

# Carriage and presentation of documents

## Compliance and Enforcement bulletin 5

This bulletin provides practical advice to help heavy vehicle drivers and operators comply with the Heavy Vehicle National Law (the national law) regarding requirements for carrying and presenting documentation, when operating a heavy vehicle.

### What documents do I have to carry?

The national law requires heavy vehicle drivers to keep in their possession certain documentation whilst operating a heavy vehicle. This may include notices, permits, accreditation certificates or induction letters. The table below provides a summary of documents, but it is not an exhaustive list.

Summary of documents		
Title	Do I have to carry this?	
<b>Mass or Dimension<sup>1</sup></b>		
Exemption by Notice	No – unless it is a specific condition of the notice that it be carried	
Exemption by Permit	Yes	
<b>Fatigue / Work Diary</b>		
Work Diary (written or electronic)	Yes – if operating a fatigue-regulated heavy vehicle more than 100km from the driver’s base on standard hours, or operating under Basic Fatigue Management (BFM) or Advanced Fatigue Management (AFM), or have done so in the past 28 days.	
Exemption by Notice	No – unless it is a specific condition of the notice that it be carried	
Exemption by Permit	Yes	
<b>NHVAS Documents</b>	<b>BFM &amp; AFM</b>	<b>Mass &amp; Maintenance</b>
Accreditation Certificate	Yes	No
Induction Letter	Yes	No
Interception Book (hard copy)	No	Yes
<b>Vehicle Standards</b>		
Exemption by Notice	No – unless it is a specific condition of the notice that it be carried	
Exemption by Permit	Yes	
PBS Vehicles	Yes	
PBS Vehicle Approval	Yes	
PBS Vehicle Design Approval	No	
<b>Other</b>		
Container Weight Declaration	Yes, a complying CWD is required when transporting a consigned freight container on a road using a heavy vehicle. The required information may be provided in more than one document.	

## What notices do I need to carry?

If you are operating under a notice, it will specify if it must be carried. For the full list of notices that must be carried, visit [www.nhvr.gov.au/notices](http://www.nhvr.gov.au/notices)

## Do I have to carry hard copy documents?

No. A driver can present most documents to an authorised officer in either hard copy or electronic form. However, documents that must always be available in hard copy include:

- those where there is a specific requirement that a hard copy must be carried, such as a condition of a notice or permit
- information recorded in a written work diary (or supplementary records) that cannot be presented electronically at the roadside
- NHVAS Interception Report Books that must be presented in hard copy to allow an authorised officer to complete the report, if required.

The driver must present a legible and complete copy of the documentation when asked to do so by an authorised officer.

## How should electronic documents be presented?

Electronic documents must be presented on a device with a visual display that enables an authorised officer to read and understand all elements of the document, without the authorised officer having to enter the vehicle.

The document must be presented upon request of an authorised officer. This means the document must be carried on a device kept by the driver. It is not acceptable that the document has to be downloaded from another location (for example, the internet) at the time of the intercept.

Presenting a USB on its own is not acceptable. It is acceptable, however, if the document can be quickly accessed and displayed by opening a file from the USB and it can be read and understood.

## Driver responsibilities

- If the operation of a heavy vehicle requires certain documentation to be carried, drivers must ensure that they have a hard or electronic copy of the documentation in their possession before starting (and during) the journey.
- Drivers must ensure that the documentation:
  - is valid and current
  - is accessible and readily available to be read and understood by an authorised officer
  - contains vehicle identification or configuration details, if the documentation is vehicle specific.
- Drivers must also ensure the heavy vehicle is operated in accordance with any conditions or requirements of the documentation; for example, mass or dimensions, warning devices, routes or restricted hours of operation.

## Operator responsibilities

Vehicle operators should ensure that:

- drivers are provided with valid and appropriate documents required to operate the heavy vehicle in compliance with the national law, any accreditation or other legal instrument (for example, a notice or permit)
- drivers understand their responsibilities regarding the operation of the vehicle in accordance with the documentation and other relevant requirements
- drivers are provided with an appropriate electronic device (if required) that will allow an authorised officer to read and understand all elements of any document presented without the authorised officer having to enter the vehicle.

Drivers and operators are reminded that if drivers cannot present documents that must be carried whilst operating a heavy vehicle, enforcement action may result and the vehicle may not be allowed to continue the journey.

### For more information

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