hauling and the trailing equipment) to ensure they are systematically maintained and remain roadworthy.

### Criteria:

To meet *Maintenance Management System* requirements the operator 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 twelve months from the date of audit or none is available, then operators must complete 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 Ensure maintenance and repairs are only undertaken by person/s having suitable qualifications or experience to competently complete any maintenance or repair tasks or do so under suitable supervision.

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

In Western Australia, heavy vehicle Dimension & 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\*](#).

The *Dimension & Loading Module Standards* outline the requirements to satisfy the Commissioner of 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.

An operator must have appropriate systems in place to satisfy the Commissioner of 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. 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 meet *Load Management System* requirements the operator must:

- 1.1 Have written instructions in place for ensuring vehicle dimensions, including its load, are within allowable limits prior to the vehicle travelling on a public road. Specify how the dimension and loading checks are completed and what record is kept.
- 1.2 Have written instructions to ensure the proposed route is approved for the vehicle combination, that all vehicles have the required authorisations (i.e., registrations, licenses, permits or order) to operate on the public road network and relevant staff/Sub-Contractors are aware of these conditions.
- 1.3 Have written instructions to ensure standard mass requirements are not exceeded.
- 1.4 Have written instructions for dealing with vehicles detected as being over the allowable dimension limit to ensure they are rectified prior to the vehicle travelling on the public road.
- 1.5 Have written instructions to ensure loads are adequately restrained and/or contained, in accordance with the current *Load Restraint Guide*.
- 1.6 Have written instructions in place for managing the rollover risk of the vehicle specific to the operator's 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 3 concessional mass levels for operators that have proved 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 scheme.

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 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/s 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 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 the same minimum level of compliance. The operator's MMS must comply with these standards. This document explains what the standards are, what they mean in practical terms, 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 Management

### Standard:

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

### Criteria:

To meet *Mass Management System* requirements the operator must:

- 1.1 Have a comprehensive register (*see Note 1*) of all vehicles operating under AMMS (including Sub-Contractor(s) vehicles).
- 1.2 Ensure all vehicles have sufficient ratings to conform to the authorised higher mass limits and the required authorisations (i.e., licenses, permits or order) are in place to operate under AMMS, prior to operating on the public road network (*see note 2*).
- 1.3 Ensure any nominated Sub-Contractor(s) vehicles are operating exclusively for the operator. If a Sub-Contractor wishes to work for others, they must be Accredited in their own right.

### 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 Management

### 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. (*See Note 2*)

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:

To meet *Mass Management System* requirements the operator must:

- 2.1 Have written instructions on how the loading method is capable of controlling the vehicle’s gross mass and load distribution across axle groups as shown in *Appendix 1*. Specify how mass is recorded and where the records are kept for each trip.
- 2.2 Have written instructions defining the process for dealing with vehicles detected as being overloaded and how any variations such as load density, temperature, size variations etc., will be controlled.

- 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 Ensure all necessary approvals (permits, exemptions, orders etc.) have been obtained and the AMMS proposed route is approved for the vehicle combination on the RAV network and staff/drivers are aware of these conditions.

*Note:*

1. For the purpose of Criteria 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 has to be identified in the *Mass Management System* and remain current on the AMMS approved weighbridge list.
2. Weight can be assessed by a weighbridge (weight distribution) or any other means which can confirm axle loadings (this can include systems that have been verified and then only require test weigh confirmation every quarter).

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## Appendix 1

LEVEL 1		
Axle Mass Limits		Brief Description
Axle Group	Tonnes	<p>Operators must comply with the approved level of extra mass, Mass Management Standards and WAHVA Business Rules.</p> <p>Equivalent to the current Accredited Mass Management Scheme (AMMS) Level 1 and the national Concessional Mass Limits (CML).</p> <p>Allows alternative loading control methods, providing greater flexibility to transport operators to prove accurate loading.</p> <p>Control vehicle mass within prescribed limits prior to entering the public road system.</p>
Single steer axle	6.5*	
Tandem axle (dual tyres)	17.0	
Tri-axle (dual tyres)	21.5	
LEVEL 2		
Axle Mass Limits		Brief Description
Axle Group	Tonnes	<p>Operators must comply with the approved level of extra mass, Mass Management Standards and WAHVA Business Rules.</p> <p>Equivalent to the national High Mass Limits (HML).</p> <p>Allows alternative loading control methods, providing greater flexibility to transport operators to prove accurate loading.</p> <p>Control vehicle mass within prescribed limits prior to entering the public road system.</p>
Single steer axle	6.5*	
Tandem axle (dual tyres)	17.0	
Tri-axle (dual tyres)	22.5	
LEVEL 3		
Axle Mass Limits		Brief Description
Axle Group	Tonnes	<p>Operators must comply with the approved level of extra mass, Mass Management Standards and WAHVA Business Rules.</p> <p>Equivalent to the current Accredited Mass Management Scheme (AMMS) Level 3.</p> <p>Allows alternative loading control methods, providing greater flexibility to transport operators to prove accurate loading.</p> <p>Control vehicle mass within prescribed limits prior to entering the public road system.</p>
Single steer axle	6.5*	
Tandem axle (dual tyres)	17.5	
Tri-axle (dual tyres)	23.5	

**\*Note:** A RAV is not permitted to exceed any statutory mass limit relating to the steer axle(s), except where specified in the following table:

Axle Group	Mass Limit Tonnes
Single Steer Axle with tyres <375 mm	6.5
Single Steer Axle with tyres ≥375 mm	7.0
Twin Steer Axle Group with non-load sharing suspension	10.0
Twin Steer Axle Group with load sharing suspension and tyres <375 mm	11.0
Twin Steer Axle Group with load sharing suspension and tyres ≥375 mm	12.0