

Information Sheet 19

Approved Inspection Station (AIS) compliance checks and enforcement action

The Department of Transport and Main Roads (TMR) regularly undertakes compliance checks on new and existing AISs. This is to ensure the AIS and any approved examiners are complying with their legislative responsibilities and conditions of their approval or accreditation.

If you are a new AIS, a compliance check is scheduled within six months after the approval is granted. This is to ensure you have the equipment listed in the [Business Rules for Approved Inspection Stations](#). If you have a mobile AIS, it must be present at your fixed AIS premises for the compliance check.

Further compliance checks may be scheduled at any time while your AIS approval is current.

The compliance check process

TMR transport inspectors are responsible for organising the compliance check with the AIS approval holder and/or their nominee.

When transport inspectors arrive at your fixed AIS premises, they will explain the purpose and requirements of the compliance check. They will use the [AIS Compliance Checklist](#) (the compliance checklist) to record the results of the compliance check. The compliance checklist is available from the AIS webpage at www.tmr.qld.gov.au/ais.

Inspection certificates issued by your AIS may be requested to check that the inspection certificates have been completed correctly. They will also check that your AIS and any approved examiners are approved and accredited for the type of vehicle inspection that was conducted.

The equipment required to be kept at the AIS (including any mobile AIS) will be checked to ensure:

- it performs the function it was designed for; and
- approved examiners can demonstrate the correct operation of the equipment.

Records may be requested to verify the equipment has been maintained to the manufacturer's specifications. For example, when the brake testing decelerometer was last calibrated and complies with the manufacturer's specifications (if applicable).

Reporting compliance check findings

At the end of the compliance check, the transport inspector will discuss the results with the AIS approval holder and/or their nominee. If a non-compliance is found during the compliance check, it will be recorded in the compliance checklist and a corrective action notice may be issued.

A non-compliance is a contravention of your legislative responsibilities or the conditions of your AIS approval or approved examiner's accreditation.

A corrective action notice is an action request for you as the AIS approval holder, your nominee or your approved examiner. This is to rectify the non-compliance and to prevent a recurrence .

A corrective action notice will include information about:

- the non-compliance
- the corrective action to be taken to prevent recurrence
- the date for completion of the corrective action

You or your nominee will be given the opportunity to comment, rectify and close-out any corrective action notice. You may also ask for a copy of the compliance checklist, which will be provided within five working days after the request was made.

Common reasons for issuing corrective actions

Common reasons for issuing a corrective action notice include:

- the required equipment is not being kept at the AIS (including mobile AIS) or being maintained in accordance with the manufacturer's instructions
- the inspection area is not adequate for the type of vehicle the AIS is approved to inspect
- the approved examiner cannot demonstrate the correct operation of equipment (for example, the operation of a brake decelerometer)
- the approved examiner does not complete inspection certificates correctly
- the AIS approval holder is charging more than the legislated fee for an inspection certificate. For more information please refer to the [AIS fee schedule](#)
- the approved examiner did not have a current driver licence for the type of vehicle inspected at the time of conducting the road test component of the inspection
- the AIS does not have access to or cannot locate online the current [Business Rules for Approved Inspection Stations](#), [Queensland Light Vehicle Inspection Manual](#) or [National Heavy Vehicle Inspection Manual](#)
- the AIS approval holder has not kept records and unused books in a safe and secure place at the fixed AIS during their normal business hours.
- the AIS does not have the required AIS signage
- the mobile AIS does not have the required signage.

Enforcement action

Serious or recurrent non-compliance with legislative responsibilities or conditions of approval or accreditation may result in the issue of a penalty infringement notice. Action may also be taken to amend, suspend or cancel the approval or accreditation.

If this is the case, the AIS approval holder, nominee or approved examiner will be provided with a written notice (i.e. a 'show cause' notice). The notice will state the proposed action, grounds for the proposed action and the facts and

circumstances that form the basis of the grounds. The AIS approval holder, nominee or approved examiner will have an opportunity to respond to the show cause notice before any decision is made.

Contact us

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