



Fatigue Management Accreditation Guide

FEBRUARY 2021





The purpose of this guide	2
Fatigue Management accreditation	3
Fatigue Management Standards and how you can meet them	3
Fatigue Management Standards explained	5
Documents you must keep	10
Bus operators	12
Operator obligations	14
Driver obligations	15
Medical examinations	15
Fatigue management training courses	14
Audit process	14
Applying for accreditation and other useful information	15

The purpose of this guide

This guide is an introduction to Fatigue Management (FM) accreditation. It summarises what operators need to do in order to qualify for accreditation and to stay qualified. It explains what drivers are required to do to be considered as proficient in the Fatigue Management options of Basic Fatigue Management (BFM) or Advanced Fatigue Management (AFM). It also explains where to find other important information about the scheme.

Fatigue Management accreditation on page 3 explains the purpose of accreditation so that you can see what it intends to achieve, why performance standards are required, and why accredited operators are audited.

The Fatigue Management Standards and how you can meet them, starting on page 4, lists the performance standards that you will be required to meet if you want to become an accredited operator in FM. This section also explains what the standards mean and what you need to do in order to meet them.

Documents you must keep on page 10 lists the documents that you will need to create and maintain to demonstrate that you meet the standards. They represent your firm's Fatigue Management System.

The audit process on page 14 covers the auditing process that will be carried out regularly, and how to prepare for an audit. It also explains when an unscheduled audit may be required.

Other information to help you on page 15 is a list of papers, reports, and other useful information prepared by the National Heavy Vehicle Regulator (NHVR). These documents provide more detail about accreditation and your responsibilities as an accredited operator.

The AFM option offers the most flexibility. Specific information about this option is available on the [NHVR website](#).



Fatigue Management accreditation

The aim of Fatigue Management accreditation is to achieve improvements in road safety and transport productivity. The Fatigue Management module is primarily about road safety, but it also provides added flexibility for operators who implement auditable accredited systems to manage driver fatigue. Fatigue management encourages heavy vehicle operators to take more responsibility for the safety and wellbeing of drivers and other road users.

Benefits to the community include better and more consistent compliance with road safety standards.

If you are an accredited operator, you must know what your drivers' schedules, trips and rosters are to ensure that they do not exceed the approved work and rest times or drive while fatigued.

The important thing is that you write down the method you use and explain how it works. This will be your Fatigue Management System. To stay accredited, you need to have documents that prove your method works and your drivers keep within the specified limits. In part, this means keeping records of schedules, rosters and work diaries. You must also be able to prove that you always follow your written procedures.

Performance standards were developed to ensure that everyone in the scheme has achieved the same standard of compliance. Your Fatigue Management System must comply with these standards, which are explained later in this guide.

Accredited operators are audited periodically by independent auditors to ensure they continue to meet the standards required by the scheme.

If your audit is to successful, you can apply for your accreditation to continue. Alternatively, you may be asked to improve your system in some way before your accreditation is maintained.

Fatigue Management Standards and how you can meet them

There are seven Fatigue Management Standards that you need to meet.

This section lists what the standards are and what they mean in practical terms. It also explains what you need to do to comply with the standards and how you can demonstrate that you are complying.

There are checklists at the end of the explanations as a reference to help you determine whether you meet the standards. If you can tick all of the boxes in each standard's checklist, you will be complying with the standard. You will also be well prepared for an internal review (see Standard 5 on page 8) and for an external audit (see the audit process on page 15).

In the explanations of the standards on the following pages, the term 'Fatigue Management System' means the procedures that you develop and write down to qualify for accreditation. We will call your written Fatigue Management System procedures your FMS Manual. The manual should contain all the relevant documentation that supports your FMS Manual.

The value of this approach is that it will assist an auditor and others to gain a good understanding of your system and what to look for during the audit. This should reduce the time an audit takes and consequently its cost.

It is important to remember that even if you are an accredited operator you are still subject to the law, and can be audited or inspected at any time, in order to make sure that you are conforming to the performance standards.

Example: At its simplest, the manual could be a list of procedures in a folder. If your company has ISO certification, the FMS Manual could be similar to your company's Quality Assurance Manual.



Fatigue Management Standards

Standard 1: Scheduling and rostering

Scheduling of individual trips and rostering of drivers will incorporate fatigue management measures and be in accordance within either prescribed legislative limits or approved operator limits.

What the standard means

Scheduling and rostering practices are to ensure trip schedules and driver rosters are planned and assigned in accordance with the legislated operating limits or operator's approved operating limits. Scheduling and rostering practices will include an assessment of the driver's recent work history, ability, welfare and preference (where appropriate), and time for the transport task to be completed safely.

What you must do to comply

To satisfy this standard, an operator must demonstrate the following:

- 1.1 Schedules and rosters are documented.
- 1.2 Schedules and rosters are monitored and regularly reviewed.
- 1.3 Action is taken to minimise fatigue risks when altering schedules and rosters.
- 1.4 Drivers are given the flexibility to alter trip schedules within legislative limits or normal and outer operating limits to maximise rest opportunities and minimise fatigue risk.
- 1.5 Guidelines are in place for the use of relief or casual drivers when required.
- 1.6 The increased fatigue risk for a driver returning from leave is considered in scheduling and rostering of the driver.

- 1.7 Drivers are to have input into schedules, when practical, to ensure trip plans are reasonable.
- 1.8 On an occasion when a driver is permitted to exceed normal approved operating limits (AFM only), they are managed with the appropriate counter measures.
- 1.9 Schedulers provide sufficient advance pre-trip notification to ensure drivers can comply with legislation.
- 1.10 No schedules or rosters are to be planned to extend beyond any normal operating frequencies and legislative or approved operating limits.

Your checklist for Standard 1

- Do you have a documented procedure outlining how schedules and rosters are to be planned?
- Are your schedules and rosters planned within legal limits?
- Have you documented all of your regular schedules and rosters?
- Do you have a written procedure for regularly monitoring and reviewing schedules and rosters?
- Do you have a procedure outlining the fatigue issues to be considered when altering schedules and rosters?
- Do you have a written policy detailing the increased fatigue risks to consider when a driver returns from leave?
- Do you have a documented procedure for when drivers are permitted to exceed normal operating limits and the mitigations used to manage the excess driving hours (AFM only)?
- Do you have a documented procedure outlining the use of relief or casual drivers?
- Do you have a documented policy on how much notice is given to drivers for major roster and schedule changes?



Standard 2: Health and wellbeing for performed duty

Drivers are in a fit state to safely perform required duties and meet the specified medical requirements.

What the standard means

This standard requires that a system be developed to ensure drivers are in a fit state to safely perform required duties and meet the specified medical requirements. Operators are to ensure that time off is provided for drivers to recover from or to prepare for the fatigue effects of work.

Drivers are to ensure that they consider the impact of activities such as recreational activities and personal life on their wellbeing and capacity to work safely, and use time off responsibly to prepare for, or to recover from, the fatigue effects of work.

What you must do to comply

To satisfy this standard, an operator must demonstrate the following:

- 2.1 Drivers are certified as fit to drive a heavy vehicle, as certified by a medical practitioner according to Austroads' Assessing Fitness to Drive guidelines (or an equivalent document approved by the NHVR). The examination must include an assessment to detect drivers in the high risk group for sleep disorders. Examinations are to be conducted, as a minimum, once every three years for drivers aged 49 or under, and yearly for drivers aged 50 or over.
- 2.2 Documented procedures are available for driver fitness for duty. These procedures address driver health, use of drugs/ alcohol, medical condition, wellbeing and state of fatigue.

- 2.3 Documented procedures are available for drivers to assess their fitness for duty prior to commencing and during work.
- 2.4 Documented procedures exist for the drivers to notify the operator if they are unfit for duty - due to any lifestyle, health or medical issue - before and during work.
- 2.5 Any medical advice for drivers is taken into account when assigning duties.
- 2.6 Drivers are provided information to promote and encourage optimal management of their health.
- 2.7 Operators with two-up driving operations have procedures in place for two-up driver recruitment and team selection, and the alternate driver's comfort is optimised while resting in a moving vehicle.

Your checklist for Standard 2

- Do you have procedures to ensure drivers are certified as fit to drive, medical examinations are conducted and a medical register is kept?
- Do you have defined procedures that address driver health, drug and alcohol use, medical condition, wellbeing and state of fatigue?
- Do you have a policy stating that drivers are to be employed to do only duties they are certified as fit to undertake, according to their medical fitness assessment?
- Do you have a policy stating that drivers must assess whether they are fit for duty - due to any lifestyle, health or medical issue - before and during work, and a clause that they must advise you if they are unfit for duty?
- For two-up operations, do you have procedures for undertaking two-up driver recruitment and team selection, and optimising the alternate driver's comfort while resting in a moving vehicle?

Standard 3: Training and education

All personnel involved in the management, operation, administration, participation and verification of the Fatigue Management System can demonstrate appropriate knowledge and skills in fatigue management relevant to their position.

What the standard means

Fatigue knowledge and awareness is essential to ensure all persons (including managers), who are involved in the Fatigue Management System, understand fatigue management issues and have the knowledge and skills to practise fatigue management and to comply with the operator's Fatigue Management System.

What you must do to comply

- 3.1 The operator has steps in place to ensure anyone involved in the management, operation, administration, participation and verification of the Fatigue Management System is made aware of the operator's current fatigue management policies and procedures.
- 3.2 All persons who hold a position of responsibility under the operator's FMS are identified and:
 - have been inducted and regularly updated in the operator's fatigue management policies and procedures
 - able to demonstrate competence in managing driver fatigue, including understanding the causes, effects and symptoms of fatigue, and further able to apply strategies to better manage fatigue
 - if the person drives a heavy vehicle under the FMS - that person is able to demonstrate competence with TLIF0005 Apply a Fatigue Risk Management System or a previously recognised training course
 - if the person is a scheduler as described in the heavy vehicle driver fatigue legislation, or supervises or manages drivers and scheduling staff, that person is able to demonstrate competence with TLIF0006 Administer a Fatigue Risk Management System or a previously recognised training course

- 3.3 The operator has documented procedures for maintaining current knowledge in fatigue management for all people who hold a position of responsibility. The operator should identify any knowledge needs and if, and when, any re-assessment of competence is required, document it and when it is subsequently completed.
- 3.4 Records of competence of drivers, schedulers or those who supervise or manage drivers and scheduling staff have been maintained and include:
 - details of training, who delivered it and when it was delivered
 - dates when any re-training is required
 - records of worker qualifications, including any units of competence achieved.

Explanatory note for assessment: For the purposes of assessment, competency evidence must be relevant to – and satisfy all the elements and performance criteria for – the specified unit. Performance must be demonstrated consistently over time and in a suitable range of contexts including through written and oral tests, appropriate simulated activities and/or in an appropriate range of situations in the workplace.

Your checklist for Standard 3

- Do you have documents that confirm all employees and management responsible for rostering and scheduling have received fatigue training?
- Do you have documents that demonstrate all drivers have received fatigue training and assessment?
- Do you have documents that show new drivers or employees are given fatigue training as part of an induction process?
- Do you have a written procedure detailing the frequency and assessment of training? Is training and assessment conducted for all people who hold a position of responsibility in managing fatigue?



Standard 4: Responsibilities and management practices

The authorisations, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of their operations under the Fatigue Management System are current, clearly defined and documented and carried out accordingly, to minimise the risk relating to driver fatigue.

The Fatigue Management System ensures effective communication between management and drivers on matters that affect the safe operation of the business.

What the standard means

The compliant operation of the FMS is dependent on all relevant personnel knowing and fulfilling their responsibilities to ensure that the requirements of the standards are met.

What you must do to comply

To satisfy this standard, an operator must demonstrate the following:

- 4.1 All relevant personnel are carrying out their duties and responsibilities in line with the Fatigue Management Standards and the operator's Fatigue Management System.

- 4.2 Authorities, responsibilities and duties relating to the FMS are current, clearly defined and communicated to all appropriate personnel.
- 4.3 Fatigue management systems are in place to deter non-compliance and implement corrective actions.
- 4.4 Personnel performance management practices, including counselling and disciplinary action, are in place to deter non-compliance and implement corrective actions.
- 4.5 A communication process (e.g. in-trip communication with drivers, meetings, notices, newsletters) is in place to facilitate the exchange of information between drivers and management, when practical and appropriate.

Your checklist for Standard 4

- Do you have documents detailing the authorities, responsibilities and duties for fatigue management (it can be specific documentation or a part of a role statement, for example)?
- Do the documents clearly demonstrate who is responsible for each task?
- Do you have a documented communication process for exchanges between drivers and management?
- Do you have policies to deter non-compliance and implement corrective actions?



Standard 5: Internal review

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

What the standard means

The internal review process is an essential management tool that checks procedures are being followed and indicates how the Fatigue Management System is working. Fundamental to managing fatigue risk is the system's capacity to allow fatigue risk assessment and identify, report and investigate incidents of non-compliance, so corrective action can be taken.

What you must do to comply

To satisfy this standard an operator must demonstrate the following:

- 5.1 There is a documented procedure for conducting an internal review of the Fatigue Management Standards at least every twelve months.
 - 5.2 Internal reviews are undertaken by only those who are competent and not responsible for the activity under review, whenever practical.
 - 5.3 There are documented procedures to monitor, identify, report, investigate and record non-compliances and take the necessary corrective action to prevent further occurrences.
 - 5.4 A quarterly compliance statement is produced, accepted and signed by the responsible person and the statement lists key outcomes of the module including the number of:
 - drivers operating under the accreditation
 - new drivers inducted for the quarter
- work and rest hour records reviewed
 - compliant and non-compliant work and rest hour records
 - driver medicals that are current
 - driver medicals that have expired
 - fatigue related incidents
 - notices received for breaching fatigue regulations.
- 5.5 Documented procedures exist to investigate incidents to determine whether fatigue was a contributing factor.
 - 5.6 Records of drivers' work and rest times are regularly reviewed at least every twelve months to ensure they are still relevant and comply with legislative and approved operator limits.
 - 5.7 Changes to documents and procedures are recorded and the original documents and procedures are kept for a minimum of three years for external audit purposes.

Your checklist for Standard 5

- The person who is not responsible for the action under review conducts and documents internal reviews at least every 12 months.
- The system is monitored to identify, report, investigate and record non-compliances and corrective action is taken.
- Incidents are investigated to determine whether fatigue was a contributing factor.
- Non-compliance reports are actioned and signed off.
- Drivers' work and rest times are regularly reviewed to ensure compliance with operating limits.
- Records are kept to identify changes to documents and procedures.
- Original documents and procedures are kept for a minimum of three years for external audit purposes.



Standard 6: Records and documentation

The operator will implement, authorise, maintain and review documented policies and procedures that ensure the management, performance and verification of the Fatigue Management System in accordance with the standards. Records that demonstrate the compliant operation of the Fatigue Management System are collected, stored and maintained to verify compliance.

What the standard means

This standard requires a system to manage and maintain records required under the Fatigue Management Standards. Documented evidence must be maintained to demonstrate the level of compliance with the Fatigue Management Standards. Policies, procedures and instructions must be authorised, current and clearly identify and describe the Fatigue Management System's operation, administration, participation and verification activities.

What you must do to comply

To satisfy this standard, an operator must demonstrate the following:

- 6.1 Policies, procedures and instructions covering all activities required to meet the Fatigue Management Standards are authorised, current, clearly defined and available to all relevant personnel and at all locations where operations essential to the effective functioning of the system are performed.

- 6.2 All records are legible, stored, maintained and available for management and audit purposes for at least three years.
- 6.3 A register of all persons with a designated responsibility under the accreditation is kept and regularly updated.
- 6.4 Documents are approved, issued, reviewed, modified and accounted for in accordance with the operator's prescribed control procedures.
- 6.5 Records must include individual driving hours' records for all nominated drivers (e.g. work diaries, rosters, and schedules).
- 6.6 Driver work and rest records for each driver are reviewed each quarter.

Your checklist for Standard 6

- A register of participating drivers and others with a responsibility under the accreditation is kept current.
- Drivers' medical records are kept current.
- Policies and procedures are authorised, current, clearly defined and available to all relevant personnel.
- All records are legible, stored, maintained and available for management or audit purposes for at least three years.
- Work diary records of participating drivers are kept current and include individual driving hours for all nominated drivers.
- All documents are maintained in line with the document control procedures.



Standard 7: Workplace conditions

The operator will ensure workplaces comply with the Work Health and Safety legislation and relevant vehicle ADR to assist in the prevention of fatigue.

What the standard means

A Fatigue Management System must ensure that workplaces, including vehicles, provide adequate restorative sleep and proper rest, using practices and facilities or equipment that meet with work health and safety legislation and Australian vehicle design rules.

What you must do to comply

To satisfy this standard an operator must demonstrate the following:

- 7.1 Policies and procedures ensure the working conditions assist in the prevention of fatigue. They must include, when applicable, specific provisions relating to vehicle cabin optimisation such as driver seating, driver sleeping facilities, depot facilities and air conditioning of driver cabs.
- 7.2 If drivers are required as part of their duties to sleep in a vehicle when away from their home (including two-up drivers), then the vehicle they are sleeping in must conform with the requirements of ADR 42 and optimise driver rest.

Your checklist for Standard 7

- Do you have policies and procedures that ensure vehicles are suitably equipped for quality driver comfort and rest?
- Do the sleeper cabs used for compulsory stationary rest comply with ADR 42?

Documents you must keep

The items below could be included in your FMS Manual in order to consolidate all your procedures for meeting the standards.

All documents specified in your FMS Manual, must be kept for a minimum of three years for audit purposes. This includes the FMS Manual itself, and any superseded procedures. Your manual must be kept (and updated) for as long as you participate in the scheme.

- Procedures outlining how rosters and schedules are to be planned
Standard 1: Scheduling and rostering
- Documented copies of regular schedules and rosters
Standard 1: Scheduling and rostering
- Procedures for monitoring and reviewing schedules and rosters
Standard 1: Scheduling and rostering
- Procedures for considering fatigue issues when altering schedules and when drivers come back from leave
Standard 1: Scheduling and rostering
- Procedures for drivers taking holidays
Standard 1: Scheduling and rostering
- Procedures for the use of relief or casual drivers
Standard 1: Scheduling and rostering
- Procedures for the regular review of drivers' work and rest times for compliance
Standard 1: Scheduling and rostering
- Records of the review of driver's work and rest times.
Standard 1: Scheduling and rostering
- Procedures outlining drivers' readiness for duty requirements
Standard 2: Health and wellbeing for performed duty
- Policy for assessing drivers' readiness for duty by management
Standard 2: Health and wellbeing for performed duty
- Policy for driver medicals
Standard 2: Health and wellbeing for performed duty
- Records of current driver medicals
Standard 2: Health and wellbeing for performed duty



- Rehabilitation policy
Standard 2: Health and wellbeing for performed duty
 - Procedures for the recruitment, selection and induction of employees
Standard 5: Management practices
 - Procedures for personnel performance management
Standard 4: Responsibilities and Management practices
 - Records of any counselling or disciplinary action taken against employees
Standard 4: Responsibilities and Management practices
 - Policy outlining NHVAS-BFM training requirements for staff
Standard 3: Training and education
 - Records of all staff attending training on the FM policies and procedures, and the causes, effects and management of fatigue
Standard 3: Training and education
 - Policy on identifying training needs and how they are to be addressed
Standard 3: Training and education
 - Procedures for regular assessment of training needs
Standard 3: Training and education
 - Records of training assessments undertaken
Standard 3: Training and education
 - Policy for staff communication
Standard 4: Responsibilities and management practices
 - Records of staff meetings, newsletters and notices produced to pass on important NHVAS FM related information
Standard 4: Responsibilities and management practices
 - A list of all tasks in your Fatigue Management System and the names (or position titles) of all those responsible for carrying out the tasks
Standard 4: Responsibilities and management practices
 - Procedures for the reviewing and updating documented authorities, responsibilities and duties
Standard 4: Responsibilities and management practices
 - Procedures outlining how an internal review is to be conducted, including how often and the corrective action to be taken
Standard 5: Internal review
 - Copies of internal reviews that have been completed
Standard 5: Internal review
 - Procedures for non-conformances including how they are to be monitored, identified, investigated and recorded
Standard 5: Internal review
 - Non-conformance register with details of all non-conformances raised and their corrective action
Standard 5: Internal review
 - Procedures for investigating incidents to determine whether or not fatigue was a contributing factor
Standard 5: Internal review
 - Procedures for the conduct of quarterly compliance reports
Standard 5: Internal review
 - Records of quarterly compliance reports that have been completed
Standard 5: Internal review
 - A current list of all drivers included in your accreditation
Standard 6: Records and documentation
 - A register of all persons with a designated responsibility under the accreditation is kept and regularly updated.
Standard 6: Records and documentation
 - Procedures for retaining and maintaining all NHVAS FM records
Standard 6: Records and documentation
 - Driver work diary pages, stored in an auditable manner
Standard 6: Records and documentation
 - Records of all work diaries, timesheets and pay records
Standard 6: Records and documentation
 - Procedures for document control
Standard 6: Records and documentation.
 - Procedures to ensure vehicles operating under the Fatigue Management module meet workplace condition requirements.
- Documents you must carry in the vehicle for NHVAS FM include:
- Copy of operator's accreditation certificate
 - Accredited-operator signed document stating that the driver is working under the operator's accreditation and has been inducted into the operator's Fatigue Management System, with confirmation that the driver meets the requirements relating to drivers under the accreditation
 - Work diary

Bus Operators

The bus industry will have access to default standard hours (standard hours for solo bus drivers). This option caters for the bulk of the bus industry. Bus operations needing more flexibility will have access to the same standard hours option as the trucking industry. This option still targets low risk operations requiring up to 12 hours' work each day but which require more night time rest.

If greater flexibility is needed, including more flexible hours, bus operators may access the BFM and AFM options.

These options provide more flexible work/rest limits, provided you put appropriate checks and balances in place to manage the higher risk of driver fatigue. Bus operators looking for greater flexibility may be accredited under either AFM or BFM:

Operator obligations

An employer who is participating in the NHVAS fatigue module is required to:

1. make a commitment to manage the employment of participating drivers so that they can comply with the requirements of the scheme
2. ensure that participating drivers have regular medical examinations in line with the requirements of the scheme (see page 13 for further detail)
3. ensure that participating drivers and responsible employees complete an approved training course in fatigue management (see page 14 for further details)
4. arrange for a review and assessment of their own performance in the scheme (see page 14 for further details on the review and assessment requirements of the scheme).

It is important that employers demonstrate their compliance with the requirements of the scheme. To do this, participating employers are required to:

1. keep a record of the names, addresses and driver licence numbers of all participating drivers



2. keep a record of all trip schedules and driver rosters to demonstrate that participating drivers are complying with the work and rest requirements of the scheme
3. demonstrate a system for reviewing participating drivers' work diaries
4. produce evidence that participating drivers and responsible employees have completed the approved training and that participating drivers have had the required medical examinations.

Driver obligations

A driver who is participating in fatigue management is required to meet the following obligations.

1. Attend regular medical examinations in line with the requirements of the scheme (see this page for further details).
2. Complete an approved training course in fatigue management (see page 14 for further details).
3. Carry and complete a work diary or use an approved Electronic Work Diary (EWD) (unless operating under an exemption).
4. Carry a copy of their Operator Accreditation Certificate.
5. Carry a document (signed by the accredited operator) stating that the driver is working under the operator's

accreditation and confirming the driver has been inducted into the operator's Fatigue Management System. The document must also confirm the driver meets the requirements relating to drivers under the accreditation.

A driver is unable to participate in fatigue management unless they are employed or self-employed by an entity who is registered as a participant in the NHVAS fatigue module. Drivers and responsible employees are required to complete an approved training course in fatigue management.

Medical examinations

Drivers who are participating in the scheme are required to attend regular medical examinations. Each examination must be conducted by a qualified medical practitioner in line with the guidance in the most recent edition of the document Assessing Fitness to Drive published by Austroads and the National Transport Commission (a copy is available at www.austroads.com.au).

At a minimum, examinations must be conducted once every three years for drivers aged 49 or under, and yearly for drivers aged 50 or over.



Fatigue management training courses

A driver who is participating in the Fatigue Management Module and any responsible employees who are involved in driver rostering, trip scheduling or developing driver schedules are required to complete an approved training course in fatigue management.

Standard three of the Fatigue Management Standards specifies that drivers, schedulers and supervisory staff, must be deemed competent with the competency units in the relevant transport and logistics training package. Operators should ensure that their fatigue management systems can show that their staff are qualified, by providing appropriate statements of attainment, issued by the registered training organisation, as required by the Fatigue Management Standards.

Competencies completed before 1 July 2018 that continue to be acceptable under the FM standards are:

Drivers	Schedulers
TLIF1007C	TLIF6307A
TLIF2010	TLIF3063
TLIF2010A	TLIF3063A

After 1 July 2018 the competency units that apply to FM are as follows:

Drivers	TLIF0005 Apply a fatigue risk management system
Any scheduler, or anyone who supervises drivers or schedulers	TLIF0006 Administer a fatigue risk management system

Only registered training organisations (RTOs) under the Vocational Education and Training (VET) sector that hold NHVR approval can offer these current courses.

For more information on the fatigue management training courses and NHVR-approved RTOs please refer to the NHVR website.

Audit process

To qualify for accreditation you must be audited by an independent auditor to verify that your record-keeping and other procedures ensure you can comply with the Fatigue Management Standards. This is called an on-entry accreditation audit.

You must also be audited at specified intervals after you qualify so that your accreditation can be continued. These are called scheduled compliance audits, and they are to check that you are doing what you said you would do.

The first scheduled compliance audit will be conducted between the sixth and seventh month after your accreditation has been granted.

After that, scheduled compliance audits are required within the last nine months of your current accreditation period.

An additional audit (triggered compliance audit) may be required if, for instance, it seems that you are not fully meeting all Fatigue Management Standards.

Your accreditation lasts for two years unless a compliance audit recommends that it be terminated sooner.

It is up to you to arrange and pay for these audits.

You can get the list of approved auditors from the NHVR Portal, the information hub in the NHVR Portal or by calling the NHVR on 1300 MYNHVR (1300 696 487).

What is an audit?

An audit is simply a check to confirm that your Fatigue Management System works and that you are complying with the Fatigue Management Standards.

For an application to be granted or an accreditation to be maintained before expiring, you must have an audit report that confirms your procedures and/or records are all correctly in place.

There are strict guidelines for auditors, but if you have successfully completed your own internal review first, the external audit shouldn't be a problem for you.

The auditor may find some evidence of non-compliance and recommend that you take corrective action. Unless the non-compliance is persistent and serious, it won't necessarily affect your re-accreditation in the long term, but you will have to demonstrate that you have taken successful corrective action before your accreditation will be maintained.

An audit shows how your system is working and where it can be improved.



Applying for accreditation and other information

The below publications are all available from the NHVR website www.nhvr.qld.gov.au or by calling 1300 MYNHVR (1300 696 487):

- Business Rules of the National Heavy Vehicle Accreditation Scheme
- Mass Management Accreditation Guide
- Maintenance Management Accreditation Guide
- Mass Management Accreditation Standards
- Maintenance Management Accreditation Standards
- Mass Management Audit Matrix
- Maintenance Management Audit Matrix
- Fatigue Management Accreditation Standards
- Fatigue Management Accreditation Guide
- Fatigue Management Audit Matrix

The list of NHVAS-approved auditors is available on the NHVR website or the NHVR portal.

Applications and approvals through the NHVR

To apply for Fatigue Management accreditation, you can apply and pay through the NHVR portal. NHVR staff are ready to assist with applications and enquiries.

Applications and payments can be submitted to the NHVR through the NHVR portal, or via fax or post.

Fee Schedule

Information on the relevant fees for accreditation are located on the NHVR website at www.nhvr.gov.au/fees.



National Heavy Vehicle Regulator
PO Box 492, Fortitude Valley QLD 4006

P 1300 MYNHVR (1300 696 487)

E info@nhvr.gov.au

www.nhvr.gov.au

Image credits: Volvo Group.

© Copyright National Heavy Vehicle Regulator 2021
creativecommons.org/licenses/by-sa/3.0/au