

## MASS MANAGEMENT ACCREDITATION STANDARDS

### **Introduction**

The Mass Management Accreditation Program forms one of the operational modules of the National Heavy Vehicle Accreditation Scheme.

The Program was developed for use by operators who when accredited will benefit from access to Concessional or Higher Mass Limits whilst providing an assurance to the community that safety and protection of the nation's assets are enhanced.

Performance based standards and quality management principles can provide the initiative for systems that foster improvements in industry efficiency and innovation.

### **Purpose**

The program aims to demonstrate that self regulation is viable for operators, enforcement agencies and state road authorities.

These guidelines detail the minimum requirements for accreditation that:

- Provide assurances to the State Road Authorities that there is a system that produces objective evidence that the mass limits (axles and gross) applicable to a vehicle and suspension maintenance are being complied with;
- Places responsibility on an operator for achieving the required performance standard;
- Places responsibility on an operator to demonstrate that compliance has been achieved and maintained.

### **Current Version**

This version is current as of June 2006.

## **Definitions**

### ***Audit***

A planned and documented activity to verify 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 standards.

### ***Accreditation***

Certification by a body of the facilities, capability, objectivity, competence and integrity of an individual or body to provide the specified service and/or required operation.

### ***Operator***

An individual or body who has the responsibility for accreditation to the standards of the Mass Management Accreditation Program..

### ***Verification***

The formal process of confirming and documenting compliance with accepted criteria.

## **1. Responsibilities**

### **Standard:**

The authorities, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of the Mass Management System are current, clearly defined and documented.

### **Description:**

Responsibility for the operation of the Mass Management System is to rest with appropriate people within the road transport operation as nominated by the operator.

## 2. Vehicle Control

### Standard:

All vehicles nominated by the accredited operator must be operated in accordance with the Mass Management System.

### Criteria:

To satisfy the standard an operator would need to demonstrate the following:

- 2.1 A comprehensive register of nominated vehicles inclusive of any sub-contractors.
- 2.2 That all nominated vehicles have the technical specifications to conform to its authorised mass.
- 2.3 That all nominated vehicles if required have mass authorisations to use the road network.
- 2.4 That vehicles sub-contracted to the operator are “captive” or secured to the operator.

### **3. Vehicle Use**

**Standard:**

The vehicle mass must be determined by weighing or by a method of assessment prior to departure allowing for any variation.

**Criteria:**

To satisfy the standard an operator would need to demonstrate the following:

- 3.1 Documentation of a system that objectively demonstrates that product loading is controlled to ensure that axle mass and gross mass remain within those limits allowable under the Mass Management System.
- 3.2 The system should cater for all possible variations including density, number, volume etc.

#### **4. Records and Documentation**

**Standard:**

Documented evidence must be maintained to demonstrate the effective operation of the Mass Management System.

**Description:**

Essential to the Mass Management System is the keeping and preservation of pertinent records.

**Criteria:**

An operator would need to demonstrate the following:

- 4.1 All records are legible and identifiable to the vehicle and trips involved.
- 4.2 Current documentation is available to all relevant personnel and at all locations where operations essential to the effective functioning of the system are performed.

## **5. Verification**

### **Standard:**

The weight of the vehicle and load must be verified to produce an auditable record.

### **Criteria:**

- 5.1 To satisfy the standard an operator would need to demonstrate the following:
- 5.2 The operator shall have a documented procedure to demonstrate that the system produces and records evidence of weight specific to a vehicle.
- 5.3 The method of recording the required evidence may vary depending on which method was used to establish vehicle weight.
- 5.4 The frequency of verification of a vehicle's mass is dependant on the variation of product carried and vehicle operating conditions.

## 6. Internal Review

### Standard:

The Mass Management system must be subject to annual internal review to verify that all results and activities comply with the system's policies, procedures and instructions.

### Description:

An internal review of the Mass Management System is a regular look at the system against the standards to see that it complies. An effective review will pick up problem areas in the basic requirements, show failures to comply with procedures, and identify non-compliances that should be fixed as soon as possible.

### Criteria:

An operator would be able to demonstrate the following:

- 6.1 Procedures exist that define how the internal review is to be undertaken.
- 6.2 An annual internal review schedule.
- 6.3 Internal reviews are undertaken by persons who are independent of the activity being reviewed, where practical.
- 6.4 That there is a documented method to identify and correct all non-conformances detected from all sources to make sure the incidents are not repeated.
- 6.5 That the person(s) responsible for identifying and correcting all non-conformances is current, clearly defined and documented.
- 6.6 That all non-conformances and action taken to correct them are recorded and quarterly compliance statements produced containing advice of:
  - The number of vehicles in the accredited fleet;
  - The number of trips undertaken;
  - The number of trips undertaken which were non-compliant with Alternative Compliance mass limits;
  - The level of mass excess for each non-compliant trip.
- 6.7 That changes to documents and procedures are recorded and the original documents and procedures are kept for external audit purposes.

## **7. Training and Education**

### **Standard:**

The persons who hold positions of responsibility under the Mass Management Systems are trained in and familiar with the specific policy, procedure and instruction they are to carry out.

### **Criteria:**

Training and education are essential to ensure all employees, including managers, understand the Mass Management System, and have the appropriate knowledge and skills to carry out the tasks given to them.

## 8. Maintenance of Suspension

### Standard:

All vehicles subject to this accreditation, including trailers supplied by other parties, must have their suspension systems maintained and replaced according to manufacturer's or a qualified mechanical engineer's specification and taking into account the ARTSA Air Suspension Code.

### Criteria:

To satisfy the standard, an operator would need to demonstrate the following:

- 8.1 Documentation of the manufacturer's or qualified mechanical engineer's specification for the suspension of both trailing and hauling equipment. Road Friendly Suspension must also be certified under VSB 11.
- 8.2 A documented instruction detailing when the suspension is to be checked (based on manufacturer's or qualified mechanical engineer's specifications of time and/or distance and taking into account the ARTSA Air Suspension Code), by whom and how it is to be recorded.
- 8.3 Documented procedures for recording faults to the suspension during a journey, how the faults are reported to the maintenance provider, for the repair of major or serious faults that may affect the performance of the suspension system, as soon as possible even if the vehicle is away from home base and for the repair of other faults in a timely manner.
- 8.4 Documentation of the decision making with respect to suspension maintenance. This is to include the final sign-off of the repair when completed.
- 8.5 Evidence that any repairs to suspensions are only carried out by persons having suitable qualifications or experience to competently complete any maintenance tasks, or do so under qualified supervision with recent experience.
- 8.6 For a trailer supplied by another party, the accredited operator must demonstrate that a statement of compliance with the suspension maintenance standard accompanies each trailer, and that the trailer supplier is able to demonstrate compliance with the above criteria.