

Guide to Completing Inspection Documents

September 2019

Heavy Vehicle Registration Assessment Scheme (HVRAS) accredited persons inspect heavy vehicles over 4.5 tonne gross vehicle mass and trailers over 0.75 tonne aggregate trailer mass to ensure they comply with dimensional limitations, approved load sharing axle systems guidelines, safe tyre limits and vehicle identifiers prior to registration in Queensland. The purpose of HVRAS is to provide a service to the public on behalf of the Department of Transport and Main Roads (TMR).

This guide outlines TMR's requirements when a HVRAS accredited person completes the HVRAS documents following the inspection of a vehicle or trailer. It is not designed to be an exhaustive list of requirements as HVRAS accredited persons are expected to conduct inspections with due care and diligence.

Note: In circumstances where you provide false or misleading information on documents, TMR may issue you with a penalty infringement notice or pursue court action.

Inspections

When inspecting and measuring a vehicle you must complete the appropriate inspection sheet and a Vehicle Details Inspection Sheet (F3529). The inspection sheets and vehicle details form require you to record your full name, customer reference number (Queensland driver licence number), signature and date. The office/business stamp area only needs to be completed if you have an appropriate business stamp, TMR **does not** supply a stamp to HVRAS accredited persons.

These forms can be downloaded from the department's website or obtained from a transport and motoring service centre.

If you make a mistake on any of these forms, you are required to complete a new form.

The forms are invalid when they contain alterations and may be retained by TMR staff.

If you require any technical assistance to complete these forms when carrying out an inspection, contact TMR's Vehicle Standards Unit.

List of inspection sheets

- F3529 Vehicle Details Form
- F2873 Articulated Bus Inspection Sheet
- F2874 Special Purpose Vehicle (exceeding 4.5t GVM) Inspection Sheet
- F2875 Prime Mover Inspection Sheet
- F2876 Rigid Bus Inspection Sheet
- F2905 Rigid Truck Inspection Sheet
- F3123 Pig Trailer Inspection Sheet
- F3128 Semi Trailer/Goose Neck type Trailer (with fifth wheel or ball coupling) Inspection Sheet
- F3148 Dog Trailer Inspection Sheet
- F3154 Heavy Haulage/Low Loader/Dolly Inspection Sheet

- F3646 Converter Dolly Inspection Sheet
- F4550 Motorhome/Campervan Inspection Sheet

Note: If you use F2905 instead of F4550 for motorhome/camper, the inspection may not be accepted.

Completing Inspection Documents

1. All completed inspection sheets and vehicle details forms must contain an original (wet) signature.

Note: Inspection sheets and vehicle details forms with a photocopied or digitised signature will not be accepted by TMR.

2. Before signing an inspection sheet and a vehicle details form you must ensure:
 - You are currently accredited.
 - The Vehicle Identification Number (VIN) on attached plate is the same as the VIN on the vehicle frame.
 - All details are taken from the vehicle.
 - The information on the inspection sheet and vehicle details form is completed in full, correct and is legible.
 - There are no alterations on the inspection sheet and vehicle details form.
 - The inspection sheet is correct for the vehicle type inspected.
 - The vehicle is not an imported vehicle that has never been registered in Australia.
 - The vehicle will not be registered as conditional registration.
 - Information is taken from the Second Stage Manufacture Plate (when attached).

If the inspection sheet or vehicle details form is refused by a transport and motoring service centre, your customer may be advised to return to you to complete new forms.

Trailers that have been allocated a low volume VIN (LVV) can be inspected and measured by HVRAS accredited persons. These trailers must also be inspected by a transport and motoring service centre for identification purposes. LVVs can be identified by the prefix '6T9T' and the characters 12 to 14 of the VIN prefix will be 'AAB' for example **6T9T22ABN10AAB001**.

Contact us

Phone	<p>13 23 80</p> <ul style="list-style-type: none"> • Ask for the HVRAS Administrator for accreditation information • Ask for Vehicle Standards Unit for technical information
Email	<p>Preferred contact method</p> <ul style="list-style-type: none"> • hvras@tmr.qld.gov.au • vehiclestandards@tmr.qld.gov.au

Website	www.tmr.qld.gov.au/hvras
Post	HVRAS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006