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## 1. Introduction

Welcome to the 24<sup>th</sup> edition (issue 24) of the AIS newsletter. Please take your time to read it. If you have any questions please feel free to contact AIS Compliance Unit on 6166 3271.

## 2. AIS Manuals

As discussed in the last newsletter, we no longer publish the manuals in disk format. All current versions of the AIS manuals, forms and other helpful information is published online and can be accessed via the AIS website at: [https://www.transport.tas.gov.au/vehicles/vehicle\\_inspections/ais](https://www.transport.tas.gov.au/vehicles/vehicle_inspections/ais) I suggest that you save this in your favourites or place a short cut to it on your desktop to make it quick and easy to access the current online information.

Please ensure that you remove any versions of the disks that you have as they contain out of date information. We will be checking this as part of the scheduled site audit program.

## 3. Summary of Changes

A full list of all of the amendments to each manual is provided as a summary of changes which is available at the above link.

You are reminded to make yourself familiar with the amendments in the manuals and forms and complete the declaration attached to this newsletter.

## 4. Inspection Books

Proprietors are reminded if you have dual sites, you are not to swap inspection books between the sites. Inspection books are issued and recorded to a single station only. Swapping books between sites can also disrupt clients when they return for a second inspection as the required 'AA' form may be at another location.

## 5. Type 2 Service Providers

Reminder: all new LPPV vehicles require a HV and an LPPV inspection report prior to registration. This includes LPPVs that are to be used as Hire and Drive Vehicles.

Vehicle with less than 10 seats for Hire and Drive purposes do not require an LPPV or SPPV inspection if under 3 years of age. Please refer to Inspection Criteria in Chapter 10 of the AIS Procedure Manual.

## 6. Refresher training

AIS Refresher training courses are listed on the Website. I encourage all VEs take the time to attend these training sessions. The intent of the training is to update VEs on any new procedure changes and areas of inspections highlighted during the course of the year by VEs worthy of discussion.

If any Proprietor or VE wishes to make suggestions as to what they consider should be covered in future refresher training, your suggestions will be gratefully accepted and considered.

## 7. Vehicle Examiners – Quiz & NPC

All VE's are sent out a reminder 6 weeks prior to when they are due to complete the Quiz and provide the Department with a National Police Certificate (NPC). We strongly recommend that you order your NPC ASAP after receiving the reminder as these can take a few weeks to process. Please do not assume we have received all your paperwork and undertake inspections after your expiry date if you haven't received your new certificate in the mail or have been contacted by AIS compliance advising that you are now current. If you complete inspections when your authorisation has expired the inspection report cannot be processed and we will have no option but to send clients back to you for a refund.

## 8. Audits

Each year Karen Sames conducts a range of audits of Approved Inspection Stations. The five key non-compliance areas identified in the past 12 months have been:

- Non certified vehicle hoists,
- Unable to produce Public Liability insurance certificate of currency,
- Non notification of changes of conditions when the station contacts details and/or personnel have changed,
- Non completion of vehicle checklists
- Still using disks to access AIS manuals

All of the above are requirements set out in the AIS scheme rules and it is expected that these items are in order at all times. Please be aware that sanctions may be applied for identified areas of non-compliance.

Whilst talking about audits, it's worth noting that Karen's role is likely to change later this year and it may be the case that an auditor other than Karen will be conducting some AIS audits in the near future.

## 9. Sanctions & Penalties

A number of vehicle examiners in the north of the state have had their VE authorisations suspended due to obtaining new vehicle VINs for used trailers/caravans.

This should act as reminder to all VEs to follow the process outlined in the AIS procedure manual. If you are presented with a used trailer with no identifiers, contact the Departments Vehicle Standards area on 61663263 for assistance in confirming the true identity of the trailer/caravan.

## 10. Let's Torque – Vehicle categories

A common enquiry that we receive from VEs when completing AA (Application to Register) forms is regarding if a vehicle is a "Goods vehicle" or a "Passenger vehicle".

In short a goods vehicle is one that has been primarily designed and constructed for the carriage of goods e.g a utility, flat tray or a van and a passenger vehicle is one primarily designed an constructed for the carriage of passengers, e.g a sedan, wagon.

There are a number of vehicles that can do both, so how do we determine what category

to put these vehicles into.

Most vehicles we see today were manufactured after 1989 and therefore have a third edition ADR identification plate on them. The ID Plate will have an ADR vehicle category on it in the form of a two letters possibly followed by a number in some cases.

All passenger vehicle categories start with the prefix "M" eg MA = cars and wagons, MB = forward control passenger cars and MC = off-road passenger cars, MD and ME are buses.

All goods vehicle categories codes start with the prefix "N" eg NA1 = Goods vehicle up to 2.7 GVM, NA2 Light goods vehicle with a GVM between 2.7 and 3.5 tone, NB1 = Goods vehicle GVM 3.5 t to 4.5 tonne NB2 = goods vehicle with a GVM greater than 4.5 tonne and NC = is a goods vehicle with a GVM exceeding 12 tonnes.

If you're not sure when completing your inspection, check the ID plate, if the vehicle category code starts with an M it's a passenger vehicle, if it starts with an N then it's a goods vehicle.

It is important to select the correct category as this will determine which MAIB premium will be applied to the vehicle when the registration is established.

## 11. Incomplete forms

AIS Compliance have recently received an increased number of calls from Service Tasmania. These call relate to incomplete forms, all forms must be fully completed, incomplete forms cause delays for clients.

The incomplete fields that cause us the most issues are as follows:

- Passed forms that are not stamped
- Trailer un-laden mass not completed
- Missing data – seats, rotors/cylinders
- Incorrect body type
- Missing GVM
- Amended VIN with no signature

VE's are reminded if the Vehicle Category is a Goods vehicle (N class vehicle) you must complete the GVM field.

Please ensure that all fields on the form are completed to minimise delays for your clients.



## 12. Reminder

AIS Proprietors are reminded that they are responsible for and need to have their VEs sign the attached “AIS Information Bulletin” declaration signifying that they fully understand any new requirements or instructions in this bulletin. Sole Proprietors still need to sign off the declaration. Bulletins and declarations must be filed in your AIS Information Bulletin folder. If you do not have a red bulletin folder please contact the AIS compliance area and they will send you out a replacement.

## 13. Questions or Suggestions

If you have any questions in regards to information in this newsletter contact the AIS Compliance Unit on 6166 3271.

If you have any suggestions as how to improve the scheme please raise them with AIS or via your relevant Reference Group representative for consideration.

### *AIS Reference group representatives*

Each area of the AIS scheme has representation on the AIS Reference Group. The reps are as follows:

**AIS** - Stephen Caplice, Ph: 6234 8868 or 0418 148 608

**AMBRIS** – Petrina White,  
petrina@crampbros.com.au

**AVC** – Eddie van den Berg, Ph: 0407 930 542  
eddie@bttengineering.com.au

## 14. Answering Machine

Due to the nature of our work the office isn't always occupied. If, when you call it goes to the answering machine can you please leave a clear message with your name, VE or AIS number a return phone number and a brief description of what you would like addressed. We will endeavour to get back to you as soon as possible.

## 15. Contact details

### *AIS Compliance Unit*

E-mail [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au)

John Wilson – Team Leader Accreditation (AIS)

6166 3271 (W)

0419 313 910 (M)

Karen Sames – AIS Officer

6166 3270 (W)

0419 378 174 (M)

S Pawlowski (Polly) – AIS Officer

6166 3265 (W)

Rebekka Hunter - AIS Support Officer

6166 3272 (W)

### *Refresher training bookings*

6166 3270

### *Knowledge Quiz Enrolment*

[ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au)

### *Vehicle Standards Area*

6166 3261 or 6166 3263

[vehicle.standards@stategrowth.tas.gov.au](mailto:vehicle.standards@stategrowth.tas.gov.au)

### *Integrated Tasmanian Government Contact Centre (ITGCC)*

1300 13 55 13

### *Light Vehicle Defect notices*

6166 4871

### *Heavy Vehicle Defect Notices*

[tasmania@nhvr.gov.au](mailto:tasmania@nhvr.gov.au)

### *Tas TAFE - Automotive Studies*

6777 2664

If you have any comments or feedback on this issue or suggestions/information for future issues please let us know by emailing the editor, John Wilson, at [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au) or telephone (03) 6166 3271.

More information and relevant forms can be found on the AIS website at <http://www.transport.tas.gov.au/vehicleinspections/ais>