

Introduction

This workbook is designed to help you plan for and collect the information that is required to prepare and submit an Advanced Fatigue Management (AFM) application.

To get the most benefit from this workbook you will also require copies to the NHVR's AFM information booklets that are available on the NHVR website. The booklets you will need are:

- *An introduction to Advanced Fatigue Management*
- *Setting your own operating limits and countermeasures under AFM*
- *Advanced Fatigue Management (Preparation to apply)*

Instructions

Complete each section of this workbook. Each section will provide an overview of how to complete that section and provide examples if they are required.

Workbook information

Use to section to record the business name and registered business address, and the contact details of the person that is completing the workbook. Please note you may choose to have more than one person complete the workbook

Business

Business Name	
Registered business address	

Person 1

Document title	Advanced Fatigue Management Workbook
Completed by	
Position	
Contact details	
Date	

Person 2

Document title	Advanced Fatigue Management Workbook
Completed by	
Position	
Contact details	
Date	

Business information

Use this table to record the basic information about the business. Descriptions of what to include in this section is listed on page 3 of the *Advanced Fatigue Management (Preparation to apply)* booklet.

<p>History</p> <ul style="list-style-type: none">• Date founded• Business growth• Business changes	
<p>Ownership and key staff</p> <ul style="list-style-type: none">• Owner• Management• Experience and skills	
<p>Number of drivers</p> <ul style="list-style-type: none">• Number of drivers• Employment status• Driving experience• Length of service	
<p>Number of vehicles</p> <ul style="list-style-type: none">• Number of vehicles• Configuration types• Fleet age• Technology in vehicles	

Depot locations

- Locations
- Size
- Facilities

Types of freight moved

- Freight types
- Regular customers or contracts

Frequent routes

- Regular routes
- Challenges
- Times of operation

Potential issues

- Problems Standard Hours and BFM can't overcome
-

Proposed hours

Use this table to list the hours that you would like to apply for and be able to use under AFM. When completing the table you must include the absolute minimums and maximums of what you want to apply for even if you do not plan to roster to those hours. **For example:** if you only plan to roster 14 hours of work in a 24 hour period but want the ability to use 15 hours if there is an unforeseen event, you must put 15 hours in the table.

You should apply for the specific work and rest hours that you want for your business however examples of what other businesses have chosen are included in the booklet *Setting your own operating limits and countermeasures under AFM*. These examples may assist you with how to format your hours.

Complete the proposed table of hours below (**please note:** you may not need to use every row of the table). Extra tables are included at the back of this workbook.

Proposed hours:

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off with a minimum rest break of at least...

Conditions:

Conditions go with your table of hours and set rules around how the hours will be used. For example outlining when and when not the AFM hours can be used. List some possible conditions for your hours here.

Condition 1	
Condition 2	
Condition 3	
Condition 4	

Risk of proposed hours

To successfully operate under AFM it is important that you understand the risks that your proposed hours have. Work out your risk scores by accessing the **Fatigue Risk Assessment Tool (FRAT)**. Instructions on how to use the FRAT are included in the FRAT itself. FRAT is available on the NHVR AFM webpage. For each principle circle your risk score in the table below. In the reason for score box describe what it is about your hours that causes you to receive this score.

Principle	Risk score				Reason for score
	Low	Medium	High	Exceed	
1. Reduce the time spent continuously working in the work opportunity	Low	Medium	High	Exceed	
2. The more frequent breaks from driving the better	Low	Medium	High	Exceed	
3. Ensure an adequate sleep opportunity in order to obtain sufficient sleep	Low	Medium	High	Exceed	
4. Maximise adequate night sleep	Low	Medium	High	Exceed	
5. Minimise shifts ending between midnight and 6am	Low	Medium	High	Exceed	
6. Minimise extended shifts	Low	Medium	High	Exceed	
7. Prevent accumulation of fatigue with reset rest breaks of at least 30 hours (and include two night periods between midnight and 6am)	Low	Medium	High	Exceed	

Countermeasures

Countermeasures are an extremely important part of your AFM application. Countermeasures are the things you do to help offset some of the risk involved with your hours (it is ok to apply for hours that have risk). Countermeasures will be specific to your business however examples are provided in the booklet **Examples of operating limits and countermeasures under Advanced Fatigue Management**.

Use the table below to record countermeasures that you either currently have in place or will be starting as part of AFM to offset fatigue.

Prevention - Countermeasures that help prevent fatigue

Hours based countermeasures	Non hours based countermeasures

Detection - Countermeasures that help detect fatigue

Hours based countermeasures	Non hours based countermeasures

Intervention - Countermeasures that intervene with fatigue

Hours based countermeasures	Non hours based countermeasures

Recovery - Countermeasures that help prevent fatigue

Hours based countermeasures	Non hours based countermeasures

Safety Case table

A safety case table is where you directly link your risk scores with your countermeasures. To do this, enter your risk score for each principal, the countermeasure/s that apply and a description of how the countermeasure/s works to offset the risk. Extra tables are included at the back of this workbook.

Principle	Risk score	Countermeasure/s	Description
1			
2			
3			
4			
5			
6			
7			

If you have any medium, high or exceeds risks that do not have a countermeasure you will need to create new countermeasures for that risk.

AFM Standards

There are 10 AFM standards that must be met in order to use AFM. These standards are outlined in the booklet Advanced Fatigue Management (Preparation to apply).

Use the checklist in this section to help identify which parts of the AFM Standards you already have in place and areas where you may be required to develop additional policies and/or procedures.

When you're completing the checklist, it's important to keep in mind the size and complexity of your business.

Some of the items may be known by different wording within your business.

Additionally, you may already have some items partially in place or carry them out informally.

Legend for checklist:

Yes	There is a policy and/or procedure in place regarding this
No	There is not a policy and/or procedure in place regarding this
Documented	What document is the policy or procedure regarding this contained in (e.g. you may list the document name or a reference number)
Shaded	Note that if you already have BFM you will be doing this and have it documented as this item also applies in BFM*

*There might be a slight variance in wording i.e. saying AFM instead of BFM

1. Scheduling and rostering	Yes	No	Documented
Scheduling of trips and rostering of drivers will incorporate fatigue management measures.			
Are schedules and rosters are documented?	<input type="checkbox"/>	<input type="checkbox"/>	
Are schedules and rosters are monitored and regularly reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	
Is action taken to minimise fatigue risks when altering schedules and rosters?	<input type="checkbox"/>	<input type="checkbox"/>	
Are their guidelines in place for the use of relief/casual drivers where required?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the increased fatigue risk considered in scheduling and rostering drivers returning from leave?	<input type="checkbox"/>	<input type="checkbox"/>	
Do drivers have input into schedules, where practicable, to ensure trip plans are reasonable?	<input type="checkbox"/>	<input type="checkbox"/>	
Are schedules and rosters planned to be achievable within normal operating limits?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you ensure that no schedules and/or rosters are planned to extend beyond approved frequencies?	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

2. Readiness for duty	Yes	No	Documented
Drivers are in a fit state to safely perform required duties.			
Are there procedures for driver readiness for duty, which address issues of driver health, use of drugs/ alcohol, medical condition, well-being and fatigue?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there procedures for drivers to assess their fitness for duty prior to commencing and during work?	<input type="checkbox"/>	<input type="checkbox"/>	
Are there procedures for drivers to notify the operator if they are unfit for duty due to any lifestyle, health or medical issues both before and during work?	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

3. Fatigue knowledge and awareness	Yes	No	Documented
All personnel involved in the management, operation, administration, participation and verification of the Advanced Fatigue Management (AFM) system can demonstrate appropriate knowledge and skills in fatigue management relevant to their position.			
Are steps in place to ensure anyone involved in the management, operation, administration, participation and verification of the fatigue management system is made aware of the operator's current fatigue management policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all people who hold a position of responsibility under the operator's AFM system identified?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all people who hold a position of responsibility under the operator's AFM system inducted and regularly updated in the operator's fatigue management policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all people who hold a position of responsibility under the operator's AFM system able to demonstrate competence in managing driver fatigue, including understanding the causes, effects and symptoms of fatigue, and being able to apply strategies to better manage fatigue?	<input type="checkbox"/>	<input type="checkbox"/>	
Are people that drive a heavy vehicle under AFM able to demonstrate competence with <i>TLIF0005- Apply a fatigue risk management system? Note:</i> or any other previously recognised fatigue management qualification that was completed prior to 1 July 2018.	<input type="checkbox"/>	<input type="checkbox"/>	
Are people who schedule, or who supervises or manages drivers and scheduling staff able to demonstrate competence with <i>TLIF0006- Administer a fatigue risk management system? Note:</i> or any other previously recognised fatigue management qualification that was completed prior to 1 July 2018.	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a procedure for maintaining knowledge in fatigue management for all people who hold a position of responsibility, including identifying if, and when, any re-assessment of competence is to be conducted, and ensuring that this has occurred?	<input type="checkbox"/>	<input type="checkbox"/>	
Are knowledge needs identified, and appropriate action undertaken to address those needs?	<input type="checkbox"/>	<input type="checkbox"/>	
Are records of competence of drivers, schedulers or those who supervise or manage drivers and scheduling staff maintained? Note: this includes details of what, if any, training was undertaken, who delivered the training and when this training occurred, if, and when any re-training is required, record of the qualifications of workers, including any units of competence achieved.	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

4. Responsibilities	Yes	No	Documented
The authorisations, responsibilities and duties of all positions involved in the management, operation, administration, participation and verification of their operations under the AFM option are current, clearly defined and documented and carried out accordingly.			
Are all relevant personnel carrying out their duties and responsibilities compliant with the AFM standards and operator's fatigue management system?	<input type="checkbox"/>	<input type="checkbox"/>	
Are authorities, responsibilities and duties relating to the AFM option current, clearly defined and communicated to all appropriate personnel?	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

5. Internal review	Yes	No	Documented
An internal review system is implemented to identify non-compliances and verify that the activities comply with the AFM standards and the operator's fatigue management system.			
Is there a procedure/s in place to define how an internal review program of the AFM standards is produced, conducted, reported and recorded at least every 12 months and corrective action taken where required?	<input type="checkbox"/>	<input type="checkbox"/>	
Are internal reviews undertaken by competent people, who (where practical) are not responsible for the activity being reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to monitor, identify, report, investigate and record non-compliances and take the necessary corrective action to prevent further occurrences	<input type="checkbox"/>	<input type="checkbox"/>	
Procedures are in place to investigate incidents to determine whether fatigue was a contributing factor	<input type="checkbox"/>	<input type="checkbox"/>	
Records of drivers' work and rest times are regularly reviewed to ensure compliance with operating limits	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

6. Records and documentation	Yes	No	Documented
Policies, procedures and instructions are to be authorised, current and clearly identify and describe AFM option management, operation, administration, participation and verification activities.			
Are policies, procedures and instructions covering all activities required to meet the AFM requirements authorised, current, clearly defined and available to all relevant people?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all AFM records legible, stored, maintained and available for management and audit purposes for at least three years?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the record of drivers using AFM kept current?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a control procedure for how documents are approved, issued, reviewed, modified and accounted for?	<input type="checkbox"/>	<input type="checkbox"/>	
Do records include individual driving hours records for all nominated drivers (e.g. work diaries, rosters, schedules)?	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

7. Health	Yes	No	Documented
Drivers are to participate in a health management system to identify and manage fatigue risks.			

Are drivers certified as being fit to drive a heavy vehicle by a medical practitioner according to the Assessing Fitness to Drive by Austroads? Note: or equivalent document approved by the Australian Transport Council).	<input type="checkbox"/>	<input type="checkbox"/>
Note: The examination must include an assessment to detect drivers in the high risk group for sleep disorders. Examinations are to be conducted, as a minimum, once every three years for drivers aged 49 or under, and yearly for drivers aged 50 or over.		
Is medical advice for drivers taken into account when assigning duties?	<input type="checkbox"/>	<input type="checkbox"/>
Is information provided to drivers to promote and encourage better management of their health?	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

8. Workplace conditions	Yes	No	Documented
Drivers are to participate in a health management system to identify and manage fatigue risks.			
Are sleeper berths arrangements optimised for driver rest?	<input type="checkbox"/>	<input type="checkbox"/>	
Are vehicle cabins optimised for driver comfort while driving?	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

9. Management practices	Yes	No	Documented
Management practices are to minimise the risks relating to driver fatigue.			

Are there personnel performance management practices in place, including counselling and disciplinary action to deter non-compliance and implement corrective actions?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a communication process (e.g. in-trip communication with drivers, meetings, notices, newsletters) in place to facilitate the exchange of information between drivers and management?	<input type="checkbox"/>	<input type="checkbox"/>

Notes:

10. Operating limits	Yes	No	Documented
Operating limits will provide drivers and operators with the flexibility to effectively manage fatigue. Operating limits will take into account and provide for: the time required to perform the transport task safely under all reasonably foreseen circumstances, the rest periods required to recover from the fatigue effects of work, the cumulative effects of fatigue over several days of work, the effects of time of day on fatigue risks and quality of sleep.			
Are the approved operating limits monitored and reviewed at least every 12 months to ensure they are still relevant?	<input type="checkbox"/>	<input type="checkbox"/>	
Are drivers are provided with flexibility to alter trip schedules within the operating limits to maximise rest opportunities and minimise fatigue risk?	<input type="checkbox"/>	<input type="checkbox"/>	
On the occasions when a driver is permitted to use AFM operating limits they are managed with appropriate counter measures?	<input type="checkbox"/>	<input type="checkbox"/>	
Are records of drivers' work and rest times regularly reviewed to ensure compliance with the approved operating limits?	<input type="checkbox"/>	<input type="checkbox"/>	

Notes:

Final preparation checklist

Complete this checklist to make sure you have collected and understand the relevant information you need to complete your AFM application.

	Yes	No
I am/the business is committed to getting AFM	<input type="checkbox"/>	<input type="checkbox"/>
I have read and understand the NHVR AFM information booklets	<input type="checkbox"/>	<input type="checkbox"/>
I have completed all the relevant business information in this booklet or know where I need to get this information from	<input type="checkbox"/>	<input type="checkbox"/>
I can explain why AFM is required	<input type="checkbox"/>	<input type="checkbox"/>
I can explain the benefits that will be gained from AFM	<input type="checkbox"/>	<input type="checkbox"/>
I have decided what hours are required and put them into a work and rest hours table	<input type="checkbox"/>	<input type="checkbox"/>
I know how to use the Fatigue Risk Assessment Tool	<input type="checkbox"/>	<input type="checkbox"/>
I know the risk score for my proposed hours	<input type="checkbox"/>	<input type="checkbox"/>
I know what the relevant countermeasures are	<input type="checkbox"/>	<input type="checkbox"/>
I understand how the risk scores and countermeasures are related	<input type="checkbox"/>	<input type="checkbox"/>
I know which AFM standards are currently being met and where the relevant information is documented	<input type="checkbox"/>	<input type="checkbox"/>
I know which AFM standards are not currently being met (if any)	<input type="checkbox"/>	<input type="checkbox"/>

Application checklist

Complete this checklist to make sure you are ready to apply (submit all documents and pay the application fee).

- I have completed the AFM Workbook
- I have formalised and finalised my safety case documents
- I have formalised and finalised my policy and procedure documents
- I have made arrangements regarding an NHVAS audit and training
- I have completed the AFM application form or will do this online

Appendix A: Additional blank tables of hours

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off with a minimum rest break of at least...

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off with a minimum rest break of at least...

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off with a minimum rest break of at least...

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off with a minimum rest break of at least...

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off with a minimum rest break of at least...

Time	Work	Rest
In any period of...	A driver must not work for more than a maximum of...	And must have the rest of that period off with a minimum rest break of at least...

Appendix B: Additional safety case table

Principle	Risk score	Countermeasure/s	Description
1			
2			
3			
4			
5			
6			
7			