

# What to do if your work diary is filled up, lost, stolen or destroyed

## FAST FACTS

The Heavy Vehicle National Law (HVNL) allows drivers to make supplementary records if their work diary is lost, stolen, destroyed or filled up.

Supplementary records can be in any format but must contain all the information normally recorded in a work diary and must be carried for 28 days with the driver's new work diary. Drivers must not use supplementary records after buying a replacement work diary or for more than seven (7) business days.

## STEP BY STEP

### 1. Purchase a replacement work diary

Written work diaries are available for purchase at over 500 locations, Australia wide. To find a location near you, search "locations to purchase" on the NHVR website or click [here](#).



### 2. Notify the NHVR within 2 days.

You must notify the NHVR within two (2) business days from the day you become aware that your work diary is filled up, lost, stolen or destroyed. To do so:

- Go to the contact us section of the NHVR website [www.nhvr.gov.au/contact-us](http://www.nhvr.gov.au/contact-us)
- Select the Written work diary notification option enquiry type (click/press circle)
- Complete the details in all the boxes (mandatory)
- Press Submit

You'll receive an email from the NHVR confirming your notification, which you will need to carry with you.

### 3. Make supplementary records

If your work diary is filled up, lost, stolen or destroyed and you can't purchase a replacement work diary you must use supplementary records to record your work and rest hours. Supplementary records must record all the information you would normally record.

Supplementary records can be in any form so long as they are clear and legible, but you can use the daily sheet template overleaf. Alternatively, to download the daily sheet template, click [here](#).

### 4. Carry the NHVR's acknowledgement email and supplementary records when you work

When you notify the NHVR that your Work Diary is filled up, lost, stolen or destroyed, we will send you an acknowledgement email. You must carry this email with you when you work. You must also carry all supplementary records for the past 28 days.

### 5. Stop using supplementary records

You must stop using supplementary records when the first of the following happens:

- You buy a replacement work diary, or
- Seven (7) business days.

If you haven't got a replacement work diary and have used supplementary records for seven days, you must stop work until you get a new work diary.

For further information on work diary requirements and supplementary records, click [here](#).

#### For more information:

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