



Road Transport Management System

# RTMS

Driver Wellness • Safety • Loading • Productivity

## “Getting Accredited” RTMS Audits & Certification



the way to prosperity

## GRAIN LOGISTICS WORKSHOP

Toyota South Africa  
Woodmead, Johannesburg

11 February 2015

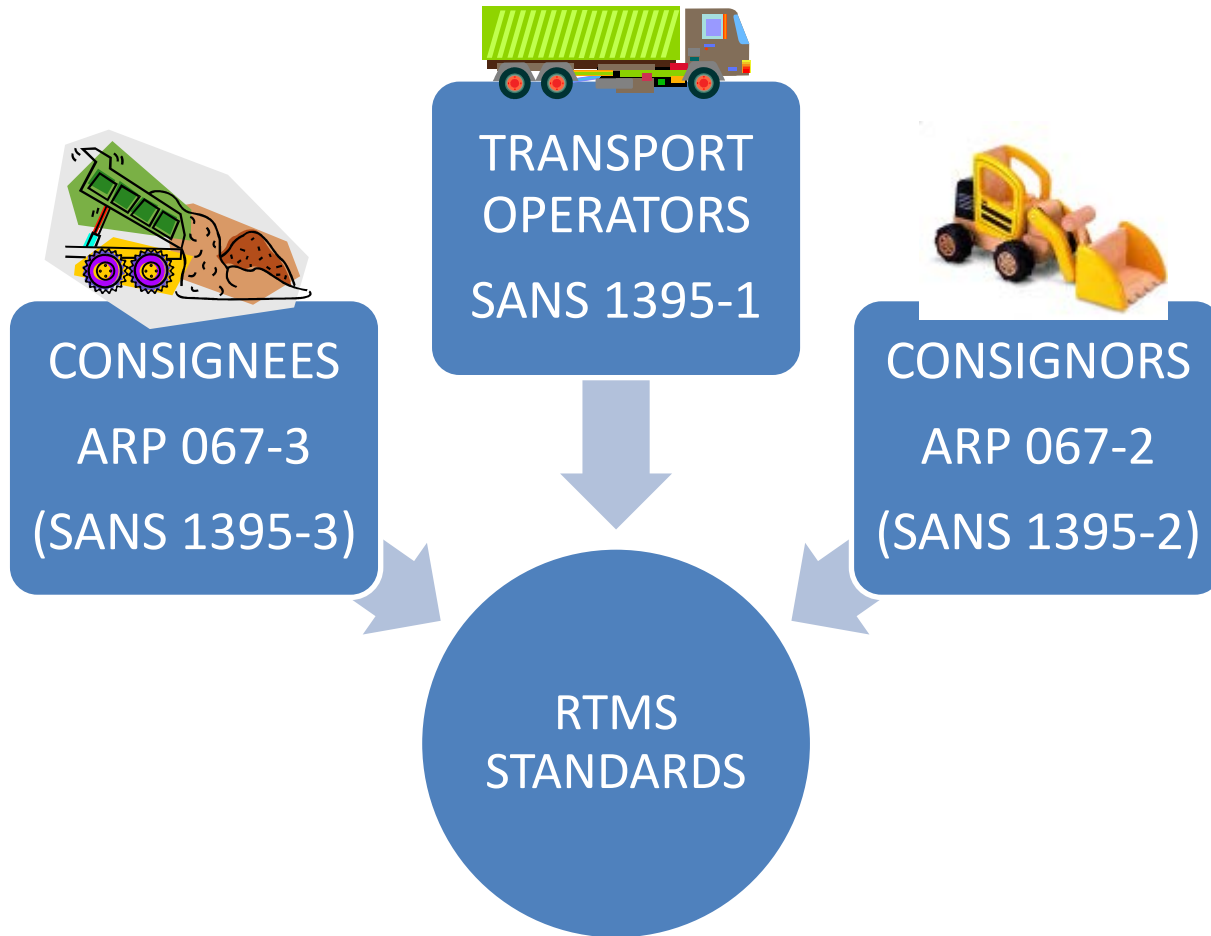


Oliver Naidoo  
JC Auditors

# RTMS Basics

- RTMS certification requires an operator to demonstrate compliance to the SABS standard, SANS 1395-1:2012 – formerly ARP 067-1:2006
- It's main purpose is to encourage operators to implement a structured management system – as per the requirements of the standard
- This management system enables operators to safely & effectively manage operations, whilst embracing the philosophy of continual improvement

# RTMS Standards



# SANS 1395-1:2014

- 3.2.1 Sites
- 3.2.2 Fleet Inventory / Mass Assessment & Verification
- 3.2.3 Road Safety
- 3.2.4 Maintenance of Roadworthy Vehicles
- 3.2.5 Vehicle & Load Safety
- 3.2.6 Driver Health & Wellness
- 3.2.7 Support
- 3.2.8 Competency, Training & Awareness
- 3.2.9 Documents & Records
- 3.2.10 Continual Improvement – Efficiency & Road Safety
- 3.2.11 Internal Audit
- 3.2.12 Management Review
- 3.2.13 Continual Improvement – Efficiency & Road Safety

# SANS 1395-1:2014 Elements

<p><b>Loading Control</b></p> <p>3.2.2 Mass Assessment &amp; Verification</p>	<p><b>Safety/ Compliance</b></p> <p>3.2.3 Road Safety</p> <p>3.2.4 Maintenance of Roadworthy Vehicles</p> <p>3.2.5 Vehicle &amp; Load Safety</p>	<p><b>Driver Wellness</b></p> <p>3.2.6 Driver Health &amp; Wellness</p>	<p><b>Support</b></p> <p>3.2.7 Resources</p> <p>3.2.8 Training</p>
<p>3.2.9 Documents &amp; Records</p> <p>3.2.10 Performance Evaluation</p> <p>3.2.11 Internal Audit</p> <p>3.2.12 Management Review</p> <p>3.2.13 Continual Improvement</p>			

# Nature of RTMS Audits



## Process

- ✓ Is there a process (policy/procedure) in place?
- ✓ Are all the required criteria addressed in this process?



## Consistent Implementation

- ✓ What records are available to verify consistent implementation?
- ✓ Are non-conformances/violations detected?
  - ✓ What actions are taken to minimise habitual recurrence

SANS 1395 only prescribes REQUIREMENTS – It does not prescribe any specific mechanism (software/technology/system). The operator to determine the most appropriate mechanism taking into the company operating environment. NOT a “one-size-fits-all” approach.

# RTMS Standard Summary

(SANS 1395-1:2014)

<h2>Loading Control</h2> <ul style="list-style-type: none"><li>- Fleet Inventory</li><li>- Control of loading</li><li>- Prevent Overloads</li><li>- Optimise Payload</li></ul>	<h2>Safety/ Compliance</h2> <p>Vehicle Maintenance Basic Roadworthiness</p> <p>Minimising breakdowns</p> <p>Speeding Controls</p> <p>Accident Analysis</p> <p>Traffic violations</p> <p>Risk Management</p>	<h2>Driver Wellness</h2> <p>Medical Fitness</p> <p>Chronic illness Management</p> <p>Fatigue Management</p> <p>Driving hours</p> <p>Wellness Initiatives (Nutrition etc.)</p>	<h2>Support</h2> <p>Providing skills development to ensure drivers obtain and retain competency to be safe, compliant and a minimal risk on public roads</p>
--	---	---	--

Procedures, Policies, Documents + Records + Monitoring + Corrective Actions + Internal Audit = Continual Improvement

# Payload Management (3.2.2)

- Defined method of loading to ensure compliance with regulatory limits
- Various methods may be used based on nature of operation/ availability of weighing equipment/ type of goods transported
- The assessment method should provide assurance that loading limits are consistently complied with.
- Company to demonstrate that assessment method is reliably accurate
- Verification may be validated by
  - weighing gross vehicle/combination mass
  - Defining how the mass assessment method is deemed to be accurate e.g
    - loading by defined unit mass e.g 80 cement pockets = 40000kg
    - Loading by volume e.g compartment can carry maximum of 10 cubic metres
- Company to maintain records that demonstrate compliance with above verification (PODs, weighbridge tickets, bill of lading etc.)



# Payload Management

02 April 2014

## Weight Slip

Keaton energy/Leeuw Mining  
 Reg no. Vaalkrantz siding  
 Vat no. PO Box 2258  
 Vryheid 3100

(T) 094 967 1762 (F) (G) Transaction No 26780 (E)

Reg/Serial No FPD148MP  
 Date Time In 2014/04/02 07:46:04 AM  
 Date Time Out 2014/04/02 08:24:04 AM

Client GLENCOR LION  
 Haulier NBC  
 Destination STEELPOORT  
 Product GD LA  
 Delivery no. 4700028249

Order no. COMMENTS

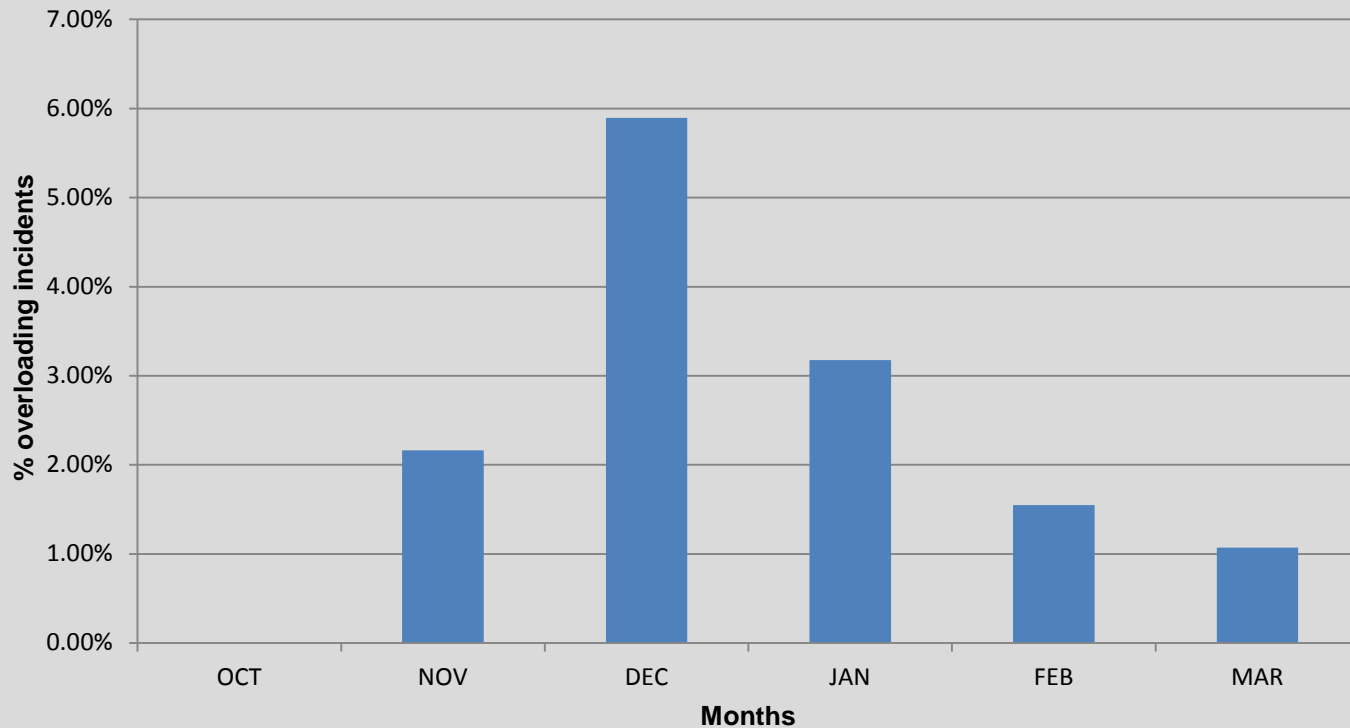
First Mass 1800 Kg  
 Second Mass 55400 Kg  
 Net Mass 33800 Kg

Weightbridge Clerk: vusi  
 Drivers Signature

### Mti Duff

Date	Truck Reg	Ticket	Quantity	Supplier	Haulier
20140402	DMW311MP	141564	34.10	26720	1006571
20140402	FPD148MP	141579	33.26	26780	1015010
20140402	FPD141MP	141592	34.52	26798	998140
20140402	FMD217MP	141593	36.78	26781	1003502
20140402	FNM814MP	317035	33.76	26807	976977
			172.42		
20140403	CXK768L	141616	33.60	26841	964931
20140403	FXL025MP	141622	35.50	26844	991471
20140403	FGP627MP	141624	32.24	26876	956449
20140403	FDX456MP	141626	35.96	26868	335236
20140403	FZF338MP	141642	35.30	26821	982227
20140403	FXL036MP	141653	33.66	26933	765119
20140403	FMV176MP	141659	34.16	26947	891574
20140403	FXL039MP	141661	36.00	26960	972594
20140403	FNG494MP	141671	32.78	26951	1004107
20140403	HCV192MP	317207	36.96	26970	991771
			346.16		
20140404	HGC156MP	141689	35.76	26961	878549
20140404	FNN583MP	141698	33.76	27013	1048419
20140404	FXL036MP	141702	35.54	26999	1008409
20140404	FSP371MP	141703	35.68	27001	983889
20140404	FMV176MP	141714	34.86	27015	1004203
20140404	FXJ742MP	141715	33.70	27042	981679
20140404	DRY435MP	141716	31.56	26979	970518
20140404	FXL036MP	141722	34.38	27047	971937
20140404	HPL158MP	317281	36.30	26980	1040166
20140404	HGV820MP	317297	34.88	27009	1012357
20140404	HGC692MP	317305	35.44	27014	1003059
20140404	HGB769MP	317308	36.06	27004	992989
20140404	FJF314MP	317316	32.10	27019	1003420
20140404	HGC683MP	317319	36.38	27054	981623
20140404	FNG494MP	317320	35.34	27052	458399
20140404	FNN583MP	317321	35.76	27041	985540

# Payload Management



# Payload Management

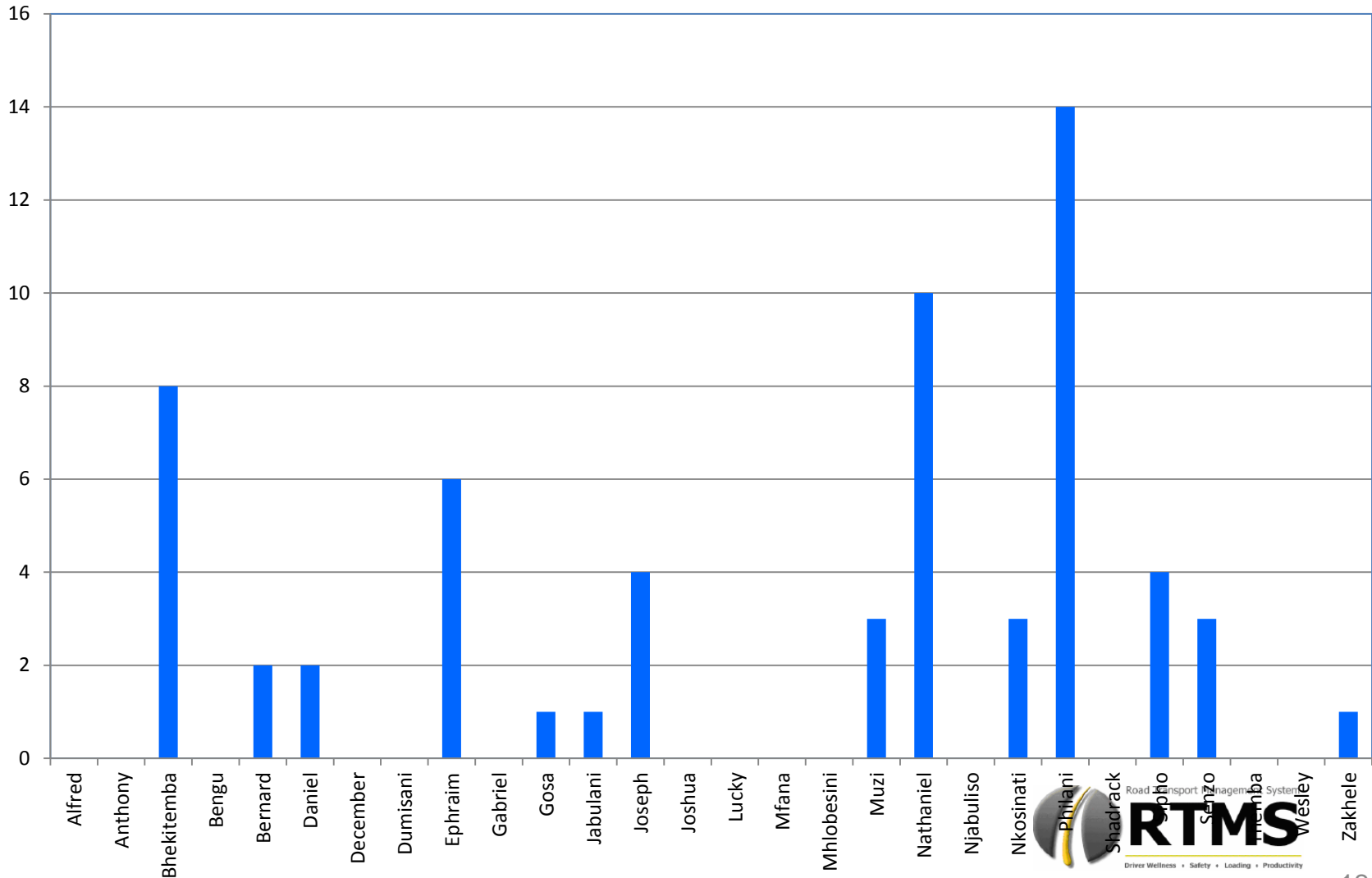
## DRIVER LOADING RECORDS - 2014

OVERLOADS													
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Alfred													0
Anthony		6											
Bhekitemba	2	4	2										8
Bengu			5										
Bernard	2												2
Daniel		2											2
December													0
Dumisani			1										
Ephraim		4	2										6
Gabriel													
Gosa			1										1
Jabulani	1												1
Joseph	4												4
Joshua													0
Lucky													0
Mfana		1											
Mhlobesini			3										
Muzi		2	1										3
Nathaniel	4	3	3										10
Njabuliso			4										
Nkosinati		3											3
Philani	5	2	7										14
Shadrack													0
Sipho		1	3										4
Senzo	2		1										3
Themba													0
Wesley		1	2										
Zakhele		1											1



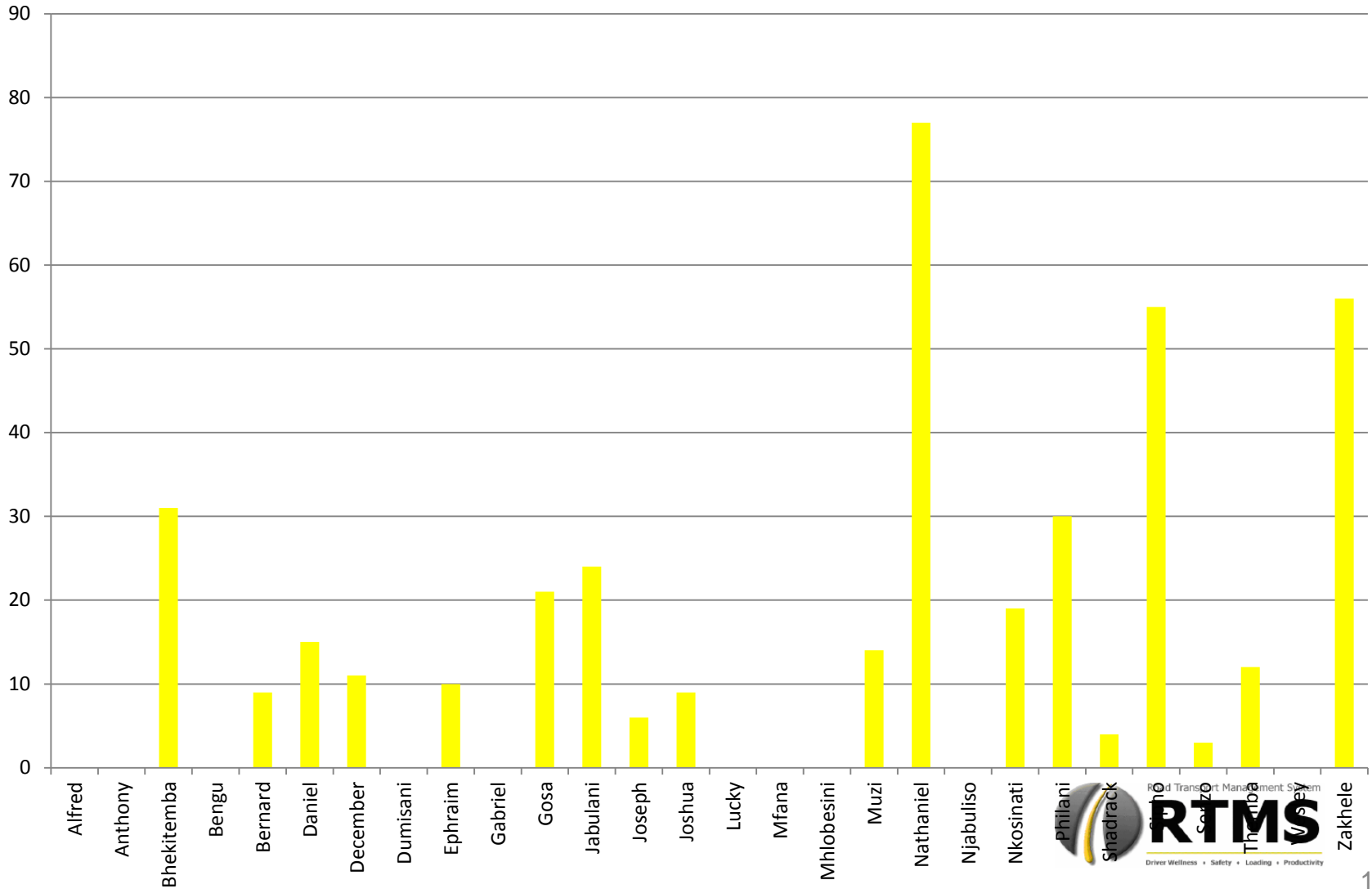
# Payload Management

## OVERLOADS PER DRIVER



# Payload Management

## UNDERLOADS PER DRIVER



# Road Safety(3.2.3)

- **Risk Matrix**
- **Speed limit compliance**
  - **Satellite Tracking Systems**
  - **Tachograph Charts**

# Compliance to Speed Regulations

## Speed Policy

The following speed limits will apply

Maximum speed limit – 80km/h

Exceptions tolerated:

Speeds of up to 85km/h under 60 seconds tolerated

Speeds of up to 90km/h under 30 seconds tolerated

Maximum no of exceptions per driver per month = 5

## Corrective action

The following corrective action will apply:

More than 5 exceptions per month – counselling session

91 km/h or higher. Immediate disciplinary action

# Compliance to Speed Regulations

Driver	No. Overspeeding Incidents	Longest duration (s)	Highest speed
Musa	26	188	92.0
Petrus	34	107	87.0
Moloi	45	125	88.0
Henry	33	84	90.0
Vilakazi	27	99	96.0
Mdunge	38	245	87.0
Mahlangu	41	17	88.0
Vuyani	17	64	106.0

overspeeding = >80km/h for more than minute  
 > 20 violations per week = counselling  
 > 40 violations per week = disciplinary  
 > 50 violations/>100km/h = final written warning



# Accident Investigation & Analysis (3.2.3)

**Light Condition**

- Daylight ✓
- Night: lit by street lights
- Night: unlit
- Dawn/dusk
- Other (specify)

**Weather Conditions and Visibility**

- Clear ✓
- Overcast
- Rain
- Mist/fog
- Hail/Snow
- Dust
- Fire/Smoke
- Severe wind
- Unknown

**Road Surface Type**

- Concrete
- Tarmac ✓
- Gravel
- Dirt
- Other (specify)

**Quality of Road Surface**

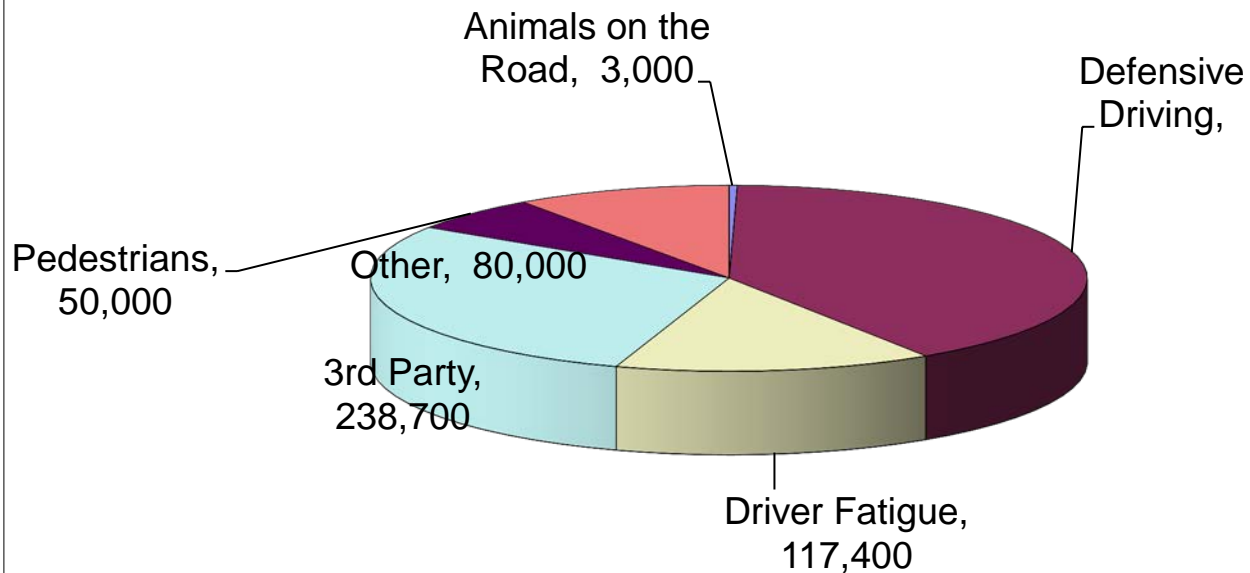
- Good ✓
- Bumpy
- Pothole
- Cracks
- Corrugated
- Other (specify)

**Road Surface**

- Dry ✓
- Wet
- Wet in areas
- Ice
- Snow
- Loose gravel or sand
- Slippery
- Water standing or moving
- Other (specify)

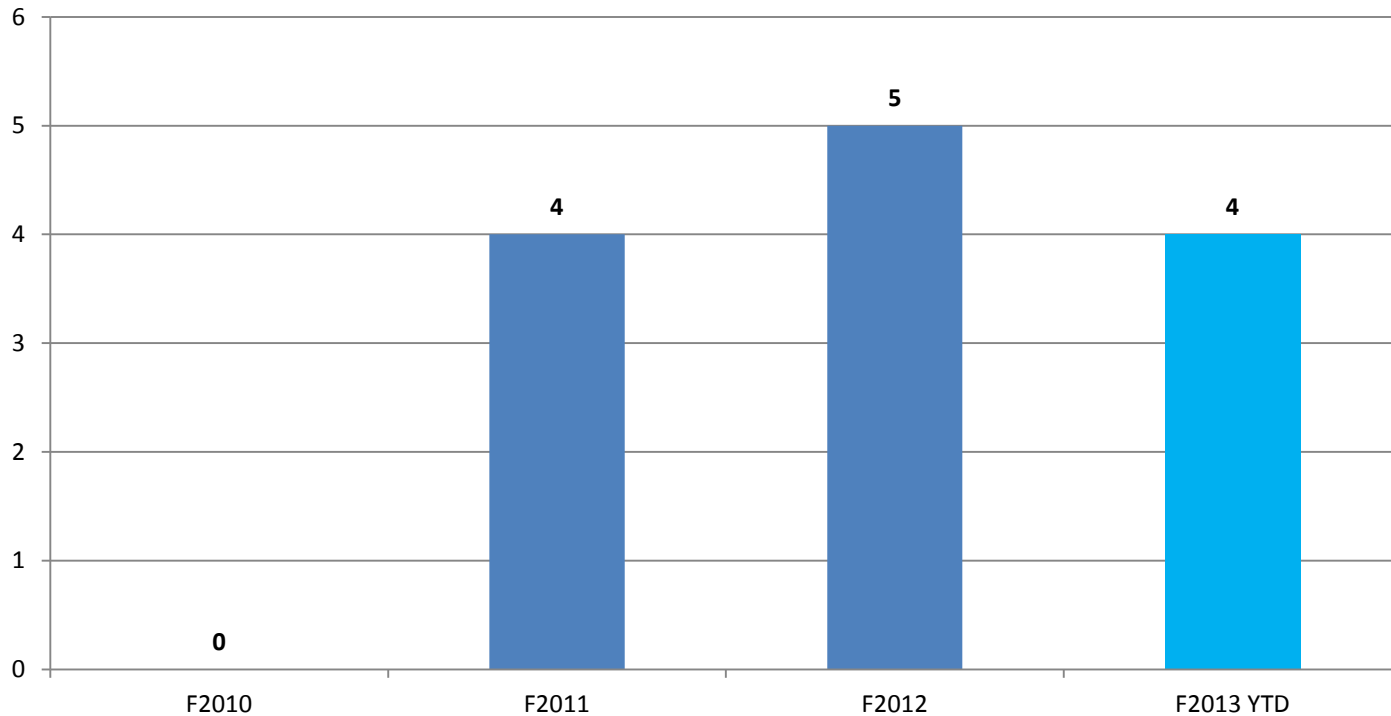
# Accident Investigation & Analysis

**Root cause analysis / costs - summary of incidents 2011**



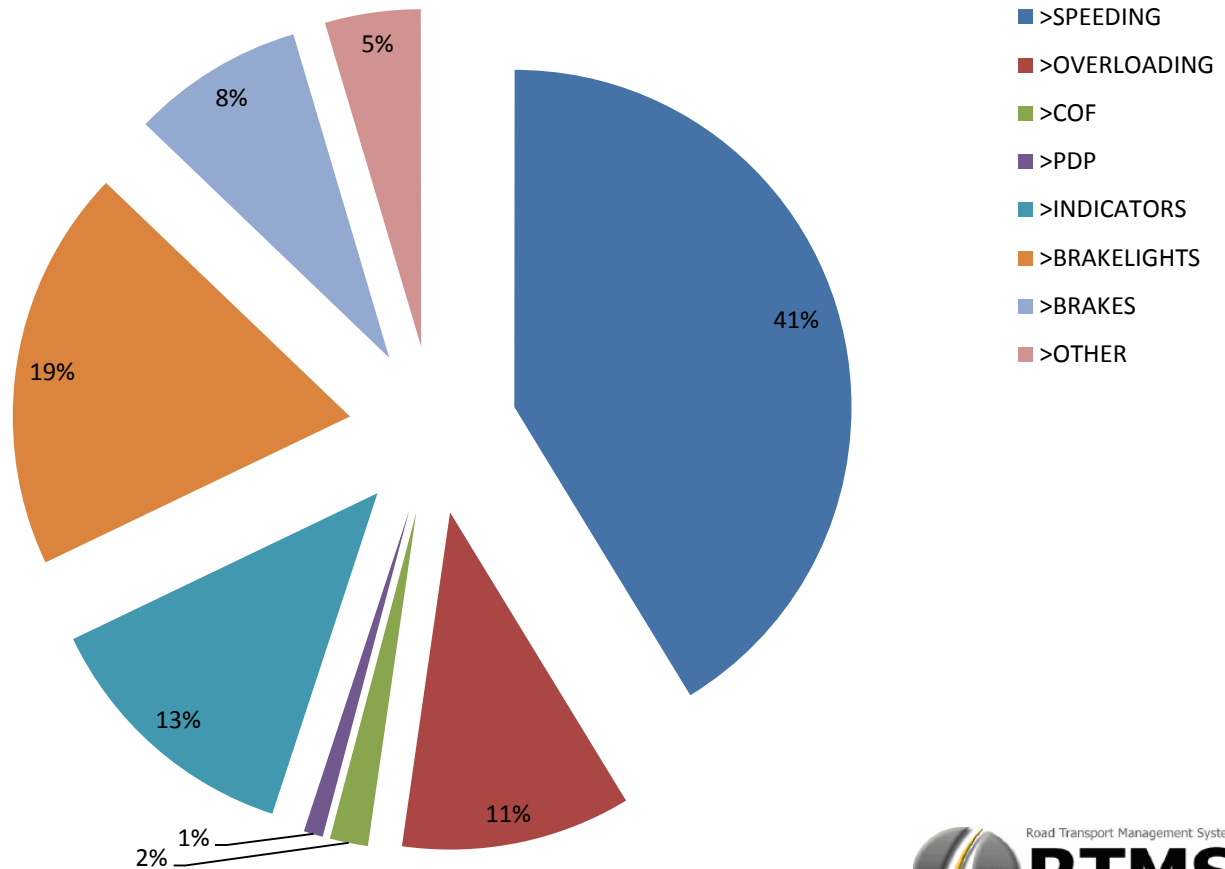
# Accident Investigation & Analysis

## Major - Accidents



# Traffic Infringements/Violations

## Traffic Fine Analysis



# Vehicle Maintenance (3.2.4)

**Procedure/Process to be available indicating how compliance is achieved...**


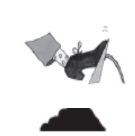













# Vehicle Maintenance

## SERVICE SCHEDULE/PLANNER

fleet no.	Date of last service	Tachometer readings KM	Planned Service KM	Difference (KM)	Kilometres Current	Service KM interval	Service Hours interval
60015	2009-09-21	320000	330000	6924	323076	10000	N/A
60016	2009-09-18	330000	340000	4743	335257	10000	N/A
60017	2009-09-03	370000	380000	8638	371362	10000	N/A
60018	2009-09-14	320000	330000	1376	328624	10000	N/A
60019	2009-09-09	350000	360000	7917	352083	10000	N/A
4961	2009-08-25	880000	890000	8321	881679	10000	N/A
12209	2009-08-31	1030000	1040000	6635	1033365	10000	N/A
12213	2009-08-18	380000	390000	1276	388724	10000	N/A

Type of service	KM
A Service	10 000
B Service	30 000
C Service	90 000
Close to service	

# Vehicle & Load Safety(3.2.5)

<b>12. Foot Brake</b> (Working)  											<b>28. V Belt</b> (Working) 							
<b>13. Handbrake</b> (Operational)  											<b>29. Tip Deck</b> 							
<b>14. Clutch</b> (Operational) 											<b>30. Gears</b>  							
<b>15. Hooter</b> (Working)  											<b>31. Fire Extinguisher</b> 							
<b>16. Emergency Kit</b> (Available & Condition)  											<b>32. Machine Condition</b> <b>Before Shift :</b> Clean Dirty Damaged <b>After Shift :</b> Clean Dirty Damaged							
<b>Supervisor Signature</b>												<p style="color: red; text-align: center;"><b>Critical - if found sub standard, vehicle may not be operated!</b></p>						

# Driver Wellness (3.2.6)

- **Medical Fitness**

- Annual medical fitness certificates
- Identification of chronic conditions (e.g diabetes, hypertension, defective vision)

- **Fatigue Management**

- Shift schedule/Driver Roster – Rest Day Allocation
- Monitoring of driving hours – Long Haul
- Fatigue evaluation



# Alcohol Screening (3.2.6)

## ALCOHOL TEST - REGISTER

**ANY POSITIVE TEST WILL RESULT IN A FORMAL DISCIPLINARY HEARING**

NAME	DATE	TIME	FLEET NUMBER	READING	ACTIONS TAKEN	SIGNATURE

# Training (3.2.8)

- **Training Plan**
  - Planned training interventions
  - Defensive driving, specific route risks and operational risks
  - Verification Records to be available (certificates, registers)
  - Feedback from Operations – included in training interventions
  - Does not need to be formal, classroom based in all cases
  - Training to assert positive driver behaviour
    - Awareness Posters
    - Newsletters
    - Driver Rating System

# Document & Records (3.2.9)

- **RTMS Processes (Policies/Procedures/Work Instructions etc.)**
- **Supporting docs ( Records, Checklists, Tracking Reports etc.)**
- **Detection of Non-Conformances**
- **Implementation of Corrective Actions**

# Management Functions

## 3.2.10 Performance Assessment (statistics)

- Overloading %
- Crashes/100 000km
- Fatalities
- Speeding non-compliance etc.

## 3.2.11 Internal Audit

## 3.2.12 Management Review

## 3.2.13 Continual Improvement – Efficiency & Road Safety

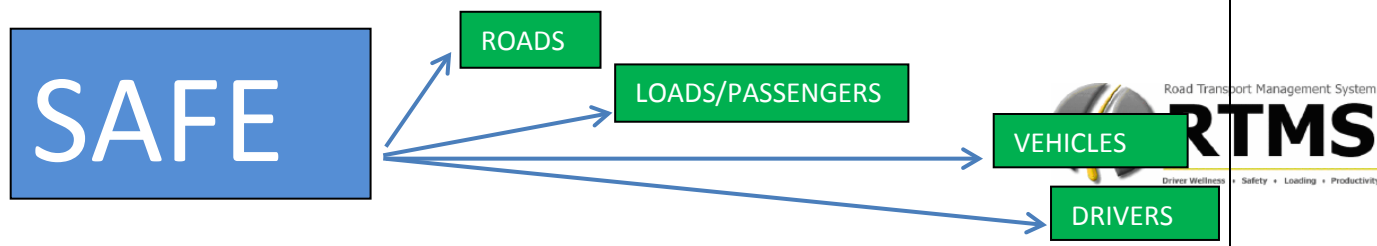
- **Goal of continual improvement so that objectives are achieved**

- ✓ Preserve road infrastructure
- ✓ Improve road safety
- ✓ Prioritise vehicle roadworthiness
- ✓ Ensure responsible driving behaviour
- ✓ Promote driver health and wellness
- ✓ Minimise crashes – reduce fatality/injury rate

## RTMS STANDARD SANS 1395-1– MAJOR CRITERIA

LOADING CONTROL	SAFETY & COMPLIANCE	DRIVER WELLNESS	TRAINING & DEVELOPMENT
<ul style="list-style-type: none"> <li>✓ Payload Optimisation with minimisation of overloading</li> <li>✓ Compliance with dimensional limits</li> <li>✓ Safe Loading to prevent incidents</li> <li>✓ Compliance with legal loading limits and/or applicable permit</li> </ul>	<ul style="list-style-type: none"> <li>✓ Daily Roadworthy verification</li> <li>✓ Preventive Maintenance Process</li> <li>✓ Tyre Management</li> <li>✓ Prevent habitual speed exceedances</li> <li>✓ Prevent excessive driving hours</li> <li>✓ React to Accidents/Incident</li> <li>✓ Monitor Traffic Offences</li> <li>✓ Route Risk Analysis</li> <li>✓ Active Promotion of Road Safety</li> </ul>	<ul style="list-style-type: none"> <li>✓ Medical Fitness verification</li> <li>✓ Management of Chronic Conditions</li> <li>✓ Driver Resting Period monitoring</li> <li>✓ Driving Hours Monitoring</li> <li>✓ Risk Awareness</li> </ul>	<ul style="list-style-type: none"> <li>✓ Annual Training Plan</li> <li>✓ Focus on defensive driving, legal loading, fatigue management, with emphasis on the promotion of safe driving behaviour</li> <li>✓ Mentoring, monitoring, counselling, awareness and education</li> <li>✓ Training Records</li> </ul>

EFFECTIVE IMPLEMENTATION REQUIRES DEFINED PROCESSES/PROCEDURES, WITH HISTORICAL RECORD OF CONSISTENT COMPLIANCE





- HOME
- WHAT IS RTMS?
- SUCCESS STORIES
- RTMS STANDARDS
- NEED CERTIFICATION?
- WORKSHOPS
- CONTACT

### RTMS Workshop...

Vereeniging Workshop  
Tuesday, 18 June 2013  
Time : 08h00 - 13h00  
Venue : ...

[Read more](#)

### Information Pack

Request the RTMS Info Pack..

[Read more](#)

### RTMS Standards

View RTMS Standards...

[Read more](#)

### Certified Companies

List of ...

[Read more](#)

**RTMS Basics...**

In order to become RTMS accredited a company must demonstrate that it has adequately implemented all the requirements of the RTMS national draft standard. RTMS compliance does not involve "rocket science", rather it requires that a company demonstrate that it manages its transport operations with due consideration to road safety, compliance and operational risks. The RTMS processes are developed so that procedures are compiled and consistently implemented to minimize the risks identified. The

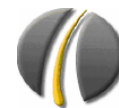


Road Transport Management System

**RTMS**

Driver Wellness • Safety • Loading • Productivity

Thank you



Road Transport Management System

**RTMS**

Driver Wellness • Safety • Loading • Productivity