

Version 23
August 2019

New Heavy Vehicle Approved Inspection Station Procedures/ Inspection Manual



Produced by
Registration and Licensing Services Department of State Growth
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This manual is available online at:
www.transport.tas.gov.au/vehicle_inspections

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Preface

Throughout this Manual various acronyms are used. These acronyms represent commonly used terms within the AIS scheme. The following table identifies the acronym and its full term.

Acronym used	Full term
AIS	Approved Inspection Station
AMBRIS	Approved Motor Body Repair Inspection Station
ATM	Aggregate Trailer Mass
AVC	Approved Vehicle Certifier
AVCAIS	Approved Vehicle Certifier Approved Inspection Station
GCM	Gross Combination Mass
GTM	Gross Trailer Mass
GVM	Gross Vehicle Mass
ITGGC	Integrated Tasmanian Government Contact Centre
LVAIS	Light Vehicle Approved Inspection Station
MBE	Motor Body Examiner
MRS	Motor Registry System
NHVAIS	New Heavy Vehicle Approved Inspection Station
NHVE	New Heavy Vehicle Examiner
NPC	National Police Certificate
R&LS	Registration And Licensing Services
RMV	Registrar of Motor Vehicles
VE	Vehicle Examiner
VIN	Vehicle Identification Number

Chapter 1

Introduction

New Heavy Vehicle Approved Inspection Station Procedures Manual

The purpose of this manual is to explain to the Proprietor and Vehicle Examiner the administrative and operational procedures relating to a New Heavy Vehicle Approved Inspection Station (NHVAIS) scheme

This manual is to be read in conjunction with the National Heavy Vehicle Inspection Manual (NHVIM) and NHVIM – Tasmanian Supplement.

It is a requirement of all NVAIS that they have the latest version disk containing manuals and instructions. This must be placed on a computer and made readably available for Proprietors and Vehicle Examiners, should they need to access it. All instructions in the manual must be adhered to.

Contact Details

All correspondence in relation to the New Heavy Vehicle Approved Inspection Station scheme should be addressed to:

Manager Vehicle Safety

Registration and Licensing Services

Road User Services Division

Department of State Growth

GPO Box 536

Hobart Tasmania 7001

Phone: 03 6166 3271

Email: ais@stategrowth.tas.gov.au

Chapter 2

Forms

The following forms are used in the New Heavy Vehicle Approved Inspection Station (NHVAIS) scheme. Form NHVAIS5 is uniquely numbered and photocopies will not be accepted. Other forms may be copied from this manual for use by the NHVAIS.

Form NHVAIS 1: Application for Proprietor and Premises

This form is used by an applicant desiring to be considered to become a proprietor of a NHVAIS. It requests details of the Proprietor and of the Premises.

This form may be photocopied.

Form NHVAIS 2: Application for Vehicle Examiner

This form is used by a proprietor of a NHVAIS to nominate employees who are required to become Vehicle Examiners.

This form may be photocopied.

Form NHVAIS 3: Notification of Change of Conditions

This form is used by a proprietor of a NHVAIS to advise the Department of State Growth of any changes to the details of the Proprietor or Premises or of any Vehicle Examiners no longer employed.

This form may be photocopied.

Form NHVAIS 4: Order Form for Replacement of Application for Registration Forms

This form is used to order replacement books of Application to Register a Heavy Vehicle Inspection forms.

This form may be photocopied.

Only the Registration & Licensing Services, AIS Compliance Unit supplies the books.

Form NHVAIS 5: Pre-Registration Inspection Form

This is an example of the Pre-Registration Inspection Form. Each form is in triplicate and is numbered uniquely. Only numbered originals may be used.

Photocopies of this form WILL NOT be accepted.

Expression of Interest in Becoming An Approved Inspection Station (AIS)

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 Organisation

Trading As

Address of Premises

Email

Phone Number

Description of Premises:

Proprietor Details:

Full Name of Nominated
Proprietor and

Position in Relation to Premises

Residential
Address

Email

Phone Number

Other Information

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.

Application to Become a Vehicle Examiner/Motor Body 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 6 (New Heavy Vehicle)	
AIS Type 3 (LPV)		AIS Type 7 (Motor Body Examiner)	
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	
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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/AMBRIS 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.



Department of State Growth
Vehicle Safety – AIS Compliance

AIS Stamp

Notification of Change of Conditions

Please tick and add details for all changes required

Station & Vehicle Examiner type	✓	Station & Vehicle Examiner number
AIS	<input type="checkbox"/>	
AMBRIS	<input type="checkbox"/>	
AVCAIS	<input type="checkbox"/>	
VE	<input type="checkbox"/>	
MBE	<input type="checkbox"/>	
AVC	<input type="checkbox"/>	

Please tick and add details for all changes required

✓

Cease being a Station	
Change of Station details Details to be changed: Note: If change of premise location an \$88.00 Site Inspection fee is required, please fill in payment details below.	
Change of postal address New postal address:	
Change of email address New email:	
Remove Vehicle Examiner Type: Number: Name:	
Add Vehicle Examiner Type: Number: Name:	
Nominate an alternative Proprietor Name: Email address: Important note: The new Proprietor will need to provide an email address and a current National Police Certificate (NPC) before this request can be processed.	

.....
 Name of Proprietor/Contractor Signature Date

Payment Details: (for change of premise location only)

Name on Card
 Credit Card Number
 CCV (three digit number on back of card)
 Card Type
 Expiry Date
 Name Proprietor/Representative
 Signature/Date

If paying by Cheque please make the cheque payable to the Department of State Growth and send to the AIS Compliance Unit
 GPO Box 536 HOBART TAS 700, email address ais@stategrowth.tas.gov.au

Vehicle Safety, AIS Compliance – Notification of Change of Conditions – July 2019
D19/190217



Department of State Growth
Vehicle Safety – AIS Compliance

AIS ORDER FORM

AIS Stamp

The items listed in table one can only be purchased at Service Tasmania Shops.

Table one

Item	Cost	Quantity required
Application to Register a Light Motor Vehicle or Trailer Inspection Book (AA)	\$200.00 (incl GST) each	
General Inspection Report Inspection Book (AB)	\$200.00 (incl GST) each	
Total \$		

The items listed in table two are purchased through the Department of State Growth, please email this form to ais@stategrowth.tas.gov.au (allow 2-3 business days for processing).

Table two

Item	Cost	Quantity required
Application for Registration of a Heavy Vehicle Inspection Book (HV)	\$200.00 (incl GST) each	
Inspection Report Large Passenger Vehicle (LPPV)	\$200.00 (incl GST) each	
Inspection Report Small Passenger Vehicle (SPPV)	\$200.00 (incl GST) each	
PTS Label Large	\$2.00 each	
PTS Label Small	\$1.00 each	
Driving Instructor/Dangerous Goods Labels	\$0.50 each	
Total \$		

Payment Details:

Name on Card
 Credit Card Number
 CCV (three digit number on back of card)
 Card Type
 Expiry Date
 Name Proprietor/Representative
 Signature/Date


If paying by Cheque please make the cheque payable to the Department of State Growth and send to the AIS Compliance Unit.

OFFICE USE ONLY

Record book numbers Issued (AA, AB, HV, LPPV, SPPV)	
Record Label Numbers Issued	

Vehicle Safety, AIS Compliance Order Form – July 2019 - D19/157597

PRE-REGISTRATION INSPECTION FORM - NHVAIS 5

HV  Tasmanian Government	<h2 style="margin: 0;">APPLICATION FOR REGISTRATION OF A HEAVY VEHICLE</h2> <p style="font-size: small; margin: 5px 0;">Heavy Vehicle - Vehicle with a GVM greater than 4.5 tonnes. Single, Company or Incorporated Association registered operators only. Proof of Entitlement to Register is required e.g. receipts, previous registration certificates.</p> <p style="font-weight: bold; margin: 0;">Validation Period - This application form is only valid for 30 days from the date of inspection.</p>	<div style="font-size: x-small; font-weight: bold;">OFFICE USE ONLY</div> <div style="text-align: right; font-size: x-small;">MR57 03/19</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 2px;">REG. NUMBER</th> </tr> <tr> <td style="padding: 2px;">Proof of Entitlement to Register</td> <td style="text-align: right; padding: 2px;">Attached <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Evidence of Identity</td> <td style="text-align: right; padding: 2px;">Sighted <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Evidence of Address</td> <td style="text-align: right; padding: 2px;">Sighted <input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px;">Proof of Garage Address</td> <td style="text-align: right; padding: 2px;">Sighted <input type="checkbox"/></td> </tr> </table>	REG. NUMBER		Proof of Entitlement to Register	Attached <input type="checkbox"/>	Evidence of Identity	Sighted <input type="checkbox"/>	Evidence of Address	Sighted <input type="checkbox"/>	Proof of Garage Address	Sighted <input type="checkbox"/>																																		
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<div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> New Vehicle <input type="checkbox"/> Previously Interstate <input type="checkbox"/> Expired Registration <input type="checkbox"/> Imported from overseas <input type="checkbox"/> Conditional Registration </div>																																														
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<div style="display: flex; justify-content: space-between; font-size: x-small;"> PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS Present to any Service Tasmania Shop </div>																																														

APPLICATION FOR REGISTRATION

Note: This application form is only valid for 30 days from the date of inspection.
Failure to comply will mean the form will not be able to be processed.

YOU MUST COMPLETE THE SECTIONS BELOW

SECTION 2: REGISTERED OPERATOR DETAILS

Company/Inc. Association Name:	A.C.N. / Inc No.	
Registered Operator Surname:	Note: Heavy Vehicles (>4.5t GVM) cannot be registered in joint names	
Given Names:		
Date of Birth:	Licence No.:	
On behalf of (optional)*:	*If registering on behalf of an unincorporated business or joint operators of a heavy vehicle GVM>4.5t.	
Residential / Company Address:	Postcode:	
Mail Address:	Postcode:	
Garage Address:	(Must be Tasmanian)	
Contact Details:	Mobile No.:	Home/Business No.:
	Email:	

SECTION 3: REGISTERED OPERATOR DECLARATION

Previous registration details:	Country / State:	Registered No.:	Operator:
Market Value of Vehicle \$	Exemption Cert No. (if any):	Fleet discount <input type="checkbox"/> YES <input type="checkbox"/> NO	Plates Surrendered <input type="checkbox"/> YES <input type="checkbox"/> NO
WARNING: Making a false or misleading statement on the dutiable value of a motor vehicle may incur a fine of up to 500 penalty units.			
DECLARATION:		DECLARATION MAY BE MADE BY:	
I (full name)		<input type="checkbox"/> OPERATOR	
solemnly and sincerely declare the particulars shown above to be true in all respects.		<input type="checkbox"/> DEALER	
		<input type="checkbox"/> AGENT	
Signature		Date/...../.....	

IMPORTANT INFORMATION

YOU MUST COMPLETE THE HEAVY VEHICLE CLASSIFICATION REPORT (refer to your agent or *Service Tasmania*)

You can take this completed form in person to any *Service Tasmania* shop together with your payment and all other documentation required.
If you require any information on registration fees or additional information, please contact our Tasmanian Government Contact Centre 1300 135 513.

EVIDENCE DOCUMENTS ARE REQUIRED TO REGISTER THE VEHICLE - Please see the back of the operator's page (blue sheet) for evidence documentation that you **MUST** produce for the vehicle to be registered.

Note: Motorists are also reminded that this identity and compliance check is for the purpose of registration of the vehicle only. Neither the Department nor its agents take responsibility for the condition of the vehicle subsequent to the inspection. Purchasers are responsible for their independent assessment of the condition of any vehicle before determining an appropriate value of the vehicle.

Personal Information Protection Statement

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the *Vehicle and Traffic Act 1989* and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, National Heavy Vehicle Regulator (NHVR), vehicle manufacturers (safety recalls only), 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 or records not being properly maintained.

DOCUMENTS REQUIRED FOR REGISTRATION

Step 1: Complete the application form

- You must complete Sections 2 and 3 of the form and the Approved Inspection Station must complete Section 1.

Step 2: You will need to provide the following information with your application form

- (a)
 - If the vehicle has not been registered previously, proof of entitlement to register (e.g. receipt, invoice etc) will be required.
- (b)
 - You will need to provide evidence of identity and address as part of this application process:

Refer www.transport.tas.gov.au/registration/Information

Proof of garage address documents

The garage address is the vehicle's principal depot or base of operations.

For all new records the garage address must be in Tasmania and the client must provide proof of the garage address.

Acceptable proof of garage address includes:

- A certificate of title of ownership of the premises to which the address relates, a lease agreement or rent book, a taxation assessment notice in relation to the premises, a council rates notice, electricity, telephone or gas accounts relating to the street address.

Step 3: Other Important Information

- (a)
 - Inspection report is valid for 30 days only from date of inspection.
- (b)
 - Information regarding duty charges can be obtained by contacting Service Tasmania on 1300 135 513.

Chapter 3

Vehicle Registration Arrangements

New Heavy Vehicle Approved Inspection Stations (NHVAIS) carry out Pre-Registration Inspections of new heavy vehicles only. They do not collect registration fees, or issue number plates and registration labels. This is Service Tasmania's role.

How to Register a New Heavy Vehicle

On the back of the first page of the Application for Registration of a Heavy Vehicle Form is the Application for Registration section.

To register a New Heavy Vehicle the first copy needs to be presented to a Service Tasmania Shop. Documentation required for the registration is outlined on the back of the second page of the operator's copy.

What is the Fee for Registering a Motor Vehicle for the first time?

To find out what charges apply, please contact:

Integrated Tasmanian Government Contact Centre (ITGCC) on 1300 13 55 13.

Motorists should be advised that fees may change from time to time and the correct fee will always be that set by regulation.

All transactions must be carried out at Service Tasmania.

Chapter 4

New Heavy Vehicle Approved Inspection Stations-Obligations and Responsibilities

What is a New Heavy Vehicle Approved Inspection Station?

A New Heavy Vehicle Approved Inspection Station (NHVAIS) consists of three elements:

1. A Premise.
2. A Proprietor.
3. One or more Vehicle Examiners (VE).

Of the three, the premise is unique. The NHVAIS scheme consists of a network of premises around Tasmania, each operating under a Proprietor and employing one or more VEs.

What kind of organisation can become a New Heavy Vehicle Approved Inspection Station?

An NHVAIS may be the following:

- A motor dealer (supplier of new heavy vehicles only)
- An authorised dealer
- An agent

The Premise

What is a premise?

The premise is a building and associated driveways and parking areas which can be utilised as a NHVAIS, for the inspection of new heavy vehicles for the purpose of registration.

The premise is identified by its company name and a business or trading name where this differs from the company name, and by its address.

Where a company has branches or outlets, each branch or outlet represents separate premises.

The premise must be associated with a company or registered business. It must not be a privately owned garage or shed.

What facilities must a premise have?

The premise must have the following:

1. The premise must have access to telephone.
2. The NHVAIS must employ at least one nominated vehicle examiner who must demonstrate sufficient experience to be acceptable to the Department.
3. The premise must possess or have access to means of testing the level of window tinting in a vehicle. This may be achieved by a window tinting light meter
4. The premises must meet occupational health and safety standards in accordance with the *Work Health and Safety Act 2012*
5. The Proprietor must make sure that all the premise's inspection equipment is kept in a good and

serviceable order.

6. The approved Vehicle Examiners should have access to such technical data and workshop manuals as are needed to enable the checking of vehicle manufacturer's specifications as required.

Are there different levels of premises?

The premise may be approved as a **TYPE 1, 2, 3, 4, 5, 6, 7, 8A or 8B** NHVAIS; or a combination of types, provided they meet all the requirements for each type.

- TYPE 1:** Light vehicle, trailer, private buses and motorcycle pre-registration inspections, vehicles (up to and including 4.5 tonnes GVM/ATM). Defect notices which are nominated on the notice 'to be cleared by an AIS, AMBRIS or AVCAIS.
- TYPE 2:** Periodic small passenger vehicle inspections of a taxi, luxury hire car, hire and drive and restricted hire vehicles and large passenger vehicles with a seating capacity less than 13 seats not requiring a brake efficiency test. Type approval inspections of light vehicles. Defect notices which are nominated on the notice "to be cleared by a LVAIS".
- TYPE 3:** Periodic Large Passenger Vehicle (LPV). Defect notices requiring a brake test which are nominated on the notice 'to be cleared by a LVAIS'.
- TYPE 4:** Heavy Vehicle, trailer, private buses and motorcycle pre-registration inspections, hire and drive vehicles (greater than 4.5 tonnes GVM/GTM). Defect notices which are nominated on the notice 'to be cleared by an LVAIS'.
- TYPE 5:** Periodic Driving Instructor Vehicle Inspections.
- TYPE 6:** New heavy vehicle, trailer inspections (greater than 4.5 tonne GVM/GTM).
- TYPE 7:** Approved Motor Body Repair Inspection Stations.
- TYPE 8A:** Approved Vehicle Certifier Approved Inspection Station - Light
- TYPE 8B:** Approved Vehicle Certifier Approved Inspection Station - Heavy

How is each premise identified?

Upon approving the premise, the Department will issue it with a unique 'AIS NUMBER' to appear in its official NHVAIS stamp. This number must be quoted in all correspondence relating to the NHVAIS.

On passing an inspection, and only on passing, the official AIS stamp is required to be stamped on the application for Registration of a Heavy Vehicle form.

Can a NHVAIS be placed on hold?

Yes, this is detailed further in Chapter 6 "Audits" and Chapter 7 "Breaches and Sanction". Further to this a NHVAIS can be placed on hold for the following:

- NHVAIS being placed on hold due to not having an active VE
- NHVAIS being placed on hold due to not having a Proprietor.

If a NHVAIS has been on hold for 12 months and have not attempted to rectify the cause of being placed on hold the NHVAIS will be cancelled, which means should they wish to re-establish their NHVAIS after the specified time they will need to re nominate to be an NHVAIS.

Can a NHVAIS conduct vehicle inspections away from their Premises?

No. Under no circumstances is a NHVAIS to conduct inspections away from the Approved premise.

Can a premise which is a motor vehicle dealer inspect its own vehicles?

Yes. The NHVAIS scheme is an accreditation scheme where a licensed proprietor may only undertake inspections of their own vehicles. In order to retain an NHVAIS licence all vehicles sold by the proprietor or the proprietor's organisation must comply with the requirements of the *Vehicle & Traffic Act* and *Regulations*. This must not be misrepresented and levels of service must be in line with industry standards.

The Proprietor

What is a Proprietor?

One person nominates as the Proprietor of a premises.

The Proprietor takes full responsibility for the operation and continued licensing of the NHVAIS. That is, the Proprietor is responsible for ensuring the premise and its employees continue to comply with requirements in this manual. If they do not comply with the guidelines sanctions may apply.

The Proprietor takes full responsibility for the operation and continued licensing of the Approved Inspection Station.

Who can become a Proprietor?

A Proprietor may be one of the following:

- The owner of the premises or business
- The manager of the premises or business
- The branch or regional manager for that premises or business
- The state manager of the premises or business.
- The service manager of the business.

Where an NHVAIS is run as a partnership, any partner may act as the Proprietor. Where the business is a body corporate, the only person who may act on behalf of the company or corporation is someone who is nominated and approved to act on behalf of the directors of the company.

Where a business has several branches and each branch applies for NHVAIS recognition, any of the above may nominate as Proprietor. That is, the organisation may opt for the same Proprietor for each branch or outlet or for a different Proprietor for each premises.

What are the responsibilities of a Proprietor?

- Adherence to all conditions of the scheme.
- Adherence to all procedures and instructions set out in this manual.
- Maintaining the premises in good condition.
- Ensuring equipment and facilities are sufficient and well maintained.
- Ensuring that VEs abide by the requirements of the scheme.
- Ensuring that the Department is notified within 7 days of any changes to the NHVAIS, including any changes to VEs employed by that NHVAIS.
- Ensuring all VEs and the Proprietor employed are properly trained and instructed in the vehicle inspection procedures required by the Department.
- Ensuring that only VEs approved by the Department sign inspection reports.

- Ensuring that inspection reports are completed properly and legibly.
- Ensure that all AIS information bulletins/special bulletins are distributed and read by all VEs signifying on the declaration that they have read and understood the bulletin
- Ensure that statutory declarations for AIS Information bulletins once signed are filed in the AIS Information bulletins folder
- Ensuring that all records of duplicate pre-registration inspection reports (books) are retained and kept in a safe place until they have been audited. Pre-registration inspection report books will be identified by an AIS audit stamp on the front cover and can be disposed of as soon as they have been audited.

What happens if a Proprietor is absent for a period of time?

A Proprietor may nominate an alternate Proprietor to act on their behalf if they are to be absent from the premises for an extended period of time.

An alternate Proprietor must be nominated if the absence is in excess of 30 consecutive days.

The nominated person must have completed the Department NHVAIS training course, complete the Proprietor Quiz and provide a NPC not more than 90 days old showing 'disclosable records'.

Notification of a nominee can be made on the 'Notification of change of conditions' form NHVAIS 3. Failure to nominate an alternate proprietor could result in:

- Inability to order stationery
- Inability to put case forward against proposed sanctions

Under what circumstances may a Proprietor's licence be sanctioned?

Chapter 7 of this manual details sanctions, which may be applied to a Proprietor of a NHVAIS.

The agreement may be revoked or suspended at the Department's absolute discretion in the event of:

INCOMPLETE INSPECTION REPORTS

- E.g. - only partially completed, handwriting illegible, not returned on time or in the prescribed manner

FRAUDULENT INSPECTION REPORTS

- E.g. - vehicles not actually inspected, for vehicles known to be stolen or illegally modified, where details are intentionally reported incorrectly

MISLEADING INSPECTION REPORTS

- E.g. - inspection reports passing a vehicle which should not be passed or passing vehicles for which you are not the recognised dealer of.

FRAUDULENT ACTIVITIES UNDERTAKEN BY THE PROPRIETOR OR BY EMPLOYEES OF THE NEW HEAVY VEHICLE APPROVED INSPECTION STATION

- E.g. - selling stolen vehicles, misrepresenting vehicles for sale by speedometer wind-back, undeclared defects, etc or carrying out illegal modifications.

Proprietor training

Nominated Proprietors are required to complete an online Training course administered by the AIS Compliance Unit. The purpose of the Proprietors knowledge course is to ensure those who have nominated to become a NHVAIS Proprietor are aware of their responsibilities under the scheme.

If a person nominated to be Proprietor is an existing VE, you are still required to complete this online

course.

If the person nominating to become a Proprietor has already completed the Proprietors knowledge course, you will not be required to complete it again, unless requested by the Department.

The person nominating to become an AIS Proprietor must complete this course within three weeks of being enrolled. Failure to complete this course within the specified timeframe may result in your AIS being placed on hold.

What do I need to provide to AIS Compliance Unit?

“Notification of change of conditions” forms is required, when nominating (and removing) Proprietors from existing NHVAIS. Information required as part of nomination includes the email address from the nominating Proprietor. Failure to supply an email address may result in the nomination form being returned, unprocessed.

Note: New Proprietors are no longer required to undertake the initial VE course conducted by TasTAFE unless they have also been nominated to be a VE.

National Police Certificates:

Any new Proprietor nomination form must also be accompanied with an original National Police Certificate (NPC), no older than 90 days. Detail on submitting a NPC are covered further in this chapter under “National Police Certificates/ Knowledge Quiz”.

If the nominating Proprietor is an approved VE, there is no requirement for a NPC to be submitted with the change of conditions form, as AIS Compliance unit would already have their NPC details on file.

What sanctions may be applied against a Proprietor?

The principal sanction is cancellation of the agreement. This action may be considered if any terms of the agreement are found to have been broken.

It will not be a defence of the Proprietor that the Proprietor was unaware of the action that may have occurred.

Where an agreement with the Department is suspended or cancelled, the cancellation will not necessarily apply to other premises that may have the same Proprietor unless the breach of conditions can be demonstrated to involve the Proprietor having knowingly breached the conditions of the licence.

Full details of sanctions are given in chapter 7 of this manual.

Vehicles Examiners

What is a Vehicle Examiner?

A Vehicle Examiner (VE) is a nominated employee of a NHVAIS Station who has been authorised by the Registrar of Motor Vehicles (RMV) to sign Vehicle Inspection forms.

What does being a Vehicle Examiner Involve?

A VE is required to conduct:

- Pre-registration inspections of new heavy motor vehicles and trailers with a GVM or GTM greater than 4.5t.

Note: New heavy vehicles and trailers sold by dealerships only.

In conducting these inspections, VEs are required to fill out the following inspection reports.

- Application for registration of a heavy motor vehicle or trailer.

In signing the form the VE is stating the following:

- To the best of their knowledge they have found the vehicle to comply with the requirements of the *Vehicle and Traffic Act (1999)* and Regulations and to be acceptable for registration.

The VE must abide by the regulatory requirements at all times.

Who can become a Vehicle Examiner?

A VE may be any suitably qualified or experienced employee of the NHVAIS, including the Proprietor. Each premise must employ at least one VE. Each VE must be nominated by the Proprietor and registered with the Department.

What is required to become a Vehicle Examiner?

To become a VE a person must:

- Exhibit evidence of experience satisfactory to the Department
- Be nominated by a NHVAIS Proprietor
- Be employed by a NHVAIS.
- Not have any relevant criminal convictions that may warrant their exclusion from the scheme. This will be confirmed by submitting a National Police Certificate (NPC)
- Attend a training course run by the Department.

Are there different types of Vehicle Examiners?

Yes. This will depend on which type of AIS Premises the VE is employed at. This is explained on page 18 of this chapter.

VEs are approved as a TYPE 1, 2,3,4,5, or 6 VE or a combination types, provided they meet all the requirements for each type.

- | | |
|---------------|--|
| TYPE 1 | Light vehicle, trailer, private buses and motorcycle pre-registration inspections, vehicles (up to and including 4.5 tonnes GVM/ATM). Defect notices which are nominated on the notice 'to be cleared by a LVAIS'. |
| TYPE 2 | Periodic taxis, luxury hire cars, hire and drive and Small Passenger Vehicle. Defect notices which are nominated on the notice 'to be cleared by a LVAIS'. |
| TYPE 3 | Periodic Large Passenger Vehicle. Defect notices requiring a brake test which are nominated on the notice 'to be cleared by a HVAIS'. |
| TYPE 4 | Heavy Vehicle, trailer, private buses and pre-registration inspections, hire and drive vehicles (greater than 4.5 tonnes GVM/GTM). Defect notices which are nominated on the notice 'to be cleared by a HVAIS'. |
| TYPE 5 | Periodic Driving Instructor vehicle inspections. |
| TYPE 6 | New heavy vehicles, trailer inspections (greater than 4.5 tonne GVM/GTM). |

How will a Vehicle Examiner be identified?

AVE, once approved, will be issued with a unique 'VE' number, and issued with the following;

- VE Certificate - a sample VE certificate is shown as an attachment in this chapter.

All reports prepared by a VE must bear the name, signature and VE number of that VE.

National Police Certificate

A decision was made by the RMV that VEs would have to demonstrate that they possess the required knowledge to undertake vehicle inspections on his behalf and, they do not have any relevant criminal

convictions that may deem them not to be a “fit and proper person” and may warrant their exclusion from the scheme.

What is a fit and proper person?

“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 his legal responsibility to be authorised to oversee and inspect vehicles and in doing so will do so honestly, fairly and with good reputation.

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 where they have a conviction for a serious offences, or a conviction of a kind that would constitute a serious offence if committed in Tasmania under the following -:

An offence under sections 124, 125A, 125B, 125C, 125D, 126, and 127 of the Criminal Code, or

An offence under sections 158, 159, 167A, 167B, 170, and 172 of the Criminal Code, or

An offence under Chapter XXVII, XIX, XX, XXXII or XXVIII of Part V of the Criminal Code, or

An offence under section 7A, 35, 37B or 37C of the Police Offences Act 1935, or

An offence under section 64 of the *Vehicle and Traffic Act 1999*.

If a person is convicted for any offence listed above and is brought to the attention of the RMV then the person will be given the opportunity to show cause and put forward in writing within 14 days of receipt of the RMV's letter, why the offence conviction(s) should not affect their status. When the RMV receives any response by the person, the RMV will consider the reasons in the letter when making his decision about the status of the authorisation.

Submitting a National Police Certificate

New and existing VEs are required to submit an initial NPC and every three years thereafter on their compliance date.

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

The Department will only accept NPC's by either:-

- a. Mailing original copy directly to the AIS Compliance Unit. The original certificate will be returned to the Proprietor/VE.
- b. Email copy of NPC's that has been certified by Service Tasmania as a “certified true copy” directly to the AIS Compliance Unit ais@stategrowth.tas.gov.au.

Where do I get a National Police Certificate?

An Application to obtain a NPC is available at any Service Tasmania outlet or Police Station or can be downloaded from:- <http://www.police.tas.gov.au/services-online/police-history-record-checks/>

Note: Certificates can take several weeks to be processed.

What happens if I do not submit my National Police Certificate every three years?

You will be placed on hold, which means you cannot conduct inspect vehicles on behalf of the RMV. In

the event that the VE does not submit their NPC within twelve months of being placed on hold their VE status will be cancelled.

Will I be notified of the dates that I am required to submit a new National Police Certificate?

Yes. VEs in the first instance will receive their VE Certificate with the recorded end date (expiry date), including a letter advising the same. It is expected that VEs will comply with the requirements to submit an updated NPC by the nominated end date. As a reminder:

- Six weeks before the end date a letter will be sent to their home address advising that they are required to submit their NPC before the nominated end date
- If after the end date the VE has not re-submitted their NPC they will automatically be placed on hold. Confirmation letters will be sent to the VE at their home address and the Proprietor of the AIS.

Note: VEs that conduct vehicle inspections on behalf of the RMV after their end date will be sanctioned.

Refresher training

AIS Compliance Unit runs free of charge refresher training courses in each region quarterly either during the afternoon, or after hours. The course runs for approximately 2 hours. Dates and timings will be published in future “AIS Information Bulletin” and available on our website under vehicle inspections.

Are there any sanctions against a Vehicle Examiner?

While the principle sanction is against the Proprietor of an Inspection Station where an improper activity is carried out, the Department may revoke the VE status of an individual if the inspections or inspection reports carried out by that VE are found to be inadequate, incorrect or fraudulent or their conduct is found to be unacceptable to the scheme.

Can a Vehicle Examiner be placed on hold?

Yes, this is detailed further in Chapter 7 “Breaches and Sanction”. Further to that VEs can be placed on hold in the event their nominated LVAIS has been placed on hold for the following:

- LVAIS being placed on hold due not having an active VE

If a VE has been on hold for 12 months and you have not attempted to rectify the cause of being placed on hold your VE status will be cancelled, which means should wish to re-establish your VE status after the specified time you will need to reapply and undertake initial NHVE training.

VEs that have been cancelled due to circumstances highlighted above will be formally notified of the Departments intention to cancel their VE status by the RMV.

Signs and Stamps

Does a New Heavy Vehicle Approved Inspection Station have to display a sign?

Upon approval each NHVAIS will be issued with a certificate. The certificate must be clearly displayed in a part of the premises easily accessible by the public.

It is a requirement that every NHVAIS has a rubber stamp 30 mm by 50 mm (landscape orientation) bearing the name of the NHVAIS on the top, its locality on the bottom and its AIS Number in large print in the centre.

**BP WEST
MOONAH**

AIS 336

West Moonah

A sample HVAIS certificate is shown below.

Sample Vehicle Examiner Certificate

Vehicle Examiner

This is to certify
that the following individual

JOE CITIZEN

has been approved by the Registrar of Motor vehicles
to conduct inspections on behalf of the

Department of State Growth

Examiner Number: VE 123

Examiner Classes: 1(NHV) New Heavy Vehicles

Issue date: 4/12/2009

Expiry Date: 4/12/2012

Approved Inspection Station

This is to Certify
That the following premise

SMITHS GARAGE

Has been licensed as an
Approved Inspection
Station

AIS number: **S124**

Issue Date: **04/12/2008**

Name of Proprietor: **Citizen, Joe**

Business Address: **121 Midlands HWY, PONTVILLE TAS 7015**

Station Classes: **1. (NHV) New Heavy Vehicles**

Chapter 5

Fees and Charges

Registration Fees

What are the Registration Fees for a New Heavy Vehicle Approved Inspection Station?

There is one fee to be paid in order to operate a New Heavy Vehicle Approved Inspection Station (HVAIS):

- An initial application fee of \$165 (including GST) consisting of \$88 site inspection fee and \$77 new site application fee.

The original annual subscription fee of \$143 has been removed. You will no longer receive an invoice for this.

If the premise is deemed unsuitable to become a HVAIS the application portion of the fee will be refunded.

Will there be a refund if a New Heavy Vehicle Approved Inspection Station withdraws from the Scheme?

No, except a refund will be given for any unused inspection forms.

Will a New Heavy Vehicle Approved Inspection Station that is under Suspension have to reapply?

Sanctions will include a short term suspension, long term suspension and cancellation of agreement. Suspension, provided any fees and annual renewal fee is paid, will not attract any additional fees.

Cancellation will require a new application at a later date with payment of the initial application fee.

Registration Fees (paid to the Department)

Description	Payment
Initial application	\$165 (including GST)
Relocation of AIS audit	\$88 (including GST)

Forms to be purchased through the Department of State Growth

Description	Payment
Application for Registration forms (per 20)	\$200 (including GST)
General Inspection Report (per 20)	\$200 (including GST)

All fees include GST

Inspection Charges

Who sets inspection charges

There are no set fees for inspections. Customers of NHVAIS are able to negotiate the fee charged for all vehicle inspections with the NHVAIS undertaking the inspection.

All NHVAIS are required to provide a cost estimate to the client for the initial and any subsequent inspections associated with completing the inspection report, before any inspections are commenced. NHVAIS must display a list of charges for motorist to view. The fees should be calculated using the hourly rate charged for services provided by the workshop associated with the AIS and taking into consideration other applicable costs.

The level of inspection fee charged must always be shown as a separate item on any account given to the motorist.

Is there a Charge for any Stationery?

YES. Pre-Registration Inspection Forms:

All pre-registration inspections must be recorded on uniquely numbered official 'Application for Registration' form. These forms are also known as the 'Inspection Report' forms. The forms are printed in triplicate and are provided in books of 20 forms at a cost of \$200 (including GST) per book.

The \$10.00 (including GST) cost of each form helps offset the Department's costs in auditing the scheme and ensuring compliance. It is in line with practices in most other Australian states.

How are Inspection Forms/Labels Obtained?

Books of forms/labels must be ordered using the order form. This can be printed from the AIS disk under AIS forms.

The order form, along with payment is to be forwarded to the AIS Compliance Unit, who will arrange distribution of the order. Please allow a minimum of 2 – 3 business days for your order to be processed.

Numbers of Inspection Reports issued will be recorded on the file of the ordering NHVAIS. When purchased the forms immediately become the responsibility of the proprietor.

What happens to unused Inspection Forms/Labels?

All unused inspection forms must be returned to the Department within seven days of an Approved Inspection Station being suspended or ceasing to be a NHVAIS.

A refund will be made for unused inspection forms.

Chapter 6

Audits

What is an Audit?

An audit is a process for examining and evaluating the adequacy and effectiveness of the New Heavy Vehicle Approved Inspection Station (NHVAIS) scheme.

Purpose of Audits?

NHVAIS will be audited to ensure that;

- All inspections are being carried out in strict compliance with Approved Inspection Station (AIS) manuals.
- The audit provides an opportunity for Proprietors and Vehicle Examiners (VE) to discuss any problems they may have.

Who conducts these Audits?

The following audit officers will conduct audits/site visits;

- Team Leader Accreditation (AIS).
- AIS Compliance Officer.
- Technical/Audit Officer.
- Transport Inspectors.

Audit officers conducting audits are operating under confidentiality agreements that prevent them from passing on information off NHVAIS business operations to people other than those for which the information is intended.

Frequency of Audits

With the exception of an “Initial Equipment Audit”, all AIS will have site audits conducted as outlined in the “Audit and site visits procedures for Approved Inspection Stations”, or at other times as determined by the Team Leader Accreditation (AIS), or Registrar of Motor Vehicles.

Types of Audits

The following audits have been developed to ensure that NHVAIS comply with AIS manuals;

Initial Equipment Audit

An initial equipment audit is conducted prior to a NHVAIS being approved to undertake vehicle inspections and ensures that the NHVAIS meets the requirements of the AIS scheme.

Scheduled Site Audits

The number of inspections that a NHVAIS currently undertake will determine the frequency of scheduled site audits undertaken and has been ranked from highest to lowest, based on the number of vehicle inspections undertaken annually. This assessment is conducted utilizing the three respective regions, South, North and North West. From this AIS's have been separated into three groups, which are;

Group I - The top 20% in each region – audited twice annually,

Note: Inspection and checklist books will only be checked on the second audit of the year.

Group 2 - The second 20% in each region – audited once annually,

Group 3 - The remaining 60% in each region – audited bi-annually.

NHVAIS's will be notified in writing of which day their scheduled audits will take place.

Random Audits – Inspection of vehicles inspected by New Heavy Vehicle Approved Inspection Station

The Team Leader Accreditation (AIS)/Transport Inspectors will conduct random vehicle inspections of vehicles inspected by NHVAIS's. These inspections can be;

- Routine inspections as part of an audit.
- Written Off Vehicle Register (WOVR) inspection.
- Targeted inspections as part of an investigation.

Triggered Audits

Triggered audits can be conducted at the discretion of the AIS Compliance Unit. This type of audit will be conducted in the same manner as a scheduled audit.

Desktop Audit

A desktop audit is an internal audit conducted by the AIS Compliance Unit on vehicle inspection reports completed by NHVAIS's.

Documentation

The following documentation will be used by audit officers when conducting audits/site visits.

- AIS initial equipment audit (form AIS 1).
- AIS site audit check list (form AIS 2).
- AIS Vehicle inspection checklist (form AIS 3).
- AIS Site Visit (form AIS 4).
- All forms listed above are in triplicate similar to all HVAIS inspection reports. The copies are;
- Top copy – Office copy.
- Middle copy – HVAIS copy.
- Bottom copy – remains in book.

Does the Proprietor have to be present for the Audit?

Yes. The Proprietor must make themselves available for the Audit to discuss any issues with the Audit Officer. Under no circumstances will the Audit proceed without the Proprietor being present.

Notification of Audits

NHVAIS's will be notified in advance in writing of intended scheduled audits only. This will be forwarded approximately two weeks before the scheduled audit and will outline the audit process. If the time nominated is not convenient, the Proprietor is to contact the AIS Compliance Unit ASAP to arrange a time to suit both parties.

It is the responsibility of the Proprietor to advise the AIS Compliance Unit if the nominated time does not suit. In the event that the Audit Officer attends and the Proprietor is not available the NHVAIS will be placed on hold. It will then be a responsibility of the Proprietor to arrange an Audit time to suit both parties.

Note: The AIS will remain on hold until Audited



Approved Inspection Station Initial equipment audit



Date: / /

AIS No:

1. STATION DETAILS

Station name: ABN:

Address: Postcode:

Inspected by:

Proprietors name:

Email address:

Telephone:

Fax:

2. PREMISES

Yes No

☐ ☐ Have the premises details been confirmed?☐ ☐ Company/business certificate sighted?☐ ☐ P/L insurance sighted? Company: Policy No: Expiry: / /☐ ☐ P/I insurance sighted? Company: Policy No: Expiry: / /☐ ☐ 3rd party insurance sighted? Company: Policy No: Expiry: / /**3. PROPRIETOR/NOMINEE**

Yes No

☐ ☐ Have the Proprietors/Nominees details been confirmed?☐ ☐ Has Proprietor/Vehicle Examiners current photo licence been sighted?**4. EQUIPMENT**

Yes No

☐ ☐ Level covered inspection area☐ ☐ Off street parking☐ ☐ Pit/hoist with correct lighting☐ ☐ Hoist certification date / /☐ ☐ Inspection light☐ ☐ Jack NLT 4000 kg☐ ☐ Warning signs

Yes No

☐ ☐ Vehicle protection equipment☐ ☐ Headlight testing device☐ ☐ Window tint device☐ ☐ Number/letter punches☐ ☐ AIS stamp☐ ☐ Photocopier**5. REASON FOR FAILURE**

.....

.....

.....

Inspection PASS/FAIL

Date: / /

.....
AIS Officer.....
Proprietor**Self-Clearance** (strike out if not applicable)

I acknowledge that all non-compliance issues listed above have been rectified

.....
Proprietor

Date: / /

Re-inspection PASS/FAIL (strike out if not applicable)

Date: / /

.....
AIS Officer.....
Proprietor

PROPRIETOR-Please return form to AIS Compliance GPO Box 936 Hobart 7001 within 14 days.
--

Original: White – Return to AIS Compliance Duplicate: Blue – Proprietor's Copy Triplicate: Pink – Book Copy

Form AIS 1



Approved Inspection Station Audit checklist

Type of audit

- ☐ Scheduled audit
☐ Random audit
☐ Follow up audit

- ☐ AIS complaint
☐ Desktop audit
☐ Complaint

Date: .../.../....

AIS No:

1. STATION DETAILS

Station name: ABN:

Inspected by:

Proprietors name:

2 PROPRIETOR AND VE DETAILS

- ☐ Proprietor's details correct on database?
☐ VE's recorded correctly on database?
☐ Has Department of State Growth been advised of any changes of conditions to the AIS?

- ☐ Has all VE's email address been recorded on database?
☐ Is the VE email address current?

3. PREMISES

Yes No

- ☐ ☐ Phone No:
☐ ☐ Photocopier
☐ ☐ Computer access
☐ ☐ Email access
☐ ☐ AIS stamp
☐ ☐ AIS certificate displayed?
☐ ☐ Code of practice displayed?
☐ ☐ Current schedule of fees displayed?
☐ ☐ P/I insurance; .../.../....
☐ ☐ P/L insurance; .../.../....
☐ ☐ 3rd party insurance; .../.../....

Yes No

- ☐ ☐ Workers Compensation, .../.../....
☐ ☐ Warning signs entrance to workshop?
☐ ☐ Cleanliness of workshop
☐ ☐ Hoist checklist completed/certificate
☐ ☐ Pit/ramp compliant
☐ ☐ Brake efficiency tester .../.../....
☐ ☐ Brake tester printout (attach to audit)
☐ ☐ Seat/floor/guard covers
☐ ☐ Headlight testing device
☐ ☐ Tint tester
☐ ☐ Suitable tools for inspection
☐ ☐ Number/letter punches (optional)
☐ ☐ AIS bulletin declarations signed

4. INSPECTION MANUALS

Yes No

- ☐ ☐ Are inspection reports kept in a safe place?
☐ ☐ Are pre-registration reports correct?
☐ ☐ Are general inspection reports correct?

Yes No

- ☐ ☐ Are SPPV inspection reports correct?
☐ ☐ Are LPPV inspection reports correct?
☐ ☐ Are manuals/disc current and readably accessible?

5. REASON FOR FAILURE

.....

Inspection PASS/FAIL

If failed follow up audit will be conducted by: .../.../....

Date: .../.../....

Signed:

Proprietors signature:

Self-clearance (strike out if not applicable)

I acknowledge that all non-compliance issues have been rectified

.....

Date: .../.../....

Proprietor

Re inspection PASS/FAIL (strike out if not applicable)

Date: .../.../....

Signed:

Proprietors signature:

PROPRIETOR-Please return this form to AIS Compliance GPO Box 536 Hobart 7001 within 14 days

Original: Return to AIS Compliance Duplicate: Blue – Proprietor's Copy Triplicate: Pink – Book Copy

Form AIS 2



Approved Inspection Station Vehicle inspection checklist



Date:/...../.....

AIS No:

Time:am/pm

Station name: ABN:

Inspected by:

Proprietors name:

VEHICLE DETAILS

REGISTRATION NUMBER ☐ ☐ ☐ ☐ ☐ ☐ MONTH & YEAR/.....

MAKE MODEL SEATING

VIN ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

ENGINE NO

CYLINDERS

ODOMETER

INSPECTION CHECK LIST

BRAKES ☐STEERING ☐SUSPENSION ☐CHASSIS ☐WHEELS/TYRES ☐EXHAUST ☐OIL/FUEL LEAKS ☐HEAD/TAIL LIGHTS ☐SIGNAL LIGHTS ☐BRAKE LIGHTS ☐HORN ☐WINDSCREEN ☐WIPERS/WASHERS ☐MIRRORS ☐SEATBELTS ☐BODY WORK ☐

INSPECTION REPORT

PASSED INSPECTION ☐FAILED INSPECTION ☐

REASON FOR FAILURE

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.....

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.....

INSPECTED BY

I agree/disagree with the reason for failure listed

.....
AIS COMPLIANCE OFFICER.....
PROPRIETOR

Original: White – Return to AIS Compliance Duplicate: Blue – Proprietor's Copy Triplicate: Pink – Book Copy

Form AIS 3



Approved Inspection Station Audit/Site Visit

Date: ____/____/____

AIS:

Proprietor:

Items raised by Proprietor

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Items highlighted during audit/site visit

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Remedial action

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AIS Officer

.....
AIS Proprietor

Attachment

To the
Proprietor
AIS:.....



Premises:.....

Scheduled Audit

As part of our ongoing program to ensure the safety of Tasmania's light and heavy vehicle fleet an Audit Officer from the AIS Compliance Unit will visit your premises on the/...../20.. during the Morning/Afternoon.

As you are aware this scheduled audit is to ensure that your AIS meets the requirements of the AIS scheme but more importantly it is a time that the Audit Officer can provide assistance regarding your business in meeting the standards expected of an AIS.

To assist both parties during the audit, as the Proprietor you need to take the time before the audit date to prepare and make available the following:

- Any changes to the details of the Proprietor/Premises/Vehicle Examiners no longer employed? -If so complete Form NHVAIS 2 in chapter 2 of the NHVAIS Manual and post or email to the AIS Compliance Unit;
- AIS Certificate displayed;
- AIS Special news bulletin declarations;
- Copies of current insurance policies;
- Copies of current hoist certification certificates;
- Pit/Ramp compliant?
- Seat/floor/guard covers available;
- Headlight testing device;
- Tint Tester ; and
- All inspection report books/inspection checklists books completed since your last audit.

Notes:

- 1.It is a requirement that the Proprietor is present for the audit.
- 2.If the above-mentioned items are not available at audit it may result in your AIS being placed on hold.

If this date is not convenient for you, please could you advise the AIS Officer on Ph: 61 66 3270 as soon as possible.

I look forward to working with you in the continuing interests of road Safety.

Yours sincerely,

AIS Compliance Officer

What is required by the NHVAIS to assist in the Audit?

Proprietors are required to make the following available for audits;

- AIS Certificate displayed,
- AIS Information Bulletin declarations,
- Copies of current insurance policies,
- Seat/floor/guard covers available,
- Headlight testing device,
- All inspection report books completed since your last audit.

What is the Procedure for Conducting an Audit?

1. Notify Proprietor of NHVAIS of proposed audit (for scheduled audits only).
2. Conduct entry interview with Proprietor.
3. Conduct audit completing;
 - a. AIS site audit checklist sheet.
 - b. AIS site visit sheet.
4. Audit Officer to document discrepancies found and record in AIS site visit sheet.
5. Conduct exit interview with Proprietor.
6. Audit officer & Proprietor sign Inspection Pass/Fail declaration.
7. Middle copy of reports given to Proprietor.

What happens if the NHVAIS fails the Audit?

1. Proprietor notified in exit interview of discrepancies (if any) found during audit.
2. Audit officer will nominate on audit checklist whether the re-inspection will be;
 - a. Self-clearance: to be completed by Proprietor once non-compliance issues have been rectified (top copy will be left with Proprietor in this instance), or
 - b. Re-inspection: is required for non-compliance issues by the Audit Officer.
3. Audit Officer will nominate on audit checklist when non-compliance issues are to be rectified (14-days from first audit).
4. Self-clearance: declaration completed once non-compliance issues rectified and forward top copy to AIS Compliance Unit.
5. Re-inspection: Audit Officer will conduct re-inspection, complete top copy indicating non-compliance issues have been rectified.

What happens if non-compliance issues have not been rectified in the nominated time?

The NHVAIS will be placed on hold until the non-compliance issues have been rectified. What this means that you cannot conduct vehicle inspections on behalf of the Registrar of Motor Vehicles.

Chapter 7

Breaches and Sanctions (Breaking The Rules) – New Heavy Vehicle Approved Inspection Stations

What are “the Rules”

Each New Heavy Vehicle Approved Inspection Station (NHVAIS) Proprietor and Vehicle Examiner (VE) voluntarily takes on obligations, duties and responsibilities when they apply and are approved to undertake in their respective role. These are set out clearly in Chapter 4.

Each NHVAIS and each VE is approved by the Registrar of Motor Vehicles (RMV) to conduct specified inspections on certain vehicles, and to complete specific types of inspection reports and certificates.

Each NHVAIS vehicle inspection is to be conducted in accordance with the requirements set out in the then current version of the Department’s Heavy Vehicle Inspection Manual (HVIM) and the report or certificate is to be completed in accordance with this New Heavy Vehicle Approved Inspection Station Procedures Manual (NHVAISPM).

For the purposes of the administration of the NHVAIS Scheme, each obligation, duty and responsibility is deemed to be a Rule to which the Proprietor and/or VE is bound to perform at the required standard.

The NHVAIS Scheme has a public road safety objective to ensure the roadworthiness of vehicles and to provide a system of vehicle inspections on which the RMV and the community can rely to ensure vehicles are safe for normal use, including compliance with noise and emission controls.

Each Proprietor assumes and is responsible for all activities of the NHVAIS including those conducted by the VE.

Why are the rules so important?

In approving any NHVAIS and the Vehicle Examiner(s) at that NHVAIS, the RMV is satisfying himself, as well as holding out to the community, that the inspections he has authorised to be done at those premises will be carried out thoroughly, honestly and at the required standard. The RMV is attesting to the community that this NHVAIS and its VEs are considered to have sufficient responsibility and aptitude to inspect and report on vehicles to which the authority relates in accordance with the required standards – “you can trust these people”.

By accepting the approval to be an NHVAIS Proprietor or to be a VE there is also an acceptance of the public trust in the NHVAIS Scheme and the trust of the RMV to complete the tasks under that trust with integrity.

Some “Terms” Explained

Carelessly: not paying enough attention to what is being done or what needs to be done.

Fit and proper person: A person who is suitable, appropriate, and legally eligible to undertake a particular activity.

Fraudulently: an intentional dishonest act or omission done with the purpose of deceiving.

Incompetent: The inability to undertake the work that results from the person lacking (or failing to exercise) the skills necessary for the job.

Knowingly: To participate in an activity with knowledge of the essential elements of the activity.

Negligently: failing to exercise the degree of care which in the circumstances is required of you for the protection of those interests of other persons that can be injuriously affected by the want of such care.

Recklessness: heedless or careless conduct where the person can foresee some probably or possible harmful consequence, but nevertheless decides to continue with that action with an indifference to, or disregard of, the consequences. (Recklessness implies something less than intent but more than mere negligence.)

Seriousness: is the likely level of harm to the AIS Scheme outcomes caused by the commission of a breach.

SANCTIONS:

What will happen if a New Heavy Vehicle Approved Inspection Station or Vehicle Examiner breaks the rules?

To ensure the integrity of the NHVAIS Scheme, the RMV expects that all alleged breaches of the scheme rules be investigated. If a breach is found to have occurred the RMV will determine if a sanction should be applied. A sanction may be in the form of a formal warning, conditional suspension, a suspension of authority, or a cancellation of authority. The sanction to be applied in any situation will depend on the seriousness of the breach.

What is meant by “seriousness” of the breach?

The target outcomes of the NHVAIS Scheme are having safe vehicles on Tasmanian roads and providing a reputable, reliable and honest system for assessing the safety of vehicles on Tasmanian roads.

There are 4 levels of seriousness for breaches:

1. A breach
2. Substantial breach
3. Severe breach
4. Critical breach

Items taken into consideration in determining the level of seriousness of the breach are –

- the nature of the breach;
- the number of breaches involved;
- the period of time over which the breach has occurred;
- the level of culpability (blameworthiness) involved in the commission of the breach and
- whether breaches have occurred previously.

Where a NHVAIS Proprietor/VE commits a breach. The determination of the seriousness of that breach will hinge on whether the RMV believes a breach was committed;

- recklessly (irresponsibly, inattentively), or
- carelessly (not carefully, sloppily, hastily, haphazardly), or
- incompetently, or
- negligently (with indifference), or
- knowingly (deliberately, intentionally, with intent), or
- fraudulently.

Levels of sanctions

There are 4 levels of sanctions for established breaches:

Level 1 – formal warning

Level 2 – conditional suspension (see below)

Level 3 – full suspension

Level 4 – cancellation

Where a conditional suspension or a period of suspension is applied there may also be a requirement for the NHVAIS/VE to undertake formal refresher training and or sit and pass the Department's knowledge quiz, or the RMV may require some other condition to be met before the lifting of the suspension or as part of a conditional suspension.

A Level 2 sanction involves the imposition of a period of suspension, which may itself be wholly or part suspended for a specified period on condition that no further breach of any kind and of any level of seriousness occurs during that period e.g.: A three month suspension may be conditionally given that will be enforced if there is a further breach within 12 months of the date of the original sanction. This is in essence a suspended sanction – a suspension of a suspension.

Where the RMV determines that a Proprietor/VE is not a fit and proper person their status will be suspended for a period specified by the RMV and will not be reinstated as an AIS/VE until after the specified time period, and they have provided evidence and demonstrate to the RMV in writing that they are a fit and proper person.

SANCTION LEVELS

Level 1 sanction

- formal warning

Level 2 sanction – conditional suspension

- up to 12 months suspension, option to conditionally suspend all or part off.

Level 3 sanction – suspension

- up to 12 months suspension (first offence) and
- up to 60 months suspension (second or subsequent offence).

Level 4 sanction – Cancellation

Authority cancelled

Where a breach by a member of the scheme is considered to be a criminal offence the matter will be handed to Police for appropriate action.

What does “suspension” involve?

Suspension of NHVAIS approval

The HVAIS is unable to conduct any NHVAIS inspections during the suspension period. The NHVAIS name is removed from the Department's website and the NHVAIS sign cannot be displayed. If the person is a Proprietor of more than one NHVAIS Premise (regardless of inspection type) the suspension is also effective for each other NHVAIS. Formal refresher training of the Proprietor (and possibly the VE) must be undertaken as directed and satisfactory completion of the Department's knowledge quiz before the suspension is lifted. The Proprietor is to notify any customers with bookings that the NHVAIS is unable to undertake those inspections. Any inspections currently underway cannot be completed.

The lifting of the period of suspension may be conditional on the Proprietor and or the VE(s) undertaking training etc as directed by the RMV before the suspension will be lifted.

Suspension of VE authority to conduct inspections

The VE is unable to undertake any NHVAIS inspections during the suspension period, and the VE Certificate is placed on hold. If the person is a VE at more than one AIS the suspension is effective for each NHVAIS for which that person is authorised. If authorised for inspections and reports for more than one type of inspection, the authority is suspended across all types. Any inspections currently underway cannot be completed.

What does “cancellation” involve? Cancellation of AIS approval

The NHVAIS Premises are unable to conduct any NHVAIS inspections. If the person is a Proprietor of more than one NHVAIS

Premise (regardless of inspection type) the cancellation is effective for each other NHVAIS. The NHVAIS name is removed from the Department’s website the NHVAIS sign must be returned to the AIS Compliance Unit, along with inspection books and any other documents the RMVs requires to be returned. Any inspections currently underway cannot be completed.

Cancellation of VE authority to conduct inspections

The VE’s Certificate is revoked and the VE is unable to conduct any NHVAIS inspections. If the person is a VE at more than one NHVAIS the cancellation is effective for each NHVAIS for which the person is authorised and if authorised for more than one type of inspection, the authority is revoked across all types. The relevant Certificate is to be returned to the Registration & Licensing Services. Any inspections currently underway cannot be completed.

Any sanction applied to a NHVAIS Proprietor will also affect the VE nominated at that NHVAIS. If the VE is unable to undertake inspections owing to a sanction imposed only on the Proprietor this fact will be accurately reflected on the Department records. If a NHVAIS approval has been suspended, the VE’s Certificate will be put on hold with a notation that this is a ‘no-fault hold’. If a NHVAIS approval has been cancelled, the VE’s Certificate will also be revoked with a notation this is a ‘no-fault revocation’.

If the VE moves to another NHVAIS that is active the VE’s Certificate will be re-issued.

Can the approval to be a New Heavy Vehicle Approved Inspection Station be suspended or cancelled as a result of the actions or non-actions of a Vehicle Examiner?

Yes. A Proprietor can be held responsible for a breach committed solely by a VE even when it has been committed without the Proprietor’s knowledge. In these circumstances the Proprietor may be asked in writing to “show cause” as to why the NHVAIS should not be suspended (or cancelled) as a result of the VEs actions. Their written response will be reviewed by the Approved Inspection Station (AIS) Review Panel and the review and appeal provisions set out below will apply.

HOW ARE BREACHES DETERMINED?

1. Investigation

The Team Leader Accreditation (AIS) (investigating officer) or Transport Inspector (TI) may conduct an investigation of any NHVAIS related issues including suspected breaches and general service complaints brought by the public.

As part of the investigation the investigating officer will interview and obtain statements/record of interviews/statutory declarations to determine if suspected breaches have occurred.

After completing his investigation, the investigating officer’s final report will be put before the AIS Review Panel. The AIS Review Panel will then make its findings and recommendations to the RMV.

A copy of the investigating officer's final report will also be provided to the person under investigation, along with a letter advising of that person's ability to make a personal submission at the AIS Review Panel hearing. The date, time and place of the sitting will be advised and any additional information provided by that person will be considered as part of the Review Panel's deliberations. The person under investigation is not present during the actual deliberations of the Review Panel.

2. The AIS Review Panel

The AIS Review Panel consists of 4 members from the Department:

- Manager Vehicle Safety (Chair)
- AIS Compliance Officer
- Registration & Licensing Services representative or delegate.

A minimum of 3 members is required to consider alleged breaches.

The AIS REVIEW PANEL PROCEDURE

The Review Panel will make its finding on whether or not it considers a breach has occurred based on the investigating officer's final report and any submissions by the person investigated. If a finding of a breach is made, the Panel will then determine the level of seriousness of the breach and proposed sanction. The Chair of the Panel will advise the person under investigation in writing of the Panel's decision, reasoning for its finding and its proposed recommendation to the RMV. However before a final decision is made the Panel will give the person under investigation a reasonable opportunity to be heard and will be given 14 days after service of the letter to outline anything that they would like the Panel to consider before making their recommendation to the RMV. Should they not provide any written advice within the specified time, the Panel's final recommendation will be presented to the RMV.

Should the person under investigation provide the Panel with further advice in writing within the specified time the Panel will convene and consider these matters as soon as possible after the specified time taking into consideration the information before them and the Chair of the Panel will advise the person under investigation of the outcome of their deliberation and their reasons for coming to that decision. The Panel's final recommendation will be presented to the RMV.

3. The Registrar of Motor Vehicles Decision

Where there has been a finding of a breach by the AIS Review Panel, a copy of the Panel's reasoning for its finding, along with its recommendation for sanction (including recommendation for time of commencement for suspension or cancellation) will be presented to the RMV.

The RMV may accept the Panel's finding of a breach and accept the particular recommendation for sanction, or he may impose some sanction of his own, or no sanction. The RMV's decision is a determination as to breach, and sanction (if any), and the commencement date of any sanction.

In the event the RMV's decision is to impose a formal warning the person (VE or AIS) who has been investigated will receive notice of that formal warning in the mail. If that person is a VE, the relevant Proprietor will also receive a copy of the VE's formal warning. Included with the notice will be the AIS Review Panel's determination and reasons. If the RMV has not accepted the Panel's recommendation, he will say so and provide his own statement of reasons for his decision.

In the event the RMV's decision is to impose a suspension or a cancellation, a Notice of Suspension or of Cancellation will be personally served on the person investigated. If that person is a VE, the relevant Proprietor will receive a copy of the suspension or cancellation. If the RMV has not accepted the Panel's recommendation, he will say so and provide his own statement of reasons for his decision. Included with the Notice will be a copy of the AIS Review Panel's findings and reasons.

In most cases a Notice of Suspension or Cancellation will have immediate effect on service of the Notice. Should the person lodge an application for appeal the decision by the RMV to suspend or cancel that person will not be set aside. This means that that person cannot continue to inspect vehicles on behalf of the RMV until the appeal is heard.

APPEALS

Can the person who's subject of a suspension or cancellation appeal against a finding of breach and or the sanction?

An investigation that results in the RMV issuing a formal warning cannot be appealed.

If the RMV has suspended or cancelled any approval, the person the subject of the suspension or cancellation may appeal the RMV's decision.

The person must forward the appeal request to the Chair of the AIS Review Panel within 14 days of the Notice. The appeal request need not be in specific form but must be in writing and state the decision appealed against, the reasons for seeking that appeal, and a business hours contact phone number. The appellant will then be advised in writing of the day, time and date of the appeal hearing and that they are able to make a personal submission at that hearing. The appellant will be required to appear in person or by video conference, which are located at our Launceston and Burnie offices. The investigating officer will also be present at the hearing.

The appeal will be determined by the AIS Appeal Committee a Committee of representatives of government and Industry bodies. The appeal proceeds afresh, i.e. as if it had not been determined before. The Committee will have before it the investigating officer's final report, the finding and recommendations of the Review Panel, the Registrar's final decision and statement of reasons. Any new evidence or information to be presented at that hearing must also be provided in written form to the other party prior to the hearing.

The investigating officer and the appellant can ask questions of each other and the Committee may ask questions of both parties. The investigating officer and appellant will not be present during the Committee's deliberation.

The Committee must either –

- a. affirm the RMV's decision, or
- b. vary the RMV's decision, or
- c. set aside the RMV's decision and make a new decision in place of the decision set aside. This decision may only be one that the RMV might have originally made.

The AIS Appeal Committee's decision is binding on the RMV who will then advise the appellant of the outcome of the appeal. The AIS Appeal Committee will consist of at least 5 members with no more than one from each of:

- Royal Automobile Club of Tasmania
- Tas TAFE
- Tasmanian Automobile Chamber of Commerce
- Tasmania Police
- Department of State Growth (Chair)
- Approved Inspection Station representative
- Approved Vehicle Certifier representative
- Approved Motor Body Repair Inspection Station representative

Chapter 8

Pre-Registration Inspections

Pre-Registration Inspection

What Pre-Registration Inspection can a New Heavy Vehicle Approved Inspection Station carry out?

New Heavy Vehicle Approved Inspection Stations (NHVAIS) may undertake pre-registration inspections and prepare pre-registration inspection reports on new heavy vehicles and trailers with a GVM greater than 4.5 tonnes.

This only applies for makes of vehicles for which the NHVAIS is a registered new vehicle motor dealer, authorised dealer, or agent in Tasmania.

What Classes of Vehicle cannot be inspected by New Heavy Vehicle Approved Inspection Stations?

NHVAIS are not authorised to prepare pre-registration inspection reports for the following:

- Light Motor Vehicles and Trailers (under 4.5 tonnes GVM).
- Taxis and hire cars.
- Used Heavy vehicles (over 4.5 tonnes GVM).
- Used Trailers (over 4.5 tonnes GVM).
- Dangerous goods vehicles.
- Vehicles with major modifications.
- Imported vehicles.
- Buses.

On what grounds should a Vehicle be failed at Inspection

NHVAIS may not recommend for registration:

- Vehicles which have defective components. Guidelines for reasons for rejection are incorporated in Chapter 9.
- Vehicle has had modifications carried out and does not display a modification plate, unless accompanied by a written approval by the Department.
- Vehicles which have defaced, replaced, modified or otherwise tampered with identification marks unless accompanied by a written approval by the Department.

Completing the Inspection Report

What Requirements are there for completing the Inspection Report?

Only reports prepared on official the Department Inspection Report forms will be accepted for registration purposes. These can be purchased from the Department using the Inspection Report order form and email to ais@stategrowth.tas.gov.au . The order form is available from your AIS disk under AIS forms and payment of \$200.00 (including GST) for each 20 forms purchased. The Application for

Registration of a Heavy Vehicle or Trailer must bear the name and signature of the Vehicle Examiner (VE) and the stamp of the NHVAIS.

Inspection forms MUST NOT be pre-signed and stamped.

Signing off on the Report

When a NHVAIS VE signs the Application for Registration of a Heavy Vehicle or Trailer Form (copy at page five) and the reason for inspection is 'New Vehicle', the VE is confirming that they have inspected the vehicle, and to the best of their knowledge have found it to comply with the requirements of the *Vehicle and Traffic Act (1999)* and *Regulations* and is acceptable for registration.

All of the vehicles or trailers that a NHVAIS VE approves as being suitable for registration will be 'new' vehicles. Unlike cars that mostly come complete and ready for road use, trucks often require the addition of lighting, bodywork and other regulatory requirements prior to being used on a public street.

Handwriting

All details must be completed in ink or ballpoint and with sufficient pressure to ensure all copies are readable. Illegible Inspection Reports will be returned to the Proprietor and will be noted on the record of the NHVAIS. Repeated preparation of illegible Inspection Reports may result in cancellation of the NHVAIS agreement.

Remember: handwriting must be legible at all times.

Mistakes

Mistakes may be corrected by crossing out the incorrect data and writing in the correct information above or below. All corrections must be initialed by the VE with their VE's number.

Note: Correction fluid or tape must not be used to correct a mistake.

Inspection Report Pages

Each inspection report comes in triplicate.

Top Page: Service Tasmania's copy. This is given to the operator to take to Service Tasmania only after the vehicle has passed the inspection. If the vehicle fails the inspection, keep the copy in the book to refer to when the vehicle is returned for inspection.

Second Page: Operator's copy. Given to the operator after the initial inspection (with defects marked if present).

Third Page: Approved Inspection Station copy-remains in the book.

More information is available on the inside of the Application for Registration of a Heavy Vehicle or Trailer Form Book.

What is the procedure for completing an Inspection Report for a Failed Inspection?

1. Conduct the inspection
2. Write in the defects
3. Tick the failed inspection box
4. VE must complete date failed and put in his/her VE number and AIS number in the space provided
5. Dealer/agent is given the middle copy
6. Dealer/agent conducts repairs
7. Vehicle is re-inspected
8. VE ticks each defect rectified

A completed Inspection Report

45


Attachment

An Inspection Report for a vehicle that fails.

<div style="display: flex; align-items: center;"> <div style="text-align: center; margin-right: 10px;"> HV Tasmanian Government </div> <div> DEPARTMENT OF STATE GROWTH </div> </div>		APPLICATION FOR REGISTRATION OF A HEAVY VEHICLE <small>Heavy Vehicle - Vehicle with a GVM greater than 4.5 tonnes. Single, Company or Incorporated Association registered operators only. Proof of Entitlement to Register is required e.g. receipts, previous registration certificates.</small> Validation Period - This application form is only valid for 30 days from the date of inspection.		<small>OFFICE USE ONLY</small> <small>MR57 03/18</small> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">REG. NUMBER</th> </tr> <tr> <td>Proof of Entitlement to Register</td> <td>Attached <input type="checkbox"/></td> </tr> <tr> <td>Evidence of Identity</td> <td>Sighted <input type="checkbox"/></td> </tr> <tr> <td>Evidence of Address</td> <td>Sighted <input type="checkbox"/></td> </tr> <tr> <td>Proof of Garage Address</td> <td>Sighted <input type="checkbox"/></td> </tr> </table>	REG. NUMBER		Proof of Entitlement to Register	Attached <input type="checkbox"/>	Evidence of Identity	Sighted <input type="checkbox"/>	Evidence of Address	Sighted <input type="checkbox"/>	Proof of Garage Address	Sighted <input type="checkbox"/>												
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REASONS FOR FAILURE <div style="border: 1px solid black; padding: 5px; min-height: 50px;"> <p style="font-size: 1.2em;">Rear Marker Plates</p> </div>		INS STAMP <div style="border: 1px solid black; padding: 5px; min-height: 100px;"> <p style="text-align: center;">(Time) 9:00 am/pm</p> <p>Signature: [Signature] Date Failed: 2/3/18 V.E. No. 123 AIS No. 124</p> <p style="text-align: right;">Only if vehicle passes inspection</p> </div>																								
<small>PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS</small>																										
<small>Present to any Service Tasmania Shop</small>																										

Attachment

A completed Inspection Report for a vehicle that subsequently passes.

HV		APPLICATION FOR REGISTRATION OF A HEAVY VEHICLE		OFFICE USE ONLY	
 <p>DEPARTMENT OF STATE GROWTH Tasmanian Government</p>		<p>Heavy Vehicle - Vehicle with a GVM greater than 4.5 tonnes. Single, Company or Incorporated Association registered operators only. Proof of Entitlement to Register is required e.g. receipts, previous registration certificates.</p> <p>Validation Period - This application form is only valid for 30 days from the date of inspection.</p>		<p>REG. NUMBER</p> <p>Proof of Entitlement to Register Attached <input type="checkbox"/></p> <p>Evidence of Identity Sighted <input type="checkbox"/></p> <p>Evidence of Address Sighted <input type="checkbox"/></p> <p>Proof of Garage Address Sighted <input type="checkbox"/></p>	
<p>SECTION 1: INSPECTION REPORT Inspection for compliance pursuant to the Vehicle and Traffic Act 1999.</p>					
<p>REASON FOR INSPECTION</p> <p><input checked="" type="checkbox"/> New Vehicle <input type="checkbox"/> Previously Interstate <input type="checkbox"/> Expired Registration <input type="checkbox"/> Imported from overseas <input type="checkbox"/> Conditional Registration</p>					
<p>VEHICLE DETAILS</p>					
<p>VIN / Chassis No.: <u>6 F 5 0 0 0 0 0 0 H A 4 5 9 0 2 9</u></p>					
<p>MONTH AND YEAR OF COMPLIANCE</p> <p>Month <u>06</u> Year <u>2017</u></p>		<p>Engine Make <u>Commins</u></p>		<p>Colour: Primary and Secondary (Mark 1 for Primary and where applicable mark 2 for secondary)</p>	
<p>Compliance plate fitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Engine No. <u>79970675</u></p>		<p><input type="checkbox"/> Aqua <input type="checkbox"/> Fawn <input type="checkbox"/> Pink</p>	
<p>SECOND STAGE MANUFACTURE</p>		<p>Vehicle Make <u>Kenworth</u></p>		<p><input type="checkbox"/> Airwork <input type="checkbox"/> Gold <input type="checkbox"/> Purple</p>	
<p>Approval Date</p>		<p>Vehicle Model <u>T4098X4</u></p>		<p><input type="checkbox"/> Beige <input type="checkbox"/> Green <input type="checkbox"/> Red</p>	
<p>MODIFICATION PLATE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>Engine Capacity (CC) <u>15000</u></p>		<p><input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Silver</p>	
<p>Reference Number <u>059231</u></p>				<p><input type="checkbox"/> Blue <input type="checkbox"/> Khaki <input type="checkbox"/> Tan</p>	
<p>Date <u>11/17</u> State <u>TAS</u></p>				<p><input type="checkbox"/> Bronze <input type="checkbox"/> Maroon <input type="checkbox"/> Turquoise</p>	
<p>TRANSMISSION Automatic <input type="checkbox"/> Manual <input checked="" type="checkbox"/></p>				<p><input type="checkbox"/> Brown <input type="checkbox"/> Mauve <input checked="" type="checkbox"/> White</p>	
<p>STEERING WHEEL POSITION</p>				<p><input type="checkbox"/> Cream <input type="checkbox"/> Orange <input type="checkbox"/> Yellow</p>	
<p>Right Hand <input checked="" type="checkbox"/> Left hand <input type="checkbox"/> Central <input type="checkbox"/> Articulated <input type="checkbox"/> Clutch <input type="checkbox"/> Dual <input type="checkbox"/> Skid <input type="checkbox"/></p>					
<p>VEHICLE SPECIFICATION</p>					
<p>Primary Motive Power (Mark 1 for primary and where applicable mark 2 for secondary)</p> <p><input type="checkbox"/> Petrol</p> <p><input checked="" type="checkbox"/> Diesel</p> <p><input type="checkbox"/> Electric</p> <p><input type="checkbox"/> Hydrogen</p> <p><input type="checkbox"/> Compressed Natural Gas</p> <p><input type="checkbox"/> Kerosene</p> <p><input type="checkbox"/> Liquefied Natural Gas</p> <p><input type="checkbox"/> Liquid Petroleum Gas</p> <p><input type="checkbox"/> Solar</p> <p><input type="checkbox"/> Steam</p> <p><input type="checkbox"/> Other</p>		<p>BODY TYPE:</p> <p><input type="checkbox"/> Armoured Vehicle</p> <p><input type="checkbox"/> Articulated Bus</p> <p><input type="checkbox"/> Bin Carrier</p> <p><input type="checkbox"/> Bonnet Prime Mover</p> <p><input type="checkbox"/> Bus</p> <p><input type="checkbox"/> Cab Over Prime Mover</p> <p><input type="checkbox"/> Camper</p> <p><input type="checkbox"/> Car Carrier</p> <p><input type="checkbox"/> Concrete Agitator</p> <p><input type="checkbox"/> Concrete Pump</p> <p><input type="checkbox"/> Converter Dolly</p> <p><input type="checkbox"/> Curtain Side Van</p> <p><input type="checkbox"/> Dump Truck</p> <p><input type="checkbox"/> Fire Unit</p>		<p>VEHICLE CATEGORY:</p> <p><input checked="" type="checkbox"/> Rigid Truck</p> <p><input type="checkbox"/> Prime Mover</p> <p><input type="checkbox"/> Rigid Bus</p> <p><input type="checkbox"/> Articulated Bus</p> <p><input type="checkbox"/> Semitrailer</p> <p><input type="checkbox"/> Pig Trailer</p> <p><input type="checkbox"/> Dog Trailer</p> <p><input type="checkbox"/> Low Loader</p> <p><input type="checkbox"/> *Other</p> <p>*Description</p>	
		<p><input type="checkbox"/> Flat Tray</p> <p><input type="checkbox"/> Garbage Compactor</p> <p><input type="checkbox"/> Garbage Truck</p> <p><input type="checkbox"/> Jinker</p> <p><input type="checkbox"/> Pantechinicon</p> <p><input type="checkbox"/> Refrigerated Van</p> <p><input type="checkbox"/> Service Vehicle</p> <p><input checked="" type="checkbox"/> Skeletal</p> <p><input type="checkbox"/> Stock Crate</p> <p><input type="checkbox"/> Tanker</p> <p><input type="checkbox"/> Tipper</p> <p><input type="checkbox"/> Tow Truck</p> <p><input type="checkbox"/> *Other (Refer list on reverse of book copy)</p>		<p>OTHER</p> <p><u>32.01</u> GVM</p> <p><u>97.01</u> GCM</p> <p><u>4</u> Axles</p> <p><u>12</u> Wheels</p> <p><u>6</u> Cylinders</p> <p><u>2</u> Seating (Manufactured)</p> <p><u>2</u> Seats (including Driver)</p> <p><u>11200</u> Tare Mass (kg)</p>	
<p>Front Axle Group Tyres (1st axle) <u>2</u> Tyres (2nd axle) <u>2</u></p>		<p>Axle spacing <u>2.0</u> Load Sharing <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p>			
<p>Rear Axle Group Tyres (1st axle) <u>4</u> Tyres (2nd axle) <u>4</u> Tyres (3rd axle) <u>4</u> Tyres (4th axle) <u>4</u></p>		<p>Axle spacing <u>1.25</u> Load Sharing <input checked="" type="checkbox"/> Y <input type="checkbox"/> N</p>		<p>Extreme Axle Distance <u>5.8</u></p>	
<p>INSPECTION REPORT</p>					
<p><input checked="" type="checkbox"/> Passed First Inspection</p> <p><input checked="" type="checkbox"/> Failed Inspection</p> <p><input type="checkbox"/> Passed Second Inspection</p>		<p>I <u>John Cebzen</u> inspected the above vehicle on (date) <u>3.13.18</u> (time) <u>4:00</u> am/pm and to the best of my knowledge found it to comply with the requirements of the Vehicle and Traffic Act (1999) and Regulations and to be acceptable for registration.</p> <p>Signature <u>[Signature]</u> V.E. No. <u>123</u></p>			
<p>REASONS FOR FAILURE</p> <p><u>Rear Marker Plates</u></p>		<p>(Time) <u>9:00</u> am/pm</p> <p>Signature <u>[Signature]</u> Date Failed <u>2/3/18</u> V.E. No. <u>123</u> AIS No. <u>124</u></p>			
<p>PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS</p>		<p>SMITHS GARAGE AIS STAMP</p> <p>AIS 124</p> <p>Midland Highway</p> <p>Pontville</p> <p>Only if vehicle passes inspection</p> <p>Present to any Service Tasmania Shop</p>			

Filling in the Inspection Report

Reason for Inspection

- New – This refers to new vehicles.
- Previously registered interstate - This refers to vehicles currently registered interstate or previously registered interstate but now expired.
- Expired Registration – This refers to vehicles previously registered in Tasmania whose registration has expired.
- Privately imported from Overseas - This refers to vehicles imported into Australia for which there is Department for Infrastructure and Regional Development (DIRD) import approval. Without this import approval imported vehicles cannot be registered and must be referred to DIRD.
- Conditional Registration - This refers to vehicles that are not eligible for full registration but under certain conditions can be used on public streets. The conditions of registration must be carried in the vehicle at all times as well as being recorded in the Motor Registry System.

Engine Make

The make of the engine – e.g. Iveco, Scania, Chrysler, Detroit Diesel

Engine Number

Record the number found on the engine block. Under no circumstances is the engine number to be recorded from any other source.

Vehicle Make

The make of the vehicle - e.g. Isuzu, Mitsubishi, Mack or in the case of a trailer it may be Fruehauf, Elphinstone etc.

Vehicle Model

The model of the vehicle - e.g. Fuso. Take this information from the identification plate.

Engine Capacity (CC)

The engine capacity in cubic centimeters.

Vehicle Identification Number (VIN)

A VIN is a 17 character identification number unique to each vehicle.

Record the imprinted VIN from the vehicle body/chassis. Under no circumstances is the VIN to be recorded from any other source. The identification plate can be used as a means to verify that the VIN recorded on the body/chassis is the same.

Note: To avoid registering an incorrect VIN the numbers and letters must be distinguishable. Following are examples of the numbers/digits, which are difficult to distinguish and the correct way to enter them.

Numeric	Zero	0 or Ø
Numeric	7	7
Letter	S	\$
Numeric	5	5
Letter	Z	Z
Numeric	2	2
Numeric	1	1

All vehicles built from 1989 onwards must have a VIN.

In the case of a heavy vehicle the VIN will be imprinted on the vehicle identification plate and in one other place on the vehicle.

In the case of a heavy trailer the VIN must be displayed on a identification plate attached to the chassis, and welded or stamped on the chassis rail or drawbar.

If there is no VIN on the Heavy Trailer, the NHVAIS must fail the inspection and contact Vehicle Standards on (03) 6166 3263.

Date of Compliance and Identification (Compliance) Plate Fitted

For Australian manufactured vehicles

Tick **Yes** or **No** to indicate if an identification plate is fitted. If the answer is Y, write under the heading 'Month and Year of Compliance', the date shown on the identification plate.”.

If no identification plate is affixed the vehicle must be failed for inspection and refer to the AIS Compliance Officer on 6166 3271.

Second Stage Manufacture

Second Stage Manufacture (SSM) plate is for vehicles that have been modified by a manufacturer on a new vehicle that already has affixed a completed vehicle identification plate.

For example a new cab chassis delivered from a vehicle manufacturer and made into a motorhome by another manufacturer

Below are samples off SSM plates.

Low volume (emerald green) refers to one or two being converted by a manufacturer. Full volume (silver) refers to several vehicles being converted by the one manufacturer.

Sample Plate ONLY





Low Volume Second Stage of Vehicle Manufacturer
Manufacturer

Full Volume Second Stage of Vehicle

Modified Vehicles

What is a modified heavy vehicle?

A heavy vehicle modification has the same meaning as the definition provided in Part 3.3, section 84 of the National Heavy Vehicle Law.

Approved Vehicle Certifiers

Approved Vehicle Certifiers (AVC) perform certification services to modified vehicles under the Approved Vehicle Certifier Approved Inspection Station (AVCAIS) scheme. An AVC can undertake inspections of modified vehicles to ensure they meet Vehicle Standards Bulletin (VSB) 6 which specifies the minimum standards a modified vehicle must comply with, and in some instances provides an operational limit where a modification must comply.

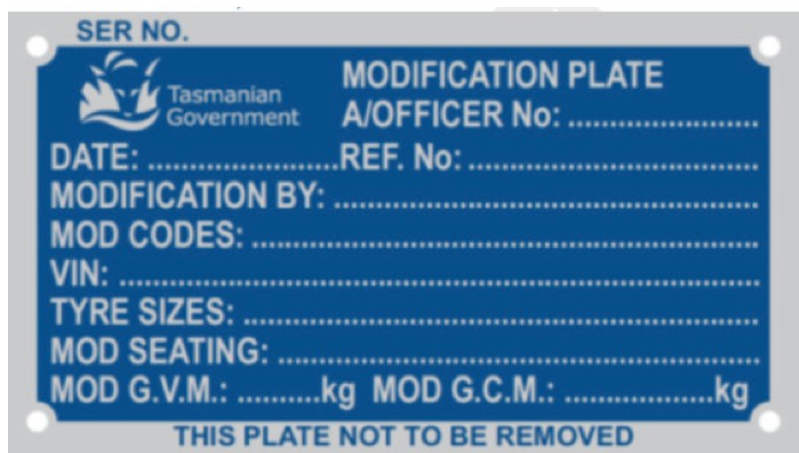
In the event that a modified vehicle is presented for inspection or a registered operators seek advice on vehicle modifications AISs should direct them to a Type 8B AVC, which are located on the Departments website: <http://www.transport.tas.gov.au/vehicles>

Modification Plate

A Modification plate is aluminium; blue with a silver border. It is a requirement that it be fitted when a vehicle is modified.

For example - a change in GVM by addition of an axle, or a chassis extension would require the vehicle to be fitted with a modification plate.

Mark yes or no to indicate if a modification plate is fitted. If yes, the Modification Serial Number is the unique identifier that is required to identify the plate. The Reference number is not the same as the serial number as the serial number is pre populated on the plate and the Ref No is allocated by the individual certifier as an internal identification number relative to their report."



Transmission

Tick the box for either automatic or manual transmission

Steering Wheel Position

Tick the box for the steering wheel position

Right hand
Left hand
Central
Articulated
Clutch
Dual
Skid

Primary Motive Power (Fuel Type)

Mark “1” for the primary fuel type or if duel fuel mark “2” for the secondary fuel type.

Petrol
Diesel
Electric
Hydrogen
Compressed Natural Gas
Kerosene
Liquefied Natural Gas
Liquid Petroleum Gas
Solar
Steam
Other

Primary and Secondary Body Colour

When determining the colour, the main body colour and second body colour (where applicable) should be used, not the manufacturer’s descriptive definition. For the Primary colour record “1” and for secondary colour record “2”

Gross Vehicle Mass (GVM)

GVM means Gross Vehicle Mass. It is the maximum gross mass that the manufacturer has rated a rigid vehicle to operate at under full load. All vehicles over 4.5 tonnes GVM must have a GVM rating. The rating appears on the Vehicle Identification Plate. Complete the tonne (t) GVM on the report.

Gross Combination Mass (GCM)

GCM means Gross Combination Mass. It is the maximum gross mass the manufacturer of a rigid vehicle has rated that vehicle, and a trailer it is towing to operate at under full load. On the Vehicle Identification plate the manufacturer specifies the GCM. Complete the (t) GCM on the report.

No of Axles

Indicate the number of axles. Steer axle is treated as one axle.

No of Wheels

Indicate the number of road wheels, e.g. - 4, 6, 8 etc.

Number of Cylinders

Write in the number of cylinders in the engine.

Seating (Manufactured)

This is the number of seats recorded on the identification plate

Seats (Including the driver)

This is the number of adult seats in the vehicle

Tare Mass

If known record the mass in kilograms

Axle Group Configuration and Spacing

Record number of tyres on each axle within the axle group – Front and rear axles. Note the number of tyres combined needs to match the number of ‘wheels’ section on the form.

For front and rear axle group record the distance, in metres, between the centerline of extreme axles within the group.

Record the extreme axle distance between the front axle group and rear axle group.

Record whether axle group is load sharing or not ‘Y’ or ‘N’.

Body Type

Type	Description
Armoured Vehicle	a combat vehicle, protected by strong armour
Articulated Bus	A bus comprised of two or more portions of rigid body with passenger access between the sections and connection in a manner allowing articulation between the sections constructed with primary purpose for carrying passengers
Bin Carrier	A vehicle with a flat tray and hydraulic/auxiliary capability to pick and load/rubbish/skip bins
Bonnet Prime Mover	Prime mover with projected bonnet
Bus	A vehicle with greater than 9 seats (including drivers seating position)
Cab Over Prime Mover	Prime mover with flat frontage - no protruding bonnet
Camper	An enclosed vehicle designed primarily for human occupation whilst stationary, includes motorhome and motor caravan. At least 70% of the space must be for human occupation
Car Carrier	Vehicle constructed with multiple decks designed specifically for the transportation of multiple vehicles
Concrete Agitator	Vehicle equipped with a rotating bowl constructed primarily to carry concrete
Concrete Pump	Vehicle designed to pump concrete from agitator to work site
Converter Dolly	A 'Pig Trailer' with a 'Fifth Wheel Coupling', designed to convert a 'Semi-trailer' into a 'Dog Trailer'
Curtain Side Van	Vehicle with curtains that slide to allow access to load carrying space (some curtains made be appropriately load rated and certified).
Dump Truck	Primarily an off road vehicle designed and constructed for use on mine and quarry sites for the transportation of bulk materials & has the capability to 'tip' for unloading of materials
Fire Unit	Vehicle constructed principally for fire-fighting / rescue purposes
Flat Tray	A flat platform permanently affixed to a vehicle for the carriage of goods
Garbage Compactor	Vehicle with body affixed specifically designed to compact contained rubbish. May have hydraulic fitting to allow pick up of bins (all must be within regulatory dimensions).
Garbage Truck	Vehicle with body fitted that contains/ holds rubbish. May have hydraulic fitting to allow pick up of bins (all must be within regulatory dimensions).
Jinker	Trailer principally constructed for carriage of logs or poles, and similar objects, includes pole jinker, log jinker, pole trailer
Pantechnicon	Large fully enclosed, hard shell exterior, load carrying body
Refrigerated Van	Fully enclosed, hard shell exterior with refrigerator unit & load carrying body
Service Vehicle	Vehicle permanently fitted with machinery or equipment primarily designed for work when mobile includes log skidder, road/street sweepers, field service units, industrial cleaning units, some plumbing units, street flusher, Bucket Trucks (vehicles fitted with work cage upon a telescopic rotatable arm – powerline works) etc.
Skeletal	Vehicle with permanently affixed frame principally for mounting of shipping containers, demountable bodies, etc. The vehicle must be compliant with all the requirements with skeletal frame affixed (e.g. mudguards/spray suppression, lights and reflectors, registration plate, marker plates, protrusions and minimisation of risk

	to pedestrians.
Stock Crate	Vehicle constructed principally for the carriage of livestock / animals
Tanker	Vehicle constructed to carry bulk liquid, gases or commodity within a closed tank, would include bitumen, milk, water, fuel, gas, fish tankers etc.
Tipper	Tray body designed to carry bulk materials that has 'tip' capability for unloading of materials
Tow Truck	Vehicle equipped with a crane or winch principally for towing disable / damaged vehicles, must be fitted with working & visible warning lights

Other Body Type

These body types are listed on the reverse side of the "Book Copy" in the Heavy vehicle Inspection Book and are to be referred to if body type not listed on front of Inspection report.

Type	Description
Agitator Trailer	A trailer with a bowl fitted to the rear, used to transport and mix concrete from a batching plant to a construction site.
Air Compressor Trailer	An air compressor mounted on a trailer.
Ambulance Trailer	A vehicle specifically designed for ambulance duties; taking sick or injured people to and from hospital, especially in emergencies.
Amusement Trailer	An amusement device mounted on a trailer.
Comb Trailer	A trailer which is specially designed and constructed for transporting the comb (the reaping implement) of a combine harvester.
Curtain Side Trailer	<p>A semi-trailer with a flat top and an upper structure having a solid roof, front and rear with curtain-style sides. Also called a Tautliner trailer.</p> <p>A semi-trailer that has one axle group or single axle towards the rear, and a means of attachment to a prime mover that would result in some of the load being imposed on the prime mover. It may also be the last trailer in a road train.</p>
Caravan	A pig trailer designed to be used as accommodation
Drill Rig Trailer	A trailer mounted drill rig.
Drop Deck Trailer	<p>A flat top trailer with an upper structure having a solid roof, front and rear with curtain-style sides. Also called a Tautliner trailer.</p> <p>A drop deck trailer is a trailer with the main loading deck lower than adjacent loading decks.</p>
Flat Top Trailer	<p>A drop deck trailer that has a flat goods-carrying area without sides.</p> <p>A drop deck trailer is a trailer with the main loading deck lower than adjacent loading decks.</p>
Horse Trailer	A semi-trailer specifically built to carry animals, such as cattle, horses, pigs and sheep.
Low Loader Dolly	Equipped with a gooseneck type drawbar that attaches to the fifth wheel coupling on the rear of a prime mover to distribute the mass on the fifth wheel on the dolly between the prime mover and the wheels of the dolly. These are predominantly fitted with two axles.
Trailed Machinery	Machinery mounted on a trailer

Type	Description
Other Trailer	A trailer other than those mentioned in this table
Platform Trailer	A trailer that attaches to the towing unit via an A frame specifically designed for the movement of heavy loads with the trailer having all of the following features: (a) at least five equally spaced rows of axles; and (b) a minimum of 1.6 metres longitudinal spacing between axle rows; and (c) at least 8 tyres per axle row; and (d) all axle rows are steerable; and (e) a load platform trailer may be constructed of multiple platform modules large indivisible loads.
Auger	A vehicle without its own automotive power, built to raise and transport grain from the ground to the top of grain bins or to load trucks from the grain bin.
Tag Trailer	Trailer with axle group situated towards the rear
Ambulance	A vehicle specifically designed for ambulance duties; taking sick or injured people to and from hospital, especially in emergencies.
Dual Cab Truck	A truck constructed with 2 cabin areas designed to carry passengers
Freight Carrying Truck	A truck for carrying freight
Horse Truck	A pig trailer specifically built to carry animals, such as cattle, horses, pigs and sheep.
Machinery Truck	A rigid truck with machinery mounted on the back.
Other Non-Freight Carrying	A truck for carrying freight
Agricultural Equipment	Equipment constructed to perform agricultural tasks
Amusement Vehicle	An amusement device mounted on a motor vehicle.
Mobile Crane`	An SPV that has all of the following features and requirements: (a) is a mobile crane; and (b) has two tyres per axle; and (c) has at least 50% of its axles steerable; and (d) is not a truck mounted SPV; and (e) has on road and off road capability; and (f) has separate driving and crane operating compartments.
Drill Rig Truck	A truck-mounted drilling rig.
Elevated Work Platform	A trailer with an elevating work platform mounted on the back.
Grader	A motorised vehicle used for leveling earth or gravel roads.
Harvester	An agricultural vehicle that performs operations of reaping, threshing or winnowing crops.
Machinery Plant	A trailer specifically designed for the purpose of hauling a mobile plant, like a concrete batching plant.

Vehicle Category

Type	Description
Rigid Truck	Vehicle that has a body type affixed and no capability to connect to a semi-trailer
Prime Mover	Vehicle fitted with a tow coupling to enable connection of a semi-trailer
Rigid Bus	A solid vehicle constructed with primary purpose for carriage of passengers
Articulated Bus	A bus comprised of two or more portions of rigid body with passenger access between the sections and connection in a manner allowing articulation between the sections constructed with primary purpose for carrying passengers
Semi-Trailer	A trailer (including a pole-type trailer) that has: One 'Axle Group' or single axle towards the rear; and Means an attachment to a 'Prime Mover' that would result in some of the load bearing imposed on the 'Prime Mover'
Pig Trailer	Trailer where the axle / axle group are located near the middle of the length of the load-carrying space
Dog Trailer	A vehicle with a front steerable axle/group and a trailing rear axle/group. Where the front axle/group is steered by connection to the towing vehicle
Low Loader	A semi-trailer specifically manufactured for transportation of large indivisible items having a load deck height no more than 1m above the ground

Second Level VIN Inspections

Procedure:

The Department has a responsibility to ensure that all VINs are recorded correctly.

From August 1998 an automatic VIN checking provision was incorporated in the Departments Motor Registry System.

This causes a VIN to be rejected if not of the correct form or listed as a duplicate or one of several other categories not allowed to be processed.

Service Tasmania personnel are unable to process a registration application where a VIN has been rejected by the computer.

In such cases a 'Second Level VIN Inspection' form will be partly completed and given to the person registering the vehicle to take back to the NHVAIS to recheck details.

An example of the form is included in this chapter. The NHVAIS must recheck the VIN and write it on the bottom of the form together with other relevant details regardless of whether the data is the same as previously recorded or different.

The person then returns with the completed form to have another attempt at registering the vehicle.

If the VIN is again rejected the Department takes over the investigation to determine what the problem is.

Second Level Inspection Form																																																							
(For use when a VIN is invalid or duplicate and needs to be inspected again)																																																							
Section 1: Vehicle Descriptors shown on the Registration form (To be completed by the CSO)																																																							
Vehicle registration (if applicable) Name of person wishing to register vehicle Name of original inspection station Address of original inspection station Number of original inspection station Date vehicle presented for registration Office requesting second level inspection																																																							
VIN shown on registration form when presented:																																																							
<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																																							
Vehicle identifiers:																																																							
Engine #: Make: Model: Year: Body type: Colour:																																																							
Reason why the VIN was rejected:																																																							
<table style="width: 100%;"> <tr> <td style="width: 33%;">VIN not allocated</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%;">VIN Duplicate</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 33%;">VIN incorrectly formatted/illegible</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> </tr> </table>												VIN not allocated	<input type="checkbox"/>	VIN Duplicate	<input type="checkbox"/>	VIN incorrectly formatted/illegible	<input type="checkbox"/>																																						
VIN not allocated	<input type="checkbox"/>	VIN Duplicate	<input type="checkbox"/>	VIN incorrectly formatted/illegible	<input type="checkbox"/>																																																		
Section 2: Re-inspected Vehicle Descriptors																																																							
(To be completed by the Approved Inspection Station)																																																							
VIN imprinted on vehicle:																																																							
<table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																																																							
Vehicle identifiers: (either tick if unchanged, or fill in any changes)																																																							
Engine #: Make: Model: Year: Body type: Colour:																																																							
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application not being processed or records not being properly maintained.

Chapter 9

Reasons for Rejection

The following items (where relevant) must be personally checked by the New Heavy Vehicle Approved Inspection Station (NHVAIS) Vehicle Examiner (VE). If items do not comply, the inspection is deemed to be a failed inspection. Vehicle Examiners should refer to the Information Bulletins to verify that the vehicle complies with those bulletins.

Note: All dimensions must be measured using a measuring tape.

Vehicle/Trailer Dimension – Reasons for rejection

1. Width

- A) The maximum width of the vehicle exceeds 2.5 metres, except for permanently fixed webbing assembly type devices such as curtain side devices where the maximum width across the vehicle including the devices exceeds 2.55m.

Note: This is to be measured without taking into account:

- Anti-skid devices mounted on wheels
- Central tyre inflation systems
- Side mounted lights and reflectors
- Rear vision mirrors
- Signaling devices
- Tyre pressure gauges

2. Height

- A) The maximum height for:
1. a double decker bus exceeds 4.4m;
 2. a livestock carrier exceeds 4.6m;
 3. a vehicle built with at least two decks for carrying vehicles exceeds 4.6m;
 4. any other vehicle 4.3 metres.

3. Length

- A) The maximum length of:
1. an articulated bus exceeds 18m;
 2. a non-articulated bus exceeds 14.5m;
 3. any other vehicle exceeds 12.5m.

B) **Semitrailer and dog trailers**

1. For a semi-trailer, the distance between the point of articulation at the front of the trailer (kingpin) and the rear overhang line (the centre of the rear axle group) exceeds :
 - a. for a refrigerated semitrailer not used in a road train or B-double combination exceeds 9.9m;
 - b. for another semitrailer or dog trailer exceeds 9.5 metres.
2. When inspecting a semi-trailer, the distance between the point of articulation (king pin) and the rear of the trailer exceeds:
 - c. for a refrigerated semitrailer not used in a road train or B-double combination exceeds 13.6m;

- d. for a semitrailer not used in a road train or B-double combination exceeds 13.2m;
 - e. for another semitrailer or dog trailer exceeds 12.3 metres.
3. The maximum drawbar length for a dog trailer or converter dolly exceeds 5 metres from the centre of the coupling to the front articulation point.
 4. The forward projection of a semi-trailer exceeds a 1.9m arc from the towing pivot pin (kingpin).

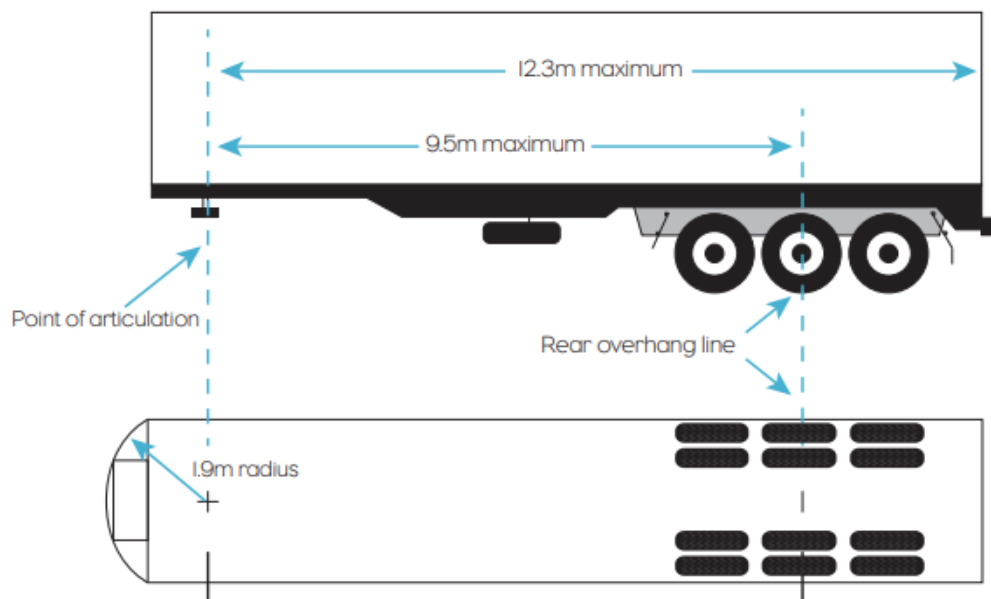
C) Pig trailers

1. The drawbar exceeds 8.5m from centre of the coupling to the rear overhang line.

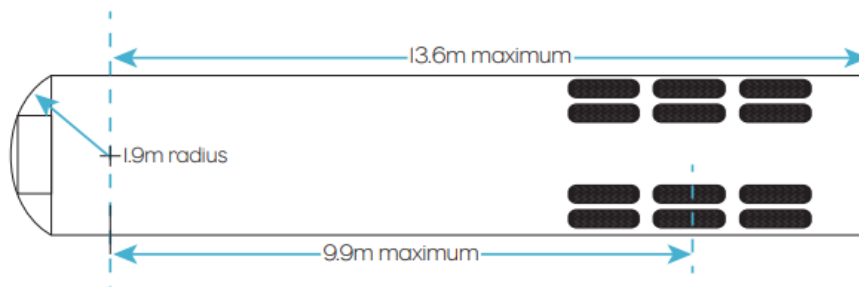
D) Road train trailers

2. The drawbar length for a trailer used in a road train is not at least 3.0m long from the centre of the coupling to the front articulation point.

Semitrailer



Refrigerated trailer



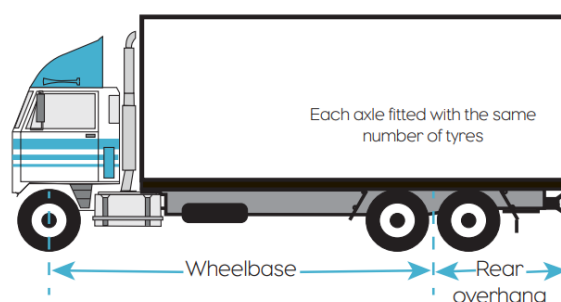
4. Rear overhang

1. For a vehicle with an axle group at the rear comprising only one axle, a line running along the centreline of the axle.
2. For a vehicle with an axle group at the rear comprising two axles, one of which is fitted with twice the number of tyres as the other, a line running parallel to the axles that is:
 - closer to the axle carrying the greater number of tyres than it is to the other axle; and
 - located at one-third of the distance between the two axles.
3. For a vehicle with any other axle group at the rear, a line running along the centre of the axle group.

Note: If an axle or axle group includes at least one steerable axle, steerable axles are to be disregarded except when all the axles are steerable.

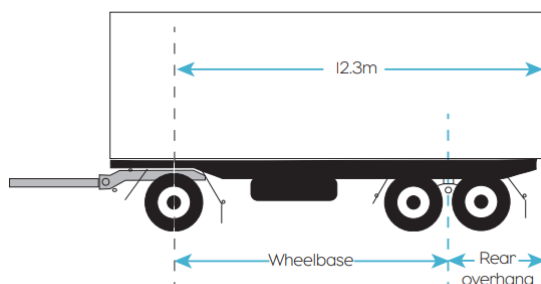
A) Heavy motor vehicle

1. The rear overhang exceeds either 60% of the distance from the front axle to the rear overhang line or 3.7 metres, whichever is the lesser.



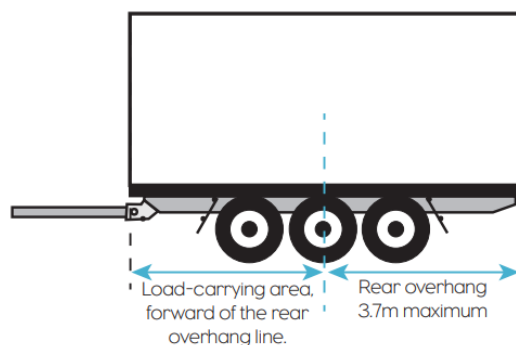
B) Dog trailer

1. The rear overhang exceeds either 60% of the distance from the front articulation point to the rear overhang line or 3.7 metres, whichever is the lesser.



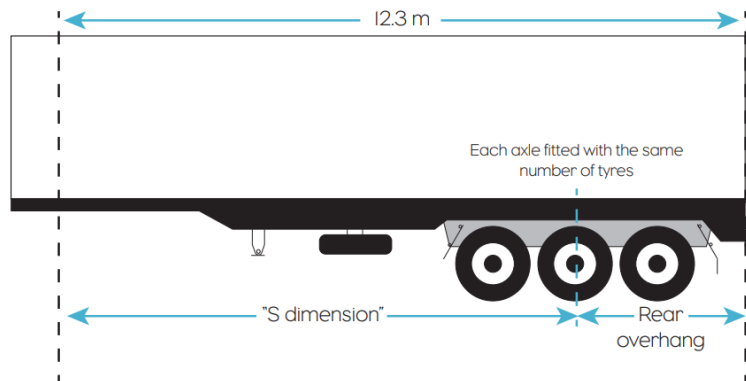
C) Pig trailer

1. The rear overhang exceeds either the distance between the front of the trailers body or load carrying area and rear overhang line or 3.7 metres, whichever is the lesser.



D) Semitrailer

1. The rear overhang exceeds either 60% of the distance from the front articulation point to the rear overhang line or 3.7 metres, whichever is the lesser.



5. Markers, Lights and Reflectors

1. Compulsory reflectors are damaged, obscured, not installed in the correct location or are not fitted;
2. The motor vehicle has a GVM greater than 12 tonnes and is not fitted with the appropriate marker plates (VSB12) or ADR 13 compliant Conspicuity Markings.
3. The trailer has a GTM greater than 10 tonnes and is not fitted with the appropriate marker plates (VSB12) or ADR 13 compliant Conspicuity Markings.
4. LIGHTING to be fitted in addition to normal lighting requirements for most vehicles as required (for full details see Heavy Vehicle Information Bulletin L);
5. The vehicle is more than 2.2 metres wide and is not fitted with end outline marker lights (previously known as clearance lights) at the front (white light) and rear (red light) of the vehicle;
6. The vehicle is not fitted with front position (side) lights;
7. The trailer is more than 1.6 metres wide and is not fitted with front position (side) lights;
8. Any other regulatory lighting is not operational e.g Brake lights, indicators, number plate lights, combination brake/tail lights, reverse lights;
9. More than four driving lights are fitted.

Note: For additional information regarding conspicuity markings, refer to the Australian Trucking Association's Technical advisory Procedure on Heavy Vehicle Visibility.

Side Marker lamps

Note: Vehicles/trailers may comply with either:

Option 1 - ADR13 Clause 7.2; OR

Option 2 - ADR13 Appendix A.

Option 1 - ADR13 Clause 7.2 requirements:

11. Mounted less than 600mm or greater than 1500mm from the ground;
12. Marker lamps do not emit red to the rear and amber to the front (red/amber).

Motor Vehicles

13. Not fitted to a motor vehicle with an overall width exceeding 2.1m and a 'total length' over 7.5m;
14. The front marker lamp is located:

- a. greater than one third the vehicles length from the front of the vehicle;
- b. The front marker lamp is located forward of the driver's seat with the seat in the rear most position;

15. The rear marker lamps are greater than 300mm from the rear of the vehicle.

Trailers

- 16. Not fitted to a trailer with an overall width exceeding 2.1m;
- 17. Not fitted to a trailer with an total length exceeding 7.5m;
- 18. Not fitted to a semi-trailer regardless of width or length;
- 19. The front marker lamps are greater than 300mm from the front of the trailer (excluding drawbar);
- 20. The rear marker lamps are greater than 300mm from the rear of the vehicle.

Arrangement (All)

- 21. A motor vehicle exceeding 7.5 in total length or a trailer exceeding 2.1m in width must have two side marker lamps positioned at the rear;
- 22. Semi-trailers with a total length equal to or less than 7.5m must have two positioned at the front plus and two (2) positioned at the rear;
- 23. All trailers exceeding 7.5m total length must have two at the front, two at the rear, and one each side, midway between.

Option 2 - ADR13 Appendix A requirements:

- 24. Not fitted to any vehicle with a length exceeding 6m;
- 25. Mounted less than 250mm or greater than 1500mm from the ground;
- 26. At least one (1) side marker lamp fitted to the middle third of the vehicle and the front most side marker lamp not more than 3m from the front;
- 27. The distance between side marker lamps exceeds 3m in length;
- 28. Rear side marker lamps are greater than 1m from the rear of the vehicle;
- 29. Marker lamps emit a light other than amber/amber (except rear markers, which may emit red/red).

6. Headlights/Daytime Running Lights

- 1. The aim of the headlight is adjusted such that, when on high beam and measured at an effective distance of 8 metres, the projected centre of the beam is to the right of the headlight centre and/or is above the headlight centre;
- 2. When measured at an effective distance of 8 metres, any part of the top edge of the high intensity portion of the low beam pattern is above, and to the right of the centreline of the headlight.

Note: In the region above and to the right of the centreline of the headlight the luminous intensity must not exceed 437 candela. The portion of the beam to the left of the centreline of the light may extend above the height of the centreline of the headlight. The centreline of the headlight passes through the centre of the globe filament, or equivalent.

- 3. More than two daytime running lights are fitted;
- 4. Daytime running lights are not wired so:
 - a. they are off when a headlight, other than a headlight being used as a flashing signal, is on, or
 - b. if included as part of a combination light, they dim when a headlight other than a headlight being used as a flashing signal, is on;

5. Daytime running lights fitted to a vehicle are:
 - a. not white;
 - b. are less than 250mm or more than 1500mm from the ground;
 - c. on a vehicle that is at least 1300mm wide, the distance between the inner edge of the lights is not at least 600mm;
 - d. on a vehicle that is less than 1300mm wide, the distance between the inner edge of the lights is not at least 400mm.

7. Vehicle Identification

1. The vehicle or trailer is not fitted with an Australian Identification Plate;
2. VIN on identification (compliance) plate differs from that stamped into body or chassis;
3. VIN/chassis number has been altered or tampered with;
4. No engine number present;
5. Engine number has been altered or tampered with;
6. For a vehicle that is used in a road train or B-double combination, the vehicle plate does not include:
 - a. the words “ROAD TRAIN” and/or “B-DOUBLE”; and
 - b. for a trailer designed for use in a road train, the words “ROAD TRAIN TRAILER”;
7. For a vehicle that has been modified for use in a road train or B-double combination, the vehicle is not fitted with a modification plate certifying it to code S8 (Road Train Prime Mover), S9 (B-double Prime Mover) or S11 (Road Train Trailer) of VSB6.

8. Vehicle Modification Certification

Note Appendix A contains a list of modification codes.

VSB6 details further information on heavy vehicle modifications.

1. Any modification to the vehicle that has not been certified as required by VSB6;
2. Where a vehicle has been modified and no modification plate is affixed to the vehicle.

Appendix A

VSB6 Modification codes

- A1** Engine Substitution
- A2** Air Cleaner Substitution or Additional Fitting
- A3** Turbocharger Installation **A4** Exhaust System Alteration
- A5** Road Speed Limiter Installation
- B1** Transmission Substitution or Additional Fitting
- C1** Tail Shaft Alterations
- D1** Rear Axle(s) Installation
- D2** Differential Substitution
- E1** Front Axle(s) Installation
- E2** Steering Alteration
- E3** Fitment of Non-Standard Front Wheel Components
- F1** Suspension Substitute
- F2** Trailer Suspension Modifications
- G1** Air Brake System – Relocation of Air Brake Components
- G2** Installation of Trailer Braking Controls – Air Brakes
- G3** Trailer Brake System Upgrading
- G4** Brake System Certification
- G5** Auxiliary Brakes – Engine, Exhaust or Retarder Type
- G6** Air Operated Accessories
- G7** Brake System Substitutions or Wheel Base Extension – Powered Vehicles
- G8** Trailer Brake System Upgrading – Approved Design Certification for Non-Standard Trailers
- H1** Wheel Base Extension Outside the First Manufacturer's Option
- H2** Wheel Base Reduction Less Than First Manufacturer's Option
- H3** Wheel Base Alterations Within First Manufacturer's Option
- H5** Trailer Chassis Frame Modification
- H6** Certification of Front Underrun Protection
- on Heavy Vehicles and Certification of Bullbars for Fitting to ADR 84/00 Compliant Vehicles
- J1** Body Mounting
- J2** Truck Bus Body Fitment
- K1** Seating Capacity Alteration and Seatbelt Installation
- K2** Certification of Seat Anchorage and Certification of Seatbelt Anchorage
- K3** Cabin Conversion
- K5** Installation of Wheelchair Occupant Restraint System
- M1** Fuel System Alterations
- P2** Fifth Wheel Kingpin Installation
- Q1** Installation of Truck Mounted Lifting Systems – Slewing
- R1** Goods Loading Device Installation
- R2** Wheelchair Loader Installation
- S1** Rating of Gross Vehicle Mass or Gross Combination Mass to S2 or S3 Approved Design or Within the Vehicle Manufacturer's Specification
- S2** Rating of Gross Vehicle Mass Approved Design Certification for Modified Vehicles or for Special Purpose Vehicles e.g. Motorhomes
- S3** Rating of Gross Combination Mass Approved Design Certification for Modified Vehicles
- S7** Rating of Aggregate Trailer Mass to S12 Approved Design or Within Trailer Manufacturer's Specification
- S8** Rating of Prime Mover for Use in Road Train
- S9** Rating of Primer Mover and Trailers for Use in B-Double
- S11** Rating of Trailers for Use in Road Train
- S12** Rating of Aggregate Trailer Mass – Design Certification for Modified Trailers
- T1** Construction of Tow Trucks
- T2** Design of Tow Trucks



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