

Advice to Approved Persons

Modification plates and certificates

Frequently Asked Questions

The Department of Transport and Main Roads (TMR) regularly conducts spot checks on Approved Persons to monitor performance and ensure compliance with the conditions of their approval as an Approved Person. The frequently asked questions below have been compiled as a reminder of some of the requirements that may be included during the spot check to determine compliance of the conditions of your Approved Person accreditation.

Who do I give each copy of a modification certificate to?

Certificate copy	Directions
<u>Green</u> Vehicle owner's copy	Give the green copy (original) to the customer.
<u>Yellow</u> TMR's copy	Mail <u>all</u> yellow copies (including copies of cancelled certificates) to TMR at the end of each month to the below address: Approved Person Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006
<u>White</u> Approved Person's copy	Keep the white copy in the book at the business premises.

When do yellow copies of modification certificates need to be sent to TMR?

All yellow copies of modification certificates, ***including cancelled certificates***, must be mailed to TMR within 7 days of the end of each calendar month.

How long do I need to keep the white copies of modification certificates?

You must keep the white copies at the business premises for 7 years after it was completed, including cancelled certificates.

Do I need to record the Australian Design Rule (ADR) numbers on the modification certificate?

Yes. It is important that the specific ADRs are recorded against each modification code on the certificate. For example:

Correct ✓	Incorrect X
ADRs checked for continued compliance 42/04, 43/04, 79/03	ADRs checked for continued compliance 'Yes' or '✓'

An example of a correctly completed certificate of modification (including additional information/notes in red) has been included at the end of this document.

Do I need to keep any other documentation relating to the modification?

Yes. Each modification **must** include a checklist as a supporting document. For each modification code, there is at least one checklist that is required to be completed. Other supporting documentation used as part of the certification process may include photographs, test results, manufacturer's supporting evidence, calculations, and so on. All checklists and other supporting documentation relating to the modification must be kept at the business premises for 7 years and produced to TMR staff on request.

We also recommend that you either photograph or photocopy the completed modification plate prior to attaching it to the vehicle and keep this as part of your supporting documents.

Where do I find the checklists?

Checklists can be found in the relevant approved Codes of Practice. The Codes of Practice are listed below, along with the link to access them online.

- **The Queensland Code of Practice: Vehicle Modifications**; and
- **National Code of Practice for Light Vehicle Construction and Modification (VSB14)** can be accessed via the Approved Person Scheme webpage on the TMR website at:
<http://www.tmr.qld.gov.au/business-industry/Accreditations/Approved-Person-Scheme>
- **The National Vehicle Heavy Vehicle Regulator Code of Practice for the Approval of Heavy Vehicle Modifications** can be accessed here:
<https://www.nhvr.gov.au/VSB6>

I need to order new modification certificate books and/or modification plates. Can I just photocopy an old application form and submit that?

No. You must complete a current version of the *Approved Person Scheme Application to Purchase Books of Certificates of Modification and/or Modification Plates* form (F1856). This form is available on the TMR website at <https://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF1856>

Do modification plates need to be issued in any particular order?

Modification plates must be issued in sequence from the lowest number to the highest. For example: 500000, 500001, 500002, etc. This helps TMR to monitor missing, stolen and fraudulent plates.

Can multiple modifications be included on a single modification plate and certificate, or are separate modification plates and certificates required?

As an Approved Person, you can certify multiple modifications on a single modification plate and certificate. However, if additional modifications are made once the modification certificate and plate are issued, a new modification certificate and plate is required. Each modification code recorded on the certificate must have a checklist and supporting documents.

Can I make alterations to certificates of modification?

No. If you make a mistake on a certificate of modification, or if changes are required for any reason, the certificate cannot be altered. You must cancel that certificate, issue a new one and send the yellow copy of the cancelled certificate of modification to TMR within 7 days of the end of each month.

Can I make alterations to modification plates?

No. If you make a mistake on a modification plate, or if changes are required for any reason, the modification plate cannot be altered. You must cancel that plate and issue a new one.

How long do I need to keep cancelled modification plates?

You must keep cancelled modification plates at the business premises for two years. After two years, cancelled modification plates are to be destroyed by cutting them to pieces to make them unusable or by returning them to the Approved Person Scheme Administrator.

Can another Approved Person use certificates of modification and plates that have been issued to me?

No. Approved Persons **must** only use certificates of modification and plates issued to them. You must not allow anyone else to use modification plates or certificates that have been issued to you, even if you work for the same business or employer.

How do I remove an existing modification plate from a modified vehicle?

Email vehiclestandards@tmr.qld.gov.au with details of the vehicle Make, Model, Vehicle Identification Number (VIN), Modification Code incorrectly used and reason why the plate needs to be removed.

How do I find out if there are changes or updates to the scheme?

To ensure you are familiar with any changes or updates that may affect you and the functions you perform, TMR recommends you regularly check the Approved Person scheme webpage by visiting the TMR website at <http://www.tmr.qld.gov.au/business-industry/Accreditations/Approved-Person-Scheme>.

Where can I find the latest version of the business rules?

The current version of the Business Rules for Approved Persons (Vehicle Modifications) document is available on the TMR website at <http://www.tmr.qld.gov.au/business-industry/Accreditations/Approved-Person-Scheme>.



Queensland
Government

Certificate of Modification

Transport Operations (Road Use Management) Act 1995
Heavy Vehicle National Law Act 2012 (Queensland)

Certificate Number: XXXXXX

Vehicle and Certification particulars (to be completed in full)

Make and model	Engine number	VIN/Chassis Number
Holden Commodore	21234567	6H18V119HJL716154321
Registration Number (if applicable)	Odometer reading	ICV Job reference number (if applicable)
123 ABC	186,243	
Inspection date	Time	Inspection location (address)
04/05/17	8.30am	123 Any Street, Brisbane 4000
Certification date	Time	Certification address
04/05/17	10.30am	123 Any Street, Brisbane 4000
Modification plate serial number		
123456		

Modification code number	Description of Modification (in detail)	ADRs checked for continued compliance
LAI	LSI Chevrolet EFI Engine Fitted (2007)	ADR 79/...
(The 'L' is for light vehicle, 'A' is the modification description and '1' is the section of code reference)		(Safety and emission standards to meet or exceed newest component. In this case, the 2007 engine) Note: other affected ADR's are to be listed in this section.

Approved Person's certification

I certify that this modification(s) complies with the Approved Code of Practice for Modifications under the *Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation 2010* or *Heavy Vehicle National Law Act (Queensland)* including its associated conditions for that class of vehicle.

I certify that I have inspected the above-mentioned vehicle and that the modification(s) has not adversely affected the vehicle's compliance with the applicable ADRs. I also confirm that the modification(s) has been carried out according to good engineering practice, and has not reduced the safety of the original vehicle. I hold the required supporting documentation and evidence for this certification, including any applicable drawings, specifications, analysis reports, calculations, test data or photographs.

I certify that, where the certification of the modification requires it, I have attached a modification plate to the vehicle in accordance with, for light vehicles, the *Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation* and for heavy vehicles, the *Heavy Vehicle National Law Act (Queensland)*.

I certify the information and statements in this certificate are true and correct.

Approved Person's particulars

Approved Person's name (print)		
John Citizen		
Accreditation (MA) Number	Approved Person's signature	Date
4321	J Citizen	04/05/17
Employer's name		
John's Modifications		
Employer's address		
123 Any Street Brisbane		
Postcode 4000		

Green - Owner's copy

Yellow - Department of Transport
and Main Roads' copy

White - remains in book

TRB Forms Area
Form F 1853
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