

Mass Management Administrator Tasks

Read the procedures, they are written in a way that should both outline what is required to be completed and how you go about complying with the various requirements.

The primary focus should be on ensuring that drivers monitor the loading process, in particular the weight on each axle group, gross weight (the vehicle and whole load) does not provide the information that is required for Mass Management.

Axle group weights, steer, drive and trailer axle groups, are required to be monitored and recorded, pressure gauges, which measure the downward pressure exerted on the suspension "air bags" or on board scales are the most common methods of monitoring axle group weights.

During loading, drivers are required to monitor the gauges or scales and record these weights (writing them down) on a run sheet, Mass Loading Book or similar. To comply with the Mass Management accreditation rules, drivers must document each load.

The above process then needs to be verified by actually weighing each axle group on a suitable weighbridge, this "Verification Process" ensures that the estimated axle group weights are correct. The verification check should be completed as often as possible however at a minimum, must be completed quarterly

1. Induct each driver that will be operating the vehicle, there is a simple training and induction process outlined in the procedures including "checklist". Once the induction is complete ensure that the Training and Induction Register is completed and signed
3. Check that the vehicle Fleet Register is complete with the Mass Management label number recorded for each nominated prime mover.
4. For each vehicle and any towed trailers, complete a vehicle/trailer specification form, this form records the required information to ensure the vehicle has the correct carrying capacities and suspension types to carry the increased loads permitted under Mass Management.
5. Ensure that the required documents and forms, outlined in the Mass Procedures Manual (Records and Documentation section), are placed in the vehicle and occasionally check that they remain in the truck, are current and legible. A plastic folder or similar will keep them clean and usable and looks professional if the drivers is pulled over for a check.
6. Ensure that drivers have been instructed as to what they are required to do, including pre trip checks, suspension fault reports, supervising the loading and recording axle group weights for each load prior to entering the road network.

(Drivers can contact MassManagement.com on 1300 35 00 89 if they have questions or concerns regarding what is required, and why.)

7. Ensure drivers are completing the required tasks and forwarding documentation to you as instructed, this should be done at least weekly so as records can be checked and any actions followed up quickly.
8. Ensure drivers conduct check or “verification” weighs at every opportunity, this will help the drivers understand how the weight is distributed across the axle groups, gross weight management is important, axle group weight management is vital.
9. For overloads that are in excess of the Measurement Adjustment (“tolerance”) amount, (explained in the procedures) complete a Non Conformance Report with the driver.
10. To satisfy the Suspension Maintenance requirements for both prime movers and trailers, explained in your procedures, ensure that you have the required proof if this has been completed by your service provider. This proof may be in the form of Tax Invoices or similar documents which clearly details the work undertaken. If you complete these checks yourself, ensure that the “Suspension Maintenance Record” form, contained in the procedures has been completed for each prime mover and trailer.
11. Each quarter, summarise the loading activity of the nominated vehicle fleet on the “Quarterly Compliance Statement” form contained in the procedures. Follow the steps outlined on the form and retain the form and other loading records.
12. Each year, complete the Annual Review checklist, basically a “housekeeping” process to ensure that the various components contained within the procedures are current and being completed to ensure that you are meeting the Mass Management standards.
13. Remember that all records, forms and statements are not required to be submitted to the State Road Authorities, they are required to be retained by you and will be checked for completeness and accuracy during your bi annual “Renewal Compliance Audit”
14. **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.**