

Approved Person Information Sheet for scheme changes and updates.

June 2016

Vehicle Standards Instruction L29.0 – Change in seating positions

An Advice to approved persons (ref AAP02.01.16) was sent to all APs who are accredited with LK1 and LO1 modification code advising that the Vehicle and Vessel Standards Unit had published vehicle standards instruction L29.0 to clarify the requirements when changing the seating capacity of a light vehicle. The advice was particularly relevant in cases where the change in seating capacity resulted in a change to vehicle category, for example, a 14 seat light omnibus “MD2” modified to a 12 seat light omnibus “MD1” requires an LO1 certification.

This vehicle standards instruction can be accessed on the TMR internet site on the Vehicle standards and modifications section of the web page.

Incomplete or inaccurate S10 modification plates

An Advice to approved persons (ref AAP01.03.16) was sent to all APs who are accredited with S10 modification code regarding the incomplete or inaccurate S10 modification plates. This advice provided answers to frequently asked questions and also updated copies of sample modification plates

April 2016

Implementation of Version 2.1 of the National Heavy Vehicle Inspection Manual

The National Heavy Vehicle Regulator (NHVR) has published an updated National Heavy Vehicle Inspection Manual (NHVIM) version 2.1 on 15 December 2015. All participating state and territory transport authorities have agreed to adopt the NHVIM Version 2.1 into their inspection regimes by July 2016.

In partnership with the NHVR, the Department of Transport and Main Roads (the department) has agreed to adopt the NHVIM Version 2.1 as the inspection standard for heavy vehicles from 1 July 2016.

The NHVIM Version 2.1 is available on the NHVR’s website at www.nhvr.gov.au/nhvim. For more information, read the information sheet about the [Implementation of Version 2.1 of the National Heavy Vehicle Inspection Manual](#).

September 2015

Introduction of the *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015*

The *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005* expires on 1 September 2015. As a result of this legislative expiry date, the Department of Transport and Main Roads (the department) has been working extensively to remake the regulation.

The department does not expect the regulation remake to have an impact on an approved person's accreditation but one change that should be noted is that the requirement that an approved person must comply with the Business Rules for an Approved Person (Vehicle Modifications) is now a statutory condition of your accreditation and is no longer an imposed condition.

The regulation remake titled of the *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015* will take effect on 1 September 2015 and will be available on the Queensland Government website <https://www.legislation.qld.gov.au>.

Business Rules for an Approved Person (Vehicle Modifications).

The Business Rules for an Approved Person (Vehicle Modifications) (the business rules) have been amended to coincide with the regulation remake.

The changes to the business rules include:

- the inclusion of an additional paragraph regarding professional engineer services as part of 3.4.2 - Certification. This will no longer appear as an imposed condition of your approval document
- the addition of a paragraph regarding local, state and commonwealth government approvals
- additional information added to the Audit and Spot Check information.

S10 – Concessional Livestock Loading – Vehicle Rating.

The department has become aware that modification plates for Concessional Livestock Loading – Vehicle Rating S10 certification may not be completed correctly. The tare mass, front axle rating, rear axle group rating and the king pin load must be included on the modification plate.

The department has written to APs accredited with the S10 modification code and to vehicle owners to advise them what they need to do if their vehicles have modification plates that are not completed correctly. The vehicle owners have been advised to contact either the AP who originally certified the vehicle or an AP accredited to certify the S10 modification.

Approved Persons with heavy vehicle codes residing interstate.

In April 2014 the department advised via this information sheet that changes had been made to the application process for applying for accreditation to inspect and certify heavy vehicle modification codes.

As a result of the implementation of Heavy Vehicle National Law on 10 February 2014, a change to the Business Rules for an Approved Person (Vehicle Modifications) was made for an applicant applying for heavy vehicle modification codes to supply evidence of Queensland residency.

As some states had not finalised the changes required to their authorised signatory schemes to accredit people for some modification codes that previously did not require certification in those states, such as J and P modification codes, TMR has allowed interstate applicants to have 12 months accreditation while other states finalised their application processes.

The National Heavy Vehicle Regulator advised that New South Wales and Victoria would have their amended approval schemes operating from 1 July 2015. As a result, approved persons who are currently accredited with heavy vehicle codes will not have those accreditations or those

modification codes approved on next renewal as they will be able to apply in their resident state. New approved person applicants will be required to prove Queensland residency at time of application.

July 2015

A revised Vehicle Standards Bulletin (VSB6), the National Code of Practice for Heavy Vehicle Modifications will come into effect from 1 July 2015 and sets out the latest requirements for modifying a heavy vehicle.

The VSB6 can be found

at http://www.infrastructure.gov.au/roads/vehicle_regulation/bulletin/vsb_06.aspx

The review delivered the following enhancements:

- Part A Administration – clarification on the modifications to new vehicles before supply to market to highlight the difference between Second Stage Manufacture (SSM) approval processes and the provision to modify heavy vehicles using VSB6.
- Section C Tailshafts – complimentary material has been added to the “length of shafts” sub-section and instructions on the use of the “safe operating speed nomogram”.
- Section H Chassis Frame – provision for certification of front underrun protection on heavy vehicles and certification of bullbars for fitting to ADR 84/00 compliant vehicles (**Checklist H6**).
- Section J Body Mounting – provision for certification of bus body fitment on truck chassis’ (**Checklist J2**).
- Checklists – enhanced checklists for all the codes in a portable document format (PDF) that can be filled on screen and saved.
- References to outdated prescribed standards have been updated (where necessary).
- A variety of format and visual changes have also been incorporated to make the code far more user friendly.

These new modification codes, H6 and J2, have been added to a revised version of the Business Rules for an Approved Person (Vehicle Modifications) and will available to download from 1 July 2015. This updated information includes qualifications required for applicants wanting to apply to certify these new modification codes.

March 2015

From 2 March 2015 the department will not be issuing Certificates of Approval for approved persons, the approval document will be the letter sent to the approved person once their accreditation is renewed. This accreditation document is what will need to be produced when purchasing certificates of modification, modification plates or if requested by an authorised officer or a member of the public.

October 2014

Business Rules for Approved Person (Vehicle Modifications)

The Business Rules for Approved Person (Vehicle Modifications) (the business rules) have been amended to remove the information that is already in:

- the *Transport Operations (Road Use Management) Act 1995*,
- the *Transport Operations (Road Use management – Accreditation and Other Provisions) Regulation 2005*
- the *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010*

There are other minor changes that have been made as part of the Queensland Governments undertaking of red tape reduction. These amended business rules are being implemented from Wednesday 1 October 2014 and are available now to download free of charge from this website.

Completing modification certificates

From reviewing modification certificates that are lodged with the department on a monthly basis the following points need to be noted by all APs:

- yellow modification certificates **must be lodged** with the department on a monthly basis
- engine numbers are part of a vehicles identification and **must** be included on the modification certificate

July 2014

Motorbike's seating capacity.

Just a reminder for all approved persons who have accreditation for the certification for modification code LL7 – motorbike seating capacity.

From 1 July 2014 these modifications have been reclassified as basic modifications, meaning that vehicle owners will be able to self-certify the modification, provided the modification meets the requirements of the LL section of the National Code of Practice for Light Vehicle Construction and Modification.

Certification by an Approved Person and affixing of a modification plate will no longer be needed for this modification.

May 2014

Reclassification of modifications to change a motorbike's seating capacity.

As part of Queensland Government's commitment to reducing red tape and regulation, the Department of Transport and Main Roads (TMR) has conducted a review into the approval requirements for changes to a motorbike seating capacity. As a result of this review, Transport and Main Roads has decided that from 1 July 2014 these modifications will be reclassified as basic modifications, meaning that vehicle owners will be able to self-certify the modification, provided the modification meets the requirements of the LL section of the National Code of Practice for Light Vehicle Construction and Modification.

In the coming weeks, the Vehicle Standards team will write to all Approved Persons who are currently accredited to certify motorbike seating capacity modifications to tell them about the change.

For more information about this change, please refer to the [Vehicle Standards Notification page](#) on the Transport and Main Roads website.

Non-compliant fifth wheel couplings

The Department of Transport and Main Roads (TMR) has recently been advised by New South Wales Roads and Maritime Services (RMS) about some 'Hijacker' brand fifth wheel hitches, both single and double oscillating variants, that have been found to be non-compliant with the requirements in ADR 62/... *Mechanical Connections between Vehicles*.

To ensure Approved Persons are aware of the issues that were identified by RMS, TMR has issued [Vehicle Standards Instruction \(VSI\) G22 Fitting of non-compliant fifth wheel couplings](#). The information in this VSI should not only be applied to 'Hijacker' brand fifth wheel hitches, but as general requirements that apply to all fifth wheel hitches that are fitted to vehicles.

Changes to seatbelt requirements for pre-1972 imported vehicles

From 1 June 2014, revised seatbelt requirements will be introduced for pre-1972 imported vehicles as part of the LO8 certification process. Under the revised requirements, the LO8 section will allow for the certification of an imported light vehicle that was manufactured prior to 1972 with the seatbelts originally fitted by the manufacturer. This means that vehicles manufactured without seatbelts will not have to be fitted with seatbelts and that vehicles that were originally manufactured with seatbelts will be able to retain those belts. Seat belts that are damaged or do not meet general roadworthy requirements, will require replacement. However, original specification belts may be used.

Furthermore, the owners of imported pre-1972 vehicles fitted with seatbelts under the previous requirements will be able to restore their vehicle to its original condition with no seat belts or with the original belts fitted. Owners still have the option to retain or fit seat belts if they choose.

Approved Persons who currently hold accreditation for LO8 should ensure they are familiar with the changes that are being introduced before they commence.

For more information about this change, please refer to the [Vehicle Standards Notification page](#) on the Transport and Main Roads website.

Repeal of Vehicle Standards Instructions L17 and L18

In November 2012, the National Code of Practice for Light Vehicle Construction and Modification (the NCOP) was adopted in Queensland as an approved code of practice for modifications to light vehicles. When compared to previous state based code of practice, the NCOP provides for a much broader range of modifications and means that previous state based requirements for some modifications are no longer required. As such, the following Vehicle Standards Instructions which provide for approval of some types of modifications, will be repealed from 1 June 2014:

- **Vehicle Standards Instruction (Light 17) *Body lift kits fitted to light vehicles with a separate chassis***: Modifications previously covered by this instruction must be assessed under the LS9 and LS10 sections of the Queensland Code of Practice – Vehicle Modifications (the QCOP).
- **Vehicle Standards Instruction (Light 18) *Conversion of four wheel drive wagons to a utility***: Modifications previously covered under this instruction must be assessed under the LH5 and LH6 sections of the NCOP.

Approved Persons are advised that from 1 June 2014, body lift and cabin conversion modifications must be assessed and certified using the relevant QCOP or NCOP codes. Assessment and certification of these modifications under the repealed requirements is a contravention of the conditions of your accreditation and may result in action being taken against your accreditation.

April 2014

Following a review of the AP qualification requirements, amendments have been made to the Business Rules for Approved Persons (Vehicle Modifications) (business rules). These amendments come in to force on 1 April 2014. The latest version of the business rules (version 2.2) will be available to download free of charge from the webpage.

Amendments have also been made to the application process for applying for accreditation to certify heavy vehicle modification codes. Refer to the information sheet and business rules for these amendments.

March 2014

Approved Persons (AP) are reminded of the need to follow the procedures in the Business Rules for an Approved Person (Vehicle Modifications) (business rules) in relation to cancelled modification certificates and cancelled modification plates:

- keep all cancelled certificates of modification at your business premises for at least seven (7) years after the certificate was cancelled
- keep all modification plates at the APs business premises for at least two (2) years after the plate was cancelled
- after two (2) years, destroy all cancelled modification plates in a secure manner

Cancelled green modification certificates and cancelled modification plates incorrectly sent to the AP Scheme Administrator will be returned to the AP for correct storage and disposal by the AP, in accordance with the business rules

We would also like to remind all APs that you are required to mail all yellow copies of Certificates of Modification (including the yellow copy of cancelled certificates) to the AP Administrator **at the end of each calendar month.**