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Transport Support Services

- ◆ **DIGITAL TACHOGRAPH TRAINING**
- ◆ **TACHOGRAPH ANALYSIS**
- ◆ **48 HOUR WORKING WEEK MONITORING**
- ◆ **TRANSPORT ADMINISTRATION TRAINING**
- ◆ **CPC COURSES, NATIONAL & INTERNATIONAL**
- ◆ **TACHOGRAPH ANALYSIS TRAINING**
- ◆ **DGSA**
- ◆ **ADR**
- ◆ **DRIVERS HOURS LAW TRAINING**
- ◆ **HEALTH & SAFETY TRAINING**
- ◆ **FORENSIC ANALYSIS**
- ◆ **EXPERT WITNESS SERVICE**
- ◆ **SYSTEM AUDITS**
- ◆ **PUBLIC INQUIRIES**
- ◆ **FRAUD INVESTIGATION**
- ◆ **INDUSTRIAL TRIBUNALS**
- ◆ **COMPANY ACQUISITIONS**
- ◆ **SYSTEM IMPLEMENTATION**
- ◆ **CHARTS & ACCESSORIES**



Serving You, Serving Transport

Novadata is one of the largest tachograph analysis bureaux in East Anglia. The Company is ISO9002 registered.

However, our services go much further than tachograph analysis. We can provide all the charts and accessories you need at competitive prices, plus all the expert backup required to help you operate safely, efficiently and within the law.

If the worst happens and you are prosecuted for tachograph infringements or a vehicle is involved in an accident, we can supply experts to assess liability or act as witnesses in court or at public inquiries.

At Novadata, we realise that sorting out problems after they have occurred is not the most cost effective way to operate. It is the responsibility of employers (by law) to make sure that transport personnel have been trained adequately to perform their job. We, therefore, now have a separate division dedicated to transport related training.

All our services and training courses are created by transport professionals.

Digital Tachograph Management and Driver Training

Novadata is one of the few companies who will have tutors qualified to City & Guilds standard to train transport personnel in the use and management of the digital tachograph.

The introduction of these systems and the associated smart cards will be complex with new rules and penalties. They are far more than simply digital replacements for the existing tachographs. The EU has used the

change over as an opportunity to expand the way the tachographs are used and tightened the legislation that govern them.

Companies will need to be familiar with both traditional and digital systems and how to integrate them to avoid falling foul of the new regulations.

Training courses will be available from late 2004 ready for the introduction of the new equipment in 2005.

The Working Time Directive and 48 Hour Working Week Monitoring

The rules governing the 48 hour working week are confusing and complicated to calculate.

Enforcement officers are gaining more powers to check work and rest periods and impose sanctions for infringements.

Novadata has the tachograph analysis software capable of assessing your current fleet activities and the effect the 48 hour

working week will have on your Company.

Our analysis reports will help you keep within the strict limits laid down by this new legislation and protect your operator licence.

We can help you understand how to manage employee time alongside the drivers' hours rules and show you how your business could take advantage of the changes. Be Prepared!!

Tachograph Analysis



All Novadata analysts are trained to the high standard required to produce accurate analysis. With over fifteen years of experience, our clients are offered long term professional support.

Prosecutions relating to drivers' hours law and tachograph law are on the increase, Novadata analysis reports highlight drivers' hours and tachograph offences, missing charts/kms and recorded speeds

ensuring your Company has control of your fleet and can act swiftly to avoid 'causing and permitting' allegations. We offer a comprehensive, confidential and cost effective service that will give your company the invaluable fleet management information it needs to compete efficiently.

Our standard reports include:

- ◆ Tachograph chart register
- ◆ Driver's 7 day duty reports
- ◆ Driver infringement summary
- ◆ Vehicle use summary, including unrecorded Kms and missing charts
- ◆ Driver maximum speed report
- ◆ Driver Letters

Detailed reports are also available to help you with specific aspects of your operations.

All reports are available via email, diskette or hardcopy.

Drivers' Hours Law and Tachograph Training

These courses are available for management and drivers and include our unique post training monitoring service.

"We were all expecting to be bored rigid, however, your trainer had us all chuckling by making the training interesting whilst still getting across the seriousness of the subject."

Client comment 2001.

Drivers of vehicles over 3.5 tonnes are responsible under the law in ways that go far beyond that of any other profession.



Employers also have legally enforceable responsibilities for the training and actions of their drivers.

Understanding and implementing the law is a joint responsibility and failure to do either could result in either prosecution in court or the suspension/loss of the Operating Licence at a Public Inquiry.

The aim of this course is to give both drivers and employers a clear understanding of the tachograph and the complex laws that surround it.

The course will cover:

- ◆ Centrefield requirements
- ◆ Handwritten entries
- ◆ Employers & Drivers legal responsibilities
- ◆ The hours law (EC 3820/85)
- ◆ The tachograph (EC 3821/85)
- ◆ Trace identification
- ◆ Record keeping

Understanding how the rules apply will help you work at maximum efficiency and stay legal !

CPC Courses

The law states that an operator who seeks a Standard National or International Licence MUST satisfy the Licencing Authority that he/she is either professionally competent or employs someone as a transport manager who is professionally competent and is of good repute.

This person must have passed the CPC exams set by the Oxford, Cambridge and Royal Society of Arts, Examinations Board (OCR).

Novadata run regular courses for candidates who want to take these examinations which take place four times a year in March, June, September and December.

The areas of study covered include:

- ◆ Civil, commercial and fiscal law
- ◆ Social law
 - industrial relations
 - social security
 - Health and Safety at Work Act etc.

- ◆ Business and financial management of the undertaking
- ◆ Access to the market
- ◆ Technical standards of operation
 - weights of vehicles and loads
 - safe loading of vehicles
 - construction and use regulations etc.
- ◆ Hours of work and record keeping
- ◆ Road safety

The courses last five days (Monday to Friday) for national, with a further three days for the international module. They are arranged a few weeks before the examinations, so candidates have time to go over the extensive course notes supplied and try mock questions.

Separate modules are required to achieve a passenger CPC. Courses for these are arranged according to demand.

Drivers' Hours & Tachograph Systems Audit

In addition to tachograph analysis, Novadata can also audit all your transport related management systems to ensure legal compliance and efficient vehicle operation.

We can check that your procedures comply with the legal minimum and any of your own additional quality control standards.

Our audit will include:

- ◆ **Tachograph procedures**
 - issue and return of charts
 - chart storage
 - drivers' hours compliance analysis
 - analysis follow-up
 - tachograph inspection and calibration
 - ◆ **Driver training**
 - agency drivers
 - new and existing drivers
 - ◆ **Quality control procedures**
 - maintenance
 - accident records
- Our detailed reports will include:
- discrepancies between required and actual performance
 - problem area analysis
 - improvements that should be implemented
 - performance comparisons between depots

Following a Novadata audit, you can be confident your company has the necessary information to operate legally and efficiently.



Order Charts & Accessories Online

Novadata can supply all your road transport stationery products and accessories.

We have a complete range of products designed to help your company comply with the regulations and operate efficiently.

These include:

- ◆ Safety inspection and defect reporting systems.
- ◆ Wallets and chart storage products.
- ◆ Tachograph charts to fit all vehicles.
- ◆ Driver control systems.

All these products are available for online ordering via our web site at www.novadata.co.uk or via one of the contact numbers below.

Orders accepted in Sterling or Euros.

More Information

For more information about our tachograph analysis and many other support services plus the training courses we offer, go to our web site at www.novadata.co.uk or contact us directly:-

Novadata,
3 Blackwell Drive,
Springwood Industrial Estate,
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E-Mail:
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Transport Administrators Training

Protecting Your Operating Licence

All too often the important role of transport administrator is left to an individual who may not have the experience or the training required to identify and manage areas of concern, leaving the company open to prosecution. The administrator should be able to identify problems that require management action.

This course is delivered either in-house working with the administrator or is available as a Novadata group one day course.

Personnel will be instructed in how to design a simple, effective management system to help protect the Company Operating Licence.

The course will include:

- ◆ Liabilities of personnel
- ◆ Operators licence undertakings
- ◆ The tachograph and the laws that govern its use; including digital tachographs and smart cards
- ◆ Understanding tachograph analysis
- ◆ Dealing with drivers, the authorities and legal advisors
- ◆ The working time directive and its impact

Satisfy the Traffic Commissioner that your systems are in compliance with the standards required by the enforcement authorities.

DGSA Training & ADR Training

Since the full adoption of ADR as the law on dangerous goods in May 2004 you must have a Dangerous Goods Safety Advisor (DGSA) to operate legally.

We can train your staff to perform this vital role and keep you operating safely and legally. Our 5 day course will prepare them for the exams required and for their future role as your DGSA. The courses are held at

our own facilities and all text books and the permitted reference books for the exam are included.

The ADR rules will be updated every two years, starting in January 2005, and only allow six months grace before they have to be complied with.

We are also able to provide comprehensive driver ADR training.

Tachograph Analysis Training

- ◆ Flexible 2 day modular course.
- ◆ Training available to suit most analysis software packages.
- ◆ Written Assessment.
- ◆ Suitable for all levels.

Contact us for more details.

Health & Safety in Road Haulage Training

Employers are becoming increasingly liable for the actions of employees. This workshop is designed to increase the awareness of drivers and their supervisors to the risks once outside the employers premises. Observation, hazard recognition, and forward planning are key features.

Other Novadata Services

Expert Witness Service, Forensic analysis and Public Inquiries

Specialised equipment and expert knowledge are essential for factual evaluation of charts after accidents or disputes. Novadata maintains high standards to ensure you receive the best service available.

Professional, Transport Audits (performed for buyers and sellers)

Don't forget - prosecution is expensive - we can help you ensure your intended purchase is operating legally or check your own company systems to maximise your sale price.