

## Approved Inspection Station (AIS) Compliance Checklist

AIS Name:		ICO Yes <input type="checkbox"/> No <input type="checkbox"/>	CID audit number:	
AIS Number:	AIS Address:			
Type of Compliance check:	Confirmation <input type="checkbox"/>	Complaint <input type="checkbox"/>	Triggered <input type="checkbox"/>	
Compliance check date: ___/___/___	RUMIIS audit number:		DMS Number:	
AIS Representative:	Role:		Approved Examiner No:	
Primary Auditor:		Signature:		Date: ___/___/___
Compliance Check Result:	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>	CA Issued: Yes <input type="checkbox"/> No <input type="checkbox"/>	PIN Issued: Yes <input type="checkbox"/> No <input type="checkbox"/>
Compliance check finalised:	Date: ___/___/___	Primary Auditor:		Signature:
<p>The following sources of evidence have been identified to assist in verifying compliance with the conditions of approval as an Approved Inspection Station (AIS). Other methods of obtaining valid evidence may be used.</p> <ol style="list-style-type: none"> <li>1. Interviews with the Approval Holder and Approved Examiner/s.</li> <li>2. Observations/Photographs</li> <li>3. Documents and records including, but not limited to: <ul style="list-style-type: none"> <li>• Business Rules for Approved Inspection Station (BRAIS)</li> <li>• Code of Practice – Vehicle Inspection Guidelines (COP-VIG)</li> <li>• Code of Practice – National Heavy Vehicle Inspection Manual (COP-NHVIM)</li> <li>• Information bulletins provided by the Department of Transport and Main Roads (the department)</li> <li>• Safety Certificate/Certification of Inspection Books</li> <li>• AIS Approval document</li> <li>• Approved examiner (AE) accreditation document</li> <li>• Transport Operations (Road Use Management – Accreditation &amp; Other Provisions) Regulation 2015 (AAOP)</li> <li>• Transport Operations (Road Use Management – Vehicle Standards &amp; Safety) Regulation 2010 (VSS)</li> <li>• Transport Operations (Road Use Management) Act 1995</li> <li>• National Heavy Vehicle Law</li> <li>• Inspection Certificates Online (ICO)</li> </ul> </li> </ol>				
<b>Compliance Code Legend</b>				
NA = Not applicable		Nil = Not assessed		
NC = Non-compliance requiring rectification within 14 working days		V = Indicates compliance verified with the relevant standard		

## AIS Requirement

Reference Documents	Requirement	List evidence or method of verification	Compliance Code	CA	PIN
<b>AIS Signage</b>					
<b>BRAIS 1.5</b>	The AIS displays a sign at the premises indicating that the AIS has been approved by the department to issue inspection certificates	Sight signage			
<b>BRAIS 1.6</b>	The sign must meet the following specifications: <ul style="list-style-type: none"> <li>The sign must state: <b>APPROVED INSPECTION STATION APPROVAL No.</b></li> <li>The first three words must be at least 100 mm high and the remaining words must be at least 50 mm high.</li> </ul>				
<b>Mobile AIS Unit - (if applicable)</b>					
<b>AAOP Part 3 s14</b>	AIS trading name and approval number clearly and legibly displayed on sides of the mobile AIS unit.	Sight signage			
<b>BRAIS 1.7</b>	Signs displayed on a mobile AIS are visible from a distance of 30 meters.	Sight signage			
<b>TORUM Act s49</b>	Produce a copy of the AIS approval upon request.	Verify mobile AIS align with AIS approval notice. Check vehicle/s for defects.			
<b>AAOP s73/108</b>	AIS Mobile has the required equipment for the approval.	Check equipment			

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<b>Inspection area</b>					
BRAIS 1.1	Approval holder must ensure that the AIS has a dedicated and suitable sized inspection area that allows an AE to thoroughly inspect all types of vehicles that the AIS is approved to inspect	Verify inspection area is suitable for types of vehicles AIS is approved to inspect.			
<b>Equipment</b>					
<b>AAOP s108</b>  <b>BRAIS 1.4</b>  <b>BRAIS 1.3</b>	<p>The AIS approval holder must:</p> <ul style="list-style-type: none"> <li>keep at the AIS the equipment mentioned in the application for the AIS approval to operate an AIS, and</li> <li>ensure the equipment is maintained so that efficiently performs the function for which it is designed.</li> <li>ensure the equipment necessary for inspecting vehicles is maintained in accordance with manufacturer's specifications.</li> </ul> <p>The AE/s has access to and uses the equipment necessary for inspecting vehicles of the type listed on the AIS approval (This includes both fixed AIS and mobile AIS unit/s)</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Hoist/Ramp/Pit</li> <li><input type="checkbox"/> Brake tester - Calibration renewal date_____-----</li> <li><input type="checkbox"/> Headlight aimer/screen</li> <li><input type="checkbox"/> Light transmission meter</li> <li><input type="checkbox"/> Jack/s</li> <li><input type="checkbox"/> Measuring equipment for disc rotors, brake drums, pads &amp; linings</li> <li><input type="checkbox"/> Trailer light/brake testing equipment</li> <li><input type="checkbox"/> Device capable of compressing the tow coupling</li> <li><input type="checkbox"/> Compressed air source</li> <li><input type="checkbox"/> Kingpin gauges</li> <li><input type="checkbox"/> Wheel chocks</li> <li><input type="checkbox"/> Turntable locking tester</li> <li><input type="checkbox"/> General tools</li> </ul> <p>+++++</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AE to demonstrate operation of: <ul style="list-style-type: none"> <li>o Brake tester</li> <li>o Headlight aimer/Screen</li> </ul> </li> </ul> <p>+++++</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment required for types of vehicle(s) inspected</li> </ul>			

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		<i>The auditor will need to sight the equipment to ensure it aligns with AIS Application, is suitable for the category(s) of vehicles inspected and is in a serviceable condition. The auditor may request the AE to demonstrate how the equipment operates.</i>			
<b>Document keeping</b>					
<b>BRAIS 2</b>	Approval holder must ensure the following records are kept: <ul style="list-style-type: none"> <li>• copy of inspection certificate is kept for 2 years</li> <li>• cancelled inspection certificates are kept for 2 years</li> <li>• the above documents are kept at the AIS during normal business hours</li> <li>• are readily accessible to TMR officers for audit or investigation purposes</li> <li>• are kept in a safe and secure place to avoid fire, flood, vermin and any other pests</li> </ul>	Verify: <ul style="list-style-type: none"> <li>• inspections certificates are kept for 2 years</li> <li>• verify cancelled inspection certificates are kept for 2 years.</li> <li>• records are kept at the AIS</li> <li>• inspection certificates are readily accessible</li> <li>• verify inspection certificates are kept in a safe/secure place.</li> </ul>			
<b>AOP 111</b>	The Approval holder or nominee must: <ul style="list-style-type: none"> <li>• immediately notify TMR if an unused inspection certificate is destroyed, lost or stolen</li> <li>• confirm the notification in writing within 14 days after the event happens</li> </ul>	Sight proof of notification			

Reference Documents	Requirement	List evidence or method of verification	Compliance Code	CA	PIN
<b>Approval Holders responsibilities</b>					
<b>BRAIS 3.1.1</b>	The approval holder must ensure that: <ul style="list-style-type: none"> <li>an AE is engaged by the approval holder has current accreditation as an AE</li> </ul>	Verify: <ul style="list-style-type: none"> <li>name &amp; AE number/s of the AE associated with the AIS</li> <li>Sight AE's current accreditation document</li> </ul>			
<b>AAOP 109 (1) (a)</b>	Proprietor to ensure an AE is available to inspect vehicles at the AIS during business hours, unless the approval holder has a reasonable excuse	Verify AE is available to conduct vehicle inspections during business hours			
<b>AAOP 109 (1)(b)</b>	Proprietor to ensure AE is accredited to inspect vehicles of the type for which the AIS is approved	Verify Proprietor has ensured AE/s only inspects vehicle types for which the AIS is approved.			
<b>AAOP 109 (2) (a)</b>	A/E inspects vehicle type for which AIS is approved	Verify A/E only inspects vehicle types for which the AIS is approved.			
<b>AAOP 109 (2) (b)</b>	A/E inspects vehicle type for which A/E is accredited to inspect.	Verify A/E only inspects vehicle types for which the A/E is accredited to inspect.			
<b>BRAIS 3.1.3</b>	AE holds a current driver license for the type of vehicle AE is road testing	Verify AE's holds a current driver licence for vehicles required to road test.			
<b>AAOP Part 3 s11 (2) &amp; (3)</b>	LV COP & NHVIM available for use by the AE for inspecting a vehicle and available for inspection by any other person at the AIS (This includes both fixed and mobile AIS units	Verify that the Fixed AIS and/or mobile AIS unit/s (if applicable) have access to a current copy of COP/NHVIM (as applicable)			
<b>VSS 19 (6)(a) &amp; (b)</b>	Before signing an inspection certificate an approved examiner must ensure that: <ul style="list-style-type: none"> <li>the certificate is completed correctly and legibly</li> <li>no entry on the certificate has been altered</li> </ul>	Verify inspection certificates are: <ul style="list-style-type: none"> <li>being completed correctly and legibly</li> <li>have no alterations</li> </ul>			

Reference Documents	Requirement	List evidence or method of verification	Compliance Code	CA	PIN
<b>VSS 19 (7)</b>	Before an inspection certificate is issued, the approval holder or nominee of the AIS must ensure that <ul style="list-style-type: none"> <li>• if the vehicle is inspected at a fixed AIS— <ul style="list-style-type: none"> <li>○ ensure the approved examiner has complied with subsection (6); and</li> <li>○ after complying with subparagraph (i)—sign the certificate</li> </ul> </li> </ul>	Verify: <ul style="list-style-type: none"> <li>• Nominee(s) (if applicable) approval document details</li> <li>• certificates signed by the AE and certified by the Approval Holder or Nominee</li> <li>• that the Approval Holder or Nominee was approved to certify the certificates on the dates the certificates were issued</li> <li>•</li> </ul>			
<b>VSS 19 (8)</b>	If an AE inspects a vehicle from a mobile AIS, the AE may sign the certificate for the approval holder or nominee of the AIS to which the mobile AIS is attached.	Verify that inspection certificates issued from a mobile AIS have been completed and signed correctly			
<b>AAOP 109 (4)</b>	The proprietor must not charge an amount greater than the prescribed fee for the inspection	Is Proprietor charging prescribed inspection fee			
<b>BRAIS 3.3</b>	Written notice is provided within 14 days of a nominee ceasing to be employed at the AIS, specifying the date the nominee ceased employment.	Verify if a nominee has ceased this role for the AIS and confirm: <ul style="list-style-type: none"> <li>• date nominee ceased</li> <li>• how and when TMR was notified</li> </ul>			
<b>AAOP 110</b>	Written notice is provided within 14 days after — <ul style="list-style-type: none"> <li>(a) an approved examiner starts or finishes working at the proprietor’s business;</li> <li>(b) there is a change of the name or location of the proprietor’s business;</li> <li>(c) there is a change of ownership of the proprietor’s business;</li> </ul>	Verify written notice has been provided when <ul style="list-style-type: none"> <li>• an A/E starts or finishes at the AIS</li> <li>• change in name or location of the AIS</li> <li>• change of ownership of the AIS</li> </ul>			
<b>BRAIS 3.4</b>	Written notice is provided within 14 days of a change of the approval holder’s contact details.	Verify that contact details for the AIS are consistent with RUMIIS records, such as <ul style="list-style-type: none"> <li>• phone number</li> <li>• mobile phone number</li> <li>• email address</li> <li>• postal address</li> </ul>			



## Corrective Action

<b>AIS name/number:</b>		<b>AIS location:</b>	
<b>Compliance Check Date:</b>		<b>CID audit number:</b>	
<b>Type of Compliance Check</b>	<input type="checkbox"/> <b>Confirmation</b>	<input type="checkbox"/> <b>Complaint</b>	<input type="checkbox"/> <b>Triggered</b>

On:      /      / 20     Authorised Officer \_\_\_\_\_ of Transport and Main Roads conducted an audit to monitor compliance with the conditions of approval to operate an Approved Inspection Station (AIS).

The audit demonstrated a level of non-compliance with these requirements.

The Approval Holder must provide the department with evidence the identified non-compliance has been rectified to prevent reoccurrence and have those actions approved by the department.

Should you fail to comply with these requirements, you may be in breach of your conditions of approval.

<b>Conditions of Approval including:</b>	<b>Compliance Code</b>	<b>CA No.</b>	<b>CA close out date</b>
AIS Signage			
Mobile AIS Unit			
Inspection Area			
Equipment			
Document Keeping			
Approval Holder Responsibilities			
Multi Listing			

**NA** = Not applicable  
**Nil** = Not assessed  
**CA** = Corrective Action

**V** = Indicates compliance verified with the relevant standard  
**NC** = Non-compliance requiring rectification





Observed non-compliance:

Date for completion of action: :- \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

AH  
representative

Signature

Date:

Primary Auditor

Signature

Date

Corrective action to be taken: *“Provide formal documentation of action taken to correct non-compliance”.*

Corrective Action and supporting documentation (if applicable) must be returned to Transport Inspector

Failure to comply with this Corrective Action Request may be in contravention of the conditions of approval to operate an Approved Inspection