

## Steps to follow when adding people to the accreditation system

There are a number of small **but very important** steps that need to be taken as a part of adding drivers, supervisors, coordinators, schedulers or administrators to an operator's Heavy Vehicle Accreditation system.

### When adding drivers:

1. Prepare an individual training register for the driver and complete an individual's training register showing in a summary format; the drivers qualifications, experience and the currency of his driving license and commercial vehicle drivers medical.
2. At a minimum, take clear copies of the driver's qualifications: driving license, driver's medical, fatigue certificates (at a minimum, a WorkSafe WA Online fatigue competency certificate or any other acceptable fatigue training qualifications; these competencies must be dated less than three years old) for your accreditation systems records.
3. Add the details collected above to your system's global training register if your accreditation system is running such a register, global training registers should be set up and in use if the transport operation employs more than two or three people.

### **Remember:**

***Do not allow a driver to operate a RAV without your system holding the above documentation for the driver.***

***Very severe penalties for non-compliance are legislated and can be imposed if a driver operates a RAV without the correct and current drivers' medical and fatigue competency records being held by the operator's accreditation system; these penalties can also be imposed upon responsible persons such as the accredited operator, the HVA system's administrator and the supervisor/manager.***

### When adding administrators, co-ordinators or schedulers:

1. Prepare an individual training register for the scheduler, coordinator or administrator and complete the training register showing in a summary format, showing the individual's appropriate qualifications and experience for that person's intended role within the organisation.
2. At a minimum, take clear copies of the individual's documentary qualifications relative to the individuals intended role; at the very minimum take a copy of the individual's current (must be less than three years old) WorkSafe Online Fatigue self-assessment certificate, or an equivalent fatigue competency certificate.
3. Add the details collected above to your system is global training register if your accreditation system is running such a register, global training registers should be set up and in use if the transport operation employs more than two or three people.

### **Remember:**

***Transport supervisors, managers and co-ordinators should not be providing and/or issuing rostering or scheduling instructions to RAV operators without first becoming a part of the operator's heavy vehicle accreditation system; to become a part of an operator's heavy vehicle accreditation system (as described above) an individual must be able to demonstrate that they hold the relevant competency and/or experience to do so.***