

What is Basic Fatigue Management (BFM) Accreditation?

BFM Management (BFM) is one of the three modules of operator accreditation under the National Heavy Vehicle Accreditation Scheme (NHVAS), the other modules are Maintenance Management and Mass Management. Western Australia has a similar, however different WA Accreditation process.

NHVAS is a National Quality Assurance system where transport operators have systems and processes in place to meet the standards of accreditation set by the National Heavy Vehicle Regulator (NHVR).

Accredited operators are required to have their systems, processes and records independently verified by authorised NHVAS Auditors on a regular basis.

The regular reviews by NHVAS Auditors ensure that the operator is keeping the required records and complying with their own quality procedures. If an operator does not meet the required standards their accreditation can be suspended or cancelled.

In return, operators gain substantial benefits, such as protection under Chain of Responsibility (CoR) legislation, increased payloads (Mass Management), increased operational hours (Fatigue Management) and the removal of the requirement for annual Roadworthiness Inspections which is a requirement for some heavy vehicle registrations (Maintenance Management).

For BFM accreditation the following is required:

The operator must have a comprehensive Quality or Procedures Manual which documents the various processes that are in place to ensure that Fatigue is properly managed in all aspects of operations.

Nominated employees who have completed the required medical checks and Nationally Recognised Training, are able to work under the operator's accreditation for an extended duration, typically 14 hours may be "worked" in any 24 hour period, rather than the 12 hours work permitted under "Standard Hours"

Drivers have the option of operating at either "Standard Hours" or "BFM Hours" are are required to document which option they are operating under on their National Work Diary.

Whilst operating under the BFM Hours option, all "work" (ie driving, loading, fuelling, inspecting the vehicle) must be recorded in the Work Diary, the 100 km radius exemption from completing the work diary does not apply when drivers are operating under the BFM Hours option.

The operator is required to have detailed procedures and processes in place to proactively manage the fatigue of all drivers, this includes processes in place to schedule driving tasks, monitor fatigue levels and driver health.

In addition, the operator must regularly review the operations of all drivers to ensure that the schedules in place are reasonable and achievable under the legislated limits and that the work completed by drivers is regularly reviewed to ensure that drivers are complying with the appropriate limits and accurately and truthfully recording all work completed in their Work Diary.

Driver Instructions for Basic Fatigue Management (BFM)

1. Ensure that you have the required “Driver Participation Certificate (DCP)” or similar document from your employer (*) which authorises you to operate under your employers BFM accreditation.
2. You are also required to carry a copy of your employer’s “NHVAS Basic Fatigue Management Certificate”, this can be copied onto the rear of the DCP, make sure the documents are current.
3. Copies of your medical certificate and training certificate are required to be retained and filed by your employer, they are not required to be carried by drivers.
4. Ensure that you have been adequately instructed on what is expected of you in regards to operating under BFM accreditation. This guide has been designed to assist you to understand your responsibilities and duties. The operator has a procedures manual detailing all the various requirements, if you want detailed information you can refer to the company manual.
5. Prior to departing each driver is required to complete a “Fit For Duty (FFD)” self-assessment, this is a personal check of your fatigue state and your preparedness to complete the driving task that you are required to complete. The FFD assessment includes a checklist that you have had the required rest breaks in accordance with the National Work Diary legislation, including major rest breaks and not exceeding the total work hours permitted.
6. If whilst completing the FFD checklist you become aware of any issues that may impact on your ability to complete the driving task or you have not had the required rest breaks you are required to report these issues to management who will schedule another driver to complete the journey
7. Your employer is required to have schedules in place to ensure that the trip can be completed safely and the adequate provision is made to ensure rest stops are identified and that all tasks involved are included in the schedule including Loading, Fuelling, Unloading and any possible delays encountered.

(*) Owner drivers are classed as employers and are accountable for all operations in the same way as companies and employers. Owner drivers may have other business associates or family partners to assist in the scheduling, administration and compliance tasks associated with Basic Fatigue Accreditation

Finally, if you need advice, have questions or need help, ring MassManagement.com on freecall **1300 35 00 89**. This number will divert to a trained and experienced consultant who can provide on the spot advice and guidance, please do not hesitate to contact this number.

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