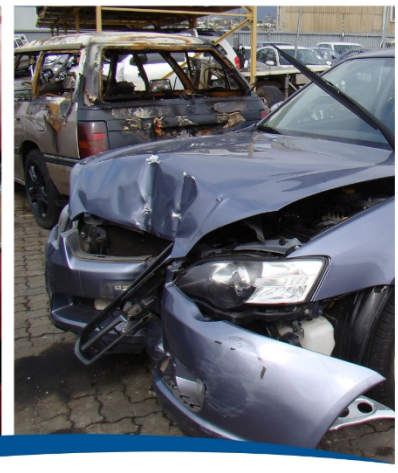
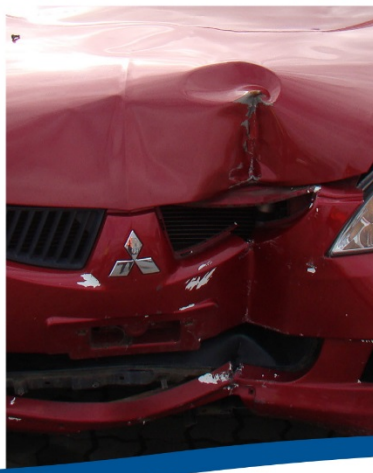


Version 3

May 2019

# Approved Motor Body Repair Inspection Station Procedures Manual



Department of State Growth

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# CHAPTER I

## INTRODUCTION

Throughout this manual various acronyms are used. These acronyms represent commonly used terms within the AMBRIS/ 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
ATM	Aggregate Trailer Mass
AVC	Approved Vehicle Certifier
AVCAIS	Approved Vehicle Certifier Approved Inspection
GVM	Gross Vehicle Mass
GTM	Gross Trailer Mass
HVAIS	Heavy Vehicle Approved Inspection Station
ITTGC	Integrated Tasmanian Government Contact
LVAIS	Light Vehicle Approved Inspection Station
MBE	Motor Body Examiner
MRS	Motor Registry System
R&LS	Registration And Licensing Services
RMV	Registrar of Motor Vehicles
VE	Vehicle Examiner
VIN	Vehicle Identification Number
VSBS	Vehicle Standards Bulletin
SPV	Small Passenger Vehicle

## AMBRIS Station Procedures Manual

The purpose of this manual is to explain to Proprietors and Motor Body Repair Examiners the administrative and operational procedures relating to Approved Motor Body Repair Inspection Station Procedures (AMBRISP) manual.

It is a requirement of all AMBRIS'S to have access to the internet to access the manual. All instructions in the manual must be adhered to.

The AMBRIS Scheme is administered under the Approved Inspection Station (AIS) Scheme framework. The AIS Scheme Framework is as follows:

**TYPE 1** Light vehicle, trailer, private buses and motorcycle pre-registration inspections, hire and drive vehicles (up to 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 and restricted hire vehicles and large passenger vehicles with a seating capacity less than 13 seats not requiring a brake efficiency test.

Defect notices which are nominated on the notice “to be cleared by a LVAIS”.

**TYPE 3** Periodic Large Public Passenger Vehicles. 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).

**TYPE 7** Structural inspections of motor vehicles.

**TYPE 8A** Approved Vehicle Certifier Approved Inspection Station - Light

**TYPE 8B** Approved Vehicle Certifier Approved Inspection Station - Heavy

## Contact details

All correspondence in relation to the AMBRIS scheme should be addressed to: Manager Vehicle Safety

Registration & Licensing Services

Road User Services Division

Department of State Growth

GPO Box 536

HOBART TAS 7001

Phone: 03 6166 3271

## Email contact details

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



## CHAPTER 2

### FORMS

The following forms are used in the Approved Motor Body Repair Inspection Station Procedures (AMBRISP) manual scheme.

Form AMBRIS 4 is uniquely numbered and photocopies will not be accepted. Other forms may be copied from this manual for use by the AMBRIS.

#### Form AMBRIS 1: Application for Proprietor and Premises

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

#### Form AMBRIS 2: Application for MBE

This form is used by a Proprietor of an AMBRIS to nominate employees who are required to become MBE. This form may be photocopied.

#### Form AMBRIS 3: Notification of Change of Conditions

This form is used by a proprietor of an AMBRIS to advise the Department of any changes to the details of the proprietor or premises or of any MBE no longer employed, or to add a MBE to the AMBRIS that has an existing MBE number.

This form may be photocopied.

#### Form AMBRIS 4: Order Form for Vehicle Inspection Checklist

This form is used to order replacement Vehicle Inspection Checklist books for MBE's.

#### Form AMBRIS 5: Supplementary Restraint System Report

This form is used by authorized dealer or manufacturer reporting on the condition of the Supplementary Restraint System following deployment.

#### Form AMBRIS 6: Supplementary Restraint System Water Immersed Write-offs Assessment Report

This form is used by authorized dealer or manufacturer reporting on the condition of the Supplementary Restraint System and electronics of a vehicle that has been immersed in water.

#### Form AMBRIS 7: Structural Report

This is an example of the structural report form. This form is electronic and can be sourced from either your AMBRIS disk or the Department's website at [http://www.transport.tas.gov.au/vehicles/vehicle\\_inspections](http://www.transport.tas.gov.au/vehicles/vehicle_inspections)

#### Form AMBRIS 8: Vehicle Inspection Checklist Form

This is an example of a Vehicle Inspection Checklist form. This is a two page document and is numbered uniquely.

## Form AMBRIS 9: Blank Repair Diary

This report can be used as a repair diary for clients requiring to completing a diary for a repairable write off.

## Application for Proprietor and Premises - AMBRIS I

<b>Expression of Interest in Becoming An Approved Inspection Station (AIS)</b>			
<b>Requesting Station Type</b>	<b>Tick</b>	<b>Requesting Station Type</b>	<b>Tick</b>
AIS Type 1 (Light Vehicles)		AIS Type 5 (Driving School)	
AIS Type 6 (New Heavy Vehicle)		AMBRIS	
<b>Premises Details</b>			
Name of Organisation			
Trading As			
Address of Premises			
Email			
Phone Number			
<b>Description of Premises:</b>			
<b>Proprietor Details:</b>			
Full Name of Nominated Proprietor and Position in Relation to Premises			
Residential Address			
Email			
Phone Number			
<b>Other Information</b>			
<b>DECLARATION</b> I wish to apply for the above premises to be considered an Approved Inspection Station. I give my consent for the Department of State Growth to conduct a probity check into myself or any of my business details and to my premises being checked for suitability prior to contracting to undertake vehicle/structural inspections.			
Signature		Name	Date
<small><b>Personal Information Protection Statement:</b> 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.</small>			

## Application for MBE - AMBRIS 2

<b>Application to Become a Vehicle Examiner/Motor Body Examiner</b>			
<b>Requesting VE Type</b>	<b>Tick</b>	<b>Requesting VE Type</b>	<b>Tick</b>
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)			
<b>To be completed by applicant wishing to become a vehicle examiner</b>			
Full Name			
Address			
Date of Birth		Licence No and Expiry	
Phone No			
Email			
Qualifications:			
Experience:			
<b>DECLARATION</b>			
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
<b>To be completed by the Contractor/Proprietor</b>			
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><b>Personal Information Protection Statement:</b> 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>			



## Notification of Change of Conditions – AMBRIS 3



## NOTIFICATION OF CHANGE OF CONDITIONS

## Return this form to

Registration and Licensing Services Branch (AIS Compliance Unit)  
Department of State Growth  
GPO Box 536  
HOBART TAS 7001  
Email: ais@stategrowth.tas.gov.au

Please select all Station types this change of conditions applies to

Station type	<input checked="" type="checkbox"/>	Station number
AIS	<input type="checkbox"/>	
AMBRIS	<input type="checkbox"/>	
AVCAIS	<input type="checkbox"/>	

Please select all types this change of conditions for applies to – If applicable

Station type	<input checked="" type="checkbox"/>	VE/MBE/AVC number
VE	<input type="checkbox"/>	
MBE	<input type="checkbox"/>	
AVC	<input type="checkbox"/>	

## PLEASE TICK IF YOU:

Wish to cease being a Station	<input type="checkbox"/>
Wish to change Station Details Details to be changed: .....	<input type="checkbox"/>
Wish to change postal address New postal address: .....	<input type="checkbox"/>
Wish to change email address: New email: .....	<input type="checkbox"/>
Wish to remove VE/MBE/AVC (strike out not applicable) No: ..... Name: .....	<input type="checkbox"/>
Wish to add VE/MBE/AVC (strike out not applicable) No: ..... Name: .....	<input type="checkbox"/>
Wish to nominate alternative Proprietor Alternative Proprietor: ..... Email address: ..... <b>Important note:</b> This request will not be processed, unless an email address and current NPC are provided for the new Proprietor. Period nominated for: ...../...../..... to ...../...../.....	<input type="checkbox"/>

.....  
Name of Proprietor/Contractor.....  
Signature...../...../.....  
Date

## Order form for Structural Checklist Books – AMBRIS 4



### Order form for Vehicle Inspection Checklist book

Return this form to  
Registration and Licencing Services - AIS Compliance Unit  
Department of State Growth  
GPO Box 536  
HOBART TAS 7001  
Email: [ambris@stategrowth.tas.gov.au](mailto:ambris@stategrowth.tas.gov.au)

AMBRIS stamp

Motor Body Examiner number

.....

Name of Motor Body Examiner

.....

Please provide the above Motor Body Examiner with a Vehicle inspection Checklist book

AIS Office use only

Vehicle inspection Checklist book number I.....

## Restraint System Report - AMBRIS 5

## SUPPLEMENTARY RESTRAINT SYSTEM REPORT

AMBRIS 5

## LODGEMENT INFORMATION

For enquiries please phone 1300 135 513

To be incorporated with your Repair Diary

Internet: <http://www.transport.tas.gov.au/vehicleinspections/ambris>**This document may be used to establish the acceptability of the vehicle for safe use on a public street.**

VIN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The purpose of this document is to provide a declaration by suitably qualified persons that the Supplementary Restraint Systems (SRS) and ECU's have been checked and the circuit integrity has been validated. This form is used for the purpose of establishing the condition and operational status of the vehicle SRS and the electrical circuitry in regards to obtaining a structural report and certificate of roadworthiness. It represents an inspection of the system on the date it is issued.

I,  as the representative/manager of the company identified below, which is an Authorised Dealer of the vehicle manufacturer, am authorised to state on its behalf that:

**Impact Damaged Vehicle**

All components of the SRS are present and correctly installed and the ECU and Related circuitry has been tested and certified operational by an authorised agent of the manufacturer of this vehicle (attach agent's invoice). This may require disassembly or removal of various trim to verify the actual fitment of SRS components and that the wiring has not been tampered with or bypassed.

Make		Model	
Type		Year of Manufacture	
Registration No		Engine No	

**Details of Authorised Dealer of the Vehicle Manufacturer**

Name (representative/manager)		Signature	
Inspected on Date	/ /	Phone number	
Company Name		ABN	
Company Address			
Company Stamp			

All sections of this document must be completed for it to be accepted

A Tax Invoice detailing the work performed must accompany this report

**Note:** Generic scan tools may be used for diagnosis however only Authorised Agents may perform the final test to complete this form.

## Supplementary Restraint System Water Immersed Write-Offs Assessment Report - AMBRIS 6

### SUPPLEMENTARY RESTRAINT SYSTEM REPORT Water Immersed Write-Offs Vehicle Assessment Report

AMBRIS 6

## LODGEMENT INFORMATION

For enquiries please phone 1300 135 513

To be incorporated with your Repair Diary

Internet: <http://www.transport.tas.gov.au/vehicleinspections/ambris>

**This document may be used to establish the acceptability of the vehicle for safe use on a public street.**

VIN

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

The purpose of this document is to provide a declaration by suitably qualified persons that the Supplementary Restraint Systems (SRS) and ECU's have been checked and the circuit integrity has been validated. This form is used for the purpose of establishing the condition and operational status of the vehicle SRS and the electrical circuitry in regards to obtaining a Structural Report and Certificate of Roadworthiness. It represents an inspection of the system on the date it is issued. This vehicle has been water immersed and this report is not a guarantee that future issues will not arise from the vehicle being water immersed.

I,

--

as the representative/manager of the

company identified below, which is an Authorised Dealer of the vehicle manufacturer, am authorised to state on its behalf that:

#### Water Immersed Vehicle

This vehicle has been subject to flooding, which includes the ECU and SRS wiring. The ECU has been checked for contamination and/or replaced and all wiring links have been checked for water entry or potential water damage/corrosion. All integrated circuitry (ABS, Traction Control, Stability Control etc) are not compromised. All air bags and any seat belt pre-tensioners are not contaminated and are still serviceable. (Attach agent's tax invoice). This may require disassembly or removal of various trim to verify the actual fitment of SRS components and that the wiring has not been tampered with or bypassed.

Make		Model	
Type		Year of Manufacture	
Registration No		Engine No	

#### Details of Authorised Dealer of the Vehicle Manufacturer

Name (representative/manager)		Signature	
Inspected on Date	/ /	Phone number	
Company Name		ABN	
Company Address			
Company Stamp			

**All sections of this document must be completed for it to be accepted**

**A Tax Invoice detailing the work performed must accompany this report**

**Note:** Generic scan tools may be used for diagnosis however only Authorised Agents may perform the final test to complete this form.



## Vehicle Structural Report - AMBRIS 7



## Vehicle Structural Report

AMBRIS Report No.

## Owner Details

Title <input type="text"/>		AMBRIS Report No. <input type="text"/>	
First name <input type="text"/>		Address line 1 <input type="text"/>	
Last name <input type="text"/>		Address line 2 <input type="text"/>	
Phone <input type="text"/>	Fax <input type="text"/>	Suburb / Town <input type="text"/>	Postcode <input type="text"/>

## Repairer Details

Name / Company <input type="text"/>		Address line 1 <input type="text"/>	
Phone <input type="text"/>		Address line 2 <input type="text"/>	
Fax <input type="text"/>		Suburb / Town <input type="text"/>	Postcode <input type="text"/>

## Vehicle Details

VIN <input type="text"/>	OR	Chassis number <input type="text"/>	Make <input type="text"/>	Model <input type="text"/>
Odometer reading <input type="text"/>		Primary Colour <input type="text"/>	Series <input type="text"/>	Month <input type="text"/>
				Year <input type="text"/>
Date classified as RWO <input type="text"/>		Secondary Colour <input type="text"/>	Defect notice no. <input type="text"/>	Motorcycle <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Type Of Damage

Please select damage type

- |  |   |   |                               |                                |
|--|---|---|-------------------------------|--------------------------------|
| <input type="checkbox"/> Impact damage - Light | <input type="checkbox"/> Impact damage - Heavy                  | <input type="checkbox"/> Fire                     | <input type="checkbox"/> Hall | <input type="checkbox"/> Water |
| <input type="checkbox"/> Malicious/Stripping   | <input type="checkbox"/> Wrecked (vehicle over 15 years of age) | <input type="checkbox"/> Defect notice inspection |                               |                                |



## Vehicle Structural Report

AMBRIS Report No.

### Photo of vehicle

Repaired vehicle photo

Click here to insert photo

### Intermediate Inspection

Date	Location	No. of Photographs	Comments on progress of repair	MBE No.	Action

### Final Inspection

AMBRIS name

AMBRIS no.

Date

Name of authorised dealership used to inspect operation of:

Supplementary restraint system

Pass

Electronics

Pass

Pass

Trammel bar measurement

Wheelbase measurement

N/S  mm O/S  mm

Has a repair diary been completed?



## Vehicle Structural Report

AMBRIS Report No.

### Repair Methods Used

Manufacturers ☐

I-Car ☐

Other ☐

Repair Methods Standard

### Result Of Inspection

Final inspection result

☐

Pass

☐

Fail

Comments

### Statement Of Compliance

I certify that I have inspected the vehicle 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 structurally acceptable for registration.

AMBRIS STAMP

MBE name

MBE number

Signature

Date

## Vehicle Inspection Checklist Form for Vehicles - AMBRIS 8



**Approved Motor Body Repair Inspection Station  
Vehicle inspection checklist**

Inspection Report No: **VEHICLE DETAILS**

Make:.....	Model:.....	Type:.....	Colour:.....
Year of compliance/manufacture:...../...../.....			
VIN/Chassis No	<input type="text"/>	<input type="text"/>	<input type="text"/>

WOVR date: ...../...../.....	Diary required Y/N	Type of damage: .....
SRS certificate: Y/N	Water immersed Y/N	Bench test required Y/N

1. CERTIFICATES	Sighted	Corrected
Bench test	<input type="checkbox"/>	<input type="checkbox"/>
SRS certificate	<input type="checkbox"/>	<input type="checkbox"/>
Water immersed certificate	<input type="checkbox"/>	<input type="checkbox"/>
Repair diary	<input type="checkbox"/>	<input type="checkbox"/>
Statutory declarations	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
2. VISUAL-BOLT ON PARTS/PANELS	Inspected	Corrected
Slotted bolt holes	<input type="checkbox"/>	<input type="checkbox"/>
Uneven gaps	<input type="checkbox"/>	<input type="checkbox"/>
Bent hinges (all openings)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
3. VISUAL WELDING PROCESS	Inspected	Corrected
Poor quality welds	<input type="checkbox"/>	<input type="checkbox"/>
Incorrect gap closure	<input type="checkbox"/>	<input type="checkbox"/>
Unrepaired damage to boot floors and correct seam closure	<input type="checkbox"/>	<input type="checkbox"/>
Chassis rails have unrepaired bends or been subject to the use of excessive heat	<input type="checkbox"/>	<input type="checkbox"/>
Incorrect welding techniques used around door openings	<input type="checkbox"/>	<input type="checkbox"/>
Spot welds are inconsistent in size and spacing	<input type="checkbox"/>	<input type="checkbox"/>
Plug weld holes are not filled, inconsistent spacing and poor penetration	<input type="checkbox"/>	<input type="checkbox"/>
Fillet welds are uneven in form and consistency	<input type="checkbox"/>	<input type="checkbox"/>
Silicon bronze welds are used when designated steel welds are required	<input type="checkbox"/>	<input type="checkbox"/>
Inappropriate use of silicon bronze welding	<input type="checkbox"/>	<input type="checkbox"/>
Panels that require bonding are welded	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
4. DOORS AND DOOR SKINS	Inspected	Corrected
Intrusion beams have been repaired, heated or straightened or have poor edge folding techniques	<input type="checkbox"/>	<input type="checkbox"/>
No intrusion beam present	<input type="checkbox"/>	<input type="checkbox"/>
No spot welds present as per manufacturers specifications	<input type="checkbox"/>	<input type="checkbox"/>
No or insufficient anti flutter foams used within the door	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
5. VEHICLE DIMENSIONS AND BENCH TESTING	Inspected	Corrected
Measurements vary to manufacturers specifications	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

☒ Pass    ☒ Fail    ☐ N/A

Form AMBRIS 7 – Version 2 October 2016



6. UNDERBODY AND STRUCTURAL SECTIONS		Inspected	Corrected
Paint thickness gauge indicates excessive filler or under body sealers	<input type="checkbox"/>	<input type="checkbox"/>	
Extensive use of filler in rail or chassis components	<input type="checkbox"/>	<input type="checkbox"/>	
Obvious creases or kinks in structural sections	<input type="checkbox"/>	<input type="checkbox"/>	
Excessive or incorrect sealer used on windscreens	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
7. VISUAL SUSPENSION & MECHANICAL		Inspected	Corrected
No wheel alignment report	<input type="checkbox"/>	<input type="checkbox"/>	
Misaligned/damaged/repared mechanical components	<input type="checkbox"/>	<input type="checkbox"/>	
Cracked tower strut seams	<input type="checkbox"/>	<input type="checkbox"/>	
Poor weld quality and mounting part	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Comments:.....  
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Additional information, sketches of vehicle

The diagram shows a top-down view of a motor vehicle with various inspection points labeled. At the top is 'Motor vehicle'. Below it are 'Passenger front' and 'Driver front'. In the center is 'Engine'. Below the engine is 'Roof'. To the left of the roof is 'Passenger side' and to the right is 'Driver side'. At the bottom are 'Passenger rear' and 'Driver rear'. In the center of the vehicle is 'Interior'.

☒ Pass    ☒ Fail    ☐ N/A

Form AMBRIS 7 Version 2 October 2016

## Repair Diary – AMBRIS 9

# Repair Diary

**Make:** .....

**Model:** .....

**Colour:** .....

**Body:** .....

**Year:** .....

**VIN:** .....

### Repairer details

Name:

Address:

Phone:

### Owner details

Name:

Address:

Phone:

Repairs commenced: ...../...../.....

Repairs completed: ...../...../.....

I ..... certify that the contents contained  
in this diary are true and correct

.....  
Signature

...../...../.....  
Date

Receipt of purchase and photo of damaged vehicle recorded on the front  
page of this diary

(Insert receipt of purchase)

(Insert photo of damaged vehicle)

**Repairs to vehicle recorded on the front page of this diary**

**Remove and refit:**

(Explanation to what was removed and refitted during the repair to the vehicle?)

**Repairs:**

(Explanation as to what was repaired?)

**Parts:**

(Parts that were used?)

**Paint:**

(What components were painted?)

**Photos**

(Subheadings and photos of removed/repaired panels/structural repairs etc.)

**Receipts**

(All receipts, purchase of parts, reports etc. required to complete the repairs to the vehicle)

## CHAPTER 3

# VEHICLE INSPECTION ARRANGEMENTS

Approved Motor Body Repair Inspection Stations (AMBRIS) primarily carry out first tier inspections of light vehicles that are classified as repairable write offs and provide structural reports of vehicles as required. They do not, however, collect registration fees or issue number plates. The information in this chapter is provided to enable AMBRIS to answer some of the registration related queries of motorists.

### Can a motorist drive an unregistered vehicle to an Approved Motor Body Repairer Inspection Station?

Yes. An unregistered vehicle may be driven directly to an AMBRIS for the purpose of conducting a structural inspection of the vehicle. 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 AMBRIS, and
2. that the vehicle was booked in for a second level inspection.

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

Yes. An unregistered vehicle may be driven directly from an AMBRIS to a participating Service Tasmania shop for the purpose of completing the registration transaction or home. 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 AMBRIS and their residence or between the AMBRIS and a Service Tasmania shop, and
2. that the vehicle was booked in for a first level inspection.

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

Yes. The regulations 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

### What is the fee for registering a motor vehicle for the first time?

To find out what charges apply, please contact: 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 must be carried out at Service Tasmania.

.





## CHAPTER 4

# AMBRIS: OBLIGATIONS AND RESPONSIBILITIES

### What is an AMBRIS?

An AMBRIS consists of three elements:

1. A Premise
2. A Proprietor
3. One or more MBE's

Of the three, the premise is unique. The AMBRIS scheme consists of a network of premises around Tasmania, each operating under a Proprietor and employing one or more MBEs.

### What kind of organisation can become an AMBRIS?

An AMBRIS may be the following:

- A specialist repairer

Inspections may be conducted by approved MBEs at other locations where the equipment listed under 'What facilities must a premise have', and the facility meets the requirements of the *Work Health and Safety Act 2012*.

### The Premise

#### What is a Premise?

The Premise is a building and associated driveways and parking areas that can be utilised as an AMBRIS for the inspection of light vehicles for the purpose of structural inspections. Inspections can be conducted at other locations providing that it meets "What facilities must the premises have" detailed in this chapter.

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.

Where a company has branches or outlets, each branch or outlet represents separate premises.

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

#### 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
2. Universal measuring system
3. Trammel gauge
4. Paint micrometer
5. A headlight testing device or board
6. Sufficient general tools and equipment
7. Technical data and workshop manuals as are needed by the MBE to enable the checking of vehicle manufacturer's specifications as required

8. 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
9. Access to Internet, email and telephone
10. At least one nominated employed MBE who must be a qualified Panel Beater or demonstrate sufficient experience to be acceptable to the Department of State Growth (the Department)
11. The Premises must meet occupational health and safety standards in accordance with the Work, Health and Safety Act 2012
12. 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?

Yes. There are 8 types of Premises approved under the Approved Inspection Station (AIS) scheme. The AIS Scheme Framework is as follows:

**TYPE 1** Light vehicle, trailer, private buses and motorcycle pre registration inspections, hire and drive vehicles (up to 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 and restricted hire vehicles and large passenger vehicles with a seating capacity less than 13 seats not requiring a brake efficiency test.

Defect notices which are nominated on the notice "to be cleared by a LVAIS".

**TYPE 3** Periodic Large Public passenger Vehicles. 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).

**TYPE 7** Structural inspections of motor vehicles.

**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 'PREMISE NUMBER' to appear in its official AMBRIS stamp. This number must be quoted in all correspondence relating to the AMBRIS.

On passing an inspection, and only on passing, the official AMBRIS stamp is required to be stamped on the structural inspection report.

### Can an AMBRIS be placed on hold?

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

- AMBRIS being placed on hold due not having an active MBE

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

AMBRISs that have been cancelled due to circumstances highlighted above will be formally notified of the Department's intention to cancel their AMBRIS by the RMV.

## Can an AMBRIS conduct vehicle inspections away from their Premises?

Yes, MBEs can conduct intermediate inspections away from their nominated premises. It is expected that the site meets occupational health and safety standards in accordance with the Work, Health and Safety Act 2012. Any equipment used at that site must also meet the requirements of "What facilities must a Premises have" detailed in this chapter.

## Conflict of interest

A decision has been made 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, then the Proprietor will notify the AIS Compliance Unit immediately in writing, of that conflict or risk. Additionally the following also applies;

The Proprietor must not permit any MBE employed by the AMBRIS to inspect a vehicle if the AMBRIS has performed any repairs or maintenance work on the vehicle that has been repaired at the AMBRIS or another workshop owned by the AMBRIS or has a vested pecuniary interest in by the AMBRIS.

If the Proprietor or MBE is an owner or is paying for the repaired vehicle they must not conduct; or utilise a MBE employed or otherwise remunerated by it to conduct, an inspection of a repaired vehicle which the Proprietor/MBE owns or operates or otherwise has a vested or pecuniary interest in.

NOTE: This provision is intended to safeguard 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.

## Bribes

If a customer offers a bribe, (such as money, gifts or favours), directly or indirectly, to anybody involved in the AMBRIS 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 AMBRIS. The AIS compliance Unit needs to be informed of such an action.

## 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 AMBRIS. 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 RMV may

cease to accept inspection reports from that premise or reports compiled by the AMBRIS MBEs.

## Who can become a Proprietor?

A Proprietor may be one of the following

1. The owner of the premises or business
2. The manager of the premises or business
3. The branch or regional manager for that premises or business
4. The state manager of the premises or business

Where an AMBRIS 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 body corporate.

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

Regardless of the relationship of the Proprietor to the Premises, the Proprietor enters into an agreement with the RMV on behalf of the business and is responsible for the operation of the premises in relation to its inspection activities on behalf of the Department.

## What is required to become a Proprietor?

To become a Proprietor a person must:

- Have a minimum of five years in the motor trade industry
- Have a history of running a business for a minimum of two years or substantial experience at a senior level in a similar business. Or otherwise satisfy the Department of his/her suitability
- 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 Proprietor Quiz conducted by the Department.

## 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
- They are considered unfit by the RMV 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 Proprietors knowledge course is to ensure those who have nominated to become an AMBRIS Proprietor are aware of their responsibilities under the scheme.

If a person nominated to be Proprietor is an existing MBE, you are still required to complete this on line 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 AMBRIS Proprietor must complete this course within three weeks of being enrolled. Failure to complete this course within the specified timeframe may result in your AIMBRS being placed on hold.

### What do I need to provide to AIS Compliance Unit?

“Notification of change of conditions” forms is required, when nominating (and removing) Proprietors. 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 MBE course conducted by TasTAFE unless they have also been nominated to be a MBE.

### 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 MBE, 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 are the responsibilities of a Proprietor?

The Proprietor will be held to account for all activities of the AMBRIS including:

- Adherence to all conditions of the AMBRIS
- 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 MBEs abide by the requirements of the scheme
- Ensuring that the Department is notified within seven days of any changes to the AMBRIS, including any changes to MBEs employed by that AMBRIS
- Ensuring all MBEs and the Proprietor employed are properly trained and instructed in the vehicle inspection procedures required by the Department
- Ensuring that only MBEs 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 structural inspection reports are retained and kept in a safe place until they have been audited. Structural reports can be disposed of as soon as they have been audited.
- Ensuring that all vehicle structural inspection checklist books are retained and kept in a safe place for a period of 5 years
- Ensure that all MBE's have access to the Manual
- Ensure that all AMBRIS information bulletins/special bulletins are distributed and read by all MBEs signifying on the declaration that they have read and understood the bulletin
- Ensure that statutory declarations for AMBRIS Information bulletins once signed are filed in the AMBRIS Information bulletins folder

## 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 training course.

Notification of a nominee can be made on the notification of change of conditions form AMBRIS 3. Failure to nominate an alternate proprietor could result in:

- Inability to order stationery
- Inability to put forward a case against proposed sanctions

## What sanctions may be applied against a Proprietor?

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

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

Where an agreement with the RMV 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 agreement.

## Motor Body Examiner

### What is a MBE?

A MBE is a nominated employee of an AMBRIS who has been delegated authority to sign vehicle structural inspection report forms.

### What does being a MBE involve?

A MBE is required to inspect:

- Structural inspections of vehicles that have been classified as Repairable Write Offs (RWO)
- Structural inspections of vehicles at the request of a Vehicle Examiner from an AIS or a Transport Safety and Investigation Officer.
- Structural inspections of vehicles as a result of a defect notice being issued by a Police officer or Transport Safety and Investigation Officer.
- Structural inspection of a vehicle as a result of a vehicle call in
- Defect notice clearance inspections for structural report inspections only

In conducting these inspections, MBEs are required to fill out the following inspection report/form

- Vehicle Structural Inspection Report
- Defect notices

In signing the form the MBE is stating the following: -

Structural 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 structurally acceptable for registration.

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



## Who can become a MBE?

A MBE may be any suitably qualified employee of an AMBRIS, including the Proprietor. Each premise must employ at least one MBE.

Each MBE must be nominated by the Proprietor and registered with the Department.

## What is required to become a MBE?

To become a MBE a person must:

- Have a trade qualification or demonstrated experience in the area of vehicle body repair with a minimum of five years trade experience
- Be nominated by an AMBRIS Proprietor
- Be employed by an AMBRIS
- Not have any relevant criminal convictions that may warrant their exclusion from the scheme. This will be confirmed by submitting a NPC
- Submit a National Police Certificate
- Attend a TAFE session run in conjunction with the Department
- Attend a practical training course conducted by the Department

## How will a MBE be identified?

A MBE, once approved, will be issued with a unique 'MBE' number and issued with a MBE Certificate. A sample certificate is shown as an attachment in this chapter.

All reports prepared by a MBE must bear the name, signature and MBE number of that MBE.

## What happens if I'm employed by another AMBRIS to be a MBE, must they notify AIS Compliance Unit?

Yes. They must complete a "Notification of change of conditions" form (AMBRIS 3) and email to [ambris@stategrowth.tas.gov.au](mailto:ambris@stategrowth.tas.gov.au)

## National Police Certificate

A decision was made by the RMV that MBEs 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 MBE, the RMV wants the assurance that a person is a "fit and proper person" to carry out his legal responsibility to be authorized 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 MBE 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, he may determine that a person is not a fit and proper person to be a Proprietor/MBE 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 authorization.

## Submitting a National Police Certificate

New and existing MBEs are required to submit an initial NPC and every three years thereafter of submitting their NPC.

The Department will only accept current NPC's that shows the "disclosable records date" is less than 90 days old at the time MBE's submit their NPC to the Department.

The Department will only accept NPC's by either:-

- a. Mailing original copy directly to the AIS Compliance Unit. The original certificate will be returned to the Proprietor/MBE.
- b. Mailing/email copy of NPC's that has been certified by Service Tasmania as a "certified true copy" directly to the AIS Compliance Unit. A list of who can sign as a Commission of Declarations is on the following web site  
[https://www.justice.tas.gov.au/commissionersfordeclarations/list\\_of\\_groups](https://www.justice.tas.gov.au/commissionersfordeclarations/list_of_groups)

## Where do I get my National Police Certificate application form?

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/>

**PLEASE NOTE:** Certificates can take several weeks to be processed.

## Knowledge Quiz

Existing MBEs are required to sit and pass an electronic knowledge quiz by 31 December 2016 and every three years thereafter of completing and passing the quiz.

## How do I attempt the knowledge quiz?

MBEs can attempt the quiz electronically. Details on how to attempt the quiz are detailed in the "MBE Knowledge quiz" booklet on the AMBRIS manuals disc.

## What happens if I do not submit my new National Police Certificate and sit the quiz?

Your MBE status will expire, which means you cannot inspect vehicles on behalf of the RMV. In the event that the MBE does not pass the quiz and submit their NPC within twelve months of expiry their MBE status will be cancelled.

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

Yes MBEs in the first instance will receive their MBE certificate with the recorded end date (expiry date), including a letter advising the same. It is expected that MBEs 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 them of the requirement to submit a NPC and sit the quiz before the nominated end date.
- If after the end date the MBE has not resubmitted their NPC or sat the quiz their MBE status will automatically expire. Confirmation letters will be sent to the MBE at their home address and a copy to the Proprietor of the AMBRIS.

Note: MBEs that conduct structural inspections on behalf of the RMV after their end date (expiry date) may be sanctioned

## Refresher training

AIS Compliance Unit runs free of charge refresher training courses in each region annually either during the afternoon or after hours. The course runs for approximately 2 hours.

## Are there any sanctions against a MBE?

While the principle sanction is against the Proprietor of an AMBRIS where an improper activity is carried out, the Department may revoke the MBE status of an individual if the inspections or inspection reports carried out by that MBE are found to be inadequate, incorrect or fraudulent or their conduct is found to be unacceptable to the scheme.

## Can a MBE be placed on hold?

Yes, this is detailed further in Chapter 7 “Breaches and Sanction”. Further to that MBEs can be placed on hold in the event their nominated AMBRIS has been placed on hold for the following:-

- AMBRIS being placed on hold due not having an active MBE

If a MBE has been on hold for 12 months and have not attempted to rectify the cause of being placed on hold their MBE status will be cancelled, which means should wish to re-establish your MBE status after the specified time you will need to reapply and undertake initial MBE training with TasTAFE and the Department.

MBEs that have been cancelled due to circumstances highlighted above will be formally notified of the Departments intention to cancel their MBE status by the RMV.

## Signs and Stamps

### Does an AMBRIS have to display a Certificate/sign?

Upon approval each AMBRIS will be issued with a Certificate. The Certificate must be clearly displayed in a part of the premises easily accessible by the public.

AMBRISs may additionally display an “Approved Inspection Station” sign within the reception area. This self-adhesive sign has been provided by the Department and can be affixed to window glass within the reception area. This 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 may however vary. If the AMBRIS status is cancelled or suspended by either party, all AMBRIS signs must be removed.

## Does an AMBRIS have to have a rubber stamp?

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

Each passed inspection report must be stamped as well as signed by the MBE.

## Code of practice

All AMBRISs may display their Code of Practice.

## Sample MBE Certificate



### Motor Body Examiner

This is to certify  
that the following individual

**JOE J CITIZEN**

has been approved to conduct vehicle inspections.

Examiner Number: MBE9

Examiner Classes: I. (MBE) Motor Body Examiners

Issue Date: 14/09/2018

Expiry Date: 13/09/2020

Martin Crane  
**REGISTRAR OF MOTOR VEHICLES**

## Sample AMBRIS Certificate



### Approved Motor Body Repair Inspection Station

This is to certify  
that the following business

#### **ACME BODYWORKS**

has been licensed as an  
Approved Motor Body Repair Inspection Station

AMBRIS Number: **B10** Issue Date: **14/09/2018**  
End Date: **16/01/2020**

Name of Proprietor: **CITIZEN, JOE JOHN**

Business Address: **60 FORD ROAD, PONTVILLE TAS 7030**

Station Classes: **1. (MBE) Motor Body Examiners**



## The AIS Sign





## CHAPTER 5

# FEES AND CHARGES

### Registration Fees

There is one fee to be paid in order to operate an Approved Body Repair Inspection Station (AMBRIS):

- 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 an AMBRIS the application portion of the fee will be refunded.

### Will there be a refund if an AMBRIS withdraws from the scheme?

No. Apart from a full refund if an applicant is turned down.

### Will an AMBRIS that is under suspension have to reapply?

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

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

### Inspection Charges

#### Who sets inspection charges?

There is no set fee for inspections customers of AMBRIS will be able to negotiate the fee charged for all inspections with the AMBRIS undertaking the inspection.

#### Fees and charges

All AMBRISs are required to provide a cost estimate, before any inspections are commenced.

AMBRISs may display a list of charges for motorist to view.

The level of inspection fee must always be shown as a separate item on any account given to the motorist.

#### Should the motorist be made to pay up front?

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

#### Is there a charge for any stationery?

No. All manuals and instructions in relation to AMBRIS will be provided on the Departments Internet site [http://www.transport.tas.gov.au/vehicles/vehicle\\_inspections](http://www.transport.tas.gov.au/vehicles/vehicle_inspections).

### Is there a charge for their electronic vehicle structural inspection?

Yes a charge of \$10.00 will apply for each electronic structural report submitted to AIS Compliance. AMBRIS will receive a tax invoice for payment every three months beginning at the end of June 2012, and every three months thereafter.

Failure to pay 2 consecutive invoices will result in the AMBRIS being put on hold until paid.

### Schedule of Fees and Charges

Registration fees (paid to the Department of State Growth)

Description	Payment
Initial Registration	\$165
<b>Forms</b>	
Electronic Structural Inspection Report	<b>\$10.00 each</b>

All fees include GST

## CHAPTER 6

# AUDITS – AMBRIS

### What is an audit?

An audit is a process for examining and evaluating the adequacy and effectiveness of the Approved Motor Body Repair Inspection Station (AMBRIS) scheme.

### Purpose of audits

The AMBRIS will be audited to ensure that;

- All inspections are being carried out in strict compliance with AMBRIS manual
- The audit provides an opportunity for Proprietors and MBE 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 Officer
- Technical/Audit Officer
- Transport Safety and Investigation Officer

Audit officers conducting audits are operating under confidentiality agreements that prevent them from passing on information of AMBRIS 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 AMBRIS will have site audits conducted as outlined in the “Audit and site visits procedures for Approved Motor Body Repairer Inspection Station”, or at other times as determined by the Team Leader Accreditation (AIS), Manager Vehicle Safety or RMV.

### Types of audits

The following audits have been developed to ensure that AMBRIS comply with AMBRIS manual;

#### Initial equipment audit

An initial equipment audit is conducted prior to an AMBRIS being approved to undertake vehicle inspections, and ensures that the AMBRIS meets the requirements of the AMBRIS scheme.

#### Scheduled site audits

Depending on the amount of inspection undertaken AMBRIS Audits will be undertaken 6 Monthly or 12 Monthly.

#### Inspection of vehicles inspected by an AMBRIS Station

If required an independent qualified person will conduct random vehicle inspections of vehicles inspected by AMBRISs. These inspections can be;

- Routine inspections as part of an audit
- Written Off Vehicle Register (WOVR) inspection, or



- 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 AMBRIS.

## Documentation

The following documentation will be used by audit officers when conducting audits/site visits.

- AMBRIS initial equipment audit (form AMBRIS 1)
- AMBRIS site audit check list (form AMBRIS 2)
- AMBRIS Vehicle inspection checklist (form AMBRIS 3)
- AIMBRIS Site Visit (form AIMBRIS 4)

All forms listed above are in triplicate similar to all LVAIS inspection reports. The copies are;

- Top copy – Office copy
- Middle copy – AMBRIS copy
- Bottom copy – remains in book

## Notification of audits

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

Note: It is a requirement that the Proprietor is present for the audit. Failure of the Proprietor being present will result in the AMBRIS being placed on hold until audited.

## Sample AMBRIS Initial Audit Checklist



### Approved Motor Body Repair Inspection Station Audit checklist

#### Type of audit

- ☐ Scheduled audit  
☐ Random audit  
☐ Follow up audit

- ☐ AMBRIS complaint  
☐ Desktop audit  
☐ Complaint

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

AMBRIS No: .....

#### 1. STATION DETAILS

Station name: .....

Inspected by: .....

Proprietors name: .....

#### 2. PROPRIETOR AND VE DETAILS

- ☐ Proprietor's details correct on database?  
☐ MBE's recorded correctly on database?  
☐ Has DIER been advised of any changes of conditions to the AMBRIS?

- ☐ Has all MBE's email address been recorded on database?  
☐ Is the MBE email address current?

#### 3. PREMISES

Yes No

- ☐ ☐ Phone No: .....  
☐ ☐ Fax No: .....  
☐ ☐ Photocopier  
☐ ☐ Computer access  
☐ ☐ Email access  
☐ ☐ AMBRIS stamp  
☐ ☐ AMBRIS certificate displayed?  
☐ ☐ Code of conduct displayed?  
☐ ☐ Code of practice displayed?  
☐ ☐ P/L insurance; .../.../...  
☐ ☐ 3<sup>rd</sup> party insurance; .../.../...  
☐ ☐ Workers Compensation; .../.../...

Yes No

- ☐ ☐ Warning signs entrance to workshop?  
☐ ☐ Cleanliness of workshop  
☐ ☐ Hoist certified .../.../...  
☐ ☐ Universal measuring device  
☐ ☐ Trammel gauge  
☐ ☐ Paint thickness gauge  
☐ ☐ Seat/floor/guard covers  
☐ ☐ Headlight testing device  
☐ ☐ Tint tester  
☐ ☐ Suitable tools for inspection  
☐ ☐ Number/letter punches (optional)

#### 4. STRUCTURAL REPORTS/MANUALS

Yes No

- ☐ ☐ Are structural reports completed correctly?  
☐ ☐ Are structural reports suitably recorded?

Yes No

- ☐ ☐ 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: .....

Proprietor's 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: .....

Proprietor's signature: .....



to AIS Compliance GPO Box 936 Hobart 7001 within 14 days

Form AMBRIS 8

## Sample AIS/AMBRIS Site Visit



### Approved Inspection Station Audit/Site Visit

Date: .../.../..... AIS Number: .....  
AIS: .....  
Proprietor: .....

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#### Items raised by Proprietor

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#### Items highlighted during audit/site visit

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#### Remedial action

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AIS Officer\*

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AIS Proprietor

## Audit Letter



To the Proprietor

AMBRIS: .....

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.

As you are aware this scheduled audit is to ensure that your AMBRIS 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 AMBRIS.

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/Motor Body Examiners no longer employed? -If so complete Form AMBRIS form 3 in chapter 2 of the AMBRIS Manual and email to the AIS Compliance Unit;
- AMBRIS Certificate displayed;
- AMBRIS Special news bulletin declarations;
- Copies of current insurance policies;
- Copies of current hoist certification/certificates;
- Universal measuring device compliant;
- Trammel gauge;
- Paint thickness gauge
- Seat/floor/guard covers available;
- Headlight testing device;
- Tint Tester; and
- All inspection report books/inspection checklists books completed since your last audit.

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?

### Please note:

1. It is a requirement that the Proprietor is present for the audit. If AIS Compliance has not been notified, the AIS **will be placed on hold**.
2. If the above-mentioned items are not available at audit it may result in your AIS being placed on Hold?

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

Yours sincerely,

Karen Sames  
AIS Compliance

## What is required by the AMBRIS to assist in the audit?

Proprietors are required to make the following available for audits;

- AMBRIS Certificate displayed
- Copies of current insurance policies
- Copies of current hoist certification certificates
- Pit/ramp compliant
- Seat/floor/guard covers available
- Headlight testing device
- All inspection report books/inspection checklist books completed since your last audit

## What is the procedure for conducting the audit?

1. Notify Proprietor of AMBRIS of proposed audit (for scheduled audits only).
2. Conduct entry interview with Proprietor
3. Conduct audit completing;
  - a. AMBRIS site audit check list sheet and
  - b. AMBRIS Site Visit sheet
4. Audit officer to document discrepancies found and record in AMBRIS site visit sheet
5. Conduct exit interview with Proprietor
6. Audit officer/Proprietor sign Inspection Pass/Fail declaration
7. Middle copy of reports given to Proprietor

## What happens if the AMBRIS 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 AMBRIS will be placed on hold until the non-compliance issues have been rectified. What this means that you cannot conduct vehicle inspections on behalf of the RMV.

## CHAPTER 7

# BREACHES AND SANCTIONS (BREAKING THE RULES) – AMBRISs

### What are “the rules”

Each Approved Motor Body Repair Inspection Station (AMBRIS) Proprietor and Motor Body Examiner (MBE) 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 AMBRIS and each MBE is approved by the RMV to conduct specified inspections on certain vehicles, and to complete specific types of inspection reports and certificates.

Each AMBRIS vehicle inspection is to be conducted in accordance with the requirements set out in the then current version of the Department’s Approved Motor Body Repair Inspection Station Procedures Manual (AMBRISPM), and the report or certificate is to be completed in accordance with this AMBRISPM.

The AMBRIS 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 AMBRIS including those conducted by the MBE.

### Why are the rules so important?

In approving any AMBRIS and the MBEs at that AMBRIS, 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 AMBRIS and its MBEs 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 AMBRIS Proprietor or to be a MBE there is also an acceptance of the public trust in the AMBRIS 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.

For those Proprietors and MBE undertaking AMBRIS inspections these are also set out in the AMBRIS agreement

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 AMBRIS Scheme outcomes caused by the commission of a breach.

## Sanctions:

### What will happen if an AMBRIS or MBE breaks the rules?

To ensure the integrity of the AMBRIS 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 AMBRIS 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
5. whether breaches have occurred previously

Where an AMBRIS Proprietor/MBE commits a breach. The determination of the seriousness of that breach will hinge on whether the RMV believes a breach was committed;

- recklessly (irresponsibly, inattentively), or
- carelessly (not carefully, sloppily, hastily, haphazardly), or
- incompetently, or
- negligently (with indifference), or
- knowingly (deliberately, intentionally, with intent), or
- 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 AMBRIS/ MBE to undertake formal refresher training, 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 3 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.

## 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.

Where the RMV determines that an AMBRIS Proprietor/MBE is not a fit and proper person and their VE status will be cancelled.

## What does “suspension” involve?

### Suspension of AMBRIS approval

The AMBRIS is unable to conduct any AMBRIS inspections during the suspension period. The AMBRIS name is removed from the Department’s website and referral list – the AMBRIS sign cannot be displayed. If the person is a Proprietor of more than one AMBRIS Premise (regardless of inspection Type) the suspension is also effective for each other AMBRIS. Formal refresher training of the Proprietor (and possibly the MBE) must be undertaken as directed. The Proprietor is to notify any customers with bookings that the AMBRIS 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 MBE(s) undertaking training etc as directed by the RMV before the suspension will be lifted.

### Suspension of MBE authority to conduct inspections

The MBE is unable to undertake any AMBRIS inspections during the suspension period. If the person is a MBE at more than one AMBRIS the suspension is effective for each AMBRIS 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 AMBRIS approval

The AMBRIS Premises are unable to conduct any AMBRIS inspections. If the person is a Proprietor of more than one AMBRIS Premise (regardless of inspection Type) the cancellation is effective for each other AMBRIS. The AMBRIS name is removed from the Department’s website and referral list the AMBRIS sign must be returned to Registration & Licensing Services, along with inspection books and any other documents the RMVs require to be returned. Any inspections currently underway cannot be completed.

### Cancellation of MBE authority to conduct inspections

The VE is unable to conduct any AMBRIS inspections. If the person is a MBE at more than one AMBRIS the cancellation is effective for each AMBRIS for which the person is authorised. Any inspections currently underway cannot be completed.

Any sanction applied to an AMBRIS Proprietor will also affect the MBE nominated at that AMBRIS. If the MBE is unable to undertake inspections owing to a sanction imposed only on the Proprietor this fact will be accurately reflected on the Department records.

## Can the approval to be an AMBRIS be suspended or cancelled as a result of the actions or non-actions of a MBE?

Yes. A Proprietor can be held responsible for a breach committed solely by a MBE 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 AMBIS should not be suspended (or cancelled) as a result of the MBEs actions. Their written response will be reviewed by the AIS Review Panel and the review and appeal provisions set out in this chapter.

## Who is the AIS Review Panel?

The AIS Review Panel is a Panel formed from the Department to review all investigations involving the AIS and AMBRIS schemes.

## How are breaches determined?

### Investigation

The Team Leader Accreditation (AIS) or Transport Safety and Investigation Officer may conduct an investigation of any AMBRIS 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 is not present during the actual deliberations of the Review Panel.

### The AIS Review Panel

The AIS Review Panel consists of 4 members from the Department:

- Manager Driver training & Assessment Services
- Team Leader Accreditation (AIS) (investigating officer)
- AIS Compliance Officer
- Registration & Licensing Branch 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 make a recommendation to the RMV as to sanction (including when the sanction will come into effect).

The Chair of the Review Panel will also advise the person under investigation in writing of the Panel's determination should the outcome be a finding that no breach has occurred.

### 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 he 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 (MBE or AMBRIS) who has been investigated will receive notice of that formal warning in the mail. If that person is a MBE the relevant Proprietor will also receive a copy of the MBE'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 MBE, 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 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
- Department of State Growth (Chair)
- AIS representative
- AVC representative
- AMBRIS representative

## CHAPTER 8

# WRITTEN OFF VEHICLE REGISTER

### What is the Register?

The Written Off Vehicle Register (WOVR) is an Australia wide initiative developed by the National Motor Vehicle Theft Reduction Council (NMVTRC).

The Register is a nationally coordinated database of vehicles that have been assessed as written-off. They are listed by their VIN.

All vehicles with a GVM of 4.5 tonnes or less and aged 15 years or less from the date of manufacture that are assessed as a total loss will be termed “written off”, and recorded on the National Exchange of Vehicle Driver Identification Service (NEVDIS). A nationally consistent criterion is applied to determine the vehicle’s written off status.

Vehicles greater than 15 years from the date of manufacture and assessed as a total loss are categorised as “wrecked”.

There are two categories of written -off status – statutory and repairable. A statutory write-off has its registration cancelled and cannot be re-registered

### What is a statutory write off and a repairable write off?

#### Assessment criteria for the classification of vehicles determined to be a total loss

When a vehicle is determined to be a total loss it must be assessed against the damage assessment criteria to determine its classification as either a Statutory Write Off (SWO) or Repairable Write Off (RWO).

There are 11 categories of potential damage that each vehicle must be assessed against, comprising:

- Three forms of specific “event” related criteria. If the vehicle meets any of these (see below), it must be classified as a SWO:
  1. Fire
  2. Water
  3. Stripping
- Eight separate areas of potential structural damage to be reviewed:
  1. Roof
  2. Pillars
  3. Floor pan
  4. Firewall
  5. Longitudinal structural rails/chassis
  6. Suspension
  7. Mechanical
  8. Supplementary restraints

Each different and separate area of damage to the pillars, floor pan, longitudinal rails or independent suspension mounts must be counted separately toward meeting the “three count threshold” for SWO status.

## Repairable Write off

That is a vehicle that is a total loss but does not meet the criteria for a SWO. A RWO will be permitted to be re-registered following completion of a three tier inspection process:-

1. A structural inspection undertaken by an AMBRIS
2. A pre-registration check undertaken by an AIS
3. An identity inspection undertaken by Department of State Growth (the Department)

## Warning notices

A warning notice (sticker) will be placed on the vehicle once assessed and may only be removed by Police or Transport Safety and Investigation Officer. There are two types:-



Blue sticker – RWO



Yellow sticker – SWO

## Obtaining types of damage data on vehicles classified as either Statutory Write off or repairable write off

An AMBRIS premises will be able to have access to limited data from the Department's Motor Registry System (MRS). It is essential that this is sourced prior to conducting a structural inspection of the vehicle. Depending on what damage code applies to the vehicle will determine how the vehicle will be inspected.

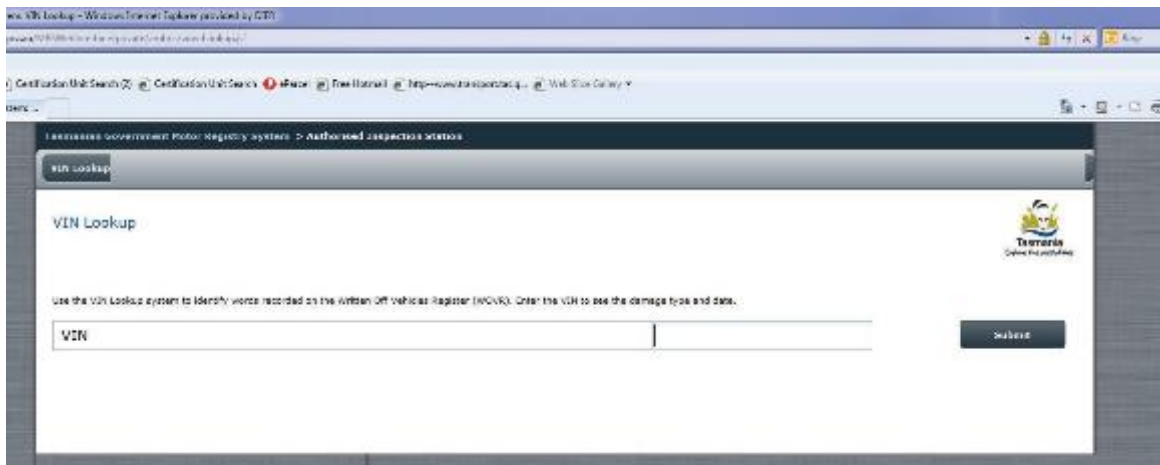
To access this site you are firstly required to advise the Department of your static Internet Protocol (IP) address.

The process of accessing the site is as follows:-

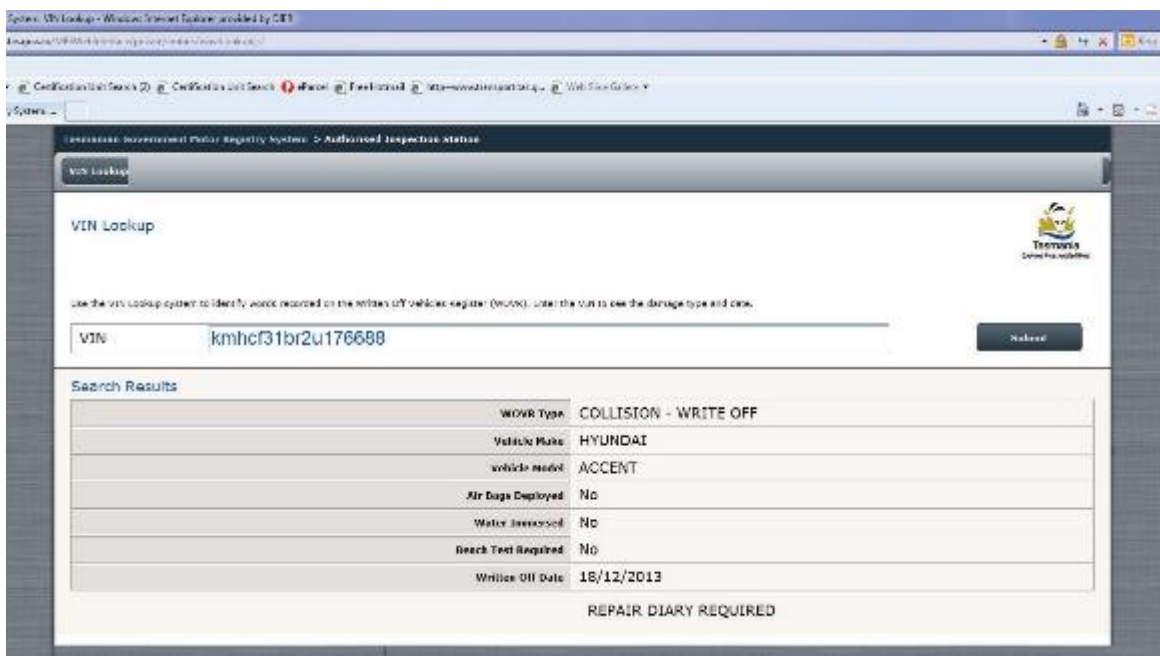
- 1) Using a web browser such as internet explorer access the following website  
<https://mrs-ambris.stategrowth.tas.gov.au>

(For convenience you may wish to save this to your favourites)

- 2) The following screen will appear



- 3) Please enter the 17 character VIN of the vehicle you are inspecting e.g.KMHCF31BR2U176688 and select submit.
- 4) This will return a screen displaying the Written off Vehicle Type, make and model of the vehicle, including whether:
  1. Airbags deployed
  2. Water immersed
  3. Bench test required
  4. Written Off date



- 5) In the event that it fails to identify the VIN, re-enter the VIN ensuring that you have entered the correct VIN.

If it fails to identify the VIN contact AIS Compliance Unit on 6166 3271 to seek clarification of the vehicle status.





## CHAPTER 9

# VEHICLE STRUCTURAL INSPECTIONS

A structural report is only valid for 30 days from the date of the passed inspection.

### Types of vehicle structural inspection

#### What types of structural inspections can an AMBRIS carry out?

Approved Motor Body Repair Inspection Station (AMBRIS) may undertake structural inspections of vehicles that have been classified as either a:-

- Repairable Write off (RWO)
- Wrecked vehicle status

Structural inspections may also be requested as a result of a:-

- Vehicle defect notice
- Vehicle call in

#### On what grounds should a vehicle be failed for inspection?

AMBRIS are not to pass a vehicle that does not meet the reason for rejection requirements as detailed in Chapter 12 of this manual.

#### Vehicle inspection checklist

MBE's have been issued with an official vehicle inspection checklist book. These have been issued at no cost to the MBE. The checklist must be completed during the structural inspection. There is no requirement to attach the checklist to the structural report, however the checklist booklet must be made available on request by an officer of the Department. A sample completed checklist sheet is included in this chapter.

NOTE: Checklist books are cross referenced with structural inspection reports as part of the AMBRIS audit. Checklist books can only be completed by the MBE recorded on the front page of the checklist book.

#### Completing the Inspection Report Official inspection report

An electronic structural report has been developed and is to be used when reporting of your structural inspection. At the completion of the report MBEs are to:-

1. Print of a copy of the report, sign and stamp the report, and give the copy to the motorist presenting the vehicle for inspection
2. Email the electronic copy of the report to [ambris@stategrowth.tas.gov.au](mailto:ambris@stategrowth.tas.gov.au) completing the inspection report is self-explanatory and is detailed further in this chapter.

#### Filling in the Inspection Report

##### AMBRIS report number

AMBRIS's are required to run a register recording all structural inspections undertaken to be used as a reference for that report. The number is to be recorded on the structural report.

##### Owner Details

Details of the owner presenting the vehicle including address and phone number.

## Repairer Details

Details of the repairer including address and phone number.

## Vehicle Details

### VIN/ Chassis number

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

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

In the case of a motor vehicle the number will be imprinted on the vehicle compliance plate and in one other place on the vehicle. The VIN certification board has recommended the following locations for the number:

- On top of the dashboard at the bottom left hand corner of the windscreen
- On the firewall just inside the engine bay
- On the chassis rail under the driver's side door

Unfortunately some manufacturers have not adhered to these recommended places. Therefore MBE may wish to access the Road Vehicle Certification Search (RVCS) site on <http://rvcs-prodweb.dot.gov.au/pls/wwws/pubrvcs>. Notify Search to locate the VIN location.

Motor vehicles manufactured prior to 1 January 1989 were issued a chassis number. As with VIN's, these numbers are located in various places. As a result if there are any difficulties assistance should be sought from the AIS Compliance Unit. It should be noted that a chassis number can be any combination of numbers and or letters.

### Make

The make of the vehicle - e.g. Ford, Holden, Toyota or in the case of a trailer it may be 'home-made'.

### Model

The model of the vehicle - e.g. Falcon, Commodore, Camry. In the case of a vehicle without a model name the model number can be used, e.g. Morris 1100, call the Model 1100.

If a compliance plate is fitted take this information from the compliance plate.

### Series

The series of the vehicle eg. VB, VC etc.

### Month/year

The month and year of the vehicle.

If a compliance plate is fitted take this information from the compliance plate.

### Colour

When determining the colour, there is now a box for both primary and secondary colour, if dual colours both boxes must be completed. Single colour vehicles the MBE needs to only complete the Primary Colour box. These are drop down boxes with only the colours listed on the MRS available.

### Odometer reading

Odometer reading at the time of inspection. Do not round up or down.

### Date classified as RWO

Record date that the vehicle was classified as a RWO, this can be obtained from “Obtaining types of damage data on vehicles classified as either SWO or RWO” detailed in chapter 8 of this manual.

### Defect notice no.

If a structural report is requested on a defect notice insert the defect notice number from top right corner of the notice.

### Motorcycle

If a Motorcycle is presented you will need to tick the Yes box otherwise it is automatically defaulted to No, you will find that the wheelbase measurements will not show once you have ticked Yes.

### Type of damage

MBE will determine what type of damage has occurred to the vehicle by accessing the damage code data as detailed in Chapter 8. This will indicate whether the type of damage is :-

#### Impact collision-light

This is where the vehicle panels only require repairing.

#### Impact damage-heavy

This is where heavy structural damage has occurred.

#### Fire

Where the vehicle is burnt

#### Malicious/stripping

Where the vehicle is damaged, dismantled or stripped.

#### Hail

Where the vehicle has been damaged by hail.

#### Water

Where the vehicle has been immersed in water.

#### Wrecked vehicle (Vehicle over 15 years of age)

This applies for all vehicles over 15 years of age that are not classified under the Written Off Vehicle scheme are classified as wrecked.

#### Photo of vehicle

Photo of repaired vehicle to be inserted in this location.

#### Defect notice inspection

This applies for a vehicle presented for inspection as a result of a defect notice

#### Intermediate inspection

There will be occasions where the MBE may conduct intermediate inspections during the course of repairs. This being the case the MBE is to record:

- Date of inspection

- Location of inspection
- Number of photos taken
- Comments on the progress of repair are to be recorded, and MBE initial (for paper-based copy only)

### Final inspection

This is to be completed when the MBE is making his/her final inspection.

### AMBRIS name

Insert AMBRIS name

### AMBRIS No

Insert AMBRIS Number

### Date

Insert date of final inspection

### Name of authorised dealership used to inspect operation of:

Where a Supplementary restraint system report (AMBRIS 5) or Supplementary restraint system report Water immersed write-offs vehicle assessment report (AMBRIS 6) is requested on your VIN lookup. MBEs are required to sight either the AMBRIS 5 or AMBRIS 6 provided by the operator. Details of the dealer's details and whether the vehicle passed the inspections is to be recorded where applicable.

Note: Under no circumstances are MBEs to pass a vehicle where this report is requested until they sight the official document indicating that it has passed inspection.

### Dimensional body measurement

Where a vehicle has a "impact collision-heavy" type of damage the vehicle will be required to have a 3-dimension body measurement to verify that the vehicle is compliant meeting the manufacturers specifications.

Note:- This field will only appear when you have recorded the type of damage as "impact damage-heavy".

### Trammel bar measurement

Where a vehicle has a type of damage other than "Impact damage-heavy" the vehicle will be required to be measured by a trammel gauge to verify that the vehicle is compliant meeting the manufacturer's specifications.

Note:- This field will only appear when the type of damage is other than "Impact damage-heavy"

### Has a repair diary been completed?—Yes/No

This will only be displayed if the vehicle has been classified as a RWO from 1 July 2012.

If you indicate **No**, you will be prompted to contact AIS Compliance Unit on 6166 3271. You will also be required to provide a copy of the "Repair diary policy" to the owner of the RWO

Note: The repair Diary policy is detailed further in this chapter. If you indicate **Yes**, the following fields will need to be completed. What has been included in the repair diary?

Data sheets – Yes/No Description of repairs-Yes/No Copies of reports-Yes/No Parts invoices – Yes/No

Total number of photographs – insert number of photos

## Repair methods used

Indicate whether repair methods used were utilised from manufacturers/I-car/ other – in this instance specify method used.

An additional box has been inserted on the Structural Report for the Repair Methods Standard, this has drop down options, the MBE needs to pick the appropriate standard used.

## Result of inspection

Indicate whether the vehicle passes or fails inspection

- If vehicle has passed inspection, follow “Statement of compliance” detailed below
- If vehicle fails inspection a reason for failure box will appear complete the following
- Reasons for failure as detailed in “reasons for rejection” outlined in Chapter 11 of this manual
- Time failed
- Date failed
- MBE number
- AMBRIS No
- Print structural report and sign signature block
- Present to motorist advising them of the non-compliance issues

## Re-inspection result

Indicate whether vehicle passes inspection and follow “Statement of compliance” detailed below.

## Statement of compliance

If the vehicle passes inspection

- Type your name and number and date in the area provided
- Signature is only required on the paper-based copy provided to the owner
- A comments box has been provided when the vehicle passes, if the MBE wishes to make any comments about the vehicle presented.

## MBE Name and number

The MBE completing the structural report is to sign the paper-based copy provided to the motorist presenting the vehicle for inspection.

## Repair Diary policy

This policy has been developed to advise owners of RWO vehicles classified from 1 July 2012 on what cause of action they can take as a result of the vehicle being failed for inspection due to the fact that the MBE could not establish that the repairs carried out to the vehicle were in line with manufacturers repair instructions or best industry practice.

This Policy is included in the disk and should be printed off and given to the person presenting the vehicle for its structural inspection.

## Inspection process

### 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. Access the Department MRS site and ascertain type of damage/status and date of RWO classification
3. Arrange for the motorist to wait while the vehicle is being undertaken or to drop the vehicle off and collect later
4. Advise the motorist of the cost of the inspection
5. Conduct inspection of vehicle
6. If vehicle passes complete all required fields on electronic structural inspection report
7. Email structural report to [ambris@stategrowth.tas.gov.au](mailto:ambris@stategrowth.tas.gov.au)
8. Print off a copy of the report and complete the required fields, including stamping the front page of the report.
9. Give copy of printed structural report to motorist

### Vehicle that fails to be presented within 30 days of inspection.

Where a vehicle was failed subject to specified defects. The structural report should be printed of and returned to AIS Compliance Unit after 30 days marked “Failed to return within 30 days”.



## Example Completed Vehicle Inspection Checklist Sheet



### Approved Motor Body Repair Inspection Station Vehicle inspection checklist



Inspection Report No: **002/018**

#### VEHICLE DETAILS

Make: **Mazda** Model: **6** Type: **Sedan** Colour: **Silver**

Year of compliance/manufacture: **...**

VIN/Chassis No **JM0GG103100175712**

WOVR date: **12/2/18**

Diary required **Y**N

Type of damage: **Heavy Impact**

SRS certificate **Y**N

Water immersed **Y**N

Bench test required **Y**N

1. CERTIFICATES	Sighted	Corrected
Bench test	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SRS certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Water immersed certificate	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Repair diary	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Statutory declarations	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
2. VISUAL-BOLT ON PARTS/PANELS	Inspected	Corrected
Slotted bolt holes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uneven gaps	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bent hinges (all openings)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
3. VISUAL WELDING PROCESS	Inspected	Corrected
Poor quality welds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incorrect gap closure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unrepaired damage to boot floors and correct seam closure	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chassis rails have unrepaired bends or been subject to the use of excessive heat	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Incorrect welding techniques used around door openings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spot welds are inconsistent in size and spacing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Plug weld holes are not filled, inconsistent spacing and poor penetration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Fillet welds are uneven in form and consistency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Silicon bronze welds are used when designated steel welds are required	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inappropriate use of silicon bronze welding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Panels that require bonding are welded	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
4. DOORS AND DOOR SKINS	Inspected	Corrected
Intrusion beams have been repaired, heated or straightened or have poor edge folding techniques	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No intrusion beam present	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No spot welds present as per manufacturers specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No or insufficient anti flutter foams used within the door	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
5. VEHICLE DIMENSIONS AND BENCH TESTING	Inspected	Corrected
Measurements vary to manufacturers specifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

☒ Pass ☒ Fail ☐ N/A

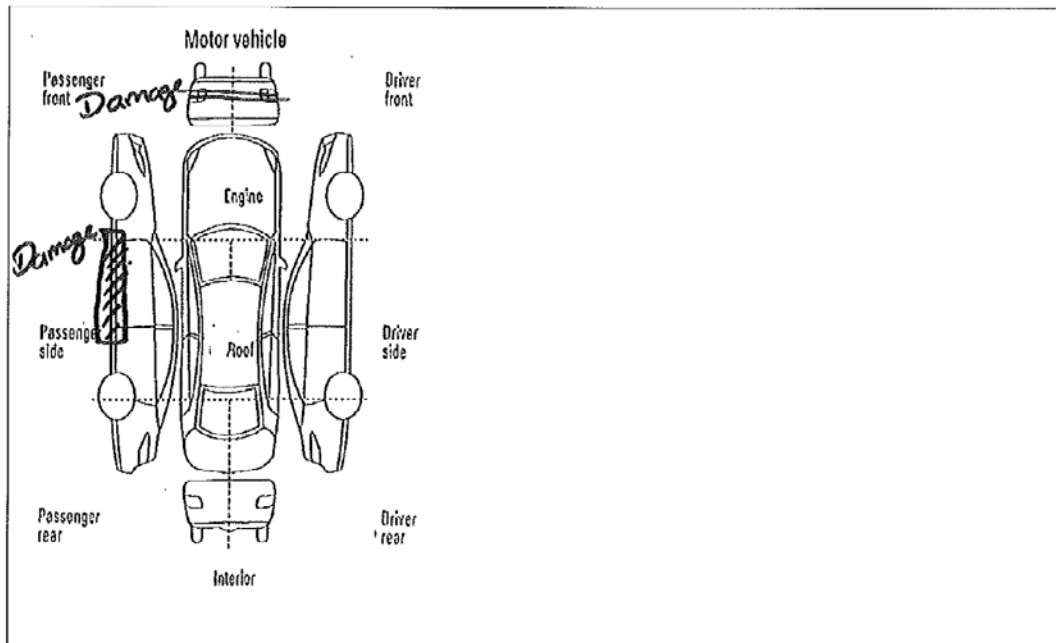
Form AMBRIS 7 – Version 2 October 2016

6. UNDERBODY AND STRUCTURAL SECTIONS	Inspected	Corrected
Paint thickness gauge indicates excessive filler or under body sealers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive use of filler in rail or chassis components	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Obvious creases or kinks in structural sections	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excessive or incorrect sealer used on windscreens	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
7. VISUAL SUSPENSION & MECHANICAL	Inspected	Corrected
No wheel alignment report	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Misaligned/damaged/repairs mechanical components	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cracked tower strut seams	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Poor weld quality and mounting part	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Vehicle inspected when dismantled at Ace Bodyworks, photos taken - passed inspection

Additional information, sketches of vehicle


☒ Pass    ☒ Fail    ☐ N/A

Form AMBRIS 7 – Version 2 October 2016

## Example Failed Vehicle Structural Report



### Vehicle Structural Report

AMBRIS Report No.  
002/018

#### Owner Details

Title <input type="text" value="Mr"/>		AMBRIS Report No. <input type="text" value="002/018"/>	
First name <input type="text" value="John"/>		Address line 1 <input type="text" value="1 Brown St"/>	
Last name <input type="text" value="Brown"/>		Address line 2 <input type="text"/>	
Phone <input type="text" value="62123456"/>	Fax <input type="text"/>	Suburb / Town <input type="text" value="Hobart"/>	Postcode <input type="text" value="7000"/>

#### Repairer Details

Name / Company <input type="text" value="Ace Bodyworks"/>		Address line 1 <input type="text" value="20 Green St"/>	
Phone <input type="text" value="62789654"/>		Address line 2 <input type="text"/>	
Fax <input type="text"/>		Suburb / Town <input type="text" value="New Town"/>	Postcode <input type="text" value="7007"/>

#### Vehicle Details

VIN <input type="text" value="JM0GG103100175712"/>	OR Chassis number <input type="text"/>	Make <input type="text" value="Mazda"/>	Model <input type="text" value="6"/>	
Odometer reading <input type="text" value="122000"/>	Primary Colour <input type="text" value="Silver"/>	Series <input type="text" value="N/A"/>	Month <input type="text" value="05"/>	Year <input type="text" value="2005"/>
Date classified as RWO <input type="text" value="12/02/2018"/>	Secondary Colour <input type="text"/>	Defect notice no. <input type="text"/>	Motorcycle <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

#### Type Of Damage

Please select damage type

- |  |   |   |                               |                                |
|--|---|---|-------------------------------|--------------------------------|
| <input type="checkbox"/> Impact damage - Light | <input checked="" type="checkbox"/> Impact damage - Heavy       | <input type="checkbox"/> Fire                     | <input type="checkbox"/> Hail | <input type="checkbox"/> Water |
| <input type="checkbox"/> Malicious/Stripping   | <input type="checkbox"/> Wrecked (vehicle over 15 years of age) | <input type="checkbox"/> Defect notice inspection |                               |                                |



## Vehicle Structural Report

AMBRIS Report No.  
002/018

### Photo of vehicle

Repaired vehicle photo



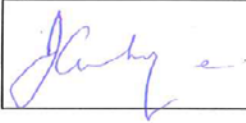
### Intermediate Inspection

Date	Location	No. of Photographs	Comments on progress of repair	MBE No.	Action
21/07/2018	Ace Bodyworks	8	Dismantled structural inspection - passed	009	



## Vehicle Structural Report

AMBRIS Report No.  
002/018

Time failed	Date failed	MBE number	AMBRIS No.	Signature
9.30	29/07/2018	009	010	
Reinspection result				
<input type="checkbox"/> Pass <input type="checkbox"/> Fail				



## Example Failed and then Passed Vehicle Structural Report



### Vehicle Structural Report

AMBRIS Report No.  
002/018

#### Owner Details

Title <input type="text" value="Mr"/>		AMBRIS Report No. <input type="text" value="002/018"/>	
First name <input type="text" value="John"/>		Address line 1 <input type="text" value="1 Brown St"/>	
Last name <input type="text" value="Brown"/>		Address line 2 <input type="text"/>	
Phone <input type="text" value="62123456"/>	Fax <input type="text"/>	Suburb / Town <input type="text" value="Hobart"/>	Postcode <input type="text" value="7000"/>

#### Repairer Details

Name / Company <input type="text" value="Ace Bodyworks"/>		Address line 1 <input type="text" value="20 Green St"/>	
Phone <input type="text" value="62789654"/>		Address line 2 <input type="text"/>	
Fax <input type="text"/>		Suburb / Town <input type="text" value="New Town"/>	Postcode <input type="text" value="7007"/>

#### Vehicle Details

VIN <input type="text" value="JM0GG103100175712"/>	OR Chassis number <input type="text"/>	Make <input type="text" value="Mazda"/>	Model <input type="text" value="6"/>	
Odometer reading <input type="text" value="122000"/>	Primary Colour <input type="text" value="Silver"/>	Series <input type="text" value="N/A"/>	Month <input type="text" value="05"/>	Year <input type="text" value="2005"/>
Date classified as RWO <input type="text" value="12/02/2018"/>	Secondary Colour <input type="text"/>	Defect notice no. <input type="text"/>	Motorcycle <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

#### Type Of Damage

Please select damage type

- |  |   |   |                               |                                |
|--|---|---|-------------------------------|--------------------------------|
| <input type="checkbox"/> Impact damage - Light | <input checked="" type="checkbox"/> Impact damage - Heavy       | <input type="checkbox"/> Fire                     | <input type="checkbox"/> Hail | <input type="checkbox"/> Water |
| <input type="checkbox"/> Malicious/Stripping   | <input type="checkbox"/> Wrecked (vehicle over 15 years of age) | <input type="checkbox"/> Defect notice inspection |                               |                                |



## Vehicle Structural Report

AMBRIS Report No.  
002/018

### Photo of vehicle

Repaired vehicle photo



### Intermediate Inspection

Date	Location	No. of Photographs	Comments on progress of repair	MBE No.	Action
21/07/2018	Ace Bodyworks	8	Dismantled structural inspection - passed	009	





## Vehicle Structural Report

AMBRIS Report No.  
002/018

### Final Inspection

AMBRIS name

ACME Bodyworks

Pass

AMBRIS no.

010

3-dimensional body measurement

Yes

Wheelbase measurement

Yes

Date

29/07/2018

N/S 2664 mm O/S 2663 mm

Name of authorised dealership used to inspect operation of:

Has a repair diary been completed?

Yes

Supplementary restraint system

Pass

No

What has been included in the repair diary?

Electronics

Pass

No

Data sheets

Yes

Description of repairs

Yes

Copies of reports

Yes

Parts invoices

Yes

Total number of photographs

21

### Repair Methods Used

Manufacturers

Yes

I-Car

No

Other

No

Repair Methods Standard

Best practice Quality

### Result Of Inspection

Final inspection result

☐

Pass

☒

Fail

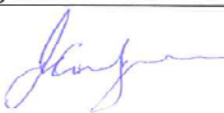
Reason for failure

Supplementary Restraint System report required from Manufacturer



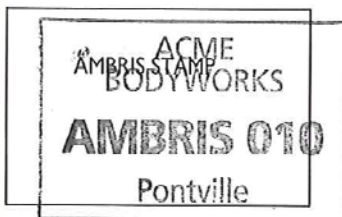
## Vehicle Structural Report

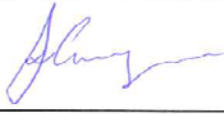
AMBRIS Report No.  
002/018

Time failed	Date failed	MBE number	AMBRIS No.	Signature
9.30	29/07/2018	009	010	
Reinspection result				
<input checked="" type="checkbox"/> Pass <input type="checkbox"/> Fail				

### Statement Of Compliance

I certify that I have inspected the vehicle 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 structurally acceptable for registration.



MBE name
Joe Citizen
MBE number
009
Signature

Date
01/08/2018

## Example Failed Inspection due to no Repair Diary



## Vehicle Structural Report

AMBRIS Report No.  
001/018

## Owner Details

Title Mr		AMBRIS Report No. 001/018	
First name John		Address line 1 1 Brown St	
Last name Brown		Address line 2 	
Phone 62123456	Fax 	Suburb / Town Hobart	Postcode 7000

## Repairer Details

Name / Company Ace Bodyworks		Address line 1 20 Green St	
Phone 62789654		Address line 2 	
Fax 		Suburb / Town New Town	Postcode 7007

## Vehicle Details

VIN JM0GG103100175712	OR	Chassis number 	Make Mazda	Model 6
Odometer reading 122000	Primary Colour Silver	Series N/A	Month 05	Year 2005
Date classified as RWO 12/02/2018	Secondary Colour 	Defect notice no. 	Motorcycle <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

## Type Of Damage

Please select damage type

<input type="checkbox"/> Impact damage - Light	<input checked="" type="checkbox"/> Impact damage - Heavy	<input type="checkbox"/> Fire	<input type="checkbox"/> Hail	<input type="checkbox"/> Water
<input type="checkbox"/> Malicious/Stripping	<input type="checkbox"/> Wrecked (vehicle over 15 years of age)	<input type="checkbox"/> Defect notice inspection		



## Vehicle Structural Report

AMBRIS Report No.  
001/018

### Photo of vehicle

Repaired vehicle photo



### Intermediate Inspection

Date	Location	No. of Photographs	Comments on progress of repair	MBE No.	Action

### Final Inspection

AMBRIS name

ACME Bodyworks

AMBRIS no.

010

Date

27/07/2018

Name of authorised dealership used to inspect operation of:

Supplementary restraint system

Pass

No

Electronics

Pass

N/A

Pass

3-dimensional body measurement

Yes

Wheelbase measurement

Yes

N/S 2264 mm O/S 2263 mm

Has a repair diary been completed?

No

Please contact the AIS Compliance Unit on (03) 6166 3271



## Vehicle Structural Report

AMBRIS Report No.  
001/018

### Repair Methods Used

Manufacturers ☐ Yes

I-Car ☐ No

Other ☐ No

Repair Methods Standard

Average Quality

### Result Of Inspection

Final inspection result

☐ Pass ☒ Fail

Reason for failure

1. Unable to determine that the vehicle has been repaired in line with manufacturers repair instructions or best industry practice.
2. Supplementary Restraint System report required from manufacturer

Time failed

13.00 pm

Date failed

27/07/2018

MBE number

009

AMBRIS No.

010

Signature

Reinspection result

☐ Pass ☐ Fail

## CHAPTER 10

### REPAIR DIARY

#### Repairing a written off vehicle

From 1 July 2012 a repair diary is strongly recommended for ALL repairable written off vehicles presented for inspection in Tasmania that have been classified as a Repairable Write Off after 1 July 2012.

#### Manufacturer's guidelines

A damaged vehicle must be repaired in accordance with the manufacturer's repair instructions or best industry practice.

The repairer is responsible for obtaining the manufacturer's guidelines from the vehicle manufacturer or an authorized dealer of the manufacturer prior to repairing the vehicle. Some manufacturers may charge for this material.

In some rare cases, a manufacturer will not issue the guidelines and refer them to an authorized repairer of that vehicle make. In these cases, the vehicle should be repaired at an authorized repairer as some manufacturers require specialist equipment and knowledge to conduct the repairs.

Not all damaged vehicles can be repaired easily or economically. The fact that the vehicle is entered on the Written Off Vehicle Register (WOVR) as a Repairable Write-Off (RWO) is an indication that the cost to repair the vehicle was greater than the market value of the vehicle and too expensive to repair at commercial rates and to guarantee an ongoing warranty.

It is important for a potential buyer of a damaged vehicle to understand the risks associated with buying a damaged vehicle, as the scope of repairs may expand quickly beyond the intended budget to repair the vehicle, and many unknown factors may come to light during the repair or inspection process which may lead to the vehicle costing more to repair than was estimated.

#### Risks of not complying with manufacturers' guidelines or best industry practice

If owners repair a vehicle without the guidelines or to best industry practice, they run the risk of the vehicle being incorrectly repaired and its structural integrity being compromised. This may result in the area of repair being significantly weaker or stronger than originally intended by the manufacturer, leading to the crashworthiness of the vehicle being compromised and potentially catastrophic results if the vehicle is involved in an accident.

In this case they will encounter difficulty and additional costs at the time of a structural inspection, and the vehicle will not pass the inspection until the vehicle is correctly repaired and satisfactory evidence of this is provided.

#### Repairing a damaged vehicle keeping a crash repair diary

A crash repair diary is a detailed record explaining what repairs were needed on the vehicle, what repair techniques were referenced and how they were applied during the repair. It also contains progress photographs and other material to provide evidence of the nature, extent and activities of the vehicle repair.

The diary can be in any form and should chronologically follow the vehicle from purchase, through all repair stages, and end at the point of presentation for inspection.



An example of a crash diary is located on the Departments website on [http://www.transport.tas.gov.au/vehicles/vehicle\\_inspections](http://www.transport.tas.gov.au/vehicles/vehicle_inspections)

## Photographs

When taking photos, it is best to take a number of photos to ensure they describe the process properly. When dismantling a vehicle, take photos, when components are being fitted or being repaired and refitted, take photos.

Photos from the auction house prior to sale are required. These must be obtained as hard copy from the auction house, not downloaded electronically.

Depending on the repair area, and how close the photo is taken, it may be difficult in interpreting what part of the vehicle the photo is showing. In these cases it is best to take a photo from a medium distance, and then a close up. Sometimes it helps when scale is introduced to the photo, so a tape measure can be pictured against the subject area to assist.

When compiling the crash repair diary, each step should be documented with photos and cross referenced with the relevant area from the manufacturer's guidelines. A recommended outline of the crash repair diary should contain a detailed description and photos:

- Before repair work
- During jiggling
- Removed panels and pieces
- Replacement panels and pieces
- Method of attachment of replacement panels and pieces
- Specialised equipment used in the repair

Keeping a crash repair diary when repairing a vehicle creates visibility of the repair process and they will be less likely to encounter difficulty when presenting the vehicle for a structural inspection and WOVR inspection. If the crash repair diary is done correctly, they may reduce the likelihood of the vehicle being failed for inspection or requested to undergo further inspections.

Note: The repair diary must be presented in hard copy for its structural and WOVR inspections.

## What happens if the person presenting the vehicle does not produce a repair diary for inspection?

It is acknowledged that that MBE cannot easily be satisfied that the repairs carried out have been repaired to the manufacturer's specifications or best practice principles and is justified in failing the vehicle for inspection where he cannot be satisfied as such.

In the event that the MBE fails the vehicle, the owner will have to produce evidence (that would have otherwise been present in the repair diary) that the vehicle has been repaired to manufacturer's specifications or best practice principles to the RMV and satisfy the RMV that this has occurred.

It is recognised that this will cause a time delay, due to the RMV having to investigate and gather evidence after the vehicle has been repaired rather than during the repair process.

Note: Refer to repair diary policy in Chapter 10.

## Fire affected vehicles

Generally, a fire damaged vehicle will usually be assessed as a Statutory Write-Off. In the case where the fire damage is minor and the vehicle is assessed as a repairable write-off, the fire damaged components must be replaced. It should be understood that the heat in the incident may not be limited to the immediate fire area, and have affected other components in the



vehicle, especially high strength light alloy steels in key structural components. Repairing such a vehicle may facilitate replacement of major components that have been heat affected and may become more costly than estimated.

If using components from a fire damaged vehicle to repair another vehicle, the repairer should exercise caution to ensure they do not utilise heat affected components. Doing so may compromise the structural integrity of the vehicle. Photographic evidence of the donor car (in this case the fire damaged vehicle) should be supplied to verify the extent of damage to the vehicle. The repairer may then be required to obtain a report from a metallurgist experienced in modern steels stating the fire-affected components have not been adversely affected by heat.

## Water damaged vehicles

A vehicle immersed in fresh water that has been classified as a RWO will require a water immersion report (AMBRIS6).

AMBRIS 6 is not a simple check. The cost to obtain this report should be noted, as there is a significant labour component for a dealer of the manufacturer to undertake this work. If contamination is identified, this will result in further costs in replacing the affected components.

The report specifies that it represents an inspection of the system on the date it is issued. The vehicle has been water immersed and this report is not a guarantee that future issues will not arise from the vehicle being water immersed.

A vehicle immersed in salt water for any period above the doorsill level or, for a motorcycle, is fully immersed in salt water, is considered to be a SWO and is not eligible for registration in Tasmania.

## Supplementary Restraint System Reports

Supplementary Restraint System (SRS) reports (AMBRIS5) are required for:-

- All water immersed vehicles
- Any SRS systems has deployed as a result of impact damage
- The SRS system has been compromised/disconnected due to the nature of repairs carried out. E.g. Removal of seat/ dash assemblies

If a vehicle has been damaged by fresh/salt water and is assessed as a RWO, as part of the structural inspection you will be required to obtain a SRS / Electronic Control Unit (ECU) report from an authorized dealer of the manufacturer. This report certifies that the ECU has been checked for contamination and / or replaced and all wiring links have been checked for contamination. The manufacturers' agent is required to confirm that all integrated circuitry (ABS, Traction Control, Stability Control etc) are not compromised and the air bags and any seat belt pre-tensioners are not contaminated and are still serviceable.

If the ECU or other components are found to be contaminated, the dealer may require a replacement ECU to be fitted before the report is issued. A new or second hand ECU may be used. However, if utilizing a second hand ECU the component must not be refurbished from another water damaged vehicle, and donor VIN details are required to be provided to the MBE.

The SRS report is not a simple SRS diagnostic check. The cost to obtain this report should be noted, as there is a significant labour component for a dealer of the manufacturer to undertake this work. If contamination is identified, this will result in further costs in replacing the affected components.

Repairers must obtain the report prior to the structural inspection, provided the AMBRIS6 report is fully completed and stamped by an authorized dealer of the manufacturer, and is accompanied by a tax invoice. This invoice is to detail all checks carried out and any parts replaced.

While the vehicle may function correctly on the day of the structural inspection and when the SRS report is obtained, it cannot be guaranteed the vehicle will remain serviceable in future. It is the responsibility of the owner/operator to ensure the ongoing roadworthiness of the vehicle.

## Vandalized/cosmetically damaged vehicles

On occasion, a vehicle may be entered on the WOVR as a repairable write-off and bear only cosmetic damage which does not compromise the vehicle's crashworthiness or vehicle safety systems.

The Department requires that the damage which caused the vehicle to be entered on the WOVR as a RWO must be repaired, restored or replaced. Accordingly, cosmetically damaged vehicles (for example a motorcycle with scratched fairings or a vehicle with paint/hail damage) do not have to be repaired unless it has been determined that it constitutes a dangerous protrusion or it has affected the structural integrity of the vehicle.

## Hail damaged vehicles

Vehicles that have been damaged by hail due to storm events do not have to be repaired unless it has been determined that it constitutes a dangerous protrusion or it has affected the structural integrity of the vehicle.

## Invoices – tax requirements

When engaging a repairer to repair a vehicle, it is required that a valid tax invoice, as prescribed by the Australian Tax Office, is issued for the parts and/or labour to repair the vehicle. This invoice must clearly identify the vehicle repaired, all the repairs carried out, and all parts used in the repair of the vehicle.

Repairers are required to retain and present all relevant tax invoices at the time of the WOVR inspection to verify the legitimacy of the repair. In the case of a self repair, all the same requirements must be met, but a repair statement can be used.

If second hand components have been utilized in the repair of the vehicle, repairers will also be required to provide the VIN of the vehicles from where the parts were sourced (Donor vehicles). If no donor VIN details are provided in this case, repairers will encounter difficulty during the inspection process.

If repairers bought the vehicle in a repaired condition, be aware that they are still required to obtain the required documents and tax invoices from the previous owner, and provide a statutory declaration to this effect.

If appropriate documentation cannot be provided or is considered suspect, the vehicle will fail the inspection and may be referred to Tasmania Police (TASPOL) for further investigation.

## Example Repair Diary

# Repair Diary

**Make:** Ford

**Model:** Falcon BA

**Colour:** White

**Body:** Utility

**Year:** 10/2006

**VIN:** 6FPAAAJGSW1235698

### Repairer details

Name: Acme Bodyworks

Address: 121 Midland HWY Bagdad

Phone (03) 62345678

### Owner details

Name: Jeff Citizen

Address: 10 Town Rd Granton

Phone: (03) 62 334567

Repairs commenced: 20 / 10 / 2012

Repairs completed: 12 / 04 / 2013

I Jeff Citizen ..... certify that the contents contained  
in this diary are true and correct


Jeff Citizen .....  
Signature

24.1.4.13 .....  
Date

**Receipt of purchase and photo of damaged vehicle recorded on the front page of this diary**

**Receipt of purchase**

0023465



Tasmanian Auction Houses Pty Ltd  
101 Nanters Old Town TAS 7111

ACN 009 544 211 ABN 31 999 444 5016  
Telephone (03) 6234 3480 Fax (03) 6234 3211

---

Tax Invoice number: 012345678

**Receipt of purchase**

Sold to: John Citizen  
Address: 10 Town Rd Granton

Item:  
One repairable written off white 2006 BA Ford Falcon utility VIN: 6PPAAUGSW1235555

Purchase price: \$3,500.00

Signed: J. Citizen  
Dated: 14 October 2019

£  
£

**Photo of damaged vehicle**

Photo of damaged white Ford Falcon utility with body damage to front and left rear

Photo has auction house identification markings

**Repairs to vehicle recorded on the front page of this diary**

**Remove and refit:**

Front bumper bar, head lights, bonnet, right and left guards and liners, radiator and air-conditioning condenser.

Rear tray, tailgate, bumper bar and tray liner.

**Repairs:**

Utility was placed on bench to check for any misalignment of under body.

Left hand front skirt was repaired as well as the rear guard support braces.

Removal of parts to be replaced included, radiator support panel and rear quarter panel. These were welded in position using a spot welding machine and mig welding where needed.

**Parts:**

Bonnet RH guard, R/H headlight, LH guard, L/H headlight, front bumper cover, front bumper bar re-enforcement, R/H quarter panel, R/H taillight, R/H rear bumper cover. Radiator support panel and headlight panels. All parts used were new.

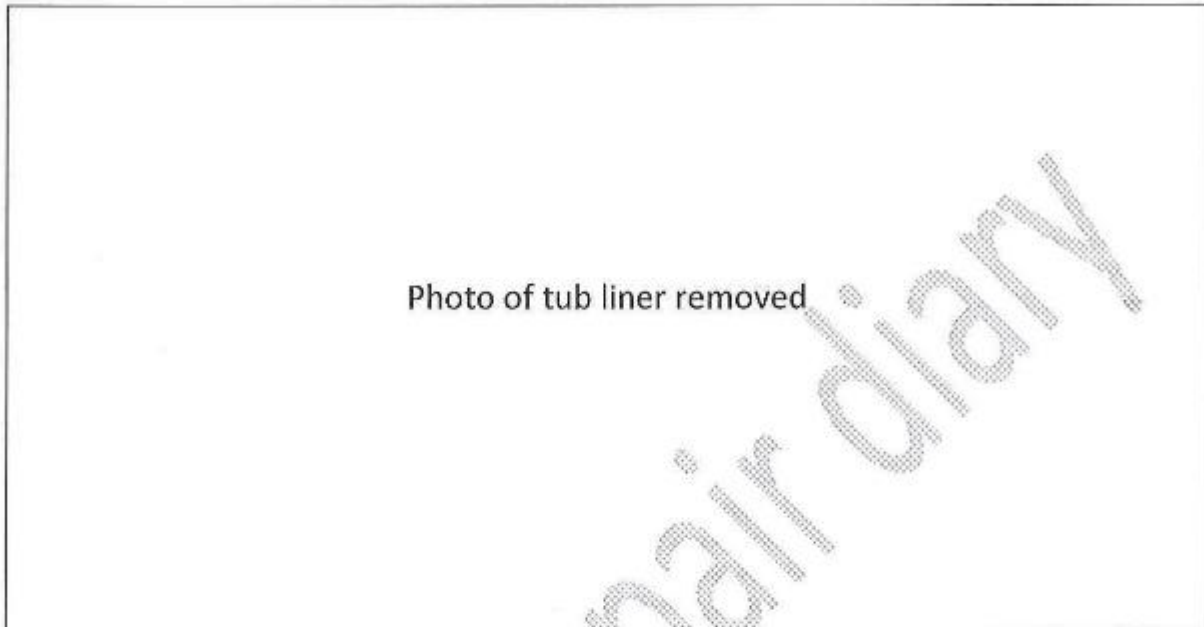
**Paint:**

Bonnet, RH guard, LH guard, front bumper cover, R/H quarter panel, R/H rear bumper cover. Radiator support and headlight panels

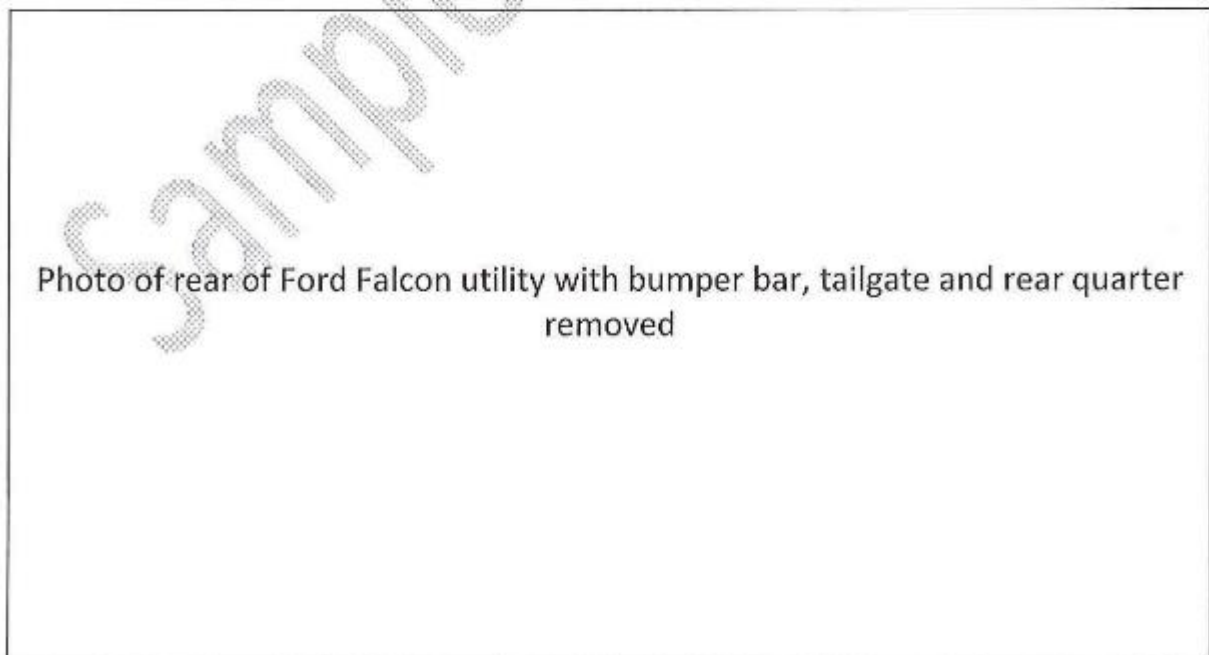
## Photos

### Removal

Tray liner removed



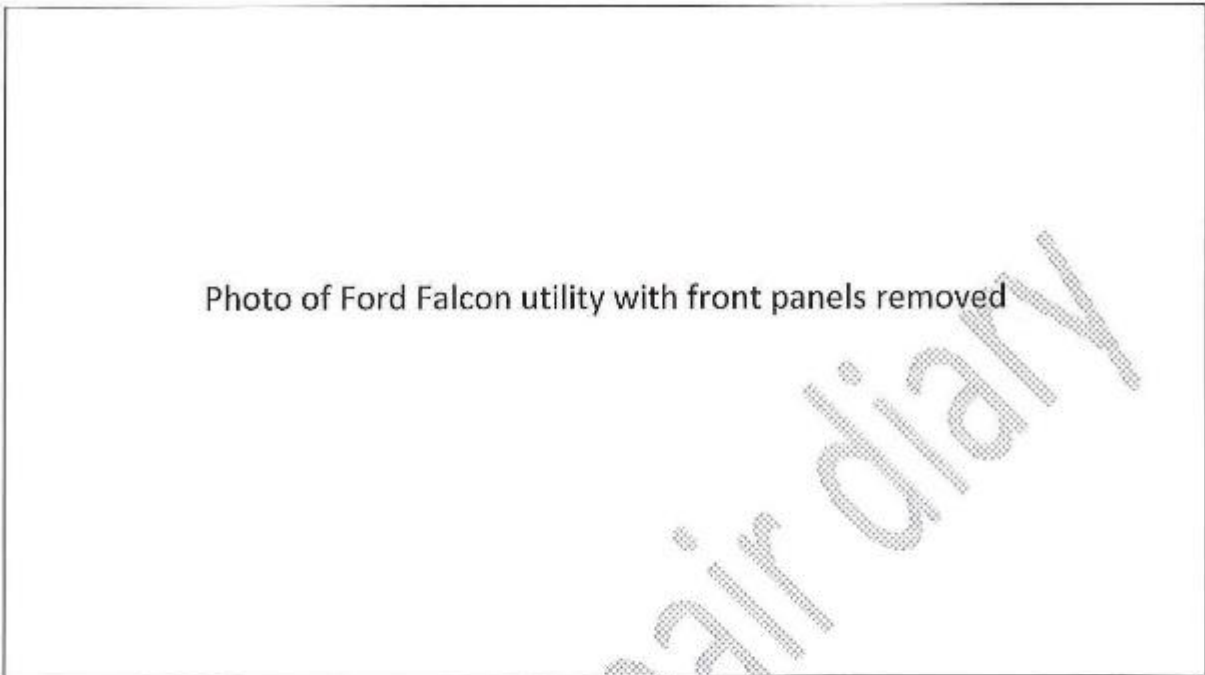
Tail light bumper bar tailgate and left rear quarter removed





Front panels removed

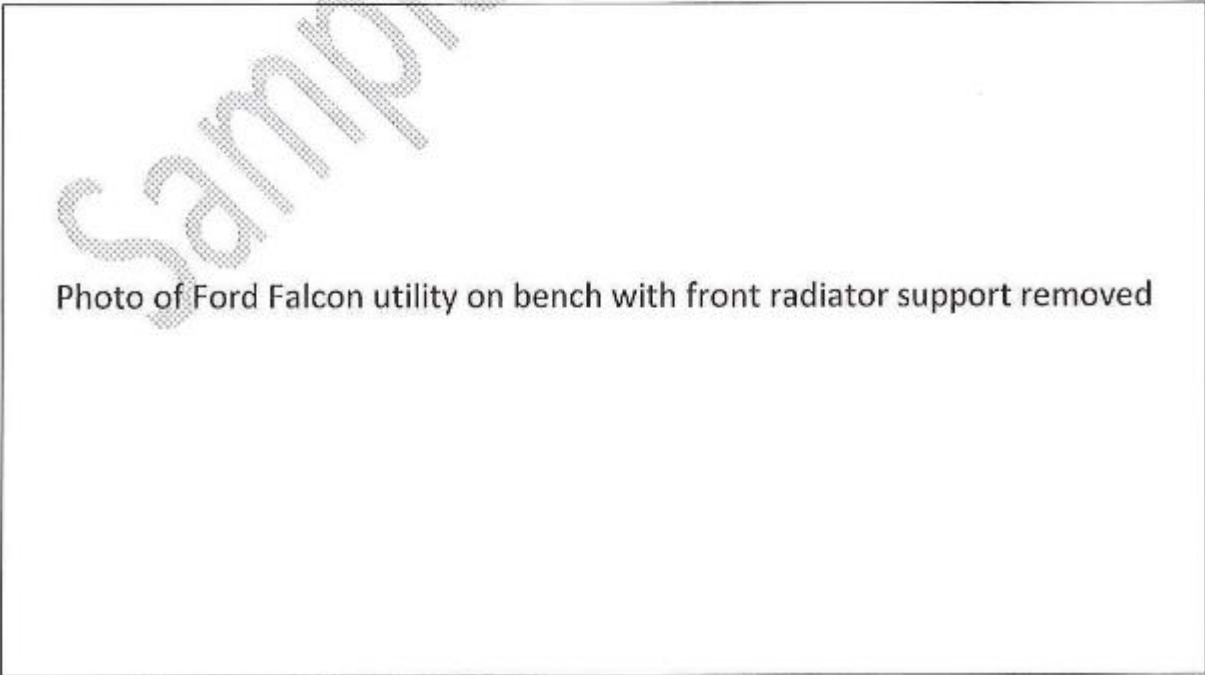
Photo of Ford Falcon utility with front panels removed



### **Repairs**

Front radiator support removed. Car on bench to realign and fix any under body measurements those are out of alignment

Photo of Ford Falcon utility on bench with front radiator support removed





### Trial fit of radiator support panel

Photo of Ford Falcon utility on bench with trial fit of front radiator support

### Radiator support panel with weld through primer for rust protection

Photo of Ford Falcon utility on bench with weld through primer

Spot welded panel same number replaced as original.

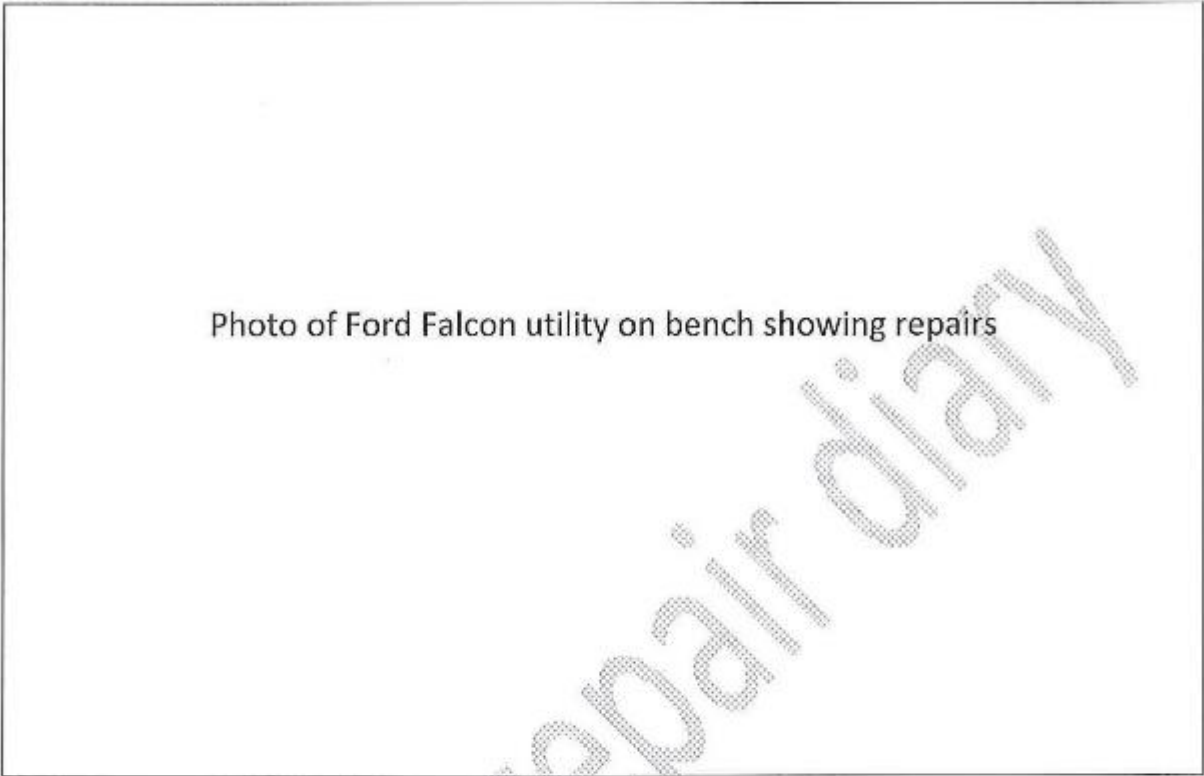
Photo of Ford Falcon utility on bench showing repairs

Panel welded with same number of spot welds as original

Photo of Ford Falcon utility on bench showing repairs

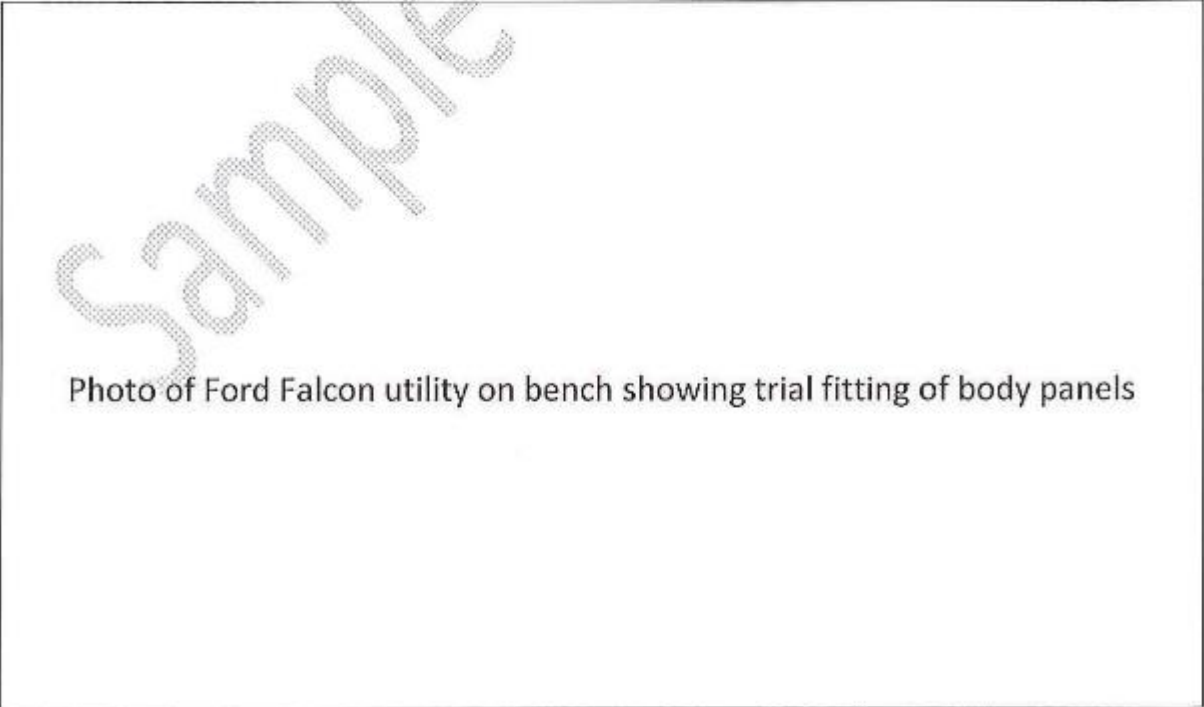
### Spot welded panels

Photo of Ford Falcon utility on bench showing repairs



### Trial fitting of body panels

Photo of Ford Falcon utility on bench showing trial fitting of body panels



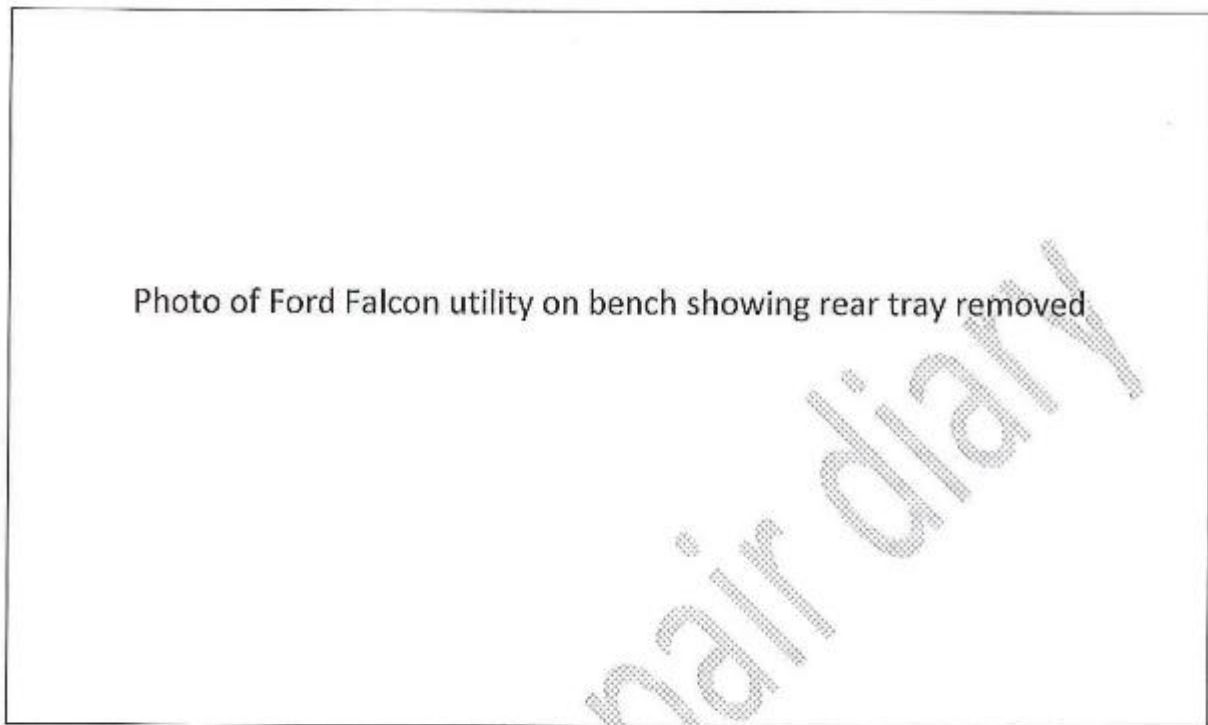
Gaps checked

Photo of Ford Falcon utility on bench showing panels fitted and gaps checked

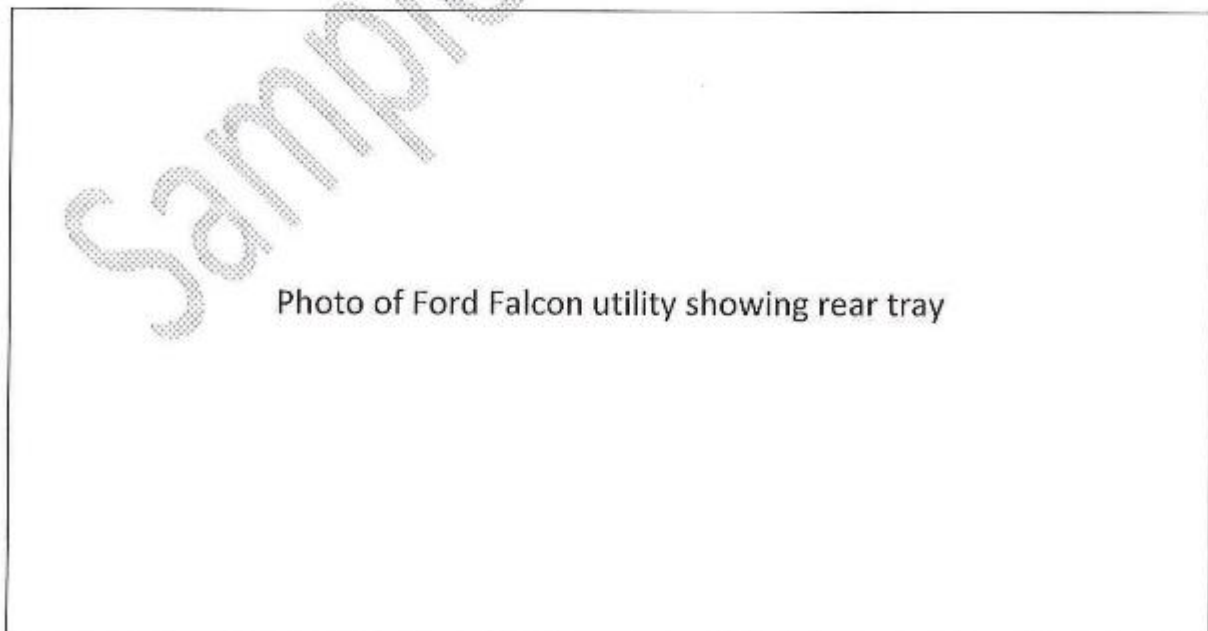
Rear quarter panel replacement after alignment

Photo of Ford Falcon utility on bench showing rear of vehicle after alignment

Tray removed to access all spot welds

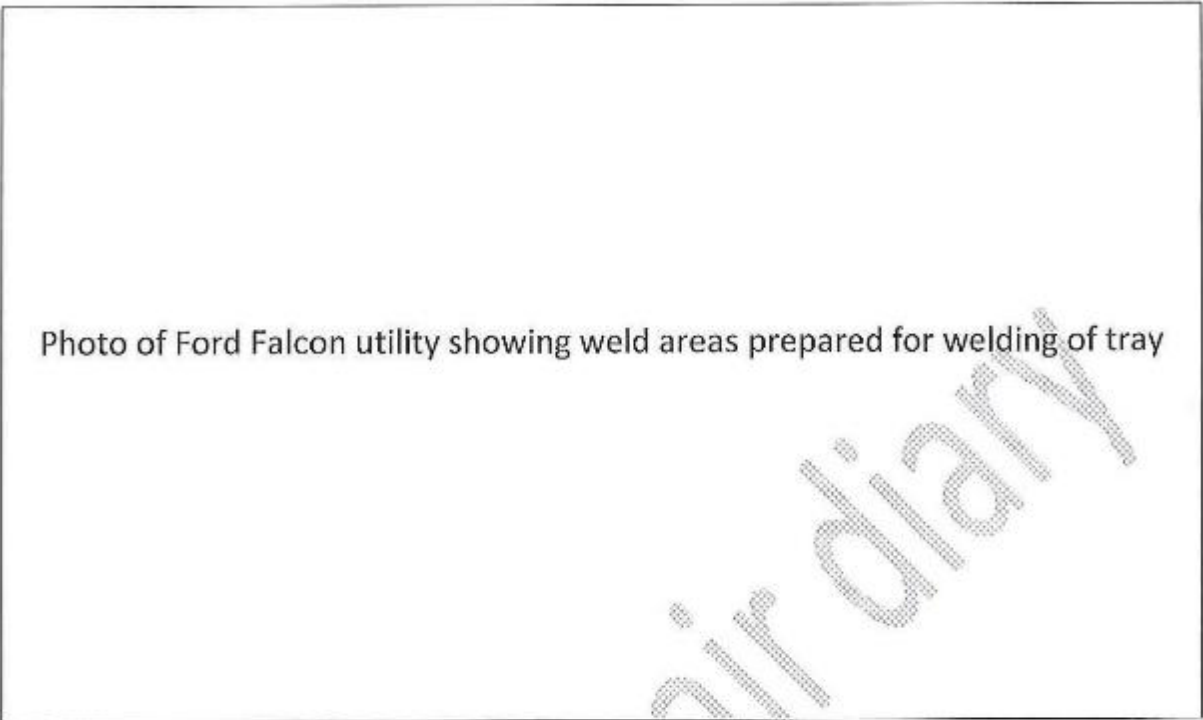


Panel removed and parts prepared for replacing and aligning



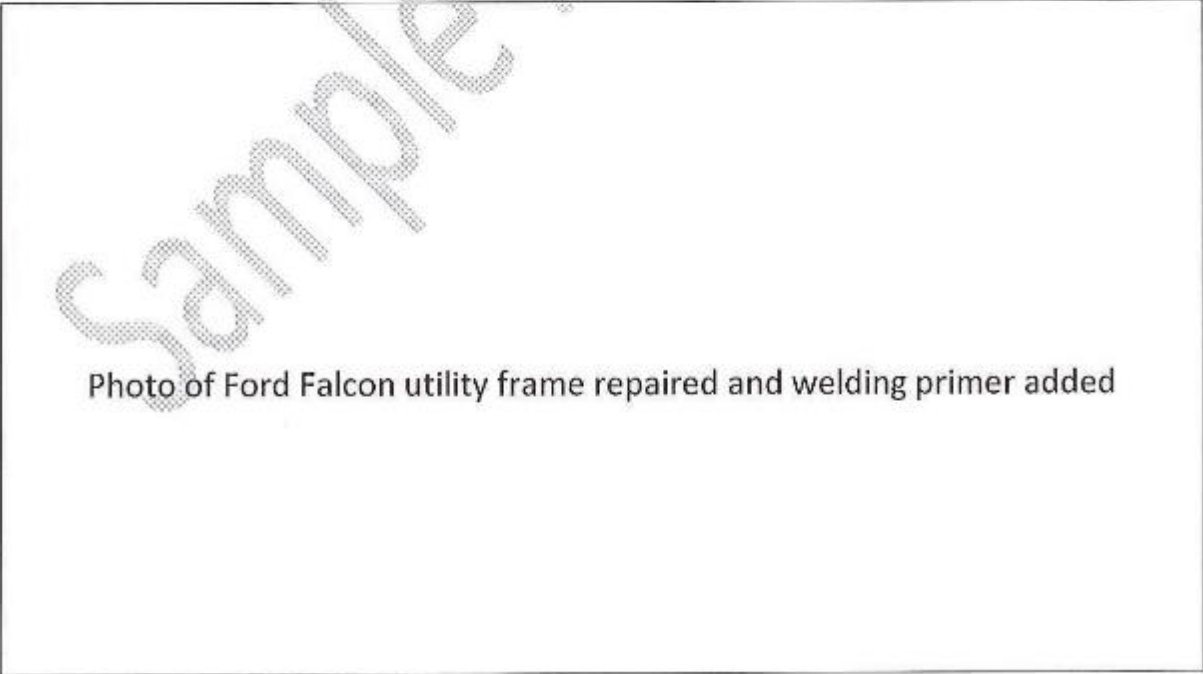
Weld areas prepared

Photo of Ford Falcon utility showing weld areas prepared for welding of tray



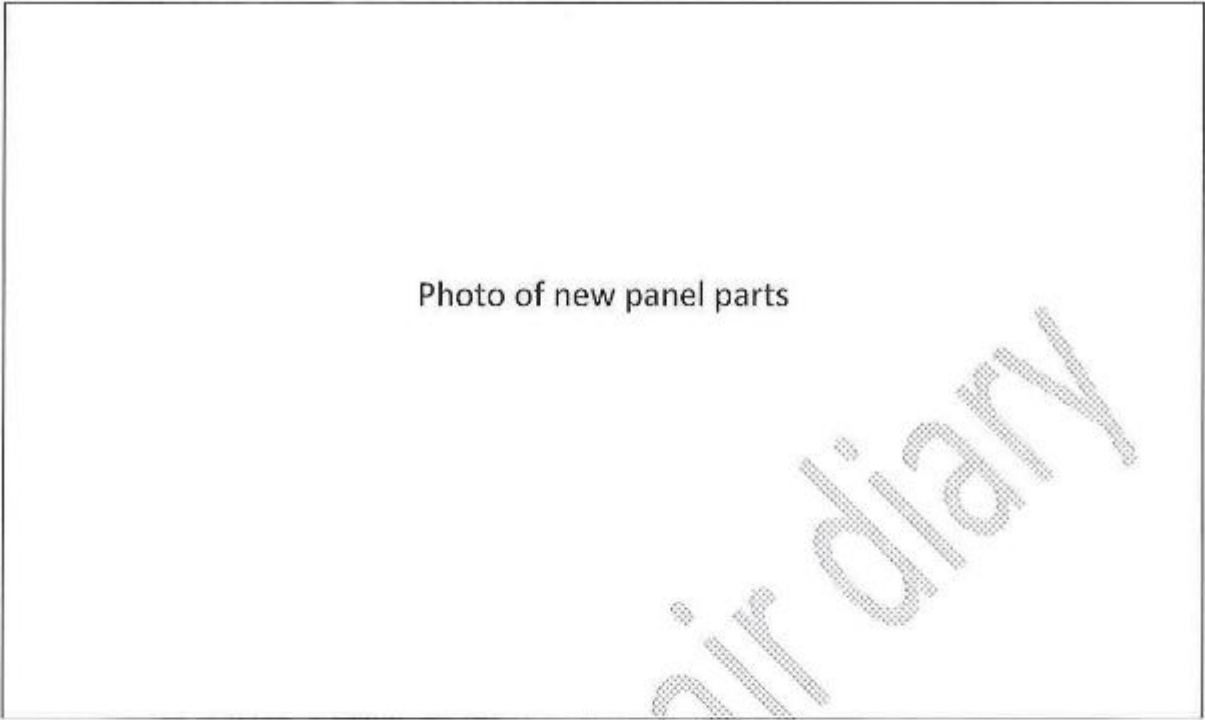
Welding primer added for rust protection before panel is fitted

Photo of Ford Falcon utility frame repaired and welding primer added



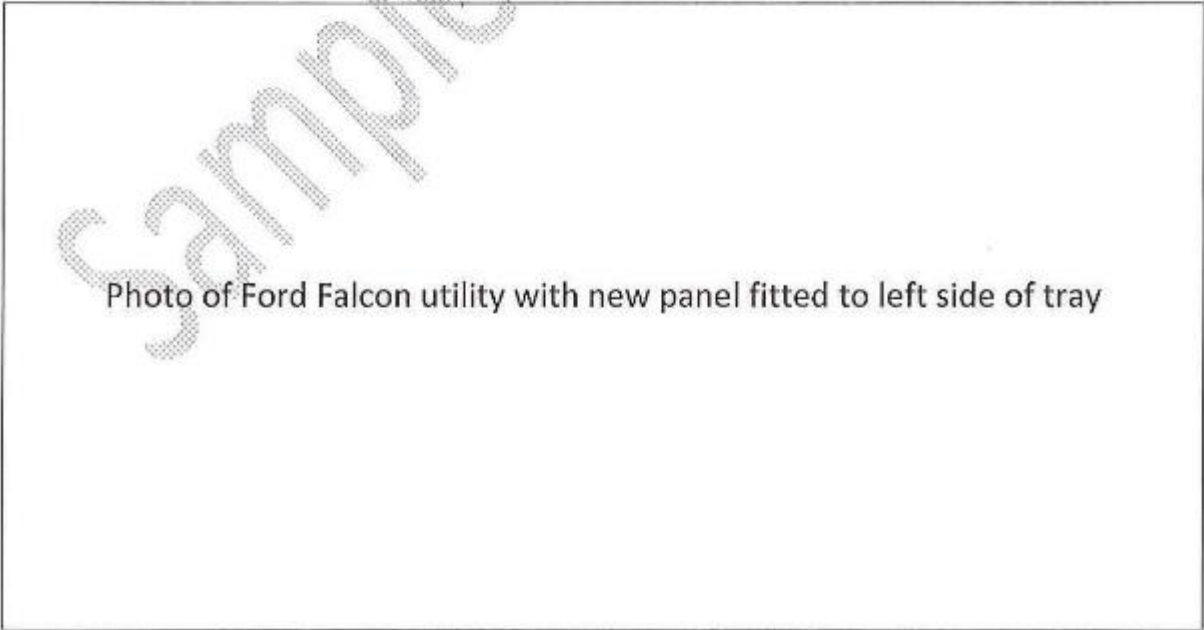
### New rear panel parts

Photo of new panel parts



Trial fitting of panel and tray making sure all gaps are even. Check with trammel for correct measurements.

Photo of Ford Falcon utility with new panel fitted to left side of tray





Tailgate fitted and checked for final alignment

Photo of rear of Ford falcon utility on bench showing tailgate fitted for final alignment

Welding on of panel

Photo of Ford Falcon utility showing left rear panel affixed to tray body

Panel welded and ready for painting

Photo of Ford Falcon utility showing left rear panel affixed to tray body

Painted rear quarter

Photo of Ford Falcon utility from the rear showing panels painted

Painted ready for fitting up

Photo of Ford Falcon utility from the rear showing panels painted and ready for fitting up

Parts fitted

Photo of Ford Falcon utility from the rear showing all parts fitted

### Front panels painted and radiator fitted

Photo of Ford Falcon utility from the front showing painted front panels fitted and painted

### Panels fitted after painting

Photo of Ford Falcon utility from the front showing painted guard fitted

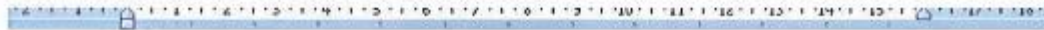
### Bar on and final checking of gaps

Photo of Ford Falcon utility from the front showing bumper bar fitted and final check for gaps

### Completed job

Photo of Ford Falcon utility with all repairs completed

## Receipt for purchase of parts



0112233



Ford-Parts-P/L

24-Next-St-Old-Town-TAS-7111

ACN:009-544-201 → ABN:32-899-444-101  
 Telephone (03) 6234 3450 Fax: (03) 6234 3211

Tax invoice number: 01234567

Sold to: Acme-Bodyworks  
 Address: 121-Midlands-Hwy-Bagdad  
 Order No: 12333  
 Date: 21-October-2012


Parts →	→	→	→	→	→	→	QTY →	→	→	Price
Bonnet →	→	→	→	→	→	→	1 →	→	→	\$xxx
RH-guard →	→	→	→	→	→	→	1 →	→	→	\$xxx
R/H-headlight →	→	→	→	→	→	→	1 →	→	→	\$xxx
LH-guard →	→	→	→	→	→	→	1 →	→	→	\$xxx
L/H-headlight →	→	→	→	→	→	→	1 →	→	→	\$xxx
Front bumper-cover →	→	→	→	→	→	→	1 →	→	→	\$xxx
Front bumper-bar-re-enforcement →	→	→	→	→	→	→	1 →	→	→	\$xxx
R/H-quarter-panel →	→	→	→	→	→	→	1 →	→	→	\$xxx
R/H-taillight →	→	→	→	→	→	→	1 →	→	→	\$xxx
R/H-rear-bumper-cover →	→	→	→	→	→	→	1 →	→	→	\$xxx
Radiator support-panel →	→	→	→	→	→	→	1 →	→	→	\$xxx
Headlight-panels →	→	→	→	→	→	→	2 →	→	→	\$xxx
Total price including GST →	→	→	→	→	→	→	→	→	→	\$xxxx.xx

Terms and conditions

Payable within 7 days  
 Deliver to 121-Midlands-Hwy-Bagdad

## Receipt for paint/fillers etc

0112233



**Painter Parts P/L**

231 Next St Old Town TAS 7111

ACN: 009 141 201 → ABN: 32 899 121 101  
Telephone: (03) 6234 3450 Fax: (03) 6234 3212

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Tax invoice number: 012453

Sold to: Acme Bodyworks  
Address: 121 Midlands Hwy Bagdad  
Order No: 1235  
Date: 11 March 2013

Parts →	→	→	→	→	→	→	→	QTY →	→	→	Price
4 litres two pack Atlantic white →	→	→	→	→	→	→	→	→	→	→	\$xxx
4 litres primer →	→	→	→	→	→	→	→	→	→	→	\$xxx
2 litres body filler →	→	→	→	→	→	→	→	→	→	→	\$xxx
4 litres Acrylic thinner →	→	→	→	→	→	→	→	→	→	→	\$xxx
Total price including GST →	→	→	→	→	→	→	→	→	→	→	\$xxxx.xx

Terms and conditions

Payable within 7 days  
Deliver to 121 Midlands Hwy Bagdad



## Receipt repairs to vehicle

1546



Acme Bodyworks P/L  
121 Midlands Hwy Bagdad 7112  
ACN: 009 211 201 → ABN: 32 899 111 101  
Telephone (03) 6234 3450 Fax: (03) 6234 3211

Tax Invoice number: 01234567

Owner: John Citizen  
Address: 10 Town Rd Granton  
Phone number: 0411 357 111  
Date: 24 April 2012

### Repairs to 2006 Ford falcon utility

#### Remove and refit:

Damage on front of vehicle involved removing front bumper bar, head lights, bonnet, right and left guards and liners, radiator and air conditioning condenser.

Damage on rear meant that rear tray needed to be removed, tailgate, bumper bar and tray liner to complete the repairs.

#### Repairs:

Utility was placed on bench to check for any misalignment of under-body.

Left hand front skirt was repaired as well as the rear guard support braces.

Removal of parts to be replaced included, radiator support panel and rear quarter panel. These were welded in position using a spot welding machine and mig welding where needed.

#### Parts:

Bonnet, RH guard, R/H headlight, LH guard, L/H headlight, front bumper cover, front bumper bar reinforcement, R/H quarter panel, R/H taillight, R/H rear bumper cover, Radiator support panel and headlight panels. All parts used are new.

#### Paint:

Bonnet, RH guard, LH guard, front bumper cover, R/H quarter panel, R/H rear bumper cover, Radiator support and headlight panels.

#### Terms and conditions:

Payable within 7 days

## CHAPTER 11

# 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 Transport Safety and Investigation Officer for 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 but is usually around 14 days.

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 may determine whether the vehicle requires 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 a formal warning?

A formal warning may be issued by a Police Officer or a Transport Safety and Investigation Officer if that officer is of the opinion that the vehicle's defects do not cause a safety risk but should be remedied. A formal warning is issued on the same defect form but marked as a formal warning. The registered operator must rectify the faults but no further action is required.

### What is self-clearance?

The registered operator or other person in charge of a vehicle may, when a defect notice has been marked for self-clearance, complete the 'Declaration of self-clearance' declaring that the defects recorded on the notice have been repaired.

Once the defects listed on the notice have been corrected the registered operator or representative should complete the declaration of clearance at part four on the front of the notice and send the completed notice to the AIS Compliance Unit. No vehicle inspection is required to clear this type of notice.

### What form does a major and minor defect take?

Both are issued on a written form issued by Police or Transport Safety and Investigation 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. Minor defects do not get issued with a sticker.

### Which major and minor defect can AMBRISs clear?




Approved Motor Body Repair Inspection Stations (AMBRIS) may clear Major and Minor defect notices for all classes of vehicles including trucks, buses and taxis when specified for structural inspections only.

The defect notices may be cleared as shown at part three on the front of the defect notice by:

1. Declaration of clearance (self-clearing minor defects)
2. Defect clearance inspection at a LVAIS
3. Full roadworthiness inspection at an LVAIS

Defect notices are no longer marked by Police or Transport Safety and Investigation Officer to have defect notices cleared at a Departmental Inspection Station.

## Sample Vehicle Defect Notice

 <b>Tasmania</b> Department of Infrastructure, Energy and Resources	<h1 style="margin: 0;">Vehicle Defect Notice</h1>  D I E R - O T H E R S	<h2 style="margin: 0; color: red;">420352</h2>  Registered Operators Copy
<b>PART 1- Vehicle/Driver</b> If you are not the Registered Operator you must give this notice to the Registered Operator		
Registration/Permit No. <input style="width: 150px;" type="text"/> VIN/Chassis No. <input style="width: 150px;" type="text"/> State <input style="width: 50px;" type="text"/>		
Make/Type <input style="width: 100px;" type="text"/> Expiry <input style="width: 50px;" type="text"/> Driver/Registered Operator <input style="width: 150px;" type="text"/>		
Licence No. <input style="width: 80px;" type="text"/> TIN No. <input style="width: 80px;" type="text"/> (If issued) Inspection Type Random <input type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended Yes <input type="checkbox"/> No <input type="checkbox"/>		
<input type="checkbox"/> <b>Defect Notice (Heavy Vehicle):</b> 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 standards prescribed by or under the <i>Heavy Vehicle National Law (Tasmania Act 2014)</i> and the <i>Heavy Vehicle Standards (National Regulations) 2013</i> .		
<input type="checkbox"/> <b>Defect Notice (Light Vehicle):</b> I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the <i>Vehicle and Traffic Act 1999</i> .		
<b>PART 2- Description of Faults</b>		
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		
Issued by (Signature) <input style="width: 150px;" type="text"/> AO/Police ID No. <input style="width: 100px;" type="text"/>		
Street and Place of Issue <input style="width: 250px;" type="text"/>		
Home Station/Headquarters <input style="width: 150px;" type="text"/> Date: <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> Time: <input style="width: 50px;" type="text"/> of hour		
<b>PART 3- Defect Category</b> Formal Warning <input type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/>		
<b>Major Defect Heavy Vehicle only</b> <input type="checkbox"/>	This heavy vehicle must not be driven on a road except to move it to the following location <input style="width: 150px;" type="text"/> and in a way stated in the <b>CONDITIONS</b> of this Notice (see below).  Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.	
<b>All other Defects</b> <input type="checkbox"/>	This vehicle may only be driven/used on a road or public street in accordance with the <b>CONDITIONS</b> (see below) and must not be driven/used after <input style="width: 50px;" type="text"/> Time: <input style="width: 50px;" type="text"/> on <input style="width: 50px;" type="text"/> Date: <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> unless the relevant repairs have been undertaken to rectify the vehicle defects.	
<b>CONDITIONS</b>		
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		
<b>CLEARANCE INSTRUCTIONS</b>		
This vehicle defect must be cleared by: <input type="checkbox"/> Declaration/Self Clearance (See Below) <input type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness		
at an <input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS) <input type="checkbox"/> Other		
<b>SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE</b>		
<b>PART 4- Declaration of Clearance</b> (Self Clearing Minor Defects only - to be completed and returned by Registered Operator)		
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.		
Name of Registered Operator (Print) <input style="width: 150px;" type="text"/> Position of Representative (Organisation) <input style="width: 150px;" type="text"/> Signature <input style="width: 100px;" type="text"/> Date <input style="width: 50px;" type="text"/>		
<b>PART 5- Certificate of Clearance</b> (to be completed by an Authorised Person)		
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice.		
Signature <input style="width: 100px;" type="text"/> Number <input style="width: 50px;" type="text"/> Station or Stamp <input style="width: 100px;" type="text"/> Date <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/> / <input style="width: 50px;" type="text"/>		



## IMPORTANT INFORMATION:

- You must return the completed form within 28 days from date of issue, otherwise action may be taken to suspend and subsequently cancel your registration.
- A **heavy vehicle** issued with a major defect must not be used on a road after the notice is issued other than to move it to one or more locations stated in the notice in one or more ways stated in the notice (refer **Part 3**).
- Any vehicle issued with a defect notice must not be driven or used on a public street after the time and date specified in **Part 3** on the front of this notice, unless the relevant repairs have been undertaken to rectify the vehicle faults.
- If a **heavy vehicle** defect notice is not cleared by the Regulator under s530 of the *Heavy Vehicle National Law* the registration of the vehicle may be **suspended and subsequently cancelled**.
- If a **light vehicle** defect notice is not cleared the registration of the vehicle may be **suspended and subsequently cancelled** under the *Vehicle and Traffic Act 1999*.
- It is an offence to use or permit the use of the vehicle on a public street contrary to this notice.
- Driving a vehicle with suspended or cancelled registration is an offence.

## How to clear this Vehicle Defect Notice

You must return the completed form **within 28 days from the date of issue**, otherwise action may be taken to suspend and subsequently cancel your registration.

## How to complete this Notice when the faults have been rectified

You need to refer to **Part 3** for the inspection requirements applicable to this vehicle.

## Inspection requirements:

➤ Registered Operator Declaration	➤ The Registered Operator must complete and sign the Declaration at <b>Part 4</b> on the front of this notice
➤ Defect Inspection <b>OR</b> Full Roadworthiness Inspection	<ul style="list-style-type: none"> <li>➤ The vehicle must be presented to an Approved Inspection Station (AIS) nominated in <b>Part 3</b>. If the vehicle passes the inspection and is deemed to be no longer defective, an Authorised Examiner/Person will sign <b>Part 5</b> on the front of this notice (and if applicable remove the vehicle defect label).</li> <li>➤ A listing of LVAIS &amp; HVAIS is available at <a href="http://www.transport.tas.gov.au/vehicles/vehicle_inspections">www.transport.tas.gov.au/vehicles/vehicle_inspections</a> or call 1300 13 55 13</li> </ul>

## Where to take the completed form

Return the completed **yellow** copy to Registration & Licensing Services, via Service Tasmania

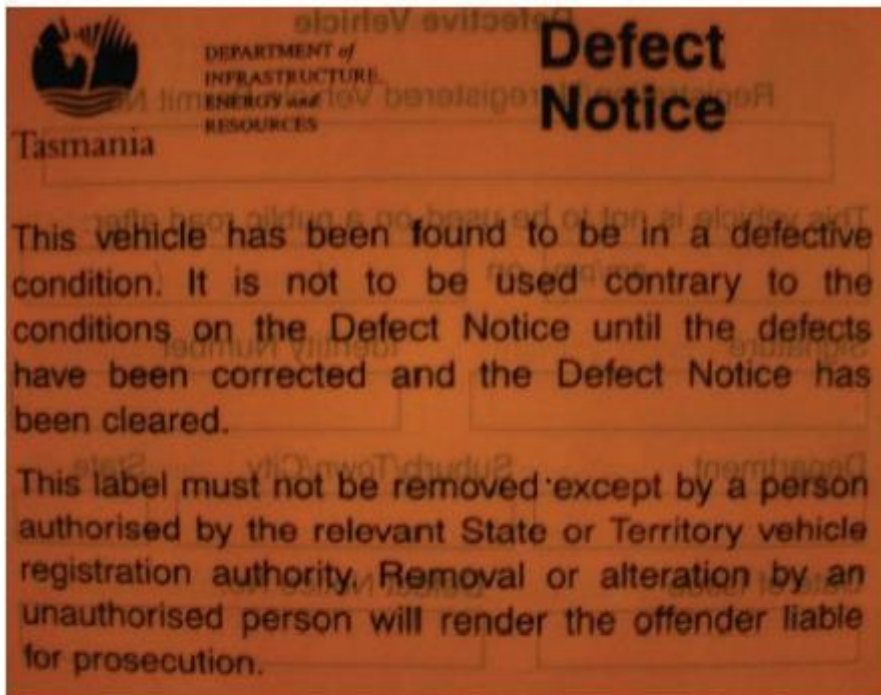
**or scan and email it to [TES@stategrowth.tas.gov.au](mailto:TES@stategrowth.tas.gov.au)**

### or by mail to:

Registration & Licensing Services  
PO Box 1002  
HOBART TAS 7001

Keep the **blue** copy for your records

## Sample Vehicle Defect Sticker



Defective Vehicle

Registration/Unregistered Vehicle Permit No.

This vehicle is not to be used on a public road after:  
 am/pm on  /

Signature  Identity Number

Department  Suburb/Town/City  State

Date of Issue  Defect Notice No.

## Procedures for clearing major and minor defect notices

### How does an Approved Motor Body Repair Station clear a defect?

1. Book the motorist in
2. Ask the motorist for both copies (yellow and blue) of the Major or Minor 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:
  - a. Find the defect notice
  - b. Contact the Department to obtain a copy of the defect notice on 6166 4965

4. Upon presentation, check that the vehicle presented is the vehicle described on the notice then conduct a structural inspection of the vehicle
5. Passed by completing part five of the defect notice and make sure the MBE number is clearly marked and the form stamped with the AMBRIS Stamp
6. Return both copies including the structural report (yellow and blue) to the motorist and explain to the registered operator their obligation to send the top copy (yellow including a copy of the structural report) to the Department for clearance
7. Remove the Major defect sticker and destroy the sticker. 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 of State Growth?

It is the responsibility of the of the Registered operator to return the top copy (yellow) of the cleared defect notice to the Department at the following address:

Vehicle Call In Officer  
Registration and Licensing Services  
GPO Box 1002  
HOBART TAS 7001

### **THESE COPIES MUST REACH THE DEPARTMENT OF STATE GROWTH WITHIN 28 DAYS OF THE DEFECT BEING ISSUED.**

Failure of the registered operator to send the completed notice 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.

Attachments show examples of defect notices. These show from self-clearing defect notices to Major defect notices where the vehicle is not to be driven.

## What if other defects are found when clearing the defect

MBEs are not authorised to issue defect notices.

If additional defects are found, the MBE may point these out to the motorist and suggest repairs.

## How does an AMBRIS advise the Department of State Growth 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. If the motorist does not wish to have the additional defects rectified, the AMBRIS cannot refuse to clear the defect notice.





In such cases, and in fact in any case where a vehicle is known to be defective the following details should be forwarded to the Department immediately:

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.





## Example of a Defect 'Self Clearance'

 <b>Vehicle Defect Notice</b> <span style="float: right;">420352</span>	
	
	
<b>PART 1: Vehicle Details</b> <small>If you are not the Registered Operator you must give this notice to the Registered Operator</small>	
Registration/Permit No. <u>ACW11</u>	VIN/Chassis No. _____ State <u>TAS</u>
Make/Type <u>Toyota Camry</u>	Expiry <u>2017</u> Driver/Registered Operator <u>Joseph Smith</u>
License No. <u>ACW11</u>	Inspection Type: <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<input type="checkbox"/> Defect Notice (Heavy Vehicle) 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 standards prescribed by or under the Heavy Vehicle National Law (Vicarious Act 2014) and the Heavy Vehicle Standards National Regulations 2013.	
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle) I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1988.	
<b>PART 2: Description of Defect</b>	
<u>Crack in headlight assembly area</u>	
Issued by (Signature)  AD Police ID No. <u>630</u>	
Street and Place of Issue <u>Murray Street Hobart</u>	
Home Station/Police Area <u>North Hobart</u> Date of issue <u>5/6/18</u> Time of issue <u>0930</u>	
<b>PART 3: Defect Category</b>	
Formal Warning <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/>	
<b>Major Defect (Heavy Vehicle only)</b> <input type="checkbox"/>	This heavy vehicle must not be driven on a road except to move it to the following location: _____ and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defect, the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.
<b>All other Defects</b> <input type="checkbox"/>	This vehicle may only be driven/used on a road or public place in accordance with the CONDITIONS (see below) and must not be driven/used after _____ on _____ unless the relevant repairs have been undertaken to rectify the vehicle defect.
<b>CONDITIONS</b>	
This vehicle defect must be cleared by: <input type="checkbox"/> Declaration/Defect Clearance (See Defect) <input type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness	
or via <input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS) <input type="checkbox"/> Other	
<b>SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE</b>	
<b>PART 4: Declaration of Clearance (Self-Clearing Minor Defects only - to be completed and returned by Registered Operator)</b>	
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.	
Name of Registered Operator (Print) _____	Position of Representative (CA/Operator) _____
Signature _____	Date _____
<b>PART 5: Certificate of Clearance (to be completed by an Authorised Person)</b>	
I verify that the repairs needed to rectify the vehicle defect in this Notice have been made to the vehicle described in this Notice.	
Signature _____	Name _____ Station or Stamp _____ Date _____




## Example of Defect Notice 'Formal Warning'

		<h1>Vehicle Defect Notice</h1>		<b>420352</b>	
					
<b>PART 1: Vehicle/Driver</b> If you are not the Registered Operator you must give this notice to the Registered Operator					
Registered Person No.	B0111		VIN/Chassis No.		
Make/Type	Toyota Camry		Expiry	2019	
Licence No.	P22222		TIN No. (if issued)		
Inspection Type	Random <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/>		Vehicle Classified	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Defect Notice (Heavy Vehicle): 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 standards prescribed by or under the Heavy Vehicle National Law (Tasmania Act 2014) and the Heavy Vehicle Standards (National Regulations) 2012.					
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1995.					
<b>PART 2: Description of Faults</b>					
Rust in vicinity of headlight assembly					
[Empty row]					
[Empty row]					
[Empty row]					
[Empty row]					
[Empty row]					
Issued by (Signature)				AD Police ID No. 620	
Street and Place of Issue		Murray Street Hobart			
Nearest Station/Neighbourhood		North Hobart			
		Date: 2/6/18 Time: 10:00			
<b>PART 3: Defect Category</b> Formal Warning <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/>					
Major Defect (Heavy Vehicle only) <input type="checkbox"/>		This heavy vehicle must not be driven as a road vehicle to move it to the following location: [Empty box] and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defect the heavy vehicle may be driven, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.			
All other Defects <input checked="" type="checkbox"/>		This vehicle may only be driven/used on a road or public street in accordance with the CONDITIONS (see below) and must not be driven/used after [Time: 12:00] or [Date: 2/6/18] unless the relevant repairs have been undertaken to rectify the vehicle defects.			
<b>CONDITIONS</b>		[Empty row]			
[Empty row]		[Empty row]			
<b>CLEARANCE INSTRUCTIONS</b>		This vehicle defect must be cleared by: <input checked="" type="checkbox"/> Declaration/Self-Clearance (See Below) <input type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Exhaustive Fabric			
or at		<input type="checkbox"/> Light Vehicle Approved Inspection Station (LAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAS) <input type="checkbox"/> Other			
<b>SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE</b>					
<b>PART 4: Declaration of Clearance (Self-Clearing Minor Defects only - to be completed and returned by Registered Operator)</b>					
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.					
Name of Registered Operator (Print)		Position of Representative (Print/Initials)		Signature	
<b>PART 5: Certificate of Clearance (to be completed by an Authorised Person)</b>					
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice.					
Signature		Name		Station or Stamp	
				Date: / /	




## Example of a Minor Defect which requires a Full Roadworthiness

Tasmania		Department of Infrastructure, Energy and Resources		Vehicle Defect Notice		420352	
							
PART 1 - Vehicle/Driver		If you are not the Registered Operator you must give this notice to the Registered Operator					
Registration/Permit No.	AD1111	VIN/Chassis No.		State	TAS		
Make/Type	Toyota Camry	Expiry	2019	Driver/Registered Operator	Joseph Smith		
Licence No.	AC9 091	TIN No. (if issued)		Inspection Type	Random	<input checked="" type="checkbox"/> Scheduled	Vehicle Unattended
				Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/>	
<input type="checkbox"/> Defect Notice (Heavy Vehicle): 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 standards prescribed by or under the Heavy Vehicle National Law (Transit and the Heavy Vehicle Standards (National Regulation) 2013).							
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1999.							
PART 2 - Description of Defect							
Structural rust underside of vehicle							
Issued by (Signature)				AO/Police ID No.		630	
Street and Place of Issue		Murray Street Hobart					
Home Station/Headquarters		North Hobart		Date of Issue		1/4/18	
				Time of Issue		14:00	
PART 3 - Defect Category		Formal Warning <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Major <input type="checkbox"/>		Defect Label Attached <input type="checkbox"/>			
Major Defect Heavy Vehicle only		<input type="checkbox"/> This heavy vehicle must not be driven on a road except to move it to the following location <input type="text"/> and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a Defect clearance inspection.					
All other Defects		<input checked="" type="checkbox"/> This vehicle may only be driven/used on a road or public place by a person with the CONDITIONS (see below) and must not be driven/used after <input type="text"/> Time <input type="text"/> on <input type="text"/> Date <input type="text"/> unless the relevant repairs have been undertaken to rectify the vehicle defects.					
CONDITIONS							
CLEARANCE INSTRUCTIONS		This vehicle defect must be cleared by: <input type="checkbox"/> Declaration/Self Clearance (See Below) <input checked="" type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness as an <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS) <input type="checkbox"/> Other					
SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE							
PART 4 - Declaration of Clearance (Self-Clearing Minor Defects only - to be completed and returned by Registered Operator)							
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.							
Name of Registered Operator (Print)		Position of Representative (Designation)		Signature		Date	
PART 5 - Certificate of Clearance (to be completed by an Authorised Person)							
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice.							
Signature		Number		Station or Stamp		Date	





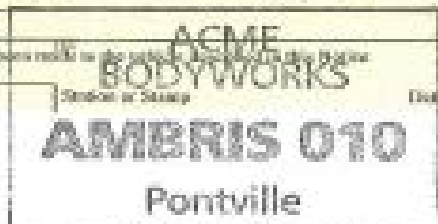
Example of a Minor Defect requiring inspection

 <p>Department of Infrastructure, Energy and Resources</p>		<h1>Vehicle Defect Notice</h1>  <p>D I R E C T O R Y</p>		<h2>420352</h2>  <p>NHVR</p>	
<p><b>Registered Operator Copy</b></p>					
<p><b>PART 1 - Vehicle/Driver</b> (Types are not the Registered Operator you must give this notice to the Registered Operator)</p>					
Registration/Permit No. <u>AC0111</u>		NTM/Class No. <u></u>		State <u>TAS</u>	
Make/Type <u>Toyota Camry</u>		Colour <u>Grey</u>		Driver/Registered Operator <u>Joseph Smith</u>	
Licence No. <u>AC0111</u>		VIN No. of body <u></u>		Inspection Type: <input checked="" type="checkbox"/> Routine <input type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Damaged: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<p><input type="checkbox"/> Defect Notice (Heavy Vehicle) I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to rectify the vehicle to comply with the standards prescribed by or under the Heavy Vehicle National Law (Tasmania Act 2016) and the Heavy Vehicle Standards (Tasmania) Regulations 2017.</p> <p><input checked="" type="checkbox"/> Defect Notice (Light Vehicle) I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to rectify the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1992.</p>					
<p><b>PART 2 - Description of Faults</b></p>					
<p><u>Structural rust underside of vehicle</u></p>					
<p><u>Structural rust in 'B' Pillar</u></p>					
<p><u></u></p>					
<p><u></u></p>					
<p><u></u></p>					
Issued by (Signature) <u>[Signature]</u>		AC/Police ID No. <u>630</u>			
Street and Place of Issue <u>Murray Street Hobart</u>					
Home Station/Headquarters <u>North Hobart</u>		Date of Issue <u>8/6/18</u>		Time of Issue <u>16:00</u>	
<p><b>PART 3 - Defect Category</b>      Partial Warning <input type="checkbox"/>    Minor <input checked="" type="checkbox"/>    Major <input type="checkbox"/>      Defect Label Attached <input type="checkbox"/></p>					
<p><b>Major Defect (Heavy Vehicle only)</b></p> <p><input type="checkbox"/></p>		<p>This heavy vehicle must not be driven on a road except to move it to the following location <u></u> and in a way used in the CONDITIONS of this Notice (see below)</p> <p>Once the relevant repairs have been undertaken to rectify the heavy vehicle defects, the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.</p>			
<p><b>All other Defects</b></p> <p><input checked="" type="checkbox"/></p>		<p>This vehicle may only be driven on a road or public place in accordance with the CONDITIONS (see below) and must not be driven on a road after <u>Time 14:00</u> on <u>Date 06/06/18</u> unless the relevant repairs have been undertaken to rectify the vehicle defects.</p>			
<p><b>CONDITIONS</b></p>		<p><u></u></p> <p><u></u></p> <p><u></u></p>			
<p><b>CLEARANCE INSTRUCTIONS</b></p>		<p>This vehicle defect must be cleared by:</p> <p><input type="checkbox"/> Declared Insured Clearance (See Rules)      <input type="checkbox"/> Defect Clearance Inspection      <input checked="" type="checkbox"/> Full Roadworthiness</p> <p>at an <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS)      <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)      <input type="checkbox"/> Other</p> <p style="text-align: center;"><b>SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE</b></p>			
<p><b>PART 4 - Declaration of Clearance (Self-Clearing Minor Defects only - to be completed and returned by Registered Operator)</b></p> <p>I, the Registered Operator, declare that the defects listed in this Notice have been corrected.</p>					
Name of Registered Operator (Print) <u></u>		Position of Representative (Organisation) <u></u>		Signature <u></u>	
Date <u></u>		Date <u></u>		Date <u></u>	
<p><b>PART 5 - Certificate of Clearance (to be completed by an Authorised Person)</b></p> <p>I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice</p>					
Signature <u></u>		Number <u></u>		Station or Stamp <u></u>	
Date <u></u>		Date <u></u>		Date <u></u>	

## Example of a Major Defect – Use Prohibited

		<h1>Vehicle Defect Notice</h1>		<h2>420352</h2>	
					
Registered Operator Copy					
PART 1- Vehicle/Driver If you are not the Registered Operator you must give this notice to the Registered Operator					
Registration/Plate No. <u>BQW11</u>		VIN/Chassis No. _____		State <u>TAS</u>	
Make/Type <u>Toyota Camry</u>		Expiry <u>2019</u>		Driver/Registered Operator <u>Joseph Smith</u>	
Licence No. <u>A00021</u>		TIM No. (if issued) _____		Inspection Type <input checked="" type="checkbox"/> Random <input type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unroaded Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
<input type="checkbox"/> Defect Notice (Heavy Vehicle): I have inspected the above registered heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Heavy Vehicle National Law (Tasmania Act 2014) and the Heavy Vehicle Standards (National Regulations) 2012.					
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above registered light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1999.					
PART 2- Description of Defects					
<u>Extensive rust in floor pan</u>					
Issued by (Signature) <u>[Signature]</u> AEPolice ID No. <u>630-</u>					
Street and Place of Issue <u>Murray Street Hobart</u>					
Home Station/Headquarters <u>North Hobart</u> Date <u>6/6/18</u> Time <u>11:30</u>					
PART 3- Defect Category					
Personal Warning <input type="checkbox"/> Minor <input type="checkbox"/> Major <input checked="" type="checkbox"/> Defect Label Attached <input checked="" type="checkbox"/>					
Major Defect Heavy Vehicle only <input type="checkbox"/>		This heavy vehicle must not be driven on a road except to take it to the following location _____ and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.			
All other Defects <input checked="" type="checkbox"/>		This vehicle may only be driven/used on a road or public place in accordance with the CONDITIONS (see below) and must not be driven/used after <u>Time 15:00</u> on <u>Date 18/6/18</u> unless the relevant repairs have been undertaken to rectify the vehicle defects.			
CONDITIONS					
CLEARANCE INSTRUCTIONS		This vehicle defect must be cleared by: <input type="checkbox"/> Declaration/Self Clearance (See below) <input checked="" type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness or as <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAS) <input type="checkbox"/> Other			
SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE					
PART 4- Declaration of Clearance (Self-Clearing Minor Defects only - to be completed and returned by the Registered Operator)					
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.					
Name of Registered Operator (Print)		Position of Representative (Organisation)		Date	
PART 5- Certificate of Clearance (to be completed by an Authorised Person)					
I declare that the repairs required to rectify the vehicle defects in this Notice have been made at the following Approved Inspection Station					
Signature <u>[Signature]</u>		Number <u>123</u>		Station of State <u>TAS</u> Date <u>1/1/18</u>	

## Example of a cleared Major Defect

 <p><b>Tasmania</b> Department of Infrastructure, Energy and Resources</p>	<h1 style="margin: 0;">Vehicle Defect Notice</h1> 	<h2 style="margin: 0; color: red;">420352</h2> <p style="text-align: right;">NHVR Registered Operator Copy</p>
<b>PART 1: Vehicle/Driver</b> <small>If you are not the Registered Operator you must give this notice to the Registered Operator</small>		
Registration/Plate No. <b>A01111</b>	VIN/Chassis No. _____	State <b>TAS</b>
Make/Type <b>Toyota Camry</b>	Expiry _____	Driver/Registered Operator <b>Joseph Smith</b>
License No. <b>A09091</b>	TIN No. (if issued) _____	Inspection Type: Random <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Damaged Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<input type="checkbox"/> Defect Notice (Heavy Vehicle): 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 standards prescribed by or under the Heavy Vehicle National Law (Tasmania Act 2014) and the Heavy Vehicle Standards (Various Regulations) 2013.		
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1999.		
<b>PART 2: Description of Defects</b>		
Extensive rust in chassis rail in vicinity of steering rack		
Issued by (Signature) 	AD/Police ID No. <b>630</b>	
Street and Place of Issue <b>Murray Street Hobart</b>		
Home Station/Headquarters <b>North Hobart</b>	Date of Issue <b>4/6/18</b>	Time of Issue <b>11:00</b>
<b>PART 3: Defect Category</b>		
Potential Warning <input type="checkbox"/> Minor <input type="checkbox"/> Major <input checked="" type="checkbox"/>	Defect Label Attached <input checked="" type="checkbox"/>	
<b>Major Defect Heavy Vehicle only:</b>		
This heavy vehicle is not fit for service as a road transport vehicle. It is to be taken to the following location: _____ and is to remain in the CONDITIONS of this Notice (see below).		
Once the relevant repairs have been undertaken to rectify the heavy vehicle defects, the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.		
<b>All other Defects:</b>		
This vehicle may only be driven on a road or public place in accordance with the CONDITIONS (see below) and must not be driven until after _____ on _____ unless the relevant repairs have been undertaken to rectify the vehicle defects.		
<b>CONDITIONS:</b>		
Not to be driven until rectified		
<b>CLEARANCE INSTRUCTIONS:</b>		
This vehicle defect must be cleared by:		
<input type="checkbox"/> Dockside Self Clearance (See Below) <input type="checkbox"/> Defect Clearance Inspection <input checked="" type="checkbox"/> Full Dockside Area		
at an <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LYAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HYAIS) <input type="checkbox"/> Other		
<b>SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE</b>		
<b>PART 4: Declaration of Clearance (Self-Clearing Minor Defects only – to be completed and signed by Registered Operator)</b>		
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.		
Name of Registered Operator (Print) _____	Position of Representative (Designation) _____	Signature _____ Date _____
<b>PART 5: Certificate of Clearance (to be completed by an Authorised Person)</b>		
I declare that the repairs required to rectify the vehicle defects in this Notice have been made to the satisfaction of the Station.		
Signature 	Number <b>193</b>	Station or Stamp
		

## Example of a Structural Report for a Defect Notice



### Vehicle Structural Report

AMBRIS Report No.  
002/018

#### Owner Details

Title Mr		AMBRIS Report No. 002/018	
First name John		Address line 1 1 Brown St	
Last name Brown		Address line 2 	
Phone 03 62123456	Fax 	Suburb / Town Hobart	Postcode 7000

#### Repairer Details

Name / Company Ace Bodyworks		Address line 1 20 Green St	
Phone 03 62345678		Address line 2 	
Fax 		Suburb / Town New Town	Postcode 7005

#### Vehicle Details

VIN JALFG001200557900	OR Chassis number 	Make Isuzu	Model 1000
Odometer reading 12345	Primary Colour White	Series N/A	Month 04
Date classified as RWO 	Secondary Colour 	Defect notice no. 45001	Year 2009
		Motorcycle <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

#### Type Of Damage

Please select damage type

- ☐ Impact damage - Light
 ☐ Impact damage - Heavy
 ☐ Fire
 ☐ Hail
 ☐ Water
 ☐ Malicious/Stripping
 ☐ Wrecked (vehicle over 15 years of age)
 ☒ Defect notice inspection





## Vehicle Structural Report

AMBRIS Report No.  
002/018

### Photo of vehicle

Repaired vehicle photo



### Intermediate Inspection

Date	Location	No. of Photographs	Comments on progress of repair	MBE No.	Action
08/02/2018	Ace Bodyworks	2	Chassis damage inspection passed	123	

### Final Inspection

AMBRIS name

Acme Bodyworks

AMBRIS no.

010

Date

19/03/2018

Name of authorised dealership used to inspect operation of:

Supplementary restraint system

Pass

N/A

Electronics

Pass

N/A

Pass

3-dimensional body measurement

Yes

Trammel bar measurement

Yes

Wheelbase measurement

Yes

N/S 4330 mm O/S 4332 mm



## Vehicle Structural Report

AMBRIS Report No.  
002/018

### Repair Methods Used

Manufacturers ☐ Yes  
I-Car ☐ No  
Other ☐ No

Repair Methods Standard

Best practice Quality

### Result Of Inspection

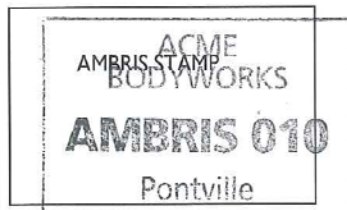
Final inspection result

☒ Pass ☐ Fail

Comments

### Statement Of Compliance

I certify that I have inspected the vehicle 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 structurally acceptable for registration.



MBE name

John Citizen

MBE number

009

Signature

Date

19/03/2018

## 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 structurally unsound, it can be directed to an AMBRIS for a “Vehicle call-in” Inspection. The registered operator will be sent a letter and inspection report (a copy is attached at the end of this chapter) that they are required to show to the MBE. The MBE will be required to inspect the vehicle to see if the alleged faults are present, similar to clearing a Vehicle Defect Notice.

### Procedures for Clearing a Call-In

How does an AMBRIS Clear a Call-In?

1. Book a motorist in, or, for a quick clearance do it on the spot
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 the Executive Officer at the Department of State Growth to obtain a copy on 6167 1936.
4. Upon presentation, check that the vehicle presented is the vehicle described in the letter then check that each alleged fault listed is rectified or is not evident
5. If the faults are evident, the MBE 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. If no faults are evident or have been rectified, sign off the letter in the space required with your MBE number and AMBRIS stamp
7. The letter is then given back to the motorist to forward to the Department for clearance

### What procedures should be followed to return a cleared call-in to R&LS?

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

VEHICLE CALL IN OFFICER REGISTRATION AND LICENSING SERVICES

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.

## 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](mailto:vehicle.callins@stategrowth.tas.gov.au)

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

File – 001336-45

John Citizen  
1 Main St  
MAIN TOWN TAS 7999

#### VEHICLE INSPECTION CALL-IN NOTICE

Ford utility Registration number ZP4298

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;

Excessive rust in tray

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 structural inspection and provide the Vehicle Inspection Report (on the reverse of this letter) at an Approved Motor Body Repair Inspection Station (AMBRIS); and
- return the completed Vehicle Inspection and Structural Inspection Report 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 AMBRIS.

The vehicles registration may be suspended if the Vehicle Inspection and Structural Inspection Report 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

17 September 2018

#### AMBRIS locations

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

ITGGC 1300 13 55 13

GPO Box 1002 HOBART TAS 7001

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## VEHICLE INSPECTION REPORT

To be completed by Authorised Motor Body Examiner.

I have conducted a structural inspection on a **Ford Utility** registration number **ZP4298**, on \_\_\_\_/\_\_\_\_/\_\_\_\_ and the vehicle **passed/failed\*** the inspection. Structural Inspection Report number \_\_\_\_ has been completed. Particular attention was given to the alleged faults of **Excessive rust in tray.**

.....  
Signature of Authorised Motor Body Examiner

.....  
Number

.....  
AMBRIS Stamp

\* Please cross out whichever is not applicable

### Note to the registered operator:

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

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

## CHAPTER 12

# REPAIR TECHNIQUES AND REASONS FOR REJECTION

The role of a motor vehicle involved in a crash is to protect the occupants as much as the design allows and minimise the injury of others. To achieve this, a manufacturer incorporates many features into the design and production of a vehicle while taking into account mandatory compliance with standards such as Australian Design Rules (ADR's). There are now over 80 ADRs which apply to the design and construction of vehicles. A number of these design rules can be affected when a vehicle is repaired after crash damage.

Therefore, when repairing a vehicle you must be aware of the effects the repair could have on the overall safety of the vehicle and its compliance with the ADRs and take all the steps necessary so that the repaired vehicle conforms to manufacturer build tolerances and safety standards.

Vehicle manufacturers are continually improving the design and construction of motor vehicles and you will need to be aware of the types of materials used in the construction and any particular repair processes specified by the vehicle manufacturer. In addition, all repairs must be carried out in accordance with the latest applicable industry standards and codes of practice.

### Crash Effects

While a crash is occurring, it has numerous effects on vehicle sub-systems as well as the structure. In evaluating what repairs may be required, it is necessary to consider the extent of damage which may have occurred to all systems.

Obvious effects will be revealed by bent, broken and displaced components in the impact zone as well as deployed airbags and seat belt pre-tensioners.

Less obvious may be damage or distortion of the structure or components that are not in the impact zone that have been subjected to enormous forces. Items such as engine and transmission mounts, seat mounts and seat belts or suspension components may be no longer serviceable. There may be consequential damage caused by components such as engines that have moved during the crash and impacted the firewall or unrestrained objects in the boot that hit the seat backs.

Pre-crash, supplementary restraint and crash mitigation systems may have been activated and require replacement or resetting.

### Crash Pulse

A crash pulse is an energy wave that travels through the vehicle during a crash. It is this energy wave that is measured along with inputs to other sensors to determine when active safety systems such as air bags are deployed. The crash pulse is affected by the design and construction of the vehicle. Each different model vehicle has its crash sensors calibrated to that model. Changing the design after the vehicle has been certified can change the crash pulse so that systems do not trigger at the correct time. An airbag that fires too soon will not be effective, firing it too late could cause a fatality.

Repairing a crash damaged vehicle requires following the manufacturer's instructions to ensure that the design is not altered. If the instructions are not followed then there will be a design change that could affect the crash pulse. It is not feasible to assess the effects of a design change without crash testing the vehicle.



## Seat belts and Supplementary Restraint Systems

Seat belt and supplementary restraint systems are designed to be only used once and while airbags cannot be repacked it is also crucial to determine if the seat belts have suffered deterioration. Generally if the airbags have deployed then the seat belts must be replaced. If the seat belts have pre-tensioners or force limiting devices that have been activated they must be replaced as a complete assembly.

Some sensors may not be reusable once activated. Others may be reusable (depending on the manufacturer) but will require testing to ensure they are still serviceable.

### Pre-emptive systems

Pre-emptive systems are those which are triggered by unusual vehicle behaviour that indicates an accident is imminent. Seat belt pre conditioners that take up any slack in the belt, Seat backrests that move into more upright positions and pop up rollover bars in convertibles are some examples of this technology.

It is necessary to identify if such systems are present in the vehicle and then ensure that they are returned to operational readiness during the repair process. Some systems are resettable while others will require replacement.

### Electronic Systems

The electronic safety systems on motor vehicles have evolved so that there are now complex interactions between the various systems many of which are now integrated into mandatory systems. When a damaged vehicle has been repaired it is crucial to check that all systems have been returned to an operational condition.

Most systems provide for a simple check through warning lights; however there may be hidden faults that require a full analysis.

- If a warning light is illuminated on the dashboard then the fault must be rectified
- An appropriate scan tool should be used to perform a full system test to verify all systems and warning devices are operational
- If in doubt the system test should be performed by a recognised dealer for that vehicle using factory approved equipment
- If the vehicle is to undergo a structural inspection then only a dealer test accompanied by the SRS test form will be accepted

### Construction Materials

In order to meet strength and performance requirements modern motor vehicles are constructed from many different grades of steel and steel alloys as well as aluminium alloys, laminates and composite materials. Specialised welding, bonding, riveting and bolting methods are often utilised to create a structure from such diverse materials. Any repair requires strict adherence to the manufacturers' instructions to ensure the structures design characteristics are maintained.

For example, High Strength Low Alloy steel (HSLA), Dual Phase, Complex Phase, Bake Hardenable, Martensitic and other steel types used in panels and components and require particular attention in the repair process. The sensitivity to heat and excessive deformation and straightening will be detrimental to the strength of the material. Where any doubt exists, damaged panels or components made from specialised steels should be replaced.

There are a number of areas within the body structure of the modern day vehicles where adhesives and expanding sealers are used. The vehicle manufacturers repair instructions must be followed when the damaged body structure is being subjected to either pulling or



bending forces. It is crucial that any bonded or sealed body joint is not subjected to damage during the repair process.

All panels must be correctly sealed and treated with the appropriate anti-corrosion protection in accordance with the vehicle manufacturer's guidelines

## Manufacturers

Vehicle Manufacturers conduct extensive analysis and testing to ensure that the finished vehicles will behave consistently in a crash. It is crucial that the design elements that control crash behaviour are not modified during repair because the effect on crash behaviour will be affected. It is not practical for a repairer to determine the effects of a design change introduced by the use of a non-recognised repair technique. Manufacturers create repair instructions that are unique to their own designs to ensure that a vehicle can be repaired within the relevant design parameters.

## Sources of Repair Information

### Manufacturers Repair Instructions

The manufacturers repair instructions where available, must be obtained prior to repair and then followed during the repair process. This may require direct contact with a manufacturer, their official publication source or an agent or dealer. Not all manufacturers produce their information in the form of a manual; however most can provide the information for a fee.

### Industry Standards and Codes of Practice

If the manufacturers' instructions are unobtainable then alternate repair instructions must be obtained prior to repair and then followed during the repair process.

I-CAR, Thatchem and TACC Technical are three examples of industry sources providing detailed crash repair instructions.

Those organisations have links to manufacturers as well as technical expertise to determine acceptable repair methods on vehicles where manufacturer cooperation is not available. The concept of industry knowledge arising from trade experience and common sense is neither reliable nor acceptable as proof that a repair has been conducted to an acceptable standard.

On any vehicle required to comply with ADR 69 and built since 1 January 2000, if the repair information cannot be sourced then a repair should not be commenced.

## Reasons for Rejection

### Visually inspect bolt on parts and panels

#### Reasons for Rejection

- a) Bolt holes are excessively slotted to over compensate panel misalignment
- b) Uneven gaps between panels suggesting vehicle specifications are incorrect
- c) Bent hinges on doors, boot, rear hatch and bonnet
- d) Panels or fairing cable tied

### Visually inspect suspension and mechanical part:

#### Reasons for Rejection

- e) No wheel alignment report to indicate that vehicle specs have been restored; this will also indicate if any bent components have not been replaced. Also a wheel base check will indicate if specs are incorrect

- f) Misaligned sway bar bushes. Strut tower seams are cracked
- g) Drive line mountings misaligned
- h) Poor weld quality of any mounting part that attaches to the Unibody structure. Inconsistencies between the wheel alignment report and that of the manufactures specifications
- i) Any suspension component that is broken, cracked, missing, not secured or can be seen to have been repaired or modified by heating or welding
- j) Any kinks or incorrect fitment of air-conditioning, brake, fuel, pipes

## Visually inspect welding processes:

### Reasons for Rejection

- k) Poor quality welds under sills and quarters (welding upside down is difficult)
- l) Incorrect gap closure in sill/rocker panel flange areas
- m) Unrepaired damage to boot floors and correct seam closure
- n) Chassis rails have unrepaired bends or been subjected to the use of excessive heat
- o) Incorrect welding techniques used around door openings (it should be noted that it is unsafe to weld the edges of panels which are likely to happen when a repairer has wrong equipment and uses an oxy/acetylene gas welder).
- p) Spot welds are inconsistent in size and spacing, no burn through or irregularity
- q) Plug weld holes are not filled, inconsistent spacing and poor penetration
- r) Fillet welds are uneven in form and consistency, smooth finish
- s) Silicon bronze welds are used when designated steel welds are required
- t) Inappropriate use of silicon bronze welding
- u) Panels that require bonding to body are welded
- v) No documentation stating that the replacement parts have been installed to the OEM specifications. (Original Equipment Manufacturer). *An acceptable example could be a statutory declaration from the repairer and photos taken during the welding process*

## Visually inspect doors and door skins:

### Reasons for Rejection

- w) Intrusion beams have been repaired, heated or straightened or have poor edge folding techniques
- x) Door skin is not adhered to intrusion beam. To test this, push on door skin to see if secure or if skin moves in and out touching intrusion beam
- y) No intrusion Beam present
- z) No spot welds present as per manufacturer specifications
- aa) No or insufficient anti flutter foams used within the door

## Take measurements of vehicle dimensions:

Ideally, obtain a 3 dimensional printout of vehicle specifications post-repair and compare with manufacturer's recommendations. If non electronic measuring devices are not used the vehicle must be set up and re-measured using the electronic equipment that gives a read out of final measurements.

Note: All vehicles that have been classified as impact damage – heavy will required to have a 3-dimensional body measurement to verify that the vehicle is compliant meeting the manufacturer's specifications

### Reasons for Rejection

- a) Unable to produce a copy of the print out from both pre and post repair if bench testing is required
- b) No evidence of repair process with the manual measuring system being used or no signed statutory declaration from the repairer stating that the vehicle has met the recommended measurements of the manufacturer specifications
- c) Measurements that show variation to manufacturer specifications which indicates vehicle is still out of alignment
- d) Trammel Gauge key measurements for squareness fails to be met
- e) Print out showing measurements are not within OEM tolerances

Note: Industry accepted tolerance is + or – 3mm

### Visually inspect general appearance of under body and structural sections:

Be wary of any under body areas that exhibit freshly painted under body sealers or proof coat. Check any areas where textures of seam sealers differ from original.

Check for filler in rail or structural components. This would normally be in repainted areas but has been known to be a common practice. Use of a paint thickness gauge can verify use of filler in damaged structural sections.

### Reasons for Rejection

- a) Paint thickness gauge indicating excessive filler on under body sealers
- b) Extensive use of filler in rail or chassis components
- c) Obvious creases or kinks in structural sections
- d) Excessive or incorrect sealer used on windscreens

Note: Use of body filler in excess of 3mm over 75% of the area being repaired is not acceptable.

### Systems check:

Turn ignition key to activate diagnostics to ensure all systems, ABS, SRS, ESC etc start and complete cycle. If necessary, obtain dealership printout of diagnostic scan report.

### Reasons for Rejection

- a) SRS ABS, ESC warning lights remain on or do not illuminate at all

No supporting documentation for when systems have been removed or replaced and refitted.

Produced by Registration & Licensing Services Department of State Growth

GPO BOX 536

Hobart Tasmania 7001

Phone: 03 6166 3271

Email: [ambris@stategrowth.tas.gov.au](mailto:ambris@stategrowth.tas.gov.au) This manual is available online at:

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

