

# Advanced Fatigue Management Checklist



Transport  
Roads & Maritime  
Services

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This checklist has been developed to assist transport operators to apply for Advanced Fatigue Management (AFM) under the Heavy Vehicle Driver Fatigue law. This is a guide only and does not detail all the requirements for an operator or driver under the fatigue law.

## Have you developed a management system to meet AFM standards?

- Develop and document a fatigue management system, policy and procedures to manage driver fatigue and comply with National Heavy Vehicle Accreditation (NHVAS) Business Rules and the ten AFM Standards (available from [www.ntc.gov.au](http://www.ntc.gov.au)).
- Review and monitor business practices and schedules to comply with AFM requirements.
- Set out your proposed operating limits including details of your work and rest hours and appropriate measures to manage driver fatigue.
- Keep and maintain an up to date record of the name, contact details and licence number of drivers authorised to work under the operator's AFM system.
- Implement and document an internal review system to identify and manage non compliance issues with the AFM system.

## Are all responsible people competent to manage fatigue?

- Ensure drivers are trained in fatigue management and hold a Statement of Attainment in TLIF2010A - Apply fatigue management strategies.
- Ensure that schedulers and staff responsible for scheduling or managing fatigue are trained in fatigue management and hold a Statement of Attainment in TLIF3063A - Administer the implementation of fatigue management strategies.
- Induct and, keep a record of, drivers and all staff with responsibility for scheduling or managing fatigue, into the operator's AFM system.

### **Have you complied with the medical requirements?**

- Develop a process to ensure medical requirements are met and drivers are fit to perform duties. Also, keep a record of those medical assessments.

### **Has your management system been audited?**

- Engage a RABQSA certified Heavy Vehicle Accredited (HVA) auditor to review the AFM system and provide a declaration that the system meets AFM requirements. Visit [www.rabqsa.com](http://www.rabqsa.com) to find an auditor qualified to undertake a fatigue management audit.

### **Has your management system been reviewed by a Fatigue Expert?**

- Engage a fatigue expert to review your fatigue management system and provide a Fatigue Expert Report.

### **Complete your application**

- Submit an application for NHVAS accreditation in the AFM module to the RMS, including:
  - Completed Application Form, including a list of drivers inducted into the operator's fatigue management system. Applications can be completed online at [www.rms.nsw.gov.au/](http://www.rms.nsw.gov.au/)
  - Completed Compliance History Declaration form.
  - Copy of the signed audit report including the auditor's declaration.
  - Copy of the Fatigue Expert Report.
- The application will be submitted to the Fatigue Authorities Panel for their recommendation if the proposal affects more than one participating jurisdiction.
- If your application is successful, you will need to pay the application fee of \$143 per accreditation period.
- Fees can be paid at any motor registry or by calling the RMS contact centre on 13 22 13
- An NHVAS Accreditation Certificate, including conditions, and an accreditation approval letter listing the nominated drivers will be issued if accreditation is approved.
- Provide trained nominated drivers with the following documentation to be carried when working under AFM:
  - Copy of the operator's AFM Accreditation Certificate, including conditions.
  - A statement signed by the operator that the driver is working under the operator's AFM accreditation, has been inducted into the operator's AFM fatigue management system and that the driver meets all requirements relating to drivers under the accreditation.
  - A copy of the approved AFM operating limits.