



Approved Person Scheme Newsletter

Welcome to the September issue.

This issue of the Approved Person Scheme Newsletter includes information about the implementation of the National Code of Practice for Light Vehicle Construction and Modification (NCOP), also known as VSB14.

This will be the last newsletter sent out through surface mail. All future newsletters for the AP scheme will only be available on the department's website.

About the Approved Person Scheme

As individuals are accredited under the Approved Person (AP) Scheme to certify vehicle modifications, all correspondence and accreditation documents are sent to the AP's personal address, not the AP's employer's address. This is so the Department of Transport and Main Roads (the department) can meet privacy legislation requirements.

The following information is available on the department's website.

- AP Scheme Information Sheet
- AP Scheme Fee Schedule
- Purchasing Certificates of Modification and Modification Plates
- Summary of Modification Codes for Light & Heavy Vehicles which includes:
 - Summary of Qualification Descriptions
 - Equipment required for Modifications
 - Suppliers of Equipment for Modifications
- Application Forms
- Application Kits

What's new

Legislation was passed on 24 August 2012 to introduce the NCOP and the *Queensland Code of Practice – Vehicle Modifications* (QCOP). These new codes of practice will be implemented on 1 November 2012 and will replace the existing *Code of Practice – Light Vehicles* (COP-LV).

As there are some Queensland only modification codes that are not included in the new NCOP the QCOP has been implemented to support these codes.

The National Code of Practice for Heavy Vehicle Modifications (VSB6) is still valid.

Business Rules for Approved Persons

On 1 November 2012, the *Business Rules for Approved Persons (Vehicle Modifications)* (the business rules) will replace all handbooks that are currently included in existing codes of practice.

The business rules is a separate document from the codes of practice and are provided to ensure APs have access to the current policies, procedures and responsibilities which must be complied with as a condition of their accreditation.

The business rules can be downloaded free of charge from the department's website from 1 October 2012.

Applicants are required to access and review the relevant approved codes of practice and the business rules prior to submitting any application for accreditation as an AP.

Transition to NCOP

The new NCOP has been introduced to ensure uniform assessment and approval of light vehicle modifications throughout Australia.

The upcoming introduction of the NCOP has resulted in a six (6) month transition period being allowed from 1 November 2012 until and including 30 April 2013.

This will enable the completion and certification of modifications commenced under the old guidelines of the COP-LV without inconveniencing your clients.

To enable easy recognition of these modifications, you must prefix each modification certified after 1 November 2012 using the COP-LV with a letter 'Q'. (e.g. LA1 plated as QLA1). This must be recorded on certificates of modification, modification plates and checklists.

Only modifications commenced prior to 1 November 2012 and finalised prior to 1 May 2013 can be certified under the COP-LV.

Certificates of Accreditation

To make the transition to NCOP as smooth as possible the department has compared accreditations under the current COP to the codes in the NCOP and automatically accredited you with equivalent codes.

Amended Certificates of Accreditation for all APs will be automatically reissued. You should receive your amended Certificate of Accreditation prior to 19 October 2012, but you are unable to commence

certification under the NCOP and QCOP until 1 November 2012.

There will be new additional modification codes included in the NCOP. APs with the required qualifications can apply for the new codes using the existing process.

The full list of modification codes for light and heavy vehicles, and new application forms will be available on the department's website from 1 October 2012.

Queensland only Modification Codes

There will be modification codes for both light and heavy vehicles that will apply only in Queensland which will be shown in the *Queensland Code of Practice – Vehicle Modifications* (QCOP).

AP's can apply for the Queensland only modification codes through the existing process if they have the required qualifications.

National Code of Practice – Heavy Vehicle Modifications (VSB6)

VSB6 provides the technical guidance about what heavy vehicle modifications are eligible for certification and is based on accepted vehicle engineering practices and the requirements of the ADRs for Motor Vehicle Safety.

Queensland variations to the approved codes of practice

When approving the codes of practice for use in Queensland, the department may make slight amendments to the requirements for specific codes to take into account local variations.

A list of the variations and the vehicles standards instructions for these variations can be found in section 5.1 of the business rules.

An AP is required to comply with the requirements of the codes of practice, as they were approved for use in Queensland.

Qualifications required for APs

Qualifications required to gain AP accreditation are detailed on the department's website.

In addition to the required qualifications, applicants must have at least 5 years relevant industry experience in the manufacture and/or maintenance and/or modifications for each vehicle modification code they are applying for.

Registered Professional Engineer

To certify some modification codes you must be a Registered Professional Engineer as defined by the *Queensland Professional Engineers Act 2002*.

For information contact: www.bpeq.qld.gov.au

Amendments to Modification Code Qualifications:

The qualifications for the following modification codes have been reviewed and amended as of 1 November 2012.

Approved persons who are already accredited for these codes will continue to hold the codes unless a situation arises where you are required to reapply for your accreditation. Applicants applying for these codes will be required to hold the new qualifications.

Mod Code Qualification

- S8 -** A Member of the Institution of Engineers Australia or a Registered Professional Engineer as defined by the Queensland Professional Engineers Act 2002.
- S9 –** A Member of the Institution of Engineers Australia or a Registered Professional Engineer as defined by the Queensland Professional Engineers Act 2002.
- S11 –** A Member of the Institution of Engineers Australia or a Registered Professional Engineer as defined by the Queensland Professional Engineers Act 2002.

Changes to existing approved person Information Sheet No. 31

Approved person information sheet number 31, published in February 1999 is being withdrawn from 1 November 2012.

Street Rod Federation of Australia

APs currently holding LH9 and/or LH10 are reminded that for your accreditation to be valid you must have the continued support of the Queensland Street Rod Technical Advisory Committee and be a current financial member of the Street Rod Federation of Australia.

Qualification and skill recognition

The department does not provide advice or assessments of alternate or overseas qualifications and skill recognition. For information contact:

- **Overseas Qualifications Assessment**
www.training.qld.gov.au
Phone: 1300 369 935
Email: skillsrecognition@dete.qld.gov.au
- **Skilling Solutions Queensland**
www.skillingsolutions.qld.gov.au
- **Trades Recognition Australia**
www.deewr.gov.au
Phone: 133 397 or 1300 360 992
- **International Engineering Accords**
www.engineersaustralia.org.au

Modification Certificates

APs must complete certificates of modification in full, including vehicle identifiers such as VIN, chassis number and engine number.

APs must send all completed and cancelled yellow copies of Certificates of Modification within 7 days of the end of each calendar month to:

Approved Person Administrator
Department of Transport and Main Roads
PO Box 673, Fortitude Valley Qld 4006

The AP information sheet available on the department's website contains more detailed information about the modification certificates and modification plates.

Forms

APs must only use current versions of the following forms available for download from the department's website.

- **F1855 – Approved Person Application**
This form is used for:
 - New AP Application
 - Renewal of AP Accreditation
 - Additional Code Application
 - Replacement of Certificate of Accreditation
 - Change of details
- **F1856 - Application to Purchase Books of Certificates of Modification and/or Modification Plates.**

The certificates and plates purchased by the AP are for the individual AP's use only – APs must not share stocks of modification plates and/or certificates with other APs. You are responsible and accountable for the certificates and plates issued to you.

Technical updates and Vehicle Standard Instructions

Technical updates such as vehicle standard instructions are provided by the department's Vehicle Standards and Regulation unit.

These instructions are updated as required and are available on the department's website.

Use of Heavy Vehicle Modification Codes on Light Vehicles (GVM not exceeding 4.5 tonnes)

Unless authorised in writing by the Chief Executive under section 13(2)(b) of the VSS Regulation VSB6 K6, S4, S5, S6, S10 and S13 sections of the QCOP are only to be used to certify modifications to heavy motor vehicles (vehicles with an ATM or GVM exceeding 4.5t).

Changes to the application process:

The department has taken this opportunity to review the approved person application process. As a result from

1 November 2012 we no longer require a work declaration to be completed for each modification code listed on your application. We ask that you read application form F1855 to see what the new requirements are.

Contact us:

Department of Transport and Main Roads:

Phone: 13 23 80
Internet: www.tmr.qld.gov.au

AP Scheme Administration:

Post: AP Administrator
Department of Transport and Main Roads
PO Box 673, Fortitude Valley Qld 4006
E-mail: ap@tmr.qld.gov.au
Internet: www.tmr.qld.gov.au

Technical Enquiries and Vehicle Standards Instructions:

Vehicle Standards and Modification Advice

Telephone: 3114 5844
Facsimile: 3834 2740
E-mail: vehiclestandards@tmr.qld.gov.au

Queensland Government Bookshop:

Upper Plaza (SSQ Centre)

33 Charlotte Street, Brisbane Qld 4000

Post: PO Box 5506, Brendale Qld 4005
Phone: 13 74 68
Internet: www.bookshop.qld.gov.au

Federal Department of Infrastructure and Transport:

Internet: www.infrastructure.gov.au

Registered Professional Engineer enquiries:

- Board of Professional Engineers of Queensland at www.bpeq.qld.gov.au
- Engineers Australia at www.engineersaustralia.org.au

Where do I get it?

Business Rules for Approved Persons:

- www.tmr.qld.gov.au
- Queensland Government Bookshop
- **NCOP:** www.tmr.qld.gov.au
- Queensland Government Bookshop
- Department of Infrastructure and Transport
- **QCOP:** www.tmr.qld.gov.au
- Queensland Government Bookshop
- **VS6:**
- Department of Infrastructure and Transport

Vehicle Standards Instructions:

- www.tmr.qld.gov.au/Safety/Vehicle-standards-and-modifications/Vehicle-standards.aspx

Approved Person Scheme

Frequently Asked Questions and Answers

Q: Why do I have to fill out a Certificate of Modification (COM) in full? I did not touch the engine so why fill in the engine number?

A: All fields of the COM need to be completed in full as it is a departmental requirement and this information is also used for registration purposes. If you are having trouble locating the engine number you can contact the local dealership of the particular make and model of the vehicle being certified and speak to the service department as they will be able to tell you where to locate the engine number. Completing the forms in full is a condition of being an approved person.

Q: Is it sufficient to only complete the areas I think are appropriate on checklists from the Code of Practice?

A: No. All checklists need to be fully completed with all sections completed with the required details.

Q: If a customer requests a different plate than the next one in sequence, can I issue a modification plate out of sequence?

A: No. An Approved Person must issue all modification plates in sequence from the AP's own individual allocated stock.

Q: Do I give the customer both the green and yellow copies of the certificate of modification?

A: No. Only give the green copy to the customer. The yellow copy must be sent to the AP Administrator within 7 days of the end of each calendar month.

Q: Should cancelled yellow copies of the certificate of modification be retained in the book?

A: No. All yellow copies of the certificate of modification including the cancelled certificates must be sent within 7 days of the end of each month to the AP Administrator. Post to:

AP Administrator
Department of Transport and Main Roads
PO Box 673
Fortitude Valley Qld 4006

Q: Why do I have to be a registered engineer if I already have my engineering degree?

A: Under the *Professional Engineers Act 2002* (Qld) a person is required to be a registered professional engineer if they are carrying out "professional engineering services."

Q: Will I have to apply to be accredited under the NCOP for the codes I already hold?

A: No, You will receive an amended Certificate of Accreditation equivalent to your current accreditation.

Q: Will the department automatically accredit me for new codes I am eligible for under the NCOP?

A: No. You will have to apply for any additional new codes that you believe you qualify for, using the current additional codes application process which can be found on the department's website.

Q: Will I have to apply to be accredited under the QCOP for codes I already hold?

A: No, You will receive an amended Certificate of Accreditation equivalent to your current accreditation.

Q: Will the department automatically accredit me for new codes I am eligible for under the QCOP?

A: No. You will have to apply for any additional new codes that you believe you qualify for, using the current additional codes application process which can be found on the department's website

Q: Can I apply before 1 November 2012 for new NCOP or QCOP codes?

A: Once you have received your amended Certificate of Accreditation you can apply for additional codes included in NCOP and QCOP.

Q: What is a spot check?

A: A spot check is a review of the APs Management System carried out by departmental staff to ensure that APs are complying with their conditions of approval. Spot Checks can be conducted either on site or as a desk-top review of the records and equipment of an AP.

For additional information, feedback or questions for the next newsletter email ap@tmr.qld.gov.au.