

Briefing Note

Our ref - CAS3693
Date 21 January 2019

To Acting Senior Transport inspector Blake Holzberger
Beenleigh

Subject CAS 3693
AIS Complaint- Rego ,

Background

- On 03 October 2018, Certificate of Inspection (COI) HV-30215079-4 was issued to a Mitsubishi FM truck bearing registration plates CB97TE, by Approved Inspection Station (AIS) Queensland Master Mechanics Pty Ltd, number 8380 and signed by Approved Examiner (AE) Mark Polaczuk, number 10792.
- On 21 December 2018, purchased the vehicle from
- On 22 December 2018, took the vehicle to Engineering Works to have a modification plate fitted for the body fitment as it was not fitted at the time of purchase.
- It was also noted that the COI expired two months after its issue date.
- The vehicle was inspected and failed COI HV-A 415824 2 was issued by AIS Harrisville Vehicle Inspection Service, number 9147 and signed AE Daniel Graham, number 16004.
- On 2 January 2019, TMR received a written complaint from

Comment

Department of Transport and Main Roads
Customer Services Branch
SEQ South Reign
Customer Service Centre
31 Logan River Road Beenleigh QLD 4207
PO Box 407 Beenleigh QLD 4207

Enquiries Richard Corbett
Telephone +61 7 3089 5800
Facsimile +61 7 3809 5820

- On 9 January 2019, Transport Inspector (TI) Richard CORBETT (Q405) received file CAS 3580.
- On 15 January 2019, TI CORBETT and Malcolm CHELLINGWORTH (Q373) attended
- TI CORBETT and TI CHELLINGWORTH carried out a mechanical inspection of a Mitsubishi pantechnicon truck bearing registration plates and chassis number SL19051026.
- Multiple items were found and would have been obvious and evident if present at the time the Safety Certificate was issued and these would have been a cause of rejection.
- The following a list of these items: Play in both right door hinges, paint overspray on right front indicator lens, lower outer tube sections of the bull bar missing, damaged front chassis cross member, indicator/ park light lenses missing from bull bar, both sun visors missing, air leaking at brake treadle valve area, low air warning not operating, gear leaver rubber boot not attached to the floor, left seat belt damaged, trim missing from left side of left seat (exposing sharp metal), brake/ accelerator pedal foot rest not secured to the floor, there is no modification plate fitted for body fitment, right front body clearance light flickering, more than 30% of light emitting diodes are not operating in right tail/ brake light, both rear marker plates are faded, rear cross member bolts loose/ missing, hydraulic tail gate lift motor loose and mounting brackets broken.
- TI CORBETT took photographs at the time of the vehicle inspection.
- On 21 January 2019, TI CORBETT emailed a copy of his statement to

Outcome

- No further action is to be taken due to the vehicle being unregistered and the owner taking the matter to QCAT.

Richard Corbett
Transport Inspector Q405

Richard F Corbett

From: Richard F Corbett
Sent: Monday, 3 June 2019 12:59 PM
To: Rick G Valentine
Subject: AIS/ AE investigation for SEQN
Attachments: Original complaint.pdf; Photo grid.pdf; Corbett Statement.pdf; Defect list.docx

Good morning

Attached is the AIS/ AE investigation go to SEQN.

Kind regards,

Richard Corbett
Transport Inspector | SEQ South Region
Customer Services Branch | Department of Transport and Main Roads

Beenleigh Customer Service Centre | 31 Logan River Road | Beenleigh Qld 4207
PO Box 407 | Beenleigh Qld 4207
P: (07) 3089 5800 | F: (07) 3089 5820
E: richard.f.corbett@tmr.qld.gov.au
W: www.tmr.qld.gov.au



15 January 2019

Defects found on unregistered Mitsubishi FM5 truck bearing registration plates

Brake/ accelerator pedal foot rest not secured to the floor.

[National Heavy Vehicle Inspection Manual.](#)

2.1 Brake components

c) Brake control mountings, pivots, cables or links are kinked, missing, loose, broken, excessively worn or binding.

Low air warning not operating.

[National Heavy Vehicle Inspection Manual.](#)

2.1 Brake components

h) Brake pipes, hoses and connections are not securely mounted, or are cracked, broken, kinked, crimped, damaged by heat, or have visible signs of leakage, swelling or bulging

Air leaking at brake treadle valve area.

[National Heavy Vehicle Inspection Manual.](#)

2.5 Braking system operation

c) Any compulsory pressure, vacuum or low-level warning devices or gauges do not operate.

Both lower outer tube sections of the bull bar missing.

[National Heavy Vehicle Inspection Manual.](#)

6.1 Exterior body panels and fittings

a) Any item that is fitted to the tyre/rim/wheel (other than tyre pressure monitoring or inflation) which is not technically essential to the vehicle, protrudes from any part of the vehicle so that it is likely to increase the risk of bodily injury to any person.

Both rear marker plates are faded.

[National Heavy Vehicle Inspection Manual.](#)

6.2 Rear marking plates.

c) Rear marking plates are faded, damaged or incorrectly fitted.

Front crossmember rusted and bent at left corner.

[National Heavy Vehicle Inspection Manual.](#)

6.3 Cabin and body condition.

a) Any structural member of a body, cabin or chassis such as a cross-member, door sill, pillar, seat or seatbelt anchorage, roof rail and floor panel are cracked, broken or corroded to an extent that weakens the strength of the vehicle or any safety system, or allows the entry of engine fumes into an occupant space.

Gear lever rubber boot not attached to the floor.

[National Heavy Vehicle Inspection Manual.](#)

6.3 Cabin and body condition.

a) Any structural member of a body, cabin or chassis such as a cross-member, door sill, pillar, seat or seatbelt anchorage, roof rail and floor panel are cracked, broken or corroded to an extent that weakens the strength of the vehicle or any safety system, or allows the entry of engine fumes into an occupant space.

Rear cross member bolts loose/ missing.

[National Heavy Vehicle Inspection Manual.](#)

6.3 Cabin and body condition.

b) Any cabin, body, sleeper compartment, load carrying area or compartment is loose on the chassis or has missing fasteners.

Hydraulic tail gate lift motor loose and mounting brackets broken.

[National Heavy Vehicle Inspection Manual.](#)

6.3 Cabin and body condition

b) Any cabin, body, sleeper compartment, load carrying area or compartment is loose on the chassis or has missing fasteners.

Excessive play in both right door hinges.

[National Heavy Vehicle Inspection Manual.](#)

6.3 Cabin and body condition.

d) Any door, gate, hatch, bonnet or compartment latch, latch control, or hinge is damaged, excessively worn, insecure or inoperative in any latching position.

Trim missing from left side of left seat and exposing sharp metal.

[National Heavy Vehicle Inspection Manual.](#)

7.1 Seats.

d) Any seat has an exposed sharp edge or other parts that protrude due to damage.

Left seat belt damaged.

[National Heavy Vehicle Inspection Manual.](#)

7.2 Seatbelts.

c) Seatbelt webbing that is: damaged/ frayed.

Indicator/ park light lenses missing from bull bar.

[National Heavy Vehicle Inspection Manual.](#)

8.1 Lights and reflectors.

a) Compulsory reflectors are damaged, obscured, deteriorated, not installed in the correct location or are not fitted.

Paint overspray on right front indicator lens.

[National Heavy Vehicle Inspection Manual.](#)

8.1 Lights and reflectors.

m) Any light that is not clearly visible under all normal conditions and of a consistent intensity and are affected by dirty or damaged lenses or poor electrical contact

Right front body clearance light flickering.

[National Heavy Vehicle Inspection Manual.](#)

8.1 Lights and reflectors.

m) Any light that is not clearly visible under all normal conditions and of a consistent intensity and are affected by dirty or damaged lenses or poor electrical contact.

Light emitting diodes are not operating in right tail/ brake light.

[National Heavy Vehicle Inspection Manual.](#)

8.1 Lights and reflectors.

u) For an LED type light more than 30% of the individual LEDs do not function.

Both side exterior mirrors damaged, and blind spot mirror broken.

[National Heavy Vehicle Inspection Manual.](#)

Mirrors.

a) Any reflective surface of a compulsory rear-view mirror: has a missing section is deteriorated, blemished or tarnished reducing the view to the rear of the vehicle.

Vehicle body is 2.77 meters wide.

[National Heavy Vehicle Inspection Manual.](#)

16.1 Width.

a) The width exceeds 2.5 metres.

No modification plate fitted for rear body fitment.

National Heavy Vehicle Inspection Manual.

Appendix B – Vehicle Modifications

A modification to a heavy vehicle is any change that is made to the vehicle, including by adding or removing a component, which changes the vehicle from the manufacturer's specifications.

Released under RTI - DTMR

Not Relevant

Released under RTI - DTMR

Case Report - CAS3639

Record ID:	CAS3639
Subject of Case:	AIS COMPLAINT - CB97TE- AIS 8380 QLD MASTER MECHANICS PTY LTD APPROVED EXAMINER MARK POLACZUK 10792
Type:	Simple Investigation
Category:	AIS
Priority:	Low
Status:	Finalised
Lead Region / Workgroup:	SEQ South Zone 2 - Beenleigh
Lead Investigator:	CORBETT, Richard - Q405
Start Date:	9/01/2019
Finalised Date:	21/01/2019
Progress Hours:	9.2
Case finalised by way of:	Inspection
Matter - Other:	Yes
Description:	AIS Complaint - AIS 8380 Qld Master Mechanics Pty Ltd - 35 Deakin Street Brendale Qld 4500 Approved examiner mark Polaczuk 10792 Complainant SC HV30215079 4

Involved Party - Organisation

Record ID:	ORG9793
Name:	QUEENSLAND MASTER MECHANICS PTY LTD
Customer Reference Number:	
iBase Record Type:	Primary Record
Organisation Type:	Company
Registered Number (eg. ACN/BN):	097345312
Registration State:	QLD
Australian Business Number (ABN):	36097345312
Registration Status:	REGD - Registered
Registered Date:	2/07/2001

Involved Party - Person

Record ID:	PER12240
Family Name:	MARK
First Name:	Polaczuk
Middle Names:	
Customer Reference Number:	Personal Information
Gender:	Male
Date of Birth:	Personal Information
Place of Birth:	

Linked Tasks

Record ID:	TAS24027
Category:	-
Action:	Running Sheet Entry
Status:	Completed
Assigned To / Recorders Name:	HOLZBERGER, Blake - Q442
Region / Workgroup:	SEQ South Zone 2 - Beenleigh
Hours of Effort:	0.5
Due Date / Action Date:	3/01/2019
Task Description / Running Entry:	Received 02/01/2019

	Record ID:	TAS24132
	Category:	-
	Action:	Running Sheet Entry
	Status:	Completed
	Assigned To / Recorders Name:	HOLZBERGER, Blake - Q442
	Region / Workgroup:	SEQ South Zone 2 - Beenleigh
	Hours of Effort:	0.2
	Due Date / Action Date:	7/01/2019
	Task Description / Running Entry:	Reviewed and assigned to TI Q405

	Record ID:	TAS24278
	Category:	-
	Action:	Running Sheet Entry
	Status:	Completed
	Assigned To / Recorders Name:	CORBETT, Richard - Q405
	Region / Workgroup:	SEQ South Zone 2 - Beenleigh
	Hours of Effort:	0.5
	Due Date / Action Date:	9/01/2019
	Task Description / Running Entry:	Recieved and reviewed file.

	Record ID:	TAS24279
	Category:	-
	Action:	Running Sheet Entry
	Status:	Completed
	Assigned To / Recorders Name:	CORBETT, Richard - Q405
	Region / Workgroup:	SEQ South Zone 2 - Beenleigh
	Hours of Effort:	0.5
	Due Date / Action Date:	10/01/2019
	Task Description / Running Entry:	Telephoned owner and set up a time/ date to inspect the vehicle.

	Record ID:	TAS24613
	Category:	-
	Action:	AIS Audit Task - Conduct Interview
	Status:	Completed
	Assigned To / Recorders Name:	CORBETT, Richard - Q405
	Region / Workgroup:	SEQ South Zone 2 - Beenleigh
	Hours of Effort:	6
	Due Date / Action Date:	15/01/2019
	Task Description / Running Entry:	Travelled to owners address and carrie out an inspection of the vehicle.

	Record ID:	TAS24614
	Category:	-
	Action:	AIS Audit Task - Prepare Statement
	Status:	Completed
	Assigned To / Recorders Name:	CORBETT, Richard - Q405
	Region / Workgroup:	SEQ South Zone 2 - Beenleigh
	Hours of Effort:	1
	Due Date / Action Date:	18/01/2019
	Task Description / Running Entry:	Prepared a statement for the owner.

	Record ID:	TAS25007
	Category:	-
	Action:	Running Sheet Entry
	Status:	Completed
	Assigned To / Recorders Name:	HOLZBERGER, Blake - Q442



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Record ID:	TAS25007
Region / Workgroup:	SEQ South Zone 2 - Beenleigh
Hours of Effort:	0.5
Due Date / Action Date:	30/01/2019
Task Description / Running Entry:	File reviewed and outcome approved.

Trigger - Complaint



Record ID:	COM1892
Category:	AIS
Created By:	bjdrake
Date Received:	2/01/2019
Date Event Occurred / Start Date:	21/12/2018
Region:	SEQ(South)
Complainant Name:	
Complainant Contact Details:	
Reliability of the Information Source:	F - Cannot be Judged
Details:	engine oil leaks, fuel injector pump leak, tyres, brakes, tailgate, no mod plate, rust.
Truth of the Information:	6 - Cannot be Judged
Further Action Required?:	Yes

Outcome - AIS Audit



Record ID:	AIS4428
Station Name:	Queensland Master Mechanics Pty Ltd
Station Number:	8380
Station Suburb:	Brendale
Audit Type:	Triggered
Assigned Region / Workgroup:	SEQ North Team 2 Carseldine
Primary Auditor:	WATSON, James - Q255
Status:	Completed
Audit Start Date:	19/08/2019
Audit Due Date:	1/08/2022
Completed Date:	19/08/2019
Result:	Pass
Progress Hours:	2

***** End of Report *****

Approved Inspection Station (AIS) Compliance Checklist

AIS Name: Queensland master mechanics		ICO Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	CID audit number: AIS 4928	
AIS Number: 8380	AIS Address: 35 Deakin st Brendale 4500			
Type of Compliance check:		<input type="checkbox"/> Confirmation	<input type="checkbox"/> Complaint	<input checked="" type="checkbox"/> Triggered
Compliance check date: 19/08/2019		RUMIIS audit number: 18650		DMS Number: SA0/11227
AIS Representative: Mark Polaczuk		Role: Examiner		Approved Examiner No: 10792
Primary Auditor: Jim Watson			Signature:	
			Date: 19/08/19	
Compliance Check Result:	Pass <input checked="" type="checkbox"/>	Fail <input type="checkbox"/>	CA Issued: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	PIN Issued: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Compliance check finalised:	Date: 19/08/19	Primary Auditor: Jim Watson		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"> 1. Interviews with the Approval Holder and Approved Examiner/s. 2. Observations/Photographs 3. Documents and records including, but not limited to: <ul style="list-style-type: none"> • Business Rules for Approved Inspection Station (BRAIS) • Code of Practice – Vehicle Inspection Guidelines (COP-VIG) • Code of Practice – National Heavy Vehicle Inspection Manual (COP-NHVIM) • Information bulletins provided by the Department of Transport and Main Roads (the department) • Safety Certificate/Certification of Inspection Books • AIS Approval document • Approved examiner (AE) accreditation document • Transport Operations (Road Use Management – Accreditation & Other Provisions) Regulation 2015 (AAOP) • Transport Operations (Road Use Management – Vehicle Standards & Safety) Regulation 2010 (VSS) • Transport Operations (Road Use Management) Act 1995 • National Heavy Vehicle Law • Inspection Certificates Online (ICO) 				
Compliance Code Legend				
NA = Not applicable			Nil = Not assessed	
NC = Non-compliance requiring rectification within 14 working days			V = Indicates compliance verified with the relevant standard	

SA0/11227 E

FILE No MAIL No

AIS Requirement

Reference Documents	Requirement	List evidence or method of verification	Compliance Code	CA	PIN
AIS Signage					
BRAIS 1.5	The AIS displays a sign at the premises indicating that the AIS has been approved by the department to issue inspection certificates	Sight signage	V- Compliant		<input type="checkbox"/>
BRAIS 1.6	The sign must meet the following specifications: <ul style="list-style-type: none"> The sign must state: APPROVED INSPECTION STATION APPROVAL No. The first three words must be at least 100 mm high and the remaining words must be at least 50 mm high. 		V- Compliant		<input type="checkbox"/>
Mobile AIS Unit - (if applicable)					
AAOP Part 3 s14	AIS trading name and approval number clearly and legibly displayed on sides of the mobile AIS unit.	Sight signage	NA - Not Applicable		<input type="checkbox"/>
BRAIS 1.7	Signs displayed on a mobile AIS are visible from a distance of 30 meters.	Sight signage	NA - Not Applicable		<input type="checkbox"/>
TORUM Act s49	Produce a copy of the AIS approval upon request.	Verify mobile AIS align with AIS approval notice. Check vehicle/s for defects.	NA - Not Applicable		<input type="checkbox"/>
AAOP s73/108	AIS Mobile has the required equipment for the approval.	Check equipment	NA - Not Applicable		<input type="checkbox"/>

Reference Documents	Requirement	List evidence or method of verification	Compliance Code	CA	PIN
Inspection area					
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.	V- Compliant		<input type="checkbox"/>
Equipment					
AAOP s108	<p>The AIS approval holder must:</p> <ul style="list-style-type: none"> keep at the AIS the equipment mentioned in the application for the AIS approval to operate an AIS, and ensure the equipment is maintained so that efficiently performs the function for which it is designed. ensure the equipment necessary for inspecting vehicles is maintained in accordance with manufacturer's specifications. <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>	Hoist/Ramp/Pit	V- Compliant	<input type="checkbox"/>	
BRAIS 1.4		Brake tester - Calibration renewal date	V- Compliant	<input type="checkbox"/>	
		20/08/2020			
BRAIS 1.3		Headlight Aimer/screen	V- Compliant	<input type="checkbox"/>	
		Light transmission meter	V- Compliant	<input type="checkbox"/>	
		Jack/s	V- Compliant	<input type="checkbox"/>	
		Measuring equipment for brake components	V- Compliant	<input type="checkbox"/>	
		Trailer light/brake testing equipment	V- Compliant	<input type="checkbox"/>	
		Device to compress the tow coupling	V- Compliant	<input type="checkbox"/>	
		Compressed air source	V- Compliant	<input type="checkbox"/>	
		Kingpin gauges	V- Compliant	<input type="checkbox"/>	
		Wheel chocks	V- Compliant	<input type="checkbox"/>	
		Turntable locking tester	V- Compliant	<input type="checkbox"/>	
General tools	V- Compliant	<input type="checkbox"/>			
AE to demonstrate operation of brake tester and headlight aimer	V- Compliant	<input type="checkbox"/>			
	Equipment required for type of vehicles inspected	V- Compliant	<input type="checkbox"/>		

Reference Documents	Requirement	List evidence or method of verification	Compliance Code	CA	PIN
		<p>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.</p>			
Document keeping					
BRAIS 2	<p>Approval holder must ensure the following records are kept:</p> <ul style="list-style-type: none"> • copy of inspection certificate is kept for 2 years • cancelled inspection certificates are kept for 2 years • the above documents are kept at the AIS during normal business hours • are readily accessible to TMR officers for audit or investigation purposes • are kept in a safe and secure place to avoid fire, flood, vermin and any other pests 	<p>Verify:</p> <ul style="list-style-type: none"> • inspections certificates are kept for 2 years • verify cancelled inspection certificates are kept for 2 years. • records are kept at the AIS • inspection certificates are readily accessible • verify inspection certificates are kept in a safe/secure place. 	V- Compliant		<input type="checkbox"/>
AOP 111	<p>The Approval holder or nominee must:</p> <ul style="list-style-type: none"> • immediately notify TMR if an unused inspection certificate is destroyed, lost or stolen • confirm the notification in writing within 14 days after the event happens 	Sight proof of notification	V- Compliant		<input type="checkbox"/>

Released Under RTI-DTMR

Reference Documents	Requirement	List evidence or method of verification	Compliance Code	CA	PIN
Approval Holders responsibilities					
BRAIS 3.1.1	The approval holder must ensure that: <ul style="list-style-type: none"> an AE is engaged by the approval holder has current accreditation as an AE 	Verify: <ul style="list-style-type: none"> name & AE number/s of the AE associated with the AIS Sight AE's current accreditation document 	V- Compliant		<input type="checkbox"/>
AAOP 109 (1) (a)	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	V- Compliant		<input type="checkbox"/>
AAOP 109 (1)(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.	V- Compliant		<input type="checkbox"/>
AAOP 109 (2) (a)	A/E inspects vehicle type for which AIS is approved	Verify A/E only inspects vehicle types for which the AIS is approved.	V- Compliant		<input type="checkbox"/>
AAOP 109 (2) (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.	V- Compliant		<input type="checkbox"/>
BRAIS 3.1.3	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.	V- Compliant		<input type="checkbox"/>
AAOP Part 3 s11 (2) & (3)	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)	V- Compliant		<input type="checkbox"/>
VSS 19 (6)(a) & (b)	Before signing an inspection certificate an approved examiner must ensure that: <ul style="list-style-type: none"> the certificate is completed correctly and legibly no entry on the certificate has been altered 	Verify inspection certificates are: <ul style="list-style-type: none"> being completed correctly and legibly have no alterations 	V- Compliant		<input type="checkbox"/>

Reference Documents	Requirement	List evidence or method of verification	Compliance Code	CA	PIN
VSS 19 (7)	Before an inspection certificate is issued, the approval holder or nominee of the AIS must ensure that <ul style="list-style-type: none"> if the vehicle is inspected at a fixed AIS— <ul style="list-style-type: none"> ensure the approved examiner has complied with subsection (6); and after complying with subparagraph (i)—sign the certificate 	Verify: <ul style="list-style-type: none"> Nominee(s) (if applicable) approval document details certificates signed by the AE and certified by the Approval Holder or Nominee that the Approval Holder or Nominee was approved to certify the certificates on the dates the certificates were issued 	V- Compliant		<input type="checkbox"/>
VSS 19 (8)	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	NA - Not Applicable		<input type="checkbox"/>
AAOP 109 (4)	The proprietor must not charge an amount greater than the prescribed fee for the inspection	Is Proprietor charging prescribed inspection fee	V- Compliant		<input type="checkbox"/>
BRAIS 3.3	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"> date nominee ceased how and when TMR was notified 	NA - Not Applicable		<input type="checkbox"/>
AAOP 110	Written notice is provided within 14 days after — <ul style="list-style-type: none"> (a) an approved examiner starts or finishes working at the proprietor's business; (b) there is a change of the name or location of the proprietor's business; (c) there is a change of ownership of the proprietor's business; 	Verify written notice has been provided when <ul style="list-style-type: none"> an A/E starts or finishes at the AIS change in name or location of the AIS change of ownership of the AIS 	NA - Not Applicable		<input type="checkbox"/>
BRAIS 3.4	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"> phone number mobile phone number email address postal address 	NA - Not Applicable		<input type="checkbox"/>



Corrective Action

AIS name/number: Queensland master mechanics 8380	AIS location: 35 Deakin st Brendale 4500
Compliance Check Date: 19/08/2019	CID audit number:
Type of Compliance Check	<input type="checkbox"/> Confirmation <input type="checkbox"/> Complaint <input checked="" type="checkbox"/> Triggered

On: 19/08/2019 Authorised Officer Jim Watson 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.

Conditions of Approval including:	Compliance Code	CA No.	CA Close Out Date
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: :-

**AH
representative**

Signature

Date: 19/08/2019

Primary Auditor Jim Watson

Signature

Date 19/08/2019

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 Jim Watson**

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