

Information Sheet 4

Making a new Approved Inspection Station Application

A premises where vehicles can be inspected and is open during ordinary business hours may be approved as an Approved Inspection Station (AIS). An AIS premises must have a dedicated and suitably sized inspection area for the vehicle types and all equipment necessary for an approved examiner to conduct a thorough inspection of all vehicle types that the AIS is approved to and/or applying to inspect. Refer to Information Sheet 2 *Inspection area and equipment requirements for an Approved Inspection Station* for further information.

Prior to making an application

Prior to making your application, you are responsible for ensuring that your premises complies with all local, state and commonwealth government requirements and regulations (for example, obtain any necessary local government approvals) to operate a motor vehicle inspection, repair or servicing workshop at the premises.

You or your organisation must have a Queensland customer reference number (CRN) issued by the Department of Transport and Main Roads (the department) before making an application for AIS Approval (refer to Evidence of Identify form number F4362). If you or your organisation do not have a CRN, you are required to complete form F3503 and provide it with your application for AIS approval.

The department also recommends that you:

- read all relevant AIS information sheets
- review and have access to:
 - the *Business Rules for Approved Inspection Stations* (the business rules)
 - the *Code of Practice – Vehicle Inspection Guidelines* (Light Vehicle Inspection Guidelines) (if applicable to your AIS application)
 - the *National Heavy Vehicle Inspection Manual* (Heavy Vehicle Inspection Manual) (if applicable to your AIS application).

The Light Vehicle Inspection Guidelines is available on the department's website at www.tmr.qld.gov.au and the Heavy Vehicle Inspection Manual is available at the National Heavy Vehicle Regulator's website at www.nhvr.gov.au.

Making an application for approval as an Approved Inspection Station

To make an application for an AIS approval, you will need to:

- complete Approved Inspection Station Application (form number F2272)

- attach any supporting documents with your application if required (refer to information about supporting documents below)
- meet the evidence of identity requirements (for individuals and organisations, refer to form number F4362 and F3503)
- pay the fee for the Approved Inspection Station Application at a department Customer Service Centre (CSC) or Queensland Government Agency Program (QGAP) Office (refer to the AIS fee schedule for current fee amount)
- pay the criminal history check fee for each director/partner/individual making an application for AIS approval at a department CSC or QGAP office (refer information about criminal history checks below)
- lodge your application with the CSC or QGAP office.

Information about supporting documents

In addition to the above, the following supporting documents may be required to support your application.

Individual trading as a registered business

If you are an individual trading as a registered business, you must also provide a current Australian Securities and Investment Commission (ASIC) business name extract that includes your current business name holder details.

Partnerships

If you are a partner in a partnership, you must nominate at least one partner to act as the nominee (all partners can be nominees if they choose) and provide a completed Nominee Application AIS Scheme (form number F2203). If your partnership has a formal partnership agreement, you will be required to provide it with your application.

If your partnership is also trading as a business, you also need to provide a current ASIC business name extract that includes the partnership's current business name holder's details.

Companies

If you are a company, you must nominate a person to act as the company's nominee and provide a completed Nominee Application AIS Scheme (form number F2203).

You must also provide a current ASIC company extract that lists your current company's details including the current director/s details.

If your company is also trading as a business, you also need to provide a current ASIC business name extract that includes current business name holder details.

Trusts

A trust cannot make an Approved Inspection Station Application. However the trustee/s can make the application on behalf of the trust.

If you are an individual trustee of a trust, and you will not be present to supervise work at the AIS premises on a daily basis, you must nominate a person to be your nominee and provide a completed Nominee Application AIS Scheme (form number F2203) for each nominee. You must also provide a Deed of Trust verifying that you are a trustee of the trust.

If you are a director of a company, and the company is a trustee of a trust, you must nominate a person to be the company's nominee and provide a completed Nominee Application AIS Scheme (form number F2203). You must also provide:

- current ASIC company extract that lists current organisation details including the current director/s details
- Deed of Trust verifying that the company is the trustee of the trust.

If the trust's company is also trading as a business, you will also need to provide a current ASIC business name extract that includes current business name holder details.

Information about criminal history checks

Each director/partner/individual residing in Australia (or previously resided in Australia), and making an application for AIS approval, must pay the criminal history check fee which is conducted by the department. This is to ensure that only suitable persons are approved to operate an AIS (for further information, refer to the department's Suitable Person Policy on the department's website). If you are required to have a criminal history check and do not hold a current Queensland driver licence or customer reference number, you will be required to comply with Evidence of Identity Requirements for Individuals (form number F4362).

Where directors reside overseas, they are required to provide a signed and dated letter stating details of:

- their current residential overseas address
- convictions of any offence against:
 - the Act or corresponding law
 - Heavy Vehicle National Law or a law of another State that corresponds to a provision of the Heavy Vehicle National Law
- convictions of any offence against the Queensland *Criminal Code Act 1899* (the Criminal Code) or a law of another jurisdiction, including a jurisdiction outside of Australia, that substantially corresponds to an offence against the Criminal Code (disqualifying offence)
- any charge for a disqualifying offence that has not been finally disposed of.

Application and decision making process

You will be notified in writing of the outcome of your application. If the department requires further information to support your application, we will contact you by email or telephone. If your application is approved, the department will provide you with an AIS approval document. If your application is refused, the department will provide you with an information notice providing reasons why your application has been refused and your appeal options.

Inspection Certificates Online

Inspection Certificates Online (ICO) is a web portal and mobile application that enables an AIS to complete safety certificates and certificates of inspection (inspection certificates) electronically and, in some cases, automatically submit them directly and online to the department. ICO is free to AISs and will mean you will save the cost and time taken to purchase inspection certificate books from the department. In most instances, customers will no longer need to visit the department to lodge an inspection certificate.

The department encourages all AISs and approved examiners to use ICO for all vehicle inspections. If you decide to enrol and use ICO, your AIS must still have inspection books available in case you experience problems accessing ICO (such as internet or power outages), or if the vehicle you are inspecting does not meet the identification requirements in ICO (you must have a vehicle identification number (VIN), **or** a Queensland registration plate and chassis number to use ICO to record a vehicle inspection). More information about ICO can be found in Information Sheet 19 – *Inspection Certificates Online*.

NOTE: CL vehicle type inspections can only be issued using ICO.

Inspection certificate books

Inspection certificate books will still be issued by the department **and it is recommended that every AIS has at least one inspection certificate book for each vehicle type they are approved to inspect**. This applies to AISs using ICO as they may be required to issue hand written inspection certificates in the event they experience problems accessing ICO (such as internet or power outages). For information about purchasing inspection certificate books, read Information Sheet 9 – *Purchasing inspection certificate books*.

AIS confirmation and compliance audits

If your application is granted and you are given an AIS approval notice, a confirmation audit may be conducted to verify that the information you provided, and equipment listed, in your application is correct. The department may also conduct compliance audits during the period of your AIS approval.

The audits are conducted by the department to assess your compliance with the conditions of your AIS approval notice and the performance of your approved examiners and nominees. If you have a mobile AIS listed on your AIS approval notice, the mobile AIS is required to be present at the AIS premises during the audit.

During the audit, you, your nominee or an approved examiner may be asked to:

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

While the purpose of the audit is to help, inform and educate, if an offence is detected as part of the audit, compliance action may be taken against the relevant person. This may include the AIS approval holder, nominee and/or the approved examiner.

The current audit checklist is available on the AIS webpage and can be viewed to give you an idea what an auditor will be looking at during the audit. You can also use it as a tool to ensure that your AIS complies with the conditions of your AIS approval.

Contact us

Phone	13 QGOV (13 74 68)
Email	ais@tmr.qld.gov.au (preferred contact method)
Website	www.tmr.qld.gov.au/ais
Post	AIS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006