



## ADM3.1. DRIVER TRAINING: NHVAS MASS ACCREDITATION

### WHO GIVES US ACCREDITATION?

The NHVAS (National Heavy Vehicle Accreditation Scheme) is authorised by the National Heavy Vehicle Regulator (NHVR). To maintain accreditation, operators have company mass records audited every 18 months

### WHAT ARE THE BENEFITS TO BECOMING ACCREDITED?

1. Being accredited allows Operators to cart an extra tonne per load – therefore financially beneficial.
2. The education involved also means a greater awareness of loading procedures and therefore greater safety to all involved

### WHAT DO WE HAVE TO DO TO GET ACCREDITATION?

There are eight Mass Management Standards to which we need to comply. The driver's role in meeting these standards has been outlined below. Forms and Reference documents that relate to keeping mass records that assist in meeting these standards are listed in the Appendix.

---

### Driver responsibilities to comply with Mass Management Accreditation:-

#### DRIVERS:

1. must understand what their tasks in the Mass Management System are and how they are expected to carry out these tasks. *Refer ADM1.3: Driver Duty Statement*
2. ensure that the accreditation sticker is securely attached to the vehicle and is clearly visible. Notify Management if it needs to be replaced.





### ADM3.1. DRIVER TRAINING: NHVAS MASS ACCREDITATION

3. ensure their Accreditation Certificate & Induction Approval Letter is carried in the vehicle at all times.
4. must demonstrate knowledge & competency in loading & weighing procedures to ensure compliance with gross mass and axle distribution limits. *Refer to Capacity and Axle Distribution Reference Document.*
5. must use the *Daily Worksheets* to keep **accurate and legible records** of the of nominated vehicle. This includes:
  - I. the vehicle's registration numbers or fleet number
  - II. the measured axle and gross mass of the vehicle
  - III. the date and time of the trip.
  - IV. Vehicle combination & tare details
6. Must take action so that instances of non-compliance are not repeated. *Refer to non conformance warning note.*
7. Must verify loading accuracy by:
  - I. Completing split weigh verifications - recorded on daysheets.
  - II. Monitoring on board scales and notify inaccuracies of calibration to Management
  - III. Tare off vehicle at the start of each week
8. notify Management if there are logistical problems with procedures so that they may be addressed.
9. must continue to learn and adapt to new procedures as per:
  - I. Induction material provided by Hawgood Haulage or other relevant third parties
  - II. Onsite inductions & practical training tasks
  - III. Refresher reading or online information/activities
  - IV. Meetings & memos
10. must monitor suspension as part of the Prestart Daily Vehicle Check as well as throughout the working day. *Refer to Prestart Check Reference Sheet*



### **ADM3.1. DRIVER TRAINING: NHVAS MASS ACCREDITATION**

11. must record faults with the suspension on the Daily Worksheet & Fault Reporting Slip and then notify Management if roadworthiness is at risk. *Refer to Fault Reporting Slip*
12. only travel on approved PBS routes designated under the Hawgood Haulage Road Access Permit – available at [www.hawgoodhaulage.com](http://www.hawgoodhaulage.com)

*These records form part of our compliance audit every 18 months, may be spot audited by TMR or summonsed in the event of an accident.*

*Refer to training materials at “Driver Doc” – company training website:*

*[www.hawgoodhaulage.com](http://www.hawgoodhaulage.com)*

#### **RELEVANT DOCUMENTS.**

- ADM 1.3 Driver Duty Statement
- ADM3.6: NHVAS Induction Approval Letter.
- NHVAS Accreditation Certificate
- POL 1.4.1: Chain of Responsibility Policy Document
- JSA documents Loading/Unloading vehicles
- HH 3.2: Capacity & Axle Distribution Reference
- HH 4.1: Daily worksheet: tare/split weigh
- ADM 14.1: Non Conformance Warning Notic
- Safety Training materials as provided SM Document List
- HM 1.0: Daily Vehicle Prestart Inspection Reference
- HM 2.1: Fault Reporting Slip (1.0)
- NHVR Road Access Permit
- Truck specific PBS Approval document