Accreditation Process, Audits & Compliance

RTMS Workshop

Victoria & Albert Guest House, Port Elizabeth
19 February 2010
• What RTMS accredited companies are not...
Essentially, RTMS refers to the system (processes, procedures, etc.) whereby the organisation manages the provision of a road transport service to its clients & stakeholders.

It requires that the organisation execute its various processes in accordance with the stipulated requirements (ARP 067-1:2007).

It is similar to adopting other management systems such as H&S, NOSA, ISO 9001, ISO 14001.
RTMS Basics

- RTMS involves compliance with the documentation requirements of the standard, ARP 067-1:2007
- It’s main purpose is to encourage operators to implement a structured management system – as per the requirements of the standard (ARP 067-1:2007, Part 1: Requirements for operators – Goods)
- This management system enables operators to effectively manage operations, whilst embracing the philosophy of continual improvement
- RTMS is not solely an overload control mechanism, but holistically embraces all aspects of the organisation.
Road Transport Management System

• Simply, it involves adapting your way of business into a structured format that meets the requirements of the standard (ARP 067-1:2007)
Current Accreditations

1. Barloworld Logistics
2. Jowells Transport (Crossroads)
3. Supergroup – Timber/Paper & Pulp
4. Zabalaza Hauliers
5. Timber 24
6. Timber Logistic Services
7. DS Preen Contracting (pending suspension)
8. Gaskells
9. Buhle Betfu
10. Unitrans Ngodwana
11. Iningi Investments (Van Eedens Transport)
12. Unitrans Amatikulu
13. Unitrans RBM
14. Timbernology
15. Andersons Transport
Pending Accreditation

Unitrans Sugar & Agriculture
   Sezela

Unitrans Mining & Freight
   Exarro Sands (Empangeni)
   Namaqua Sands (Lutzville, WC)

Intent to apply for accreditation
   Barloworld (W.Cape)
   Freightmax
   Rennies Distribution
   THT (Abnormal Loads)
Payload Stats

1.02% Overloads

515kg average overload

% < 56 000
% < 57 120
## ARP 067 Family

<table>
<thead>
<tr>
<th>Clause</th>
<th>ARP 067-1</th>
<th>ARP 067-2</th>
<th>ARP 067-3</th>
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### Operators

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<tr>
<th>Consignor</th>
<th>Consignee</th>
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**Notes:**
- ARP 067-1: Yellow indicates new or updated requirements.
- ARP 067-2: Green indicates existing requirements.
- ARP 067-3: Red indicates outdated or obsolete requirements.
Clauses of ARP 067-1:2007

1. Inventory of RTMS vehicles
2. Assessment of vehicle mass
3. Verification of assessed mass
4. Maintenance of roadworthy vehicles
5. Vehicle and load safety
6. Management of Driver Wellness
7. Training & Education
8. Tasks & Responsibilities
9. Records & Documentation
10. Self Assessment (Internal Audit)
Clauses of ARP 067-2:2008

1. Incoming goods vehicles
2. Loading goods vehicles
3. Dispatch/release of goods vehicles
4. Compliance requirements
5. Cycle Times
6. Operator management and driver wellness
7. Training & Education
8. Tasks & Responsibilities
9. Records & Documentation
10. Self Assessment (Internal Audit)
Clauses of ARP 067-3:2008

1. Incoming goods vehicles
2. Off-loading goods vehicles
3. Dispatch/release of goods vehicles
4. Compliance requirements
5. Cycle Times
6. Operator management and driver wellness
7. Training & Education
8. Tasks & Responsibilities
9. Records & Documentation
10. Self Assessment (Internal Audit)
## ARP 067 Family

<table>
<thead>
<tr>
<th>Loading Control (3.1; 3.2; 3.3) (4.1; 4.2; 4.3)</th>
<th>Safety/Compliance (3.4 &amp; 3.5) (4.4 &amp; 4.5)</th>
<th>Driver Wellness 3.6 4.6</th>
<th>Training 3.7 4.7</th>
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Tasks/Responsibilities + Records & Documentation + Performance Assessment
Audit Findings

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Accreditation Framework

IAF
- SANAS (South Africa)
  - DAR (Germany)
  - UKAS (United Kingdom)

SANAS
- SABS
  - Sugar Milling Research Unit
  - RTMS Auditors
Auditing Basis

- Primary auditing standard is ISO 19011
- Current draft document – criteria for auditors of Road Transportation CRT 6 13, rev 2
- Auditor attributes and methodology clearly defined and demands complete objectivity and adherence to the stipulated auditing criteria.
- The auditor’s responsibility is to ensure that ALL the requirements of ARP 067-1:2007 are assessed and verification evidence obtained
- The auditing basis for RTMS is the same as for other management systems eg ISO 9001, ISO 14001, B-BBEE
The RTMS audit is classified as a conformity assessment process

An organisation is assessed for conformance against the requirements of the RTMS standard for operators, ARP 067-1:2007

The audit will comprise documentation/system and process elements

System audit will assess conformance to the clauses.

Process audit will assure conformance through physical verification evidence (records, observation, interviews etc.)
The Audit Process

Documents → Evidence → ARP 067-1
Model of ARP 067-1:2007

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<td>3.1 Fleet Inventory</td>
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<td>3.2 Vehicle mass and dimensions</td>
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<td>3.3 Verification of mass determination</td>
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<td>3.4 Maintenance: roadworthy vehicles</td>
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<td>3.8 Tasks &amp; Responsibilities</td>
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<td>3.9 Records &amp; Documentation</td>
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<td>3.10 Performance assessment</td>
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The Accreditation Process

**Decision to Implement**
- Pre-Assessment Visit (Optional)
- Compilation of RTMS Manual

**Stage 1 Audit**
- Findings/Non-conformances to be corrected
- Stage 2 Audit

**Accreditation**
- Annual Surveillance Audit
- Continual Improvement
Strategy for Compliance

Current
• What systems/procedures are there currently in place?

Expected
• What additional procedures does the ARP-067 require?

Fill the Gap
• Write up additional requirements and implement
Interpretation of the standard

- Each clause is systematically detailed as
  - General
  - Documentation
  - Procedures
  - Checklist

- These should be read in conjunction with each other and all requirements taken into consideration before compiling the RTMS manual
Saving Tips

1. Switch off your engine when parked. Every 5 minutes the truck idles it uses a liter of Diesel

2. Reduce all dead kms – every dead km costs more than R6.00

3. Keep Windows closed to reduce air resistance and thus reduce fuel consumption

4. Make sure Tyre pressures are checked at all times. It reduces the risk of a puncture and less resistance on road, hence less fuel needed.

5. Switch off lights and stoves at all times at Harrismith.

6. Don’t waste paper. Use the paper on both sides.
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In Conclusion...

- The aim of RTMS is not to “find deficiency”....the objective of the audit is to indicate areas of improvement that are necessary for compliance.
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