

Heavy Vehicle Approved Inspection Station Procedures Manual



Produced by
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This manual is available online at:
www.transport.tas.gov.au/vehicle_inspections

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Chapter I

Introduction

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
HVAIS	Heavy Vehicle Approved Inspection Station
HVE	Heavy Vehicle Examiner
ITGGC	Integrated Tasmanian Government Contact Centre
LPV	Licensed Passenger Vehicle
LVAIS	Light Vehicle Approved Inspection Station
MBE	Motor Body Examiner
MRS	Motor Registry System
NPC	National Police Certificate
PTS	Passenger Transport Service
R&LS	Registration And Licensing Services
RMV	Registrar of Motor Vehicles

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 Heavy Vehicle Approved Inspection Station (HVAIS) scheme.

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

It is a requirement of all HVAIS 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 and file the new index sent with the bulletin in the folder supplied by the AIS Compliance Unit.

Contact Details

All correspondence in relation to the HVAIS 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 Heavy Vehicle Approved Inspection Station (HVAIS) scheme. Forms HVAIS 4, HVAIS 5 and HVAIS 6 are uniquely numbered and photocopies will not be accepted. Other forms may be copied from this manual for use by the HVAIS.

Form HVAIS 0: Application for Proprietor and Premises

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

This form may be photocopied.

Form HVAIS 1: Application to Become a Vehicle Examiner

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

This form may be photocopied.

Form HVAIS 2: Notification of Change of Conditions

This form is used by a Proprietor of a HVAIS to advise the Department of State Growth of any changes to the details of the HVAIS.

This form may be photocopied.

Form HVAIS 3: Order Form for Replacement of Application for Registration Form

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

The form may be photocopied.

Form HVAIS 4: Pre-registration Inspection Form

This is an example of the 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.

Form HVAIS 5: Inspection Report for Large Passenger Vehicles

This is an example of the Large Passenger Vehicle inspection report. Each form is in triplicate and is numbered uniquely. Only numbered originals may be used.

Photocopies of this form WILL NOT be accepted.

Form HVAIS 6: General Inspection Report Form

This is an example of the General Inspection Report form. Each form is in triplicate and is numbered uniquely. Only numbered originals may be used.

Photocopies of this form WILL NOT be accepted.

Attachment - Application for Proprietor and Premises

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	
AIS Type 4 (Heavy Vehicle)			
Premises Details <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Name of Organisation</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Trading As</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Address of Premises</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Email</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Phone Number</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div>			
Description of Premises: <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			
Proprietor Details: <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Full Name of Nominated Proprietor and</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Position in Relation to Premises</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Residential Address</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Email</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Phone Number</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Other Information</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div>			
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. <div style="display: flex; margin-top: 10px;"> <div style="flex: 1;">Signature</div> <div style="flex: 1; border: 1px solid black; height: 20px;"></div> <div style="flex: 1; margin: 0 10px;">Name</div> <div style="flex: 1; border: 1px solid black; height: 20px;"></div> <div style="flex: 1; margin: 0 10px;">Date</div> <div style="flex: 1; border: 1px solid black; height: 20px;"></div> </div>			
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.			

Attachment - Application to become a Vehicle Examiner

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
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	
<p>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.</p>				



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		
AMBRIS		
AVCAIS		
VE		
MBE		
AVC		

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 538 HOBART TAS 700, email address ais@stategrowth.tas.gov.au

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

Attachment - Order Form – HVAIS 3



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

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 1999 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.



INSPECTION REPORT

(Large Passenger Vehicle (10 seats or more))

LPPV

Privacy 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 1999* 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, 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 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.

ACCREDITED OPERATOR

NAME
 ADDRESS
 ACCREDITATION NUMBER.....
 VEHICLE INSPECTED AT (LOCATION)

VEHICLE DETAILS

REGISTRATION NUMBER MONTH & YEAR/.....
 VIN NUMBER
 MAKE..... MODEL..... ODOMETER
 MANUFACTURED SEATING CAPACITY CHILD SEATING CAPACITY ADULT SEATING CAPACITY..... STANDING CAPACITY

INSPECTION CHECK LIST – If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (X). If n/a, leave blank

1ST INSP		2ND INSP		1ST INSP		2ND INSP		1ST INSP		2ND INSP		1ST INSP		2ND INSP	
BRAKES				CHASSIS				OIL AND FUEL LEAKS				Interior Panels (Damaged)			
Master Cylinder	<input type="checkbox"/>	<input type="checkbox"/>	Frame and Cross Members	<input type="checkbox"/>	<input type="checkbox"/>	Clutch Operation	<input type="checkbox"/>	<input type="checkbox"/>	Floors (Damaged)	<input type="checkbox"/>	<input type="checkbox"/>	Head, Tail, No Plate	<input type="checkbox"/>	<input type="checkbox"/>	
Control Valve	<input type="checkbox"/>	<input type="checkbox"/>	Body Mountings	<input type="checkbox"/>	<input type="checkbox"/>	Gear Change	<input type="checkbox"/>	<input type="checkbox"/>	Steps	<input type="checkbox"/>	<input type="checkbox"/>	Indicators	<input type="checkbox"/>	<input type="checkbox"/>	
Pipes and Hoses	<input type="checkbox"/>	<input type="checkbox"/>	Engine Mountings	<input type="checkbox"/>	<input type="checkbox"/>	Propeller Shaft	<input type="checkbox"/>	<input type="checkbox"/>	Heating/Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	Marker Lamps, Reflectors	<input type="checkbox"/>	<input type="checkbox"/>	
Wheel Cylinders	<input type="checkbox"/>	<input type="checkbox"/>				U Joints	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Exits	<input type="checkbox"/>	<input type="checkbox"/>	Horn, Speedo	<input type="checkbox"/>	<input type="checkbox"/>	
Brake Chambers	<input type="checkbox"/>	<input type="checkbox"/>	WHEELS AND TYRES			Tail Shaft Straps	<input type="checkbox"/>	<input type="checkbox"/>	Windscreen and Windows	<input type="checkbox"/>	<input type="checkbox"/>	Windscreen Wiper and Demister	<input type="checkbox"/>	<input type="checkbox"/>	
Linings	<input type="checkbox"/>	<input type="checkbox"/>	Wheels, Nuts and Studs	<input type="checkbox"/>	<input type="checkbox"/>				Rear Vision Mirrors	<input type="checkbox"/>	<input type="checkbox"/>	Battery and Wiring	<input type="checkbox"/>	<input type="checkbox"/>	
Compressor	<input type="checkbox"/>	<input type="checkbox"/>	Tires	<input type="checkbox"/>	<input type="checkbox"/>				Operational Capacity Displayed	<input type="checkbox"/>	<input type="checkbox"/>	Courtesy Lamps	<input type="checkbox"/>	<input type="checkbox"/>	
Brake Roller test	<input type="checkbox"/>	<input type="checkbox"/>				INTERIOR									
Brake Circuit Splits	<input type="checkbox"/>	<input type="checkbox"/>	SUSPENSION			Engine Cover	<input type="checkbox"/>	<input type="checkbox"/>	LAMPS AND ACCESSORIES						
Pedal	<input type="checkbox"/>	<input type="checkbox"/>	Springs	<input type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	Head, Tail, No Plate	<input type="checkbox"/>	<input type="checkbox"/>				
Warning Light/Buzzer	<input type="checkbox"/>	<input type="checkbox"/>	Spring Mounting and Shackles	<input type="checkbox"/>	<input type="checkbox"/>	Seat Belts	<input type="checkbox"/>	<input type="checkbox"/>	Indicators	<input type="checkbox"/>	<input type="checkbox"/>				
Handbrake Lever/Ratchet	<input type="checkbox"/>	<input type="checkbox"/>	Centre Bolt/U Bolts	<input type="checkbox"/>	<input type="checkbox"/>				Marker Lamps, Reflectors	<input type="checkbox"/>	<input type="checkbox"/>				
Handbrake Linkages	<input type="checkbox"/>	<input type="checkbox"/>	Air Bags	<input type="checkbox"/>	<input type="checkbox"/>	BODY			Horn, Speedo	<input type="checkbox"/>	<input type="checkbox"/>				
			Shock Absorbers	<input type="checkbox"/>	<input type="checkbox"/>	Door Operation	<input type="checkbox"/>	<input type="checkbox"/>	Windscreen Wiper and Demister	<input type="checkbox"/>	<input type="checkbox"/>				
STEERING						School Signs and Lights	<input type="checkbox"/>	<input type="checkbox"/>	Battery and Wiring	<input type="checkbox"/>	<input type="checkbox"/>				
Steering Box	<input type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM			Exterior Panels Damaged	<input type="checkbox"/>	<input type="checkbox"/>	Courtesy Lamps	<input type="checkbox"/>	<input type="checkbox"/>				
Arms and Linkages	<input type="checkbox"/>	<input type="checkbox"/>	Leaks	<input type="checkbox"/>	<input type="checkbox"/>	Exterior Panels Rusted	<input type="checkbox"/>	<input type="checkbox"/>							
Power Steering	<input type="checkbox"/>	<input type="checkbox"/>	Clamps/Security	<input type="checkbox"/>	<input type="checkbox"/>	Frame Inspection Required	<input type="checkbox"/>	<input type="checkbox"/>							
Steering Wheel and Column	<input type="checkbox"/>	<input type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	Seats (Frame)	<input type="checkbox"/>	<input type="checkbox"/>							
Wheel Bearing	<input type="checkbox"/>	<input type="checkbox"/>	Smoke/Fumes	<input type="checkbox"/>	<input type="checkbox"/>										

INSPECTION REPORT

- ☐ PASSED INSPECTION
☐ FAILED INSPECTION
☐ NON CONFORMANCE CRITICAL
☐ PASSED SECOND INSPECTION

LABEL NO

NEXT INSPECTION

MONTH & YEAR/.....

I inspected the above vehicle on
 (date) / / (time) am/pm. The vehicle has passed an inspection and
 complies with the requirements of the Heavy Vehicle Inspection Manual as required
 under a vehicle inspection program. I acknowledge that I have not conducted any
 repairs to this vehicle since its last scheduled Large Passenger Vehicle inspection.

SIGNATURE V.E. NUMBER

(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE

.....

 (Time) am/pm

Signature Date Failed / / V.E. No AIS No

STAMP OF APPROVAL
 INSPECTION STATION

VEHICLE EXAMINER - Please return this Form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days.

Only if vehicle passes inspection

ORIGINAL: Return to registration & Licensing Services

Attachment - General Inspection Report - HVAIS 6



GENERAL INSPECTION REPORT (for currently registered vehicles only)

AB

Privacy 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 2000 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, including agents of the Motor Accident Insurance Board, 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 Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service, before we provide this information may result in your application not being processed or records not being properly maintained.

REGISTERED OPERATOR present this form to any **Service Tasmania Shop** within 7 days (not applicable to Dangerous Goods Inspections)

NAME _____
ADDRESS _____

VEHICLE DETAILS

REGISTRATION NUMBER: MONTH & YEAR: ____/____ STATE: _____
MAKE: _____ MODEL: _____ GVM / GCM: _____
VIN: MANUFACTURED SEATING: _____
ENGINE NO.: _____ CYLINDER / INCHES: _____ SEATING CAPACITY: _____
ODOMETER: _____ OLD ENGINE NUMBER IF ANY: _____ CAPACITY: _____

TYPE OF INSPECTION

- ☐ ENGINE REPLACEMENT
☐ SPECIALIST MODIFICATION/REPAIR (e.g. Lighting, Body)
☐ FULL DOWNGRADE/REPAIR INSPECTION
☐ DANGEROUS GOODS
☐ OTHER (Please Specify): _____

Description of Modification/Engine Change (if applicable)

INSPECTION CHECK LIST - To be completed for all inspections

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	<input type="checkbox"/>	<input type="checkbox"/>
STEERING	<input type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input type="checkbox"/>	<input type="checkbox"/>	HEAD, TAIL LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>	BODYWORK	<input type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>	TURNABLE	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input type="checkbox"/>	<input type="checkbox"/>	HORN	<input type="checkbox"/>	<input type="checkbox"/>	RING PIN	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION ☐ FAILED INSPECTION ☐ PASSED SUBSEQUENT INSPECTION ☐

Reason for Failure: _____ DATE FAILED: ____/____/____ V.E. NO: _____

I, _____, INSPECTED THE ABOVE VEHICLE ON ____/____/____
AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS
OF THE VEHICLE AND TRAFFIC ACT (1999) AND THE REGULATIONS TO BE ACCEPTABLE FOR
REGISTRATION.
SIGNATURE: _____ V.E. NUMBER: _____

**STAMP OF APPROVED
INSPECTION STATION**

Only if vehicle passes inspection

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Registration & Licensing Services, GPO Box 536 Hobart 7001.
Service Tasmania Please return this Form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days

ORIGINAL:

Chapter 3

Vehicle Registration Arrangements

Heavy Vehicle Approved Inspection Stations (HVAIS) carry out pre-registration inspections of heavy vehicles only. They do not collect registration fees, or issue number plates and registration labels. This is Service Tasmania's role. The information in this chapter is provided to enable a HVAIS to answer some of the registration related queries of motorists:

Can a motorist drive an unregistered vehicle to a Heavy Vehicle Approved Inspection Station?

Yes. Legislation allows a vehicle to be driven directly to a HVAIS for the purpose of conducting a pre-registration inspection. Should the motorist be detected driving the vehicle unregistered, the motorist may subsequently have to present evidence that:

1. The route was a direct route to the HVAIS, and
2. That the vehicle was booked in for a pre-registration inspection.

If the vehicle passes can it then be driven home or to a Service Tasmania shop?

Yes. Legislation allows a vehicle to be driven directly from a HVAIS to a participating Service Tasmania shop for the purpose of completing the registration transaction. As stated above, should the motorist be detected driving the vehicle unregistered, the motorist may subsequently have to present evidence that:

1. The route was a direct route between the HVAIS and their residence or between the HVAIS and a Service Tasmania shop, and
2. That the vehicle was booked in for a pre-registration inspection.

If the vehicle fails at its inspection can it be driven home or to a specialist for repairs?

Yes. The legislation allow an unregistered vehicle to be driven to a place for the purpose of getting it registered and, if it fails, back to its place of garaging or a place of repair.

Can the registration transaction be carried out at a police station or by mail?

No

How to register a 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, which needs to be completed by the operator. To register a 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 are only carried out at Service Tasmania.

Chapter 4

Heavy Vehicle Approved Inspection Stations-Obligations and Responsibilities

What is a Heavy Vehicle Approved Inspection Station?

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

1. A Premise
2. A Proprietor

One or more Vehicle Examiners (VE)

Of the three, the premise is unique. The HVAIS 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 Heavy Vehicle Approved Inspection Station?

An HVAIS may be the following:

- A motor dealer (new or used)
- An automotive workshop
- A specialist repairer
- A transport operator

The Premise

What is a premise?

The premise is a building and associated driveways and parking areas that can be utilised as an HVAIS for the inspection of heavy vehicles, for the purpose of registration, scheduled Passenger Transport Service (PTS) vehicle inspections or defect clearances. Inspections can be conducted at Remote Inspection sites providing that it meets the requirements of 'What facilities must a premise have' detailed below.

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.

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

Can a HVAIS conduct a vehicle inspection away from their premises?

HVAISs have authority to conduct LPV, SPV and HV inspections at remote sites providing that it meets the requirements of "What facilities must a Premises have" detailed below.

What facilities must a Premise have?

The Premise must have the following:

1. Inspection facilities, including a certified pit, hoist or ramp. These must be clean and well maintained and meet all workplace safety standards. All hoists must be inspected and certified annually by a competent person.
2. 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.
3. Access to Internet, email, telephone and photocopying facilities. The purpose of the photocopier is to enable the copying of instructions to motorists (at a nominal fee) from the light/heavy inspection manual. It is acceptable to have access to a photocopier in an adjacent or nearby premises or to use a copier.
4. At least one nominated employed VE who must be a qualified motor mechanic or Diesel fitter/Mechanic or demonstrate sufficient experience to be acceptable to the Department.
5. Must have a suitable brake efficiency tester, i.e. - roller or skid plate tester which is:
 - Capable of weighing
 - Capable of generating a test result print out
 - Meets Australian Standards and capable of regular certification

Note: A decelerometer or similar device is sufficient if conducting selected vehicle inspections on either King or Flinders Island.

6. A headlight testing device or board.
7. A tint tester suitable to measure the level of applied film on the vehicle.
8. Sufficient general tools and equipment.
9. Technical data and workshop manuals as are needed by the VEs to enable the checking of vehicle manufacturer's specifications as required.
10. The premises must meet occupational health and safety standards in accordance with the *Work Health and Safety Act 2012*.
11. The Proprietor must make sure that all the premises' inspection equipment is kept in a good and serviceable order. The inspection area should be kept clean and requests for inspections should be accepted promptly and dealt with as quickly as possible.

If the prescribed inspection equipment is not available at the approved site, or becomes unserviceable, inspections for which that equipment is needed may not be carried out (and inspection reports and clearance of defect notices not issued) until the equipment is either repaired or replaced.

Are there different levels of premises?

The premise may be approved as a **TYPE 1, 2, 3, 4, 5, 6, 7, 8A or 8B** AIS, AMBRIS or AVCAIS 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 LVAIS'.

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. Defect notices which are nominated on the notice 'to be cleared by an HVAIS'.

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 HVAIS'.

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 AIS stamp. This number must be quoted in all correspondence relating to the HVAIS.

On passing an inspection, and only on passing, the official AIS stamp is required to be stamped on the following:

- Application for Registration of a Heavy Vehicle or Trailer
- Defect notices
- General Inspection reports
- Inspection reports for Large Public Passenger Vehicles

Can a HVAIS be placed on hold?

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

- HVAIS being placed on hold due not having an active VE or current proprietor,
- Failure to provide their Certificate of Currency for their insurance within the specified time,
- Failure to provide activity returns by the specified time,

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

HVAISs that have breached the above could result in termination of their Contract for the delivery of vehicle inspection services. This is explained further in Chapter 7 "Breaches and Sanction".

Conflict of Interest

The Contract warrants that no conflict of interest exists, or is likely to arise, in the delivery of the services and that if, during the term, a conflict of interest arises, and then the Contractor will notify the Crown immediately, in writing, of that conflict or risk. Additionally the following also applies:

The Contractor must not permit a VE who has performed any service or maintenance work on a LPV between scheduled Vehicle Inspections concerning the LPV, at an HVAIS operated by the Contractor, to complete an inspection report for that LPPV.

If the Contractor is an owner or operator of a Passenger Transport Service (PTS), the Contractor must not:

- If the Contractor is him or herself also a VE conduct; or utilise a VE.
- Employed or otherwise remunerated by it to conduct a Vehicle. Inspection on a PTS which the Contractor owns or operates or otherwise has a vested or pecuniary interest in.

Note: This provision is intended to safe guard the Proprietor against the possibility of allegations of misconduct.

Complaints from the Public

Complaints from the public are to be dealt with in a fair and proper manner. All investigations into complaints are to be well documented and auditable. Details of any complaints must be submitted to AIS Compliance Unit on a monthly basis.

Bribes

If a customer offers a bribe, (such as money, gifts or sums of money), directly or indirectly, to anybody involved in the HVAIS scheme to influence the outcome of a vehicle inspection, it must not be accepted. To accept is illegal and could result in termination of the contract. The AIS compliance officer needs to be informed of such an action.

Contract

What is a Contract?

HVAIS service providers have entered into an agreement in the form of Conditions of Contract to provide the Services as indicated in that agreement. From this, Contractors must ensure that all employees abide by the conditions of the Contract.

The Contractor

What is the Contractor?

A Contractor is a person with whom the Crown enters into an agreement in the form of Conditions of Contract to provide the services.

Who can become a Contractor?

A contractor 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

What are the responsibilities of a Contractor/Proprietor

If the Contractor is not the Proprietor, the contractor must nominate who the Proprietor is. The Contractor will be held to account for all activities of the HVAIS including:

- Adherence to all conditions of the HVAIS Contract
- 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 VE abide by the requirements of the scheme
- Ensuring that the Department is notified within seven days of any changes to the HVAIS, including any changes to VEs employed by that HVAIS
- Ensuring all VE 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
- Ensuring that Inspection reports are not signed and stamped prior to vehicles being inspected
- Allowing unhindered access to representatives of the Department for the purpose of auditing records, equipment and vehicles on the premises
- 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.
- Ensure that all manuals are kept updated and made available for VEs to have access to these.
- 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

Under what circumstances may a Contract be Terminated?

Chapter 7 of this manual details conditions, which may be applied to a contractor of an HVAIS.

The Proprietor

What is a Proprietor?

One person only is nominated as the Proprietor of a premise.

The Proprietor takes full responsibility for the operation and continued licensing of the HVAIS. That is, the Proprietor is responsible for ensuring the premise and its employees continue to comply with requirements in this manual. If they cease to comply the Crown may terminate the contract and cease to accept inspection reports from any HVAIS VE at that premise.

Who can become a Proprietor?

A Proprietor may be one of the following:

- The Contractor.
- 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.
- Workshop Supervisor.

Where an HVAIS 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 Company or corporation.

Where a business has several branches and each branch applies for HVAIS 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.

Under what Circumstances may a Proprietor be refused?

A person will not be accepted as a Proprietor if:

- They are unable to demonstrate a direct connection with the premises

- They are currently declared bankrupt
- They have a relevant criminal record (refer to section titled “fit and proper person” for more information)
- They are considered unfit by the Registrar of Motor Vehicles to hold the position of Proprietor

Proprietor training

Nominated Proprietors are required to complete an online Training course administered by the AIS Compliance Unit. The purpose of the Proprietor knowledge course is to ensure those who have nominated to become a LVAIS 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” form is required, when nominating (and removing) Proprietors from an existing HVAIS. 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 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 days.

The nominated person must have completed 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
- Unable to complete inspections

What Sanctions may be applied against a Proprietor?

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

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

Where a Contract with the Crown 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 Contract.

Vehicles Examiners

What is a Vehicle Examiner?

A VE is a nominated employee of a HVAIS 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 motor vehicles and trailers with a GVM or GTM greater than 4.5t (includes new and used heavy vehicle inspections),
- Scheduled bus inspections of large passenger vehicles,
- Defect notice clearance inspections that require a brake test,
- Heavy vehicles (single or fleet vehicles) otherwise called in for inspection by the Department.

In conducting these inspections, VEs are required to fill out the following inspection/forms

- Application for registration of a heavy vehicle or trailer
- Defect notices
- General inspection reports
- Inspection report for large public passenger vehicles
- Defect notices

In signing the forms the VE is stating the following:

Application for Registration of a Heavy Vehicle or Trailer - 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.

General Inspection report - 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.

Inspection report for Large Vehicle (LPV) – The vehicle has passed inspection and complies with the requirements of the Heavy Vehicle Inspection Manual as required under a vehicle inspection program. They also acknowledge that they have not conducted any repairs to the vehicle since its last scheduled public passenger vehicle inspection.

Defect notices - I have inspected the vehicle identified in this notice and certify that the defects listed have been corrected. The VE must abide by the regulatory requirements at all times.

Who can become a Vehicle Examiner?

A VE may be any suitably qualified employee of an HVAIS, including the Contractor/Proprietor. Each premise must employ at least one VE.

Each VE must be nominated by the Contractor/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, in particular vehicle inspections satisfactory to the Department.
- Be nominated by an HVAIS Proprietor.
- Be employed by an HVAIS.
- 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).
- Pass a TasTAFE course run in conjunction with the Department.
- Pass the Knowledge Quiz at the conclusion of the TasTAFE course.
- Attend additional training courses conducted by the Department.

Are there different levels of Vehicle Examiners?

Yes. This will depend on which type of AIS Premises the VE is employed at. This is explained on page 21 of this chapter.

VEs are approved as a TYPE 1, 2, 3, 4, 5 or 6 VE 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 a LVAIS'.

TYPE 2 Periodic small passenger vehicle inspections of a taxi, luxury hire car, hire and drive, 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 LPV. 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?

A VE, 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.

What happens if I am employed by another Heavy Vehicle Approved Inspection Station, must they notify the Department?

Yes. They must complete a “Notification of Change of Conditions” form and email to AIS Compliance Unit at ais@stategrowth.tas.gov.au.

National Police Certificate/Knowledge Quiz

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 their 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 National Police Certificate (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 :

- a. An offence under sections 124, 125A, 125B, 125C, 125D, 126, and 127 of the Criminal Code, or
- b. An offence under sections 158, 159, 167A, 167B, 170, and 172 of the Criminal Code, or
- c. An offence under Chapter XXVII, XIX, XX, XXXII or XXVIII of Part V of the Criminal Code, or
- d. An offence under section 7A, 35, 37B or 37C of the *Police Offences Act 1935*, or
- e. 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 from their VE 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:

- Mailing original copy directly to the AIS Compliance Unit. The original certificate will be returned to the Proprietor/VE.
- 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 application?

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.

Knowledge Quiz

Existing VEs are required to sit and pass the vehicle knowledge quiz by their compliance date and every three years thereafter of completing and passing the quiz.

How do I attempt the Knowledge Quiz?

VE's can attempt the quiz electronically or elect to do a paper based quiz. Details on the Quiz and how to attempt it are detailed in the "AIS knowledge quiz" booklet on the AIS manuals disk.

What happens if I do not submit a National Police Certificate or pass the quiz every three years?

You're VE status will expire, which means you cannot inspect vehicles on behalf of the RMV. In the event that the VE does not pass the quiz and submit their NPC within twelve months of being placed on hold their VE status will be cancelled. If they wish to then become an active VE again they will need to re-apply and follow the full process.

Will I be notified of the dates that I am required to submit a new National Police Certificate and re-sit the quiz?

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 and re- sit and pass the quiz 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 and sit the quiz before the nominated end date
- If after the end date the VE has not re-submitted their NPC or sat the Quiz their VE status will automatically expire. 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 may be sanctioned.

Refresher training

AIS Compliance Unit runs free of charge refresher training courses in each region quarterly, during office/after hours.

The course runs for approximately 2 hours. Dates and timings will be published in future "AIS Information Bulletin" and on the Department's website under vehicle inspections – AIS information.

Are there any sanctions against a Vehicle Examiner?

While the principle sanction is against the Contractor/Proprietor of a HVAIS 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 HVAIS has been placed on hold for the following:-

- HVAIS 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 VE training with TasTAFE.

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 Heavy Vehicle Approved Inspection Station have to display a Sign?

Upon approval each HVAIS will be issued with a certificate. The certificate must be clearly displayed in a part of the premises easily accessible by the public. A sample HVAIS certificate is shown as an Attachment in this chapter.

HVAIS may additionally display a sign showing that they are an HVAIS. The displaying of such a sign is not mandatory. The approved sign is shown as an Attachment in this chapter.

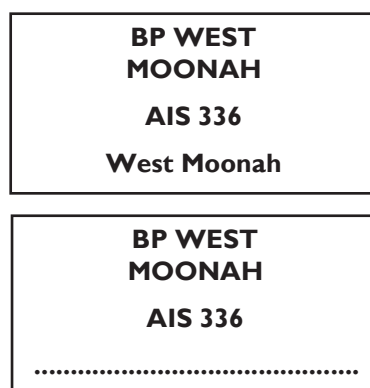
Painted or illuminated signs may be used provided the design, colour and proportions are not altered. The size, however, may vary.

If the HVAIS status is cancelled or suspended by either party all AIS signs must be removed.

Does a Heavy Vehicle Approved Inspection Station have to have a Rubber Stamp?

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

Each passed, and only passed inspection report and Defect Clearance must be stamped as well as signed by the VE. Examples of the rubber stamps are shown below (not to scale).



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. (LV) Light Vehicles
2. (LPPV) Large Public Passenger Vehicles
3. (HV) Heavy Vehicles

Issue date: 4/12/2017

Expiry Date: 4/12/2020

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. (HV) Heavy Vehicles**



Chapter 5

Fees and Charges

Registration Fees

What are the registration fees for a Heavy Vehicle Approved Inspection Station?

There is one fee to be paid in order to operate a 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 Heavy Vehicle Approved Inspection Station withdraws from the Scheme?

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

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

Sanctions include a short- term suspension, long- term suspension and cancellation of contract. Suspension, provided fees and annual renewal are paid, will not attract a re-admission fee.

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

Inspection Charges

Who sets inspection charges

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

All HVAIS are required to provide a cost estimate to the motorist for the initial and any subsequent inspections associated with completing the inspection report, before any inspections are commenced. HVAIS 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.

Similarly a motor dealer which is a HVAIS, and which carries out its own inspections of vehicles brought in from interstate, does not have to charge itself an inspection fee.

Should the Motorist be made to pay up Front?

Payment for the inspection is a matter between the HVAIS and the motorist.

Is there a Charge for any Stationary?

Pre-Registration Inspection Report Forms

All pre-registration inspections (see Chapter 8) must be recorded on uniquely numbered official Departmental 'Application for Registration' forms. These forms are printed in triplicate and are provided in books of 20 forms at a cost of \$200 (includes GST) per book.

General Inspection Report Forms

All general inspections (see Chapter 10) must be recorded on uniquely numbered official the Department 'General Inspection Report forms. These forms are printed in triplicate and are provided in books of 20 forms at a cost of \$200 (includes GST) per book.

Inspection Report forms for Large Passenger Vehicles

All inspection report forms for Large Passenger Vehicles (see Chapter 11) must be recorded on uniquely numbered official the Department 'Inspection Report for Large Public Passenger Vehicles' forms. These forms are printed in triplicate and are provided in books of 20 forms at a cost of \$200 (includes GST) per book.

Vehicle Inspection Labels for Large Passenger Vehicles and Driving Instructor vehicles

Costs for inspection labels are as follows:

Large Passenger Vehicle inspection labels - \$2.00 (GST inclusive) Driving instructor/dangerous goods inspection labels - \$0.50 (GST inclusive)

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 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 when placing an order to the AIS Compliance Unit.

Numbers of inspection reports and labels issued will be recorded on the file of the ordering HVAIS. When purchased the forms/labels immediately become the responsibility of the proprietor.

What happens to unused Inspection Forms/Labels?

All unused inspection forms/labels should be returned to the Department within seven days of a HVAIS being suspended or ceasing to be a HVAIS.

A refund will be made for unused inspection forms and labels.

What Forms are required for Defect Clearances?

Defect notices contain a space for the name and number of the clearing officer so no extra stationery is required, except when a full road worthy has been requested then a General Inspection Report needs to be completed and attached to the Defect Notice.

Heavy Vehicle Approved Inspection Station Fees

Registration Fees (Paid to the Department)

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

Forms to be purchased through the Department

Description	Payment
Application for Registration of a Heavy Vehicle (per 20)	\$200
Inspection Report for Large Passenger Vehicles (per 20)	\$200

Inspection Labels

Description	Payment
Large Passenger Vehicle inspection labels	\$2.00
Driving instructor/dangerous goods inspection labels	\$0.50

Books of forms to be collected from Service Tasmania as follows. Cheques to be made payable to Service Tasmania.

General Inspection Report (per 20)	\$200
------------------------------------	-------

All fees include GST

Chapter 6

Audits

What is an Audit?

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

Purpose of Audits?

HVAIS 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 HVAIS 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), Team Leader Vehicle Standards/Accreditation or the Registrar of Motor Vehicles.

Types of Audits

The following audits have been developed to ensure that HVAIS comply with AIS manuals.

Initial Equipment Audit

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

Scheduled Site Audits

The number of inspections that a HVAIS 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 HVAIS's have been separated into three groups, which are;

Group 1 – 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.

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

Random Audits - Inspection of Vehicles inspected by Heavy Vehicle Approved Inspection Station

The Team Leader Accreditation (AIS)/Transport Inspectors will conduct random vehicle inspections of vehicles inspected by HVAIS'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.

Desk top Audit

A desk top audit is an internal audit conducted by the AIS Compliance Unit on vehicle inspection reports completed by HVAIS'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

HVAIS's will be notified in advance in writing of intended scheduled audits only. This will be forwarded approximately two weeks before the scheduled audit 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 LVAIS 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.

Attachment - Approved Inspection Station Initial Equipment Audit



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

.....

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

Proprietor

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

Attachment - Approved Inspection Station Vehicle Inspection Checklist



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

.....
.....
.....
.....
.....
.....

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

.....
.....
.....
.....
.....

Items highlighted during audit/site visit

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.....

Remedial action

.....
.....
.....
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.....
.....

.....

AIS Officer

.....

AIS Proprietor

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: 6166 3270 as soon as possible?

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

Yours sincerely,

AIS Compliance Officer

Attachment - Second scheduled audit letter for Group I audits



To the Proprietor

AIS:

Premises:

Scheduled Audit Inspection

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

This audit will be looking at your inspection reports & checklist books only

If the Proprietor is unavailable on this day the audit can still proceed.

If this date is not convenient for you, please could you advise the AIS Compliance Officer on Ph: 6166 3270 as soon as possible to make an alternative date to suit both parties?

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

Yours sincerely,

AIS Compliance

What is required by the Heavy Vehicle Approved Inspection Station 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
- Copies of current hoist certification certificates
- Pit/ramp compliant
- Seat/floor/guard covers available
- Headlight testing device
- Tint tester
- All inspection report books/inspection checklist books completed since your last audit

What is the Procedure for Conducting an Audit?

1. Notify Proprietor of HVAIS of proposed audit (for scheduled audits only).
2. Conduct entry interview with Proprietor.
3. Conduct audit completing;
 - a. AIS site audit checklist sheet, and
 - 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 and Proprietor sign inspection Pass/Fail declaration.
7. Middle copy of reports given to Proprietor.

What happens if the Heavy Vehicle Approved Inspection Station 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 HVAIS will be placed on hold until the non-compliance issues have been rectified. What this means is that you cannot conduct vehicle inspections on behalf of the Registrar of Motor Vehicles.

Chapter 7

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

What are “the Rules”

Each Heavy Vehicle Approved Inspection Station (HVAIS) 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 HVAIS 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 HVAIS 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 Heavy Vehicle Approved Inspection Station Procedures Manual (HVAISPM).

For the purposes of the administration of the HVAIS 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 HVAIS 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 HVAIS including those conducted by the VE.

Why are the rules so important?

In approving any HVAIS and the Vehicle Examiner(s) at that HVAIS, 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 HVAIS 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 HVAIS Proprietor or to be a VE there is also an acceptance of the public trust in the HVAIS 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 Heavy Vehicle Approved Inspection Station or Vehicle Examiner breaks the rules?

To ensure the integrity of the HVAIS 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 HVAIS 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:

- A breach
- Substantial breach
- Severe breach
- Critical breach

Taken into consideration in determining the level of seriousness of the breach are:

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

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

1. recklessly (irresponsibly, inattentively), or
2. carelessly (not carefully, sloppily, hastily, haphazardly), or
3. incompetently, or
4. negligently (with indifference), or
5. knowingly (deliberately, intentionally, with intent), or
6. 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 HVAIS/VE to undertake formal refresher training and or sit and pass the Departments 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 HVAIS approval

The HVAIS is unable to conduct any HVAIS inspections during the suspension period. The HVAIS name is removed from the Department’s website the HVAIS sign cannot be displayed. If the person is a Proprietor of more than one HVAIS Premise (regardless of inspection type) the suspension is also effective for each other HVAIS. 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 HVAIS 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 HVAIS 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 HVAIS 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 HVAIS Premises are unable to conduct any HVAIS inspections. If the person is a Proprietor of more than one HVAIS premise (regardless of inspection type) the cancellation is effective for each other HVAIS. Inspection books along with other documents the RMV requires is to be returned to Registration & Licensing Services. 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 LVAIS inspections. If the person is a VE at more than one HVAIS the cancellation is effective for each HVAIS 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 AIS Compliance Unit.

Any inspections currently underway cannot be completed.

Any sanction applied to a HVAIS Proprietor will also affect the VE nominated at that HVAIS. 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's records. If a HVAIS 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 HVAIS 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 HVAIS that is active the VE's Certificate will be re-issued.

Can the approval to be a 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 HVAIS 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?

I. Investigation

The Team Leader Accreditation (AIS) (investigating officer) or Transport Inspector (TI) may conduct an investigation of any HVAIS 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 and investigating officer are not present during the actual deliberations of the Review Panel

2. The AIS Review Panel

The AIS Review Panel typically consists of four 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. The Chair of the Panel will advise the person under investigation of the outcome of their deliberation and there 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 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 the 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:

1. affirm the RMV's decision, or
2. vary the RMV's decision, or
3. 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
- The Department (Chair)
- Approved Inspection Station representative
- Approved Vehicle Certifier Representative
- Approved Motor Body Repair Inspection Station Representative.

Contract

What are some examples of Breaches, which could result in Termination of the Contract?

Listed below are examples that could lead to termination of the contract:

- Defects not detected (substandard inspection),
- Conduct Illegal modification,,
- Inadvertently approve for registration a vehicle not suitable for registration,
- Knowingly approve for registration a vehicle not suitable for registration,
- Issue inspection report for a vehicle not physically examined,
- Breach of conflict of interest, as mentioned in chapter four,
- Fraudulent activities by the contractor or employees of the contractor (i.e. selling stolen vehicles, misrepresenting vehicles for sale by speedometer wind-back, un-stated defects, etc. or carrying out illegal modifications).

The above list is not definitive. Penalties in line with those listed above will be applied for other breaches of the terms of the AIS (including misrepresentation & misconduct).

Matters of prior AIS/Vehicle Examiner history, number & nature of previous breaches and by who committed, should be considered. The lapse of time between breaches and the seriousness of the breach should be considered against public interest.

Investigation

Investigations will be conducted by the Team Leader Accreditation (AIS) as outlined under “How Breaches are determined” in this chapter.

How will the Contractor be notified?

Default

If in the event that a Contractor has failed to meet the obligations (default) of the contract, the crown will serve a ‘Default Notice’ requiring the contractor to remedy each default in the performance of its obligations.

If after ten business days the contractor has not remedied each default in the performance of its obligations, or continues to be in breach of the provisions of the contract, the contractor will be served with a ‘Termination Notice’; this notice will be effective immediately from when the contractor receives it.

Suspension

The Crown may suspend the Contract in whole or in part, by notifying the Contractor in writing that;

- The Contract or a part of the contract is suspended from the date specified in the notice.

Right of Appeal

The contractor has a right of appeal in the event of being issued with a ‘Termination notice’. An independent arbitrator will be consulted and investigate the alleged breach. The arbitrator’s decision is final.

Chapter 8

Pre-Registration Inspections

Types of Pre-Registration Inspection

What Types of Pre-Registration Inspection can a Heavy Vehicle Approved Inspection Station Carry Out?

Heavy Vehicle Approved Inspection Stations (HVAIS) may undertake pre-registration inspections and prepare preregistration inspection reports on heavy vehicles (GVM greater than 4.5 tonnes), motorcycles and heavy trailers (GTM greater than 4.5 tonnes) which:

- Are currently registered in another state,
- Have been registered in Tasmania but whose registration has expired,
- Have been directed to a HVAIS by officers of Department for inspection prior to being issued with conditional registration, restricted registration, 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.

What Classes of Vehicle may not be inspected by Heavy Vehicle Approved Inspection Stations?

At this stage HVAIS are not authorised (unless they are approved to conduct Type I inspections) to prepare pre-registration inspection reports for the following:

- Light vehicles (up to and including 4.5 tonnes GVM),
- Buses (under 4.5 tonnes GVM),
- Type 2 inspections.

On what grounds should a Vehicle be Failed at Inspection

HVAIS may not recommend for registration:

- A vehicle that has had modifications carried out and does not display a modification plate, unless accompanied by a written approval by the Department.
- Vehicles, which have defective components. For full details of reasons for rejection criteria see the National Heavy Vehicle Inspection Manual.
- Vehicles, which have had major modifications, carried out, including the fitting of engines of capacity higher than the manufacturer's maximum capacity, unless accompanied by a written approval by the Department. For full details of acceptable modifications see the section on modified vehicles in the National Heavy Vehicle Inspection Manual.
- Vehicles, which have defaced, replaced, modified or otherwise tampered with identification marks unless accompanied by a written approval by the Department.

Note: Components which are within the manufacturers wear limits will not render a vehicle unsuitable for registration. A motorist may be advised that components may need replacing in the future but provided they are functioning properly and are within the above mentioned limits at the time of the inspection the vehicle cannot be failed.

Completing the Inspection Report

What General Requirements are there for completing the Inspection Report?

Official Inspection Reports

Only reports prepared on official Department Inspection Report forms will be accepted for registration purposes. These can be purchased from AIS Compliance Unit by forwarding an order by email to ais@stategrowth.tas.gov.au. The order form is available from your AIS disk under AIS forms including payment of \$200 (including GST) for each 20 forms purchased. The Inspection books are issued to an individual AIS – Inspection books must remain at the site it was issued to. If an AIS has multiple sites they are not to swap books between sites. 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 HVAIS. Inspection forms must not be pre signed and stamped.

Note: The inspection report must not be pre-stamped or pre-signed. The AIS stamp is only to be used when a vehicle passes inspection. The VE must only sign the inspection report when the vehicle has passed and must clearly write his/her VE number in the place allocated on the inspection report.

Signing off on the Report

When the VE signs the Application for Registration of a Heavy 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 to be acceptable for registration.

Handwriting

All details must be completed in ink or ball point 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 HVAIS. Repeated preparation of illegible Inspection Reports may result in cancellation of the HVAIS Contract.

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.

No white out or correction fluid is to be used to correct mistakes.

Copies

Each inspection report comes in triplicate. The copies are:

Bottom copy: Approved Inspection Station copy - remains in the book.


Middle copy: Motorist's copy - given to the motorist after the initial inspection (with defects marked if present).

Top copy: Service Tasmania's copy - given to the motorist to take to Service Tasmania ONLY after the vehicle has been passed at inspection.

REMEMBER: PRE – REGISTRATION INSPECTION REPORT FORMS ARE ONLY VALID FOR 30 DAYS FROM THE DATE OF PASSED INSPECTION.

For an example of a properly completed Inspection Report, see the attachment in this section.

Attachment - A completed Inspection Report

HV  Tasmanian Government	DEPARTMENT OF STATE GROWTH	APPLICATION FOR REGISTRATION OF A HEAVY VEHICLE	OFFICE USE ONLY	NR57 03/18
	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. Validation Period - This application form is only valid for 30 days from the date of inspection.	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"/>	

SECTION 1: INSPECTION REPORT Inspection for compliance pursuant to the Vehicle and Traffic Act 1999.

REASON FOR INSPECTION

☐ New Vehicle
 ☐ Previously Interstate
 ☒ Expired Registration
 ☐ Imported from overseas
 ☐ Conditional Registration

VEHICLE DETAILS

VIN / Chassis No.: 6 F S 0 0 0 0 0 0 H A 4 5 9 0 2 9
 MONTH AND YEAR OF COMPLIANCE
 Month 06 Year 2017
 Compliance plate fitted? ☒ Yes ☐ No
 SECOND STAGE MANUFACTURE
 Approval Date
 MODIFICATION PLATE ☒ Yes ☐ No
 Reference Number 059231
 Date 11/17 State TAS
 TRANSMISSION Automatic ☐ Manual ☒
 STEERING WHEEL POSITION
 Right Hand ☒ Left hand ☐ Central ☐ Articulated ☐ Clutch ☐ Dual ☐ Skid ☐

Engine Make Cummins
 Engine No. 79970675
 Vehicle Make Kenworth
 Vehicle Model T4098X4
 Engine Capacity (CC) 15000

Colour: Primary and Secondary
 (Mark 1 for Primary and where applicable mark 2 for secondary)
☐ Aqua ☐ Fawn ☐ Pink
☐ Artwork ☐ Gold ☐ Purple
☐ Beige ☐ Green ☒ Red
☐ Black ☐ Grey ☐ Silver
☐ Blue ☐ Khaki ☐ Tan
☐ Bronze ☐ Maroon ☐ Turquoise
☐ Brown ☐ Mauve ☒ White
☐ Cream ☐ Orange ☐ Yellow

VEHICLE SPECIFICATION

Primary Motive Power (Mark 1 for primary and where applicable mark 2 for secondary) <input type="checkbox"/> Petrol <input checked="" type="checkbox"/> Diesel <input type="checkbox"/> Electric <input type="checkbox"/> Hydrogen <input type="checkbox"/> Compressed Natural Gas <input type="checkbox"/> Kerosene <input type="checkbox"/> Liquefied Natural Gas <input type="checkbox"/> Liquid Petroleum Gas <input type="checkbox"/> Solar <input type="checkbox"/> Steam <input type="checkbox"/> Other	BODY TYPE: <input type="checkbox"/> Armoured Vehicle <input type="checkbox"/> Articulated Bus <input type="checkbox"/> Bin Carrier <input type="checkbox"/> Bonnet Prime Mover <input type="checkbox"/> Bus <input type="checkbox"/> Cab Over Prime Mover <input type="checkbox"/> Camper <input type="checkbox"/> Car Carrier <input type="checkbox"/> Concrete Agitator <input type="checkbox"/> Concrete Pump <input type="checkbox"/> Converter Dolly <input type="checkbox"/> Curtain Side Van <input type="checkbox"/> Dump Truck <input type="checkbox"/> Fire Unit	<input type="checkbox"/> Flat Tray <input type="checkbox"/> Garbage Compactor <input type="checkbox"/> Garbage Truck <input type="checkbox"/> Jinker <input type="checkbox"/> Pantechonion <input type="checkbox"/> Refrigerated Van <input type="checkbox"/> Service Vehicle <input checked="" type="checkbox"/> Skeletal <input type="checkbox"/> Stock Crate <input type="checkbox"/> Tanker <input type="checkbox"/> Tipper <input type="checkbox"/> Tow Truck <input type="checkbox"/> *Other (Refer list on reverse of book copy)	VEHICLE CATEGORY: <input checked="" type="checkbox"/> Rigid Truck <input type="checkbox"/> Prime Mover <input type="checkbox"/> Rigid Bus <input type="checkbox"/> Articulated Bus <input type="checkbox"/> Semitrailer <input type="checkbox"/> Pig Trailer <input type="checkbox"/> Dog Trailer <input type="checkbox"/> Low Loader <input type="checkbox"/> *Other *Description	OTHER <u>32.0t</u> GVM <u>97.0t</u> GCM <u>4</u> Axles <u>12</u> Wheels <u>6</u> Cylinders <u>2</u> Seating (Manufactured) <u>2</u> Seats (including Driver) <u>11200</u> Tare Mass (kg)
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Front Axle Group Tyres (1st axle) 2 Tyres (2nd axle) 2 Axle spacing 2.0 Load Sharing Y ☒ N ☐
 Rear Axle Group Tyres (1st axle) 4 Tyres (2nd axle) 4 Tyres (3rd axle) 4 Tyres (4th axle) 4 Axle spacing 1.25 Load Sharing Y ☒ N ☐ Extreme Axle Distance 5.8

INSPECTION REPORT

☒ Passed First Inspection
☐ Failed Inspection
☐ Passed Second Inspection

I John Citizen inspected the above vehicle on (date) 2/3/18 (time) 10:00 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.
 Signature John Citizen V.E. No. 123

REASONS FOR FAILURE

Signature Date Failed / / V.E. No. AIS No.
 (Time) am/pm

SMITHS GARAGE
AIS 124
Midland Highway,
Pontville
 Only if vehicle passes inspection
 Present to any Service Tasmania Shop

PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS


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 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. </div> </div>		OFFICE USE ONLY <small>NR157 03/18</small> <div style="border: 1px solid black; padding: 2px;"> REG. NUMBER <div style="display: flex; justify-content: space-between;"> <div>Proof of Entitlement to Register</div> <div>Attached <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Evidence of Identity</div> <div>Sighted <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Evidence of Address</div> <div>Sighted <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Proof of Garage Address</div> <div>Sighted <input type="checkbox"/></div> </div> </div>					
SECTION 1: INSPECTION REPORT <i>Inspection for compliance pursuant to the Vehicle and Traffic Act 1999.</i> REASON FOR INSPECTION <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> New Vehicle <input type="checkbox"/> Previously Interstate <input checked="" type="checkbox"/> Expired Registration <input type="checkbox"/> Imported from overseas <input type="checkbox"/> Conditional Registration </div>							
VEHICLE DETAILS <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> VIN / Chassis No.: 6 F 5 0 0 0 0 0 H A 4 5 9 0 2 9 <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> MONTH AND YEAR OF COMPLIANCE Month 06 Year 2017 Compliance plate fitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No SECOND STAGE MANUFACTURE Approval Date MODIFICATION PLATE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reference Number 059231 Date 11/17 State TAS TRANSMISSION Automatic <input type="checkbox"/> Manual <input checked="" type="checkbox"/> STEERING WHEEL POSITION 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"/> </div> <div style="width: 50%;"> Engine Make Cummins Engine No. 79970675 Vehicle Make Kenworth Vehicle Model T4098X4 Engine Capacity (CC) 15000 </div> </div> </div> <div style="width: 50%;"> Colour: Primary and Secondary <small>(Mark 1 for Primary and where applicable mark 2 for secondary)</small> <div style="display: grid; grid-template-columns: repeat(3, 1fr); gap: 5px;"> <div><input type="checkbox"/> Aqua</div> <div><input type="checkbox"/> Fawn</div> <div><input type="checkbox"/> Pink</div> <div><input type="checkbox"/> Artwork</div> <div><input type="checkbox"/> Gold</div> <div><input type="checkbox"/> Purple</div> <div><input type="checkbox"/> Beige</div> <div><input type="checkbox"/> Green</div> <div><input checked="" type="checkbox"/> Red</div> <div><input type="checkbox"/> Black</div> <div><input type="checkbox"/> Grey</div> <div><input type="checkbox"/> Silver</div> <div><input type="checkbox"/> Blue</div> <div><input type="checkbox"/> Khaki</div> <div><input type="checkbox"/> Tan</div> <div><input type="checkbox"/> Bronze</div> <div><input type="checkbox"/> Maroon</div> <div><input type="checkbox"/> Turquoise</div> <div><input type="checkbox"/> Brown</div> <div><input type="checkbox"/> Mauve</div> <div><input checked="" type="checkbox"/> White</div> <div><input type="checkbox"/> Cream</div> <div><input type="checkbox"/> Orange</div> <div><input type="checkbox"/> Yellow</div> </div> </div> </div>							
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Front Axle Group Tyres (1st axle) 2 Tyres (2nd axle) 2 Axle spacing 2.0 Load Sharing <input checked="" type="checkbox"/> Y <input type="checkbox"/> N							
Rear Axle Group Tyres (1st axle) 4 Tyres (2nd axle) 4 Tyres (3rd axle) Tyres (4th axle) Axle spacing 1.25 Load Sharing <input checked="" type="checkbox"/> Y <input type="checkbox"/> N Extreme Axle Distance 5.8							
INSPECTION REPORT <div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <input type="checkbox"/> Passed First Inspection <input checked="" type="checkbox"/> Failed Inspection <input type="checkbox"/> Passed Second Inspection </div> <div style="width: 60%;"> I inspected the above vehicle on (date) / / (time) 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. Signature V.E. No. </div> </div>							
REASONS FOR FAILURE Rear Marker Plates		Signature J. Cutten Date Failed 21/3/18 V.E. No. 123 (Time) 9 am/pm AIS No. 124 Only if vehicle passes inspection					

PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS

Present to any Service Tasmania Shop

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</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 type="checkbox"/> New Vehicle <input type="checkbox"/> Previously Interstate <input checked="" 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 H A 4 5 9 0 2 9</u></p> <p>MONTH AND YEAR OF COMPLIANCE Month <u>06</u> Year <u>2017</u></p> <p>Engine Make <u>Commins</u> Engine No. <u>79970675</u> Vehicle Make <u>Kenworth</u> Vehicle Model <u>T4098X4</u> Engine Capacity (CC) <u>15000</u></p> <p>Colour: Primary and Secondary (Mark 1 for Primary and where applicable mark 2 for secondary)</p> <table border="1"> <tr> <td><input type="checkbox"/> Aqua</td> <td><input type="checkbox"/> Fawn</td> <td><input type="checkbox"/> Pink</td> </tr> <tr> <td><input type="checkbox"/> Artwork</td> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Purple</td> </tr> <tr> <td><input type="checkbox"/> Beige</td> <td><input type="checkbox"/> Green</td> <td><input checked="" type="checkbox"/> Red</td> </tr> <tr> <td><input type="checkbox"/> Black</td> <td><input type="checkbox"/> Grey</td> <td><input type="checkbox"/> Silver</td> </tr> <tr> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Khaki</td> <td><input type="checkbox"/> Tan</td> </tr> <tr> <td><input type="checkbox"/> Bronze</td> <td><input type="checkbox"/> Maroon</td> <td><input type="checkbox"/> Turquoise</td> </tr> <tr> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Mauve</td> <td><input checked="" type="checkbox"/> White</td> </tr> <tr> <td><input type="checkbox"/> Cream</td> <td><input type="checkbox"/> Orange</td> <td><input type="checkbox"/> Yellow</td> </tr> </table> <p>Compliance plate fitted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>SECOND STAGE MANUFACTURE Approval Date</p> <p>MODIFICATION PLATE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Reference Number <u>059231</u> Date <u>11/17</u> State <u>TAS</u></p> <p>TRANSMISSION Automatic <input type="checkbox"/> Manual <input checked="" type="checkbox"/></p> <p>STEERING WHEEL POSITION 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>						<input type="checkbox"/> Aqua	<input type="checkbox"/> Fawn	<input type="checkbox"/> Pink	<input type="checkbox"/> Artwork	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple	<input type="checkbox"/> Beige	<input type="checkbox"/> Green	<input checked="" type="checkbox"/> Red	<input type="checkbox"/> Black	<input type="checkbox"/> Grey	<input type="checkbox"/> Silver	<input type="checkbox"/> Blue	<input type="checkbox"/> Khaki	<input type="checkbox"/> Tan	<input type="checkbox"/> Bronze	<input type="checkbox"/> Maroon	<input type="checkbox"/> Turquoise	<input type="checkbox"/> Brown	<input type="checkbox"/> Mauve	<input checked="" type="checkbox"/> White	<input type="checkbox"/> Cream	<input type="checkbox"/> Orange	<input type="checkbox"/> Yellow
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<p>INSPECTION REPORT</p> <p><input type="checkbox"/> Passed First Inspection <input checked="" type="checkbox"/> Failed Inspection <input checked="" type="checkbox"/> Passed Second Inspection</p> <p>I <u>John Gizen</u> inspected the above vehicle on (date) <u>8/3/18</u> (time) <u>1:00</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>Signature <u>[Signature]</u> Date Failed <u>2/3/18</u> V.E. No. <u>123</u> AIS No. <u>124</u></p> <p>(Time) <u>9</u> am/pm</p>																													
<p>PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS</p> <p>SMITHS GARAGE AS 124 Midland Highway, Portville</p> <p>Only if vehicle passes inspection Present to any Service Tasmania Shop</p>																													

Filling in the Inspection Report

Reason for Inspection

- New - This refers to new vehicles
- Previously 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.
- Imported from overseas -This refers to vehicles privately imported into Australia for which there is Department for Infrastructure, Regional Development and Cities (DIRDC) import approval. Without this import approval imported vehicles cannot be registered and must be referred to DIRDC.
- 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 (Motor Vehicles only)

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

Note: The present computer program only provides 20 spaces for recording of the engine number. If the engine number has more than 20 characters only record the last 20 on the form. The Mercedes Benz is an example of a vehicle, which has more than 20 characters.

If the VE has exhausted all avenues and can't locate an engine number they are to contact the AIS Compliance Unit for further assistance.

What if the engine number looks suspect?

VE's **must** be satisfied that the engine number is authentic (genuine) and there is no sign of tampering. If it looks suspect the VE is to fail the vehicle for an identification check to be undertaken by Transport Inspectors. The motorist can contact ITGGC on 1300 13 55 13 to arrange a booking.

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)

AVIN 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 0~
Numeric	7	7
Letter	S	\$
Numeric	5	5
Letter	Z	Z
Numeric	2	2
Numeric	1	1

All vehicles built before 1989 may not have a VIN, but will have a chassis number which may have less than 17 characters. All vehicles built from 1989 onwards must have a VIN.

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

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

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

What if the VIN/Chassis/engine number looks suspect?

VE's **must** be satisfied that the vehicle is authentic (genuine) and there is no sign of tampering with the VIN/Chassis/ engine number. If it looks suspect the VE is to fail the vehicle for an identification check to be undertaken by Transport Inspectors .The motorist can contact ITGCC on 1300 13 55 13 to arrange a booking.

Date of Compliance and Identification (Compliance) Plate Fitted

For Australian manufactured vehicles

Tick the **Yes** or **No** box 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.

For Imported vehicles

Tick the **Yes** or **No** to indicate if an identification plate is fitted.

VEs must always record the "Year of manufacture" not "Date of Compliance" when recording the month/year of the vehicle. This is listed after the make and model of the vehicle on the identification plate. In the event that no identification plate is affixed i.e. pre 1989 this information can be sourced from import documentation or other appropriate sources.

Import plates are detailed further under "Imported vehicles" in this chapter.

If there is no identification plate, mark N in this box. Refer to this chapter regarding 'vehicles without an identification plate'.

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



Full Volume Second Stage
of Vehicle Manufacturer

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/vehicle_inspections/avcais

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 AES as an internal identification number relative to the AES's 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 dual 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.

Note: If a VE can’t identify the GVM please contact either Vehicle Standards or AIS Compliance to try and get the details if available.

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.

Note: If a VE can't identify the GCM please contact either Vehicle Standards or AIS Compliance to try and get the details if available.

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 in 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 Types

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 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>
Flat Top 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>
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
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 levelling 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

Inspection Procedure

What is the Normal Course of Events for a Vehicle Requiring an Inspection?

1. Arrange a time for the motorist to have the vehicle inspected.
2. Arrange with the motorist to wait while the inspection is undertaken or to drop the vehicle off and collect it later.
3. Advise the motorist of the cost of the pre-registration inspection.
4. On the vehicle being presented, get the pad of inspection reports and place the cardboard backing sheet behind a set of three copies.
5. Ascertain why the vehicle is to be inspected and if necessary check any written documentation such as import approvals, the Department letters of approval or the Department instructions to the VE, i.e. - conditions if a conditional registration.
6. Undertake the vehicle identity inspection entering details on the Inspection Report.
7. Undertake the compliance inspection in accordance with the “Reasons for rejection” as outlined in the Heavy Vehicle Inspection Manual (HVIM).
8. Undertake the compliance inspection in accordance with the checklist shown in the HVIM. Inspection Stations may wish to copy the checklists shown in the front of the HVIM.

If the vehicle passes:

- Stamp the form,
 - Mark the inspection report with a tick in the pass box, and
 - Sign and date, and include the time inspection was undertaken.
9. Give the top two copies to the motorist and advise the motorist to take the top copy to the nearest Service Tasmania Office to complete the transaction
 10. Retain the third copy in the book.

If the vehicle fails:

- Mark the inspection report with a tick in the failed box,
 - List the defects together with the date, time and the VE's number, and
 - Sign the “reasons for failure”.
11. Alternatively the motorist may wish to repair the defects themselves or take the vehicle elsewhere. In this case, do not sign the inspection report off but instead retain the top copy and give the second copy to the motorist.
 12. When the motorist returns with the vehicle repaired, check all the defects have been repaired and replace the second copy under the top copy and proceed with steps under “if the vehicle passes”.
 13. Retain all bottom copies of inspection reports for future audit.

If the vehicle passes inspection:

- write your name in area provided,
- the date/time the inspection was undertaken,
- your signature and VE number.

If the vehicle failed the inspection:

- note the reason for the failure,
- the date/time it failed and your VE number.

If the vehicle is approved for conditional registration only:

Ensure you have checked it against all the requirements on the approval as well as normal requirements.

Can Motorist take the vehicle elsewhere?

A motorist can take a vehicle elsewhere at any stage. However, each HVAIS is able to charge a separate inspection fee.

Can the motorist take the AIS inspection report to another HVAIS and have them pass the vehicle that has been previously failed by the first AIS?

No, the inspection report can only be signed by a VE that is associated with the first HVAIS.


What is the validation period for the inspection report?

The inspection report is valid for 30 days only, (from when the vehicle passed inspection) as indicated by the date of inspection in the declaration block. In the event that the applicant returns with the inspection report, due to the validation period expiring, VEs must not amend the date on the inspection report. A new inspection report must be completed.

In addition, where the vehicle was failed subject to specified defects, the top copy of the Inspection report should be returned to the Department after 30 days marked 'FAILED TO RETURN'.

Note In the event that the VE is made aware that the motorist is waiting for parts to effect repairs the inspection report can be held for a further 14 days.

Attachment - Inspection Report returned to the Department after 30 days



Tasmanian Government

APPLICATION FOR REGISTRATION OF A HEAVY VEHICLE

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.

Validation Period - This application form is only valid for 30 days from the date of inspection.

OFFICE USE ONLY

REG. NUMBER

Proof of Entitlement to Register Attached ☐

Evidence of Identity Sighted ☐

Evidence of Address Sighted ☐

Proof of Garage Address Sighted ☐

SECTION 1: INSPECTION REPORT Inspection for compliance pursuant to the Vehicle and Traffic Act 1999.

REASON FOR INSPECTION

☐ New Vehicle ☐ Previously Interstate ☒ Expired Registration ☐ Imported from overseas ☐ Conditional Registration

VEHICLE DETAILS

VIN / Chassis No.: 6 F 5 0 0 0 0 0 H A 4 5 9 0 2 9

MONTH AND YEAR OF COMPLIANCE
Month 06 Year 2017

Compliance plate fitted? ☒ Yes ☐ No

SECOND STAGE MANUFACTURE
Approval Date

MODIFICATION PLATE ☐ Yes ☒ No
Reference Number 059231
Date 11/17 State TAS

TRANSMISSION Automatic ☐ Manual ☒

STEERING WHEEL POSITION
Right Hand ☒ Left hand ☐ Central ☐ Articulated ☐ Clutch ☐ Dual ☐ Split ☐

Engine Make Cummins
Engine No. 79970675
Vehicle Make Kenworth
Vehicle Model T4098X4
Engine Capacity (CC) 15000

Colour: Primary and Secondary (Mark 1 for Primary and where applicable mark 2 for secondary)

<input type="checkbox"/> Aqua	<input type="checkbox"/> Fawn	<input type="checkbox"/> Pink
<input type="checkbox"/> Artwork	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple
<input type="checkbox"/> Beige	<input type="checkbox"/> Green	<input checked="" type="checkbox"/> Red
<input type="checkbox"/> Black	<input type="checkbox"/> Grey	<input type="checkbox"/> Silver
<input type="checkbox"/> Blue	<input type="checkbox"/> Khaki	<input type="checkbox"/> Tan
<input type="checkbox"/> Bronze	<input type="checkbox"/> Maroon	<input type="checkbox"/> Turquoise
<input type="checkbox"/> Brown	<input type="checkbox"/> Mauve	<input checked="" type="checkbox"/> White
<input type="checkbox"/> Cream	<input type="checkbox"/> Orange	<input type="checkbox"/> Yellow

VEHICLE SPECIFICATION

Primary Motive Power (Mark 1 for primary and where applicable mark 2 for secondary) <input type="checkbox"/> Petrol <input checked="" type="checkbox"/> Diesel <input type="checkbox"/> Electric <input type="checkbox"/> Hydrogen <input type="checkbox"/> Compressed Natural Gas <input type="checkbox"/> Kerosene <input type="checkbox"/> Liquefied Natural Gas <input type="checkbox"/> Liquid Petroleum Gas <input type="checkbox"/> Solar <input type="checkbox"/> Steam <input type="checkbox"/> Other	BODY TYPE: <input type="checkbox"/> Armoured Vehicle <input type="checkbox"/> Articulated Bus <input type="checkbox"/> Bin Carrier <input type="checkbox"/> Bonnet Prime Mover <input type="checkbox"/> Bus <input type="checkbox"/> Cab Over Prime Mover <input type="checkbox"/> Camper <input type="checkbox"/> Car Carrier <input type="checkbox"/> Concrete Agitator <input type="checkbox"/> Concrete Pump <input type="checkbox"/> Converter Dolly <input type="checkbox"/> Curtain Side Van <input type="checkbox"/> Dump Truck <input type="checkbox"/> Fire Unit	<input type="checkbox"/> Flat Tray <input type="checkbox"/> Garbage Compactor <input type="checkbox"/> Garbage Truck <input type="checkbox"/> Jinker <input type="checkbox"/> Lanthem <input type="checkbox"/> Refrigerated Van <input type="checkbox"/> Service Vehicle <input type="checkbox"/> Skeletal <input type="checkbox"/> Stock Crate <input type="checkbox"/> Tanker <input type="checkbox"/> Tipper <input type="checkbox"/> Tow Truck <input type="checkbox"/> *Other (Refer list on reverse of book copy)	VEHICLE CATEGORY: <input checked="" type="checkbox"/> Rigid Truck <input type="checkbox"/> Prime Mover <input type="checkbox"/> Rigid Bus <input type="checkbox"/> Articulated Bus <input type="checkbox"/> Semitrailer <input type="checkbox"/> Pig Trailer <input type="checkbox"/> Dog Trailer <input type="checkbox"/> Low Loader <input type="checkbox"/> *Other *Description	OTHER 32.0t GVM 97.0t GCM 4 Axles 12 Wheels 6 Cylinders 2 Seating (Manufactured) 2 Seats (including Driver) 11200 Tare Mass (kg)
---	---	---	---	---

Front Axle Group Tyres (1st axle) 2 Tyres (2nd axle) 2 Axle spacing 2.0 Load Sharing ☒ Y ☐ N ☐

Rear Axle Group Tyres (1st axle) 4 Tyres (2nd axle) 4 Tyres (3rd axle) 4 Tyres (4th axle) 4 Axle spacing 1.25 Load Sharing ☒ Y ☐ N ☐ Extreme Axle Distance 5.8

INSPECTION REPORT

☐ Passed First Inspection
☒ Failed Inspection
☐ Passed Second Inspection

I inspected the above vehicle on (date) 1/11/18 (time) 2:30 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.

Signature V.E. No.

REASONS FOR FAILURE Attend to brake imbalance No 1 axle left side low. Rectify movement at left side tie rod end. Side marker plate (left side) Signature <u>[Signature]</u> Date Failed <u>2/3/18</u> V.E. No. <u>123</u> AIS No. <u>124</u>	AIS STAMP Only if vehicle passes inspection
---	---

PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS Present to any Service Tasmania Shop

Special requirements for some classes of vehicle

Vehicles currently Registered Interstate

This is the most common class of vehicle requiring inspection. Look out for any signs of the vehicle having been cut and shut, re-bodied or otherwise given a new identity.

Do not pass any suspect vehicles. Always play safe and contact the Team Leader Accreditation (AIS) on 6166 3271 for further assistance.

Upon passing the inspection, give the motorist the completed inspection report and direct them to the nearest Service Tasmania shop to pay their registration and collect new number plates.

Vehicles without an Identification Plate

It is not a requirement in Tasmania to have an identification plate on a vehicle previously registered anywhere in Australia.

Once the inspection has been completed by the HVAIS, the VE must be satisfied that the vehicle is authentic and there appears to be no signs of tampering. This can be verified by a visual inspection of VIN/chassis Number and engine number for tampering.

If the VE believes that the vehicle identity is in question, fail the inspection, documenting the reason for failure on the pre- registration form and advise the driver that the vehicle will need to be presented to Transport Inspectors for verification. They will need to re-book the vehicle in for inspection. The motorist can contact ITGCC on 1300 13 55 13 to arrange a booking.

The motorist takes the vehicle to the Transport Inspection site. If the vehicle is given approval to be registered, the Transport Inspectors will issue the following:

- A vehicle identification form to take back to the HVAIS stating this vehicle is approved for registration, subject to the vehicle passing the road worthiness inspection.

If the vehicle is an imported vehicle and is presented for first time registration VEs must follow the procedures outlined under 'Imported Vehicles'.

Once the HVAIS has received the report from Transport Inspectors, the VE will need to sign off the original copy as passed and the registered operator needs to take this to a Service Tasmania shop for registration.

LPG/LNG/CNG Powered Vehicles

For vehicles under three years of age

Note: the age of a vehicle shall be determined by the Month and Year of its identification plate.

Vehicles under three years of age that have passed a Pre-Registration Inspection do not require a LPG/LNG/CNG safety check inspection if the vehicle complies with either part 1 or 2 as follows:

Visually inspect for the presence of an approved LPG/LNG/CNG modification plate.

1. Vehicles with systems installed within this state:

Installation of LPG/LNG/CNG must be done in accordance with State regulations and licensing requirements. An LPG/ LNG/CNG modification plate from a licensed gas fitter/installer must be fitted to the vehicle, as part of installation.

2. Vehicles with systems installed in another Australian State or Territory:

A vehicle which has an LPG/LNG/CNG fuel system fitted and which is registered in another State or Territory may be accepted if: a metal plate is fitted in a prominent position near the installation, showing the following:

- a statement that the installation complies with the Standards Australian code for the fuel type (AS1425 for LPG and AS2739 for LNG/NGV)
- the date the installation was commissioned,
- the State or Territory where installation was made,
- the identification number of the suitably qualified installer.

Vehicles that comply with parts 1 or 2 may be passed suitable for registration.

For vehicles that are in excess of 3 years of age or do not comply with either part 1 or 2 as listed above:

The vehicle can be passed if the inspection being conducted is within three years of the certification of the LPG/LNG/CNG fuel system or within 3 years of the last safety inspection certificate of the LPG/LNG/CNG fuel system conducted by a registered automotive gas fitter; and the LPG/LNG/CNG fuel container/s - cylinder/s are within the service date range for the container-cylinder.

The vehicle is to be failed if it is greater than three years since the LPG/LNG/CNG fuel system certification or last safety inspection certificate was issued, or any of the LPG/LNG/CNG fuel container/s – cylinder/s are out of inspection period. The client is to be referred to a registered automotive gas fitter for a LPG/LNG/CNG fuel system inspection or certification.

The vehicle operator will need to present the vehicle to a registered automotive gas fitter who will undertake an inspection of the LPG/LNG/CNG system and if satisfied that the gas system complies issue a certificate of compliance for LPG vehicles.

When the customer returns with the vehicle and the signed Certificate of Compliance for LPG Vehicles stating the vehicle complies with AS1425 for LPG or AS2739 for LNG/NGV the VE may then pass the vehicle. The Certificate of Compliance for LPG Vehicles Form must be attached to the pre-registration form for presentation by the owner to Service Tasmania.

An AIS that has a registered gas fitter/installer employed may conduct this inspection as required with the registered gas fitter/installer completing the Certificate of Compliance for LPG Vehicles prior to the vehicle being passed suitable for registration.

Imported Vehicles

Imported vehicles that are presented for first time registration can in some instances be passed as suitable for registration by HVAIS's

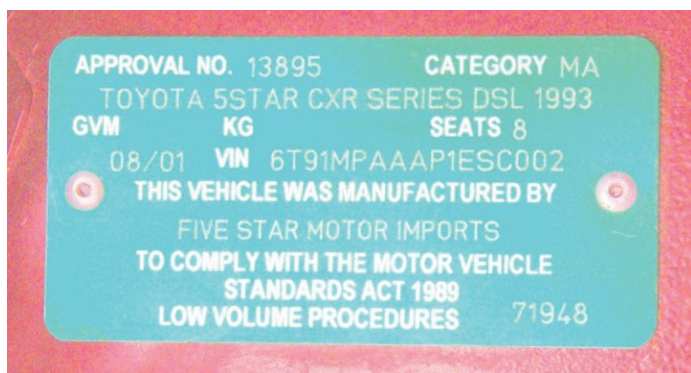
Imported vehicles may be registered in Tasmania under a range of circumstances provided the motorist holds appropriate documentation.

HVAIS's may approve selected import vehicles suitable for registration, providing the following procedures are followed.

Important Note

VEs must always record the "Year of manufacture" not "Date of Compliance" when recording the month year of the vehicle. This is listed after the make and model (see import plate below) of the vehicle on the identification plate. In the event that no identification plate is affixed i.e. pre 1989 this information can be sourced from import documentation or other appropriate sources.

Where a month cannot be determined a default month of December always applies, the only exception to this is that the vehicle was manufactured in the same year that you are inspecting it. In this instance, record the month of compliance as the month of your inspection.



Imported Vehicles built before 1 January 1989

Imported vehicles manufactured before 1 Jan 1989 do not require an import identification plate, but they must still comply with applicable standards for registration. The procedure to inspect this type of vehicle is as follows:

1. The HVAIS completes a safety check (roadworthiness inspection) of the vehicle and additionally completes the 'Checklist for imported vehicles manufactured prior to 1 January 1989', which is located in this chapter.
2. The driver may be in possession of engineers reports of any modifications undertaken i.e. conversion from left hand drive to right hand drive. An engineering signatory recognised by another state is acceptable.

Note: The VE is to indicate on the pre-registration report that the vehicle does not have a identification plate

Transport Inspectors will conduct an identity check of the vehicle and if satisfied with the identity of the vehicle they will issue a 'Vehicle Identity' inspection form.

- Owner returns to HVAIS, the VE sights the vehicle identity inspection report and subject to final safety inspection, pass the vehicle as suitable for registration.
- VE attaches all supporting documentation to the pre-registration paperwork and returns paperwork to owner.

Imported Vehicles manufactured after 1 January 1989

New Low Volume imported vehicles

A new low volume import vehicle is a vehicle when imported must be fitted with a 'Low volume import identification plate' (green plate). These may only be fitted by a person or firm that has been granted identification plate approval for that model vehicle by the Administrator of Vehicle Standards at Department of Infrastructure & Regional Development.

This plate is evidence of vehicle compliance and must be fitted to the vehicle before it can be registered.



Low Volume New Motor Vehicle



Low

Volume New Two-wheeled & Three-wheeled
Vehicle (Motorcycle)

Personnel imported vehicles

All personal import vehicles require a personal import identification plate. The procedure to inspect this type of vehicle is as follows.

The VE completes a roadworthiness inspection of the vehicle and additionally completes the 'Checklist for personnel import scheme' which is located in this chapter.

The owner/driver may be in possession of engineers reports of any modifications undertaken i.e. conversion from left hand drive to right hand drive. An engineering signatory recognised by another state is acceptable.

The VE is to fail the vehicle for no identification plate. The owner/driver is to be advised to:

- Book the vehicle in for an 'identity check' by Transport Inspectors. The owner can contact ITGCC on 1300 13 55 13 to arrange a booking.
- Advise driver that he must present all documentation for the vehicle for this inspection.

Transport Inspector will conduct an identity check of the vehicle as indicated in the import papers issued by the Department of Infrastructure & Regional Development and Cities. If satisfied, the Transport Inspector will sign the Department of Infrastructure & Regional Development and Cities paperwork and advise the owner/driver to forward paperwork to 'Niddrie', who will then issue a 'Personal import plate' (yellow plate) which then must be properly affixed to the engine firewall or similar appropriate location.

Owner returns to HVAIS, VE will ensure that the plate is affixed appropriately and that the VIN appearing on it matches the VIN stamped on the vehicle. Subject to final safety inspection and pass the vehicle as suitable for registration.

Plate Sample Only



Personally Imported Motor Vehicle

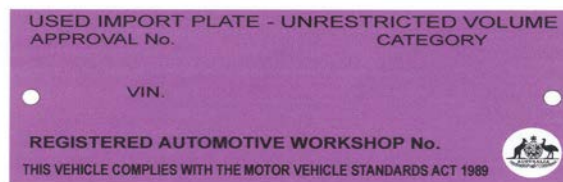
Personally Imported Two-wheeled & Three-wheeled Vehicle (motorcycle)

Registered Automotive Workshop Scheme (RAWS)

A RAWS is a business that has been approved to import and plate up to 100 used vehicles per year. These vehicles must be fitted with a "Used import plate – unrestricted volume plate" (purple plate). These plates may only be fitted by a RAW's workshop that has been granted approval by the Administrator of Vehicle Standards at Department of Infrastructure & Regional Development and Cities.

Used Import Plate

Sample plate ONLY



Sample Plate ONLY



Used Import Motor Vehicle

Used Import Restricted Volume Two-wheeled & Three-wheeled Vehicle (Motorcycle)

When a vehicle is presented for inspection with the type of import plates listed above affixed. In this instance if the vehicle passes a safety check it can be passed as suitable for registration, indicating on the pre-registration form that the vehicle has a identification plate affixed, ensuring that you record "Date of Manufacture" not "Date of compliance" as detailed under "imported vehicles" in this chapter.

Conditional Registration

Certain imported, modified or otherwise normally unsuitable vehicles may be presented for an inspection prior to being granted conditional registration.

In such cases the owner will be in possession of an 'approval in principle' certificate from the Department.

The Inspection Report is to be marked in the inspection report section 'CONDITIONAL REGISTRATION ONLY' and the approval in principle pinned or stapled to the inspection report.

Note: Under no circumstances are VEs to conduct an inspection without firstly sighting the "Approval in principal" letter for the vehicle approving the vehicle for conditional registration.

Over dimensional vehicles

Over Dimensional (OD) vehicles that are presented for conditional registration must initially be failed for inspection. HVEs are required to provide the following information to Vehicle Standards to be assessed for conditional registration:

- Operator name and company,
- Intended registered address,
- Chassis/VIN,
- Approval number on vehicle identification plate (if affixed),
- Measurements.

To assist in collating this information the following schematic drawings have been provided to assist HVEs in preparing the application:-

- Tri Axle OD trailer
- Quad axle OD trailer
- 2 axle special purpose OD vehicle
- 3 axle special purpose OD vehicle
- 4 axle special purpose OD vehicle

These schematics are located under “AIS forms” of your AIS disk.

If the schematic does not suit the number of axles add additional details onto the schematic that best suits. It is important that you measure the dimensions accurately and cross check your dimensions to confirm the provided dimensions.

What do I do with the schematics?

HVEs are required to forward the schematic dimensions by email as an attachment to - vehicle.standards@stategrowth.tas.gov.au

Once Vehicle Standards have assessed the application they will advise you of the next course of action.

Special Interest Vehicle Registration Scheme:

The Special Interest Vehicle (SI) scheme allows certain classes of vehicles (heavy and light) to be used up to 52 days per year under log book arrangement. Special interest vehicles attract a 50% rebate of motor tax and pay a reduced MAIB premium (Class 22). All other charges (including duty) are as normal. To be eligible for SI registration the applicant must have another fully registered (i.e. non concessional) motor vehicle registered in their name (includes joint registered vehicles & motor cycles). Applicants currently claiming a pension concession on a fully registered motor vehicle are eligible for SIV registration.

Eligible registration classes include;

Vintage vehicle & motor cycles over 30 years of age.

Notes:

1. Heavy vehicles registered under this scheme cannot carry loads for commercial purposes. Note: The VE must ensure that it meets special requirements of being in exceptional condition inside and out
Section A - Vehicles manufactured 30 years or more before date of application.
2. Heavy vehicles registered under this scheme cannot carry loads for commercial purposes.
3. The VE must ensure that it meets special requirements of being in exceptional condition inside and out.

Section B – Rally vehicles used in rallies or events organised by an approved motorsport organisation e.g. Confederation of Australian Motor Sports (CAMS) and Australian Auto-Sport Alliance (AASA).

Section C – A vehicle adopted and modified exclusively for charitable events e.g. Tasbash, Make a wish foundation etc.

Inspection requirements

Section A and C vehicles over 30 years of age. The applicant needs to complete the application for special vehicle interest application and present the vehicle to an AIS to verify that the vehicle is roadworthy and meets the requirements of being in exceptional condition inside and out. SI Registration is **NOT** permitted upon Motorhomes or Campervans.

Section B vehicles. Firstly requires the applicant to complete the application form and forward the required evidence for approval by the RMV. If approved the applicant will receive an “Approved in Principal” letter confirming approval subject to the requirements outlined in the SI handbook.

Note: Under no circumstances is a VE to inspect a section B vehicle until approval is granted by the RMV and viewed by the VE.

Trailers

All trailers must have a trailer identification number.

Where the trailer was manufactured after 1 January 1989 this number must be a 17 character VIN.

Vehicles previously registered in Tasmania or interstate in most instances may retain their existing identification number.

Trailers without a trailer ID, which are presented for first time registration, require a ‘Trailer Identification Plate’. The date of manufacture of such trailers is the current month/year.

Before a trailer is passed at inspection it is necessary that the VE sights the ‘Trailer Identification Plate’ affixed to the trailer and stamped or engraved with a VIN/chassis Number.

VINs can be obtained by the VE for a light trailer (ATM of 4500 Kg or less) by calling the ITGCC on 1300 13 55 13.

All-Terrain Vehicles

All-terrain vehicles are not suitable for normal registration.

All-terrain vehicles will only be allowed in public places (anywhere other than private property) under Conditional Registration -Restricted.

Applications for these classes of registration are considered by the Department and can only be granted by the Department.

Restricted Conditional Registration is usually granted without an inspection of the vehicle being required.

Conditional Registration may require the vehicle to be inspected. Refer to the section on Conditional Registration for details.

Therefore, if an all-terrain vehicle is presented for pre-registration inspection do the following:

- Ask if the owner has any documentation from the Department (such as an Approval In principle)
- If not refer the owner to the Department to get information on Conditional Registration – Restricted

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.

The Department or 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 motorist to take back to the HVAIS to recheck details.

An example of the form is in this chapter. The AIS 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 motorist 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.

Where the Second Level Inspection form is returned to the original AIS the VIN check is carried out gratis.

Where it is returned to another HVAIS, the second HVAIS may complete the bottom half of the form and may negotiate an appropriate charge for this inspection. The charge may not exceed the pre-registration inspection fee and should be considerably less than this.

Attachment - Second Level Inspection Form

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: 20px; 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:																							
VIN not allocated	<input type="checkbox"/>	VIN Duplicate	<input type="checkbox"/>	VIN incorrectly formatted	<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: 20px; 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:																		
Re-inspected by																							
Location																							
Signature																							
Date																							

Completed form is to be returned by the Motorist to a Service Tasmania office. 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 1999 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, vehicle manufacturers (safety recall 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.

(Y = Yes) (N = No) – Please tick appropriate box

Make:
Model:
Year and month of manufacture:

Note: If a vehicle fails on one of the above criteria, contact the Registration & Licensing Services of the Department of State Growth for a ruling on whether the deficiency is sufficient to preclude registration.

Attachment - Checklist for imported vehicles manufactured prior to 1 January 1989

(Each page to be signed by the vehicle examiner - NB, the vehicle is only suitable for registration if 'Y' is answered for each question)

VEHICLE DETAILS

Make:
Model:
Year and month of manufacture:

17 digit VIN:

(Y = Yes) (N = No) – Please tick appropriate box

1.0 Import Authority	Y	N
1.1 Have you personally sighted the original copy of the import approval papers signed by the (Federal) Administrator of Vehicle Standards?		
2.0 Seat Belts & Child Restraints	Y	N
2.1 Are seat belts fitted for all seating positions lap/sash in outer positions, and at least lap style for inboard positions?		
2.2 Are all seat belts marked in English as complying with an Australian Standard or international standard?		
2.3 Have all new seat belt anchorages been positioned and installed appropriately??		
3.0 Windscreen and Windows	Y	N
3.1 Is the windscreen made of safety or laminated glass displaying an acceptable international standards marking?		
3.2 Does the windscreen meet tinting requirements?		
3.3 Is all other glazing of approval safety glass and marked accordingly?		
3.4 Are fan forced windscreen demisters fitted?		
3.5 Are two-speed wipers and windscreen washers fitted?		
4.0 Head Restraints	Y	N
4.1 Are head restraints for driver and left front passenger seat fitted?		
(Head restraints which clip onto the seat back are not acceptable.)		
5.0 Lighting	Y	N

5.1 Do headlights dip to the left?		
5.2 Are parking lights fitted?		
5.3 Are front and rear amber coloured indicators fitted?		
5.4 Reversing lights (white or amber)?		
5.5 Is a number plate light fitted?		
5.6 Are rear reflectors fitted?		
6.0 Doors	Y	N
6.1 Are burst proof door locks fitted to all doors adjacent to seats?		
7.0 Automatic Transmission	Y	N
7.1 If fitted, does auto transmission only allow starting in park or neutral? (Neutral must be between reverse and drive.)		
8.0 Internal Fittings	Y	N
8.1 Are internal sun-visors (if fitted) made of soft material?		
8.2 Is there an absence of highly polished or reflective components in the driver's field of view which would produce glare?		
8.3 Is the dash covered with shock absorbent material designed to minimise injury to occupants in event of an accident?		
9.0 Mirrors	Y	N
9.1 Are external rear vision mirrors fitted on both sides of vehicle; or is there a centre positioned interior mirror with an external mirror on the driver's side ?		
10.0 Speedometer	Y	N
10.1 Does the speedometer indicate speed in km/h?		

Note: If a vehicle fails on one of the above criteria, contact the Registration & Licensing Services of the Department of State Growth for a ruling on whether the deficiency is sufficient to preclude registration.

DATE

EXAMINER NUMBER

SIGNATURE

CERTIFICATE OF COMPLIANCE FOR LPG/LNG/CNG VEHICLES

The following vehicle has been inspected and passed in accordance with AS/NZS 1425 1999 or AS2739 as applicable.

Vehicle make: _____

Vehicle model: _____

Registration No.: _____

Vehicle Identification
Number (VIN): _____

This vehicle was
inspected by: _____

License Number: _____

License Holder: _____

Date: _____

SIGNED: _____

Chapter 9

Major and Minor Defect Notices and Call-In Letters

What is a Major and Minor Defect?

Major and minor defect notices are issued by Police or a NHVR Safety & Compliance Officer for heavy vehicles found on the roads in an un-roadworthy condition.

A minor defect notice is issued for vehicle defects, where further use of that vehicle may constitute a safety risk. The time period allowed for repair of defects may vary.

A major defect notice is issued for a critical component, which renders the vehicle unfit for further use. Major notices may require immediate repair or within 24 hours.

The severity of the damage or wear and other factors are used to determine whether the vehicle is issued a Major defect or a Minor defect notice. For example a cracked windscreen may be a Minor defect whilst a shattered windscreen will be a Major defect.

What is Self-clearing Heavy Vehicle Defect Notice?

If a Police Officer or NHVR Safety & Compliance Officer issues a Self-clearing defect notice to a heavy vehicle the registered operator must take corrective action to rectify the listed defect/s listed on the notice as soon as practical, but not more than 28 days after the notice is issued. If the driver is not the vehicle operator, the driver must give the notice to the operator as soon as practical but not more than 14 days after the notice is issued. The vehicle must not be used on the road in contravention of the notice.

There is no requirement to complete a declaration or to return a Self-clearing Heavy Vehicle Defect Notice to the NHVR for clearance.

What is a Registered Operator Declaration?

If a Heavy Vehicle Defect Notice has been marked by the issuing Officer for “Registered Operator Declaration”, then when all of the defects listed on the notice have been rectified the registered operator or their authorised representative must complete and sign the “Registered Operators Declaration” on the front of the notice and return the white copy to the NHVR for clearance.

No vehicle inspection is required at an Approved Inspection Station to clear this type of heavy vehicle defect notice.

What Form does the Major and Minor Defect Notice Take?

Both are issued on a written form issued by Police or NHVR Safety & Compliance Officer in triplicate. Two copies are given to the motorist. They state the date that the defect notice was issued, list the defects, states any conditions to be adhered to and the date the vehicle must be repaired to allow for the continued use of the vehicle.

In addition, for a Major defect, a yellow sticker is placed in a prominent location on the vehicle. When the Vehicle Examiner is satisfied that all of the defects listed on the Heavy Vehicle Defect Notice have been rectified or in a case of a notice requiring a “Full Inspection” the inspection has been completed and passed the VE is authorised to sign and stamp the Defect Inspection Declaration at the bottom of the front page of the Notice and remove the NHVR Defective Vehicle label from the vehicle.

Which Major and Minor Defect can a Heavy Vehicle Approved Inspection Stations Clear?

Heavy Vehicle Approved Inspection Stations (HVAIS) may clear Major and Minor defect notices for all classes of vehicles including trucks, buses and taxis.

Heavy Vehicle defect notices may be cleared as shown on the front of the defect notice by:

- Registered Operator Declaration.
- Self-clearing.
- Defect clearance inspection at an LV or HV Approved Inspection Station.
- Full inspection at an LV or HV Approved Inspection Station.

Heavy Vehicle Defect notices no longer can be marked by Police or NHVR Safety & Compliance Officer to have defect notices cleared at a Departmental Inspection Stations.

For information pertaining to the clearance of light vehicle defect notices please refer to Chapter 9 of the LV AIS procedure manual.

Attachment – Heavy Vehicle Defect Notice

NATIONAL HEAVY VEHICLE REGULATOR SAFETY AND COMPLIANCE

Heavy Vehicle Defect Notice Heavy Vehicle National Law (Tasmania)

Defect Notice No:
HV7XXXXXX

Vehicle Registration No.	State	Expiry (Mth/Yr)	Make and Model
Driver/Registered Operator		Licence No.	State
VIN/Chassis/Engine No.		Odometer Reading	
Time of Issue : hrs		Date of Issue / /	Street and Place of Issue
Infringement Notice/Offence Report Issued		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Vehicle unattended		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Nature of Inspection --- Random <input type="checkbox"/> Audit <input type="checkbox"/> Other <input type="checkbox"/> Periodic <input type="checkbox"/> Type of Inspection --- Visual <input type="checkbox"/> Detailed <input type="checkbox"/> Inspection Trailer <input type="checkbox"/>			

- ☐ I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the conditions prescribed under the Heavy Vehicle National Law (Tasmania), Heavy Vehicle (Vehicle Standards) National Regulations.
- ☐ I have inspected the above heavy vehicle and have found a number plate of the vehicle is wholly or partly obscured, defaced or otherwise not legible

Repairs or adjustments are required to the sub-component group indicated by ✓ and the written defects described below.	Brakes <input type="checkbox"/>	Suspension <input type="checkbox"/>	Steering <input type="checkbox"/>	Wheels/Tyres <input type="checkbox"/>	Oil/Fuel Leaks <input type="checkbox"/>
	Emissions (smoke) <input type="checkbox"/>	Exhaust (noise) <input type="checkbox"/>	Tow Couplings <input type="checkbox"/>	Body Chassis <input type="checkbox"/>	Warning Device <input type="checkbox"/>
	Windscreen <input type="checkbox"/>	Speed Limiter <input type="checkbox"/>	Seats & Restraints <input type="checkbox"/>	Lights/Reflectors <input type="checkbox"/>	Other <input type="checkbox"/>

How vehicle is defective:

Issued by (Signature) _____	Date _____ / _____ / _____	SCO ID No. _____
Home Station/ Headquarters _____	Associated Defect Notice No. _____	

Defect Notice Category: Self-clearing* ☐ Minor** ☐ Major*** ☐ Major Grounded**** ☐

Defect Label attached: Yes ☐ No ☐

*See reverse of Notice for footnotes

The following conditions form part of this notice:

This vehicle may only be driven for Hrs/Day(s) from the time and date of issue of the defect notice.

Inspection Requirements

<input type="checkbox"/> Registered Operator Declaration	<input type="checkbox"/> Defect Inspection at:	<input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS)
<input type="checkbox"/> Self-clearing	<input type="checkbox"/> Full Inspection at:	<input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)

SEE REVERSE OF NOTICE FOR DETAILS OF DEFECT NOTICE CLEARANCE INSTRUCTIONS

Registered Operator Declaration

I, the Registered Operator/Authorised Representative declare that the vehicle faults listed in this Notice have been corrected.			
Name of Registered Operator/Authorised Representative	Position of Representative	Signature	Date
<input type="text"/>	(Organisation) <input type="text"/>	<input type="text"/>	/ /

Defect Inspection and Full Inspection Declaration

I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice, and where applicable General Inspection Report AB _____ has been completed.			
Signature	VE Number	Date	Station stamp
<input type="text"/>	<input type="text"/>	/ /	<input type="text"/>

Attachment continued - Vehicle Defect Notice

SELF-CLEARING DEFECT NOTICE

*Heavy vehicles issued a self-clearing defect notice: Corrective action must be taken as soon as practicable, but not more than 28 days after the notice is issued. If the driver of a heavy vehicle is not the operator of the vehicle, the driver must give the notice to the operator as soon as practicable, but no more than 14 days after the notice is issued. A person must not use, or permit to be used, on a road the heavy vehicle in contravention of this notice.

MINOR AND MAJOR VEHICLE DEFECT NOTICE

If the driver of a heavy vehicle is not the operator of the vehicle, the driver must, as soon as practicable, give the notice to the operator.

If the notice is not cleared by the Regulator under section 530 of the Heavy Vehicle National Law, the vehicle's registration may be suspended and subsequently cancelled under the *Vehicle and Traffic Act 1999*.

USE OF A HEAVY VEHICLE SUBJECT OF A MINOR OR MAJOR VEHICLE DEFECT NOTICE

A person must not use, or permit to be used on a road the heavy vehicle in contravention of the notice

**Heavy vehicles issued with a minor vehicle defect notice must not be used on a road after a time stated in this notice unless action required to stop the vehicle from being a defective heavy vehicle stated in this notice is taken.

***Heavy vehicles issued with a major vehicle defect notice must not be used on a road after the notice is issued other than to move it to one or more locations stated in this notice in one or more ways stated in this notice.

**** Heavy Vehicles issued with a major grounded vehicle defect notice must have the defects rectified prior to use or the vehicle must be towed/carried away.

A heavy vehicle that is the subject of a minor vehicle defect notice may be used on a road if action required to stop the vehicle from being a defective heavy vehicle stated in this notice has been taken.

A heavy vehicle that is the subject of a major vehicle defect notice may be used on a road if:

- the relevant repairs have been carried out; and
- the vehicle is being taken to a place to be inspected for the purpose of enabling the vehicle defect notice to be cleared; and
- the vehicle is not carrying goods or passengers; and
- the use of the vehicle does not pose a safety risk.

The driver may be required to produce evidence of the relevant repairs to the authorised officer.

COMPLETING A HEAVY VEHICLE DEFECT NOTICE ONCE FAULTS RECTIFIED

Refer to the Inspection Requirements as nominated by the Safety and Compliance Officer on the front page of this notice and complete, or have completed, the appropriate declaration listed in the below table.

Self-clearing	Corrective action must be taken to rectify vehicle defects listed on this defect notice. There is no requirement to complete a declaration or return a Self-clearing notice for clearance.
Registered Operator Declaration	The Registered Operator/Authorised Representative must complete and sign the Registered Operator Declaration on the front of this Notice.
Defect Inspection OR Full Inspection	The vehicle must be presented to an Approved Inspection Station (AIS) of the type nominated. If the vehicle passes an inspection and is deemed to be no longer defective, an Authorised Examiner/Person will complete and sign the Defect Inspection and Full Inspection Declaration (and if applicable remove a defective vehicle label). A listing of LVAIS and HVAIS is available at www.transport.tas.gov.au/vehicles/vehicle_inspections or call 1300 13 55 13.

The completed heavy vehicle defect notice should be returned to the National Heavy Vehicle Regulator within 28 days of issue, otherwise action may be taken to suspend and subsequently cancel the vehicle's registration.

If a declaration is required to be completed, return the completed white copy of the notice:

By mail to:

NHVR
PO Box 1268
Launceston TAS 7250

Or scan and email: tasmania@nhvr.gov.au

Keep the pink copy for your records

NHVR0000-00

Attachment – NHVR Defective Vehicle Label/Sticker

NATIONAL HEAVY VEHICLE REGULATOR **SAFETY AND COMPLIANCE**

Heavy Vehicle National Law
Heavy Vehicle (Vehicle Standards) National Regulations

DEFECTIVE VEHICLE

As at the time and date of issue of this Defective Vehicle Label by a Safety and Compliance Officer, this vehicle was found to be in a defective condition and requires repairs or adjustments to comply with the legislation above.

This vehicle must not stand on or be driven on a road or road-related area unless it is compliant with conditions on the Defect Notice or for the purposes of re-inspection and clearance of the Defect Notice.

NHVR0293-01

Registration Number / Vehicle Identifier		Defect Notice Number	
Time of Issue	Date of Issue		
Vehicle Not to be Used After		Time	Date
Conditions			
Signature of Safety and Compliance Officer			
Safety and Compliance Officer ID No.			
Station / Location			
WARNING: It is an offence to remove or deface this Defective Vehicle Label without lawful authority. Penalties apply.			

Procedures for Clearing Major and Minor Defect Notices

How does a Heavy Vehicle Approved Inspection Station Clear a Defect?

1. Book the motorist in or, for a quick clearance, do it on the spot.
2. Ask the motorist for both copies (white and pink) of the Major or Minor HV defect notice.
3. If the motorist does not have them, or they have been lost, it is not possible to clear the defect. Therefore advise the motorist that there are two options:
 1. Find the defect notice
 2. For a NHVR issued heavy vehicle defect notice contact the NHVR via e-mail tasmania@nhvr.gov.au
1. Upon presentation, check that the vehicle presented is the vehicle described in the notice then check that each of the defects listed has been rectified or when required a full inspection has been conducted and passed.
2. Sign off by completing the Defect Inspections Declaration section of the defect notice and make sure the Vehicle Examiner (VE) number is clearly marked and the form stamped with the HVAIS Stamp.
3. Return both copies (white and pink) to the motorist and explain to the registered operator their obligation to send the top copy (white) to the NHVR for clearance.
4. In the case of Major Defects remove the NHVR Defective Vehicle label and destroy the label.

Do not place the sticker on the back of the defect notice.

What Procedure should be followed to return Cleared Defect Notices to the Department?

It is the responsibility of the of the registered operator to return the top copy (white) of the cleared defect notice to the NHVR at the following address:

<p style="text-align: center;">NHVR</p> <p style="text-align: center;">P O Box 1268</p> <p style="text-align: center;">LAUNCESTON TASMANIA 7250</p> <p style="text-align: center;">Or Scan and e-mail to: tasmania@nhvr.gov.au</p>
--

These Copies must reach the NHVR within 28 Days of the Defect being issued

Failure of the registered operator to send the completed notice will result in the suspension and subsequent cancellation of the vehicles registration. It is an offence to drive or use a vehicle with suspended or cancelled registration on a public street.

Attachments below show examples of defect notices. These show from self-clearing defect notices to Major defect notices.

What if other Defects are found when Clearing a Normal Defect Notice?

VEs are not authorised to issue defect notices.

If additional defects are found, the VE may point these out to the motorist and suggest repairs, but the vehicle may not be failed for these defects unless the defect notice has the 'full vehicle inspection' box ticked.

How does a Heavy Vehicle Approved Inspection Station advise the Department of additional defects?

It will occur from time to time that a vehicle will be found to have defects in addition to those listed on the defect notice and the full inspection requirement box has not been ticked.

If the motorist does not wish to have the additional defects rectified, the HVAIS cannot refuse to clear the defect notice.

In such cases, where a vehicle is known to be defective the following details should be forwarded to the AIS Compliance Unit in writing immediately by email to ais@stategrowth.tas.gov.au:

1. The Registration number of the vehicle.
2. Make and model.
3. Nature of the defect.
4. Date and time that the vehicle was seen being driven on a public street with the defect.
5. The location that the vehicle was being driven.
6. Name and contact details of VE or person advising of the defect.

This information is held in the strictest confidence and is sufficient for the Department to issue a 'call-in' notice. The Department should be advised of the vehicle registration and the nature of the defect. The Department may subsequently issue an official 'call-in' on the vehicle and require an inspection of the nominated defects.

If a full roadworthiness check is required, is additional documentation necessary?

Yes. The HVAIS must attach to the cleared defect notice a copy of a 'General Inspection Report' completed for the vehicle.

Note: The general inspection number must be in the Defect Inspection Declaration section of the defect notice.

What do I do if a Full Vehicle Inspection is required and I find additional defects?

When an HVAIS is dealing with a vehicle which has a defect notice stipulating that a 'Full inspection' is required, the following should occur:

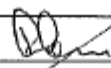
1. A 'General Inspection Form' must be completed for the vehicle.
2. The vehicle should be thoroughly inspected for both identity and compliance.
3. If no defects are found then the completed 'General Inspection Report' should be signed, the defect notice should be cleared, the defect label if fitted should be removed, the General Inspection Report and cleared defect notice given back to the registered operator for them to forward to the Department.
4. If additional defects are found, they should be reported on the General Inspection Report and cleared once repairs have been made.
5. The original defect order is not to be cleared until all the defects, that is - both those on the defect order and those on the General Inspection Report have been rectified.
6. Once all defects have been repaired, the defect notice can be cleared, the label if fitted must be removed and both the defect notice and general inspection form should be given to the registered operator for them to forward to the NHVR.

Attachment - Example of a Defect "Self-Clearance"

**NATIONAL HEAVY
VEHICLE REGULATOR**
SAFETY AND COMPLIANCE

Heavy Vehicle Defect Notice
Heavy Vehicle National Law (Tasmania)

Defect Notice No:
HV7XXXXXX

Vehicle Registration No. AB1234	State TAS	Expiry (Mth/Yr) 06/2019	Make and Model International S3600
Driver/Registered Operator John Smith		Licence No. C45678	State TAS
VIN/Chassis/Engine No.		Odometer Reading 987634	
Infringement Notice/Offence Report Issued		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time of Issue 16:21 hrs	Date of Issue 15/06/18	Street and Place of Issue Midland Highway Conara	
Vehicle unattended		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Nature of Inspection --- Random <input checked="" type="checkbox"/> Audit <input type="checkbox"/> Other <input type="checkbox"/> Periodic <input type="checkbox"/> Type of Inspection --- Visual <input checked="" type="checkbox"/> Detailed <input type="checkbox"/> Inspection Trailer <input type="checkbox"/>			
<input type="checkbox"/> I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the conditions prescribed under the Heavy Vehicle National Law (Tasmania), Heavy Vehicle (Vehicle Standards) National Regulations. <input checked="" type="checkbox"/> I have inspected the above heavy vehicle and have found a number plate of the vehicle is wholly or partly obscured, defaced or otherwise not legible.			
Repairs or adjustments are required to the sub-component group indicated by ✓ and the written defects described below.			
Brakes <input type="checkbox"/>	Suspension <input type="checkbox"/>	Steering <input type="checkbox"/>	Wheels/Tyres <input type="checkbox"/>
Emissions (smoke) <input type="checkbox"/>	Exhaust (noise) <input type="checkbox"/>	Tow Couplings <input type="checkbox"/>	Body Chassis <input type="checkbox"/>
Windscreen <input type="checkbox"/>	Speed Limiter <input type="checkbox"/>	Seats & Restraints <input type="checkbox"/>	Lights/Reflectors <input type="checkbox"/>
Oil/Fuel Leaks <input type="checkbox"/>		Warning Device <input type="checkbox"/>	
Other <input type="checkbox"/>			
How vehicle is defective: Obscured rear number plate			
SAMPLE ONLY			
Issued by (Signature) 		Date 15/06/2018 SCO ID No. AVE 5678	
Home Station/Headquarters L.H.		Associated Defect Notice No.	

Defect Notice Category: Self-clearing* ☒ Minor** ☐ Major*** ☐ Major Grounded**** ☐
 Defect Label attached: Yes ☐ No ☒ *See reverse of Notice for footnotes

The following conditions form part of this notice:

This vehicle may only be driven for Hrs/Day(s) from the time and date of issue of the defect notice.

Inspection Requirements

<input type="checkbox"/> Registered Operator Declaration	<input type="checkbox"/> Defect Inspection at:	<input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS)
<input checked="" type="checkbox"/> Self-clearing	<input type="checkbox"/> Full Inspection at:	<input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)

SEE REVERSE OF NOTICE FOR DETAILS OF DEFECT NOTICE CLEARANCE INSTRUCTIONS

Registered Operator Declaration

I, the Registered Operator/Authorised Representative declare that the vehicle faults listed in this Notice have been corrected.

Name of Registered Operator/Authorised Representative	Position of Representative (Organisation)	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Defect Inspection and Full Inspection Declaration

I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice, and where applicable General Inspection Report AB has been completed.

Signature	VE Number	Date	Station stamp
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Attachment - Example of a Minor Defect requiring Inspection

NATIONAL HEAVY VEHICLE REGULATOR SAFETY AND COMPLIANCE

Heavy Vehicle Defect Notice Heavy Vehicle National Law (Tasmania)

Defect Notice No:
HV7XXXXXX

Vehicle Registration No. AB 1234	State TAS	Expiry (MM/YY) 06/2019	Make and Model International 3800
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Driver/Registered Operator John Smith	Licence No. C 45678	State TAS	Odometer Reading 987634
---	-------------------------------	---------------------	-----------------------------------

VIN/Chassis/Engine No.	Infringement Notice/Offence Report Issued Yes <input type="checkbox"/> No <input type="checkbox"/>
------------------------	---

Time of Issue 16:21 hrs	Date of Issue 15/06/18	Street and Place of Issue Midland Highway Conara	Vehicle unattended Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
-----------------------------------	----------------------------------	--	---

Nature of inspection — Random ☒ Audit ☐ Other ☐ Periodic ☐ Type of inspection — Visual ☒ Detailed ☐ Inspection Trailer ☐

☒ I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the conditions prescribed under the Heavy Vehicle National Law (Tasmania), Heavy Vehicle (Vehicle Standards) National Regulations.

☐ I have inspected the above heavy vehicle and have found a number plate of the vehicle is wholly or partly obscured, defaced or otherwise not legible

Repairs or adjustments are required to the sub-component group indicated by ✓ and the written defects described below.	Brakes <input type="checkbox"/>	Suspension <input type="checkbox"/>	Steering <input type="checkbox"/>	Wheels/Tyres <input type="checkbox"/>	Oil/Fuel Leaks <input type="checkbox"/>
	Emissions (smoke) <input type="checkbox"/>	Exhaust (noise) <input type="checkbox"/>	Tow Couplings <input type="checkbox"/>	Body Chassis <input type="checkbox"/>	Warning Device <input type="checkbox"/>
	Windscreen <input checked="" type="checkbox"/>	Speed Limiter <input type="checkbox"/>	Seats & Restraints <input type="checkbox"/>	Lights/Reflectors <input checked="" type="checkbox"/>	Other <input type="checkbox"/>

How vehicle is defective:

**Inoperative left hand indicator, Cracked windscreen,
Tie rod end movement, Headlamp operation.**

Issued by (Signature) [Signature]	Date 15/06/2018	SCO ID No. AUE 5678
Home Station/Headquarters Ltn	Associated Defect Notice No.	

Defect Notice Category: Self-clearing* ☐ Minor** ☒ Major*** ☐ Major Grounded**** ☐

Defect Label attached: Yes ☐ No ☒ *See reverse of Notice for footnotes

The following conditions form part of this notice: Daylight hours use only until head lamp is rectified

This vehicle may only be driven for **Three** Hrs/Day(s) from the time and date of issue of the defect notice.

Inspection Requirements

<input type="checkbox"/> Registered Operator Declaration	<input checked="" type="checkbox"/> Defect Inspection at:	<input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS)
<input type="checkbox"/> Self-clearing	<input type="checkbox"/> Full Inspection at:	<input checked="" type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)

SEE REVERSE OF NOTICE FOR DETAILS OF DEFECT NOTICE CLEARANCE INSTRUCTIONS

Registered Operator Declaration

I, the Registered Operator/Authorised Representative declare that the vehicle faults listed in this Notice have been corrected.			
Name of Registered Operator/Authorised Representative	Position of Representative (Organisational)	Signature	Date 1/1

Defect Inspection and Full Inspection Declaration

I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice, and where applicable General Inspection Report AB _____ has been completed.		
Signature [Signature]	VE Number 3168	Date 17/06/2018

SMITHS GARAGE
AIS 124
Midland Highway, Pontville

Attachment - Example of a cleared Major Defect

NATIONAL HEAVY VEHICLE REGULATOR SAFETY AND COMPLIANCE

Heavy Vehicle Defect Notice Heavy Vehicle National Law (Tasmania)

Defect Notice No:
HV7XXXXXX

Vehicle Registration No. AB 1234	State TAS	Expiry (Mth/Yr) 06/2019	Make and Model International S3400
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Driver/Registered Operator John Smith	Licence No. C45678	State TAS	Odometer Reading 987634
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VIN/Chassis/Engine No.	Infringement Notice/Offence Report Issued Yes <input type="checkbox"/> No <input type="checkbox"/>
------------------------	---

Time of Issue 16:21 hrs	Date of Issue 15/06/18	Street and Place of Issue Midland Highway Conara	Vehicle unattended Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
-----------------------------------	----------------------------------	--	---

Nature of Inspection — Random ☒ Audit ☐ Other ☐ Periodic ☐ Type of Inspection — Visual ☐ Detailed ☐ Inspection Trailer ☒

☒ I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the conditions prescribed under the Heavy Vehicle National Law (Tasmania), Heavy Vehicle (Vehicle Standards) National Regulations.

☐ I have inspected the above heavy vehicle and have found a number plate of the vehicle is wholly or partly obscured, defaced or otherwise not legible

Repairs or adjustments are required to the sub-component group indicated by ✓ and the written defects described below.	Brakes <input checked="" type="checkbox"/>	Suspension <input checked="" type="checkbox"/>	Steering <input checked="" type="checkbox"/>	Wheels/Tyres <input type="checkbox"/>	Oil/Fuel Leaks <input checked="" type="checkbox"/>
	Emissions (smoke) <input type="checkbox"/>	Exhaust (noise) <input type="checkbox"/>	Tow Couplings <input type="checkbox"/>	Body Chassis <input type="checkbox"/>	Warning Device <input type="checkbox"/>
	Windscreen <input type="checkbox"/>	Speed Limiter <input type="checkbox"/>	Seats & Restraints <input type="checkbox"/>	Lights/Reflectors <input type="checkbox"/>	Other <input type="checkbox"/>

How vehicle is defective:

Axle 1 Brake imbalance, Excessive movement of drag link end, Excessive movement at spring shackles bushes, Oil leak at 3rd axle.

Issued by (Signature) [Signature]	Date 15/06/2018	SCO ID No. ME 5678
Home Station/Headquarters hbn	Associated Defect Notice No.	

Defect Notice Category: Self-clearing* ☒ Minor** ☐ Major*** ☒ Major Grounded**** ☐

Defect Label attached: Yes ☒ No ☐

*See reverse of Notice for footnotes

The following conditions form part of this notice:

This vehicle may only be driven for **20** Hrs/Day(s) from the time and date of issue of the defect notice.

Inspection Requirements

<input type="checkbox"/> Registered Operator Declaration	<input type="checkbox"/> Defect Inspection at:	<input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS)
<input type="checkbox"/> Self-clearing	<input checked="" type="checkbox"/> Full Inspection at:	<input checked="" type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)

SEE REVERSE OF NOTICE FOR DETAILS OF DEFECT NOTICE CLEARANCE INSTRUCTIONS

Registered Operator Declaration

I, the Registered Operator/Authorised Representative declare that the vehicle faults listed in this Notice have been corrected.

Name of Registered Operator/Authorised Representative	Position of Representative (Organisation)	Signature	Date
			1/1

Defect Inspection and Full Inspection Declaration

I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice, and where applicable General Inspection Report AB **23456** has been completed.

Signature [Signature]	VE Number 3168	Date 17/06/2018
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Call-In Letters

What is a Vehicle Call-In?

When a vehicle is reported to the Department by members of the public as allegedly being un-roadworthy or not complying with regulations, it can be directed to a HVAIS for a “Vehicle call-in” Inspection. The registered operator will be sent a letter and inspection report (examples shown in this chapter) that they are required to show to the VE. The VE will be required to inspect the vehicle to see if the alleged faults are present, similar to clearing a Vehicle Defect Notice.

Procedures for conducting a full roadworthiness inspection when requested on a Vehicle Call-In notice?

How does a HVAIS conduct a full roadworthiness inspection when requested on a vehicle call-in:

1. Book a motorist in for inspection.
2. Ask the motorist for the letter which was sent out by the Department.
3. If the motorist does not have the letter or it has been lost, it is not possible to undertake the inspection. Therefore, advise the motorist that they will need to contact Registration & Licensing Services on 6166 4869 to obtain a copy.
4. Upon presentation, check that the vehicle presented is the vehicle described in the letter then conduct a full roadworthiness inspection of the vehicle.
5. If defects are evident, the VE is to advise the registered operator and under no circumstances is the inspection report to be signed off until the defects have been rectified.
6. Fill out a General Inspection Report as outlined in Chapter 10 of this manual. If the vehicle passes the inspection record it as “passed” on the General Inspection Report.
7. If the vehicle has failed the inspection write in all defects on the General Inspection Report and record the inspection as “failed” on the vehicle call-in notice and give second copy of the report only to the motorist.
8. When the vehicle is presented for a re-inspection, check that all defects written in the General Inspection Report have been rectified and record the re-inspection as “passed”.
9. Sign off the letter in the space required with your VE number and AIS stamp, including the General Inspection Report number entered in the space provided. Attach the top copy of the General Inspection Report to the letter.
10. The letter is then given back to the motorist to forward to the Department for clearance.

What Procedure should be followed to return a Cleared Call-In to the Department

It is the responsibility of the registered operator to return the 2nd page of the call-in letter to the Department at the following address:

Attn: Registration & Licensing Services Department of State Growth
GPO Box 1002
HOBART TAS 7001

Failure of the registered operator to send the completed call-in notice, as above, will result in the suspension and or the cancellation of the vehicles registration. It is an offence to drive a vehicle with suspended or cancelled registration.

Attachment - Sample Call-In Letter

Department of State Growth

Registration and Licensing Services

GPO Box 1002, Hobart TAS 7001

Ph.: 1300 13 55 13

Email: vehicle.callins@stategrowth.tas.gov.au

Web:

www.stategrowth.tas.gov.au File

John Citizen I Main St
MAIN TOWN TAS 7999

VEHICLE INSPECTION CALL-IN NOTICE

International prime mover AB1234

Our records show that you are the registered operator of the above vehicle.

I have received information that the vehicle may not be in a safe or roadworthy condition due to; Inefficient exhaust system

Under Section 50 of the *Vehicle and Traffic Act 1999*, within 14 days of receipt of this Notice you are required to -

- produce the vehicle for a full roadworthiness inspection and provide the Vehicle Inspection Report (on the reverse of this letter) at an Approved Inspection Station (AIS); and
- return the completed Vehicle Inspection and General Inspection Reports to the Vehicle Standards Unit, irrespective of whether the vehicle passes or fails the inspection.

The fee for the inspection will be determined by the AIS.

The vehicles registration may be suspended if the Vehicle Inspection and General Inspection Reports are not returned within the required timeframe, or the vehicle fails the inspection.

If you are unable to comply within the required time you may request an extension. This must be applied for at least 24 hours before the due date. If it is reasonable to do so, an extension of time will be allowed, and you will be notified of the details of the rescheduled inspection.

Alternatively, you may simply cancel the vehicles registration by returning the number plates to any Service Tasmania Shop or Police Station before the end of the 14 day period.



Martin Crane

REGISTRAR OF MOTOR VEHICLES

20 July 2017

AIS locations

www.transport.tas.gov.au/vehicles/vehicle_inspections/ais_locations

ITGGC 1300 13 55 13

VEHICLE INSPECTION

To be completed by Authorised Vehicle Examiner.

I have conducted a full roadworthiness inspection on an **International prime mover** registration number **AB 1234**, on ____/____/____ and the vehicle **passed/failed*** the inspection. General Inspection Report AB_____ has been completed. Particular attention was given to the alleged faults of **Inefficient exhaust system**.

.....

Signature of Authorised Vehicle Examiner

.....

Number

.....

AIS Stamp

* Please cross out whichever is not applicable

Note to the registered operator:

It is your responsibility to forward this Report, and the General Inspection Report within the required time when completed by the Authorised Vehicle Examiner to:

**Attn: Registration and Licensing Services
Department of State Growth
GPO Box 1002
HOBART TAS 7001.**

Chapter 10

General Inspections

Types of General Inspections

What is a General Inspection?

A general inspection is an inspection of a vehicle which is already registered in Tasmania, carried out by a Heavy Vehicle Approved Inspection Station (HVAIS) on behalf of the Department for reasons other than Pre-registration or defect clearance.

Is there a special form for a General Inspection?

Yes, a separate form is required for a general inspection. These forms are available from the Department in books of 20 for \$200.00 (includes GST). They are in triplicate with similar arrangements applying to pre-registration forms, i.e.:

- top copy for motorist to return to the Department,
- second copy for motorist to retain,
- third copy to be retained by the AIS.

What is the Fee for a General Inspection?

There is no set fee for a general inspection. The fee is to be determined by the HVAIS with the motorist. The AIS is required to provide an estimate to the motorist for the initial and any subsequent inspections associated with completing the General Inspection Report. The fee should be aligned to the hourly rate of the AIS stations workshop.

Do I have to complete a full Roadworthiness Inspection for all General Inspections?

Yes, you are required to conduct a full roadworthiness inspection where a “General Inspection” report is required to be completed by a VE.

What are some Examples of General Inspections?

The following are examples where a general inspection report is required:

- Inspection and notification of a standard engine replacement.
- Final inspection following approval in principle for modifications.
- Full identity and compliance inspection as ordered by Police/Transport Inspectors.
- Driving Instructor vehicle inspections.
- Dangerous Goods vehicle inspections.
- Federal Interstate registration.
- Full roadworthiness for defect clearance.

Completing the General Inspection Report

What General Requirements are there for completing the Inspection Report

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 HVAIS. Repeated preparation of illegible Inspection Reports may result in the VE and possibly the HVAIS being sanctioned.

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. The Vehicle Examiner (VE) must initial all corrections and include their VE number.

No white out or correction fluid to be used.

Filling in the General Inspection Report

Reason for Inspection

'Engine Replacement' – This refers to any registered vehicle that has had an engine replacement.

'Specialist modification/repair' – This refers to seating, lighting, body etc.

'Dangerous Goods' - this refers to vehicles that require annual full roadworthiness Dangerous Goods Inspections.

'Full roadworthiness inspection' -This refers to any vehicle that requires a full inspection as a result of a defect notice being issued requesting a full roadworthiness inspection.

'Other'- This could refer to a number of different inspections, which could be recorded as follows:

- Body change,
- Colour change,
- Driving Instructor vehicle inspection,
- Dangerous Goods vehicle inspection,
- Federal Interstate registration.

Registered operator

Name and address of registered operator to be completed.

Vehicle Details

Registration Number – Current registration number of vehicle.

Month & year

Insert month & year from identification (Compliance) plate.

State

State vehicle registered in.

Make

The make of the vehicle, e.g. Mack, Isuzu, or Kenworth.

Model

Model of vehicle.

GVM/GCM

If applicable.

Vehicle Identification Number (VIN)

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

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

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 0~
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.

Seating capacity

Record seating capacity from identification (compliance) plate.

Engine Number

If the engine or engine number has not been changed, then the engine number displayed should be written as the engine number under Vehicle Details.

If the engine has been changed and the old engine number is not known, then unknown is to be written in as the engine number under Vehicle Details.

If the engine number has been changed, the old engine number should be written in the box marked 'old engine number' and the new engine number should be written in the box marked 'new engine number'.

Cylinder/Rotor

Write in the number of cylinders/rotors of the engine.

Capacity

Record engine capacity (motorcycles only).

Odometer

Record odometer reading, do not round up or down.

Old engine number if known

Only required if an engine change.

Type of Inspection

Tick the type of inspection.

Description of Modification/Engine Change (If applicable)

If the vehicle has been modified write the State the mod plate is issued in, the codes upon the mod plate and the serial number upon the mod plate. Attach copies of relevant documents the owner has regarding certification of the modification/s to the AB Inspection Report.

Engines must be fitted in accordance with Original Equipment Manufacturer guidelines (OEM engines are the only instances certified by General Inspection AB without issue of a modification plate).

Note: The present computer program only provides 20 spaces for recording of the engine number. If the engine number has more than 20 characters, only record the last 20 on the form. The Mercedes Benz is an example of a vehicle, which has more than 20 characters.

Inspection report

Indicate whether vehicle:

- Passed inspection
- Failed inspection
- Passes second inspection

Reason for failure

- Document reasons for failure
- Date failed
- VE number

Vehicle passed inspection

- Complete declaration
- Stamp AIS stamp in Stamp of Approval

Inspection Procedure for a General Inspection Report

1. Arrange a time for the motorist to have the vehicle inspected.
2. Arrange with the motorist to wait while the inspection is undertaken or to drop the vehicle off and collect it later.
3. Advise the motorist of the cost of the general inspection.
4. On the vehicle being presented, get the pad of Inspection Reports and place the cardboard backing sheet behind a set of three copies.

5. Ascertain why the vehicle is to be inspected and if necessary check any written documentation such as import approvals, the Department letters of approval or the Department instructions to the VE, i.e. Conditions if a conditional registration.
6. Undertake the vehicle identity inspection entering details on the Inspection Report.
7. Undertake the compliance inspection in accordance with the “Reasons for rejection” as outlined in the Heavy Vehicle Inspection Manual.
8. Undertake the compliance inspection in accordance with the checklist shown in this chapter. Inspection Stations may wish to copy the checklists shown in the front of the Heavy Vehicle Inspection Manual.

If the vehicle passes:

- Stamp the form
 - Mark the Inspection Report with a tick in the “passed inspection” box and
 - Sign and date, and include the time inspection was undertaken
9. Give the top two copies to the motorist and advise the motorist to take the top copy to the nearest Service Tasmania shop to complete the transaction.
 10. Retain the third copy in the book.

If the vehicle fails:

- Mark the Inspection Report with a tick in the failed box
 - List the defects together with the date, time and the VE’s number and
 - Sign the “reasons for failure”
11. Alternatively the motorist may wish to repair the defects themselves or take the vehicle elsewhere. In this case, do not sign the inspection report off but instead retain the top copy and give the second copy to the motorist.
 12. When the motorist returns with the vehicle repaired, check all the defects have been repaired and replace the second copy under the top copy and proceed with steps 8, 9 & 10.
 13. Retain all bottom copies of inspection reports for future audit.

Note: The inspection report must not be pre-stamped or pre-signed. The Approved Inspection Station stamp is only to be used when a vehicle passes inspection. The VE must only sign the inspection report when the vehicle has passed and must clearly write his/her VE number in the place allocated on the inspection report.

Engine Change

There are currently two types of engine changes:

TYPE 1: Direct exchange or original manufactures optional engine for exact same make/model/variant. These can be approved by a HVAIS via a General Inspection Report (AB) process.

TYPE 2: Non-standard change. This must be referred to an AVC for formal modification certification as different from original manufacturer specifications. This process confirms that the engine is completed in accordance with the requirements for National Code of Practice – VSB I4.

Full Roadworthiness Inspection

Where a Police officer or Transport inspector requests a full roadworthiness inspection as a result of a defect notice being issued the procedure is as follows:

- VE conducts full inspection of vehicle.
- If vehicle passes inspection, clear defect as outlined in chapter 9 of this manual.

- If vehicle fails inspection complete 'General Inspection Report' as outlined in chapter 8 of this manual and follow the procedure outlined to pass vehicle for inspection.

Note: Defect notices are not to be cleared until all defects have been rectified.

Inspection in Relation to a Driving School Vehicle

Where driving instructor vehicles require a scheduled twelve monthly inspection, a HVAIS may undertake this type of inspection.

A general inspection report is to be completed – the inspection type 'driving instructor vehicle' is to be recorded under OTHER in TYPE OF INSPECTION.

A full roadworthiness inspection is to be conducted. Any defect, which meets reason for rejection under the 'Heavy Vehicle Inspection Manual', must be recorded as failed.

Once passed the VE will affix a 'Vehicle Inspection Label' to the left hand side of the inner side of the rear window of the vehicle. This will indicate when the inspection certificate expires 12 months from the date of inspection.

Note: A whole punch is to be used indicating the month and year.

Operator is given middle copy.

HVAIS is to forward top copy to Registration & Licensing Services within seven days of inspection.

Inspections in Relation to a Dangerous Goods Vehicle

Where a dangerous goods operator requires a dangerous goods inspection a HVAIS may undertake this type of inspection.

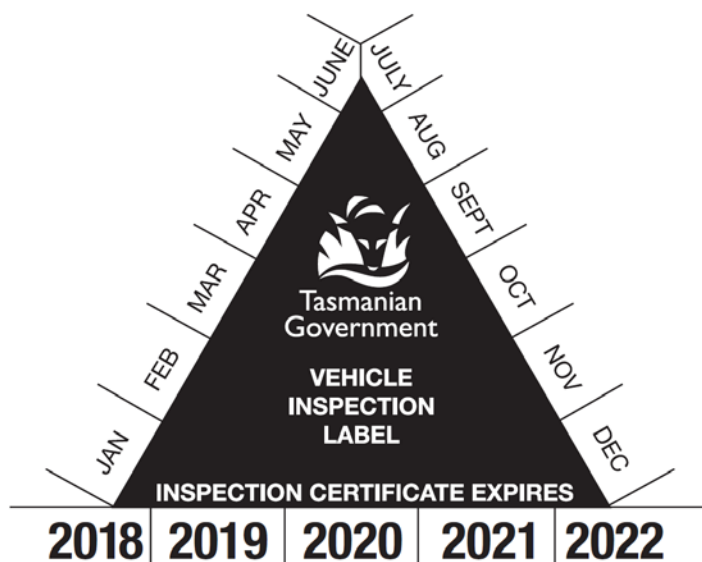
A General Inspection Report is to be completed. A full roadworthiness inspection, which is to include a turntable/king pin check of prime movers and trailers is to be conducted. Any defect, which meets reason for rejection under the 'Heavy Vehicle Inspection manual', must be recorded as failed.

Once passed, the VE will affix a 'Vehicle Inspection Label' to the left hand side of the inner side of the front window of the vehicle, or in the case of a trailer, at the rear in close proximity of the number plate. This will indicate when the inspection certificate expires 12 months from the date of inspection.

Note: A whole punch is to be used indicating the month and year.

Operator is given middle copy.

HVAIS is to forward top copy to Registration and Licensing Services within seven-days of inspection.



REG. No

DATE INSP.

INSPECTED BY

PLACE

Heavy vehicles that pick up goods in one jurisdiction and deliver it to another jurisdiction are exempt from the payment of stamp duty if they make application for Federal interstate registration. These vehicles will display a green and gold registration plate with the following prefix followed by numbers;

- TV – Heavy Vehicles
- TT – Heavy trailers

Inspections in Relation to Federal Interstate Vehicles

NOTE: No new vehicles will be able to enter the Federal Interstate Registration Scheme (FIRS) after 30 June 2018 and all existing FIRS vehicles will be transferred to NHVR registration on expiry during 2018/2019.

Where a federal interstate operator requires a full roadworthiness inspection a HVAIS may undertake this type of inspection.

A general inspection report is to be completed. The inspection type 'Federal Interstate vehicle' is to be recorded under 'OTHER' in 'TYPE OF INSPECTION'.

A full roadworthiness inspection, which is to include a turntable/king pin check of prime movers and trailers is to be conducted. Any defect, which meets reason for rejection under the 'Heavy Vehicle Inspection manual', must be recorded as failed.

Once passed the operator is given middle copy.

HVAIS is to forward top copy to Registration and Licensing Services within seven-days of inspection.

Attachment - Example of a completed General Inspection Report for an Engine Replacement Inspection

Tasmanian Government

GENERAL INSPECTION REPORT (for currently registered vehicles only)

AB

Privacy Statement: Personal information we collect from you for Registration and Licensing purposes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Motor and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, a not-for-profit company, the Motor Accident Insurance Board, vehicle manufacturers (body marks, serial, chassis and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for that service, subject to provide this information may result in your application not being processed or records not being properly maintained.

REGISTERED OPERATOR present this form to any Service Tasmania Shop within 7 days (not applicable to Dangerous Goods Inspections)

NAME ACME Motors
ADDRESS 1 Main Street, New Town

VEHICLE DETAILS

REGISTRATION NUMBER A B 1 2 3 4 MONTH & YEAR 2/12 STATE TAS
MAKE Isuzu MODEL MPR CABA / CDM 16 06/24 06
VIN 1 A A M P R 0 L 1 G 3 E M 0 0 0 1 MANUFACTURED SEATING 2
ENGINE NO. 6B01-12345 CYLINDER / ROTORS 6 SEATING CAPACITY 2
COUNTRY 123, 456 OLD ENGINE NUMBER IF KNOWN 6B01-12222 CAPACITY 5.0L

TYPE OF INSPECTION ☒ ENGINE REPLACEMENT
☐ SPECIALIST MODIFICATION/REPAIR (e.g. Lighting, Body)
☐ FULL ROADWORTHINESS INSPECTION
☐ DANGEROUS GOODS
☐ OTHER (Please Specify) _____

Description of Modification/Engine Change (if applicable)

INSPECTION CHECK LIST - To be completed for all inspections:

	1ST	2ND		1ST	2ND		1ST	2ND
	NSP	NSP		NSP	NSP		NSP	NSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W/SCREEN WIPERS W/SCREENS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEAD, TAIL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODYWORK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TURNABLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RING PIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION ☒ FAILED INSPECTION ☐ PASSED SUBSEQUENT INSPECTION ☐

Reason for Failure _____
DATE FAILED 1 / 1 VET NO _____

INSPECTED THE ABOVE VEHICLE ON 2/3/19
AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS
OF THE VEHICLE AND TRAFFIC ACT (1999) AND THE REGULATIONS TO BE ACCEPTABLE FOR
REGISTRATION
SIGNATURE John Chiriac VET NUMBER 123

SMITHS GARAGE
INSPECTION STATION
AIS 124
Midland Highway,
Only if valid for inspection

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Registration & Licensing Services, GPO Box 536 Hobart 7001.
Service Tasmania Please return this form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days

ORIGINAL:

GENERAL INSPECTION REPORT (for currently registered vehicles only)

AB

Tasmanian Government

Privacy Statement: Personal information we collect from you for Registration and Licensing purposes will be used by the Register of Motor Vehicles for that purpose and may be used for other purposes permitted by the Information and Data Act 2008 and associated laws. Your personal information may be disclosed to contractors and agents of the Register of Motor Vehicles, enforcement agencies, the Motor Accident Insurance Board, 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 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.

REGISTERED OPERATOR present this form to any Service Tasmania Shop within 7 days (not applicable to Dangerous Goods Inspections)

NAME ACME Services Pty
ADDRESS 2 Main Street, New Town

VEHICLE DETAILS

REGISTRATION NUMBER AB1222 MONTH & YEAR 2/06 STATE TAS
MAKE Isuzu MODEL MPR VIN / CHN 1644
VIN 1AABR2241L143249123 MANUFACTURED SEATING 2
ENGINE NO. 419876 CYLINDER / VALVES 6 SEATING CAPACITY 2
GEOMETRY 123, 456 OLD ENGINE NUMBER IF SWAP CAPACITY 4

TYPE OF INSPECTION

☐ ENGINE REPLACEMENT
☐ SPECIALIST MODIFICATION/REPAIR (e.g. Lighting, Body)
☒ FULL ROADWORTHINESS INSPECTION
☐ DANGEROUS GOODS
☐ OTHER (Please Specify)

Description of Modification/Engine Change (if applicable)

INSPECTION CHECK LIST - To be completed for all inspections

	1ST	2ND		1ST	2ND		1ST	2ND
	NSP	NSP		NSP	NSP		NSP	NSP
BRKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W/SCREEN/WIPERS/WASHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEAD, TAIL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODYWORK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TURNABLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RING PIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION ☒ FAILED INSPECTION ☐ PASSED SUBSEQUENT INSPECTION ☐

Reason for Failure DATE FAILED 1 / 1 V.E. NO

John Citizen INSPECTED THE ABOVE VEHICLE ON 2/3/19
AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS
OF THE VEHICLE AND TRAFFIC ACT (1999) AND THE REGULATIONS TO BE ACCEPTABLE FOR
REGISTRATION.
SIGNATURE [Signature] V.E. NUMBER 123

SMITH'S GARAGE
INSPECTION STATION

AIS 124

Midland Highway,
Bassville

Only if vehicle is inspected

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Registration & Licensing Services, GPO Box 536 Hobart 7001.
Service Tasmania Please return this Form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days.

ORIGINAL

Attachment - Example of a General Inspection Report for Dangerous Goods Inspection

Tasmanian Government

GENERAL INSPECTION REPORT (for currently registered vehicles only)

AB

Privacy Statement: Personal information we collect from you for Registration and Licensing purposes will be used by the Registrar of Motor Vehicles for that purpose and may be provided for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (quality 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 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.

REGISTERED OPERATOR: present this form to any Service Tasmania Shop within 7 days (not applicable to Dangerous Goods inspections)

NAME ACME Petroleum
ADDRESS 3 Petroleum Street, New Town

VEHICLE DETAILS

REGISTRATION NUMBER AA1122 MONTH & YEAR 2/10 STATE TAS
NAME ISUEN MODEL MPR GVM / GCM 11,440 / 32,440
VIN JAAMPRZL1G3E01122 MANUFACTURED SEATING 2
ENGINE NO. 6801 12345 CYLINDERS/ROTORS 6 SEATING CAPACITY 2
ODOMETER 123,456 OLD ENGINE NUMBER IF 2 CYLINDERS 5-2L

TYPE OF INSPECTION

☐ ENGINE REPLACEMENT
☐ SPECIALIST MODIFICATION/UPGRADE (e.g. Lighting, Body)
☒ FULL ROADWORTHINESS INSPECTION
☐ DANGEROUS GOODS
☐ OTHER (Please Specify) _____

Description of Modification/Engine Change (if applicable)

INSPECTION CHECK LIST - To be completed for all inspections

	1ST	2ND		1ST	2ND		1ST	2ND
	INSP	INSP		INSP	INSP		INSP	INSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WIPER/WIPERS/WASHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEAD/TAIL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODYWORK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TURNTABLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RING PIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION ☒ FAILED INSPECTION ☐ PASSED SUBSEQUENT INSPECTION ☐

Reason for Failure: _____
DATE FAILED 1 / 1 VENDOR _____

John Green INSPECTED THE ABOVE VEHICLE ON 3/4/19
AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS
OF THE VEHICLE AND TRAFFIC ACT (1999) AND THE REGULATIONS TO BE ACCEPTABLE FOR
REGISTRATION.
SIGNATURE John Green VE. NUMBER 123

SMITH'S GARAGE
INSPECTION STATION
AIS 124
Midland Highway,
Bentley
Only if with a Dangerous Goods Inspection

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Registration & Licensing Services, GPO Box 536 Hobart 7001.
Service Tasmania Please return this Form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days

ORIGINAL

Chapter 11

Large Passenger Vehicle operating as a Passenger Transport Service (Formally LPPVs)

What is a Large Passenger Vehicle?

A “large passenger vehicle” is defined under the Passenger Transport Services Act 2011 as “a motor vehicle with 10 or more seats”.

Accredited Operator

Operators of LPV's must be accredited under the Transport Passenger Services Accreditation Scheme. It is a requirement that they carry a certificate of accreditation in their vehicle issued under the Passenger Transport Service (PTS) Act 2011.

Under no circumstances are HVEs to conduct an LPV inspection without firstly sighting the accreditation certificate or having evidence that they are an accredited operator including their accreditation number.

It is not necessary for HVEs to satisfy themselves if the conditions of accreditation are being met or if the audit due date or NPC due date are current.

What is an Inspection Report for Large Passenger Vehicles?

An Inspection Report for Large Passenger Vehicle (LPV) is a report of an inspection conducted by a Vehicle Examiner (VE) of large buses, which are registered in Tasmania that requires a scheduled inspection. These can be carried out by a Heavy Vehicle Approved Inspection Station (HVAIS) on behalf of the Department.

Is there a Special Form for an Inspection Report for Large Passenger Vehicles?

Yes, a separate form is required for an LPV inspection. These forms are available from the Department in books of 20 for \$200.00 (includes GST). They are in triplicate with similar arrangements applying to pre-registration forms, i.e.:

- Top copy for AIS to return to the Department.
- Second copy for motorist to retain unless it's an initial inspection. The form then needs to be taken to Service Tasmania for the vehicle for the purposes of registration.
- Third copy to be retained by the HVAIS.

Scheduled Inspections for Large Passenger Vehicles

Depending on the requirements of the accreditation scheme, LPV's must have either a scheduled six or twelve monthly inspection and must pass that inspection.

How will I know when the Vehicle is Scheduled for Inspection?

It is the responsibility of the accredited operator to ensure that the LPV remains at all times under current inspection. From this they will arrange to book the LPV in for its scheduled inspection.

Additionally all LPV's display a 'Vehicle Inspection Label' on the left hand side of the inner side of the front window of the vehicle, which indicates when the inspection certificate (label) expires.

Samples of vehicle inspection labels are shown in this chapter.

Inspection Criteria

Inspection criteria for LPVs are

Less than 12 months – initial inspection

12 months to 15 years – 12 months

Greater than 15 years – 6 months

The age limit of the LPV is determined by the month/year specified on the vehicle identification plate.

What is the Fee for an Inspection?

There is no set fee for an inspection. Fees are covered in chapter 5 of this manual.

Inspections in Relation to Large Passenger Vehicles Who can Conduct a Large Passenger Vehicle Inspection?

VEs who have attended both the TasTAFE and the Department training on LPV's are authorised to conduct LPV inspections.

Note: If the VE has a vested interest in the LPV, or has conducted any maintenance repairs to the LPV since it's last scheduled inspection, that VE cannot conduct an inspection of that vehicle for the purpose of its LPV inspection.

Inspection Process

1. Site Accreditation certificate.
2. Conduct inspection of LPV.
3. An inspection report is to be completed.
4. Any defect, which meets reason for rejection under the 'Heavy Vehicle Inspection manual', must be recorded as failed and recorded under 'reason for failure.'
5. VE's are to nominate that the failed inspections was either fail or non-conformance critical.
6. Once the vehicle has passed inspection, the VE will affix a 'Vehicle Inspection Label' to the left hand side of the inner side of the front window of the vehicle, which will indicate when the inspection certificate expires.
7. Operator is given middle copy.
8. HVAIS is to forward top copy to AIS Compliance Unit within 7 days (5 business days) of inspection.

If the vehicle is presented for its first time inspection, the operator is to be advised that they must take their copy to Service Tasmania for MAIB upgrade.

Completing the Inspection Report

What General Requirements are there for completing the Inspection Reports? 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 HVAIS.

Repeated preparation of illegible Inspection Reports may result in cancellation of the HVAIS contract.

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. The VE must initial all corrections and include their VE's number.

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

Filling in the Inspection Report for Large Passenger Vehicles

Reason for Inspection

'Large bus' – This refers to either a six or twelve monthly inspection of the vehicle.

Accredited Operator Details

Name and address of accredited operator to be completed. Accreditation number of operator.

Place vehicle inspected.

Note: A certificate of accreditation that displays the accredited operators name and number must be displayed in the vehicle.

Vehicle Details

Current registration number of vehicle.

The make of the vehicle, e.g. Hino, Leyland, MAN.

The model of the vehicle, e.g. RBI45. Month and year of vehicle.

Odometer reading of vehicle. Manufactured seating capacity. Child seating capacity.

Adult seating of vehicle.

VIN must be completed if vehicle is unregistered or has no registration plates. Standing Capacity.

Note: Manufactured seating (The number of seats the vehicle was originally constructed with, unless the number of seats has increased to be greater than when first manufactured, then the increased number is taken to be the manufactured seating capacity)

Inspection Checklist

Complete inspection checklist ☒ if passes, or ☐ if fails.

There are two columns, the second column is only to be used on a re-inspection.

Inspection Report

Tick Passed Inspection if vehicle passes inspection. Tick Failed Inspection if vehicle fails inspection.

Non Conformance Critical - tick if vehicle failed as a result of Non Conformance Critical.

Note: Non- conformance critical defects are covered in this chapter.

Tick Passed subsequent inspection if vehicle passes second or subsequent inspection.

Label Number

Insert inspection number recorded on inspection label.

Next Inspection Due

Indicate when the next inspection is due; this could be either in six or twelve months' time.

Reason for Failure

Document all defects.

Date failed.

VE number

Declaration

Once vehicle passes inspection VE's fill out the declaration, which includes date, signature and VE number.

VE stamps both copies of inspection report.

A sample of a completed LPV inspection report is shown in this chapter.

Note: The inspection report must not be pre-stamped or pre-signed. The Approved Inspection Station stamp is only to be used when a vehicle passes inspection. The VE must only sign the inspection report when the vehicle has passed and must clearly write his/her VE number in the place allocated on the inspection report.

What is a Non-Conformance – Critical Defect?

This is a major defect and is to be recorded as such. These can be assessed by referring to the Passenger Vehicle Non-Conformance Critical Criteria in this chapter.

What is the Procedure for Recording a Non-Conformance - Critical Inspection?

In the event that a non-conformance critical defect is identified as part of the inspection, the following procedure is to apply;

1. Advise and show the defects to the driver.
2. Remove the current Vehicle Inspection label from the left hand side of the inner side of the rear window of the vehicle, and destroy.

Safety Equipment

As part of the scheduled inspection the following safety equipment is to be inspected and tested as part of the scheduled inspection.

Brakes

It is a requirement that VEs conduct:

- A brake efficiency test of all service brakes including the park brake for all LPVs that have a seating capacity of 13 or more seats including the driver.
- A split test of dual circuit braking systems for all LPVs that have a seating capacity of 13 or more seats including the driver.
- If an LPV has a seating capacity 12 or less seats the static brake inspection process applies.

School bus flashing lights (if fitted)

School bus flashing lights are to be checked for compliance, this is covered in section 12 of the Heavy Vehicle Inspection manual.

Fire Extinguisher

Fire extinguishers are to be tested for compliance; this is covered in section 12 of the Heavy Vehicle Inspection manual.

Emergency exit

Emergency exits are to be checked for compliance, this is covered in section 12 of the Heavy Vehicle Inspection manual.

Seating

The operational seating capacity of the vehicle is equal to its adult seating capacity, with the following qualifications:

- Any 3 children being carried on that PTS vehicle are to be counted as 2 passengers if none of those children has attained the age of 12 years, commonly referred to as the three to two rule.
- A child being carried on that public passenger vehicle need not be counted as a passenger if the child has not attained the age of 5 years and is being carried on the lap of another person

Recording of seating capacity;

VEs are to record the seating capacity both 'child seating', 'adult seating' and Manufacturers seating capacity in the 'Vehicle details' of the Inspection Report.

Any changes to existing standing capacity need to be highlighted by VEs to ensure these changes are picked up by the Transport Operator Accreditation Team.

This can be assessed using the 'Calculating the seating capacity for buses' in this chapter.

Note: Manufactured seating (the number of seats the vehicle was originally constructed with, unless the number of seats has increased to be greater than when first manufactured, then the increased number is taken to be the manufactured seating capacity).

Operational Capacity;

The 'Operational Capacity' of a PTS vehicle is the sum of its 'Operational Seating Capacity' and the 'Operational Standing Capacity' as determined under the *Passenger Transport Services Act 2011*.

The Regulations require all PTS vehicles to prominently display inside the vehicle both the operational seating capacity in terms of the number of adult seats available for passengers, and the operational standing capacity (if greater than zero) of the vehicle. For the purposes of this guideline, prominently means in letters at least 25 millimeters high and in clear contrast with the background, and located in such a position that it is clearly viewed by passengers entering the bus.

When a PTS vehicle is presented for its first time inspection VEs will be required to calculate both the seating and standing capacity for that vehicle. This can be assessed using the 'Calculating standing and operational capacity for buses' in this chapter.

The HVAIS must maintain a copy of the Calculating Seating Capacity Report and make available to the Department if required.

Note: VEs are to check and confirm that the seating /standing capacity and dimensions still meet the requirements laid out in this chapter at each scheduled inspection

.

Inspection Label

Once the vehicle has passed inspection, the VE will affix a 'Vehicle Inspection Label' to the left hand side of the inner side of the front window of the vehicle. Which will indicate when the inspection certificate expires.



Attachment - LPV Inspection Report – Passed Inspection



Tasmanian
Government

INSPECTION REPORT

(Large Passenger Vehicle (10 seats or more))

LPPV 00000

Privacy 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 1999* 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, 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 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.

ACCREDITED OPERATOR

NAME B.M. CITIZEN
ADDRESS 123 MAIN ROAD, MAIN TOWN
ACCREDITATION NUMBER 019876
VEHICLE INSPECTED AT (LOCATION) SMITHS GARAGE, PONTVILLE

VEHICLE DETAILS

REGISTRATION NUMBER A B 1 2 3 4 MONTH & YEAR 19 / 97
VIN NUMBER:
MAKE VOLVO MODEL B58 ODOMETER 12345
MANUFACTURED SEATING CAPACITY 51 CHILD SEATING CAPACITY 74 ADULT SEATING CAPACITY 50 STANDING CAPACITY 34

INSPECTION CHECK LIST - If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank.

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES			CHASSIS			OIL AND FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floors (Damaged)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Cylinder	<input type="checkbox"/>	<input type="checkbox"/>	Frame and Cross Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TRANSMISSION			Steps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control Valve	<input type="checkbox"/>	<input type="checkbox"/>	Body Mountings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clutch Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heating/Ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pipes and Hoses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine Mountings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gear Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wheel Cylinders	<input type="checkbox"/>	<input type="checkbox"/>	WHEELS AND TYRES			Propeller Shaft	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windscreen and Windows	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brake Chambers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheels, Nuts and Studs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	U Joints	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rear Vision Mirrors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tyres	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tail Shaft Straps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operational Capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compressor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUSPENSION			INTERIOR			Displayed	<input type="checkbox"/>	<input type="checkbox"/>
Brake Roller Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Springs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine Cover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAMPS AND ACCESSORIES		
Brake Circuit Splits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Mounting and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Head, Tail, No Plate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pedal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shackles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seat Belts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indicators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warning Light/Buzzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Centre Bolt/U Bolts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODY			Marker Lamps, Reflectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handbrake Lever/Ratchet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Air Bags	<input type="checkbox"/>	<input type="checkbox"/>	Door Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Horn, Speedo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handbrake Linkages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shock Absorbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Signs and Lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windscreen Wiper and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING			EXHAUST SYSTEM			Exterior Panels Damaged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demister	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steering Box	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Panels Rusted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Battery and Wiring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arms and Linkages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clamps/Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frame Inspection Required	<input type="checkbox"/>	<input type="checkbox"/>	Courtesy Lamps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power Steering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seats (Frame)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Steering Wheel and Column	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smoke/Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interior Panels (Damaged)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Wheel Bearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>									

INSPECTION REPORT

- ☒ PASSED INSPECTION
☐ FAILED INSPECTION
☐ NON CONFORMANCE CRITICAL
☐ PASSES SUBSEQUENT INSPECTION

LABEL NO 10356
NEXT INSPECTION
MONTH & YEAR 1 / 14

I JOHN SMITH inspected the above vehicle on
(date) 3/6/13 (time) 10:00 am. The vehicle has passed an inspection and
complies with the requirements of the Heavy Vehicle Inspection Manual as required under
a vehicle inspection program. I acknowledge that I have not conducted any repairs to this
vehicle since its last scheduled Large Passenger Vehicle Inspection.

SIGNATURE [Signature] V.E. NUMBER 123
(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE

STAMP OF APPROVED INSPECTION STATION

Signature _____ DATE FAILED / / V.E. No. _____ AIS No. _____

(Time) _____ am/pm

SMITHS GARAGE
AIS 124
Midland Highway,
PONTVILLE
Only if Vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration & Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days.

ORIGINAL: Return to Registration & Licensing Services



INSPECTION REPORT

LPPV 00000

(Large Passenger Vehicle (10 seats or more))

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ACCREDITED OPERATOR

NAME B.M. CITIZEN
ADDRESS 173 MAIN ROAD, MAIN TOWN
ACCREDITATION NUMBER 019876
VEHICLE INSPECTED AT (LOCATION) SMITHS GARAGE, PONTVILLE

VEHICLE DETAILS

REGISTRATION NUMBER A B 1 2 3 4 MONTH & YEAR 12, 97

VIN NUMBER:

MAKE Volvo MODEL B58 ODOMETER 12,345

MANUFACTURED SEATING CAPACITY 51 CHILD SEATING CAPACITY 74 ADULT SEATING CAPACITY 50 STANDING CAPACITY 34

INSPECTION CHECK LIST - If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank.

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES			CHASSIS			OIL AND FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floors (Damaged)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Cylinder	<input type="checkbox"/>	<input type="checkbox"/>	Frame and Cross Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Steps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control Valve	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Body Mountings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TRANSMISSION			Heating/Ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pipes and Hoses	<input type="checkbox"/>	<input type="checkbox"/>	Engine Mountings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clutch Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wheel Cylinders	<input type="checkbox"/>	<input type="checkbox"/>	WHEELS AND TYRES			Gear Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windscreen and Windows	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brake Chambers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheels, Nuts and Studs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Propeller Shaft	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rear Vision Mirrors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tyres	<input checked="" type="checkbox"/>	<input type="checkbox"/>	U Joints	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operational Capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compressor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUSPENSION			Tail Shaft Straps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Displayed	<input type="checkbox"/>	<input type="checkbox"/>
Brake Roller Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Springs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	INTERIOR			LAMPS AND ACCESSORIES		
Brake Circuit Splits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Mounting and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine Cover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Head, Tail, No Plate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pedal	<input type="checkbox"/>	<input type="checkbox"/>	Shackles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Indicators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warning Light/Buzzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Centre Bolt/U Bolts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seat Belts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marker Lamps, Reflectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handbrake Lever/Ratchet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Air Bags	<input type="checkbox"/>	<input type="checkbox"/>	BODY			Horn, Speedo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handbrake Linkages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shock Absorbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Door Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windscreen Wiper and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING			EXHAUST SYSTEM			School Signs and Lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demister	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steering Box	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Panels Damaged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Battery and Wiring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arms and Linkages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clamps/Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Panels Rusted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Courtesy Lamps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power Steering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frame Inspection Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Steering Wheel and Column	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smoke/Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seats (Frame)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Wheel Bearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>				Interior Panels (Damaged)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

INSPECTION REPORT

- ☐ PASSED INSPECTION
☒ FAILED INSPECTION
☐ NON CONFORMANCE CRITICAL
☐ PASSES SUBSEQUENT INSPECTION

LABEL NO

NEXT INSPECTION
MONTH & YEAR _____ / _____

I inspected the above vehicle on
(date) / / (time) am/pm. The vehicle has passed an inspection and
complies with the requirements of the Heavy Vehicle Inspection Manual as required under
a vehicle inspection program. I acknowledge that I have not conducted any repairs to this
vehicle since its last scheduled Large Passenger Vehicle Inspection.

SIGNATURE V.E. NUMBER
(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE

HEAD LIGHT OPERATION
LOOSE SEAT BACK N^o 2 SEAT, LEFT SIDE.

Signature S. Smith DATE FAILED 3/7/13 V.E. No. 123 AIS No. 124 (Time) 3:00 am/pm


**STAMP OF APPROVED
INSPECTION STATION**

Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration & Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days.

ORIGINAL: Return to Registration & Licensing Services

Attachment - LPV Inspection Report - Failed Inspection on Non-Conformance - Critical Defect



Tasmanian Government

INSPECTION REPORT

(Large Passenger Vehicle (10 seats or more))

LPPV 00000

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ACCREDITED OPERATOR

NAME B.M. CITIZEN

ADDRESS 123 MAIN ROAD, MAIN TOWN

ACCREDITATION NUMBER 019876

VEHICLE INSPECTED AT (LOCATION) SMITHS GARAGE, PONTVILLE

VEHICLE DETAILS

REGISTRATION NUMBER A B 1 2 3 4 MONTH & YEAR 12/97

VIN NUMBER:

MAKE Volvo MODEL B58 ODOMETER 12345

MANUFACTURED SEATING CAPACITY 51 CHILD SEATING CAPACITY 74 ADULT SEATING CAPACITY 50 STANDING CAPACITY 34

INSPECTION CHECK LIST - If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank.

1ST INSP		2ND INSP		1ST INSP		2ND INSP		1ST INSP		2ND INSP		1ST INSP		2ND INSP	
BRAKES				CHASSIS				OIL AND FUEL LEAKS				Floors (Damaged)			
Master Cylinder	<input type="checkbox"/>	<input type="checkbox"/>		Frame and Cross Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			Steps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Control Valve	<input type="checkbox"/>	<input type="checkbox"/>		Body Mountings	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			Heating/Ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Pipes and Hoses	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Engine Mountings	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>			Emergency Exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wheel Cylinders	<input type="checkbox"/>	<input type="checkbox"/>		WHEELS AND TYRES				<input checked="" type="checkbox"/>	<input type="checkbox"/>		Windscreen and Windows	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Brake Chambers	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Wheels, Nuts and Studs	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Rear Vision Mirrors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Linings	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Tyres	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Operational Capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Compressor	<input checked="" type="checkbox"/>	<input type="checkbox"/>		SUSPENSION				<input checked="" type="checkbox"/>	<input type="checkbox"/>		Displayed	<input type="checkbox"/>	<input type="checkbox"/>		
Brake Roller Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Springs	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		LAMPS AND ACCESSORIES				
Brake Circuit Splits	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Spring Mounting and	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Head, Tail, No Plate	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pedal	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Shackles	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Indicators	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Warning Light/Buzzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Centre Bolt/U Bolts	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Marker Lamps, Reflectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Handbrake Lever/Ratchet	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Air Bags	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Horn, Speedo	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Handbrake Linkages	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Shock Absorbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Windscreen Wiper and	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
STEERING				EXHAUST SYSTEM				INTERIOR				Demister			
Steering Box	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Battery and Wiring	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Arms and Linkages	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Clamps/Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>		Courtesy Lamps	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Power Steering	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Steering Wheel and Column	<input checked="" type="checkbox"/>	<input type="checkbox"/>		Smoke/Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>						
Wheel Bearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>						<input checked="" type="checkbox"/>	<input type="checkbox"/>						
								<input checked="" type="checkbox"/>	<input type="checkbox"/>						

INSPECTION REPORT

☐ PASSED INSPECTION

☒ FAILED INSPECTION

☒ NON CONFORMANCE CRITICAL

☐ PASSES SUBSEQUENT INSPECTION

LABEL NO _____

NEXT INSPECTION MONTH & YEAR _____ / _____

I, _____, inspected the above vehicle on (date) ____ / ____ / ____ (time) ____ am/pm. The vehicle has passed an inspection and complies with the requirements of the Heavy Vehicle Inspection Manual as required under a vehicle inspection program. I acknowledge that I have not conducted any repairs to this vehicle since its last scheduled Large Passenger Vehicle Inspection.

SIGNATURE _____ **V.E. NUMBER** _____

(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE

BRAKE IMBALANCE NO 1 AXLE, NO EFFORT LEFT

SIDE.

SMOOTH TYRE.

STAMP OF APPROVED INSPECTION STATION

Signature [Signature] (Time) 2.00 am/pm


DATE FAILED 3/7/13 V.E. No. 123 AIS No. 124

Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration & Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days.

ORIGINAL: Return to Registration & Licensing Services

Attachment - LPV Inspection Report - Passed Inspection Vehicle with No Registration Plate to Record



INSPECTION REPORT

(Large Passenger Vehicle (10 seats or more))

LPPV 00000

Privacy 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 1999* 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, 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 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.

ACCREDITED OPERATOR

NAME B.M. CITIZEN

ADDRESS 123 MAIN ROAD, MAIN TOWN.

ACCREDITATION NUMBER 019876

VEHICLE INSPECTED AT (LOCATION) SMITHS GARAGE, PONTVILLE.

VEHICLE DETAILS

REGISTRATION NUMBER MONTH & YEAR 12/97

VIN NUMBER: 5 T E M C 0 0 0 1 4 7 5 4 5 0 0 1

MAKE Volvo MODEL B58 ODOMETER 1,456

MANUFACTURED SEATING CAPACITY 51 CHILD SEATING CAPACITY 74 ADULT SEATING CAPACITY 50 STANDING CAPACITY 34

INSPECTION CHECK LIST - If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x): If n/a leave blank.

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES			CHASSIS			OIL AND FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floors (Damaged)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Master Cylinder	<input type="checkbox"/>	<input type="checkbox"/>	Frame and Cross Members	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TRANSMISSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Steps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Control Valve	<input type="checkbox"/>	<input type="checkbox"/>	Body Mountings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clutch Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Heating/Ventilation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pipes and Hoses	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine Mountings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gear Change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Emergency Exits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wheel Cylinders	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WHEELS AND TYRES			Propeller Shaft	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windscreen and Windows	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brake Chambers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wheels, Nuts and Studs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	U Joints	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rear Vision Mirrors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Linings	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tyres	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tail Shaft Straps	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operational Capacity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Compressor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SUSPENSION			INTERIOR			Displayed	<input type="checkbox"/>	<input type="checkbox"/>
Brake Roller Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Springs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Engine Cover	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LAMPS AND		
Brake Circuit Splits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Spring Mounting and	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fire Extinguisher	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ACCESSORIES		
Pedal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shackles	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seat Belts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Head, Tail, No Plate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Warning Light/Buzzer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Centre Bolt/U Bolts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODY			Indicators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handbrake Lever/Ratchet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Air Bags	<input type="checkbox"/>	<input type="checkbox"/>	Door Operation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marker Lamps, Reflectors	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handbrake Linkages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Shock Absorbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	School Signs and Lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Horn, Speedo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING			EXHAUST SYSTEM			Exterior Panels Damaged	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Windscreen Wiper and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steering Box	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Leaks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Exterior Panels Rusted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Demister	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Arms and Linkages	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Clamps/Security	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frame Inspection Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Battery and Wiring	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Power Steering	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Seats (Frame)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Courtesy Lamps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steering Wheel and Column	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smoke/Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Interior Panels (Damaged)	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Wheel Bearing	<input checked="" type="checkbox"/>	<input type="checkbox"/>									

INSPECTION REPORT

☒ PASSED INSPECTION

☐ FAILED INSPECTION

☐ NON CONFORMANCE CRITICAL

☐ PASSES SUBSEQUENT INSPECTION

LABEL NO 10357

NEXT INSPECTION MONTH & YEAR 1 / 14

I JOHN SMITH inspected the above vehicle on (date) 3/7/13 (time) 10:00 am/pm. The vehicle has passed an inspection and complies with the requirements of the Heavy Vehicle Inspection Manual as required under a vehicle inspection program. I acknowledge that I have not conducted any repairs to this vehicle since its last scheduled Large Passenger Vehicle Inspection.

SIGNATURE [Signature] V.E. NUMBER 123

(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE

.....

.....

.....

.....

.....

Signature DATE FAILED / / V.E. No. AIS No.

STAMP OF APPROVED INSPECTION STATION

SMITHS GARAGE

AIS 124

Midland Highway, Pontville

Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration & Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days.

ORIGINAL: Return to Registration & Licensing Services

Attachment - Non-Conformance Critical Criteria

Group	Inspection Checks	Possible fault	Critical
Engine	Oil leaks	Oil or grease dripping on roadway or exhaust system	Yes
	Fuel/Gas leak	Fuel leaking onto manifold LPG leakage from any component (Footnote 1)	Yes
	Engine mounting	Broken mounting	Yes
Exhaust System	Manifold	Loose or leaking joints	Yes
	Pipes/muffler	Holes in exhaust	Yes
Drive line	Transmission	Oil leaking onto roadway	Yes
	Rear axle	Oil leaking onto roadway	Yes
	Transmission mountings	Broken mounting	Yes
	Transmission park brake	No effort on brake	Yes
Steering	Steering box, arms and linkages	Cracked mountings, arms or anchorages. Splines worn or loose.	Yes
	Power steering	Oil leaking onto roadway	Yes
	Drag links/ball joints	Excessive wear or movement (Footnote 2)	Yes
Front axle	King pin and bushes	Excessive wear (Footnote 2)	Yes
Suspension	Springs	Broken leaf spring	Yes
	Shackle bushes, spring hangers,	Excessive wear (Footnote 2)	Yes
	Centre bolt and U bolts	Loose, broken, worn	Yes
	Ball joints	Excessive wear (Footnote 2)	Yes
	Shock absorber	Missing	Yes
Chassis	Frame	Cracked or unsound	Yes

Wheels and tyres	Tyres	No clear visible tread pattern,	Yes
	Carcass	Damaged or deep cuts, exposed cords	Yes
	Re-grooved tyres	Re-grooved tyre unless indicated on side wall that tyre suitable for re-grooving.	Yes
	Rims	Cracked, loose, elongated stud holes	Yes
Body	Windows/windscreen	Shattered drivers windscreen	Yes
	Rear vision mirrors	Missing (buses only)	Yes
	Body/floor pan	Structural rust	Yes
Brakes	Dynamic foot brake test	No effort on axle group 70% imbalance on axle group (Footnote 3)	Yes
	Dynamic park brake test	No effort on axle group	Yes
	Park brake	No effort or does not hold the vehicle	Yes
	Linings	Contaminated with oil or grease, insufficient brake lining material	Yes
	Hydraulic brake system	Fluid leaks	Yes
	Hydraulic brake pedal height	Sponginess or unable to support foot pedal load	Yes
	Air brake system	Excessive air leaks	Yes
Accessories	SRS or ABS warning light	Indicator light not operating	Yes
	Seat Belts	Seat belt missing, buckle does not lock when tongue fitted, webbing is cut or severely deteriorated	Yes
	Fire Extinguisher	Missing (bus and WAT vehicles only)	Yes
	Secondary- release mechanism	Secondary release mechanism not fitted to wheelchair entry door (WAT vehicles only)	Yes

Footnote 1: Refer to light/heavy vehicle inspection manual

Footnote 2: Exceeds 3 mm movement or manufacturers specifications

Footnote 3: Not to be recorded unless maintenance failure evident.

Standing and Operational Capacity of buses

Contents

Introduction

Vehicle Requirements Standing Capacity

Recording of Standing Capacity Display of Operational Capacity

Approved Holding Devices for Standing Passengers

Introduction

Buses may carry standing passengers provided the requirements of Regulation 17 and Schedule 1 of the Passenger Transport Regulations 2000 are met. VEs are required to determine the standing capacity of buses in accordance with these Regulations when undertaking routine inspections.

Vehicle requirements

The Regulations state that a public passenger vehicle (bus) may carry standing passengers if:

- the aisle width is at least 380mm (if seats protrude into the aisle, the distance between seats is at least 380mm);
- the distance between the floor and the roof at each point where a passenger may stand upright is at least 1.7 metres;
- it has a holding device for each standing passenger (see over for guidelines on approved holding devices).

Standing Capacity

In addition to the vehicle requirements listed on the first page of this instruction, each standing passenger must have a minimum of 1,600cm² of unobstructed floor space.

Therefore, the standing capacity of a vehicle with the correct aisle width and head clearance is:

- the number of 1,600cm² standing spaces on the vehicle. or
- the number of approved holding devices.

Whichever is the lowest

To work out the number of 1,600cm² spaces on a vehicle you should use the following formula:

$$\frac{W \times L}{1,600}$$

W = width of aisle (or if seats protrude into the aisle, the width between seats) in centimetres.

L = length of aisle in centimetres from the back of the aisle to the point immediately behind where the driver sits (passengers are not allowed to stand beside or forward of the driver).

When calculating the standing capacity, the figure must be rounded down in all instances, e.g. if a bus has an aisle width of 38cm and length of 500cm the calculation is:

$38 \times 500 = 11,875$. Therefore, the standing capacity is rounded down to 11.

1600

A holding device will not be deemed an approved holding device if it is:

- beside or forward of the driver; or
- in a door well; or
- in a position that obstructs the driver's vision to such an extent that it is unsafe.

Recording of standing capacity

VEs should record the standing capacity in the 'Vehicle details' of the Inspection Report.

Any changes to existing standing capacity needs to be highlighted by VEs to ensure these changes are picked up by the Transport Operator Accreditation Team.

Display of operational capacity

The Regulations require all public passenger vehicles to prominently display inside the vehicle both the operational seating capacity in terms of the number of adult seats available for passengers, and the operational standing capacity (if greater than zero) of the vehicle. For the purposes of this guideline, prominently means in letters at least 25 millimetres high and in clear contrast with the background, and located in such a position that it is clearly viewed by passengers entering the bus.

VEs should make operators aware that they have until the next inspection period to comply with the requirement to display the operational seating capacity and the operational standing capacity (if greater than zero).

The operational standing capacity of the vehicle is the same as its standing capacity.

Note: The Transport Commission may determine that the operational standing capacity of a prescribed vehicle used on a regular passenger transport service should, having regard to the length of the route and the normal operating speed and other relevant factors, be less than the vehicle's standing capacity.

The operational seating capacity of the vehicle is equal to its adult seating capacity, with the following qualifications:

- any 3 children being carried on that public passenger vehicle are to be counted as 2 passengers if none of those children has attained the age of 12 years, commonly referred to as the three to two rule. To be eligible for the 3 to 2 rule the seat must be a bench type seat that is not fitted with seat belts that has a flat base and back and must display a minimum of 3 lots of 275mm across the seat length. Alternatively the seat may be fitted with compliant seat belts, however the seat belts must be specifically designed to convert from 2 adult seating positions to 3 child seating positions.
- a child being carried on that public passenger vehicle need not be counted as a passenger if the child has not attained the age of 5 years and is being carried on the lap of another person.

Recording of seating capacity

VEs are to record the seating capacity both 'child seating' and 'adult seating' in the 'Vehicle details' of the Inspection Report.

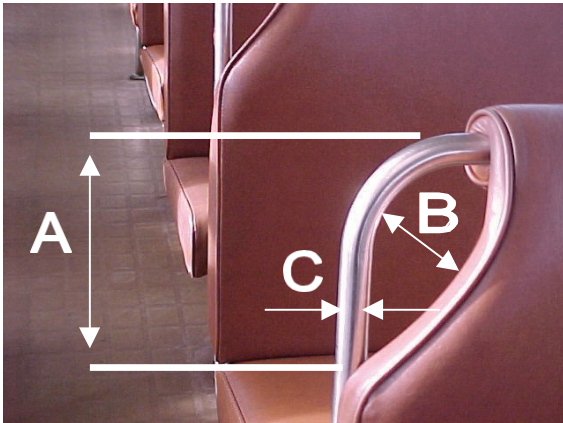
Any changes to existing standing capacity needs to be highlighted by VEs to ensure these changes are picked up by the Transport Operator Accreditation Team.

Approved holding devices for standing passengers:

In order to be an approved holding device for standing passengers, a holding device must meet the following requirements:

- The length must be at least 100mm ('A' in the example below)

- There must be a clearance of at least 30mm between the holding device and any adjacent surface ('B' in the example below)
- It must have a cross section ('C' in the example below) of not less than 20mm or more than 45mm except where one dimension is at least 25mm the minimum dimension must not be less than 15 mm
- Any contactable edge must have a radius of at least 3mm
- It must be easily accessible, secure, serviceable and able to hold the weight of an adult



The following photos are examples of holding devices for standing passengers that meet all the above requirements. Approved holding devices generally take the form of:

- corner handles (see example 1 and 5)
- top-of-seat handles (see examples 2 and 7)
- leather straps and plastic handles (see examples 3 and 4) and
- above-the-head rails (see example 6)

It should be noted that a holding device will not be considered an approved holding device in circumstances where the standing passenger is unable to access the device e.g. - an overhead rail/strap that cannot be reached by a short person would not be considered an approved device for that person and hence the driver should not allow that person to stand.

Example 1



Example 2



Example 3



NB: Drivers/operators should be made aware that these devices would not be acceptable if the standing passenger is too short to reach them e.g. - a school child.

Example 4



NB: Drivers/operators should be made aware that these devices would not be acceptable if the standing passenger is too short to reach them e.g. - a school child.

Example 5

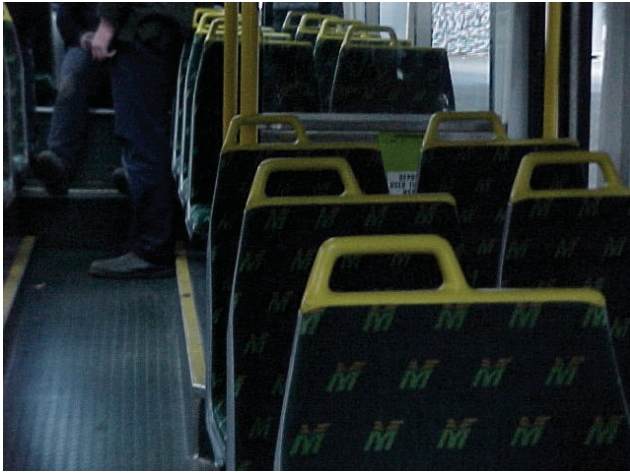


Example 6



NB: Drivers/operators should be made aware that this rail would not be acceptable if the standing passenger is too short to reach them e.g. - a school child.

Example 7



The following examples provide guidance as to what would not be deemed an acceptable holding device for standing passengers:

Example 8



These behind-the-seat handles are not acceptable.

They are designed primarily for seated passengers and are not easily accessible by standing passengers.

Example 9

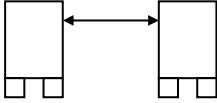
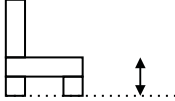
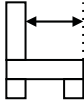
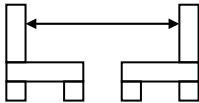
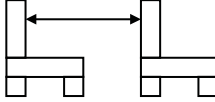
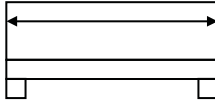
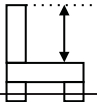
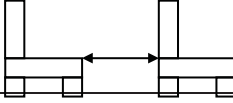
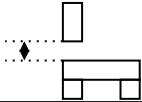


This rail is not acceptable as any passenger standing in this position would be blocking the stair well and blocking the entry/exit of passengers from the second floor (this photo was taken on a double-decker bus).

If Vehicle Examiners come across a holding device that is not reflected by any of these examples, they should determine whether it is an approved holding device in accordance with these guidelines.

Contact AIS Compliance on 61663271 seeking advice.

Calculating Seating Capacity

WIDTH OF AISLE		<p> AISLE WIDTH TO BE NOT LESS THAN 380MM. IF A SMALL BUS OR LARGE BUS CARRIES SEATED PASSENGERS ONLY. NOT TO BE LESS THAN 300MM </p>
FROM FLOOR TO TOP OF CUSHION		<p> NOT TO EXCEED 500MM IF FLOOR LEVEL IS INTERRUPTED BY A WHEELHOUSING ETC 300MM LEVEL FLOOR, NOT LESS THAN 400MM (LARGE BUS) 380MM (SMALL BUS) </p>
WIDTH OF SEAT		<p> TO BE LESS THAN 350MM – OR IF A SCHOOL COACH TO BE NOT LESS THAN 300MM </p>
SPACE BETWEEN FACING SEATS		<p> TO BE NOT LESS THAN 1200MM </p>
WIDTH BETWEEN FRONT FACING SEATS		<p> TO BE NOT LESS THAN 660MM – OR IF A SCHOOL BUS TO BE NOT LESS THAN 600MM </p>
LENGTH OF SEAT		<p> TO BE 400MM PER ADULT PASSENGER OR IF A SCHOOL COACH TO BE 275MM PER CHILD </p>
HEIGHT OF BACK SEAT		<p> TO BE NOT LESS THAN 380MM </p>
FLOOR SPACE BETWEEN SEATS		<p> TO BE NOT LESS THAN 200MM </p>
TOP OF CUSHION TO BOTTOM OF BACK SEAT		<p> TO BE NOT MORE THAN 75MM </p>
ENTRANCES WIDTH		<p> AN ENTRANCE SHALL BE NOT LESS THAN 550MM IN WIDTH </p>

Calculation of Seating/Standing Capacity

Note: Assess each seat individually.

Allow one adult for each 400mm of seat length

ADULT SEATING CAPACITY

Excluding Driver)

Allow one child for each 275 mm of seat length

SCHOOL CHILDREN SEATING CAPACITY

STANDING CAPACITY



Produced by
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This manual is available online at:
www.transport.tas.gov.au/vehicle_inspections