

Approved person scheme information sheet

Approved persons (AP) are accredited by the Department of Transport and Main Roads (the department) to inspect and approve (certify) vehicle modifications for the following types of vehicles:

- Light vehicles up to 4.5 tonnes, including motorbikes
- Heavy vehicles more than 4.5 tonnes

Business Rules for an approved person

The Business Rules for an Approved Person (Vehicle Modifications) (the business rules) provide the administrative requirements to be followed by an AP when approving light vehicle or heavy vehicle modifications.

The business rules are to be read in conjunction with the *Transport Operations (Road Use Management) Act 1995*, the *Transport Operations (Road Use Management – Accreditation and Other Provision) Regulation 2015*, the *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010* and the *Heavy Vehicle National Law Act 2012 (Queensland)*.

AP's are required to have access to a copy (either hard copy or electronic version) of the business rules at all times whilst undertaking the duties of an AP. The business rules are available free of charge on the department's website.

Legislation

APs are governed by the relevant sections of the following legislation:

- *Transport Operations (Road Use Management) Act 1995*
- *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015*
- *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010*
- *Heavy Vehicle National Law Act 2012 (Queensland)*

Copies of Legislation are available on the Queensland Parliamentary Counsel website www.legislation.qld.gov.au.

Approved codes of practice

The approved codes of practice provide the technical guidance about what constitutes appropriate vehicle modification certification.

The approved codes of practice for vehicle modifications are listed in the *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010* under section 13(6).

For light vehicles:

- National Code of Practice for Light Vehicle Construction and Modification (NCOP/VSB14)
- Queensland Code of Practice – Vehicle Modifications (QCOP)

The *Heavy Vehicle National Law Act 2012* (Queensland) commenced in Queensland, New South Wales, Victoria, South Australia, ACT and Tasmania on 10 February 2014. From this date the approved codes of practice for heavy vehicle modifications are:

- National Heavy Vehicle Regulator's Code of Practice for the Approval of Heavy Vehicle Modifications (NHVRCOPHV) - administered by the [National Heavy Vehicle Regulator](#) (NHVR).

Access to the:

- NCOP/VSB14 and the QCOP can be found on the departments' website, and
- NHVRCOPHV can be accessed through the NHVR website www.NHVR.gov.au

Qualifications and experience required for an approved person

The qualifications and experience required for each modification code are listed in the business rules.

To become an AP for **light vehicles (vehicles up to 4.5 tonne GVM/ATM)**, an AP is required to:

- have formal qualifications and/or professional memberships
- have relevant industry experience

To become an AP for **heavy vehicles (vehicles more than 4.5 tonne GVM/ATM)**, an AP is required to:

- be a Queensland resident
- have formal qualifications and/or professional memberships,
- have relevant industry experience

Refer to appendix 2 – qualification description for modification codes in the business rules.

Street Rod Federation of Australia

APs currently holding LH9 and/or LH10 modification codes or applicants wishing to apply for these codes, are advised that for these modification codes, you must have a recommendation from the Queensland Street Rod Technical Advisory Committee. This support must be ongoing for your accreditation for these codes to remain valid. You must also be a current financial member of the Street Rod Federation of Australia.

Recognition of skills and alternative qualifications

For information about the recognition of prior learning and/or skills assessments for a trade certificate:

- contact Training Queensland on 1300 369 935, or
- a registered training organisation (RTO) who may be able to assess your skills against industry endorsed requirements and issue you a qualification document (or Statement of Attainment) under the Australian Qualification Framework (AQF).

Overseas qualification recognition

Applicants with overseas qualifications must obtain an **Australian Recognised Tradesman's Certificate** or AQF qualification document before applying to become an AP. This includes applicants who hold qualifications obtained in New Zealand.

For information regarding overseas qualification recognition contact:

- either Trade Recognition Australia (TRA) on 1300 360 992 or alternatively access their web site at www.tradesrecognitionaustralia.gov.au, or
- a registered training organisation (RTO) who may be able to assess your skills against industry endorsed requirements and issue you a qualification document (or Statement of Attainment) under the AQF. A list of Queensland RTOs can be found on the Queensland government web site www.training.gov.au

Application for an Approved Person accreditation or additional modification code application

To apply to become an AP or if applying for additional modification codes you are required to:

- complete AP Application form F1855.
- provide evidence of identity (EOI) as per requirements on form F4362
- **for new applicants only**, pay the criminal history check (CHC) fee at a department customer service centre (CSC) or QGAP office (refer to AP fee schedule)
- **(new applicants who reside interstate** will need to post the application form, attach a cheque for the CHC fee and include copies of EOI).

and

for **light vehicles (vehicles up to 4.5 tonne GVM/ATM)** also supply copies of:

- each original trade certificate including statement of attainment (if applicable)
- diploma/degree including each statement of results (if applicable)
- proof of current professional membership/registration (if applicable)
- relevant industry experience

for **heavy vehicles (vehicles more than 4.5 tonne GVM/ATM)** also supply copies of:

- **proof of Queensland residency**
- formal qualifications and/or professional memberships,
- relevant industry experience
- necessary equipment as determined by the department

If required you must also be able to verify at least five (5) years relevant industry experience within the last ten (10) years in the manufacture and/or maintenance and/or modifications for the relevant types of vehicles (heavy vehicles, light vehicles and/or motorcycles). This 5 year period may be a continuous 5 year period or made up of a number of periods within the last 10 years.

Criminal history checks

All new applicants must have a criminal history check (CHC) conducted by the department. This is to ensure that only suitable persons are approved as APs. This is a legislated requirement under the *Transport Operations (Road Use Management) Act 1995*. **A police certificate submitted by the applicant is not acceptable.** CHCs expire three months from the date of issue by Queensland Police Service.

As part of the assessment of applications for an AP the department considers information contained in the person's CHC using the department's Suitable Persons Policy as a guide.

Relevant convictions upon indictment from the District or Supreme Court for criminal offences in the 10 years prior, including but not limited to those relating to:

- stealing
- fraud
- assault
- forgery
- intimidation

and all convictions in the five years prior to your application may affect your ability to meet the department's suitable person criteria.

Application and decision making process

You will be notified in writing of the outcome of your application. If the department requires further information to support your application, we will contact you by email or telephone. Only modification codes that have met full application requirements will be considered.

If your application is approved, the department will provide you with an AP approval document. If your application is refused, the department will provide you with an information notice providing reasons why your application has been refused and your appeal options.

Renewal of AP accreditation

To renew your AP accreditation, you are required to:

- complete the relevant sections of the AP Application (form F1855)
- supply a copy of current professional membership/registration (if applicable)
- lodge the application with the AP administrator.

Change of personal details

To change personal details, the AP must:

- complete the relevant sections of the AP Application (Form F1855)
- lodge the application with the AP administrator.

To apply for replacement AP accreditation document

To obtain a replacement AP accreditation document, the AP must:

- complete the relevant sections of the *AP Application* (Form F1855)
- lodge the application with the AP administrator.

Voluntary surrender of AP accreditation

To voluntarily surrender an AP accreditation, the AP must within seven days of ceasing duties:

- complete the relevant sections of the *AP Application* (Form F1855)
- return any unused certificates of modification and modification plates to the AP administrator
- return all used certificates up to seven years old to the AP administrator
- lodge the application with the AP administrator

Purchasing books of certificates of modification and/or modification plates

Queensland based APs can purchase books of certificates of modification and/or modification plates from the department's CSCs or QGAP offices. Refer to the **approved person information**

sheet for purchasing books of certificates of modification and/or modification plates on the department's website.

Interstate based APs can purchase books of certificates of modification and modification plates via post from the Carseldine CSC. Refer to the **approved person information sheet for purchasing books of certificates of modification and/or modification plates** on the department's website for more information.

Use of certificates of modification and/or modification plates

Certificates of modification and modification plates must only be used by the AP nominated on the Application to Purchase Books of Certificate of Modification and/or Modification Plates form (F1856) and allocated to that AP by the department.

Certificates of modification

Certificates of Modification must be completed in full by the AP. This includes the vehicle identifiers which include the VIN/chassis number and the engine number. The certificates must be issued in numerical sequence and not contain any alterations and the following procedure applied:

- the original (green) copy of a certificate of modification is to be issued to the vehicle owner or their agent
- the duplicate (yellow) copy of a certificate of modification is to be sent to the AP Administrator within seven days of the end of each calendar month to the AP Administrator and should include the yellow copies of cancelled certificates
- the triplicate (white) copy of the certificate of modification is to be retained by the AP at the business premises during ordinary business hours for at least seven years after completion
- the relevant codes of practice checklists are to be completed and retained by the AP to ensure that certification requirements are met.

Modification plates

Modification plates must be issued in numerical sequence (and batch sequence). All relevant details of the certification are to be legibly stamped or engraved on the modification plate, no alterations allowed. The AP must ensure that the modification plate is attached to the vehicle in a conspicuous position.

Scheme changes and updates

Scheme changes and updates are communicated to scheme members via the scheme webpage. On the 1st of each month, APs are reminded that they should check the Approved Person Information Sheet for scheme changes and updates on the webpage to ensure they are familiar with any changes that may affect them and the function they perform.

Assurance/spot checks

TMR conducts confirmation/education audits within 6 months of an AP being accredited. This is to educate and inform APs regarding the role they have undertaken. TMR also conducts regular spot checks to assess the compliance of APs with their conditions of approval. Breaches may result in infringement notices and/or amendment, suspension or cancellation of accreditation.

The AP must allow the department's authorised officers' access to all equipment, records, checklists, certificates of modification and modification plates relating to the performance of their duties as an AP.

The spot check checklist can be downloaded on the department's website.

Further information

Refer to the department's website www.tmr.qld.gov.au to download copies of and for further information about:

- the AP scheme
- business rules
- AP fee schedule
- approved codes of practice
- application forms
- departmental customer service centre locations
- purchasing certificates of modification and/or modification plates
- approved persons information sheet for scheme changes and updates.

Contact details

AP Administrator:

- email: AP@tmr.qld.gov.au (preferred method of contact);or
- phone: 13 QGOV (13 74 68)
- postal address: Approved Person Administrator
Department of Transport and Main Roads
PO Box 673
Fortitude Valley Qld 4006

Technical advice - modification help desk:

- phone: 07 3114 5844
- fax: 07 3066 8740
- email: vehiclestandards@tmr.qld.gov.au

Departmental customer service centres, QGAP agencies:

- phone: 13 QGOV (13 74 68)
- Or refer to the departments website for a full list of CSC and QGAP locations

National Heavy Vehicle Regulator

- phone 1300 MYNHVR (1300 696 487)
- fax (07) 3309 8777
- email info@nhvr.gov.au