

Transport and Main Roads

Approved Inspection Station Consultation Road Show

Customer Service Safety and Regulation Division

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Our values, our diversity



Customers
first



Unleash
potential



Be
courageous



Ideas into
action



Empower
people



Agenda

Vehicle Standards – Codes of practice – Vehicle Inspection Guidelines

Inspection Certificates On-line (ICO)

Approved Inspection Station (AIS) approval process

Mobile AIS

AIS Audit process

Other issues/questions

Codes of Practice

Vehicle Inspection Guideline

National Heavy Vehicle Inspection

Where are the Vehicle Inspection Guidelines?

- All AIS Examiners must have access to the Vehicle Inspection Guidelines
- As the Vehicle Inspection Guidelines are updated from time to time it is vital to know where to find the latest version
- TMR has also developed a number of “Information Sheets” which are available on the TMR website

Go to www.tmr.qld.gov.au



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Honour the ANZAC spirit by naming new overbridge

We're looking for a name that commemorates the ANZAC spirit for the newly constructed overbridge on the Bruce Highway at White Rock, south of Cairns.

[Read more](#)

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e.g. How to get a licence

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Registering vehicles, motorcycles and boats

Changing your registration details

Transferring vehicle registration

Forms

F3520 Vehicle registration transfer application

F3000 Driver licence application / renewal

F3518 Vehicle registration application

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Click on the Safety tab

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Safety

Vehicle standards and modifications



Water and boats



About vehicle standards and modifications

Find out how to [stay safe on the water](#).

[Vehicle standards](#)

[Vehicle modifications](#)

[Loads and towing](#)

More about vehicle standards and modifications

Click on Vehicle modifications

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Vehicle standards and modifications

About vehicle standards and modifications

Vehicle standards

Vehicle modifications

Loads and towing

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Vehicle modifications

 Print  Email

Owners sometimes modify their vehicles to give them a distinctive appearance, to improve their performance, to add desired features, change the engine (alternate or replacement engines), suspension, or to add a long-range fuel tank. Others modify their vehicles so that they are better suited to a specialised purpose.

Vehicle owners who wish to modify their vehicles need to follow the [standards](#) and [guidelines](#) that apply to the modification of vehicles for use on our roads.

In this section

- [Frequently asked questions](#)
- [Heavy vehicles](#)
- [Light vehicles](#)
- [Code of Practice - Vehicle Inspection Guidelines](#)

This page was:

Useful

Not useful

Click on Code of Practice–Vehicle Inspection Guideline

Vehicle modifications

Frequently asked questions—vehicle standards and modifications

Heavy vehicles

Light vehicles

Vehicle Inspection Guidelines

Home > Safety > Vehicle standards and modifications > Vehicle modifications > Vehicle Inspection Guidelines

Vehicle Inspection Guidelines

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The Vehicle Inspection Guidelines (VIGs) are used by approved inspection stations when inspecting motor vehicles for the purposes of issuing a certificate of inspection or safety certificate. The VIGs are also used by transport inspectors and police officers when determining if a vehicle is defective.



The current versions of the VIGs that are used in Queensland are available below:

Light vehicles

- [Light vehicles, motorbikes and light trailers \(PDF, 453 KB\)](#)
- [Vehicle Standards Instruction G21—Information for approved examiners and approved inspection stations](#)

Heavy vehicles

The inspection manual for heavy vehicles over 4.5 t GVM is issued by the National Heavy Vehicle Regulator.

View the latest version of the [National Heavy Vehicle Inspection Manual](#).

Click on Light vehicles, motorbikes and light trailers

Vehicle modifications

Frequently asked questions—vehicle standards and modifications

Heavy vehicles

Light vehicles

Vehicle Inspection Guidelines

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Vehicle Inspection Guidelines

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Click on National Heavy Vehicle Inspection Manual

Vehicle modifications

Frequently asked questions—vehicle standards and modifications

Heavy vehicles

Light vehicles

Vehicle Inspection Guidelines

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Vehicle Inspection Guidelines

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- Vehicle standards notifications

Home > Safety > Vehicle standards and modifications > Vehicle standards > Vehicle standards instructions

Vehicle standards instructions

 Print  Email

The vehicle standards instructions below are for enforcement officers, approved inspection stations, accredited persons, bus operators and vehicle owners in Queensland. The documents provide guidance and advice on a range of vehicle standards.

Please Note: For information about heavy vehicles, including vehicle standards guides for heavy vehicles, please refer to the [National Heavy Vehicle Regulator](#).

General

Subject	Number
Fitting of visual display units in vehicles (May 2014)	G3.1 (PDF, 101 KB)
Projecting loads (January 2014)	G18.0 (PDF, 151 KB)
Minor Modifications (February 2016)	G19.6 (PDF, 816 KB)
Front fog lamps and daytime running lamps (May 2014)	G20.0 (PDF, 216 KB)
Information sheets for Approved Examiners (May 2014)	G21.0 (PDF, 2.76 MB)
Fitting of non-compliant fifth wheel couplings (April 2014)	G22.0 (PDF, 271 KB)

Click on Information sheets for Approved Examiners

Example of an Information Sheet

INFORMATION SHEET No. 5 MISSING COMPLIANCE PLATES

For the purposes of registration, all motor vehicles originally manufactured to comply with the Australian Design Rules (ADRs) on or after 1 January 1972 and motorcycles constructed after 1 July 1975 would have been fitted with a compliance plate. Vehicles built prior to this date must comply with the *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010*.

Vehicles assembled for the Australian market (locally built and/or imported vehicles manufactured to comply with the ADRs. e.g. Holden, Ford, Mazda, Suzuki, Mercedes Benz, BMW etc). If inspecting a motor vehicle or motorcycle manufactured after these dates (not including other individually imported vehicles) which does not have a compliance plate fitted, the proprietor/nominee should:

- ask for proof that the vehicle was previously registered in Queensland, i.e. current registration certificate or copy of previous registration certificate;

OR

- if an interstate registration, proof that the vehicle was previously registered in another state or territory. (Note: if the vehicle has been modified, follow procedures outlined in the Modification Section of the Vehicle Inspection Guidelines);

OR

- advise the owner that it **may** be possible to obtain a letter of compliance from the vehicle manufacturer confirming the vehicle was manufactured for the Australian market and met all applicable ADRs at the time of manufacture.

Where the owner of the vehicle is unable to provide any documentation, he/she should be advised to obtain a modification plate and certificate of modification issued by an Approved Person. Where applicable, the Department of Transport and Main Roads will consider issuing a permit exempting the vehicle from the need to fit a compliance plate.

In most instances, vehicles (except motorcycles) built prior to 1 January 1972 will be fitted with a manufacturer's identification plate.

Changes to the Code of Practice

AIS scheme changes and updates

When changes are made to the AIS scheme, it is important that industry and the general public are made aware of these changes. Information about any changes and updates is available in [Information sheet 16: Important changes and updates to the AIS scheme \(PDF, 115 KB\)](#). It is recommended that all AIS approval holders, nominees and approved examiners check this information sheet regularly.

It is also recommended that you regularly check the [vehicle standards web page](#) to ensure that you keep up to date with changes to vehicle standards.

AIS scheme information sheets

The following information sheets provide information about the AIS scheme and how you can make an application to become an AIS, a nominee or approved examiner and other applications you may need to make during your accreditation.

Information sheet 1

[Introduction to the AIS scheme \(PDF, 140 KB\)](#)

Information sheet 2

[Inspection area and equipment requirements \(PDF, 61 KB\)](#)

Information sheet 3

[When an AIS approval holder is required to have a nominee \(PDF, 187 KB\)](#)

Information sheet 4

[Making a new AIS application \(PDF, 146 KB\)](#)

Information sheet 5

[Making changes to your AIS approval \(PDF, 80 KB\)](#)

Information sheet 6

[Making changes to AIS business structure \(PDF, 195 KB\)](#)

Inspection Certificates Online (ICO)

What is ICO?

- An online system that allows approved inspection stations (AIS) to electronically issue inspection certificates and automatically lodge them with TMR
- Web portal and mobile app
- Alternative to the current paper-based system
- Can be used for:
 - Safety Certificates
 - Certificates of Inspection
 - Defect Notice Inspections (stage 2)

Access to ICO

- Approval holders and approved examiners must individually enrol in ICO and each user has a unique login
- A users functionality in ICO is governed by their relationship with each individual AIS as reflected in the department's records

QLD ICO Terms and Conditions

1. Supertext operates an agency for text services available through the internet. The text services are not only rendered by Supertext itself, but also by independent certified professionals (professional translators, copywriters, editors and proofreaders) contracted by Supertext. However, the contractual relationships exist in all cases solely with Supertext and not directly with the respective specialist. 2. Supertext provides its services exclusively on the basis of these T&C; the T&C are considered as accepted with any placement of order with Supertext. Any conditions of the client differing therefrom are hereby expressly waived. 3. Supertext reserves the right to change or amend these T&C at any time. 4. Additional agreements, confirmations, other agreements as well as changes and additions to this contract require the written form to become effective.

2

Conclusion of the Contract 1. On the website, Supertext generates a quote on the basis of the information provided by the client. 2.

I accept the Terms and Conditions

Email:

Password:

LOGIN

[▶ Enrol](#)

[Forgot Password?](#)

What does ICO do?

ICO will:

- verify the credentials and currency of the AIS approval and approved examiner accreditation
- automatically add the date and time the certificate was created
- create assigned and unassigned inspection certificates
- store inspection records for the AIS

What does ICO do?

AIS approval holders can:

- manage their AIS records and approved examiners
- approve vehicle inspections electronically
- issue inspection certificates to customers via email or as a printed PDF
- automatically lodge inspection certificates online with the department
- access various standard reports for their AIS

What does ICO do?

Approved examiners can:

- verify the vehicle against the department's records
- complete an electronic inspection checklist for the relevant vehicle category
- select the appropriate fail reasons directly from the vehicle inspection guidelines
- attach photos or files to the inspection record
- access the vehicle inspection guidelines and other AIS documentation through the online Library

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Vehicle Inspection

Vehicle Inspections Records

Manage AIS & Examiners

AIS Reporting

Library

Home

Welcome! **John Smith** from **John Smith Inspections**

Change AIS? [Click Here](#)

NEW VEHICLE INSPECTION

Vehicle Inspection pending Approval

Search

Inspection Number	Vehicle Identification	Inspection Date	Examiner	Action
LV-10000108-8	964JMC	Sep 1, 2016	John Smith	Approve

Final Vehicle Inspections assigned to you

Search

Inspection Number	Vehicle Identification	Due by	Action
HV-30000066-8		Aug 20, 2016	Finalise

Saved Vehicle Inspections

Search

Inspection Number	Vehicle Identification	Saved on	Action
LV-30000074-5		Aug 15, 2016	Resume

Inspection Record

Vehicle Verification

Customer and Vehicle Details

Inspection Details

Vehicle Verification

Complete the details below to record the inspection. * Indicates mandatory fields.

VIN Number *

JDAG100S000666563



OR

Registration Plate Number *

AND

Chassis Number *

VERIFY



Vehicle verification success

Vehicle details have been verified.

Registration Plate Number: 957BOL

Vehicle Make: DAIHATSU

Vehicle Model: CHARADE

Vehicle Body Shape: SEDAN

VIN/Chassis Number: JDAG100S000666563

Inspection Type: Light Vehicle

Does the above information
match the VIN/Chassis
number?

YES

NO



Vehicle details are validated

The inspection certificate will be issued as an Assigned Certificate and will be lodged with the department.

PROCEED

Customer and Vehicle Details

To complete the inspection results, please check and enter the required details below. * Indicates mandatory fields.

Inspection Number
LV-30000087-7

Customer's email address : (preferable)

Additional email address:

[+ Add more customer details](#)

Registration Details

Registration Plate Number:

Registration Plate State:

Vehicle Make: *

Vehicle Model:

Vehicle Body Shape: *

VIN Number:

Inspection Type: *

Chassis Number:

Series:

Badge:

Vehicle Details

Cylinders / Rotors: *

Fuel Type: *

Number of doors (incl.hatch): *

Engine Number: *

Compliance Type: * Compliance Plate Import Plate Other (provide Details)

Date on Plate: *

Vehicle Colour: *

Seating Capacity: *

Steering Position: *

Tare: Kg

GVM: Kg

[Save](#)

CONTINUE

Vehicle Inspection

Vehicle Verification

Customer and Vehicle Details

Inspection Details

Confirmation

Inspection Record

Inspection details - First Inspection


To complete the inspection results, please check and enter the required details below. * Indicates mandatory fields.

Fail Reasons

- Seats & Restraints
- Lamps (lights) & Electrical Components
- Windcreens & Glazing
- Body, Chassis and Frame
- Tow Couplings
- Steering & Suspension
- Wheels & Tyres
- Brakes
- Engine, Driveline and Emissions
- Vehicle Safety Features
- Identification
- Modifications

Inspection Number

LV-30000087-7

 Attach Photo

ADD PHOTO

By uploading photos, you accept the terms and conditions.

Fail Reasons		
<input type="checkbox"/>	Seats & Restraints	?
<input type="checkbox"/>	Lamps (lights) & Electrical Components	?
<input checked="" type="checkbox"/>	Windscreen & Glazing (windows)	
	<p>▼ Windscreen and Glazing Repairs Rule 2.2</p> <p>a) Windscreens are not repaired in accordance with the relevant Australian Standards</p> <p>c) Windscreen repair is not performed in accordance with the manufacturer's instructions</p>	
<input type="checkbox"/>	Body & Chassis and Frame	?
<input type="checkbox"/>	Tow Couplings	?
<input type="checkbox"/>	Steering & Suspension	?
<input checked="" type="checkbox"/>	Wheels & Tyres	?
	<p>▼ Tyres Rule 6.3</p> <p>c) All tyres fitted to rims on the same axle are not of the same case construction (Steel radials, textile radials or conventional crossply)</p>	
<input type="checkbox"/>	Brakes	?
<input type="checkbox"/>	Engines & Drivelines and Emissions	?
<input type="checkbox"/>	Vehicle Safety Features	?

Park Brake Test

Service Brake Test *

Peak:

Distance:

Average:

Details of other items rejected during vehicle inspection

Inspection Result: *

PASS FAIL/NOW PASS FAIL FIRST INSPECTION

Inspection comments:

Odometer Reading for vehicle being inspected: *

[Save](#)

Examiner Details

Examiner of this Inspection: John Smith
Accreditation Number: 93587
AIS Name: John Smith Inspections
21 Main Street
Urbanville Qld 4000
AIS Number: 20487

Inspection Number
LV-3000087-7

Customer and Vehicle Details [Change](#)

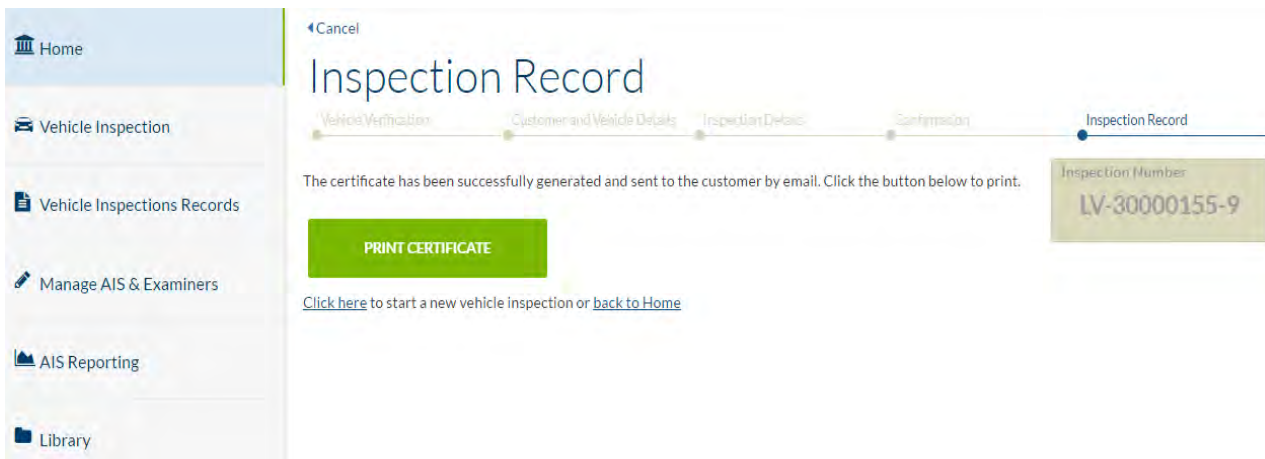
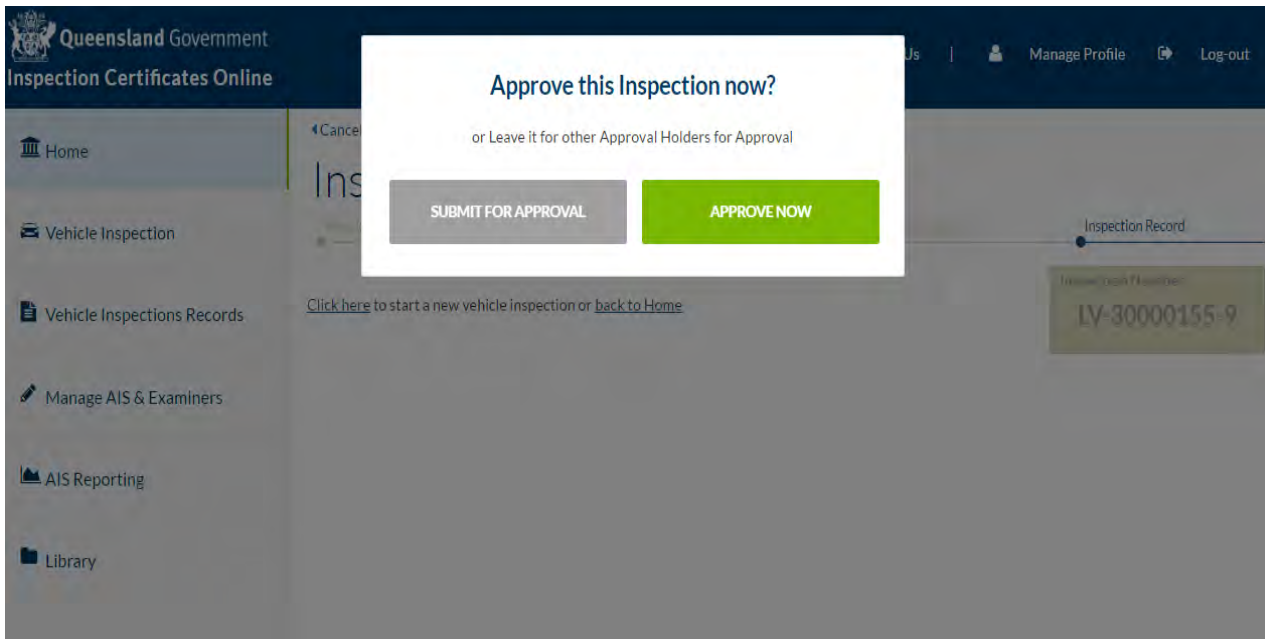
Email Address: mark.brown@gmail.com
Registration Plate Number: 123abc
Registration State: Queensland
Vehicle Make: Holden
Vehicle Model: Commadore
Vehicle Body Shape: Sedan
Series: VN
Badge: Bellina
Inspection Type: Light Vehicle
VIN/Chassis Number: F1F5D1F2D562G4H5R
Cylinders/Rotors: 6
Fuel type: Petrol
Number of Doors (incl. hatch): 4
Engine Number: 7F2E5J1K
Compliance Type: Compliance Plate
Compliance Date: 4 / 1987
Vehicle Colour: Green
Seating Capacity: 5
GVM: 2500 Kg

Inspection Details [Change](#)

Inspection comments: Vehicle may need new tyres soon.
Odometer Reading for Vehicle being Inspected: 24876
Overall Inspection Result: ✔ PASSED FIRST INSPECTION
Service Brake Test: Peak - 65%
Distance - 9m
Fail Details:

[Save](#)

CONFIRM


















Vehicle Inspection Records

To find an Inspection Result Record, Certificate of Inspection or Safety Certificate, please input at least one of the search parameters

[All Inspections](#) [Advanced Search](#)

Show entries

Search 

Inspection No.	Plate No.	Inspection Date	Result	Examiner	Status	Action	Print/Email
HT-10000056-0	025UBG	Jun 13, 2016	APPROVED_FIRST	John Smith	CLOSED		COI 
HV-10000058-2	225KFW	Jun 13, 2016	APPROVED_FIRST	John Smith	CLOSED		COI 
HV-10000062-6	162VQR	Jun 13, 2016	APPROVED_FIRST	John Smith	CLOSED		COI 
HV-10000063-7	030VMC	Jun 13, 2016	APPROVED_FIRST	John Smith	CLOSED		COI 
HV-10000078-0	017EYA	Jun 13, 2016	 FAIL_FIRST	John Smith	DUE IN 13 DAYS	REVIEW 	Report 
LT-10000059-3	005QNK	Jun 13, 2016	APPROVED_FIRST	John Smith	CLOSED		SC 
LT-10000079-1	169QYI	Jun 13, 2016	 FAIL_FIRST	John Smith	DUE IN 13 DAYS	REVIEW 	Report 
LT-10000080-2	BT0611	Jun 13, 2016	 FAIL_FIRST	John Smith	DUE IN 13 DAYS	REVIEW 	Report 

Assigned Safety Certificate

Certificate Number
LV-10000129-7

This certificate has been lodged with the Department of Transport and Main Roads. You may be eligible to transfer the vehicle registration online. For more information about online transfers, visit www.qld.gov.au/onlineregotransfer.

Vehicle details

Vehicle Registration Plate No.: 77GAL
 Vehicle Make: FORD
 Vehicle Model: GALAXY
 Body shape: COUPE
 Number of cylinders: 4
 Fuel type: Petrol
 Number of doors (incl. hatch): 4
 Engine No.: 5BN289J
 Compliance Type: Plate
 Date on plate: 10/1946
 Vehicle colour: RED
 Seating capacity: 5
 Steering position: Right

First inspection - Passed Inspection

Odometer reading	Inspection date and time
56454km	10:45 am, 22/09/2016

- ✓ Seats and Restraints
- ✓ Lamps (lights) and Electrical Components
- ✓ Windscreen and Glazing (windows)
- ✓ Body, Chassis and Frame
- ✓ Tow Couplings
- ✓ Steering and Suspension
- ✓ Wheels and Tyres
- ✓ Brakes
- ✓ Engine, Driveline and Emissions
- ✓ Vehicle Safety Features
- ✓ Identification
- ✓ Modifications
- ✓ Road Test
- ✓ Park Brake Test
- ✓ Service Brake Test: Peak - 45
Distance - 45

Inspection Station and Examiner details

AIS name: Johns Safety Certificates
 AIS number: 9999
 AIS address: 1 Smith Street, Urbenville 4000

Name of Examiner: John Smith
 Examiner's number: 94765

- This safety certificate does not need to be displayed on the vehicle offered for sale.
- You must produce this safety certificate for inspection by the prospective buyer or buyer's agent on request.
 Note: Failure to produce this certificate may result in enforcement action.
- This safety certificate is valid for:
 - o Licensed Motor Dealers – 3 months/1000km
 - o Private Sales – 2 months/2000km
 Note: The validity of this safety certificate is determined by whichever occurs first.
- This safety certificate can only be used once for a sale/transfer. (Excluding sales/transfers between licensed motor dealers).
- This certificate or certificate number must be provided to the acquirer of the vehicle at transfer of registration.

Privacy statement: The Department of Transport and Main Roads is collecting this information on this form for the purposes of managing the department's vehicle register. This information is authorised or required by the Transport Operations (Road Use Management) Act. The department or its agents usually gives some or all of this information to vehicle insurers, statutory entities, lawyers, insolvency entities, persons involved in vehicle accidents/incidents or vehicle manufacturers or their employees or agents and to or through interstate registration authorities. Your personal details will not be disclosed to any third party without your consent unless required or authorised by law.

Inspection Report Number
LV-3000005-2

Vehicle details

Vehicle Registration Plate No.: 483LBR
 Vehicle Make: HYUNDAI
 Vehicle Model: I30
 Body shape: HATCHBACK
 Number of cylinders: 4
 Fuel type: Diesel
 Number of doors (incl. hatch): 4
 Engine No.: G4GC8241079
 Compliance Type: Plate
 Date on plate: 6/2008
 Vehicle colour: BLACK
 Seating capacity: 5
 Steering position: Right
 Tare: 1200kg

Inspection Station and Examiner details

AIS name: Johns Safety Certificates
 AIS number: 9999
 AIS address: 1 Queen Street,
 Urbenville 4000
 Name of Examiner: John Smith
 Examiner's number: 45876

First inspection - Failed Inspection

! Vehicle required for re-inspection within 14 days

If vehicle is not re-inspected within 14 days a new full inspection including payment is required

Odometer reading	Inspection date and time
75000km	4:09 pm, 05/07/2016

- Seats and Restraints
- Lamps (lights) and Electrical Components
- Windscreen and Glazing (windows)
- Body, Chassis and Frame
- Tow Couplings
- Steering and Suspension
- Wheels and Tyres
- Brakes
- Engine, Driveline and Emissions
- Vehicle Safety Features
- Identification
- Modifications
- Road Test
- Park Brake Test
- Service Brake Test:

Peak - 82
Average - 72
Distance - 75

Details of Failed Inspection

- 1.1 Seating
 1.1.a Seating components are not fitted, not secure, are structurally damaged or have sharp or jagged edges or protrusions
- 7.1 Wheels / Rims
 7.1.a Wheels are not of an approved type and construction
 1. Road wheels relate only to those wheels in contact with the road. The spare wheel is not included in a safety check. Please

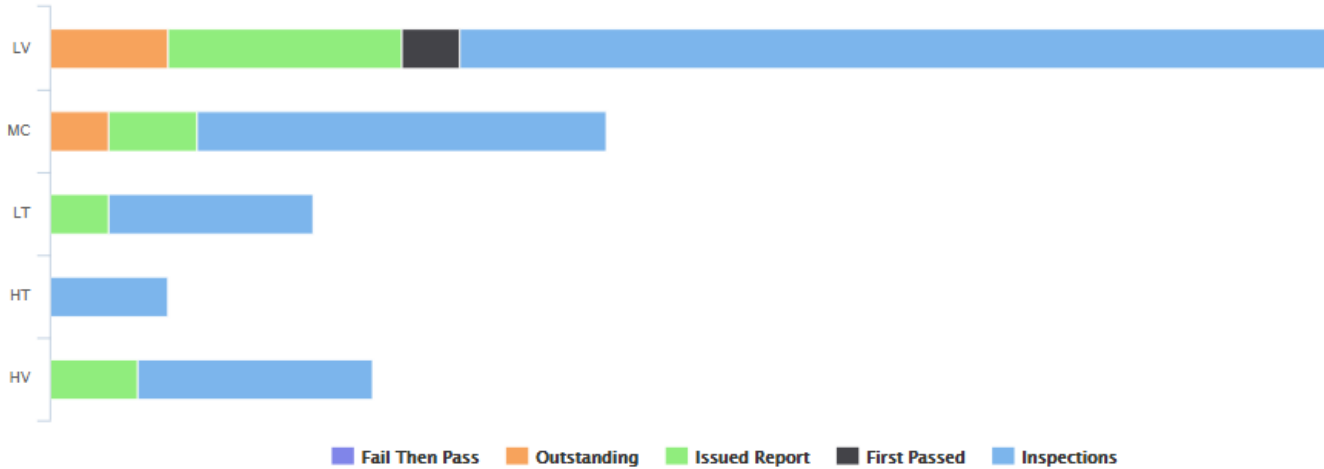
Privacy statement: The Department of Transport and Main Roads is collecting this information on this form for the purposes of managing the department's vehicle register. This information is authorised or required by the Transport Operations (Road Use Management) Act. The department or its agents usually gives some or all of this information to vehicle insurers, statutory entities, lawyers, insolvency entities, persons involved in vehicle accidents/incidents or vehicle manufacturers or their employees or agents and to or through interstate registration authorities. Your personal details will not be disclosed to any third party without your consent unless required or authorised by law.

AIS Reporting

This is the AIS Reporting page

All ▾ Inspections by Vehicle Type and Approved Examiner ▾

Inspections by Vehicle Type and Approved Examiner




Highcharts.com


Vehicle Type	No. of Inspections	No. Passed (First Inspection)	No. Inspection Reports Issued	No. Inspections Outstanding	No. Fail/Th
LV	30	2	8	4	0
John Smith	5	0	1	0	0
Bob Brown	25	2	7	4	0
MC	14	0	3	2	0
John Smith	5	0	1	0	0
Bob Brown	9	0	2	2	0


Find an AIS

Find AIS details

Search criteria 

* Location

* Radius
 

* Inspection type
 

Mobile inspection service?

Online inspection certificates (ICO)?


[Cancel](#)

Light vehicle (LV) – cars or light commercial vehicles up to and including 4.5t GVM
Light trailer (LT) – caravans and trailers over .75t ATM up to and including 3.5t ATM
Heavy vehicle (HV) – vehicles over 4.5t up to and including 16t GVM
Heavy trailer (HT) – caravans and trailers over 3.5t ATM up to and including 10t ATM
Motorbike (MC) – motorbikes, trikes and mopeds

Find AIS details

Search criteria +

Search results -



Map Satellite
 Terrain

Map data ©2016 Google Terms of Use Report a map error

AIS matching your search

Pearson Automotive Qld
16 Railway Tce Milton 4064
07 3369 6288
LV

Jonlin Automotive Engineers
15 Clarence St Coorparoo 4151
07 3394 2400
LV

Sommer Car Care
38 Finsbury St Newmarket 4051
07 3833 9600
LV

AIS approval process

Changes made in 2014

- Removal of exams for AIS proprietors/nominees and approved examiners
- Confirmation audit to be conducted within 6 months of approval
- No inspection of the AIS fixed site until confirmation audit
- Removal of driver licence confirmation for approved examiner applicants
- Multiple minor changes including amendments to the Business Rules to remove duplication
- Adoption of the National Heavy Vehicle Inspection Manual
- Applications lodged electronically via email rather than through Compliance

Issues/considerations

- See Questionnaire
- Are entry level requirements too low/high?
- Should TMR reintroduce some form of exam or should we look at a training course which might be delivered through an Registered Training Organisation?
- Site inspections, are they necessary before approval?
- Should TMR mandate the size of a fixed inspection area based on the category of vehicle an AIS is approved to inspect?
- Should TMR ensure an approved examiner applicant holds a manual licence of the appropriate class before approval?
- Equipment requirements - is certain equipment required to conduct a thorough inspection?
- Inspection Certificates Online – should it be mandatory for all AIS?

Mobile AIS

Current situation

Transport Operations (Road Uses Management – Accreditation and Other Provisions) Regulations 2015 (the Accreditation Regulation)

AIS approval means an approval—

to operate:

- a particular *premises* as a **fixed AIS**; or
- a particular premises as a **fixed AIS** and a particular vehicle as a **mobile AIS**
- to inspect particular vehicles at the AIS.

AIS means an approved inspection station that is either a fixed AIS or a mobile AIS.

Fixed AIS

means a premises for which an AIS approval is current.

Mobile AIS means a vehicle for which an AIS approval is current.

A proprietor of an AIS must ensure an AE is available to inspect vehicles at the AIS during its normal business hours unless the proprietor has a reasonable excuse.

Mobile AIS provisions were introduced through legislation in 1999 to allow vehicle owners, heavy vehicle operators and primary producers, in rural areas, to obtain an inspection certificate without lengthy delays or extensive travelling to their nearest AIS.

Business Rules

- Schedule 2 of the Accreditation Regulation provides that the holder of an AIS approval must not contravene the Business Rules for Approved Inspection Stations (the business rules)
- The business rules provide the administrative requirements for the operation of an AIS. The AIS approval holder must comply with these requirements as a condition of their approval
- Section 1 of the business rules states the AIS requirements.
- The approval holder must ensure:
 - the fixed AIS must comply with all local, state and commonwealth government requirements and regulations applicable to the operation of a fixed AIS, including, for example, conducting vehicle inspections at the site (*example - obtain any necessary local government approvals*)

Issues/considerations

- Can a mobile AIS meet the requirements of the department and NHVR in terms of safety inspections?
- See Questionnaire
- Council approvals - link between fixed/mobile
- Concerns about a mobile AIS being able to do a thorough inspection
- Should standalone mobiles be permitted or do you support the existing legislation? If so, what changes could be made to ensure industry complied with the intent of the legislation.
- What else might the department consider to mitigate the risks associated with AIS – both fixed and mobile?
- Is ICO part of the solution?

AIS Audit process

AIS Compliance checks (Audits)

What are AIS compliance checks

AIS Compliance Checks are conducted by Transport Inspectors to assess compliance with the conditions of an AIS approval notice and the performance of approved examiners and nominees. If an AIS has a mobile AIS, or multiple mobile AIS listed on their approval notice, all mobile AIS should be present at the AIS premises during the check.

During the Compliance Check Transport Inspectors may require a proprietor, nominee or an approved examiner to demonstrate:

- How to access current legislation, business rules, Light Vehicle Inspection Guidelines and Heavy Vehicle Inspection Manual (where applicable)
- The proper operation of equipment that is being used as part of a thorough vehicle inspection.

Evidence gathered during a Compliance Check may include hard copy or electronic records. Enough evidence should be gathered that allows the auditor to evaluate AIS performance against benchmarks.

AIS Compliance checks

Types of Compliance Checks

There are three types of compliance checks Transport Inspectors carry out:

- **Confirmation** – These are conducted within 6 months of approval to make sure the AIS is operating as per requirements
- **Complaint** – These are conducted when complaints are received from members of the public
- **Triggered** – These are conducted on a random sample of AIS.

Compliance Checklist

Approved Inspection Station (AIS) Compliance Checklist

AIS Name		CIP audit number:			
AIS Number	AIS Address				
Type of Compliance check	Confirmation <input type="checkbox"/>	Complaint <input type="checkbox"/>	Triggered <input type="checkbox"/>		
Compliance check date:	RUMIS audit number:		DMS Number:		
AIS Representative:	Role:		Approved Examiner No:		
Primary Auditor:			Signature:	Date: / /	
Compliance Check Result:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	CA Issued: Yes <input type="checkbox"/> No <input type="checkbox"/>	PIN Issued: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<p>The following sources of evidence have been identified to assist in verifying compliance with the conditions of approval as an Approved Inspection Station (AIS). Other methods of obtaining valid evidence may be used.</p> <ol style="list-style-type: none"> Interviews with the Approval Holder and Approved Examiner/s. Observations/Photographs Documents and records including, but not limited to: <ul style="list-style-type: none"> Business Rules for Approved Inspection Station (BRAIS – V3.0) Code of Practice – Vehicle Inspection Guidelines (COP-VIG) Code of Practice – National Heavy Vehicle Inspection Manual (COP-NHVIM) Information bulletins provided by the Department of Transport and Main Roads (the department) Safety Certificate/Certification of Inspection Books AIS Approval notice Approved examiner (AE) accreditation Transport Operations (Road Use Management – Accreditation & Other Provisions) Regulation 2015 (AAOP) Transport Operations (Road Use Management – Vehicle Standards & Safety) Regulation 2010 (VSS) Transport Operations (Road Use Management) Act 1995 National Heavy Vehicle Law Conditions of approval 					
Compliance Code Legend NA = Not applicable NC = Non-compliance requiring rectification within 14 working days			Nil = Not assessed V = Indicates compliance verified with the relevant standard		



Corrective Action

Corrective Action

AIS name/number:		AIS location:	
Compliance Check Date:		CIP audit number:	
Type of Compliance Check	<input type="checkbox"/> Confirmation	<input type="checkbox"/> Complaint	<input type="checkbox"/> Triggered

On: ___ / ___ / 20___ Authorised Officer _____ of Transport and Main Roads conducted an audit to monitor compliance with the conditions of approval to operate an Approved Inspection Station (AIS).

The audit demonstrated a level of non-compliance with these requirements.

The Approval Holder must provide the department with evidence the identified non-compliance has been rectified to prevent reoccurrence and have those actions approved by the department.

Should you fail to comply with these requirements, you may be in breach of your conditions of approval.

Conditions of Approval including:	Compliance Code	CA No.	CA close out date
AIS Signage			
Mobile AIS Unit			
Inspection Area			
Equipment			
Document Keeping			
Approval Holder Responsibilities			
Multi Listing			

NA = Not applicable

Nil = Not assessed

CA = Corrective Action

V = Indicates compliance verified with the relevant standard

NC = Non-compliance requiring rectification

Other Issues!

Contact Details

Operator Accreditation and Authorisation

Email: ais@tmr.qld.gov.au

Phone: 07 3066 2883

Vehicle Standards

Email: vehiclestandards@tmr.qld.gov.au

Phone: 07 3114 5844

Compliance contacts for the five regions

Email: aisinfo.seqsouth@tmr.qld.gov.au

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aisinfo.central@tmr.qld.gov.au

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Thank you
