

# 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 if you can't purchase a replacement work diary within 2 days

You must notify the NHVR within two (2) business days if you can't purchase a replacement work diary by that time. 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 you can't purchase a replacement work diary, 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:

Visit: [www.nhvr.gov.au](http://www.nhvr.gov.au)  
 Subscribe: [www.nhvr.gov.au/subscribe](http://www.nhvr.gov.au/subscribe)  
 Email: [info@nhvr.gov.au](mailto:info@nhvr.gov.au)  
 Phone: 1300 MYNHVR\* (1300 696 487)

\*Standard 1300 call charges apply. Please check with your phone provider.  
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 Disclaimer: This information is only a guide and should not be relied upon as legal advice.

Supplementary work diary record  
**NATIONAL DRIVER WORK DIARY DAILY SHEET**

WORK DIARY NO.

ORIGINAL (to remain in the book)

DRIVER IDENTIFICATION

Driver's Name: \_\_\_\_\_ Date: \_\_\_\_\_ Day of the Week: **S** **M** **T** **W** **T** **F** **S** Time of daily check (if required): \_\_\_\_\_

Licence No.: \_\_\_\_\_ Number Plate: \_\_\_\_\_

Time Zone: State/Territory (Driver Base) **ACT** **NSW** **NT** **QLD** **SA** **TAS** **VIC** **WA**

Driver  Standard  Standard Bus  BFM  AFM Exemption hours (for this 24 hr period only)

| DETAILS OF ACTIVITIES FOR THIS DAY  |  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
|---|--|---|---|---|---|---|---|---|---|----|----|------|------|---|---|---|---|---|---|---|---|----|----|----------|----------|
| Number Plate Change and Comments (optional) (e.g. delays, authorised officer notes) | Space for you to calculate your work and rest hours (optional) |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
|   | 1  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | noon | 1    | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | midnight |          |
| Odometer Reading  |  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
| Name of Place at Work and Rest Change (e.g. rest area, truck stop, suburb or town)  |  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
| Two-up  |  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
| My Work   |  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
| My Rest   |  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
|   | midnight   | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11   | noon | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9  | 10 | 11       | midnight |
|   | All drivers: calculate totals                                  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
|   | Total Work:  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |
|   | Total Rest:  |   |   |   |   |   |   |   |   |    |    |      |      |   |   |   |   |   |   |   |   |    |    |          |          |

Driver Signature: \_\_\_\_\_

To the best of my knowledge and belief the information I have recorded on this daily sheet is true and correct

**TWO-UP DRIVER'S IDENTIFICATION**

Two-up Driver's Name: \_\_\_\_\_ Two-up Driver's Licence No.: \_\_\_\_\_

Two-up Driver's Work Diary & Page No: \_\_\_\_\_ Two-up Driver's Licence issued: \_\_\_\_\_

ACT NSW NT QLD SA TAS VIC WA

Two-up Driver  Standard  BFM  AFM  Exemption hours

Two-up Driver's Signature: \_\_\_\_\_

**YOU MUST SIGN THIS SHEET BEFORE STARTING A NEW DAILY SHEET**