RTMS audit requirements & the certification process

Coca Cola Beverages SA (Pty) Ltd
15 Axle Drive, Clayville, Olifantsfontein

20 February 2019

Oliver Naidoo
What is the RTMS?

RTMS is a South African National Standard that prescribes requirements for transport operators, consignors & consignees – SANS 1395
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 Performance evaluation
3.2.11 Internal Audit
3.2.12 Management Review
3.2.13 Continual Improvement – Efficiency & Road Safety
### RTMS Criteria (SANS 1395-1:2014)

#### (Clause 1 & 2) Fleet/Loading Control
- Fleet Inventory
- Control of loading
- Prevent Overloads
- Optimise Payload

#### (Clause 3,4,5) Safety/Compliance
- Vehicle Maintenance
- Basic Roadworthiness
- Minimising breakdowns
- Speed Management
- Accident Analysis
- Traffic violations
- Risk Management

#### (Clause 6) Driver Wellness
- Medical Fitness
- Chronic illness Management
- Fatigue Management (Shift / Driving hours)
- Wellness Initiatives (Nutrition etc.)

#### (Clause 7 & 8) Support
- Providing skills development to ensure drivers obtain and retain competency to be safe, compliant and a minimal risk on public roads

#### (Clause 9-13)
- Documents + Records + Monitoring + Corrective Actions + Internal Audit + Management Review
Fleet Inventory 3.2.2

RTMS Certification scope must define company site(s) and a documented RTMS fleet list.

RTMS Fleet inventory to include all vehicle specifications (asset register).

All supporting documents for the fleet list to available (e.g. licences, permits).

Sub-contractor vehicles/owner driver vehicles may be included, on condition that all the RTMS requirements are applied.
OVERLOAD PREVENTION
Load Assessment 3.2.2.4

- Defined method of loading to ensure compliance with mass

- Verification may be validated by various means e.g.
  - Physical weighing (weighbridge/load cells)
  - Loading by unit mass e.g. 600 cement pockets = 30000kg
  - Loading by volume e.g. 30 000litres diesel = 25 500 kg (s.g.0.85)

- Company to maintain records that demonstrate compliance with above verification (Delivery Notes, weighbridge tickets, bill of lading, cargo specifications etc.)
Load Assessment (Bulk)
Overloading Frequency (%)

<table>
<thead>
<tr>
<th>MONTH</th>
<th>NO. OF LOADS</th>
<th>INCIDENTS</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT</td>
<td>324</td>
<td>0</td>
<td>0.00%</td>
</tr>
<tr>
<td>NOV</td>
<td>4210</td>
<td>91</td>
<td>2.16%</td>
</tr>
<tr>
<td>DEC</td>
<td>899</td>
<td>53</td>
<td>5.90%</td>
</tr>
<tr>
<td>JAN</td>
<td>1071</td>
<td>34</td>
<td>3.17%</td>
</tr>
<tr>
<td>FEB</td>
<td>1484</td>
<td>23</td>
<td>1.55%</td>
</tr>
<tr>
<td>MAR</td>
<td>935</td>
<td>10</td>
<td>1.07%</td>
</tr>
</tbody>
</table>

Total number of incidents: 8923
Average number of incidents per month: 1487

Demonstrate (records) that overloading is minimised
Load Securement
Load Securement

SANS Standards
- SANS 10187-1: General Requirements
- SANS 10187-2: General Freight
- SANS 10187-3: Metal Loads
- SANS 10187-4: Timber/Sugar
- SANS 10187-5: Loose Bulk
- SANS 10187-6: Containers
- SANS 10187-7: Abnormal Loads
- SANS 10187-8: Dangerous Goods
- SANS 10187-9: Glass Sheeting

CTU (Container Transport Units) – CTU Codes
RTMS = Safe Speeds

COMPLIANCE WITH ROAD REGULATIONS
RTMS = Safe Speeds
RTMS = Safe Speeds

at 30 km/h – 1 in 10 will die

at 50 km/h – 5 in 10 will die

at 60 km/h – 9 in 10 will die
Speed Policy/Procedure

• Promote compliance with the relevant road speed
• Method/process of monitoring to be defined
• Are ALL speed violations detected?
• Is there adequate consequence management for ALL speed violations?
## Consequences - Speed Violations

<table>
<thead>
<tr>
<th></th>
<th>1 - 10km over road speed</th>
<th>10km-20km over road speed</th>
<th>21km - 30km over road speed</th>
<th>&gt;30km/h over road speed</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tolerance permitted</strong></td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>1-10 occurrences</strong></td>
<td>verbal counselling; 3 x verbal counsellings escalate to a written warning; 3 written warnings escalate to a final written warning; any further violation escalates to a hearing</td>
<td>written warning; 3 written warnings escalate to a final written warning; any further violation escalates to a hearing</td>
<td>final written warning; any further violation escalates to a hearing</td>
<td>Hearing</td>
</tr>
<tr>
<td><strong>11-20 occurrences</strong></td>
<td>written warning; 3 written warnings escalate to a final written warning; any further violation escalates to a hearing</td>
<td>final written warning; any further violation escalates to a hearing</td>
<td>Hearing</td>
<td>Hearing</td>
</tr>
<tr>
<td><strong>&gt; 20 occurrences</strong></td>
<td>final written warning; any further violation escalates to a hearing</td>
<td>Hearing</td>
<td>Hearing</td>
<td>Hearing</td>
</tr>
</tbody>
</table>
### 1. Root Causes: (select from the following criteria to identify applicable causes relating to the accident)

#### 2.1 Light conditions: (mark ONE only)
- Daylight
- Night lit
- Street lights

#### 2.2 Weather conditions & visibility: (mark ONE only)
- Clear
- Overcast
- Rain
- Other (specify)

#### 2.3 Road surface type: (mark ONE only)
- Concrete
- Tarmac
- Gravel

#### 2.4 Road surface: (mark ONE only)
- Dry
- Wet
- Ice
- Other (specify)

#### 1.5 Quality of road surface: (mark ONE only)
- Good
- Bumpy
- Pothole/s
- Cracks

#### 1.6 a. Road marking visibility: (mark ONE only)
- Good
- Corrugated
- Other (specify)

#### 1.6 b. Road signs clearly visible
- Yes?
- No?
- N/A

### 2. Symptoms or Immediate Causes: (select one or more as is applicable)

1. Operating at Unsafe Speeds
2. Reckless or Inconsiderate Driving
3. Intoxication by Alcohol/Drugs
4. Head/ Rear End Collision
5. Head On Collision
6. Side Swipe – opposite directions
7. Side Swipe – same direction
8. Crossing Driver’s path
9. Single Vehicle Left Road
10. Single Vehicle overturned
11. Accident with animal(specify)
12. Accident with Fixed Object
13. Turning Right
14. Turning Left
15. U-Turn
16. Entering Traffic Flow
17. Merging
18. Diverging
19. Overtaking – pass to Right
20. Overtaking – pass to Left
21. Travelling Straight
22. Sudden Stop
23. Sudden Start
24. Busy Parking
25. Changing Lane
26. Swerving
27. Slowing Down
28. Avoiding Object
29. Stationary/Parked
30. Driver Fatigue
Accident Investigation & Analysis

Root cause analysis / costs - summary of incidents 2011

- Defensive Driving: 117,400
- Driver Fatigue: 700
- 3rd Party: 238
- Pedestrians: 50,000
- Other: 80,000
- Animals on the Road: 3,000
Traffic Infringements/Violations

Traffic Fine Analysis

- >SPEEDING: 41%
- >OVERLOADING: 5%
- >COF: 8%
- >PDP: 13%
- >INDICATORS: 19%
- >BRAKELIGHTS: 11%
- >BRAKES: 1%
- >OTHER: 2%
- >OTHER: 1%
MINIMISE CRASHES
RTMS = Safe vehicles
# Vehicle Maintenance

<table>
<thead>
<tr>
<th>FLEET NUMBER</th>
<th>LAST RECORDED KMs</th>
<th>LAST SERVICE KMs</th>
<th>LAST SERVICE DATE</th>
<th>KMs TO NEXT SERVICE</th>
<th>NEXT SERVICE KMs</th>
<th>SERVICE INTERVAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>671140</td>
<td>650000</td>
<td>06 July 2016</td>
<td>3860</td>
<td>675000</td>
<td>25000</td>
</tr>
<tr>
<td>78</td>
<td>567404</td>
<td>550000</td>
<td>29 June 2016</td>
<td>7596</td>
<td>575000</td>
<td>25000</td>
</tr>
<tr>
<td>88</td>
<td>631181</td>
<td>625000</td>
<td>30 August 2016</td>
<td>18819</td>
<td>650000</td>
<td>25000</td>
</tr>
<tr>
<td>89</td>
<td>578885</td>
<td>575000</td>
<td>31 August 2016</td>
<td>21115</td>
<td>600000</td>
<td>25000</td>
</tr>
<tr>
<td>90</td>
<td>602264</td>
<td>600000</td>
<td>07 September 2016</td>
<td>22736</td>
<td>625000</td>
<td>25000</td>
</tr>
<tr>
<td>92</td>
<td>574253</td>
<td>575000</td>
<td>01 September 2016</td>
<td>25747</td>
<td>600000</td>
<td>25000</td>
</tr>
</tbody>
</table>
**Vehicle Maintenance**

<table>
<thead>
<tr>
<th>FLEET NUMBER: L44007</th>
<th>NAME: Barloworld Transport Solutions</th>
</tr>
</thead>
<tbody>
<tr>
<td>DELIVERY DATE</td>
<td>SERVICE KM BOOKED</td>
</tr>
<tr>
<td>30,000</td>
<td>07/3/14 58,582</td>
</tr>
<tr>
<td>60,000</td>
<td>25/4/14 54,460</td>
</tr>
<tr>
<td>90,000</td>
<td>17/10/14 119,918</td>
</tr>
<tr>
<td>120,000</td>
<td>31/12/14 141195</td>
</tr>
<tr>
<td>150,000</td>
<td></td>
</tr>
<tr>
<td>180,000</td>
<td></td>
</tr>
<tr>
<td>210,000</td>
<td></td>
</tr>
<tr>
<td>240,000</td>
<td></td>
</tr>
<tr>
<td>270,000</td>
<td></td>
</tr>
<tr>
<td>300,000</td>
<td></td>
</tr>
</tbody>
</table>
RTMS = Safe vehicles

DAILY VEHICLE SAFETY CHECK
| 12. Foot Brake  
(Working) | 28. V Belt  
(Working) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Foot Brake" /></td>
<td><img src="image" alt="V Belt" /></td>
</tr>
</tbody>
</table>
| 13. Handbrake  
(Operational) | 29. Tip Deck |
| ![Handbrake](image) | ![Tip Deck](image) |
| 14. Clutch  
(Operational) | 30. Gears |
| ![Clutch](image) | ![Gears](image) |
| 15. Hornet  
(Working) | 31. Fire Extinguisher |
| ![Hornet](image) | ![Fire Extinguisher](image) |
| 16. Emergency Kit  
(Available & Condition) | 32. Machine Condition  
(Before Shift)
| ![Emergency Kit](image) | Clean  
Dirty  
Damaged |
|  |  | ![Machine Condition](image)  
Clean  
Dirty  
Damaged |
| **Supervisor Signature** |  |  |

**Critical** - if found sub standard, vehicle may not be operated!
RTMS = Don’t drive tired
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Tues</td>
<td>Wed</td>
<td>Thurs</td>
<td>Fri</td>
<td>Sat</td>
<td>Sun</td>
<td>Mon</td>
<td>Tues</td>
<td>Wed</td>
<td>Thurs</td>
<td>Fri</td>
<td>Sat</td>
</tr>
<tr>
<td>M W Ngcece</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Off</td>
<td>Off</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Off</td>
<td>Off</td>
</tr>
<tr>
<td>T D Cele</td>
<td>Off</td>
<td>Off</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Off</td>
<td>Off</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
</tr>
<tr>
<td>T M Jama</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Off</td>
<td>Off</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Off</td>
<td>Off</td>
<td>Day Shift</td>
<td>Day Shift</td>
</tr>
<tr>
<td>C Kheswa</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Off</td>
<td>Off</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Off</td>
<td>Off</td>
</tr>
<tr>
<td>M Velemani</td>
<td>Off</td>
<td>Off</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Off</td>
<td>Off</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
</tr>
<tr>
<td>A S Cele</td>
<td>Day Shift</td>
<td>Day Shift</td>
<td>Off</td>
<td>Off</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Night Shift</td>
<td>Off</td>
<td>Off</td>
<td>Day Shift</td>
<td>Day Shift</td>
</tr>
</tbody>
</table>

- Fatigue Policy to make provision for:
  - Driver rest days
  - Shift hour maximum
  - Continuous driving hours
  - Education and awareness
DRIVER WELLNESS
Driver Wellness (3.2.6)

- Driver Medical Fitness Policy
- Management of drivers with chronic illnesses
- Wellness awareness
  - Fatigue
  - Diet/Nutrition
  - Drugs/Alcohol
  - Exercise
  - Illnesses/Health
Driver Wellness: Drug & Alcohol Policy

Drunk driving: 380 times more likely to crash

- Alcohol-related accidents are so prevalent, an estimated 40% of all persons in the United States will be involved in a traffic mishap blamed on alcohol at some point in their lives.
- The driver's blood alcohol concentration or BAC measures a driver's level of intoxication. A driver with a BAC of 0.15 and higher is 380 times more likely to crash than a sober driver.
- Drunk driving alone killed over 10,000 Americans in 2012, and texting-related accidents have soared in recent years.

Texting while driving: 23 times more likely to crash

- Text messaging made the risk of crash or near-crash event 23.2 times as high as non-distracted driving.
- 11% drivers aged 18 to 20 who were involved in a motor vehicle accident and survived admitted they were sending or receiving texts when their vehicle crashed.
- 40% of all American teens say they text on the phone while driving, and 33% say they text while waiting for passengers, which puts themselves and others in danger.

Drug & Alcohol Policy
Driver Licence/PrDP (3.2.8)
RTMS = Train, coach, mentor

Driver Training
RTMS = Defensive driving
Driver Competence (3.2.8)

- Driver PDP for class of vehicle
- Planned training interventions (training plan)
- Verification Records to be available (certificates, registers)
- Does not need to be formal, classroom based in all cases
- Training to assert positive driver behaviour – safe drivers
Document & Records (3.2.9)

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

<table>
<thead>
<tr>
<th>3.2.10</th>
<th>Performance Assessment (statistics)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Overloading %</td>
<td></td>
</tr>
<tr>
<td>• Crashes</td>
<td></td>
</tr>
<tr>
<td>• Fatalities</td>
<td></td>
</tr>
<tr>
<td>• Speeding non-compliance etc.</td>
<td></td>
</tr>
</tbody>
</table>

| 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
In Closing…