

THE EWD SYSTEM CAPABILITIES CHECKLIST

Will your EWD System meet NHVR requirements?

The following checklist has been compiled, from information available via the National Heavy Vehicle Regulator (NHVR), with the sole purpose of helping your company review your digital system(s) for electronic work diaries (EWD). This checklist is to be used as a starting guide only. For detailed EWD information and definitions, please visit www.nhvr.gov.au



What your approved EWD System needs to do >>

Your EWD system must combine hardware, software and data management in a secure, reliable and accessible way, to capture and supply driver work and rest information compliant with EWD Standards.

EWD Hardware/Equipment

In general terms, the hardware or equipment used by your driver to record EWD information must be:

- ✓ Easy to read while driving and in extreme light conditions.
- ✓ Securely attached/mounted and receiving power, with robust connectors.
- ✓ A real-time clock that calculates time between entries; for rest alerts and work logs.
- ✓ Able to automatically supply and record a geolocation of the vehicle's current position (via GNSS longitude and latitude) that can be manually modified.
- ✓ Able to manually input or automatically record the vehicle's odometer value with work and rest changes.
- ✓ Able to self-detect equipment failures and malfunctions, plus receive manual entries of comparable problems.
- ✓ Able to be remotely monitored for satisfactory performance and updated to the latest operating software.
- ✓ Able to load and operate third-party applications, whilst ensuring EWD information security, if using a non-proprietary device.

EWD Software/Interface

Briefly, the software and interface, on the device used by your driver to record information, must:

- ✓ Provide a unique identifier, account login and secure system access for each driver.
- ✓ Display and link completed entries to the active driver's identification information including driver's licence number.
- ✓ Be easy to use for entering and reviewing information in place of a written work diary (WWD).
- ✓ Operate to securely capture and retain all the same information required, by law, to be entered into a WWD.
- ✓ Send all data to a designated record keeper.
- ✓ Perform time calculations related to specific entries, and provide alerts of time remaining until potential non-compliance.
- ✓ Allow manual additions and corrections to work entries, that become permanent entries upon sign-off confirmation by the logged-in driver.
- ✓ Issue distinguishable alerts and warnings to the driver to maintain work in compliance with the EWD Standards, plus to notify the driver of system malfunctions.
- ✓ Provide a 'compliance view' display of driver data for viewing outside the vehicle by authorised officers enforcing EWD requirements.

EWD Data Management

Broadly speaking, the EWD data entered into the EWD device by drivers, must be managed according to EWD standards. These require the EWD system to:

- ✓ Automatically collect and store data entered, and generate fatigue management records for a 28-day period that can be accessed by authorised officers, from the EWD hardware device.
- ✓ Have capacity to securely encrypt and store 28 days of driver data, for all drivers on the system.
- ✓ Securely and reliably transfer data records, fulfilling legal obligations, from individual EWD devices to a designated record keeper.
- ✓ Perform functions that don't require connectivity when the EWD is without cellular network coverage.
- ✓ Issue alerts when data transfer is unsuccessful and re-try every 15 minutes until successful.
- ✓ Maintain a driver's full 28-day work diary, which may mean retrieving data from more than one technology provider, to compile all entries logged within the last 28-days.
- ✓ Function to collect, retrieve and store information on the EWD equipment, plus display the 'compliance view' of driver data for authorised officers, without requiring connectivity.
- ✓ Automatically synchronise data exchange – including new and updated information, and compliance report transfer requests – with the technology provider upon regaining connectivity.
- ✓ Use a cellular or equivalent communication means for data transfer that complies with the EWD Standards.
- ✓ Store data in Australia, with back-up storage, and compliant quality and security management systems.

What your EWD System Technology Provider needs to do >>

An EWD technology provider has a set of requirements to meet, in order to provide a compliant EWD system to transport operators. This includes the technology provider maintaining continuous operation of the EWD system, plus having EWD-compliant maintenance and disaster recovery processes in place.

Furthermore, your EWD technology provider must allow access to data on the EWD system to let:

- ✓ Individual drivers examine their own EWD entries.
- ✓ Record keepers retrieve and store driver EWD records, for which they are legally responsible for, for up to 3 years.
- ✓ Transport operators review their operations' EWDs and meet Chain of Responsibility obligations.
- ✓ Authorised enforcement officers assess a driver's EWD for compliance, when the driver is logged in, and transfer a compliance report from the EWD for legal use.
- ✓ The NHVR perform a system audit.

In addition to EWD system validation, auditing and technical support, your EWD technology provider must also provide documents that outline the EWD system design, steps to install the EWD system, how to operate the EWD system, plus provide training material to supplement the user manual.

For further information, visit the NHVR website for detailed regulatory requirements and future approved EWD systems: www.nhvr.gov.au

Disclaimer: This checklist compilation of requirements is offered by Leopard Systems as a general guide only. It's your organisation's responsibility to thoroughly check your legal work obligations and ensure your EWD compliance obligations are met in full. For help with your EWD technology considerations, contact Leopard today: www.leopardsystems.com.au

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Our team's deep and up-to-date industry knowledge, platform development flexibility, in-house hardware and other device expertise, client support services and long-term partnership commitment are instrumental to the ongoing success of your mobility solution.

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