

CODE OF PRACTICE

VEHICLE INSPECTION GUIDELINES

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CONTENTS

INTRODUCTION

SECTION 1 – CONDUCT OF STATIONS

SECTION 2 – INSPECTION STATIONS

SECTION 3 – AIS INFORMATION SHEETS

INTRODUCTION

This Code of Practice sets out the detail for the detection of vehicle defects or unsafe vehicle condition by inspection. It is not expected that vehicles will be tested to stringent standards which require extensive or destructive testing or highly specialised equipment that are specified in publications such as the Australian Design Rules.

A Safety Certificate or a Certificate of Inspection is a certification that a vehicle meets the safety requirements of the Transport Operations (Road Use Management) Act 1995 (TO (RUM)). It is expected that the Approved Examiner will utilise their trade qualifications and experience in motor vehicle repairs and maintenance for which the approval was issued and refer to any relevant information regarding vehicle manufacturer's specifications to ensure, as far as practicable, that the vehicle meets the requirements of the TO (RUM) Act.

This publication also outlines the duties of the Approved Inspection Station (AIS) proprietor and nominee, the duties of approved examiners and the qualifications they must have and the equipment that is to be provided and maintained at the AIS.

This publication complements the existing skills, knowledge and experience of Approved Examiners and aids in the determination of vehicle condition. It should not be used as a defence for poor workmanship, inadequate facilities or where a thorough inspection was not carried out.

ABBREVIATIONS USED IN THIS PUBLICATION:

TO (RUM) Act refers to the Transport Operations (Road Use Management) Act 1995.

AIS refers to an APPROVED INSPECTION STATION.

COI refers to a Certificate of Inspection.

GVM refers to the Gross Vehicle Mass.

ADR's refers to Australian Design Rules.

ATM refers to Aggregate Trailer Mass.

GTM refers to Gross Trailer Mass.

SECTION 1

BUSINESS RULES FOR CONDUCT OF APPROVED INSPECTION STATIONS

CONTENTS

1.	APPROVED INSPECTION STATION REQUIREMENTS	5
2.	LEGAL STATUS OF THE GUIDELINES	5
3.	NON COMPLIANCE WITH THE GUIDELINES	6
4.	THE TYPES OF STATIONS	6
5.	HOW A STATION IS APPROVED	8
6.	HOW TO QUALIFY AS AN AIS PROPRIETOR OR NOMINEE	9
7.	DUTIES OF PROPRIETORS AND NOMINEES	10
8.	HOW TO QUALIFY AS AN APPROVED EXAMINER	12
9.	DUTIES OF AN APPROVED EXAMINER	13
10.	EQUIPMENT AND PREMISES	14
11.	SIGNS AND ADVERTISING	17
12.	MOTOR VEHICLE DESIGN REQUIREMENTS	17
13.	INSPECTION FEES	18
14.	HOW TO CARRY OUT AN INSPECTION	19
15.	HOW TO COMPLETE A SAFETY CERTIFICATE AND A COI	20
16.	FURTHER ADVICE	22

1. AIS REQUIREMENTS

- 1.1** An AIS is an establishment such as a service station, garage or workshop where motor vehicles are inspected as required under the provisions of the TO (RUM) Act. The people who supervise and carry out inspections must be authorised to do so in writing, by Queensland Transport. An AIS may have a mobile service as an extension of the fixed premises.
- 1.2** Depending on the qualifications of the staff and the facilities available, a station may be authorised to inspect any number of classes of vehicles or a particular class.
- 1.3** An AIS must have a PROPRIETOR or NOMINEE and at least one APPROVED EXAMINER. One person may hold both of these positions.
- 1.4** The proprietor of an AIS may be an individual, a registered partnership or a body corporate. The proprietor must be in control of the business which operates the station.
- 1.5** The proprietor may nominate one or more persons to carry out the proprietor's duties in respect of the conduct of the AIS, the inspection of vehicles and the maintenance of the station's premises and equipment. A proprietor's nominee will only be approved after consideration by the department. The proprietor will be held responsible for the nominees actions.
- 1.6** The proprietor and nominee of an AIS are responsible for its operation and the conduct of an approved examiner(s).
- 1.7** The approved examiner is responsible for the actual vehicle inspection and is required to conduct a thorough inspection of each vehicle submitted and certify as to its condition in the INSPECTION REPORT. (Triplicate copy)
- 1.8** An application for changes in the conditions of approval for an AIS may only be made by the proprietor. A proprietor's nominee is not permitted to act on the proprietor's behalf in such matters.
- 1.9** Unless otherwise specified, all references made in this Code of Practice to the proprietor of an AIS shall apply also to the proprietor's nominee.
- 1.10** Where the proprietor of an AIS is a partnership, any nominated partner or a nominee may act as the proprietor. Where the proprietor is a body corporate, the only persons who may act on behalf of the proprietor (company) are those who are nominated and approved to act on behalf of the directors of the company.

2. LEGAL STATUS OF THE CODE OF PRACTICE

- 2.1** Approved Inspection Stations are governed by legislation covered in the TO (RUM) Act.

- 2.2** This Code of Practice provides technical guidance about what constitutes a defective vehicle. The Code of Practice is approved by the Chief Executive of Queensland Transport and is admissible as evidence in proceedings.

NOTE: Copies of the Acts and Regulations are available from GOPRINT, 371 Vulture Street, Woolloongabba Qld 4102 or telephone 3246 3500.

3. NON COMPLIANCE WITH THE CODE OF PRACTICE

- 3.1** Prosecution action may be initiated against a proprietor, nominee or an examiner if an offence against the TO (RUM) Act is detected. If a court conviction is recorded, the approval issued to the proprietor, nominee or examiner may be suspended or cancelled.
- 3.2** In other circumstances, if a breach of the Act, Regulation or of a condition of approval is detected, it will be investigated and if found to be substantiated, the Approved Inspection Station proprietor, nominee or examiner concerned may be asked to show why their approval should not be suspended or cancelled.
- 3.3** Where the department takes action to suspend or cancel an approval, a person whose interests are affected by the decision may request a review of the decision.

If, after a review of the decision, a person is still aggrieved, they may lodge an appeal through a magistrate's court against the revised decision.

4. TYPES OF STATIONS

- 4.1** An AIS is one where inspections are available for a range of vehicle types depending on the classes of vehicles for which it is approved. These stations are required to be open to the public to arrange inspections at any time during normal business hours. Mobile AIS units may also be approved as an extension to a fixed premises.
- 4.2** Inspection Stations may be approved for one or any combination of vehicle types, provided the proprietor employs appropriately qualified staff and has the necessary equipment.

HEAVY VEHICLE AIS

- 4.3** An AIS for Heavy Vehicles may issue a COI for registered vehicles in the range of:
- heavy vehicles over 4.5 tonnes GVM up to 16 tonnes GVM; and/or
 - trailers over 3.5 tonnes ATM up to 10 tonnes ATM.

NOTE: Registered buses and taxis are not included in this range.

4.4 The owner of a vehicle mentioned above may obtain a COI for:

- registration of a second-hand unregistered vehicle, including buses (called "new business");
- transfer of a registered vehicle to another person; or
- annual registration renewal.

NOTE: In all cases, the COI must be current, i.e. the certificate normally expires 12 months from the date of issue. Registered Primary Production vehicles are given a certificate which will expire 24 months from the date of issue.

4.5 Unregistered heavy vehicles over 16 tonnes GVM, unregistered trailers over 10 tonnes ATM and unregistered buses can be registered with an AIS COI. The certificate must not have an expiry of more than 12 months for heavy vehicles and trailers and 6 months for buses from the date of issue.

A Certificate obtained from an AIS in these circumstances is for initial registration only.

NOTE: Safety Certificates are not issued on Heavy Vehicles.

LIGHT VEHICLE AIS

4.6 An AIS for Light Vehicles, issues Safety Certificates for vehicles in the range of:

- light vehicles up to 4.5 tonnes GVM;
- trailers and caravans over 0.75 tonne ATM up to 3.5 tonnes ATM; or
- motorcycles (including motor tricycle(s)).

4.7 A Safety Certificate is required for:

- the registration of a second-hand unregistered vehicle;
- a registered vehicle that is for sale; and
- for the subsequent transfer of a registered vehicle from one person to another.

Light Vehicles do not require a certificate for annual registration renewal.

NOTE: COI's are not issued on Light Vehicles (except taxis or light buses) or Motorcycles (including motor tricycle(s)).

APPROVED INSPECTION STATION STRUCTURE

SAFETY CERTIFICATE - LIGHT VEHICLES

- Trailers over 0.75 tonne ATM up to and including 3.5 tonnes ATM.
- Light vehicles up to and including 4.5 tonnes GVM.
- Motorcycles (including motor tricycle(s)).

CERTIFICATE OF INSPECTION - HEAVY VEHICLES

- Heavy vehicles over 4.5 tonnes GVM up to and including 16 tonnes GVM.
- Second hand unregistered vehicles over 16 tonnes GVM, unregistered trailers over 10 tonnes and unregistered buses may be issued with a COI to allow the vehicle to be registered. The COI will be current for 12 months for heavy vehicles and trailers and 6 months for buses from the date of issue (special conditions apply). Refer page 7.
- Trailers over 3.5 tonnes ATM up to and including 10 tonnes ATM.

5. HOW A STATION IS APPROVED

- 5.1** An applicant must complete an "Application for Approval of Premises as an Approved Inspection Station" form in detail and forward it together with the appropriate fees to the nearest Queensland Transport Vehicle Inspection Centre.
- 5.2** If the applicant is a company or a business controlled by a company, it is the applicant's responsibility to provide with the application, a company search (current company details) outlining company particulars, including Directors and Business Names Certificate.

NOTE: For information pertaining to a company, contact the Australian Securities and Investments Commission, telephone (07) 3867 4900 or 1300 300 630.

For information pertaining to a business name, contact Smartlicence on freecall 1800 061 631.

- 5.3** If the applicant trades under a business name only (no company involvement), it is the applicant's responsibility to provide, with the application, a business names extract outlining particulars including persons involved with the business, etc.
- 5.4** If the applicant is a sole trader, a declaration to that effect must be provided with the application outlining the name by which the inspection station will be known.

5.5 The proposed Proprietor/s nominees, and approved examiners may be required to sit a written examination at a nominated time and place to determine their knowledge of the Regulations and procedures. A copy of the trade qualifications for a person nominated to become an Examiner must be provided with the application and the original documents must be produced at the time of examination.

NOTE: There is no fee applicable for a person who holds an Examiner's licence and is required to be re-examined. There is no fee applicable for a proprietor or nominee's examination.

5.6 On receipt of the completed application form, prescribed fees and other documentation, an initial assessment will be made of the application. If the application is refused or further information is required, the applicant will be advised in writing. If the application is acceptable, arrangements will be made for examinations as required and for an Inspector to call and inspect the premises and equipment.

5.7 If the application is successful, a Certificate of Approval for the premises as an AIS as well as other relevant documentation will be forwarded to the applicant.

5.8 The Proprietor of an existing AIS may wish to transfer the approval from one premises to another. Provided there is no change in the ownership of the company or business, the procedures outlined in 5.1 and 5.3 can be followed together with a letter containing all details.

5.9 Any substantial change in ownership of an AIS, will require the procedures outlined in 5.1, 5.2 and 5.3 to be followed.

5.10 If there is a change in company or business name only and there are no changes in ownership or staff, the following will be required:

- a letter outlining the details;
- the Certificate of Approval and Renewal;
- a company or business names extract as outlined in 5.2 or 5.3.

Forward all documentation to the nearest Queensland Transport Vehicle Inspection Centre.

6. HOW TO QUALIFY AS AN AIS PROPRIETOR OR NOMINEE

6.1 The proprietor of an AIS or any proprietor's nominee must be a fit and proper person and an intending proprietor or nominee's previous history regarding any convictions, complaints or show cause proceedings with the department in relation to the motor vehicle industry may be taken into consideration in the approval process.

A proprietor's nominee can only be nominated by the proprietor.

- 6.2** The proprietor and/or nominee must have a thorough knowledge of the relevant Acts and Regulations, particularly those dealing with the operation of the station. Applicants are required to demonstrate their understanding of the AIS requirements before they will be approved. This publication will provide the answers to questions that may be asked if an examination is required.

7. DUTIES OF PROPRIETORS AND NOMINEES

These requirements are prescribed in the *TO (RUM) Act 1995* and the *Vehicle Standards and Safety Regulation 1999*.

- 7.1** The proprietor and any proprietor's nominee is responsible for making sure that an AIS is operated strictly in accordance with the Act and Regulation. This Code of Practice provides the detail on how compliance with the requirements of the Act and Regulation may be achieved.
- 7.2** The proprietor and nominee must make sure that all of the station's inspection equipment, including the equipment of any mobile service, 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. Also, the approved examiners should have access to such technical data and workshop manuals as are needed to enable the checking of a vehicle manufacturer's specifications as required.
- 7.3** If the prescribed inspection equipment is not available at the AIS (including a mobile AIS) or becomes unserviceable, inspections for which that equipment is needed, are not to be carried out (and inspection reports and certificates are not to be issued) until the equipment is either repaired or replaced. An approved examiner must be employed and the minimum equipment maintained during the currency of the inspection station approval
- 7.4** Arrange for the inspection of vehicles described in the AIS structure on page 8 of this guide (unless the Proprietor or nominee has reasonable cause not to do so). The AIS may only inspect the category of vehicle/s for which it is approved.
- 7.5** Produce on request, the Certificate of Approval for the AIS to any person presenting a motor vehicle for inspection.
- 7.6** Give notice in writing within seven (7) days to the Chief Executive when any nominee or approved examiner commences or ceases to be employed at the AIS, specifying the date of commencement or termination of such employment, as the case may be.
- 7.7** Supervise approved examiners employed at the AIS and ensure that these persons properly discharge their duties under the Act.
- 7.8** Ensure that the provisions of the Act and Regulation relating to safety certificates and certificates of inspection are observed.

- 7.9** Advise the Chief Executive, in writing, within 7 days of any change of name or title under which the AIS business operates.
- 7.10** Whenever a vehicle passes an inspection at an AIS, and the correct type of inspection report has been prepared, the proprietor or nominee must sign the Safety Certificate or COI to certify that the inspection **was** actually carried out by an approved examiner in accordance with this code of practice. The proprietor or nominee must also ensure that the vehicle has been described correctly.
- 7.11** A proprietor or nominee must make sure that records of the vehicles inspected at the AIS and the examiners employed there are kept, that all books of certificates are kept at the station during normal working hours and are stored in a safe place at all times. Used books of certificates containing the quadruplicate copy of any certificate must be retained for 2 years from the date of issue of the last certificate in the book.
- 7.12** Furnish to Queensland Transport completed forms relating to the vehicles inspected at the approved site as required.
- 7.13** Advise Queensland Transport of the registered number and the owner's name and address of any vehicle which was found to have a defect that would affect its safe use and was not returned for reinspection within 14 days of the first inspection.
- 7.14** A person must not inspect vehicles or certify to the condition of vehicles unless that person is also an approved examiner.
- 7.15** A proprietor or nominee must not issue a Safety Certificate or a COI, whichever is applicable, to the owner of any motor vehicle which has been modified from the manufacturer's specifications unless:
- (i) such owner produces a written approval certificate from Queensland Transport in respect of such modifications; or
 - (ii) a prescribed modification plate relating to the modifications is affixed to the vehicle.
- 7.16** A proprietor or nominee must not allow any person to sign certificates or inspection reports or any other documents unless Queensland Transport has approved that person for that specific purpose.
- 7.17** Queensland Transport must be notified immediately if any unused inspection certificates, modification certificates or modification plates issued to the person are lost, destroyed or stolen. This advice must be confirmed in writing within 7 days.
- 7.18** On ceasing to carry on the business of an AIS at the premises specified in the approval, the proprietor must, within 7 days, notify Queensland Transport in writing, and return the certificate of approval, certificate of renewal, unused certificate forms, and used certificate forms up to 12 months old.

7.19 A PROPRIETOR OR PROPRIETOR'S NOMINEE MUST NOT SIGN A CERTIFICATE BEFORE IT HAS BEEN COMPLETED AND SIGNED BY AN APPROVED EXAMINER.

7.20 Each nominee performing the functions on behalf of the proprietor regarding the operation of the AIS must have a sound knowledge of the relevant provisions of the TO (RUM) Act and the Vehicle Standards and Safety Regulation.

7.21 The proprietor must obtain the approval of Queensland Transport on any proposed changes to the particulars under which the station was approved, the station's personnel or in the conditions of operation of the station. An application for approval of any changes should be made to Queensland Transport prior to the actual changes being made.

8. HOW TO QUALIFY AS AN APPROVED EXAMINER

8.1 An applicant for approval as an examiner must possess a certificate as a "Motor Mechanic", a recognised equivalent or be the holder of a Certificate of Recognition or an Australian Recognised Tradesman's Certificate. Where it is intended that the approved examiner will inspect motorcycles, including motor tricycle(s) only, a certificate as a "Motorcycle Mechanic" or a certificate as a "Motor Mechanic" together with evidence of acceptable experience in motorcycle repairs will be required. Where an approval is requested for an examiner to inspect trailers only, the applicant must be a motor mechanic or have qualifications acceptable to the Chief Executive.

8.2 An applicant is required to have a thorough knowledge of all the classes of vehicles that the examiner is authorised to inspect before approval can be given to operate at a particular AIS. An approved examiner who has not been involved with the AIS scheme for a period of more than twelve months may be required to pass another examination.

8.3 An approved examiner must know the requirements for determining if a vehicle has any defect that would be likely to affect the safe use of the vehicle on a road and that the vehicle complies with requirements of the regulation in relation to vehicle defects. The person must fully understand the requirements of the Act and Regulation.

8.4 Before being authorised as an examiner, an applicant may be asked to demonstrate a thorough knowledge of inspection procedures for the classes of vehicles for which authority is sought and may be required to pass a written examination. A copy of the applicant's qualifications must be attached to the examiner application form and the original documents produced at the time of examination.

8.5 An approved examiner must have the appropriate driver's licence for the class or classes of vehicles to be inspected at a particular AIS.

- 8.6 A person nominated as an approved examiner must be a fit and proper person and any previous history regarding convictions, complaints or show cause proceedings with the department in relation to the motor vehicle industry, may be taken into consideration in the approval process.
- 8.7 An application to become an approved examiner must be in the approved form and must be accompanied by the prescribed fee.
- 8.8 A person can be nominated as an approved examiner at an AIS by either the proprietor or a nominee of the station.

9. DUTIES OF AN APPROVED EXAMINER

- 9.1 The approved examiner must conduct a thorough inspection of each vehicle that is submitted for inspection. The inspection must be conducted to determine whether the vehicle meets the Vehicle Standards and Safety Regulation in relation to defective vehicles. This Code of Practice is referred to in the regulation as providing technical guidance about what constitutes a defective vehicle and is admissible as evidence in a proceeding.
- 9.2 The approved examiner must inspect only the classes of vehicles for which approval has been given. No other class of vehicles may be inspected.
- 9.3 Upon completion of each inspection, **and not before**, the approved examiner must ensure the certificate is completed in accordance with Part 15 of this section, sign and then pass the certificate to the proprietor or the proprietor's nominee to certify that the inspection has actually been conducted in accordance with the Act and Regulation.
- 9.4 An approved examiner is permitted to have assistance when necessary; for instance, another person may apply the brake pedal while the examiner checks the operation of brake actuators. Where a vehicle is returned for re-inspection after rectification of faults found by one examiner, it is permissible for the re-inspection to be carried out by another examiner at the same site if the original examiner is absent.
- 9.5 The approved examiner must maintain a good knowledge of the inspection requirements, procedures and any relevant standards, including all AIS Information Sheets and vehicle inspection procedures, that are issued from time to time, relevant to the inspection of vehicles.
- 9.6 The approved examiner should consult and be familiar with a vehicle manufacturer's technical data to assist in determining whether components such as brakes, suspension and steering are serviceable or defective.
- 9.7 The approved examiner must ensure that all vehicle identification information recorded on the Safety Certificate or COI is taken directly from the vehicle inspected, and is accurate and legible.

- 9.8** When a licensed examiner is conducting a road test, the use of a section of a public road should involve extreme caution, taking into consideration all traffic requirements and conditions.
- 9.9** An approved examiner may inspect vehicles only at the AIS for which specific approval is granted or in accordance with the conditions of the mobile AIS. If an examiner is required to inspect vehicles at more than one AIS, the examiner must be separately nominated and approved for each of the stations in question, provided they are owned by the same proprietor.

10. EQUIPMENT AND PREMISES

- 10.1** Any premises that are used as an AIS should have a clear inspection area with a hard level surface separate from any space that is regularly used for other activities such as fuel sales. The entrance to the AIS and to this area should be at least 2.5 metres wide and where necessary must be high enough for all vehicles of the classes covered by the station's authority (as a general rule, a height of 2.4 metres will be sufficient for motor cars and light commercial vehicles, and 4.5 metres for heavy commercial vehicles).

In all circumstances the requirements of the Work Place Health and Safety Act must be taken into consideration.

- 10.2** The premises of AIS's appointed after 1994 should also meet the following requirements:
- For stations authorised to inspect heavy commercial vehicles, the width of the entrance to the inspection area should be at least 3.0 metres.
 - Ideally, the dimensions of the inspection area should be greater than:
 - 2.5 metres wide by 6 metres long for motor cars, light commercial vehicles and light trailers;
 - 3.0 metres wide by 15 metres long for heavy commercial vehicles and heavy trailers;
 - 2.4 metres wide by 3 metres long for motorcycles.

EQUIPMENT

- 10.3** The person, business or company who operates an AIS must have:
- (i) an inspection pit, hoist or ramps or suitable equipment to conduct a thorough inspection underneath vehicles;
 - (ii) a decelerometer, brake testing machine or other equipment for testing brakes;
 - (iii) a headlamp testing screen or headlamp testing machine;

- (iv) suitable vehicle jacks (as required);
- (v) suitable general purpose tools (as required);
- (vi) light testing equipment as necessary (trailers only);
- (vii) for a mobile AIS, suitable ramps or other equipment which allows a thorough inspection to be conducted underneath the vehicle is an acceptable alternative to item (1) above. Items (2) to (6) inclusive must be available in the mobile AIS vehicle and used by the examiner at the time of inspection.

BRAKES

- 10.4** When an approved examiner is inspecting a braking system and components such as pads, linings, discs and drums are not visible, **the removal of wheels and drums will be necessary to ensure all parts are in a serviceable condition.**
- 10.5** All stations must use a brake decelerometer or brake testing machine for brake testing. Where it is not possible to test brakes using a meter or machine because the vehicle is of a particular type (motorcycle (including motor tricycle) or trailer), the inspection of the braking system must confirm that the vehicle will meet specified stopping distance requirements.
- 10.6** A decelerometer must be of a type that can be located securely in the vehicle under test, that does not dislodge under braking and that measures braking efficiency in terms of peak deceleration in metres per second per second. A decelerometer may also display the distances to stop in addition to the peak deceleration reading.

Types of Roller Brake Testing Machines

Crypton,	Rawson
Bendix Cowdrey	Anderson
Maha	Weaver
"Platetronic (Brake Test System)"	

Types of Brake Decelerometers

Bowmonk with Base	Allan Performance Indicator
Mintex,	Ammco
Tapley with Base	James
Servex	Auto Stop Maxi (Vipac)
Brake Testa	

Other devices of a like nature and considered to be of equal efficiency may also be acceptable.

- 10.7** Most roller brake testing machines are acceptable to Queensland Transport, however, a roller brake tester should measure the braking effort for each axle and display them in Newtons or kilograms force. A percentage peak deceleration or average deceleration should be recorded on a printout from the machine or the percentages calculated by mathematical formula.
- 10.8** For advice about particular meters, testing machines or operating procedures, Queensland Transport's nearest vehicle inspection centre should be contacted.
- 10.9** Road testing of brakes should be conducted on a hard level surface which is free from gravel or other loose material.

HEADLIGHTS

10.10 Headlight aim is to be tested on a graduated screen placed 9 metres in front of the vehicle or by using an approved type headlight testing machine. An example of an approved headlight testing screen is shown in Information Sheet 4.

10.11 Types of headlight testing machines are listed below:

Autolab	Toronto
Lucas	Hella
Bear	Vane
Mactool	Kent-Moore
Bosch	Weaver
Replex	Guide
Cesco	Formula
Lumen	

Other machines of a like nature considered to be of equal efficiency may also be acceptable.

NOTE: Special requirements apply for AIS which inspect trailers.

10.12 AIS which inspect trailers must have the following equipment for testing trailer lighting and braking system/s when a towing unit is not available:

- equipment for testing the operation of the lighting system and any electric brakes via the trailer plug or socket;
- a device capable of compressing the tow coupling to test the function of any override braking system;
- a vacuum source capable of testing the function of any vacuum braking system;
- a compressed air source capable of testing the functions of any full air or air assisted braking system.

TECHNICAL INFORMATION

10.13 Although this Code of Practice provides technical information about inspection requirements, all stations should have ready access to motor vehicle manufacturer's specifications and technical information about the classes of vehicles that they are authorised to inspect. This is particularly important in the case of brakes, steering and suspensions because information about allowable wear in these systems can usually be checked by referring to vehicle manufacturer's specifications. Generally, it will be satisfactory if the station has the technical reference manuals that are readily available. Vehicle specification charts, bulletins and some tune-up manuals are also a good source of technical information.

It is important to note that in all instances, the requirements of the ADR's and the manufacturer (where applicable) take precedence over the requirements of this Code of Practice.

11. SIGNS AND ADVERTISING

11.1 You may display a sign on the premises indicating the site is authorised by Queensland Transport to issue Safety Certificates or COI's. The sign should contain at least the following information:

**APPROVED
INSPECTION STATION
APPROVAL NO.**

The first three words should be in letters 100 mm high and the remainder in letters 50 mm high, wording should be black on a contrasting background. A mobile unit **must** clearly display the AIS trading name and AIS approval number. This information must be clearly visible for a distance of 30 metres on both sides of the mobile unit.

12. MOTOR VEHICLE DESIGN REQUIREMENTS

12.1 Modern motor vehicles are designed to meet complex design requirements, most of which provide for occupant safety, and others to protect the environment. These design requirements are set out in "Australian Design Rules for Motor Vehicle Safety" (ADR's); and are not easily checked without extensive test facilities. For this reason, prototype vehicles are tested by the vehicle manufacturer and are certified by a joint State/Commonwealth authority called the Australian Motor Vehicle Certification Board (AMVCB).

12.2 It is usually possible to check whether vehicles are subject to ADR's because almost all vehicles must have a compliance plate fitted. Check for the presence of this plate. This plate gives the make and type of vehicle and the year of manufacture; it also gives the gross mass, where appropriate, and the number of seating positions. The ADR's that apply to a vehicle manufactured prior to 1990 will be shown on the plate. After 1990, the manufacturer will certify on the plate that the vehicle complies with all relevant ADR's.

12.3 All motor vehicles first registered on or after 1 January 1972, should have a compliance plate (motorcycles on or after 1 July 1975). Some special purpose, home-built or personally imported vehicles might not have a compliance plate but they must still meet relevant design rule requirements. These vehicles are specifically approved by Queensland Transport and may have a special modification plate affixed.

The following trailers must be fitted with a compliance plate:

- (i) Semi-trailers with gross trailer mass (GTM) greater than 20 tonnes but less than 60 tonnes when first registered on or after 1 July 1984.
- (ii) All other trailers with GTM greater than 15 tonnes but less than 60 tonnes when first registered on or after 1 July 1985.
- (iii) All trailers with GTM greater than 4.5 tonnes but less than 60 tonnes when first registered on or after 1 July 1986.
- (iv) All trailers up to and including 4.5 tonnes manufactured after 1 July 1988 must be fitted with a manufacturer's trailer plate.

12.4 Compliance plates can only be fixed to vehicles by their manufacturers, with the approval of the AMVCB. They are usually in the engine bay, on a door pillar or in the case of motorcycles (including motor tricycles), on the frame or steering head.

12.5 Approved Inspection Stations are required to check some in-service aspects of ADR requirements. For instance, examiners should make sure that the required ADR systems are present, are not obviously modified and that they are sound and functional.

12.6 It is not expected that approved examiners will conduct highly complex or destructive tests to check for compliance with ADR requirements but it must be remembered that vehicles must be maintained to these standards. In general, examiners will not need to make special checks beyond those already incorporated in these standards.

13. INSPECTION FEES

13.1 An AIS must not charge more than the fee prescribed for vehicle examinations that are conducted for the issue of a Safety Certificate or a COI. Refer to 13.4 concerning additional charges.

13.2 Different fees are prescribed for each of the following classes of vehicles:

1. Car or light commercial vehicle;
2. Heavy commercial vehicle;
3. Heavy trailer;
4. Motorcycle (including motor tricycle);
5. Light trailer.

13.3 The prescribed fee includes one (1) re-inspection provided the repaired vehicle is returned within fourteen (14) days. If a vehicle is returned for re-inspection after this period, it is to be treated as a first inspection and the prescribed fee may be charged again. Examiners must cancel the original inspection report and corresponding certificates.

13.4 An approved examiner may require the removal of one (1) or more wheels and brake drums or rotors if the examiner has reasonable grounds to believe that a defect exists.

The proprietor must notify the owner of this requirement and negotiate appropriate labour costs and charges for non re-useable parts such as lock nuts, lock tabs, split pins, lubricants, etc. **BEFORE** proceeding. These additional charges **ARE NOT** part of the examination fee.

A mobile AIS may charge reasonable travelling rates in addition to the fee for inspection. Vehicle owners are to be advised of these charges during initial negotiations.

13.5 Inspection fees are updated annually and published in AIS Bulletins.

13.6 Remember, the integrity of the AIS scheme will depend on customer communication, together with fair and reasonable charges, should any extra charges be required.

14. HOW TO CARRY OUT AN INSPECTION

REGISTERED VEHICLES

14.1 When conducting an inspection of a motor vehicle, the approved examiner should carry out no less than the following checks:

1. Check the registration plate, engine number and/or the chassis/VIN number on the vehicle against the details on the registration certificate (if available); record the make and model and the odometer reading.
2. Examine the vehicle's exterior.
3. Check all doors, windows and bodywork.
4. Sit in the driver's seat and test all the driving controls.
5. Check seats, seat belts, mirrors, sunvisors, glazing and forward vision through the windscreen.

6. Check the operation of steering linkages and all lights, including the aim of the headlights. (Another person may be required to assist with the inspection of steering and some lights.)
7. Open the bonnet and check the engine, battery and any other items listed in the inspection guide.
8. Check the operation of all steering linkages, all road wheels and their fastenings, check the tyres.
9. Jack the vehicle up and check the suspension, wheel bearings and steering components.
10. Check the underbody, chassis, subframes, engine and drive train, suspension systems, exhaust and braking system components. If it is necessary to remove wheels and drums to effectively examine braking components, this task should be carried out.
11. Test the service brake and parking/hand brake. Record the results.
12. Make sure the odometer and speedometer are operating and check the vehicle for poor handling, pulling to either side or undue vibrations.
13. Prepare the inspection report carefully, making sure that all necessary information is given.

NOTE: It is acceptable if the proprietor gives the owner a detailed list of the repairs together with the required Inspection Report.

UNREGISTERED USED VEHICLES

14.2 A vehicle that is unregistered may only be road tested on a public road if a permit is issued for the vehicle or a trade plate is used. The inspection is to be carried out in the same way as described in 14.1. The engine number, chassis number and/or vehicle identification number must be checked on the vehicle and recorded on the certificate.

ALL VEHICLES

14.3 Inspections should be carried out in a logical and workmanlike manner. The inspection reports show the various vehicle systems that are to be checked. Proprietors/nominees and approved examiners should remember that the vehicle owners rely on them to ensure their vehicles meet legal requirements and are safe to drive on the road.

15. HOW TO COMPLETE A SAFETY CERTIFICATE AND A CERTIFICATE OF INSPECTION

15.1 When completing the first and second inspections for the issue of a Safety Certificate or a COI, the following process is to be followed:

1. The owner's name and address and vehicle details are to be entered on to the certificate prior to the beginning of the examination.

2. If no defects are found during the first inspection, the relevant sections of the Safety Certificate or the COI are then completed. The examiner must ensure the certificate is completed legibly and accurately and sign the inspection result and the certification. Before issuing a safety certificate, an approved examiner must indicate the date of issue of the safety certificate by punching a hole through the appropriate day, month and year on the label part of the certificate.
3. The proprietor or nominee shall then sign and issue the front label, the original, duplicate and triplicate copies of the certificate to the person presenting the vehicle for inspection.
4. If a defect is found during the first inspection, the examiner shall sign the first inspection section and give the inspection report (triplicate copy) to the person presenting the vehicle, outlining what repairs or alterations are required to ensure the vehicle meets inspection requirements.

The certification section is not signed by the examiner and proprietor/nominee until the vehicle is re-presented and passed within 14 days.

5. If the vehicle and the triplicate copy of the Inspection Report are returned to the Approved Inspection Station within 14 days, the examiner can complete re-inspection of all items rejected and enter the results of that inspection on the report.
6. If all defects that were required to be rectified have been completed, the examiner is to sign the certification section and the proprietor shall issue the certificate as outlined in (2. and 3.) above.
7. If the defects indicated on the inspection report have not been completed satisfactorily, the examiner will return the Inspection Report to the owner indicating the result of the second inspection and advise that the vehicle still does not meet the inspection requirements for the issue of a Safety Certificate or a COI and the safety certificate is to be cancelled immediately.
8. A complete examination must be conducted if the vehicle is presented for re-inspection after 14 days and a full inspection fee will also be applicable.

15.2 UNDER NO CIRCUMSTANCES IS AN APPROVED EXAMINER TO SIGN THE CERTIFICATION ON A SAFETY CERTIFICATE OR A CERTIFICATE OF INSPECTION KNOWING THAT THERE ARE DEFECTS THAT WOULD AFFECT A VEHICLES SAFE USE ON THE ROAD OR THE VEHICLE DOES NOT COMPLY WITH THE REQUIREMENTS FOR THE ISSUE OF THE SAFETY CERTIFICATE OR THE CERTIFICATE OF INSPECTION.

ANY ERROR OR INCORRECT ENTRY ON A CERTIFICATE MUST NOT BE CORRECTED OR ALTERED AND THE CERTIFICATE IS TO HAVE THE WORD 'CANCELLED' WRITTEN ACROSS THE FACE OF THE CERTIFICATE.

16. FURTHER ADVICE

- 16.1** From time to time, AIS proprietors/nominees and approved examiners will encounter situations that may not appear to be covered in this Code of Practice. In such cases, the problem should not be put aside or solved by guesswork, instead, advice should be obtained from the nearest Queensland Transport Vehicle Inspection Centre.