EWD Ap1

EWD Application

General information

This form is to be used by applicants seeking approval for an electronic recording system to be used as an Electronic Work Diary (EWD) under section 343 of the *Heavy Vehicle National Law Act 2012*.

For further information on requirements for approval, please refer to the NHVR website or contact the NHVR.

Any consultation on requirements for approval should be conducted prior to submitting this application form. Once this application form has been submitted, a formal assessment will be undertaken resulting in an approval or refusal.

Before you begin you need to have:

- read and understood the EWD policy Framework and Standards,
- obtained the EWD rule sets and sample test data from the NHVR, and
- conducted a self-assessment or third-party assessment of your candidate electronic recording system.

The supporting information you are required to submit with your application form will vary slightly depending on the type of application you are making – these are outlined in sections 2 and 3 below.

Section 1 - General information

This form is for technology providers or users of Electronic Work Diaries (EWDs) to apply to the National Heavy Vehicle Regulator (NHVR) for recognition of their electronic recording system as an approved EWD.

Applicant details

Company name

Company type

Australian Company Number (ACN) or Driver Licence No. if an individual

Registered company address

State Postcode

Country

Postal address (if different)

State Postcode

Country

Website

Authorised contact details

Complete this section to provide details for the authorised contact for your company.

Title Contact name (must have authority to act on behalf of the applicant)

Title / position

Business phone number Mobile phone number

Email address

Preferred method of contact (please select one only)

Email ☐ Mobile Phone ☐ Business Phone ☐

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Section 2 – Establish EWD approval

Are you currently and approved EWD provider? Yes ☐ Go to Section 3 ☐ No

If no, you will need to provide the following documents:

- ☐ System design overview
- ☐ Installation manual ☐ Hardware ☐ Software
- ☐ Operational manual, including user instructions for Compliance View
- ☐ Training manual for drivers and record keepers (how will drivers and record keepers be trained)
- ☐ Certificates supporting the assessment criteria, such as current company certifications like ISO Standards (if applicable)
- ☐ Assessment documents (if applicable) ☐ Self-assessment ☐ Third-party assessment

Are you applying for your system to be device agnostic (i.e., available for installation and use on multiple devices)?

Yes ☐ No ☐

If yes, in addition to the documents set out above, you will also need to provide the following:

- ☐ Quality Manual System Statement
- ☐ Independent system compatibility testing report
- ☐ Emulation test videos (or equivalent)
- ☐ Non-compliant device test evidence

Section 3 – Amend existing EWD approval

Is your amendment application to become device agnostic?

Yes ☐ No ☐ If no, please outline your proposed amendments

Proposed amendments:

If yes, along with your application form, please provide the following:

- ☐ Quality Manual System Statement
- ☐ Independent system compatibility testing report
- ☐ Emulation test videos (or equivalent)
- ☐ Non-compliant device test evidence

Section 4 – Assessment against the EWD Standards

How has your EWD been assessed against the *EWD Standards*?

☐ Self-assessment ☐ Third party assessor ☐ Other - (provide details below)

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If your EWD was assessed by a third party (such as an engineering firm), please complete the relevant details below:

Company name

Company contact number

Assessment report attached

☐ Yes ☐ No (if no provide reason)

Company website

Section 5 – International approval details

Has this EWD been previously approved for use anywhere else in the world?

☐ Yes ☐ No (If yes complete the relevant details below)

Country of approval

Date of approval

Approval Number

Approval expiry date

Copy of approval attached

☐ Yes ☐ No (if no provide reason)

Additional Details

(Provide any other details that support your application regarding previous international approval)

Section 6 – Approval holder declaration

I hereby declare that all details provided in this application are true and correct. I understand that making a false statement to the NHVR may attract significant penalties under section 702 of the Heavy Vehicle National Law.

I accept that providing my electronic signature has the same status as a signed signature.

Applicant's name

Applicant's signature

Applicant's position / title

Date signed / /

Note: To apply for approval of an EWD this form must be signed by a company director or in the case of an individual applying for approval, the individual.

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Section7 – Submission and contact and details

Submit completed applications and supporting information by mail, fax or email as listed below:

Mail Fatigue and Human Factors
National Heavy Vehicle RegulatorPO Box 492
Fortitude Valley, QLD, 4006

Fax 1300 736 798

Email fatigue.management@nhvr.gov.au

To contact NHVR's Fatigue and Human Factors Team

Call (07) 3309 8708
Standard call charges apply
Please check with your phone service provider

Visit www.nhvr.gov.au

Privacy Statement

The NHVR is collecting your personal information to assess an application for approval of an electronic recording system under Chapter 6 of the *Heavy Vehicle National Law Act 2012*.

Your privacy will be respected, and your personal information will be handled and disclosed in accordance with the Information Privacy Act 2009 and other relevant legislation.

Generally, the NHVR will only use or disclose your personal information for the purpose for which it was collected. Where required or authorised to do so by law, the NHVR may disclose your personal information to third parties, including law enforcement agencies and service providers authorised to enforce the Heavy Vehicle National Law. The NHVR may also use your contact details to send you communications including surveys and bulletin updates.