



EWD Application Form

February 2025

Important 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 (HVNL) Act 2012*.

For further information on requirements for approval, please refer to the [NHVR website](#).

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.

NHVR are unable to provide any technical guidance on electronic recording systems.

Before you begin you need to:

- read and understand the EWD Policy Framework and Standards
- read and understand fatigue obligations contained in the HVNL
- obtain the EWD toolkit from the NHVR
- conduct a self-assessment using the self-assessment checklist
- provide a third-party assessment of your candidate's electronic recording system (optional).

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 to 4.

Section 1 – General information

This form is for a person making an application for approval of an electronic recording system that is an EWD.

Applicant details

Applicant / Company name

Applicant / Company type

Australian Company Number (ACN)

Website

Registered company address

State	Postcode
Country	

Postal address (if different)

State	Postcode
Country	

Authorised contact details

Title

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

Position

Email

Preferred method of contact (please select one only)

Email

Mobile phone

Business phone

Is this application for:

New EWD Application

[Go to section 2](#)

Existing EWD Amendment

[Go to section 3](#)

Section 2 – New application details

2.1 New Application

You will need to provide the following documents with your application:

- System Design Manual and Overview
- Installation manual (hardware and software)
- Operation manual
- Training Manuals or Guides (Drivers/Record Keepers/Authorised Officers)
- Self-Assessment of EWD (Checklist Tool)
- Third Party Assessments or Certificates (if applicable)
- Certificates supporting the assessment criteria (ISO or other)
- Test data outcomes and examples (screenshots/reports etc)
- Device Agnostic requirements – refer to [section 4](#)

2.2 Device and record keeper application testing

During the application, there are requirements for NHVR staff to test the driver device and record keeper application.

The NHVR does not provide further technical testing or assistance on the EWD system.

For testing purposes, you will need to supply:

- Login details for 2x drivers
- Login details for record keeper (you may use the NHVR Fatigue Management email address)
- API, Authorisation key and Driver Unique Driver Identification (UDI) as per standard 41

Will you be providing a test device to the NHVR? Yes No

Note: NHVR has access to an iPhone and Android phone for testing – all other devices will need to be supplied at the risk of the applicant.

Details of the device to be provided:

Device details (make / model)	Sent (insert tracking details)	To be sent
<i>Samsung Tab Active 2. SN: 11225544</i>	<i>17/01/2025 to NHVR. Aus Post #110000225511</i>	
<i>iPhone 16. SN: 11223355</i>		<i>Will be sent once purchased</i>

Section 3 – Existing EWD Approval Amendment (skip for new applications)

Complete this section if you already have an EWD approval and are requesting an amendment for the approved certificate.

If this is a new application skip to [section 4](#).

Current EWD Certificate Number: _____

Is this amendment application for:

- Device agnostics – refer [section 4](#)
- Advanced Fatigue Management (AFM) ruleset – refer [section 3.1](#)
- Other

Details of amendment request:

3.1 Add AFM rule set

Please provide details of the approved AFM rule set you have developed:

Company with AFM Approval: _____

NHVAS Accreditation Number: _____

Documentation required for AFM amendments:

- Copy of Company AFM Certification
- Instructions on how AFM implementation
- Approved table of hours that have been implemented
- Testing Evidence/Demonstrations of working AFM rule set on device/application
- Testing Evidence that only specific company drivers can use approved AFM rule set

Section 4 - Device agnostic

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

Yes No

If yes, you will need to supply additional documentation:

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

Section 5 – Assessment against the EWD Standards

Confirm how your EWD has been assessed against the EWD Standards (select all that apply):

- Self-Assessment Checklist Tool
- Third Party Assessments/Technical Testing (complete section 4.1)
- Other

Please provide comments on your assessments, tools and resources that you utilised to test your EWD system meets the required criteria.

5.1 Third-Party Assessments

Complete this section if your EWD system was assessed by a third party (such as an engineering firm or the like).

Do you consent to NHVR contacting the company to confirm this information?

Yes No

Company name

Company website

Contact person / Position

Contact number / Email

Assessment Report provided? Yes No

Comments:

Section 6 – Applicant 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.

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.

Applicant name

Applicant position / Title

Applicant Signature

Date signed

Section 7 – Submission of application

Please review that you have completed all sections of this form and have all documentation required for the application to proceed.

Submit completed applications and supporting information via **email:** fatigue.management@nhvr.gov.au

Test devices can be sent via:

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

For more information, visit the Electronic Work Diary Page on our website - <https://www.nhvr.gov.au/ewd>.

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.