

SAFE LOAD PROGRAMS

ELECTRONIC FIXED, REMOVABLE OR HANDHELD DEVICE COMPLIANCE DOCUMENT

This document has been developed by Safe Load Program (SLP) to provide Authorised Inspection Locations (AIL's) and Dangerous Goods Transport Operators/Owners with the minimum requirements for installing and operating electronic data entry devices (tablets) into vehicles that enter an SLP participating fuel terminal.

SLP has no specific detailed requirements for the installation of handheld, removable or permanently fixed electronic data entry devices in a vehicle cabin other than the requirements listed in this document.

Safe Load Program requirements;

- Installation of electronic data entry devices shall meet all Australian laws, Codes and Standards relevant to vehicle entry to a hazardous fuel facility.
(e.g. AS 2809.1 and AS 2809.2, AS 1940, The Australian Dangerous Goods Code, [ADR] Australian Design Rules, All state, territory and federal road laws)
- Installation of electronic data entry devices shall meet the vehicle and electronic equipment manufactures standards and where directly connected to the vehicle, should be fitted by a skilled installer.
- Fixed, removable and handheld data devices shall be powered off and incapable of transmitting or receiving data before the vehicle enters a fuel terminal loading gantry hazardous area. The data device shall be powered off; the device shall not operate in “standby” or “standalone” mode;
 - If the device is directly wired to the vehicle then its recommended that the device power be controlled by the vehicles non-essential switch (if one is fitted)
 - If the device is independent of the vehicle then the driver will be responsible for ensuring the handheld device is powered off before entering the loading gantry hazardous area.
 - the data device shall not automatically power up when the vehicle ignition is turned to accessories or the on position.
- Fixed, removable and handheld data devices shall not leave the confines of the vehicle cabin when the vehicle is inside a fuel terminal, this shall be managed by any of the following methods;
 - the device is permanently mounted in a cradle fixed to the vehicle and cannot be physically removed from the cradle by the driver;
 - the data device is not fitted with a lanyard and is mounted in a cradle that allows the device to be removed, in this case the device shall remain in the cradle at all times whenever the vehicle is in an SLP fuel terminal.
 - a label instructing the driver that the device shall not be removed from the cradle while the vehicle is inside a fuel terminal shall be fitted to or within close proximity of the data device or cradle.
 - the driver shall be held responsible for ensuring the device remains in the cradle at all times when the vehicle is in a fuel terminal.
 - the device is fitted with a lanyard and is either mounted in a removable cradle or hand held, then the lanyard shall ensure the device remains within the confines of the vehicle cabin, but allow the driver to input data into the device while the driver is comfortably seated in the vehicle.

Note: The lanyard is designed to act as a prompt or deterrent to the driver ensuring the handheld device is not removed from the vehicle cabin, the lanyard is not intended to be a locking or anti theft device.

- A fixed or handheld data device shall not be operated or held while the vehicle is in motion.

Note; data devices are governed by the same road laws as mobile phones

- Inside a fuel terminal drivers shall only enter data into a handheld device when:
 - the terminal operator supports the use of data entry devices;
 - the vehicle is parked in an area approved by the terminal operator;
 - the vehicle is stationary and the park brake is applied;
 - the vehicle is outside the loading gantry hazardous area;
 - the vehicle doors and windows are fully closed;
 - if not fitted with a lanyard, the data device is securely mounted in its cradle; and
 - if fitted with a lanyard, the device is securely connected at the handheld device and at the vehicle.
- Fixed and handheld data devices shall not be used as a mobile phone when inside a terminal, if this function is available in the fixed or handheld data device it shall not be used when the vehicle is in a terminal.

Glossary

- *Electronic fixed or handheld device*
 - *A device used to enter driver, customer, loading and delivery data replacing paper-based records.*

- *Lanyard*
 - *A cable, cord, tether or strap attaching the data device to the vehicle, and restricting the ability to remove the device from the vehicle cabin. Constructed of wire cable, nylon or similar material with clips, lugs, adhesive or Velcro (hook & loop tape) fastening at each end of the lanyard to attach to the vehicle and the hand held data device. The hand held data device should be constrained within the limits of the vehicle cabin when connected by the lanyard to the vehicle.*

NOTE:

This approval does not extend to other handheld or electronic devices for personal use only; e.g. personal mobile phone, smart phone, smart watch, iPhone, iPod, iPad, Apple watch, fitness monitor, MP3 player, DVD player, computer, tablet, Go Pro, sports camera, etc.

Authorised Inspection Location's Test Procedure

Due to the many and varied types of handheld and fixed electronic devices, in some occasions testing the device for compliance will require assistance from the driver or owner/operator, to provide detail of the devices functions.

Fixed electronic data entry device power on/off non-essentials switch test method;

1. *Ensure the vehicle is parked in a safe location to conduct the test-*

2. *Ask the driver to show you how the electronic device is powered off by use of the vehicle non-essential switch (if fitted and if the device is controlled by the switch)-*

3. *Check that the removable or handheld electronic device is fitted with a lanyard, ensure the lanyard does not allow the removable or handheld electronic device to extend beyond the confines of the vehicle cabin; or-*

4. *If not fitted with a lanyard check to ensure a label is fitted to the device, the device cradle or close to the cradle advising that the device is not to be removed from its cradle when inside a fuel terminal -*

5. *For devices mounted in a cradle or devices permanently connected by a power cable;*
 - *With the device powered off and the vehicle ignition in the off position, ask the driver to turn the vehicle ignition switch to accessories and on positions; in both cases the data entry device shall not automatically power up.*