

SAFE LOAD PROGRAMS

ELECTRONIC FIXED 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 SLP's minimum requirements when installing and operating electronic data entry devices into vehicles that enter an SLP participating terminal.

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

Safe Load Program requirements;

- Installation of electronic data entry devices must 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 must meet the vehicle and electronic equipment manufactures standards and must be fitted by qualified installers.
- Fixed and handheld data units must be incapable of transmitting or receiving data when the vehicle is inside a terminal. Data units must operate in what is commonly known as “standalone mode” this is where the unit is still powered and capable of being used to input data by the driver, but the unit is incapable of transmitting or receiving data via a phone network, Wi-Fi, Bluetooth or radio transmission.
 - Its recommended that the units ability to transmit or receive be controlled by the vehicles non-essential switch (if one is fitted)
 - Software or unit settings may be available that can disable the data entry units ability to transmit or receive data when the unit is operated on its internal batteries.
- Fixed and handheld data units must not be removed from the vehicle cabin when inside a terminal.
 - If the unit is not permanently fixed in the vehicle i.e. mounted in a removable cradle, then to ensure the handheld unit cannot be removed from the vehicle cabin the unit must be attached to the vehicle by a lanyard cable or cord.
 - The lanyard must be short enough to ensure the unit cannot be taken outside the confines of the vehicle cabin, but long enough to ensure the unit can be used by the driver to input data while the driver is comfortably seated in the vehicle.
 - The lanyard is designed to act as a reminder or deterrent to the driver that the handheld unit must not be removed from the vehicle cabin, the lanyard is not intended to be a locking or security cable.
- The fixed or handheld unit must not be used for data entry while the vehicle is in motion.
 - Drivers can only enter data into a handheld unit when:
 - the vehicle is stationary and the park brake is applied
 - the handheld unit must be operating in standalone mode (when in a terminal)
 - the vehicle must be outside of the loading gantry restricted area
 - the vehicle doors and windows must be completely closed
 - the lanyard must be securely connected to the handheld unit and to the vehicle
- Fixed and handheld data units must not be used as a mobile phone when they are inside a terminal, if this function is available in the fixed or handheld data unit it must also be disabled when in a terminal.

Glossary

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

- *Lanyard*
 - *A cord or cable attaching the data unit to the vehicle, and restricting the ability to remove the unit from the vehicle cabin. Constructed of nylon or similar material with clips or lugs at each end 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 to the Lanyard and vehicle.*

- *Standalone mode*
 - *In relation to data entry units, standalone mode means the unit does not have the ability to transmit or receive data, but can still be used by the driver to input driver, customer, loading, delivery and trip data for transmission via the unit once the vehicle is outside a terminal.*

NOTE:

The approval does not extend to the use of other handheld or portable electronic devices for personal use e.g. Non work related mobile phone, smart phone, iPhone, iPod, iPad, MP3 player, DVD player, computer, tablet, 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 unit for compliance will require assistance from the driver or owner/operator, to provide detail of the units functions.

Fixed or handheld electronic data entry device standalone function test method;

1. *Park the vehicle in a safe location to conduct the test
(ask the driver to park the vehicle in a safe location to conduct the test for you)*
2. *Ask the driver to show you how the electronic unit is placed into standalone mode*
3. *Check that the handheld electronic unit is fitted with a lanyard*
4. *Ensure the lanyard does not allow the handheld electronic unit to be removed from the confines of the vehicle cabin*
5. *With the electronic unit in standalone mode check to ensure it cannot be used as a mobile phone
(ask the driver for assistance to show you if the unit has a phone function)*
6. *Exit the vehicle with care*