

Transport Safety Management System

Procedure 04 Mass & Dimension Management



1 Context

Overloaded and oversize heavy vehicles have a disproportionate impact on public infrastructure and where an overloaded heavy vehicle is involved in a crash, the likely outcomes are more serious.

Mass can also be an issue in heavy vehicle stability. High, dense loads result in a high centre of gravity and can increase the risk of roll-overs. Further, mass, dimension and restraint can also be related because a poorly restrained and distributed load can result in instability, and it can result in other vehicle and road surface impacts.

Mass and Dimension requirements may relate to the:

- tare mass of heavy vehicle or combination
- kerb mass of heavy vehicle or combination
- allowable gross mass of heavy vehicle or combination together with their loads
- allowable length, width, height and overhang limits
- allowable mass limits on an axle or axle group of heavy vehicle or combination
- axle spacing on any heavy vehicle or combination
- weight of any freight container including its goods.

Mass limits are set according to the following mass management options:

- General Mass Limits (GML)
- NHVAS Concessional Mass Limits (CML)
- NHVAS Higher Mass Limits (HML)
- Over-size and Over-mass Permit or Notice
- Grain Harvest Mass Management Scheme
- Livestock Loading Mass Management Scheme

2 Scope

This procedure applies to all Clenton's Transport's operations, transport activities and associated persons and contractors, including:

- Employees involved in the Chain of Responsibility (CoR);
- Contractors and supply chain partners whose activities are directed by, or may impact upon Clenton's Transport's operations and employees; and
- Contracted drivers of heavy vehicles driving for, or on behalf of Clenton's Transport.

3 Primary Duty

Any load placed on a heavy vehicle or combination must not exceed the relevant allowable **mass limits** (gross, axle or freight container limits) or allowable **dimension limits** (length, width, height) for that heavy vehicle. No heavy vehicle is to travel on a road while in breach of its allowable mass and dimension limits.

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4 Specific HVNL COR Duties

No heavy vehicle may travel on a road when loaded in excess of its allowable mass and dimension limits.

General dimension and mass limits apply to all heavy vehicles, unless operating on approved route or under an accreditation or exemption, or a permit that allows an approved increase in mass and dimension limits at that time.

Heavy vehicle access permits may also impose additional mass, dimension and other requirements.

5 Acronyms, Definitions and References

CML: Concessional Mass Limits under the NHVAS.

Contractor - as referred to in this procedure is any person not directly employed by Clenton's Transport undertaking transport activities on behalf of Clenton's Transport.

CoR: Chain of Responsibility

CoR Parties are described in the Transport Safety Policy of our Safety Management System and include Registered Operator, Prime Contractor, Transport Operator, Consignor/Consignee, Loading Manager, Loader and Unloader, Scheduler, Packer, and responsible persons.

CWD: Container Weight Declaration is a documented declaration of the weight of a freight container and its contents. It may be in electronic form, hard copy or placard attached to the freight container. It may consist of more than one document in different formats but must be able to be produced in its entirety, to an authorised officer, upon request. There is no specific CWD form, but it must include:

- weight of the container including its contents;
- container number and other details necessary to identify the container;
- name and residential address or business name and address in Australia of the responsible entity for the freight container;
- date of declaration.

Executive Officer of a corporation means a director of the corporation or any person, by whatever name called, (director or not), who is concerned, or takes part, in the management of the corporation. This includes for example owners, directors, managers, and operators.

GML: General Mass Limit.

Heavy Vehicle – a vehicle with a Gross Vehicle Mass over 4.5 tonnes.

HML: Higher Mass Limits under the NHVAS.

HVNL: Heavy Vehicle National Law.

OSOM: Over-Size Over-Mass Load.

PBS: Performance Based Standards.

Transport activities under HVNL means activities, including business practices and making decisions, associated with the use of a heavy vehicle on a road.

References for this procedure include:

[Heavy Vehicle National Law \(NSW\) No 42a](#)

[Heavy Vehicle \(Mass, Dimension and Loading\) National Regulation \(NSW\)](#)

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6 Procedure - Mass Management

Clenton's Transport and its contractors, as required under HVNL, will ensure the following measures are implemented throughout the supply chain relating to the management of mass compliance.

- 6.1 Before qualifying any heavy vehicle for use on its transport activities, Clenton's Transport will obtain, verify, record, and retain its:
 - Gross Vehicle Mass (GVM);
 - Tare weight;
 - Allowable Gross Combination Mass (GCM);
 - Allowable Axle Mass Limits; and
 - Any applicable access permit, accreditation, or exemption under which the heavy vehicle is or proposes to operate.
- 6.2 Responsible persons will make themselves aware of the allowable mass limits applicable to every heavy vehicle used in our transport activities, including those applicable to any route which the heavy vehicle is scheduled to operate on and whether approved under any access permit or notice. This also applies to contractors.
- 6.3 Every heavy vehicle will be marked, or display approved signage indicating its maximum allowable mass limits (gross and axle/axle groups).
- 6.4 Before loading a heavy vehicle and to the extent possible, the driver and any person responsible for loading the heavy vehicle will exchange and record information on the mass of the planned load, including the mass of each component of the load (e.g., the mass of the load as marked on any equipment or packaging or as advised by the supplier/manufacturer).
- 6.5 If the planned load cannot be loaded onto the heavy vehicle presented in compliance with the maximum allowable mass limits, it must and will not be loaded, or only loaded to the extent in compliance with the maximum allowable mass limits.
- 6.6 Any on-board mass measurement monitoring unit, on-site weighbridge or axle pad scales or similar must and will always be properly functioning and calibrated.
- 6.7 A valid and current certificate of calibration for such equipment, must be obtained and retained before it is permitted to be used as the method for weight verification for any load.
- 6.8 Any heavy vehicle which is loaded in excess of its maximum allowable mass limits must be:
 - Unloaded or tipped off; or
 - Has its load redistributed;so that it is compliant, before it is permitted to depart any site. In the event this occurs records will be kept of the recorded weights both before and after the load has been readjusted.
- 6.9 The driver, and any person responsible for loading the heavy vehicle will inspect the load before departure from any site and must inform their supervisor if they have any concerns.
- 6.10 A complying Container Weight Declaration must and will be provided to the driver in respect of any containerised load before the heavy vehicle departs any site.

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- 6.11 Drivers must stay within allowable mass limits on the roads and routes approved for those heavy vehicles and masses, including routes approved under any access permit or notice.
- 6.12 Random or risk-targeted inspections of a reasonable sample of loads will be conducted to ensure compliance with applicable mass limits. Records will be retained of such inspections, which may include:
 - Inspection and verification of load planning and mass measurement documentation for the load, ensuring mass measurement records agree with declared mass in all load plans and journey documentation;
 - Inspection of calibration certificates for any mass measurement equipment; and/or
 - Spot checks of load mass measurement as part of the unloading or receive/processing process, comparing declared mass measurement figures with the actual mass measurement.
- 6.13 Where an inspection identifies:
 - any mass discrepancy (either over or under and regardless whether the load and heavy vehicle are within maximum allowable mass limits); or
 - where any mass discrepancy is otherwise notified or becomes known to Clenton's Transport or our contractors;
 - this must be reported in our and our contractor's CoR incident reporting system.
- 6.14 All elements of the Mass Management System are to be monitored on an ongoing basis and reviewed on a regular basis to ensure continued compliance and identify potential improvement opportunities.

7 Procedure - Dimension Management

Clenton's Transport and its contractors, as required under HVNL, will ensure the following measures are implemented throughout the supply chain relating to the management of dimension compliance.

Note: Dimension requirements may relate to the dimensions (width, height, length, overhang) of a:

- heavy vehicle or combination (together with its equipment);
 - component of a heavy vehicle or combination; and
 - heavy vehicle's load.
- 7.1 No heavy vehicle/combination (whether loaded or unloaded) will be permitted to exceed legal width, height, length, and rear overhang limits, whether for the heavy vehicle or any route travelled by the heavy vehicle.
 - 7.2 Before qualifying any heavy vehicle for use on its transport activities, Clenton's Transport will obtain, verify, record, and retain the maximum dimension limits for the heavy vehicle and any applicable access permit under which the heavy vehicle is or proposes to operate.
 - 7.3 Responsible persons will make themselves aware of the allowable dimension limits applicable to every heavy vehicle used in our transport activities, including those applicable to any route which the heavy vehicle is scheduled to operate on and whether approved under any access permit or notice. This also applies to contractors.
 - 7.4 Before loading a heavy vehicle and to the extent possible, the driver and any person responsible for loading the heavy vehicle will exchange and record information on the maximum applicable dimension limits for the heavy vehicle, including those applicable to

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any route which the heavy vehicle is scheduled to operate on and whether approved under any access permit or notice.

7.5 Before loading a heavy vehicle and to the extent possible, the driver and any person responsible for loading the heavy vehicle will exchange and record information on the dimensions of the planned load, including the dimensions of each component of the load (e.g., the dimensions of the load as marked on any equipment or packaging or as advised by the supplier/manufacturer).

7.6 Any:

- over-height heavy vehicle;
- heavy vehicle carrying any load which protrudes (in whole or part) above the physical dimensions of the heavy vehicle and exceeds allowable dimension limits;
- heavy vehicle carrying any load reasonably likely, in the ordinary and foreseeable course of transport, to move or shift so as to would become in excess of the physical dimensions of the heavy vehicle and exceeds allowable dimension limits;
- will be directed not to travel prior to obtaining the necessary permit so as not to pose a risk to safety and road infrastructure.

7.7 A load plan will be prepared for the heavy vehicle which includes:

- the dimensions of the load; and
- location for all components of the load on the heavy vehicle.

This load plan must and will be securely retained.

7.8 If the planned load cannot be loaded onto the heavy vehicle presented in compliance with the maximum allowable dimension limits, it must and will not be loaded, or only loaded to the extent in compliance with the maximum allowable dimension limits.

7.9 Heavy vehicles and their loads will remain within allowable dimension limits on the roads and routes approved for those heavy vehicles and dimensions, including routes approved under any access permit or notice.

7.10 Random or risk-targeted inspections of a reasonable sample of loads will be conducted to ensure compliance with applicable mass limits. Records will be retained of such inspections, which may include:

- Measurement of dimensions of the heavy vehicle and load (using the methods such as measuring tapes or yardsticks, driving under height bars or visible inspection made at the level of the relevant dimension) and verification they match the dimensions included in any load and route plan; and
- Inspecting and verifying load planning and dimension measurement documentation for the load.

7.11 Where an inspection identifies:

- any dimension discrepancy (either over or under and regardless of whether the load and heavy vehicle are within maximum allowable dimension limits); or
- where any dimension discrepancy is otherwise notified or becomes known to Clenton's Transport or our contractors;
- this must be reported in our and our contractor's CoR incident reporting system.

8 General Responsibilities

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Owner/Employer/Prime Contractor

The Owner, Employer or Prime Contractor is responsible for exercising 'due diligence' by providing the information, resources and expertise necessary for implementing, undertaking, monitoring and maintaining risk management activities associated with mass and dimension management under the HVNL.

In meeting 'due diligence' requirements, they are required to familiarise themselves with the hazards and risks associated with the business and its activities, the selected controls and monitor the effectiveness of the process.

Managers and Supervisors

Managers and supervisors are responsible for implementing this procedure in the areas and operations over which they have control. Managers are required to ensure the organisation's risk assessments are conducted, record keeping requirements are met, verification inspections are completed, and the information obtained is reviewed and acted upon. Managers are also required to monitor the effectiveness of the processes in place.

Employees

All persons and contractors operating for or engaged in Clenton's Transport's transport activities are required to adhere to this procedure.

Contractors

Contractors, as well as complying with their HVNL duties, are also responsible for undertaking their own risk management activities. They are to comply with mass and dimension requirements and duties, in accordance with legislative requirements of the HVNL. How they will achieve this is to be described in their Transport Safety Management Plan, Safe Work Method Statements or equivalent.

Compliance reporting and relevant information is to be provided to Clenton's Transport as part of their contractual arrangements.

All mass and dimension management issues identified by the management system and assessment process, are to be provided to Clenton's Transport's contact point. Contractors must also comply with Clenton's Transport's procedures. Any concerns are to be reported to Clenton's Transport's contact at the earliest opportunity for review.

9 CoR Role Responsibilities - Mass and Dimension

Loading/Unloading Manager Responsibilities

The loading/unloading manager must ensure that:

- The vehicle, together with its load, complies with mass and dimension limit requirements;
- Any changes between the placed order and what is being loaded (such as extra stock or heavier than expected items), is communicated to the driver, operator and consignee;
- Loads are loaded and placed in accordance with any load plan; and
- The National Heavy Vehicle Accreditation Scheme label is checked if vehicle is accessing additional mass concessions.

Packer Responsibilities

The packer must ensure that:

- Load Plans are followed and verified;
- Goods packed are marked correctly and documentation is accurate, and not false or misleading;

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- Goods packed in a freight container do not cause the container's gross weight or safety approval rating to be exceeded; and
- Load documentation and labels are accurate.

Loader Responsibilities

The loader (these duties do not apply to the unloader) must ensure that:

- Heavy vehicles are not overloaded;
- Loads placed on a heavy vehicle are not in excess of dimension limits;
- Load Plans are followed and verified;
- Pressure is not put on the driver to load more than is legally allowable; and
- Load documentation is accurate.

Consignor/Consignee Responsibilities

The consignor/consignee must ensure that:

- Confirm Load Plans have been followed;
- Report any non-conformances;
- Booked or ordered loads do not exceed maximum legal mass and dimension limits;
- The operator is legally registered and permitted to undertake the job they are contracted to complete; and
- No additional payments or incentives are offered or paid to any driver or party in the CoR to breach the law.

Driver Responsibilities

The Driver must:

- Ensure the vehicle does not exceed maximum allowable mass and dimension limits;
- The vehicle is registered with relevant documentation (if claiming CML or HML);
- Be given and use the opportunity to check load plans and freight prior to loading, flag any concerns with the loader or loading manager and refuse the load if unsatisfied;
- If unable to inspect the load, obtain a compliance declaration from the loader or consignor;
- Consult with the loader to ensure the best possible legal weight distribution on the vehicle;
- Ensure the vehicle is loaded according to the load plan (or to legal axle limits if there is no load plan); and
- Ensure they are driving a legally permitted heavy vehicle.

10 Related Policies and Procedures

This procedure has been developed in conjunction Clenton's Transport's Load Management Policy and overarching Transport Safety Policy. It is consistent with the requirements of HVNL legislation.

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11 Supporting Forms/Record Keeping

Forms generated by this procedure and other related records are listed below.

| Title or group of documents | Location | Responsible Party or Role | Minimum Retention Period |
|----------------------------------|----------|---------------------------|--------------------------|
| Load Plan Template | | | |
| Mass & dimension risk assessment | | | 3 years |
| Hazard Register | | | Ongoing |
| Mass Compliance Declaration | | | |
| Container Weight Declaration | | | |

12 Procedure Quality Control

| | |
|--------------------------|---|
| Policy: | Policy 04 Load Management Policy |
| Compiled By: | |
| Groups Consulted: | |
| Approved By: | |
| Date: | MM/YY |
| Review: | MM/YY |
| Filename: | TSMS Procedure 04 Mass & Dimension Management Operator.docx |