

**OPICORP (PTY) LTD**

(Reg. No. 2013/160189/07)

RTMS Management Review Meeting, Minutes



Date

18 DEC 2025

Time

11H00

Location

KDG Depot,  
Boardroom**Meeting Purpose:**

Management Review of the (RTMS) Road Transport Management System to ensure that:

- Is continuing suitably and meets industry requirements.
- Is adequate.
- Is effective.

Identify what changes are required to ensure compliance Safety, Health and Environment, Opportunities for continuous improvement, revision to current Policies, Procedures as Focus areas to meet targets and to ensure the business is a good corporate citizen.

**Attendees:**

David Roberts	Chief Operating Officer
Mohamed Sha	Fleet Manager
Aversen Govender	Long-haul Operations Manager
Simon Hadebe	Driver Trainer
Senzo Shoji	Claims and Insurance
Urshela Nayager	Payroll and HR
Carey Govender	Fleet Admin/RTMS Representative
Brandon De Lange	Fleet Controller
Jerome Mahalingham	Local Operations Manager

**Agenda:**

1. Purpose of the Management Review
2. Minutes of the Internal RTMS audit of 25 Feb 2025
3. Review the AC RTMS Manual
4. Discuss, road safety, fleet maintenance and road worthiness, speeding, improvements, complaints, previous non-conformances.
5. Accidents and incidents.
6. General

Prepared By: Carey Govender

### **Road Safety.**

Risk assessments are conducted to minimise threats that could cause accidents and incidents. AC takes road safety very seriously and the safety of other road users.

Checks are being conducted after 3 hours of driving to confirm that the load is still secure, and the trucks are roadworthy.

Drivers are being constantly informed of the importance of road safety by toolbox talks, bulletins, messages via the relevant WhatsApp groups.

### **Fleet Maintenance and Road Worthiness.**

**Mohamed sha**, Fleet Manager, advised that, old trailer, trailers that have deteriorated over time, have been grounded and entered in a refurbishment programme, to ensure that they reach a safe and roadworthy condition.

A replacement program has also begun to get older trucks out of the system and have a 3–5-year fleet age.

All trucks and trailers are being serviced according to a well-managed service schedule. Trailers are being serviced at the same time at the truck intervals.

The Autoport workshop (NS Repairs) is now fully functional with in house servicing from Volvo, tyre inspections, a wash bay, in house trailer services, wheel alignment, brake test, hoist and a qualified welder to repair trailer decks and airline cracks.

### **Speeding.**

Speeding is being monitored daily using the Webfleet system. This is being done efficiently by **Brandon De Lange** in the operations department. Controller pulls a speeding report every morning to review the speeding occurrences from the day before.

Drivers who have breached the speeding policy receive a verbal warning, thereafter its entirely dependant on the number of occurrences.

Drivers that are delinquent in not following the speeding policy are being cautioned and retrained. This is working well and there is a downward trend for over speeding. Habitual offenders are being monitored and will be disciplined after 3 consecutive occurrences. The aim is to create awareness regarding the dangers related to high speeds.

### **Vehicle and load safety.**

1. RRA's done for major or problematic routes e.g., low hanging trees
2. RTMS check sheets completed, checked and filed.
3. Safe loading is addressed via training (dedicated driver trainer) who specializes in car carrier loading.
4. Vehicles are lashed on all four wheels as per OEM's specifications.
5. PPE is issued which includes safety items (boots / gloves).
6. On road risks are communicated and managed via the web fleet system.

### **Improvements.**

- With a designated individual to monitor the system, both track, trace and video, this has allowed AC to use the platform to its fullest. Webfleet has taken the business to the next level of where the owners and stakeholders need it to be, in terms of safety and productivity management.
- Netstar units have been installed in all trucks.
- Volvo safety pack on Volvo FM 330 and 400.

### **Non-Conformances from the previous audit and actions implemented.**

- No adequate corrective measures evidence was provided for violating working hours and excessive driving. The Webfleet tracking system doesn't provide alerts as the auditor requested for excessive driving hours, however now the hours can be pulled with a report and monitored accordingly. If a driver has driven excessive driving hours, remedial action is taken to ensure road safety as well as sufficient rest is acquired.
- The incidents and accidents spreadsheet/register has no root cause analysis as required by the standard.  
We have implemented the 5 whys method; this has been enforced and is investigated by the operations team to determine the root cause of all accidents and incidents.
- Service schedule does not include historical service intervals.  
We had tried to keep the historical data on the service schedule, however this resulted in the file being too large to share daily, historical intervals can be checked with the workshop.
- No root cause of tyre blow outs and breakdowns. What are the corrective actions?  
Root cause analysis and investigations have been taken over by the workshop – due to their expertise in the field. It has been concluded informally that the tyre brand, maybe the main issue. Management is looking further into alternative and better brands.
- Internal audit needs to be quarterly and not in a day with corrective actions been placed  
Quarterly audits are to be carried out, so that the root cause can be identified with the corrective action plans put in place to eliminate the causes.  
Quarterly audits have been carried out throughout the year and the data has been recorded and then submitted to the RTMS website for records.
- No Maintenance Policy Workshop and operations are working hand in hand in drafting the final.  
There is a maintenance policy in place as of last's years audit recommendations.

### **Incidents and accidents.**

There has been a good decline in accidents and incidents, the below table indicates that most of these were due to a 3<sup>rd</sup> party.

Quarter	Number of Vehicles	Number of Trips	Total KMs Travelled	Total Collisions/Crashes 3rd party	Total Collisions/Crashes Company Error	Number Of Fatalities
Q1 Jan - March	38	923	1993079	2	3	0
Q2 April - June	38	868	1802009	6	0	0
Q3 July - September	40	1223	2436775	4	4	0
Q4 October - December	40	1014	2093221	6	1	0

0 fatalities.

### **Load verification**

1. Vehicles are not weighed prior to dispatch due to facilities not being available. OEMs also provide vehicle tare as well as height which is recorded and uploaded on the IAL system. This cuts out individual weighing time, increasing efficient loading.
2. The operations staff that build loads are trained and have vast experience in each carrier's capability (various combinations) and any idiosyncrasies are dealt with as required to ensure compliance.

### **Driver health**

1. Annual medicals are done for each driver – appropriate action is taken if a driver requires special medication or other assistance e.g., spectacles
2. Psychological assistance is available for all employees who require this intervention due to trauma, accidents or matters of a personal nature.
3. Alcohol testing is done at each site. Anyone failing the test is dealt with appropriately.

### **Efficiency**

1. Fuel consumption is carefully monitored both via Webfleet and financial systems.

### **Internal Audit and management review**

1. This has been completed together with various meetings / discussions regarding operational issues
2. The team has expressed confidence of all records being up to date

### **Continual improvement**

1. Senior and executive management continually strive to improve the efficiency and effectiveness of the operation.
2. Initiatives include new fleet, improved and additional reporting – see delivery performance, distance. Payload and variable operating cost controls.

### **General.**

After the restructure of staff. AC have reiterated their policies and procedures. AC are committed to following the Road Transport management Standard and being fully compliant.

<b>Prepared By</b>	<b>Carey Govender</b>
<b>Approved By</b>	<b>David Roberts</b>
<b>Next Review</b>	<b>Q1 2026</b>

