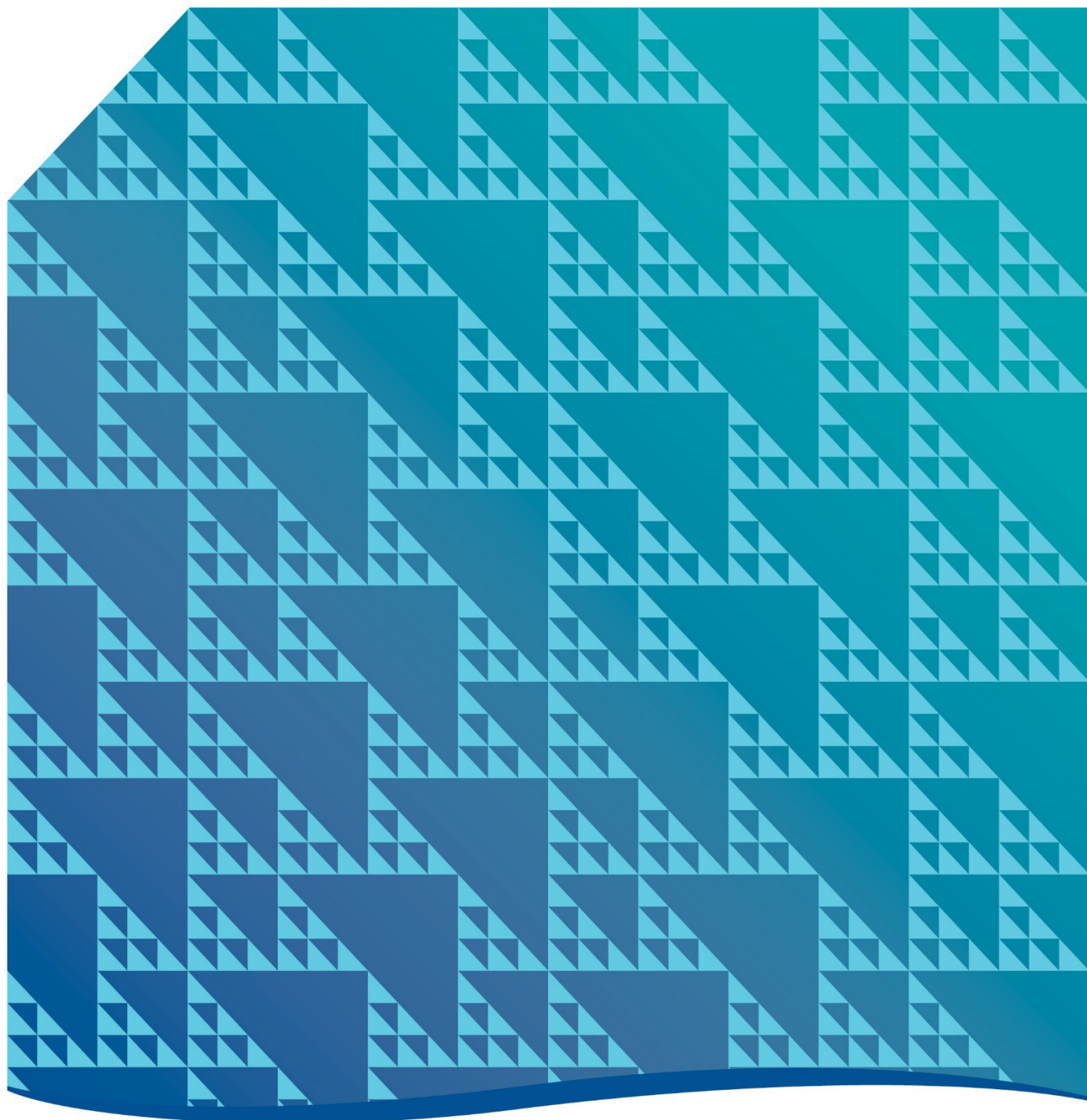


How to become an Approved
Motor Body Repair Inspection
Station

Information package



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Introduction

This booklet provides details for Proprietors of motor body repair workshops who are considering entering into an agreement with the Department of State Growth (the Department), to operate an Approved Motor Body Repairer Inspection Station (AMBRIS). An AMBRIS consists of three elements, all of which are subject to approval processes.

They are:

- The Premise
- The Proprietor
- One or more Motor Body Examiners (MBE's)

The requirements for each of the above, the proposed terms of operations of an AMBRIS and the application procedure will be outlined in this bulletin.

More thorough details are outlined in the AMBRIS Manual available from www.transport.tas.gov.au/vehicle_inspections

Background

The Tasmanian AMBRIS scheme commenced in March 2012. Today, there is a state-wide coverage of AMBRIS's who undertake structural inspections of vehicles on behalf of the Registrar of Motor Vehicles.

Inspections - Types

An AMBRIS may undertake Structural inspections and prepare structural inspection reports on all types of vehicles, trailers and motorcycles.

In addition an AMBRIS may be required to conduct a structural inspection on currently registered vehicles which require defect notice clearances (which have been nominated to be cleared by an AMBRIS).

Requirements to be an AMBRIS

There are requirements that must be met before authorisation to be an AMBRIS can be given:

- The enquirer must be a registered company or business, or a branch of a company or business, with an operating name and street address.
- The premise must have undercover inspection facilities including the following;
 - A pit, ramp or hoist

- Universal measuring system
 - Trammel gauge
 - Paint micrometer
 - A headlight testing device or board
 - Warning signs (ie: no entry to workshop)
- The area where inspections are conducted must meet the Work Health and Safety Act 2012 legislative requirements.
 - The premise must have a clean office or reception area with facilities for waiting motorists and for the completion of paperwork. Basic facilities will be acceptable provided they are clean.
 - The premise must have sufficient tools and equipment
 - The premise must have access to telephone, photocopying and internet/email facilities
 - The premise must have a Proprietor who will take full responsibility for the activities of the AMBRIS
 - The premise must employ at least one MBE who must be a qualified panel beater, or equivalent, with sufficient experience to be acceptable to the Department. The Proprietor may be a MBE. It is possible for a MBE to be registered with more than one AMBRIS
 - Nominated Proprietors are required to successfully complete the Departments E training course for AMBRIS Proprietors
 - MBEs must attend a recognised training course conducted by the Department prior to being issued with their MBE number
 - The Proprietor and MBE must provide a National Police Certificate (NPC), which has a disclosable records date no more than 90 days old, on the date it is received by the Department
 - At least one other person in addition to the MBE is available to assist in parts of the inspection
 - The station must have public liability insurance for \$10 million dollars
 - AMBRIS Stamp (number given once application received)

National Police Certificates

NPC's are required to satisfy the Department that AMBRIS Proprietors and MBEs do not have a crime of dishonesty, or any serious offence in Tasmania or another Jurisdiction that deems that person not a fit and proper person that may prevent the person from performing the services. Common occurrence traffic offences are not deemed to be serious offences for this scheme.

A person will be deemed not to be a fit and proper person if they have a conviction for a serious offence 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, 167A, 167B, 170, and 172 of the Criminal Code, or
- An offence under Chapter 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.

The AIS Compliance Unit will only accept current NPC's which have a disclosable records date no older than 90 days at the time it is received by the Department in either of the following formats;

- Submitting an original certificate directly to the AIS Compliance Unit. Your certificate will be returned.
- Submitting a certified copy of your certificate (certified by Service Tasmania or a JP) as a "certified true copy" directly to the AIS Compliance Unit ambris@stategrowth.tas.gov.au.

An application form to obtain a NPC is available at any Service Tasmania outlet, Police Station or can be downloaded from:-

<http://www.police.tas.gov.au/services-online/police-history-record-checks/>

PLEASE NOTE: the certificates take several weeks to obtain and therefore need to be sought as soon as possible after the decision has been made to become an AMBRIS/Proprietor/MBE.

Knowledge Quiz

All MBEs are required to sit and pass a knowledge quiz every three years. The quiz has been designed to assess their legal and general knowledge requirements of vehicle inspection procedures and is constructed around the Approved Motor Body Repairer Inspection Station Procedures manual

Application Fees

There is a one off registration fee of \$165 (including GST) consisting of \$88 Site Inspection Fee and \$77 New Site Application Fee to cover the administrative costs of checking and approving the prospective LVAIS.

There is a fee for inspection forms, which is required to cover ongoing administration costs of the scheme. Each quarter you will be sent an invoice from the Department covering the amount of inspections you have undertaken.

Manuals and Forms

As an AMBRIS will require the following:

- A copy of the current AMBRIS is on the Department's Web Site. www.transport.tas.gov.au
- A rubber stamp bearing the name, number and suburb of the AMBRIS, of dimensions up to 30mm x 50mm (landscape orientation)
- The AMBRIS may display an AIS Sign (provided by the Department)

Manuals

The AMBRIS manual is accessed on the Department's Web Site at: www.transport.tas.gov.au/vehicle_inspections. Contents of the manual explain procedures for becoming an AMBRIS, carrying out an inspection, completing documentation and liaising with the Department, and relevant information to assist the MBE to conduct a proper inspection.

Procedures and Documentation:

- The motorist makes an appointment to have their vehicle inspected
- The MBE, checks the report diary and stamps the diary accordingly, conducts the inspection and completes the electronic inspection report
- A copy of the report is given to the motorist, the AMBRIS retains a copy and the AMBRIS also submits a copy to the Department (via email)
- The motorist must then present the vehicle, with the AIS and AMBRIS inspection reports and the repair diary to Transport Inspectors for inspection

Defect Clearances:

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

Defective Vehicles Sighted on the Premise:

- A Proprietor or MBE may not stop a defective vehicle leaving the premise, as they do not have the power to do so
- The AMBRIS manual refers to procedures, which must be adopted to alert the motorist and the Registration and Licensing Services of the defects

Failed Inspections:

- Where a vehicle fails an inspection for a structural inspection the MBE notifies the motorist of the remaining defects and marks the inspection report accordingly. Defect notices may simply be left unclear until the nominated defects are repaired

How to become an Approved Motor Body Repair Inspection Station

Step 1: Do your homework

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

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

Step 2: Complete the application forms

Attached to this booklet are two application forms; one to be to be an AMBRIS and another to become a MBE. If you wish to proceed to become an AMBRIS, complete the forms, and return them to the Registration and Licensing Services. When making application please either complete the Paying by Credit Card area or post the form with a cheque made payable to the Department of State Growth. The application form can also be printed from the following link

https://www.transport.tas.gov.au/vehicles/vehicle_inspections/ais/ais_locations/approved_inspection_stations_-_forms - Application to become an Approved Inspection Station.

Step 3: Assessment

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

Step 4: Acceptance

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

Step 5: Proprietor/Motor Body Examiner

Before being granted a Proprietor status, nominated proprietors are required to successfully complete the

Departments E training course for AMBRIS Proprietors.

Before being granted a MBE number, all person interested in becoming a MBE must attend training conducted by the Department of State Growth. Workshops are held only on demand. The MBE is required to sit and pass the E line quiz to satisfy the Registrar of Motor Vehicles that they have the ability to undertake structural inspections on behalf of the registrar of Motor Vehicles.

Step 6: Commencement

An AMBRIS may commence operations providing:

- You have completed all relevant paperwork
- Your initial registration fee has been received.
- The workshop has been audited for compliance
- The nominated Proprietor has successfully completed E learning course for AMBRIS Proprietors
- MBE(s) have attended the AMBRIS Training and been found competent
- Submitted NPCs for all nominated persons
- Have been granted a MBE Number.
- You have received a station number.
- You have access to the latest AMBRIS manual.
- You have been granted restricted access to the Motor Registry System Portal
- You have received the template of the electronic Structural Inspection Report.

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

Refusal

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

Sanctions

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

Detection of a major breach or the recording of several minor breaches may result in the Department suspending / cancelling the AMBRIS/Proprietor/MBE.

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

Audit Procedures

The Department has introduced a range of audit procedures including:

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

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

Contact Details

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

The Registrar of Motor Vehicle

Registration and Licensing Services

The Department of State Growth

GPO Box 536

HOBART TAS 7001

Phone: (03) 6166 3270

Email: ambris@stategrowth.tas.gov.au

Website: www.transport.tas.gov.au

Attachments:

1. Expression of interest in becoming an Approved Motor Body Repairer Inspection Station
2. Application to be a Motor Body Examiner
3. Headlight aiming board template



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



Requesting Station Type	Tick	Requesting Station Type	Tick
AIS Type 1 (Light Vehicles)		AIS Type 5 (Driving School)	
AIS Type 6 (New Heavy Vehicle)		AMBRIS	
Premise Details:			
Name of Organisation:			
Trading Name:			
Address of Premises:			
Email:			
Phone Number :			
Description of Premises:			
Proprietors Details:			
Nominated Proprietor's Name:			
Position in relation to premises:			
Residential Address:			
Email:			
Phone Number:			

Application Fee: There is a one off registration fee of \$165 (including GST) consisting of \$88 Site Inspection Fee and \$77 New Station Application Fee to cover the administrative cost of checking and approving proprietors LVAIS/AMBRIS. Payment on application is required, if paying by credit card please provide the following:

Name on Card

Credit Car Number

CCV (three digit number on back of card)

Card Type

Expiry Date

Name Proprietors Representative

Signature and Date

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

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

Signature	Name	Date

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

Application to Become a Vehicle Examiner - AIS 2

To be completed by applicant wishing to become a vehicle examiner

Full Name			
Address			
Date of Birth		Licence No and Expiry	
Phone No		Fax	
Email			

Qualifications:

Experience:

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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 Number		
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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.

ANNEX A

Headlight Aiming Board

Approved Headlamp testing screen shall be constructed in accordance with the following diagram:-

The dimensions of the board are as follows:-

Width 2.4m

Height 1.35m

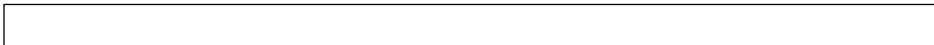
Horizontal lines 75mm apart

Vertical lines 300mm apart

Surface of the board:- flat white

All lines except the centre line should be black and as narrow as possible.

There should be a red vertical line in the centre of the board.





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