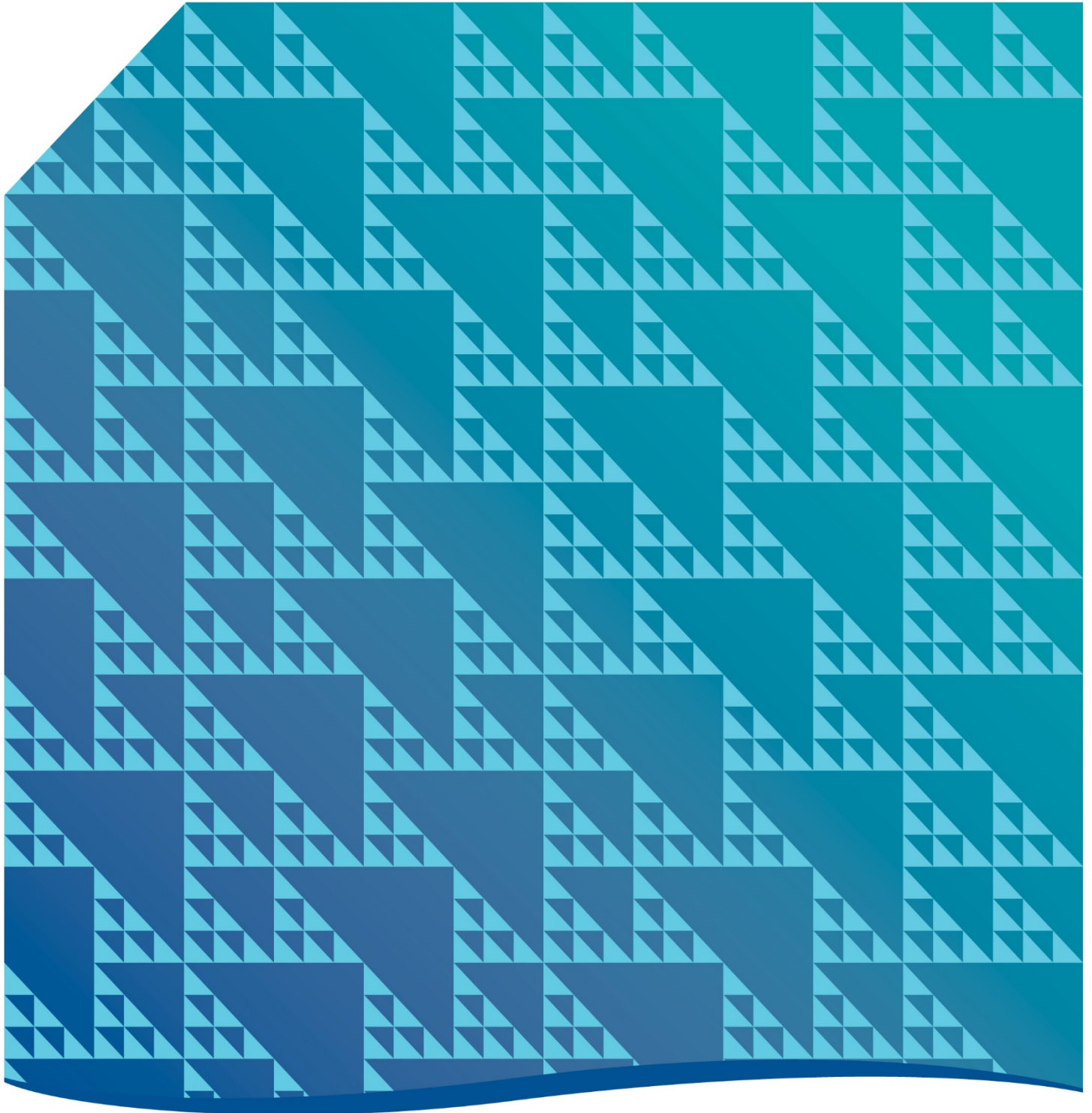


Information Package



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Introduction

This booklet provides details for Proprietors of automotive workshops, service stations, motor dealerships and transport businesses wishing to be considered for entry to an agreement with the Department of State Growth (the Department) to operate a Light Vehicle Approved Inspection Station (LVAIS). A LVAIS consists of three elements, all of which are subject to approval processes.

They are:

- The Premise
- The Proprietor
- One or more Vehicle Examiners

The requirements for each of the above, the proposed terms of operation of a LVAIS and the application procedure will be outlined.

More thorough details are outlined in the LVAIS Procedures Manual available on the Department's web site.

Background

The Tasmanian LVAIS scheme commenced on 12 July 1997. Today, there is a state-wide coverage of LVAIS.

Inspections - Types

A LVAIS may undertake pre-registration inspections and prepare pre-registration inspection reports on light vehicles (GVM less than and including 4.5 tonnes), motorcycles and light trailers (GVM less than and including 4.5 tonnes) which:

- Are currently registered in another state.
- Have been registered in Tasmania but whose registration has lapsed for more than 90 days.
- Has been directed to a LVAIS by officers of the Department for inspection prior to being issued with conditional registration, restricted registration, and other special classes of registration or as part of the approval process for modified vehicles.
- Have been purchased at auction and which were previously registered as government vehicles and do not have registration plates.

In addition a LVAIS may be required to conduct inspections on currently registered vehicles which:

- Require defect notice clearances.
- Require an engine change etc.

LVAIS do not act as agents for the collection of registration fees and will not issue registration plates. Upon being issued with an inspection report a motorist needs to be directed to a Service Tasmania shop for completion of that transaction.

Inspection Fees

A LVAIS may negotiate with the operator the inspection fee for a light vehicle or trailer inspection.

Requirements to be a LVAIS

There are requirements that must be met before authorisation to be a LVAIS 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 a pit, ramp or hoist with correct lighting.
- 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.
- A level covered inspection area.
- Off street parking.
- The premise must have a headlight testing board or headlight tester in accordance with the Department requirements.
- The premise must have a tint tester suitable to measure the level of window tinting on a vehicle.
- A Jack NLT 2000kg or greater.
- The premise must have sufficient tools and equipment including an inspection light, vehicle protection equipment (guard covers, seat covers and floor mats).
- Number and Letter punches (minimum size 7mm >).
- 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 LVAIS.
- The premise must employ at least one Vehicle Examiner who must be a qualified motor mechanic, or equivalent, with sufficient experience to be acceptable to the Department. The Proprietor may be a Vehicle Examiner. It is possible for a Vehicle Examiner to be registered with more than one LVAIS.
- Nominated Proprietors are required to successfully complete the Departments E training course for AIS Proprietors.
- Vehicle Examiners must attend a recognised training course conducted by TasTAFE prior to being issued with their Vehicle Examiner number.
- The Proprietor and Vehicle Examiner must provide National Police Certificates.
- At least one other person in addition to the Vehicle Examiner is available to assist in parts of the inspection e.g. operating lights, rocking steering etc.
- The station must have public liability insurance for \$10 million dollars.
- AIS Stamp (stamp number will be issued after the application is received).

National Police Certificates

National Police Certificates (NPC) are required to satisfy the Department that LVAIS Proprietors and Vehicle Examiners 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 Department will only accept current NPC's that shows "disclosable records date" is less than 90 days at the time VE's submit the NPC to the Department.

The Department will only accept NPC's as follows:-

- Mailing original copy directly to the (marked confidential) AIS Compliance Unit. Your original NPC will be returned to you.
- Email copy of your NPC that has been certified by Service Tasmania as a "certified true copy" directly to the AIS Compliance Unit ais@stategrowth.tas.gov.au.

An Application to obtain your 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: Certificates can take several weeks to obtain. We recommend that you lodge your application as soon as possible after the decision has been made to become a LVAIS.

Knowledge Quiz

All Vehicle Examiners 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 LVAIS procedures, and Light Vehicle Inspection manuals.

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. Books of 20 "General Inspection" and "Application to Register a Light Vehicle or Trailer" Inspection forms can be obtained from any Service Tasmania shop.

Manuals and Forms

A LVAIS will require the following:

- The Light Vehicle Approved Inspection Station which is on the Departments website https://www.transport.tas.gov.au/vehicles/vehicle_inspections/ais.
- A supply of pre-registration “Application to Registrar a Light Vehicle or Trailer” and “General Inspection” forms. On being approved to be an LVAIS these can be obtained from any Service Tasmania shop.
- A rubber stamp bearing the name, number and suburb of the LVAIS, of dimensions up to 30mm x 50mm (landscape orientation).

A LVAIS may:

- Display an Approved Inspection Station Sign provided by AIS Compliance Unit.

Manuals

All manuals will be online only. https://www.transport.tas.gov.au/vehicles/vehicle_inspections/ais

THE LIGHT VEHICLE APPROVED INSPECTION STATION PROCEDURES MANUAL - explains procedures for becoming a LVAIS, carrying out an inspection, completing documentation and liaising with the Department.

LIGHT VEHICLE INSPECTION MANUAL - outlines the “Reasons for Rejection” to be applied to vehicle inspections.

Relevant information to assist the Vehicle Examiner to conduct a proper inspection

Inspection Requirements

Re-Registration Inspections

A pre-registration inspection has two important components:

1. A vehicle identity check confirming make, model, date of manufacture, Vehicle identification Number/chassis and engine numbers and no evidence of illegal modification or tampering with identification marks.
2. A roadworthiness inspection confirming compliance with the requirements of the Vehicle and Traffic Act 1999 and associated Regulations.

When signing a pre-registration inspection report the approved signatory is not asked to sign a form stating that the vehicle is roadworthy but rather that the details given are correct to the best knowledge of the signatory. Also that the vehicle meets the requirements of the Vehicle and Traffic Act 1999 and associated Regulations, and all applicable standards.

Procedures and Documentation:

- The motorist books their vehicle in for an inspection.
- The Vehicle Examiner conducts the inspection and completes a numbered inspection form in triplicate.
- Two copies are given to the motorist with one retained by the LVAIS.
- The motorist is directed to the nearest Service Tasmania office to pay registration fees, collect plates, etc.
- What if I deliberately get it wrong?
- If it can be shown that you have fraudulently used your authority, the matter will be investigated and may be handed over to the Police for Criminal Prosecution.

Defect Clearances:

- The motorist presents the vehicle with defect notice.
- The Vehicle Examiner checks 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 Registration and Licensing Services or a full roadworthiness inspection may be undertaken.

Defective Vehicles Sighted on the Premise:

- A Proprietor or Vehicle Examiner may not stop a defective vehicle leaving the premise, as they do not have the power to do so.
- The LVAIS procedures 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 pre-registration check the Vehicle Examiner notifies the motorist of the remaining defects and marks the inspection report accordingly. In this case only the motorist's copy is given to the motorist and the top copy is retained until the defects have been fixed.
- Defect notices may simply be left un-cleared until the nominated defects are repaired.

How to become an approved inspection station

Step 1: Do your homework

Make sure you are able to meet all the requirements to become a LVAIS. Make sure you have access to all the required equipment and at least one qualified motor mechanic 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 brochure are two application forms; one to be an LVAIS and another to become a Vehicle Examiner. If you wish to proceed to become an LVAIS, complete the forms, and return them to the AIS Compliance Unit along with the Application Fee. 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 LVAIS.

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 5a: Proprietor

Before being granted a Proprietor status, nominated Proprietors are required to successfully complete the Departments E training course for AIS Proprietors. A Proprietor will be automatically be enrolled into the quiz once an application to become an Approved Inspection Station is received.

Step 5b: Vehicle Examiner

Before being granted a Vehicle Examiner number, they must attend training conducted by TasTAFE on the Approved Inspection Station scheme and procedures for completing Inspection Reports. Workshops are held regularly at the major centres. Vehicle Examiners must successfully pass an on line quiz provided by TasTAFE to demonstrate they have the ability to undertake vehicle inspection on behalf of the Registrar of Motor Vehicles.

Note: Contact TasTAFE (Ashley BOURNE) on (03) 67 772650 to arrange bookings.

Step 6: Commencement

A LVAIS may commence operations providing:

- Have completed all relevant paperwork.
- The Proprietor must have successfully passed the Departments E learning for AIS Proprietors and provided a National Police Certificate
- Vehicle Examiner(s) attend the TasTAFE workshop, provide a National Police Certificate, and is granted a Vehicle Examiner Number.
- You have received a station number.
- Your initial registration fee has been received.
- You have purchased from Service Tasmania the required books of inspection forms.

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

Refusal

If your application to become an LVAIS 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 a LVAIS.

Sanctions

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

Detection of a major breach or the recording of several minor breaches may result in The Department suspending / cancelling the LVAIS.

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 LVAIS.
- 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 a LVAIS.

Contact Details

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

Registrar of Motor Vehicles

Registration and Licensing Services

Department of State Growth

GPO Box 536

HOBART TAS 7001

Phone: (03) 6166 3271

Email: ais@stategrowth.tas.gov.au

Website: www.transport.tas.gov.au

Attachments

- Expression of interest in becoming a Light Vehicle Approved Inspection Station.
- Application to be a Vehicle Examiner.
- Headlight aiming dimensions.



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). Payment on application is required, if paying by credit card please provide the following:

Name on Card
 Credit Card Number
 Card Type CCV (three digit number on back of card).....
 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 AIS Compliance 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:

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

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.



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