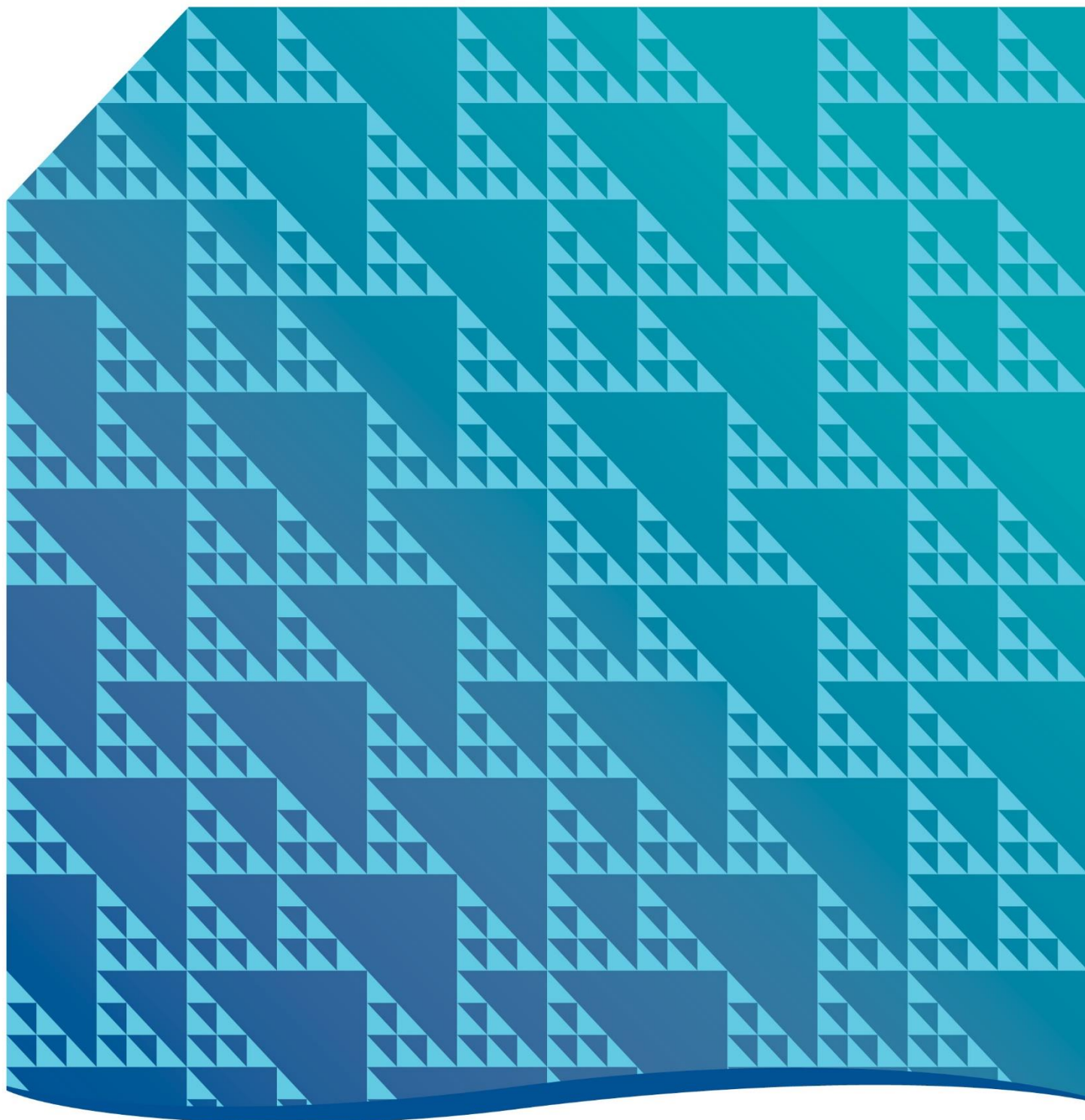


Information for interested parties  
about performing modification  
certification services

# Vehicle modification certification scheme overview and entry





# Contents

INTRODUCTION.....	1
Application for Accreditation .....	1
An AVCAIS.....	1
APPROVED INSPECTION STATION SCHEMES .....	1
BACKGROUND.....	2
TYPICAL MODIFICATIONS REQUIRING CERTIFICATION.....	3
REQUIRED EQUIPMENT .....	3
THE CONTRACT FOR CERTIFICATION SERVICES.....	3
INSURANCE REQUIREMENTS OF THE CONTRACT .....	4
THE KEY LOCATION.....	4
THE PROPRIETOR.....	4
APPROVED VEHICLE CERTIFIER (AVC).....	4
QUALIFICATIONS OF AN AVC .....	5
AVC RANGE OF MODIFICATIONS .....	7
ROLE OF THE APPROVED VEHICLE CERTIFIER (AVC) .....	8
THE MODIFICATION SUBMISSION .....	8
NATIONAL POLICE CERTIFICATES .....	8
KNOWLEDGE QUIZ.....	8
RELEVANT VEHICLE STANDARDS .....	8
Vehicle Standard Bulletins (VSB), primarily VSB 6 and VSB 14.....	9
Australian Design Rules.....	9
Heavy Vehicle National Law, Heavy Vehicle (Mass Dimension and Loading) National Regulation, Heavy Vehicle (Vehicle Standards) National Regulation .....	9
Vehicle and Traffic Act 1999, Vehicle and Traffic (Vehicle Standards) Regulations 2014, Vehicle and Traffic (Vehicle Operation) Regulations 2014.....	9
FEEES FOR MODIFICATION CERTIFICATION SERVICES.....	9
MODIFICATION SUBMISSION FEES.....	9
INITIAL AND ANNUAL SCHEME REGISTRATION FEES.....	10
MODIFICATION PLATES .....	10
MOTOR REGISTRY SYSTEM PORTAL .....	10
MANUAL (VMCM).....	10
CONFLICT OF INTEREST .....	10
TRAINING.....	11
CONTACT DETAILS .....	11
.....	11



# INTRODUCTION

This booklet provides information for parties interested in providing vehicle modification certification services in Tasmania.

At the Registrar of Motor Vehicles (RMV) discretion interested parties may enter into an agreement with the Department of State Growth (the Department) to provide vehicle modification certification services as a contracted Approved Vehicle Certifier Approved Inspection Station (AVCAIS). Or alternatively, to personally certify vehicle modifications to relevant vehicle standards as an Approved Vehicle Certifier (AVC) operating on behalf of an AVCAIS.

The RMV will exercise the abovementioned discretion in the following circumstances (not limited to):

- Appropriate client services across the full range of required engineering certifications;
- Appropriate service delivery options across all regions within Tasmania.

## Application for Accreditation

For additional information regarding Approved Inspection Station Schemes and to obtain or enquire about an Application for Accreditation to conduct vehicle modification certification services, please contact [avc@stategrowth.tas.gov.au](mailto:avc@stategrowth.tas.gov.au) or phone AIS Compliance on (03) 6166 3271.

## An AVCAIS

An AVCAIS consists of the following major elements.

- The Contract for services,
- The Proprietor,
- One or more Approved Vehicle Certifier/s,
- The Key Location.

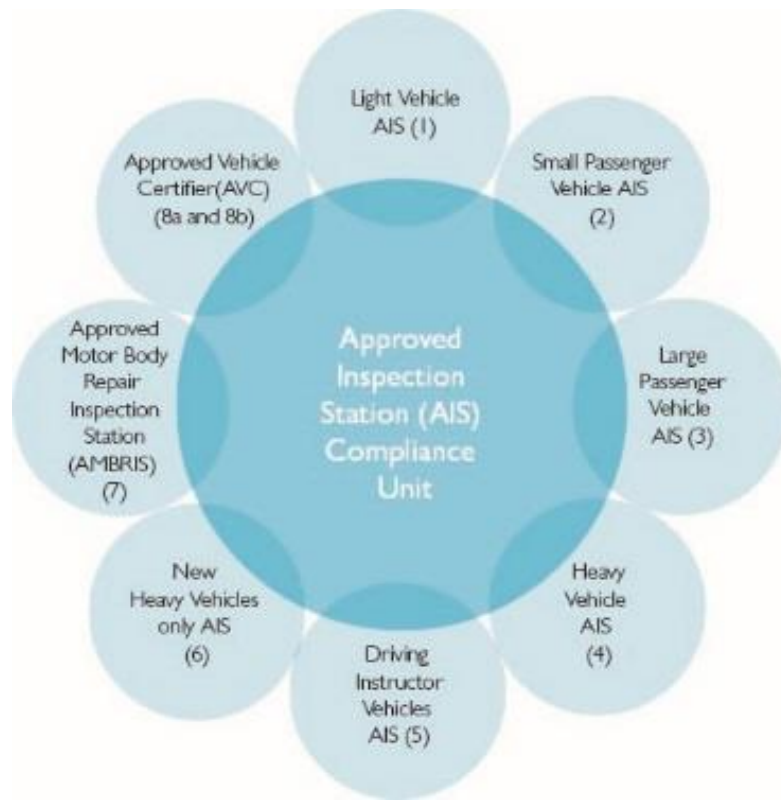
The requirements for each of these and an over view of the scheme is outlined in this bulletin.

More details are outlined in the Vehicle Modification Certification Manual (VMCM) available from [http://www.transport.tas.gov.au/vehicles/vehicle\\_inspections](http://www.transport.tas.gov.au/vehicles/vehicle_inspections)

## APPROVED INSPECTION STATION SCHEMES

Approved Inspection Station (AIS) Compliance administer all types of out sourced vehicle inspection and modification certification services. These include pre-registration, defect clearance, repairable written off vehicles, passenger transport service vehicles and recently, modifications to vehicles.

The eight modules of AIS are;



## BACKGROUND

All vehicle modifications requiring certification must be inspected to establish compliance with minimum requirements of relevant vehicle standards applicable to the vehicle.

From the September 2016, as a result of a formal Request for Proposal, only AVC's authorised within the AVCAIS scheme perform this role. This scheme replaced the previous Approved Engineering Signatory and Approved Seat Fitter schemes.

The Department of State Growth (the Department) have reviewed the Request for Proposal process and have developed an efficient Application for Accreditation process. Subject to responding to the required criteria, at the RMV's discretion an applicant may be offered a Contract to provide for Vehicle Modification Certification Services in Tasmania.

The introduction of the AVC scheme has enabled all AVCAIS to be contracted to perform certification services as per other modules of AIS Compliance. This process nominates specific minimum requirements of those involved in the AVC scheme and also permits a person (the AVC) certifying the modification to update Motor Registry System vehicle information. The relevant vehicle standards a vehicle must comply with have not been altered as a result of the AVC scheme.

The AVC is the person inspecting the vehicle, identifies modifications requiring certification and assess the modification against relevant vehicle standards. Subject to compliance with relevant vehicle standards, the AVC certifies the modification following the production of a report, a modification plate and uploading information to the Motor Registry System. The AVCAIS charges a fee for the AVC to perform this service.

Currently there is limited state-wide coverage of AVC's, aligned to a AVCAIS, of varying categories, authorised by the RMV to perform vehicle certification services.

# TYPICAL MODIFICATIONS REQUIRING CERTIFICATION

Common modifications to light vehicles include but are not limited to;

- Engine changes (different engine type capacity, motive power or induction method)
- Seating capacity increase or reduction
- Vehicle category e.g. passenger vehicle to goods vehicle
- Individually constructed vehicles (ICV)
- Increase to Gross Vehicle Mass (GVM)

Common modifications to heavy vehicles include but are not limited to;

- Coupling installations (fifth wheel, ball or pintle hook coupling type)
- Body fitment (tray or van)
- Additional axles / suspension assemblies
- Increase to GVM

## REQUIRED EQUIPMENT

There is no specific equipment required by AIS Compliance Unit for an AVC to perform the certification. The AVC must utilize the equipment necessary to satisfy themselves a modification is compliant with relevant vehicle standards. This also involves accessing specific vehicle standards and vehicle information.

The type of vehicle and modification performed will determine the equipment required. The AVC is responsible for obtaining any equipment required to undertake vehicle modification certification or testing.

The AVC scheme only lists basic telephone, modification plate storage facilities, email and internet equipment to be available at the Key Location.

The location the vehicle is inspected and tested at is at the discretion of the AVC and must be safe and suitable for the vehicle and type of inspection / test.

## THE CONTRACT FOR CERTIFICATION SERVICES

At the Registrar of Motor Vehicles discretion, an Application for Accreditation to perform Vehicle Modification Certification Services will be available from AIS Compliance via [avc@stategrowth.tas.gov.au](mailto:avc@stategrowth.tas.gov.au) or by telephone on (03) 61663271.

The application process assesses your suitability to be offered a contract to operate as an accredited provider of vehicle modification services.

Successful applicants will be provided with a contract for consideration, following assessment of applications.

Submissions will only be accepted if received by the Department when applications are invited and are confidential with strict assessment protocols adhered to.

Successful applicants will be accredited to deliver Services in Tasmania in relation to:

- The vehicle type, heavy or light vehicles or both, and;
- The area or areas of service delivery;

With a [Key Location](#) in Tasmania.

AVCAIS agreements for modification certification services are for a five year period, all feature a common expiry and include an option for the Crown to extend the Term for a further three year period.

## INSURANCE REQUIREMENTS OF THE CONTRACT

The Contract includes minimum insurance to be held at the time a contract is to be offered and for the duration of the contract for services. This includes a Public Liability insurance requirement indemnifying the Crown in the Right of Tasmania for the service provider's liability for injury, death of a person and loss or damage to property for at least \$20 million. Professional Indemnity insurance is required for professional negligence for at least \$10 million.

A brief overview of insurance requirements are included in the Application for Accreditation with further detail in the Contract.

Due to the specialist nature of the insurance, evidence of this is not required as part of the Application for Accreditation. A Contract may be offered to an applicant subject to the applicant supplying a Certificate of Currency from the insurer (not a Broker) as evidence of required insurances held. A professional indemnity insurance run off period is included in the contract to be actioned as an exit provision.

## THE KEY LOCATION

The Key Location is the base location of the AVC/ AVCAIS. This is the location the AVC can be contacted at and the location of modification plate and record storage. The Key Location must be a permanent fixed building with a postal address in Tasmania and facilities for the completion and storage of documents required for modification certification. Caravans, shipping containers and site sheds are not considered as suitable Key Locations.

Key Locations must have telephone, printing and photocopying facilities and all AVCs must have access to the internet and email at the nominated key location.

The Key Location does not require vehicle inspection capabilities. Vehicles may be inspected and tested at any safe and suitable location. However if the Key Location is also the place of vehicle inspection or testing the relevant council or other approvals are required.

A site audit of the Key Location will be conducted prior to commencing certification services.

## THE PROPRIETOR

The Proprietor is the person nominated by the Contracted service provider responsible for ensuring the Key Location (or facility used for certification) and employees of the contractor continue to comply with requirements of the scheme as per the Contract and Vehicle Modification Certification Manual (VMCM).

A Proprietor may also be the:

- The Contractor,
- The owner of the business,
- The manager of the business,
- The branch or regional manager for that business,
- The state manager of the business.

## APPROVED VEHICLE CERTIFIER (AVC)

The AVC is the person authorised to actually certify the vehicle modification or provide the design approval. AVCs are categorised based on their qualifications and experience onto one of four major categories. Each category of AVC is assigned a range of modification codes they can personally certify. However all AVC's may certify vehicle modifications outside of their personal authorization subject to obtaining the necessary third party engineering advice / documents from an appropriately qualified person. This third party may be a person operating in the AVCAIS scheme or external of the scheme.



An AVC can only personally certify modifications within their range of authorisation to vehicle types the contractor is approved for e.g. light vehicles, heavy vehicles or both.

To be considered, the AVC applicant must provide documentary evidence of qualifications, professional memberships (if any) and experience.

An AVC may also be the Contractor and Proprietor and may be nominated by a Proprietor to enrol in the scheme at any time.

## QUALIFICATIONS OF AN AVC

Qualifications required by an AVC depend on the type of AVC category and relate directly to the range of modification codes they can personally certify.

The table below provides a brief description of the AVC qualifications matrix.

Note; Where indicated via a \*to certify Street Road vehicles and modifications involving adaptive controls for people with a disability may be included subject to completing an online quiz.

AVC category	Qualifications/professional memberships	Experience (may include gaining the qualification)	Summary of modifications eligible to certify
<b>AVC1</b>	<p>Registration/Membership of one of the following registers/associations:</p> <p>National Engineering Registers in one of the following categories:</p> <ul style="list-style-type: none"> <li>• National Professional Engineers register (NPER) - Mechanical</li> <li>• National Engineering Technologists register (NETR) - Mechanical</li> <li>• National Engineering Associates register (NEAR) – Mechanical</li> </ul> <p>Chartered Member of Engineers Australia in one of the following categories</p> <ul style="list-style-type: none"> <li>• Professional Engineer Member (MIEAust CPEng) - Mechanical College</li> <li>• Engineering Technologist Member (TMIEAust CEngT) – Mechanical College</li> <li>• Engineering Associate Member (AMIEAust CEngA) - Mechanical College</li> </ul>	4 years	All VSB modification codes (includes design approval and testing)
<b>AVC2</b>	<p>Member of Engineers Australia in one of the following categories:</p> <ul style="list-style-type: none"> <li>• Professional Engineer Member (MIEAust) - Mechanical College</li> <li>• Engineering Technologist Member (TMIEAust) - Mechanical College</li> <li>• Engineering Associate Member (AMIEAust) - Mechanical College</li> </ul> <p><b><u>OR</u></b></p> <p>Accredited or recognised:</p> <ul style="list-style-type: none"> <li>• Bachelor of Mechanical Engineering (4 year degree)</li> <li>• Bachelor of Engineering Technology or (3 year degree)</li> <li>• Bachelor Technology in Engineering (3 year degree),</li> <li>• Advanced Diploma/Associate Degree in Mechanical Engineering</li> </ul>	6 years	All VSB modification codes (includes design approval and testing)

AVC category		Qualifications/professional memberships	Experience (may include gaining the qualification)	Summary of modifications eligible to certify
<b>AVC3</b>		<ul style="list-style-type: none"> <li>• Certificate IV in Automotive Mechanical Technology (light vehicle / heavy vehicle)</li> <li>• Certificate IV in Engineering Mechanical Trade</li> </ul> <p><u>Or</u> equivalent trade certificate if qualified prior to the introduction of national policy for regulated qualifications, fully implemented from 2000</p>	8 years	All VSB construction codes and limited testing
<b>AVC4</b>		<ul style="list-style-type: none"> <li>• Certificate III in Automotive Mechanical Technology (Light Vehicle / Heavy Vehicle)</li> <li>• Certificate III in Engineering - Mechanical Trade (Diesel Fitting)</li> </ul> <p><u>Or</u> equivalent trade certificate if qualified prior to the introduction of national policy for regulated qualifications, fully implemented from 2000</p>	10 years	All VSB construction codes
AVC category	AVC sub category	Qualifications/professional memberships	Experience (may include gaining the qualification)	Summary of modifications eligible to certify
<b>AVC4a-</b>	1	<ul style="list-style-type: none"> <li>• Certificate III in Engineering Mechanical Trade (Fitting &amp; Turning)</li> </ul>	10 years	Limited VSB modification codes aligned to specific area of expertise
	2	<ul style="list-style-type: none"> <li>• Certificate III in Automotive (Vehicle Body Building)</li> </ul>		
	3	<ul style="list-style-type: none"> <li>• Certificate III in Engineering (Fabrication/ Welding)</li> </ul>		
	4	<ul style="list-style-type: none"> <li>• Certificate III in Automotive and Marine Trimming.</li> </ul>		
		<p><u>Or</u> equivalent trade certificate if qualified prior to the introduction of national policy for regulated qualifications, fully implemented from 2000.</p>		

## AVC RANGE OF MODIFICATIONS

Attachment A, B and C of the Vehicle Modification Certification Manual (VMCM) contains the specific modification and category or categories of AVC that are eligible to certify.

The VMCM is available from the website link copied below;

[http://www.transport.tas.gov.au/vehicles/vehicle\\_inspection](http://www.transport.tas.gov.au/vehicles/vehicle_inspection)

## ROLE OF THE APPROVED VEHICLE CERTIFIER (AVC)

The role of an AVC is to identify modifications performed that require certification, identify relevant vehicle standards, determine compliance with these standards and document the modified vehicles compliance and testing performed to the relevant vehicle standards. An AVC operating outside of their range of authorisation must obtain engineering advice from a suitably qualified person.

Information forming the Modification Submission is uploaded by the AVC direct to the Motor Registry System via a Portal.

## THE MODIFICATION SUBMISSION

Following the inspection of the modified vehicle the AVC develops a report identifying the vehicle, required standards and describing the modifications performed, components used and testing performed.

If a third party engineering advice is to be relied upon this information is to be included also.

A modification submission consists of an AVC produced report, completed VSB checklists, vehicle photographs, an engraved blue modification plate (templates provided) attached to the vehicle, a light or heavy vehicle certificate (templates provided) issued to the vehicle owner.

## NATIONAL POLICE CERTIFICATES

National Police Certificates (NPC) are required to satisfy the Department that AVCAIS Proprietors and AVC do not have a crime of dishonesty, or any serious offence in Tasmania or another jurisdiction that deems that person is not fit and proper to perform these services on behalf of the Department. Common occurrences such as traffic offences are not deemed to be serious offences for this scheme. The AIS Compliance Unit will not accept criminal history checks. Only genuine NPC's are accepted.

An 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/>

## KNOWLEDGE QUIZ

Prior to becoming endorsed as a Proprietor or authorised as an AVC, the person must successfully complete an online knowledge quiz. Separate quizzes are developed for each role and responsibility with questions relating to the scheme processes, for an AVC identifying relevant vehicle standards and ADR categories.

All questions are from reference material included in or available from the VMCM and the relevant vehicle standards.

## RELEVANT VEHICLE STANDARDS

Relevant vehicle standards are standards and requirements imposed by law or approved by the RMV about the design, construction and performance of a vehicle. As part of the certification process an AVC must identify relevant vehicle standards applicable to the vehicle, if the modification requires certification and establish compliance to the relevant vehicle standards.

These standards include but are not limited to;

## [Vehicle Standard Bulletins \(VSB\), primarily VSB 6 and VSB 14](#)

VSB's provide the minimum nationally acceptable set of technical specifications that ensure that the manufacture of Individually Constructed Vehicles (ICV) and the modification of production vehicles comply with the applicable requirements of the Australian Design Rules (ADRs) and the Australian Vehicle Standard Rules. VSB 6 and 14 include modification certification codes relating to the design of the modification and also the actual carrying out of the modification to achieve pre-defined outcomes.

Persons authorised as category AVC1 and AVC2 are eligible to personally certify all types of VSB modification codes and RMV approved modifications with AVC3 and AVC4 limited to personally certify modifications aligned to their with specific qualifications and experience. Qualifications applicable to each AVC category are available at; [AVC Qualification matrix](#)

## [Australian Design Rules](#)

The Australian Design Rules (ADRs) are national standards for vehicle safety, anti-theft and emissions. The ADRs are generally performance based and cover issues such as occupant protection, structures, lighting, noise, engine exhaust emissions, braking and a range of miscellaneous items. Individual ADR's are applicable to vehicle categories subject to the vehicle type and year of manufacture.

## [Heavy Vehicle National Law, Heavy Vehicle \(Mass Dimension and Loading\) National Regulation, Heavy Vehicle \(Vehicle Standards\) National Regulation](#)

These are national heavy vehicle standards applicable via the Heavy Vehicle National Law administered by the National Heavy Vehicle Regulator.

## [Vehicle and Traffic Act 1999, Vehicle and Traffic \(Vehicle Standards\) Regulations 2014, Vehicle and Traffic \(Vehicle Operation\) Regulations 2014](#)

Specific Tasmanian legislative requirements applying to a light vehicle catering for lighting, dimensions etc.

**Note;** Relative Vehicle Standards applying to a vehicle may vary subject to;

- the type of vehicle,
- the vehicles configuration,
- gross vehicle mass,
- seating capacity.

## FEES FOR MODIFICATION CERTIFICATION SERVICES

The Contracted AVCAIS determines the appropriate fee for certification services payable by the client for each modification certification undertaken or design approval and includes advice provided to a client. Fees for services are a commercial arrangement between the Contracted AVCAIS and their client. AIS Compliance are not involved in the appropriateness or collection of these fees.

## MODIFICATION SUBMISSION FEES

A submission fee is payable by the AVC or AVCAIS to AIS Compliance during the Motor Registry System Portal process. Currently a \$50 submission fee is generally payable. A fee of \$20 is currently required for a modification relating to an adaptive control only (driver control for people with disabilities) or a child restraint anchor point only.

## INITIAL AND ANNUAL SCHEME REGISTRATION FEES

There is a one off initial application fee payable to AIS Compliance at commencement of the services of \$165. An annual subscription fee of \$143 payable at the commencement of services and annually 12 months after the date of approval of the AVCAIS, to cover administrative costs and scheme refinements.

## MODIFICATION PLATES

An allocation of Tasmanian modification plates is issued to a Proprietor at each Key Location for issue by the AVC at the time of modification certification. The AVCAIS initiate the engraving of all required information on the modification plate to the scheme style guide requirements.

Modification plates are supplied free of charge to the AVCAIS Proprietor. All modification plates are individually numbered and included as part of an audit process.

## MOTOR REGISTRY SYSTEM PORTAL

All AVC have access to the Motor Registry System (MRS) Portal via secure log in details and enables specific vehicle data to be viewed by the AVC and altered as per the modification certification process.

Required information forming the submission (the AVC report, required photographs, VSB checklists, copies of issued certificates, any third party or required testing information) is uploaded to the MRS Portal as part of the submission process.

The MRS Portal generates various documents to enable the modification plate template to be engraved and also (light vehicle) modification certificates. A submission payment gateway is included within the MRS Portal and dependant on the type of modification is currently either \$20 or \$50. (Certification service fees are not part of the MRS Portal function).

## MANUAL (VMCM)

In addition to the Contract for Vehicle Modification Certification services providing and overarching framework, the scheme operational manual, known as the Vehicle Modification Certification Manual (VMCM), includes further information and detail on the operation and requirements of the scheme. This includes forms, roles and responsibilities audit and processes.

This manual as amended from time to time is available from the following website;

[http://www.transport.tas.gov.au/vehicles/vehicle\\_inspections](http://www.transport.tas.gov.au/vehicles/vehicle_inspections)

## CONFLICT OF INTEREST

The AVC scheme includes conflict of interest provisions preventing modification certifications to vehicles that they or the Contractor own or has a vested or financial interest in. However this vested or financial interest restrictions do not apply to;

- a) AVCs that are performing Modification Certifications on behalf of a Contractor holding a current Motor Vehicle Traders License; or,
- b) A new or used heavy vehicle modified by a commercial business solely for the purpose of resale or initial supply to market.

But the exemption in (a) and (b) does not apply to vehicles modified for the purpose of forming or maintaining a fleet of vehicles used, or to be used, for the purposes of the Contractors prescribed business or the AVC personal interests.

Defect Notices and vehicles that are subject to Vehicle Call in Letters may be inspected by AVC's that are also Vehicle Examiners active in other modules of AIS Compliance. This is subject to the alleged defective item not being part of the modification or associated with the modification that was certified by the AVC.

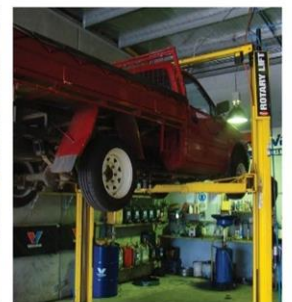
## TRAINING

Specific training in certifying a vehicle modification is not offered to AVC or Potential AVC's by AIS Compliance due to the specialist and diverse nature of modifications requiring certification.

Information sessions are conducted by AIS Compliance as required explaining the use of the MRS Portal, expectations of participation within the scheme, Australian Design Rule categories and relevant vehicle standards.

## CONTACT DETAILS

For further information regarding vehicle modification certification please contact AIS Compliance Unit via phone Ph: 6166 3271 or email: [avc@stategrowth.tas.gov.au](mailto:avc@stategrowth.tas.gov.au)





Department of State Growth

G.P.O. Box 536  
Hobart TAS 7001 Australia

Phone: 03 61663271

Fax: 03 62335030

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

Web: [www.transport.tas.gov.au](http://www.transport.tas.gov.au)