

Approved Vehicle Certifiers



Introduction

This bulletin is to provide information relating to certifying Passenger Side Pedal Controls (PSPC) modifications for light vehicles. Special Information Bulletin 04-2018 was released in July 2018, with this version clarifying the vehicle and circumstances when certification is required.

Background

Previously PSPC were a modification that did not require certification however changes to legislation require PSPC certification.

Certification of PSPC will involve issuing of a modification plate and modification certificate.

The modification codes for PSPC are as follows:

- LC1 - for the design, manufacture and the installation of vehicle specific passenger side pedal controls.
- LC2 – for the Installation of passenger side pedal controls.

Further information regarding the requirements of PSPC is available from the Light Vehicle Inspection Manual available from the link below or by contacting Vehicle Standards on 61663263.

https://www.transport.tas.gov.au/vehicles/vehicle_inspections/ais

Actions

CERTIFICATION

Effective from 1 July 2018

- A vehicle with a compliance date of or after 1 July 2018 that has passenger PSPC fitted must be certified and a modification plate affixed to the vehicle.
- From 1 October 2018 any vehicle (regardless of compliance date), that is fitted with PSPC or has had additions to existing controls, must be certified (including a modification plate affixed to the vehicle). However if:
 - the vehicle is already under a current Approved Inspection Station (AIS), Type 5 inspection program, it is not required to have a modification plate fitted (unless it has new or additional controls fitted).

A MRS manual certification is required with a \$50 certification submission fee applicable.

When an AVC is required to certify PSPC they must contact AIS Compliance on 6166 3265 to request a copy of the “AVC Manual Input Modification Certification Submission” form.

Important note: AVC's are only to use the manual process if they have been instructed to do so by AIS Compliance. This is to ensure there is someone available within AIS Compliance to process the manual certification within a reasonable time frame.

Manual Process:

- The AVC sends email to: avc@stategrowth.tas.gov.au TITLED - MANUAL certification PSPC – VIN/Chassis – Mod Plate then attaches all VMCM certification docs
 1. Completed AVC report
 2. Completed AVC Photos
 3. Completed Manual Certification Submission form
 4. Any other supporting documents for Certification – Manufacturers Manual, Installation Manual/Parts ect.
- AIS Compliance will respond to AVC with manual Input Templates for modification plate for engraving and Light Vehicle Modification Certificate, ready for AVC's signature.

Once the Mod Plate has been affixed to the vehicle the AVC must then complete the declaration that the modification plate has been affixed to the vehicle (bottom portion of page 2 of the AVC *Manual Input Modification Certification Submission*" form and send via email to avc@stategrowth.tas.gov.au at this time, mod certification data will be manually loaded to MRS, an Invoice will be requested and all documents for submission recorded.

Ensure you sign and provide the Light Vehicle Modification Certificate to the client.

DECOMISSIONING

Where a vehicle is no longer used as a driving instruction vehicle, it must be decommissioned with the removal of passenger side pedal controls. Decommissioning a vehicle will require:

- The PSPC to be removed;
- All holes within the floor pan or firewall that have been created for the fitment of the PSPC are to be filled or where required cover plates are to be fitted;
- Any additional internal rear vision mirror is to be removed;
- Removal of the warning decal;
- AVC is to produce a report detailing the above requirements have been met; and
- AVC is to notify vehiclestandards@stategrowth.tas.gov.au requesting to remove the modification plate. This written request must include:
 - Reason for removal of modification plate;
 - details of modification(s) (removal);
 - modification plate serial number;
 - vehicle's VIN;
 - AVC number;
 - station number; and
 - AVC's report.

On receipt of a return email the AVC may remove the modification plate and send to AIS Compliance Unit.

NOTE: The modification plate must ONLY be removed from the vehicle after all work is completed and the AVC has received approval from Vehicle Standards.

Questions?

Any further questions regarding this Special Information Bulletin should be directed to the Vehicle Standards Unit on vehiclestandards@stategrowth.tas.gov.au Or Ph. 6166 3263.