

How to make an application for BFM

There are three fatigue management options in the law: standard hours, Basic Fatigue Management and Advanced Fatigue Management. This fact sheet provides a step by step guide to the BFM application process.

Background

The standard hours option provided under the fatigue law will suit most operators but those requiring greater flexibility may consider applying for Basic Fatigue Management (BFM).

BFM accreditation offers more flexible hours and allows 14 hours working in a 24 hour period.

BFM gives operators a greater say in when they can work and rest providing the risks of working long and night hours are properly managed.

If your operation requires even more flexibility than that available under BFM you should look at the Advanced Fatigue Management (AFM) option.

BFM application process:

Have you developed a management system to meet BFM standards?

Your operations, policies and procedures must meet the six BFM standards:

1. Scheduling and rostering
2. Fitness for Duty
3. Fatigue knowledge and awareness
4. Responsibilities
5. Internal review
6. Records and documentation

Full details of the criteria required to satisfy each of the standards are contained in the National Transport Commission (NTC) Basic Fatigue Management (BFM) standards, available at www.ntc.gov.au.

Two of the key requirements of the standards are competency to manage fatigue and the medical requirements.

Are all responsible persons competent to manage fatigue (Fatigue Knowledge and Awareness)?

All persons who hold a position of responsibility under the BFM system must be competent to manage driver fatigue. Competence can be gained in different ways, including attending a fatigue management training course, on the job training or work experience.

All drivers and schedulers (and those managing drivers and schedulers) will need to demonstrate competence by being assessed and achieving a certificate of attainment in one of the following courses:

Drivers must complete course TLIF2010A - Apply fatigue management strategies.

Schedulers must complete course TLIF3063A - Administer the implementation of fatigue management strategies.

You may need to undertake both courses if you have both the role of driver and scheduler. This will be especially important for owner/drivers.

If you have already undergone training you may be able to have your existing skills recognised by a registered training organization.

Comply with medical requirements (Fitness for Duty)

BFM drivers must undergo periodic medical assessments to demonstrate they are fit to drive a heavy vehicle.

Fitness to drive is assessed against Austroads Assessing Fitness to Drive, visit www.austroads.com.au for more information.

The medical assessments do not need to be submitted to RMS as part of the BFM application process however they need to be kept by the operator and be available for auditing purposes.

Has your management system been audited?

You must have your fatigue management system audited before applying for accreditation.

You can find an independent Heavy Vehicle Accredited (HVA) auditor certified to undertake fatigue audits by visiting www.rabqsa.com.

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

The first entry audit must be undertaken before the application for accreditation is submitted and a compliance audit must be undertaken within the first 6 months after gaining accreditation.

Subsequent audits will be required on renewal of scheme membership every two years.

Complete your application

In order to complete your application for BFM, you must submit the following to the RMS:

- A completed NHVAS application form (including a list of drivers inducted into the operator's fatigue management system).
- A Compliance History Declaration Form.
- A copy of your signed audit report including the auditor's declaration.

Application forms can be downloaded from the RMS website or the application can be completed on line at www.rms.nsw.gov.au

If your application is successful, you will need to pay an application fee of \$87.

- Application fees can be paid at any RMS motor registry or by contacting the RMS Customer Contact Centre on 13 22 13

This application fee is payable for each 2 year accreditation period.

Please refer to the Basic Fatigue Management Checklist for more detailed information on the BFM application process.

Disclaimer: This fact sheet does not constitute legal advice. Details are subject to amendment. Check the legislation or contact RMS for more information.