

MASS MANAGEMENT GUIDANCE

For Farmers that own heavy vehicles and / or Farmers who engage subcontractors with heavy vehicles to cart for someone else for a fee.

This document is provided to guide and assist farmers that own their own heavy vehicles to meet their Chain of Responsibility compliance for Mass Management.

Farmers that own their own heavy vehicles and operate under the National Heavy Vehicle Regulator Mass Management Accreditation Scheme can disregard this guidance document.

Farmers that are not operating under the NHVR Mass Management Accreditation Scheme can use the following questions as a guide.

If you answer Yes to the two questions below, you will have satisfactory Mass Management monitoring and compliance systems in place.

MASS MANAGEMENT

Has a Mass Management System been established?	Y	N
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Are appropriate records kept to demonstrate loading controls are in place?	Y	N
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If you answer No to either of the two questions above, consider the following questions to assist you with what you can do. Note – these answers should ideally be yes, if No, you need to ask more questions, conduct a review of your system or seek additional advice.

VEHICLE CONTROL

Do you have a register showing all the required details for each vehicle and is there sufficient documentation and records supporting the required vehicle details?	Y	N
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Are the vehicle ratings shown on the vehicle's compliance plate?	Y	N
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Are you carting other farmers commodities and employing subcontractors with their own heavy vehicles to do so? Do your sub-contractors comply with your Mass Management system?	Y	N	NA
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Is there a written agreement between the subcontractor with their own heavy vehicles and your organisation to demonstrate their compliance with your Mass Management System?	Y	N	NA
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Is there a heavy vehicle maintenance register detailing how and when the list will be updated and are there provisions to notify if a vehicle is added/deleted from the list?	Y	N
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Does your Farm business employees know where the heavy vehicle maintenance register is located?	Y	N
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Is there a procedure in the Mass Management System for ensuring the drivers know the maximum allowed mass limits for each vehicle?	Y	N
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VEHICLE LOADING - MASS

Does the Mass Management System have a procedure for establishing the mass of the load by axle and gross weights, has the procedure been verified and is there a schedule in place for continual verification to ensure the loading is within the allowed tolerances?	Y	N	
Does your procedure have specific instructions for loading where there may be variance in the loads? (e.g. density)	Y	N	
Are all parties involved in the loading process aware of the vehicle's maximum mass and where the mass should be placed for correct distribution?	Y	N	
Is there specialist equipment involved, are staff including third parties suitably trained to use the equipment and are there documented procedures available?	Y	N	
If you are carting other farmers commodities and employing subcontractors to do so, is the subcontractor trained accordingly and do you know where the records, training requirements and information packages kept?	Y	N	NA
Is there a procedure in place for dealing with vehicles that are overloaded and are staff aware of the procedure?	Y	N	
Has action been taken to ensure stability of the vehicle is managed i.e. Load height reduced, speed restrictions, driver education?	Y	N	

RESPONSIBILITIES

Is there a documented task loading list and have the responsibilities been listed for each task?	Y	N	
Are tasks defined and could another person follow the steps to do the work?	Y	N	
Have all relevant staff members been instructed on what their responsibilities are and do they know how to access their documented work instruction?	Y	N	
Are all staff aware who is responsible for each component of the Mass Management System and who they report to? Is there an appointed person/s to ensure the Mass Management System is followed?	Y	N	

RECORDS & DOCUMENTATION

Have sufficient records and documentary evidence been kept to show all relevant standards and records, procedures and methods have been met and are reviewed from time to time?	Y	N	
Are there written procedures for ensuring all non-conformances brought to light at any time are recorded in a Non-conformance Register or similar and corrected?	Y	N	

TRAINING & EDUCATION

Has mass management training been provided to all relevant staff including any sub-contractors who provide their own heavy vehicles and are there records available to verify this?	Y	N	NA
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