

## Information Sheet 12

# Making an approved examiner application

Approved examiners have a fundamental role in the Approved Inspection Station (AIS) scheme as they are solely responsible for conducting thorough inspections of vehicles to ensure that they are free of defects and safe to use on a road. To ensure that public confidence is maintained, a person applying to become an approved examiner will be assessed based on their formal qualifications and their suitability to perform the duties of an approved examiner.

### Vehicle inspection guidelines

If you decide to make an application to become an approved examiner, you need to have a thorough understanding of the *Queensland Code of Practice – Vehicle Inspection Guidelines* (for light vehicles) and/or the *National Heavy Vehicle Inspection Manual* (for heavy vehicles) as they outline the inspection process and what deems a vehicle defective.

### Types of vehicles an approved examiner may be accredited to inspect

Depending on your qualifications and, if applicable, your relevant industry work experience, you may be accredited as an approved examiner to inspect a combination of light and/or heavy vehicle types (refer to Information Sheet 13 *Approved examiner qualification and experience requirements*). The table below summarises the types of vehicles that you may be accredited to inspect as an approved examiner and the vehicle inspection guidelines that apply to each vehicle type.

Vehicle type	Description of vehicle type and relevant vehicle inspection guidelines	
Motorcycles (MC)	Motorbikes and three wheeled motor trikes	Queensland Code of Practice – Vehicle Inspection Guidelines
Light Vehicles (LV)	Light vehicles up to and including 4.5 tonne GVM that require a safety certificate.	
Light Vehicle COI (CL)	Light vehicles up to and including 4.5 tonne gross vehicle mass (GVM) that are used, or planning to be used, to provide personalised transport services, including booked hire, booked hire rental, taxi, limousine and special purpose limousine vehicles.	
Light Trailer (LT)	Light trailers and caravans over 0.75 tonne up to and including 3.5 tonne aggregate trailer mass (ATM)	
Heavy vehicle (HV)	Registered heavy vehicles with a GVM of more than 4.5 tonne up to 16.0 tonne GVM, unregistered vehicles over 16.0 tonne GVM and unregistered buses with over 12 seats but excluding registered buses and licensed tow trucks	National Heavy Vehicle Inspection Manual
Heavy trailer (HT)	Registered heavy trailers over 3.5 tonne to 10.0 tonne ATM and unregistered trailers over 10 tonne ATM	

## Prior to making an approved examiner application

Prior to making an approved examiner application, the department recommends that you review Information Sheet 13 *Approved examiner qualification and experience requirements* and consider:

- your formal trade qualifications
- your migration skills assessment outcome letter (if applicable)
- your relevant industry work experience within Australia
- the type or types of vehicles you seek accreditation to inspect.

## Making an application as an approved examiner

To make an application for accreditation as an approved examiner, you will need to:

- complete the Approved Examiner Application (form number F2339)
- attach all required supporting documents with your application (refer to information about supporting documents below)
- pay the fee for the Approved Examiner Application at a department Customer Service Centre (CSC) or Queensland Government Agency (QGAP) Office (refer to the AIS fee schedule for current fee amount)
- pay the criminal history check fee at a departmental CSC or QGAP Office (criminal history reports issued by Queensland Police Service **WILL NOT BE ACCEPTED** by the department)
- lodge your application with the CSC or QGAP office.

## Information about supporting documents for your application

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

- copy or copies of your formal qualification/s
- if required to support your application, evidence in writing of 12 months continuous verifiable industry work experience within Australia for each vehicle type inspection code you are applying for.

Evidence of continuous work experience may include references from your current or previous employer that verifies your experience repairing or maintaining the vehicle type you are seeking accreditation for.

## Information about criminal history checks

Criminal history reports issued directly to applicants by the Queensland Police Service (QPS) **will not be accepted** as part of your approved examiner application: **you are required to pay the department's criminal history check fee.**

Once you pay the fee, the department electronically requests criminal history check report from QPS. The report provides a full and comprehensive Australia-wide criminal history check which may contain information not included on criminal history reports issued directly to applicants by QPS. This is to ensure that only suitable persons are accredited to act as approved examiners (for further information, refer to the department's *Suitable Person Policy* on the AIS webpage).

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 complete New Customer Application Form (form number F3503) and comply with Evidence of Identity Requirements for Individuals (form number F4362).

## What happens after you make an application

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

## Contact us

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