Information Sheet 17

Approved Inspection Station approval holder and nominee responsibilities

If you are the holder of either an AIS approval (the AIS approval holder) or nominee approval, you must comply with the conditions of your approval and exercise your responsibilities with due care and diligence.

If you fail to meet these responsibilities, the Department of Transport and Main Roads may take action to amend, suspend or cancel your approval and/or issue a penalty infringement notice or take court action.

When we refer to an inspection certificate, we mean either a safety certificate or a certificate of inspection.

Conditions of your AIS approval

You must comply with the Business Rules for Approved Inspection Stations. You must also comply with any other conditions listed in your AIS approval.

Depending on the vehicle types listed on your AIS approval notice, you must comply with:

- for light vehicles, light trailers and motorbikes, the Code of Practice – Vehicle Inspection Guidelines (vehicle inspection code of practice)
- for heavy vehicles heavy trailers, the National Heavy Vehicle Inspection Manual (NHVIM).

You must make sure the current version of the vehicle inspection code of practice and/or the NHVIM is available at your AIS for use by an approved examiner and any other person at your AIS.

You must make sure that the approved examiner doing the vehicle inspection uses the vehicle inspection code of practice and/or the National Heavy Vehicle Inspection Manual to determine if a vehicle is defective.

General responsibilities

AIS approval

You must ensure your AIS approval is current before permitting any vehicle inspections at your AIS. You cannot issue inspection certificates if your AIS approval has expired, suspended or cancelled.

Your AIS approval cannot be transferred or assigned to another person.

You must produce your AIS approval notice when requested by an authorised officer (such as a Transport Inspector or Police Officer) or any person seeking an inspection certificate.
**Nominee requirements**

The holder of an AIS approval must have a nominee if the holder:

- is a corporation or a partnership
- holds an AIS approval for another AIS that does not have a nominee
- is a nominee for another AIS
- will not be present at your AIS premises to supervise work daily.

If a nominee stops working at your AIS, you must provide a written notice to the AIS Administrator within 14 days specifying the date the nominee stopped working at your AIS.

If you are required to have a nominee at your AIS and you don’t have one, your AIS approval will be automatically suspended and you cannot issue inspection certificates. Your AIS approval will remain suspended until you have a nominee at your AIS.

For more details about nominees, refer to Information Sheet 3 – When an AIS approval holder is required to have a nominee.

**Equipment and maintenance**

You must keep (as a minimum) the type of equipment mentioned in Schedule One of your AIS application. The equipment must be properly maintained and work according to manufacturer’s specifications.

You must give each nominee the returned AIS application sent with the AIS approval notice. This is to ensure all nominees know what equipment is required to be kept and maintained at the AIS.

For more information, read Information Sheet 2 – Inspection area and equipment requirements.

**Transfer of equipment from fixed AIS to mobile AIS**

An AIS may transfer the equipment from the fixed AIS to the mobile AIS vehicle if needed. However, if the equipment is removed from the fixed AIS (even for a short period) no inspections are to be carried out at the fixed AIS until all the equipment is returned to the fixed AIS premises.

**Approved examiners**

You must ensure there is an approved examiner available at your AIS to inspect vehicles during your ordinary business hours unless you have a reasonable excuse. Ordinary business hours are the hours of operation that are advertised or usual for your AIS.

You and/or your nominees must supervise all approved examiners at your AIS and make sure each approved examiner is aware of their responsibilities (refer to Information Sheet – 18 Approved examiner responsibilities).

You must ensure all approved examiners at your AIS:

- have sound knowledge of their functions as an approved examiner and comply with the conditions of their approved examiner accreditation
- are currently accredited as an approved examiner
• are accredited for the types of vehicles they inspect
• do not inspect vehicles that the AIS is not approved to inspect
• have a current driver licence for the type of vehicle the approved examiner is road testing (for example, a manual driver licence of the appropriate class is required to road rest a manual vehicle).

**AIS sign requirements**

**Fixed AIS sign requirements**
You must ensure that the fixed AIS displays a sign at the fixed premises that states the AIS is approved to issue inspection certificates and the AIS approval number. The sign must state:

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APPROVED INSPECTION STATION
APPROVAL NO.
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The first three words (APPROVED INSPECTION STATION) must be at least 100mm high and the remaining words (APPROVAL NO.) must be at least 50mm high.

**Mobile AIS sign requirements**
If you have a mobile AIS, the vehicle must display the AIS trading name and AIS approval number, which is:

• clearly and legibly displayed on both sides of the mobile AIS
• able to be read and visible from 30 metres.

A magnetic sign may be used if it complies with the above requirements and may be removed from the vehicle if the vehicle is not being used as a mobile AIS.

**Document keeping**
You must make sure your AIS records including used and unused inspection certificates are kept in a safe and secure place to avoid fire, flood, vermin and any other pests.

**Important notifications**

**Changes to your AIS**
You must notify the AIS Administrator in writing within 14 days if there has been changes to any of the following:

• name or location of your business
• ownership of your business
• approved examiner starts or finishes working at your AIS
• your business ceases to trade.

**Lost, destroyed or damaged inspection certificates**
If an unused inspection certificate belonging to your AIS is destroyed, lost or damaged, you must notify the AIS Administrator by phone immediately. You must also email or post written confirmation no later than 14 days after the discovery and the initial phone notification.
Charged or convicted of an offence

If you have been charged with or convicted of a criminal offence, you must provide the AIS Administrator a signed notice within 14 days. A criminal offence means an offence against the *Criminal Code Act 1899* (the Criminal Code) or against another law of another jurisdiction that corresponds to the Criminal Code.

If you have been convicted of a road transport offence, you must provide the AIS Administrator with a signed notice within 14 days. A road transport offence means any offence under the *Transport Operation (Road Use Management) Act 1995* or corresponding law, or any offence under the *Heavy Vehicle National Law* or a law of another state that corresponds to a provision of the *Heavy Vehicle National Law*.

Examples of road transport offences include (but not limited to) careless driving, speeding, drink/drug driving, offences relating to the AIS scheme.

Insolvency

You must notify the AIS Administrator if:

- you become insolvent or placed under administration; or
- your company is being wound up.

Vehicle inspections

You must not sign an inspection certificate before it has been completed and signed by an approved examiner at your AIS.

Inspection fee

You must not charge an amount for vehicle inspections more than the amount that is allowed for by the Department of Transport and Main Roads. Read AIS scheme fees for more information about inspection fees.

Additional fees for light vehicles

The vehicle inspection code of practice provides limited circumstances where an additional fee may be negotiated with the customer before the inspection. This is provided in section 8, note 5 and only applies to light vehicle brake componentry which is required to be removed for the inspection.

When inspecting a vehicle’s brake discs, pads, drums and linings, an approved examiner may require the removal of one or more wheels. If it is anticipated that additional costs will be incurred conducting this activity, the AIS approval holder/nominee MUST notify the customer of this requirement and negotiate appropriate labour costs and charges for non-re-useable parts (such as lock nuts, lock tabs, split pins, lubricants, etc.) BEFORE proceeding with the inspection.

These additional charges are not part of the inspection fee (refer to section 8, note 5 of the vehicle inspection code of practice).

Costs for repairing light vehicles

An AIS may also charge for labour costs and costs for parts required to repair a vehicle. The AIS MUST advise the customer of the costs to repair the vehicle and obtain their approval BEFORE repairing the vehicle.
All the above labour costs and costs for parts **MUST** be itemised on the invoice to the customer and **SEPARATE** to the prescribed vehicle inspection fee. Failing to do so may result in a fee listed on the invoice for the inspection in excess to the prescribed inspection fee.

**Replacement inspection certificate if registration refused**

If a vehicle registration is denied by the Department of Transport and Main Roads because the inspection certificate was issued in contravention of the *Transport Operations (Road Use Management) Act 1995*, you must ensure the vehicle is inspected for the issue of a replacement inspection certificate, within **7 days** after the person requests it, at a time convenient to the person and must be done free of charge.

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

If your AIS issued an inspection report for a vehicle that has failed the first inspection and the vehicle is returned for reinspection within **14 days**:

- the same approved examiner that did the inspection report for the vehicle must carry out the reinspection; or
- if the approved examiner who did the inspection report is not available, the reinspection may be conducted by another approved examiner approved to work at your AIS and who is accredited to inspect that type of vehicle; or
- if the approved examiner who signed the inspection report or another approved examiner at your AIS is not available, you must either:
  - arrange for the reinspection at another time convenient to the vehicle owner at no further cost; or
  - refund the amount paid for the vehicle’s initial inspection.

After completing the reinspection, if the approved examiner finds the defects in the inspection report:

- Have been satisfactorily corrected, you must immediately give an inspection certificate to the vehicle’s owner/driver.
- Have not been satisfactorily corrected, or the vehicle is otherwise defective, the approved examiner must immediately:
  - give the vehicle’s owner or driver an inspection report that states how the vehicle is defective, and
  - if the inspection report issued:
    - was **handwritten**, mark the inspection certificate that relates to the inspection report as cancelled
    - using **Inspection Certificates Online (ICO)**, the inspection must be finalised, and a final inspection report must be issued to the customer.

**Vehicle not returned within 14 days after inspection report was issued**

If a vehicle has been issued a **handwritten** inspection report and is not returned to your AIS for reinspection within **14 days**, you must mark the inspection certificate (that relates to the inspection report) as cancelled.

If a vehicle has been issued with an inspection report using **ICO** and is not returned to your AIS for reinspection within **14 days**, ICO automatically changes the status of the inspection to closed.
Vehicle returned 14 days after the inspection report was issued

If a vehicle that is the subject of an inspection report is returned for reinspection more than 14 days after the inspection report was issued, you **MUST** advise the customer that a new inspection is required. You may issue an inspection certificate for the vehicle only after an approved examiner at your AIS has completed another thorough inspection of the vehicle. This is a new vehicle inspection and an inspection fee may be charged.

Calculating the 14-day period

The 14-day period commences the day after the inspection report is given to the vehicle’s owner or driver.

For example, if the inspection report is given to the owner or driver on Monday the 4th day of the month, the vehicle can be returned for reinspection on or before Monday the 18th 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 14th day falls on a Saturday, the last day of the 14-day period is the following Monday.

Contact us

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<tr>
<th>Phone</th>
<th>13 23 80 (ask for AIS Administrator)</th>
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<tbody>
<tr>
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