

Information Sheet 1

Introduction to the Approved Inspection Station (AIS) Scheme

Before a registered vehicle can be offered for sale, or when an unregistered vehicle is being re-registered, it must be inspected to ensure minimum safety standards are met. Certain types of vehicles can be inspected at AISs. If a vehicle is free from defects and safe to use on a road an inspection certificate may be issued either:

- a safety certificate (previously called a roadworthy certificate) or
- a certificate of inspection.

Approved Inspection Station

An AIS is either a:

- premises (such as a mechanical workshop) used as a fixed AIS
- premises used as a fixed AIS and a vehicle used as a mobile AIS.

The AIS approval holder is responsible for making sure the premises meet local, state and commonwealth government requirements. The approval holder is also responsible for ensuring the AIS has the necessary approval to do motor vehicle inspections at the premises (e.g. local government approval to carry out vehicle inspections at the premises).

The premises must have a dedicated and suitably sized inspection area and the necessary equipment to inspect all types of vehicles listed on the AIS approval. For more information, [read Information Sheet 2 – Inspection area and equipment requirements for Approved Inspection Stations](#).

Type of vehicles inspected at an AIS

An AIS may be approved to inspect light and/or heavy vehicle types depending on:

- the size of the premises and inspection area
- equipment kept and maintained at the premises.

Table 1 below lists the types and description of vehicles that an AIS may be approved to inspect.

Vehicle inspection type	Description
MC	Motorbikes, motortrikes and mopeds that require a safety certificate.
CM	Motorbikes, motortrikes and mopeds that require a Certificate of Inspection (COI).
CL	Light vehicles up to and including 4.5t gross vehicle mass (GVM) that require a COI.

LV	Cars or light commercial vehicles up to and including 4.5t GVM that require a safety certificate.
LT	Caravans and trailers over 0.75t aggregate trailer mass (ATM) up to and including 4.5t ATM
HV	Vehicles over 4.5t up to 16.0t GVM and unregistered vehicles over 16t GVM.
HT	Caravans and trailers over 4.5t ATM up to and including 10.0t ATM and unregistered trailers over 10.0t ATM

Conducting vehicle inspections at an AIS

An AIS must have an approved examiner who is approved to inspect the types of vehicles listed on the AIS approval. Approved examiners are responsible for:

- identifying the vehicle
- inspecting the vehicle
- ensuring the vehicle is not defective and is safe to use on a road before signing an inspection certificate.

For information about how to apply to become an approved examiner, please refer to [Information Sheet 12 – Making an approved examiner application](#) and [Information 13 – Approved examiner qualifications and experience requirements](#).

If an approved examiner considers that a vehicle is not defective, and is safe to use on a road, they may sign an inspection certificate. The approved examiner then gives it to the AIS approval holder (or their nominee) to sign and issue the inspection certificate to the driver or the vehicle owner.

For further information about nominees, read [Information Sheet 3 – When an Approved Inspection Station approval holder is required to have a nominee and how to make an application](#).

Inspection certificates

When an approved examiner inspects a vehicle, they must record the identity of the vehicle and the results of the vehicle inspection. This is done electronically using Inspection Certificates Online (ICO) or handwritten on an inspection certificate from an inspection certificate book.

Inspection Certificates Online

ICO is a web portal and mobile application that allows an AIS to complete and electronically submit inspection certificates directly to the Department of Transport and Main Roads.

ICO is free and may save the cost and time taken to purchase inspection certificate books. **However, it is recommended that all AIS have at least one inspection certificate book for each vehicle type they are approved to inspect.** This also applies to AISs using ICO as handwritten inspection certificates may be required when ICO is unavailable (for example, when there are internet or power outages).

For information about ICO, read [Information Sheet 18 – Inspection Certificates Online](#).

Inspection certificates books

Inspection certificate books may be purchased from your nearest transport and motoring service centre.

Inspection certificate books are not available for CL and CM vehicle type inspections. An AIS and approved examiner must use ICO to issue COIs for CL and CM vehicle type inspections.

For more information about purchasing inspection certificate books, read [Information Sheet 9 – Purchasing inspection certificate books](#).

Making an AIS application

For more information about how to make an AIS application, read [Information Sheet 4 – Making an application for an Approved Inspection Station](#).

Contact us

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