

As a reminder, our new numbers are posted at the conclusion of the information bulletin.

#### 9. Repair diaries

I couldn't complete an information bulletin without mentioning repair diaries. I will be posting a completed repair diary that was submitted by a repairer who agreed to have the diary place on our website. The diary is an excellent example of how it should be laid out.

#### 10. Vehicle call ins

If the Department of Infrastructure Energy and Resources receives a complaint regarding an alleged un-roadworthy vehicle, the Registrar of Motor Vehicles has the power to write to the registered operator of the vehicle requesting that they have the vehicle inspected at an AIS/AMBRIS. In the event that the vehicle is not presented for inspection will result in the vehicles registration being cancelled.

Unfortunately it is not possible to advise complainants of the outcome of the inspection in all instances, rest assured all vehicle call-in complaints received are actioned.

People wishing to make a complaint must supply their name, address, phone number, registration number of vehicle, type of defect, date and location the vehicle was seen. The complainant's details will be kept confidential. Complaints can be

directed to the Executive Officer, Vehicle Operations Branch, DIER, 10 Murray St, Hobart or by phoning 1300 851 225.

#### 11. Reminder

AMBRIS Proprietors are reminded that they are responsible for and need to have their MBE's sign the attached "AMBRIS Information Bulletin" declaration signifying that they fully understand any new requirements or instructions in this edition of the bulletin. Sole Proprietors still need to sign off the declaration.

#### 12. Questions

If you have any questions about this bulletin contact the AIS Compliance Unit on 6166 3271.

#### 13. Phone Numbers

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# AMBRIS Information Bulletin

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#### CONTACT DETAILS

If you have any comments or feedback on this issue or suggestions/information for future issues please let us know by emailing the editor, Russell Clark, at [ambris@dier.tas.gov.au](mailto:ambris@dier.tas.gov.au) or telephone (03) 6233 5403. More information and relevant forms can be found on the AIS webpage at [http://www.transport.tas.gov.au/vehicle\\_inspections/ambris](http://www.transport.tas.gov.au/vehicle_inspections/ambris)



Department of Infrastructure Energy and Resources  
AIS Compliance Unit



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### 1. Introduction

Welcome to the fifth edition (issue 5) of the AMBRIS Information Bulletin.

### 2. Version 5 disk

Enclosed with this information bulletin is the version 5 AMBRIS disk for Proprietors to distribute to their Motor Body Examiners (MBEs). Proprietors are reminded to destroy their version 4 disk/s on receipt of the new disk/s.

Amendments to the disk include:

- Chapter 8
  - amendments to assessing Statutory write offs
  - amendments to VIN look up
- Chapter 10
  - Sample vehicle checklist report inserted

Proprietors/MBEs are reminded to make themselves familiar with the

amendments in the manual.

### 3. AMBRIS workgroup

Your AMBRIS workgroup met in Launceston in October to discuss and review the following:

#### Vehicle checklist for inspecting vehicles

A draft checklist report was presented for discussion, amendments were made to the checklist by the group.

#### Checklist for vehicles classified as a RWO

A draft checklist for operators was presented to the group. A decision was made to implement a checklist label similar in size to the RWO label and requested that loss assessors place this on the vehicle at the time of their inspection.

It was decided to have the draft checklist sheet adopted and made available for Auction houses and AMBRIS.

#### Review reasons for rejection

The “reasons for rejection” were discussed by the group and minor changes were recommended and will be included in the next procedures manual.

A decision was made at the meeting that it was not seen necessary for the group to meet, unless other issues are identified in the future.

I would like to take this opportunity to thank Craig, Dean and Peter (TasTAFE) for volunteering to join the workgroup and making time available to attend the meeting during their work

time and their valued input into the points highlighted above.

### 4. RWO checklist label

From the workgroup meeting, a label was drafted and approved by DIER. Discussions were held with loss assessors who agreed to affix the label.

The intent of the label is to direct owners to AMBRIS’s in the first instance to discuss proposed repairs and what course of action is required to have the vehicle inspected.

Labels have been since printed and distributed to assessors.

It is our intention to continue with a checklist sheet which has been distributed to auction houses. We will be forwarding checklist sheets to AMBRISs as soon as possible for distribution to operators when and where required. A copy is included in this bulletin.

### 5. Vehicle checklist books

Vehicle checklist books were issued to MBEs in January. MBEs are reminded that they are required to complete a checklist report when conducting any structural inspection. All reports will be checked during routine audits. If it is identified that MBEs are not completing checklists, sanctions will apply.

There appears to be some confusion in completing the checklist. There are two columns to indicate whether the vehicle passes , fails , or is not applicable . The first column

(sighted/inspected) must be completed at the time of the first inspection. Where a  appears in this column the re-inspection is to be recorded in the second (corrected) column indicating that it has . A sample completed report has been included in Chapter 10 of the procedures manual to assist you in completing the report. I will be discussing your checklist reports further at your scheduled audit.

### 6. Version 5 structural report

The version 5 disk was sent to AMBRISs in December. However some have continued to forward their old version 4 structural reports. Can you please ensure that you have deleted the old version 4 report as a matter of priority?

### 7. Training

We intend to conduct refresher training for MBEs in June 2014. At this stage it will be held in the three respective regions after hours (6.00pm-8.00pm). An email advising dates/location will be emailed to Proprietors in May.

You will recall that we offered an opportunity to run an initial MBE training course in February. Due to the fact that no nominations were received, the course was cancelled. That is not to say that we will not hold one in the future, this will be gauged on applications received.

### 8. New phone numbers

AMBRISs are reminded that AIS Compliance Unit phone numbers changed in December 2013. You were advised at the time of those changes.