

Information Sheet 16

Important Updates to the AIS Scheme

Transport and Main Roads consistently monitors the performance of the Approved Inspection Station (AIS) scheme and considers feedback provided by AIS approval holders, approved examiners, departmental compliance officers and members of the public.

The purpose of this information sheet is to explain any recent AIS scheme updates that may impact on AIS approval holders, approved examiners and members of the public. It is recommended that AIS approval holders and approved examiners check this information sheet regularly.

If you would like to know more about the AIS scheme changes and updates, please contact the AIS Administrator whose contact details are at the end of this information sheet.

September 2017

Inspection of Light Personalised Transport Vehicles

With the implementation of the Personalised Transport Reforms later this year, a large number of light vehicles (up to and including 4.5t GVM) will need to be inspected every 12 months and be issued with a certificate of inspection (COI). This includes taxis, limousines, and vehicles being used to provide booked hire services, such as those provided by Uber and Sheba.

With the increase in the number of vehicles requiring an annual COI, Transport and Main Roads has approved the outsourcing of COIs for light personalised transport vehicles to AISs. Vehicle owners will have a choice of obtaining their annual COI from Transport and Main Roads or from an AIS approved to inspect these types of vehicles.

The new AIS inspection type is CL and includes light vehicles up to and including 4.5 tonne gross vehicle mass (GVM) that are used, or planning to be used, for personalised transport services including booked hire, taxi and limousine services.

To be granted and issued approval for the CL inspection type, an AIS must:

- be enrolled in and currently using the Inspection Certificate Online (ICO) system
- be approved for LV inspections
- have brake testing equipment that is able to produce a brake test result (paper or electronic) which records the date, time and GPS location where the successful brake test was conducted
- be able to upload and attach the brake test result to the inspection record in ICO.

Approved examiners must be enrolled in ICO and be approved for light vehicle (LV) inspections to be eligible for CL inspection type accreditation. There are no additional qualifications or training required for an approved examiner to be issued with the CL inspection type.

ICO mobile app (QLD ICO)

ICO is now available as a mobile app (called QLD ICO) for use on devices such as:

- an iPad® or Android™ tablet
- an iPhone® or Android™ smartphone.

To access the app, search “QLD ICO” either on the App Store or on Google Play.

The QLD ICO mobile app is not available for Windows phones, however the ICO web portal can still be accessed with limited functionality on a Windows phone if you have up-to-date web browser software.

Depending on your mobile internet connectivity, the QLD ICO mobile apps will give you the freedom to access and use ICO from your fixed AIS premises or offsite when using your mobile AIS.

Changes to application forms

The AIS and approved examiner application forms have been amended to include the new CL inspection type.....

The application forms can be downloaded from the AIS webpage....

Changes to the Business Rules for Approved Inspection Stations

The *Business Rules for Approved Inspection Stations* (the business rules) has been amended to include additional responsibilities on AIS approval holders and/or nominees relating to the CL inspection type.

AIS approval holders/nominees who hold CL inspection type must have brake test equipment for CL inspections that is capable of producing the required brake test result (either paper or electronic) which records 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. GPS location is not required if the brake test equipment is at a fixed AIS and is not hand held or portable (for example, brake roller testers).

May 2017

Further amendments to information sheet 13 – update to approved examiner heavy vehicle qualification requirements

Information sheet 13 - Approved examiner qualification and experience requirements has been amended to clarify qualification requirements for the heavy vehicle (HV) inspection type.

Changes were made to Attachment 1 of information sheet 13 to advise that an Engineering Trade (Maintenance – Diesel Fitting) is not an acceptable qualification for HV type vehicle inspections.

Amendments to information sheet 13 – update to light trailer units of competency

Information sheet 13 has been amended to update the approved examiner light trailer competency units granted under the AUR – Automotive Retail, Service and Repair Training Package.

The competency units were superseded on 14 April 2016 and replaced with new competency units which are now listed in information sheet 13. Applicants with the superseded units of competencies will be accepted by Transport and Main Roads.

March 2017

Amendments to Information sheets 11, 12, 13 and 14 – Overseas qualification requirements and information about Queensland Police Service criminal history checks

Information sheet 12 has been amended to clarify that applicant's with overseas qualifications will be considered where the applicant has provided with their application an Australian migration skills assessment outcome letter together with their overseas qualification.

Information sheet 12 has also been amended to further clarify that Transport and Main Roads will not accept criminal history reports issued directly to applicants by the Queensland Police Service. Applicants for approved examiner accreditation must pay the criminal history check fee together with the approved examiner application fee when making an application at a departmental Customer Service Centre or Queensland Government Agency Office.

Consequential amendments have been made to information sheets 11, 13, and 14 to support the overseas qualification requirements.

December 2016

Information Sheet 2 – Approved Inspection Station fixed premises, inspection area and equipment requirements

Information sheet 2 provides minimum requirements necessary for an application for an AIS approval. This includes the requirement to have a fixed premises. If your fixed premises is not located in an industrial or commercial zoned area, you may be asked to provide evidence of approval from your local council which authorises you to operate a vehicle inspection service from your proposed fixed premises.

Information Sheet 20 – Approved Inspection Station Compliance Checks and Enforcement Action

AIS compliance checks (also known as compliance audits or confirmation audits) are conducted on AISs as part of Transport and Main Roads' compliance management process. The compliance check is used to monitor the performance of AIS approval holders, nominees and approved examiners against the conditions of their approval/accreditation.

Information Sheet 20 is provided to assist AIS approval holders, nominees and approved examiners to better understand compliance and enforcement processes.

April 2016

Changes to light vehicle and motorbike inspection certificates

Light vehicle and motorbike inspection certificates with version date Dec 2015 (the version date is located in the bottom right corner of the certificate) has been amended to include additional spaces to record the peak and either the average or distance deceleration value of the service brake and hand brake.

The *Code of Practice: Vehicle Inspection Guidelines* will be amended to clarify that the peak and either the average or distance deceleration values must be tested and recorded. This requirement aligns with the *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010*.

Implementation of Version 2.1 of the National Heavy Vehicle Inspection Manual

On 15 December 2015, the National Heavy Vehicle Regulator (NHVR) has published an updated National Heavy Vehicle Inspection Manual (NHVIM) version 2.1. All participating state's and territory's transport authorities have agreed to adopt the NHVIM Version 2.1 into their inspection regimes by July 2016.

In partnership with the NHVR, Transport and Main Roads has agreed to adopt the NHVIM Version 2.1 as the inspection standard for heavy vehicles from 1 July 2016. From this date, AIS approval holders and approved examiners will be required to use NHVIM Version 2.1 when conducting heavy vehicle inspections, replacing the former NHVIM Version 1.0

The NHVIM Version 2.1 is available on the NHVR's website at www.nhvr.gov.au/nhvim.

February 2016

Legislative responsibilities of an AIS approval holder, nominee and approved examiner

Transport and Main Roads has included two new information sheets (Information Sheets 17 and 18) to help AIS approval holders, nominees and approved examiners better understand their legislative responsibilities. While this information is provided for general guidance, the information sheets should not be used as a substitute for referring to the relevant legislation.

AIS and approved examiner renewal applications

A reminder to ensure your AIS or approved examiner renewal applications are lodged at least one month before your AIS approval or approved examiner accreditation expiry date. This is to allow sufficient time to process your application and ensure that your application is decided before your approval/accreditation expiry date. Should your approval or accreditation expire, you will be unable to conduct vehicle inspections for the purpose of issuing inspection certificates.

September 2015

Introduction of the Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015

Under section 54 of the *Statutory Instruments Act 1992*, regulations made under an Act expire on 1 September after the 10th anniversary of the day the regulation was made. That means the *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005* expires on 1 September 2015.

Due to the legislative expiry date, Transport and Main Roads has been working extensively to remake the regulation, make amendments to streamline the application and renewal process for approve examiners and AIS approval holders and other minor amendments.

The regulation remake is titled the *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015* and will take effect on 1 September 2015.

Changes to the Business Rules for Approved Inspection Stations

The business rules has been amended to include additional recording keeping requirements that was previously in the Accreditation Regulation.

Other amendments include the requirement to ensure that AIS approval holder complies with local, state and commonwealth legislation and requirements (for example, obtain necessary local government approvals) to operate an AIS business at a premises.

By placing this requirement in the business rules, it is no longer required to be included as a discretionary condition in each AIS approval notice.

Updates to AIS scheme information sheets and forms

Transport and Main Roads has updated the AIS information sheets to incorporate feedback received from AIS approval holders, nominees and approved examiners.

The AIS forms (form numbers F2272, F4638, F2339 and F2203) have also been redesigned and Transport and Main Roads recommends you read the amended forms together with the new AIS information sheets.

The updated information sheets and amended forms are available for download on Transport and Main Roads' website.

Issuing certificates of inspections in special circumstances

As of 1 October 2014, AISs and approved examiners are no longer required to hold HV(S)/HT(S) approval to issue certificates of inspections in special circumstances. Therefore HV(S) and/or HT(S) codes have been removed from your approval.

Section 19A of the *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010* provides when Transport and Main Roads may consider and authorise a Notice of Special Circumstances. This notice is provided to approved examiners who hold the appropriate accreditation (HV or HT) in the effected region or location. Transport and Main Roads is not required to provide this notice to an AIS but may do so as a courtesy.

Transport and Main Roads decides that special circumstances exist, a Notice of Special Circumstances will be issued to approve examiners in the effected region. The approved examiner is then obligated to provide a copy of the notice to the AIS approval holder or nominee before the approved examiner conducts inspections. This is to satisfy the AIS approval holder or nominee that the approved examiner is authorised to carry out these inspections.

Q & A: Are Defective Vehicle Reports still required to be provided to Transport and Main Roads?

Defective Vehicle Reports (form number F4908) are no longer required to be submitted to Transport and Main Roads.

Previously, the business rules required that if a vehicle defect was identified during the first vehicle inspection and was not rectified by the second vehicle inspection (or the vehicle was not returned for a second inspection within 14 days), the AIS approval holder or their nominee was required to report the defective vehicle to your nearest compliance office within seven days using the Defective Vehicle Report (form number F4908).

This requirement was removed from the business rules in October 2014 and is no longer a requirement. Transport and Main Roads' website has been updated and the Defective Vehicle Report has been removed.

April 2015

New version of the Code of Practice – Vehicle Inspection Guidelines

A new version of the *Code of Practice – Vehicle Inspection Guidelines* (the inspection guidelines) has been developed which includes brake testing procedures for vehicles where the use of a decelerometer is impractical and measurements for pre-July 1998 motorcycle handlebar height measurements.

This new version of the inspection guidelines will commence 1 April 2015 and is available for download on Transport and Main Roads' website.

March 2015

Review of the Code of Practice – Vehicle Inspection Guidelines

Transport and Main Roads has reviewed the inspection guidelines and a revised version will commence 1 May 2015. A copy of the vehicle inspection guidelines will be available from Transport and Main Roads' website from 1 April 2015.

January 2015

Updates to AIS Information sheets

The information sheets for the AIS scheme have been updated. They are available on Transport and Main Roads' website for you to review.

Electronic communication

On AIS and approved examiner application forms, you will be asked to consent to Transport and Main Roads communicating electronically with you. If you consent, Transport and Main Roads will minimise your waiting time to receive approval or accreditation documents from Transport and Main Roads by receiving them electronically. If you do not consent to electronic communication, you will need to wait to receive your approval or accreditation documents before operating as an AIS or acting as an approved examiner.

If you do consent to electronic communication, you need to provide Transport and Main Roads with your current email address. If you change your email address, you need to provide the AIS Administrator your updated email address as soon as practical.

Notifying TRANSPORT AND MAIN ROADS of an approved examiner starting or finishing employment at an AIS

An AIS approval holder no longer needs pre-approval from Transport and Main Roads before an approved examiner can start or finish work at the AIS. However, the AIS approval holder needs to notify Transport and Main Roads within seven days of an approved examiner starting or finishing work at the AIS.

The AIS approval holder can simply provide notice by notify Transport and Main Roads by completing the relevant sections of the AIS application form (form number F2272) and lodging it with the AIS Administrator (by either email or post). For further information, refer to the AIS Information Sheets.

Auditing and compliance

Transport and Main Roads may conduct audits during the AIS approval to assess the AIS approval holder's compliance with the conditions of their AIS approval. If a mobile AIS listed on the AIS approval, you need to ensure that it is available at the AIS premises during the audit.

Update to the business rules

The business rules has been amended to make it a condition for an AIS approval holder to allow authorised officers to enter the AIS premises or Mobile AIS to conduct audits to assess compliance with the AIS approval holder's condition of approval. The current version of the business rules is version 2.1 and came into effect on 8 December 2014.

October 2014

AIS approval application process

Your AIS approval application process no longer needs to be lodged with your local compliance office. Once all applicable application fees are paid, you can lodge your application with the AIS Administrator by email or post.

Six month confirmation audit

Once your AIS approval has been granted, a confirmation audit will be conducted within the first six months of your AIS approval.

AIS approval document

An AIS certificate of approval will no longer be included as part of your AIS approval document. You will now receive a letter which is your AIS approval document and you will need to be able to produce it on request.

Changes to the mobile AIS application process

To add a mobile AIS to an existing AIS premises, you can now lodge the application directly with the AIS Administrator. There is no fee for this transaction.

New process when relocating your AIS premises

The relocation of an AIS premises is no longer considered by Transport and Main Roads to be a new AIS approval application. You still need to lodge an AIS approval application form and supply all required information, however, your new AIS premises does not need to be inspected prior to approval. Your new AIS premises will require a confirmation audit six months after relocating your AIS. There is no fee for an application to relocate your AIS premises.

New process for adding additional vehicle inspection types to your AIS approval

If you decide to apply for an additional vehicle inspection category to be added to your AIS approval, you need to lodge an application directly to the AIS Administrator and supply all required information. If approved, a six month confirmation audit will be conducted after the additional vehicle inspection types have been added to your approval. There is no fee for this application.

No exams required for proprietors, nominees or approved examiners

Transport and Main Roads no longer requires applicants for AIS approval, nominees or approved examiners to pass an examination before making an application. As part of the application process, the applicants will be required to review all relevant information to ensure they understand their obligations and responsibilities of the role they are undertaking.

Approved examiner accreditation document

An approved examiner certificate of accreditation will no longer be included as part of your approved examiner accreditation document. You will now receive a letter which is your approved examiner accreditation document and you will need to be able to produce it on request.

AIS premises and equipment information sheet

Transport and Main Roads has developed an information sheet for AIS premises and equipment. The information sheet suggests appropriate size of an inspection area and equipment for all vehicle inspection types.

Business rules amendments

The business rules have been amended to remove any regulatory duplication and are now representation of the administrative framework for the operation of an AIS. The AIS approval holder, nominees and approved examiners are required to ensure that they comply with the conditions of their approval/accreditation as well as any relevant legislation, approved codes of practice and the business rules.

Removal of requirement to report defective vehicles

Previously, the business rules required that if a defect is identified during the first vehicle inspection and was not rectified by the second vehicle inspection (or the vehicle was not returned for a second inspection within 14 days), an AIS approval holder or their nominee was required to report the defective vehicle to your nearest compliance office within seven days using the Defective Vehicle Report (form number F4908). This requirement has been removed from the business rules and is no longer a requirement. Transport and Main Roads' website has been updated and the Defective Vehicle Report has been removed.

Queensland implementation of the National Heavy Vehicle Inspection Manual

Transport and Main Roads has adopted and implemented the National Heavy Vehicle Inspection Manual (NHVIM) that commenced on 1 October 2014. The NHVIM is relevant to all AIS and approved examiners that are approved/accredited to inspect HT and HV vehicle inspection types. The NHVIM is available for download from the National Heavy Vehicle Regulator's website at www.nhvr.gov.au.

July 2014

Renewal of approved examiner accreditation

Since April 2010, Transport and Main Roads has been issuing all new approved examiners with an expiry date and gradually amending all current approved examiners accreditation with up to a three year accreditation in line with current legislative requirements.

This also occurs when an approved examiner advises Transport and Main Roads of changes to their accreditation details such as adding vehicle type inspection code/s. Due to the large number of approved examiners needing to be given an expiry date, we are unable to give a definite timeline for the completion of this initiative.

May 2014

Revised Code of Practice – Vehicle Inspection Guidelines

From 1 June 2014, a revised version of the inspection guidelines will replace the previous version that has been in place since August 2003. From 1 June 2014, all inspections performed by an approved examiner at an AIS must be carried out in accordance with the revised inspection guidelines and the current version of the business rules.

For more information about the change or to download a copy of the revised vehicle inspection guidelines, please visit the Vehicle Standards Notification page on Transport and Main Roads' website.

Reclassification of modifications to change a motorbike's seating capacity

From 1 July 2014, changes to a motorbike's seating capacity will no longer need to be certified by an approved person and have a modification plate fitted. For approved examiners, this will mean that when inspecting a motorbike, the seating capacity that must be recorded on the inspection certificate will be determined by two specifications:

- **Seat length** – to be classed as a single seat vehicle, the upholstered part of the seat must be 500 mm or less in length. If the bike has separate seat designed for use by a pillion this must be removed. If the seat is longer than 500 mm or a separate pillion seat is fitted, the vehicle must be classed as a two seat vehicle; and
- **Pillion foot pegs** – to be classed as a single seat vehicle, any foot pegs designed for use by a pillion passenger must be removed. If any pillion foot pegs are fitted, the vehicle must be classed as a two seat vehicle.

For further information about determining motorbike seating capacity, refer to the Vehicle Standards Notification page on Transport and Main Roads' website.

Non-compliant fifth wheel couplings

Transport and Main Roads has recently been advised by New South Wales Roads and Maritime Services (RMS) about some 'Hijacker' brand fifth wheel hitches, both single and double oscillating variants, that have been found to be non-compliant with the requirements in ADR 62/... *Mechanical Connections between Vehicles*.

To ensure vehicle owners, modifiers, approved persons and approved examiners are aware of the issues that were identified by RMS, Transport and Main Roads has issued Vehicle Standards Instruction (VSI) G22 Fitting of non-compliant fifth wheel couplings. The information in this VSI should not only be applied to 'Hijacker' brand fifth wheel hitches, but as general requirements that apply to all fifth wheel hitches that are fitted to vehicles.

Changes to seatbelt requirements for pre-1972 imported vehicles

From 1 June 2014, revised seatbelt requirements will be introduced for pre-1972 imported vehicles as part of the LO8 certification process. Under the revised requirements, the LO8 section will allow for the certification of an imported light vehicle that was manufactured prior to 1972 with the seatbelts originally fitted by the manufacturer.

This means that vehicles manufactured without seatbelts will not have to be fitted with seatbelts and that vehicles that were originally manufactured with seatbelts will be able to retain those belts. Seat belts that are damaged or do not meet general roadworthy requirements, will require replacement. However, original specification belts may be used.

Furthermore, the owners of imported pre-1972 vehicles fitted with seatbelts under the previous requirements will be able to restore their vehicle to its original condition with no seat belts or with the original belts fitted. Owners still have the option to retain or fit seat belts if they choose.

Transport and Main Roads does not anticipate that this change will have any significant impact on approved examiners, however is providing this advice to ensure these people are kept informed and up to date.

April 2014

Review of the Code of Practice – Vehicle Inspection Guidelines

Transport and Main Roads has reviewed the current the inspection guidelines and a revised version will commence 1 May 2014. A copy of the vehicle inspection guidelines will be available from Transport and Main Roads' website from 1 April 2014.

March 2014

Guide to modification plates fitted to a heavy vehicles

From 10 February 2014, a Modification Plate/Label affixed to a heavy vehicle by an approved person accredited in the participating jurisdictions, Queensland, New South Wales, Victoria, South Australia, Australian Capital Territory and Tasmania, is a national approval that will be mutually recognised and accepted in all participating jurisdictions.

The Modification Plate/ Label must be acceptable to the NHVR and must be permanently affixed to the vehicle in a conspicuous position to allow ease of inspection. Samples of NHVR acceptable modification plates issued by New South Wales, Victoria, South Australia, Australian Capital Territory and Tasmania can be found on the NHVR website www.nhvr.gov.au under approved forms.

A guide to where a modification plate may be attached to vehicles is generally:

- For bonneted vehicles, in the engine bay on the firewall or an engine compartment side deck.
- For cab over vehicles, the passenger compartment on the inner panel rearward of the driver's or passenger's door.
- For trailers, on the front vertical face of the trailer or on an inward facing vertical face of an A-frame draw bar (where fitted).
- Where these preferred locations are not practicable, is another suitably conspicuous position on a permanent panel.

Contact us

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