

The Business Rules for Approved Inspection Stations

March 2021

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Effective date

This policy will take effect from the 26 March 2021.

Terms and abbreviations

Term, abbreviations and acronyms	Definition
Accreditation Regulation	<i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015</i>
Act	<i>Transport Operations (Road Use Management) Act 1995</i>
AIS	Approved Inspection Station
approved examiner	A person accredited by the department to inspect vehicles under the Vehicle Standards and Safety Regulation to decide whether or not a vehicle is defective
approval holder	The person who holds the AIS approval and/or their nominee
business rules	Business Rules for Approved Inspection Stations
CL	Light vehicle COI inspection type for vehicles up to and including 4.5 tonne gross vehicle mass that are used, or planning to be used, to provide personalised transport services and includes booked hire, booked hire rental, taxi, limousine and special purpose limousine.
COI	Certificate of Inspection
department	Department of Transport and Main Roads
fixed AIS	Premises for which an AIS approval is current
GPS	Global Positioning System
HT	Heavy trailers over 3.5t up to 10t ATM
HV	Heavy vehicles over 4.5t up to 16t GVM
HVNL Act (Q)	<i>Heavy Vehicle National Law Act (Queensland)</i>
ICO	Inspection Certificates Online
inspection certificate	SC or COI
LT	Light trailers up to 3.5t ATM
LV	Light vehicles up to 4.5t GVM
MC	Motorcycles
mobile AIS	A vehicle approved by the department from which an approved examiner may conduct vehicle inspections at a place that is not the AIS for the purpose of issuing inspection certificates
nominee	A person nominated by the approval holder to supervise work on a daily basis
SC	Safety Certificate

Term, abbreviations and acronyms	Definition
Vehicle Safety and Standards Regulation	<i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010</i>

Introduction

The business rules have been developed to be read in conjunction with the Act, the HVNL Act (Q), the Accreditation Regulation and the Vehicle Standards and Safety Regulation.

The business rules provide the administrative requirements for the operation of an AIS. The approval holder must comply with these requirements as a condition of their approval.

AIS requirements

1. The approval holder must ensure that:
 - 1.1 the fixed AIS premises has a dedicated and suitably sized inspection area that allows an approved examiner to thoroughly inspect all types of vehicles that the AIS is approved to inspect.
 - 1.2 the fixed AIS must comply with all local, state and commonwealth government requirements and regulations applicable to the operation of a fixed AIS, including conducting vehicle inspections at the site. For example, obtain any necessary local government approvals if not operating in a commercial or industrial area.
 - 1.3 the approved examiner uses the required equipment necessary for inspecting the types of vehicles listed in the AIS approval
 - 1.4 the required equipment is maintained in accordance with manufacturers' specifications
 - 1.5 brake testing equipment used for CL inspections is capable of producing the required brake test results that:
 - 1.5.1 records (at a minimum) the date, time and GPS location of where the successful brake test was conducted

NOTE: GPS location is not required if the brake testing equipment is used at the fixed AIS and is not a handheld or portable device (for example, brake rollers).
 - 1.5.2 is able to be uploaded to the inspection record in ICO
 - 1.6 the fixed AIS displays a sign at the premises indicating that the AIS has been approved by the department to issue inspection certificates
 - 1.7 the sign must meet the following specifications
 - 1.7.1 the sign must state:

APPROVED INSPECTION STATION

APPROVAL NO.

- 1.7.2 the first three words must be at least 100 mm high and the remaining words must be at least 50 mm high
- 1.8 signs displayed on a mobile AIS are visible from a distance of 30 metres.

Document Keeping

- 2. The approval holder must ensure:
 - 2.1 the following documents are kept for the stated periods:
 - 2.1.1 a copy of an inspection report for two years after the report was given
 - 2.1.2 a copy of an inspection certificate for two years after the certificate was given
 - 2.2 a cancelled inspection certificate is kept for two years after the certificate was cancelled
 - 2.3 a document mentioned in 2.1 or 2.2 is kept at the AIS approval holder's business premises during its ordinary business hours
 - 2.4 if the AIS approval holder stops carrying on business, they must return to the chief executive a document that the AIS approval holder has kept under 2.1 or 2.2 within 14 days after they stop carrying on the business
 - 2.5 AIS records and unused certificate books are readily accessible to departmental officers for audit or investigation purposes.
 - 2.6 AIS records and unused certificate books are kept in a safe and secure place to avoid fire, flood, vermin and any other pests.

Approval holder's responsibilities

- 3. The approval holder must ensure:
 - 3.1 that each approved examiner engaged by the approval holder to conduct vehicle inspections at the AIS:
 - 3.1.1 is currently accredited as an approved examiner
 - 3.1.2 is accredited for the types of vehicles they inspect
 - 3.1.3 does not inspect vehicles that the AIS is not approved to inspect
 - 3.1.4 has a current driver licence for the type of vehicle the approved examiner is road testing. For example, a manual driver licence of the appropriate class is required to road test a manual vehicle.

- 3.2 before approving a CL COI in ICO, the approved examiner has:
 - 3.2.1 uploaded the required brake test results in ICO
 - 3.2.2 the brake test results records the GPS location where the brake test was conducted.

NOTE: GPS location is not required if the brake testing equipment is used at the fixed AIS and is not handheld or portable. For example, brake rollers.

- 3.3 any person who acts as the AIS approval holder's nominee has written approval from the department before signing and issuing inspection certificates on behalf of the AIS approval holder.
- 3.4 written notice is provided to the department within 14 days of a nominee ceasing to be employed at the AIS, specifying the date the nominee ceased employment.
- 3.5 written notice is provided to the department within 14 days of a change of the approval holder's contact details. For example, a change of phone number, postal address or email address.

AIS multi-listing requirements

- 4. If an AIS is approved to multi-list approved examiners and nominees, the approval holder must:
 - 4.1 maintain and keep a record of where and when each nominee and approved examiner works at each of the multi-listed AIS.
 - 4.2 ensure the record contains at least the following information:
 - 4.2.1 AIS number
 - 4.2.2 location
 - 4.2.3 person's name and role
 - 4.2.4 dates worked at that AIS.

Entry by authorised officers

- 5. The approval holder must allow authorised officers to enter the AIS premises and/or access the mobile AIS to conduct audits to assess compliance with the conditions of approval.

Required equipment for inspecting vehicles under an AIS approval

An approval holder must have the required equipment that allows an approved examiner to conduct a thorough inspection of the types of vehicles listed on the AIS approval.

This does not limit, excuse or provide the approval holder with a defence for providing inadequate equipment that prevents an approved examiner from carrying out a thorough inspection of a type of vehicle under the *Queensland Code of Practice Vehicle Inspection Guidelines* or the *National Heavy Vehicle Inspection Manual*.

1. General tools and equipment (required for all vehicle types)

General tools and equipment to allow for the removal and refit of vehicle systems and components as required, and any other equipment necessary to conduct a thorough vehicle inspection. This may include:

- light transmission meter
- measuring equipment and gauges for disc rotors, brake drums, brake pads and brake linings
- wheel chocks
- kingpin gauges (for HT vehicle type)
- turntable locking tester (for HV vehicle type).

2. Equipment to check a vehicle's underbody (required for all vehicle types)

Equipment to allow an approved examiner to thoroughly inspect a vehicle's underbody. This may include a hoist, pit, ramp, vehicle jacks, or vehicle stands.

3. Equipment to check a vehicle's headlight aim (required for LV, HV, CL and/or MC vehicle types)

Equipment to check a vehicle's headlamp aim including a graduated headlight testing screen or headlight testing machine. For further information about headlight aiming equipment or operating procedures, refer to the *Queensland Code of Practice Vehicle Inspection Guidelines* or the *National Heavy Vehicle Inspection Manual*.

4. Equipment to test a vehicle's brake system operation (required for LV, HV, CL and/or MC vehicle types)

Equipment to test a vehicle's brake system including a decelerometer, roller brake testing machine or other equipment for testing brakes. The brake testing equipment should be of a type that can be located securely in the vehicle that is being tested and does not dislodge under braking.

The department encourages approval holders to have electronic brake test equipment that can provide a digital reading and brake test results which can be printed and attached to the approval holder's copy of the inspection certificate to verify the brake test result.

5. Additional brake test equipment requirements for CL vehicle type inspections

Brake test equipment must be capable of producing the required brake test result (either paper or electronic) which records, at a minimum, the date, time and GPS location* of where the successful brake test was conducted. The brake test results must be able to be uploaded to the inspection record in ICO.

***NOTE:** GPS location is not required if the brake test equipment is used at a fixed AIS and is not handheld or portable (for example, brake roller tester). However, the brake test results must be able to be uploaded to the inspection record in ICO.

For further information about brake testing equipment or operating procedures, refer to the *Queensland Code of Practice Vehicle Inspection Guidelines* or the *National Heavy Vehicle Inspection Manual*.

6. Additional equipment requirements for trailers (required for LT and/or HT vehicle type inspections)

For light trailer or heavy trailer vehicle types, the approval holder is required to have the following equipment 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
- equipment capable of compressing the tow coupling to test the function of any override braking system
- equipment capable of creating a vacuum source for testing the function of any vacuum braking system
- equipment capable of creating a compressed air source to test the function of any full air or air assisted braking system.