

## Information Sheet 17

# Approved examiner responsibilities

As an accredited approved examiner, you must exercise your responsibilities with due care and diligence.

If you fail to exercise your approved examiner responsibilities with due care and diligence, the Department of Transport and Main Roads (TMR) may take action to amend, suspend or cancel your accreditation and/or issue a penalty infringement notice.

An inspection certificate means a safety certificate or a certificate of inspection.

## Conditions of accreditation

Depending on the vehicle inspection types you are accredited for, you must comply with:

- the [Queensland Light Vehicle Inspection Manual](#), for light vehicles, light trailers and motorbikes.
- the [National Heavy Vehicle Inspection Manual](#), for heavy vehicles and heavy trailers.

You must comply with any conditions imposed on your approved examiner accreditation.

## General responsibilities

- You must only have one approved examiner accreditation of the same type at any one time. This does not stop you from working at more than one Approved Inspection Station (AIS), provided that TMR knows about each AIS at which you are approved to work.
- You cannot work as an approved examiner if your approved examiner accreditation has expired, been suspended or cancelled. It is your responsibility to know whether your accreditation is current before undertaking any vehicle inspections. To help you maintain your accreditation, TMR sends a renewal notice to you approximately two months prior to expiry.
- You must produce your approved examiner accreditation document for inspection if asked by your employer, the owner or driver of the vehicle for whom you are undertaking a vehicle inspection, or an authorised officer (such as a transport inspector or police officer).
- You can voluntarily surrender your approved examiner accreditation at any time, but you must do so in writing to the AIS Administrator. The surrender will take effect from the date of the written notice is received by TMR, or at a later date specified in your notification.
- If your approved examiner accreditation is cancelled by TMR, you must return your accreditation document to TMR within the time specified in the notice of cancellation.
- You must not possess another approved examiner's accreditation document unless you have a reasonable excuse.

- You must not give your approved examiner accreditation document to another person if you know, or suspect the other person intends to use your accreditation document to deceive someone.

## Important notifications

### Changes to your personal details

- You must notify the AIS Administrator in writing within 14 days of a change of name, residential address, or postal address occurring.
- If the AIS Administrator is satisfied the information given by the approved examiner is correct, a replacement approved examiner accreditation document will be given to them free of charge.

**Note:** Your approved examiner's accreditation will remain active and you can continue to sign inspection certificates while you are waiting for your replacement accreditation document. For further information about the process for notifying the AIS Administrator, refer to [Information sheet 12 - Making changes to your approved examiner accreditation](#).

### Lost, destroyed or damaged inspection certificates

- If you believe your approved examiner accreditation document has been lost, stolen or damaged, you must notify the AIS Administrator in writing as soon as you become aware.
- If an unused inspection certificate has been lost, stolen, or destroyed, you must notify the AIS Administrator in writing as soon as you become aware.

### Charged or convicted of an offence

- If you are charged with a disqualifying offence or convicted of a disqualifying offence, you must notify the AIS Administrator in writing within 14 days of the event occurring.

**Note:** Disqualifying offences include offences against the [Criminal Code Act 1899](#) (the Criminal Code) or against another law of another jurisdiction that corresponds to the Criminal Code.

## Vehicle inspections

- If you are testing a vehicle on a road or road-related area as part of the vehicle inspection, you must hold a valid driver licence for the class and transmission type of vehicle you are road testing.
- You can only inspect a type of vehicle if:
  - you are accredited to inspect that type of vehicle as shown on your approved examiner accreditation document
  - the AIS you are working for is also approved to inspect that type of vehicle as shown on their AIS approval.
- You can only inspect vehicles at the fixed AIS premises as shown on the AIS approval unless the AIS is also approved to operate from a mobile AIS.
- If you are accredited to inspect heavy vehicles and heavy trailers, you can inspect a registered heavy vehicle over 16t gross vehicle mass (GVM) and a heavy trailer over 10t aggregate trailer mass (ATM). However, the vehicle must be garaged in an exempt area and the inspection is conducted in an exempt area. The inspection

can be undertaken at a fixed AIS premises or from an approved mobile AIS.

- You must not undertake an inspection on a vehicle unless you can verify the vehicle's identity. If the vehicle was manufactured:
  - before 1 January 1989, the chassis number and engine number should be used
  - on or after 1 January 1989, the vehicle identification number should be used.If the vehicle is not a motor vehicle, for example a trailer, you should use another unique identification number assigned to the vehicle.
- Before signing an inspection certificate, you must make sure that the certificate is completed correctly and legibly and that no entry on the certificate has been altered.
- You must not sign an inspection certificate unless a thorough examination has been conducted and you reasonably believe the vehicle is not defective.
- If, after thorough examination, you reasonably consider the vehicle to be defective, you must immediately give the vehicle owner/driver an inspection report that states how the vehicle is defective.

### Reinspection after issuing an inspection report (failed first inspection)

If you issued an inspection report for a vehicle that has failed the first inspection and the vehicle is returned for reinspection within 14 days, you must carry out the reinspection.

- If you are absent from the AIS when the vehicle is returned, the reinspection may be done by another approved examiner. However, the approved examiner must be approved to work at the AIS and accredited to inspect that type of vehicle.
- If, after reinspection, the approved examiner finds the defects stated in the inspection report have been corrected, they must immediately sign and give the inspection certificate to the AIS approval holder/nominee. The AIS approval holder/nominee must immediately sign and issue the inspection certificate to the vehicle's owner/driver.
  - If, after the reinspection, the approved examiner finds the defects stated in the inspection report have not been satisfactorily corrected, or the vehicle is otherwise defective, they must immediately give the vehicle's owner/driver an inspection report. The inspection report must state how the vehicle is defective.

If the inspection report issued:

- was **handwritten**, mark the inspection certificate that relates to the inspection report as cancelled; or
- using **Inspection Certificates Online (ICO)**, the inspection must be finalised, and a final inspection report must be issued to the customer.
- If a vehicle is returned for reinspection more than 14 days after the inspection report was signed, a new inspection is required. An inspection certificate may only be issued if the vehicle is free of defects.

### Calculating the 14 day period

The 14 day period commences the day after the inspection report is given to the vehicle's owner/driver.

For example, if the inspection report is given to the owner/driver on Monday the 4<sup>th</sup> day of the month, the vehicle can be returned for reinspection on Monday the 18<sup>th</sup> day of the month.

If the last day of the 14 day period falls on a Saturday, Sunday or public holiday, the last day is taken to fall on the next day that is not a Saturday, Sunday or public holiday. For example, if the 14<sup>th</sup> day falls on a Saturday, the last day of the 14 day period would be the following Monday (if it is not a public holiday).

## Contact us

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