

# Repair Diary Policy

For Repairable Written-Off vehicles  
presented for inspection without a Repair  
Diary.

Produced by  
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## Background

From 1 July 2012 it was strongly recommended that a Repair Diary is presented for all Repairable Write-Offs (RWO) vehicles that have been classified as a RWO from 1 July 2012 when presenting the vehicle for its tier 1 and 3 inspection in Tasmania. Failure to present a Diary after this date could well result in the vehicle being failed for inspection.

## Situation

You have presented your vehicle that has been classified as a RWO to an Approved Motor Body Repair Inspection Station (AMBRIS) for a tier 1 structural inspection. The vehicle has been inspected by an approved Motor Body Examiner (MBE) who advised that he/she cannot be satisfied that the repairs carried out to your vehicle are in line with manufacturers repair instructions or best industry practice and has failed your vehicle for inspection.

## What happens from here?

1. Obviously the easiest solution is to prepare a Diary of the repairs undertaken of your vehicle and re-present the vehicle and diary to the AMBRIS. To assist in preparing a diary, a sample is included with this package. You may also wish to visit a *Service Tasmania* outlet to obtain brochures on the following:-

- Written-Off vehicles.
- Repair diaries for Written-Off Vehicle Inspection.

Further details on Repair diaries can be accessed from the Department of State Growth website at [www.transport.tas.gov.au/vehicle\\_inspections/ambris](http://www.transport.tas.gov.au/vehicle_inspections/ambris)

2. In the event that the vehicle fails inspection or you have elected not to complete a diary your next course of action is to provide sufficient evidence to the Registrar of Motor Vehicles (RMV) to satisfy the RMV that the vehicle has been repaired to manufacturers repair instructions or best industry practice.

To achieve this you will need to provide evidence similar to a diary of the repairs. Once compiled:-

a. Contact AIS Compliance Unit on 6166 3271 and forward your evidence of repairs with a covering letter requesting an "Application to review the decision by an AMBRIS to fail my vehicle" to AIS Compliance Unit GPO Box 536 HOBART 7001.

b. Once your Application has been assessed and you will be contacted on the outcome of the review which will advise you of either:-

- (i) Provide any further information to further assist in the review.
- (ii) Present the vehicle to an AMBRIS for a further inspection.
- (iii) Reject your claim to have the decision overturned.

**Please Note: It is expected that this review will cause a time delay in having your vehicle pass the three tiers of vehicle inspection.**

Enclosure:  
Sample repair diary



# 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)

SAMPLE



## 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?)

E.g. Front bumper bar, R/H headlight, corner light, Grille, RH guard. R/H front door, R/H rear door, windscreen, RH front wheel, R/H front strut, R/H lower control arm

### Repairs:

(Explanation as to what was repaired?)

E.g. Radiator support panel, RH skirt, bonnet, R/H A-pillar, front bumper bar

### Parts:

(Parts that were used?)

E.g. RH guard, R/H headlight, R/H corner light, front bumper bar reinforcement, R/H front door  
R/H front strut, R/H lower control arm, windscreen washer taken donor vehicle

### Paint:

(What components were painted?)

E.g. Front bumper bar, bonnet, radiator support panel, Rh door, RH A-pillar

### Photos

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



## Examples

### Removed R/H doors, RH guard

(Photo of vehicle with removed components)

### Repaired RH A-pillar

(Photo of repaired A-pillar)

### Removed R/H front wheel, RH front strut, RH lower control arm

(Photo of removed components)

### Refitted R/H front wheel, RH front strut, RH lower control arm

(Photo of refitted components)

### Removed front bumper bar, R/H headlight and corner lights, windscreen washer bottle

(Photo of removed components)

### Repaired radiator support panel to its original position

(Photo of repaired component)

### Refitted front bumper bar, R/H headlight and corner lights, windscreen washer bottle

(Photo of refitted components)

### Repaired bonnet, refitted R/H doors and windscreen

(Photo of refitted components)

## Receipts

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

## Examples

Receipts (tax invoices) for purchase of parts

Receipt for repairs

Supplementary Restraint System report (if required)

Supplementary Restraint System water immersed write-offs vehicle assessment report (if required)

Wheel alignment report

3<sup>rd</sup> dimensional body measurement (if required)

Installation of windscreens

SAMPLE



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