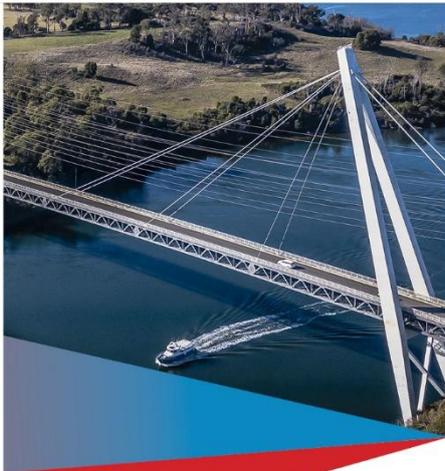
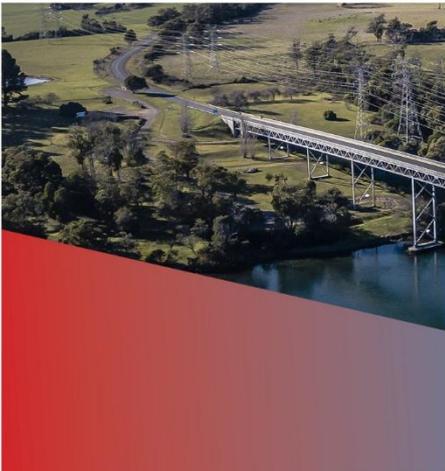


Information Package

How to become a Light Vehicle Approved Inspection Station



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Introduction

This booklet provides details for Proprietors of automotive workshops, service stations, motor dealerships and transport businesses wishing to be considered for entry to an agreement with the Department of State Growth (the Department) to operate a Light Vehicle Approved Inspection Station (LVAIS). A LVAIS consists of three elements, all of which are subject to approval processes.

They are:

- The Premises
- The Proprietor
- One or more Vehicle Examiners

The requirements for each of the above, the proposed terms of operation of a LVAIS and the application procedure will be outlined.

More thorough details are outlined in the LVAIS Procedures Manual available on the Department's web site.

Inspections - Types

A LVAIS may conduct pre-registration inspections and prepare pre-registration inspection reports on light vehicles (GVM less than and including 4.5 tonnes), motorcycles and light trailers (GVM less than and including 4.5 tonnes) which:

- Are currently registered in another state.
- Have been registered in Tasmania but whose registration has lapsed for more than 90 days.
- Has been directed to a LVAIS by officers of the Department for inspection prior to being issued with conditional registration, restricted registration, and other special classes of registration.
- Have been purchased at auction and which were previously registered as government vehicles and do not have registration plates.

In addition, a LVAIS may be required to conduct inspections on currently registered vehicles which:

- Require defect notice clearances.
- Have had an engine replacement and require an engine number change.

LVAIS do not act as agents for the collection of registration fees and will not issue registration plates. Upon being issued with an AIS inspection report the operator needs to be directed to a Service Tasmania shop for completion of that transaction.

Inspection Fees

Inspection fees are not set by the Department. The LVAIS are free to set their own fees but must inform the operator of the fee structure prior to conducting an inspection. We recommend a visible schedule of fees for inspection services including any reinspection fees should you choose to charge them.

Requirements to be a LVAIS

Before an LVAIS Authorisation is granted there are requirements that need to be met.

To streamline the application process, the applicant should use the checklist below to ensure compliance with the requirements.

- The applicant must be a registered company or business, or a branch of a company or business, with an operating name and street address.
- The station must have public liability insurance for \$10 million dollars.
- The premises must have a Proprietor who will take full responsibility for the activities of the LVAIS.
- Nominated Proprietors are required to successfully complete the Departments E training course for AIS Proprietors.
- Vehicle Examiners must be a qualified motor mechanic (minimum certificate three light vehicle mechanical technology and completed automotive apprenticeship), or equivalent, with sufficient experience to be acceptable to the Department and attend a recognised training course conducted by TasTAFE prior to being issued with their Vehicle Examiner number. It is possible for a Vehicle Examiner to be registered with more than one LVAIS.
- The Proprietor may be a Vehicle Examiner.
- The Proprietor and Vehicle Examiner must provide approved National Police Certificates.
- The premises must have a clean office or reception area with facilities for waiting motorists and for the completion of paperwork. Basic facilities will be acceptable provided they are clean.
- The premises must have access to telephone, photocopying and internet/email facilities.
- AIS Stamp (stamp number will be issued after the application is received and processed).
- Off street parking.
- The area where inspections are conducted must meet the [Work Health and Safety Act 2012](#) legislative requirements.
- There must be warning signs at the entrance to the workshop.
- The premises must have undercover inspection facilities including a pit, ramp or hoist with correct lighting.
- A level covered inspection area.
- A Jack NLT 2000kg or greater.
- Jack stands 2000kg or greater.
- At least one other person in addition to the Vehicle Examiner is available to assist in parts of the inspection e.g.: operating lights, rocking steering etc.
- The premises must have sufficient tools and equipment including an inspection light, pry bars and tape measure.
- The premises must have sufficient vehicle protection equipment (guard covers, seat covers and floor mats).
- The premises must have a tint tester suitable to measure the level of window tinting on a vehicle.
- Number and Letter punches (minimum size 7mm >).
- The premises must have a headlight testing board or headlight tester in accordance with the Department requirements.

National Police Certificates (NPCs)

National Police Certificates (NPCs) are required to satisfy the Department that LVAIS Proprietors and Vehicle Examiners do not have a crime of dishonesty or any serious offence in Tasmania or another Jurisdiction. "A fit and proper person" is a person who is deemed suitable, appropriate and legally eligible to undertake a particular activity. In the case of a Proprietor or a VE, the RMV wants the assurance that a person is a "fit and proper person" to carry out their legal responsibility to be authorised to oversee and inspect vehicles and in doing so will do so honestly, fairly and with good reputation. Common occurrence traffic offences are not deemed to be serious offences for this scheme.

The RMV is to be satisfied that a Proprietor and VE meet the "fit and proper person" criteria to perform services of his behalf. A factor the RMV considers determining whether a person does meet the criteria is whether they have been convicted of a crimes or serious offences within Australia as recorded on their NPC.

Without limiting the matters that may be relevant, the RMV may determine that a person is not a fit and proper person to be a Proprietor/VE/MBE/AVC where they have a conviction for a serious offence, or a conviction of a kind that would constitute a serious offence if committed in Tasmania under the following:

The Criminal Code

Section:

- 124. Penetrative sexual abuse of child or young person
- 125A. Persistent sexual abuse of child or young person
- 125B. Indecent act with child or young person
- 125C. Procuring child or young person for sexual abuse
- 125D. Communications with intent to procure child or young person
- 126. Penetrative sexual abuse of person with mental impairment
- 127. Indecent assault
- 158. Murder
- 167A. Causing death by dangerous driving
- 167B. Dangerous driving causing grievous bodily harm
- 170. Acts intended to cause grievous bodily harm or prevent apprehension
- 170A. Persistent family violence
- 172A. Dangerous driving
- 172A. Dangerous driving

Chapter:

- Chapter XIX - Assaults
- Chapter XX - Rape: Abduction: Stalking and Bullying
- Chapter XXVII - Burglary and Like Crimes
- Chapter XXXII - Forgery and Uttering

Chapter XXVIII - False Pretences, Cheating, and Frauds Concerning Titles

or

The Police Offences ACT 1935

Section:

7A. Loitering near children

35. Common assault and aggravated assault

37B. Motor vehicle stealing

37C. Procuring the hire or use of a motor vehicle by fraud, &c.

or

The Firearms ACT 1996

Section

126. False or misleading statements

Submitting NPCs

The Department will only accept a current NPC that shows “disclosable records date” is less than 90 days at the time VE’s submit the NPC to the Department.

Unless otherwise approved by the Team Leader of Accreditation AIS, only accept Tasmanian Police issued NPC’s as follows: -

- Mailing original copy directly to the (marked confidential) Accreditation AIS team. Your original NPC will be returned to you.
- Email copy of your NPC that has been identified as a “certified true copy” directly to the Accreditation AIS team ais@stategrowth.tas.gov.au

An application to obtain your NPC can be downloaded from: -

<https://www.service.tas.gov.au/services/justice-crime-and-the-law/national-police-certificate-police-check/apply-for-a-national-police-check>

PLEASE NOTE: Certificates can take several weeks to obtain. We recommend that you lodge your application as soon as possible after the decision has been made to become a LVAIS.

Knowledge Quiz

All Vehicle Examiners are required to successfully complete the VE knowledge quiz every three years. The quiz has been designed to assess their legal and general knowledge requirements of vehicle inspection procedures and is constructed around the LVAIS procedures, and Light Vehicle Inspection manuals.

Application Fees & Charges

There is a one-off registration fee of \$165 (including GST) consisting of \$88 Site Inspection Fee and \$77 New Site Application Fee to cover the administrative costs of checking and approving the prospective LVAIS. There is a fee for inspection forms, which is required to cover ongoing administration costs of the scheme. Books of 20 "General Inspection" and "Application to Register a Light Motor Vehicle or Trailer" Inspection forms can be obtained from Service Tasmania shops.

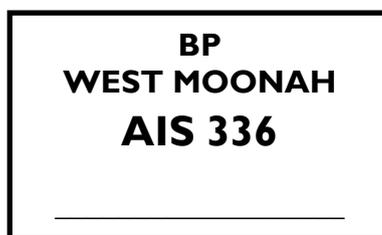
Paperwork & Stationary

Once approved a LVAIS will require the following:

- A Vehicle Inspection Checklist for the category of vehicle being inspected. The Department will supply checklist books for:
 - Light Vehicle
 - Caravan and Trailer
 - Motorcycle
- A supply of pre-registration "Application to Register a Light Vehicle or Trailer" and "General Inspection" forms obtained from Service Tasmania shops.
- A rubber stamp bearing the name, number and suburb of the LVAIS, a minimum of 30mm x 50mm (landscape orientation), bearing the name of the LVAIS on the top, its locality on the bottom and its AIS Number in large print in the centre.
- Examples of the rubber stamps are shown below (not to scale).



AIS Stamp.



AIS Remote Site Stamp

A LVAIS may also display an Approved Inspection Station Sign approved by Accreditation AIS team

Manuals

All relevant information to assist the Vehicle Examiner to conduct a correct inspection can be found in the AIS manuals.

Manuals are accessed online:

https://www.transport.tas.gov.au/vehicles_and_vehicle_inspections/information_for_ais_and ves

The Light Vehicle Approved Inspection Station Procedures Manual (LVAISPM) - explains procedures for becoming a LVAIS, requirements for completing an inspection, completing documentation and liaising with the Department.

The Light Vehicle Inspection Manual (LVIM) - outlines the "Reasons for Rejection" to be applied to vehicle inspections.

Inspection Requirements

Pre-Registration Inspections

A pre-registration inspection has two important components:

1. A vehicle identity check confirming make, model, date of manufacture, Vehicle Identification Number/chassis and engine numbers and no evidence of illegal modification or tampering with identification marks.
2. A roadworthiness inspection confirming compliance with the requirements of the [Vehicle and Traffic Act 1999](#) and associated Regulations.

By signing the pre-registration inspection report the signatory is stating that all details given are correct and to the best of their knowledge the vehicle meets the requirements of the Vehicle and Traffic Act 1999 and associated Regulations, and all applicable standards.

Procedures and Documentation:

- The operator books their vehicle in for an inspection.
- The Vehicle Examiner conducts the inspection and completes a checklist and numbered inspection form. These forms are in triplicate.
- Two copies are given to the operator with one retained by the LVAIS.
- The operator is directed to the nearest Service Tasmania office to pay registration fees, collect plates, etc.

What if I deliberately get it wrong?

- If it can be shown that you have fraudulently used your authority, the matter will be investigated and may be handed over to the Police for Criminal Prosecution.

Defect Clearances:

The operator presents the vehicle with defect notice.

- The Vehicle Examiner checks the vehicle, if satisfied the defects have been rectified, removes the defect sticker (if one is attached) and signs both copies of the defect notice.
- The cleared defect notices are given back to the operator advising them that it is their responsibility to mail the yellow copy of the notice to Registration and Licensing Services.
- Where the operator has lost the defect notice a copy may be obtained by the operator from Registration and Licensing Services or a full roadworthiness inspection may be undertaken.

Defective Vehicles Sighted on the Premises

- A Proprietor or Vehicle Examiner does not have the power to stop a defective vehicle leaving the premises.
- The LVAIS procedures manual refers to procedures which must be adopted to alert the operator and the Registration and Licensing Services of the defects.

Failed Inspections:

- Where a vehicle fails an inspection for a pre-registration check the Vehicle Examiner notifies the operator of the remaining defects and marks the inspection report accordingly. In this case only the operator's copy is given to the operator and the top copy is retained until the defects have been fixed.
- Defect notices may simply be left un-cleared until the nominated defects are repaired.

How to become an approved inspection station

Step 1: Do your homework

Make sure you are able to meet all the requirements to become a LVAIS. Make sure you have access to all the required equipment and at least one qualified motor mechanic to undertake the inspections. It is not necessary to invest in additional equipment prior to assessment but final approval will not be granted until your premises meet all the requirements.

Also make sure the benefits warrant the investment in any additional equipment, training, signage and stationary.

Step 2: Complete the application forms

Attached to this brochure are two application forms; one to be an LVAIS and another to become a Vehicle Examiner. If you wish to proceed to become an LVAIS, complete the forms, and return them to the Accreditation AIS team along with the Application Fee. When making application please either complete the Paying by Credit Card area or post the form with a cheque made payable to the Department of State Growth.

Please note, Applications for new stations are kept on file for a period of three months and applications to become a Vehicle Examiner or Motor Body Repair Examiner are kept on file of six months.

Step 3a: Proprietor

Before being granted a Proprietor status, nominated Proprietors are required to successfully complete the Departments E training course for AIS Proprietors. A Proprietor will be automatically enrolled into the quiz once an application to become an Approved Inspection Station is received.

Step 3b: Vehicle Examiner

Before being granted a Vehicle Examiner number, they must attend training conducted by TasTAFE on the Approved Inspection Station scheme and procedures for completing Inspection Reports. Workshops

are held regularly at the major centres. Vehicle Examiners must successfully pass an online quiz provided by TasTAFE to demonstrate they have the ability to undertake vehicle inspection on behalf of the Registrar of Motor Vehicles.

Contact TasTAFE on 1300 655 307 to book a place.

Step 4: Assessment

An officer from the Department will make an appointment to visit to assess your premises. It is an opportunity to ask any further questions you may have in relation to the proposal and the requirements of you as the proprietor of an LVAIS.

Step 5: Acceptance

Following a positive report by the assessing officer you will be notified that you have been approved subject to the purchase of any specified equipment and meeting other requirements.

Step 6: Commencement

A LVAIS may commence operations providing:

- Your initial application fee has been received.
- All relevant paperwork is completed.
- The Proprietor must have successfully passed the Departments E learning for AIS Proprietors and provided a National Police Certificate.
- Vehicle Examiner(s) attend the TasTAFE workshop, provide a National Police Certificate, and is granted a Vehicle Examiner Number.
- You have received a station number.
- You have met all Requirements to be a LVAIS as per checklist.
- You have received the Station Certificate.
- You have purchased from Service Tasmania the required books of inspection forms.

NB: Incomplete applications will be retained on file for a period of six months. After such time, applications to become an LVAIS and/or Vehicle Examiner are discarded, and applicants will be required to resubmit new documentation.

Refusal

If your application to become an LVAIS is refused, you will be notified in writing with details of reasons along with a refund of the initial registration fee. The Department takes no responsibility for equipment purchased or other commitments made prior to approval to become a LVAIS.

Sanctions

For a single minor breach, a warning will be issued which will be recorded on the LVAIS Register.

Detection of a major breach or the recording of several minor breaches may result in The Department suspending / cancelling the LVAIS.

A Compliance Officer is employed to investigate any issues including complaints from the general public.

Audit Procedures

The Department has introduced a range of audit procedures including:

- Initial site audits.
- Desktop audits.
- Scheduled audits.
- Physical inspection of vehicles that have been inspected by LVAIS.
- Triggered audits.

If discrepancies are found the Department will discuss the discrepancy with the Proprietor and issue a formal notification of action to be taken. At all times the Registrar of Motor Vehicles reserves the right to cease accepting inspection reports from a LVAIS.

Contact Details

All correspondence in relation to the LVAIS Scheme should be addressed to:

Registrar of Motor Vehicles

Registration and Licensing Services

Department of State Growth

GPO Box 536

HOBART TAS 7001

Phone: (03) 6166 3283

Email: ais@stategrowth.tas.gov.au

Website: www.transport.tas.gov.au

Attachments

- Expression of interest in becoming a Light Vehicle Approved Inspection Station.
- Application to be a Vehicle Examiner.
- Headlight aiming dimensions.



Expression of Interest in becoming an Approved Inspection Station (AIS/AMBRIS)



Requesting Station Type	Tick	Requesting Station Type	Tick
AIS Type 1 (Light Vehicles)		AIS Type 5 (Driving School)	
AIS Type 6 (New Heavy Vehicle)		AMBRIS	
Premises Details:			
Name of Entity:		ABN/ACN:	
Trading Name:			
Address of Premises:			
Email:		Phone Number:	
Description of Premises:			
Proprietors Details:			
Nominated Proprietor's Name:			
Position in Relation to Premises:			
Residential Address:			
Email:		Phone Number:	
Vehicle Examiner Details:			
New VE Application Attached:	Yes / No	Existing VE to Add to Station:	Yes / No
Name & VE No (If Known):		Phone Number / Email:	

Application Fee: There is a one-off registration fee of \$165 (including GST) consisting of \$88 Site Inspection Fee and \$77 New Station Application Fee to cover the administrative cost of checking and approving proprietors of the LVAIS/AMBRIS.

Name on Card

Credit Card Number

Card Type (Visa/Mastercard etc.) CCV (three digit number on back of card).....

Expiry Date

Name Proprietors Representative

Signature and Date

If paying by Cheque please make the cheque payable to the Department of State Growth and send to Accreditation AIS team GPO Box 536, Hobart TAS 7001.

Declaration: I wish to apply for the above premises to be considered an Approved Inspection Station. I give my consent for the Department of State Growth to conduct a probity check into myself or any of my business details and to my premises being checked for suitability prior to contracting to undertake vehicle/structural inspections.

Signature	Name	Date

Personal Information Protection Statement: Personal information we collect from you for assessing your suitability to become an Authorised Inspection Station will be used by the Department for that purpose only. Your personal information may be disclosed to contractors and agents of the Department, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed.

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Application to Become a Vehicle Examiner/Motor Body Examiner – AIS 2				
To be completed by applicant wishing to become a vehicle examiner				
	Requesting VE Type	Tick	Requesting VE Type	Tick
	AIS Type 1 (Light Vehicles)		AIS Type 5 (Driving School)	
	AIS Type 2 (SPV)		AIS Type 7 (Motor Body Examiner)	
	AIS Type 3 (LPV)			
	AIS Type 4 (Heavy Vehicle)			
To be completed by applicant wishing to become a vehicle examiner				
Full Name				
Address				
Date of Birth		Licence No and Expiry		
Phone No				
Email				
Qualifications:				
Experience:				
DECLARATION				
I certify that the above information is correct and that if accepted as a Vehicle Examiner I will conduct inspections in accordance with the instructions set out in the Approved Inspection Stations Manual. All applicants to obtain and attach a National Police certificate to their application to become a vehicle examiner.				
Signature		Name	Date	
<input type="checkbox"/> Below section not completed as new AIS Application in progress				
To be completed by the Contractor/Proprietor				
I,		certify that the above named		
is employed by me and will undertake inspections at:				
(Name and address of Premises)				
AIS Number				
Signature of Contractor/Proprietor		Date		
Personal Information Protection Statement: Personal information we collect from you for assessing your suitability to become an Authorised Inspection Station will be used by the Department for that purpose only. Your personal information may be disclosed to contractors and agents of the Department, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed.				



Registrar of Motor Vehicles
Registration and Licensing Services
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