

## Information Sheet 20

# Approved Inspection Station Compliance Checks and Enforcement Action

The Department of Transport and Main Roads (TMR) regularly does compliance checks on new and existing Approved Inspection Stations (AISs) to make sure:

- AISs are complying with the conditions of their AIS approval
- any approved examiner at an AIS is complying with the conditions of their approved examiner accreditation.

The purpose of the compliance check is to assess the AIS's compliance with the conditions of their AIS approval and the performance of the AIS's approved examiners and/or nominees.

All AISs are subject to compliance checks.

For new AIS approvals, a confirmation compliance check is scheduled within six months after the approval is granted. This is to ensure the AIS has the equipment listed in their application. If the AIS has a mobile AIS, it must be present at the fixed AIS premises for the compliance check.

Further compliance checks may be scheduled at any time while an 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 the fixed AIS premises, they will explain the purpose and requirements of the compliance check. They will use the [AIS Compliance Check 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](http://www.tmr.qld.gov.au/ais).

Inspection certificates issued by the AIS may be requested. This is to make sure the inspection certificates have been completed correctly and to make sure that the AIS and approved examiners have the appropriate approval and accreditation to inspect the type of vehicle recorded on the inspection certificate.

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

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

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

## Reporting compliance check findings

At the end of the compliance check, Transport Inspectors may meet with the AIS approval holder (or their nominee) to talk about the results of the compliance check. If any 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 the conditions of the AIS approval and/or approved examiner accreditation. Non-compliance is resolved by the issuing of a corrective action notice.

A **corrective action notice** is an action request for the AIS approval holder and/or approved examiner to rectify the cause of non-compliance or take remedial action to rectify and prevent reoccurrence of non-compliance.

A corrective action notice will include information about:

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

The AIS approval holder and/or their nominee will be given the opportunity to comment, rectify and close-out any corrective action. They 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 corrective actions include:

- required equipment not being kept or maintained by the AIS
- inspection area not adequate for the type of vehicle the AIS is approved to inspect
- approved examiner cannot demonstrate the correct operation of equipment (for example, the operation of a brake decelerometer)
- approved examiner does not complete inspection certificates correctly
- AIS approval holder is charging more than the legislated fee for an inspection certificate (as listed in the [AIS fee schedule](#))
- Approved examiner does not have a current drivers licence for the type of vehicle accredited to inspect at the time of the inspection
- AIS does not have access to (or locate online) the current [Business Rules for Approved Inspection Stations](#), [Code of Practice – Vehicle Inspection Guidelines](#) and/or [National Heavy Vehicle Inspection Manual](#)
- AIS approval holder has not kept records and unused books in a safe and secure place at the fixed AIS during the AISs normal business hours.
- AIS does not have the required AIS sign
- mobile AIS sign is not visible.

## Common reasons for issuing infringement notices

The most common reasons for issuing infringement notices include:

- approved examiner issues an inspection certificate when the vehicle is defective
- approved examiner signs an incorrect or illegible (hard to read or interpret) inspection certificate
- AIS approval holder fails to ensure an approved examiner has completed the inspection certificate correctly.

## Enforcement action

Serious or repeated non-compliance with the conditions of the AIS approval or the approved examiner's accreditation may lead to the issue of an infringement notice and/or the commencement of action to amend, suspend or cancel the AIS approval and/or approved examiner accreditation.

If grounds exist, the AIS approval holder or approved examiner will be provided with a written notice (also known as a show cause notice) stating the proposed action, grounds, facts and circumstances to support the proposed action. The AIS approval holder or approved examiner will have an opportunity to respond to the show cause notice before any decision is made.

## Contact us

<b>Phone</b>	13 23 80 (ask for the AIS Administrator)
<b>Email</b>	<a href="mailto:ais@tmr.qld.gov.au">ais@tmr.qld.gov.au</a> (preferred method)
<b>Website</b>	<a href="http://www.tmr.qld.gov.au/ais">www.tmr.qld.gov.au/ais</a>
<b>Post</b>	AIS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006