Effective date

This policy will take effect from the 1 September 2017.
## Terms and abbreviations

<table>
<thead>
<tr>
<th>Term, abbreviations and acronyms</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accreditation Regulation</td>
<td><em>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015</em></td>
</tr>
<tr>
<td>Act</td>
<td><em>Transport Operations (Road Use Management) Act 1995</em></td>
</tr>
<tr>
<td>AIS</td>
<td>Approved Inspection Station</td>
</tr>
<tr>
<td>approved examiner</td>
<td>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</td>
</tr>
<tr>
<td>approval holder</td>
<td>The person who holds the AIS approval and/or their nominee</td>
</tr>
<tr>
<td>business rules</td>
<td>Business Rules for Approved Inspection Stations</td>
</tr>
<tr>
<td>CL</td>
<td>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.</td>
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<tr>
<td>COI</td>
<td>Certificate of Inspection</td>
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<tr>
<td>department</td>
<td>Department of Transport and Main Roads</td>
</tr>
<tr>
<td>fixed AIS</td>
<td>Premises for which an AIS approval is current</td>
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<tr>
<td>GPS</td>
<td>Global Positioning System</td>
</tr>
<tr>
<td>HVNL Act (Q)</td>
<td><em>Heavy Vehicle National Law Act (Queensland)</em></td>
</tr>
<tr>
<td>ICO</td>
<td>Inspection Certificates Online</td>
</tr>
<tr>
<td>inspection certificate</td>
<td>SC or COI</td>
</tr>
<tr>
<td>mobile AIS</td>
<td>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</td>
</tr>
<tr>
<td>nominee</td>
<td>A person nominated by the approval holder to supervise work on a daily basis</td>
</tr>
<tr>
<td>SC</td>
<td>Safety Certificate</td>
</tr>
<tr>
<td>Vehicle Safety and Standards Regulation</td>
<td><em>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010</em></td>
</tr>
</tbody>
</table>
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, for example, conducting vehicle inspections at the site. (example - obtain any necessary local government approvals)

   1.3 the approved examiner has and uses the equipment necessary for inspecting vehicles of the type listed in the AIS approval

   1.4 the equipment necessary for inspecting vehicles 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 hand held or portable (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 following periods:

      2.1.1. a copy of an inspection report for 2 years after the report was given

      2.1.2. a copy of an inspection certificate for 2 years after the certificate was given

   2.2. a cancelled inspection certificate is kept for 2 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, the AIS approval holder 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 the proprietor stops 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).
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 hand held or portable (for example, brake rollers).

3.3 any person who acts as the approval holder’s nominee has written approval from the department before signing and issuing inspection certificates on behalf of the 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.