

Business Rules for Approved Inspection Stations

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Terms and abbreviations

| Terms and abbreviations | Definition |
|---------------------------|---|
| AIS | Approved inspection station that is either a fixed AIS or a mobile AIS |
| AIS approval | Approval to operate a particular premises as a fixed AIS, or a particular premises as a fixed AIS and a particular vehicle as a mobile AIS, and to inspect types of vehicles at the AIS. |
| Approved examiner | An individual accredited by the Department of Transport and Main Roads to inspect vehicles under the <i>Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation 2021</i> |
| ATM | Aggregate trailer mass |
| Approval holder | Person who holds the AIS approval, or if the holder is required to have a nominee, the individual approved by the Department of Transport and Main Roads to act as the approval holder's nominee |
| Business rules | Business Rules for Approved Inspection Stations |
| Certificate of inspection | A certificate of inspection in the approved form issued for a vehicle under the <i>Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation 2021</i> |
| CL | Inspection type for light motor vehicles up to and including 4.5 t GVM that requires a certificate of inspection |
| CM | Inspection type for motorbikes, motor trikes and mopeds that require a certificate of inspection |
| COI | Certificate of inspection |

| Terms and abbreviations | Definition |
|---|---|
| Department | Department of Transport and Main Roads |
| Exempt area | An area defined in Schedule 2, Item 1 of the <i>Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation 2021</i> |
| Fixed AIS | Fixed premises for which an AIS approval is current |
| GPS | Global Positioning System |
| GVM | Gross vehicle mass |
| HT | Inspection type for caravans and trailers over 4.5 t up to 10 t ATM and unregistered trailers over 10 t ATM that require a certificate of inspection |
| HV | Inspection type for motor vehicles over 4.5 t up to 16 t GVM (excluding buses) and unregistered motor vehicles over 16 t GVM that requires a certificate of inspection |
| ICO | Inspection Certificates Online |
| Inspection certificate | A term as defined in the <i>Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation 2021</i> . For the purposes of this document, it covers a safety certificate and a certificate of inspection |
| LT | Inspection type for caravans and trailers over 0.75 t ATM up to and including 4.5 t ATM that require a safety certificate |
| LV | Inspection type for light motor vehicles up to and including 4.5 t GVM that require a safety certificate |
| Manual inspection certificate (paper-based) | A safety certificate or certificate of inspection in the approved form for the vehicle being inspected and has been completed by hand. Also referred to as a paper-based certificate. |

| Terms and abbreviations | Definition |
|-------------------------|--|
| certificate) | |
| MC | Inspection type for motorbikes, motor trikes and mopeds that require a safety certificate |
| Mobile AIS | A vehicle approved by the department from which an approved examiner may conduct vehicle inspections at a place that is not the fixed AIS for the purpose of issuing inspection certificates |
| Motor vehicle | Includes motor vehicles that can be inspected under the CM, MC, CL, LV, and HV vehicle inspection types |
| Multi-listed AIS | More than one AIS approval with the same legal entity as the approval holder |
| NHVIM | National Heavy Vehicle Inspection Manual |
| Nominee | An individual nominated by the approval holder and approved by the department to supervise work at the fixed AIS on a daily basis |
| QLVIM | Queensland Light Vehicle Inspection Manual |
| Safety certificate | A safety certificate in the approved form issued for a vehicle under the <i>Transport Operations (Road Use Management - Vehicle Standards and Safety) Regulation 2021</i> |
| SC | Safety certificate |
| Trailer | Includes trailers that can be inspected under the LT and HT vehicle inspection types |
| Vehicle | A trailer or a motor vehicle |

Introduction

The Business Rules for Approved Inspection Stations (business rules) set out the administrative requirements for operating an approved inspection station (AIS) in Queensland.

The Department of Transport and Main Roads (the department) is authorised to make these business rules under section 107 of the *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015* (Accreditation Regulation).

These business rules must be read in conjunction with the following legislation:

- *Transport Operations (Road Use Management) Act 1995*
- *Heavy Vehicle National Law (Queensland)*
- *Transport Operations (Road Use Management – Accreditation and other Provisions) Regulation 2015* (Accreditation Regulation)
- *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2021* (Vehicle Standards and Safety Regulation).

As a condition of AIS approval, approval holders must comply with the relevant inspection manuals for the vehicle types listed in their approval:

- Queensland Light Vehicle Inspection Manual (QLVIM)
- National Heavy Vehicle Inspection Manual (NHVIM).

The QLVIM and NHVIM set out the technical standards and procedures for inspecting vehicles.

Non-compliance with the business rules may result in enforcement action being taken by the department, which may include:

- amending the approval (for example, imposing additional conditions)
- suspending or cancelling the approval
- issuing infringement notices (fines)
- initiating court proceedings for serious non-compliance or offences (which may result in penalties under law).

Notes and examples are included throughout the business rules to clarify the intent of specific rules or to illustrate their application. These are provided for guidance only and do not impose additional obligations on the approval holder. However, where a note or example refers to legislation, compliance with that legislation remains a requirement under the AIS approval.

Approval holder responsibilities

1. The approval holder must ensure the fixed AIS has a dedicated and suitably sized inspection area to allow an approved examiner to safely conduct a thorough inspection of all types of vehicles the AIS is approved to inspect.

Note—

Recommended inspection area dimensions are available on the department's website at www.tmr.qld.gov.au/ais.

2. The approval holder must ensure a copy of the current versions of the QLVIM and the NHVIM can be accessed and are available for use by an approved examiner or by any other person at the AIS.
3. The approval holder must ensure that an approved examiner operating from the AIS is familiar with the contents of the QLVIM and the NHVIM.
4. The approval holder must ensure that any approved examiner conducting inspections at the AIS:
 - (a) is currently accredited as an approved examiner; and
 - (b) does not inspect vehicles that they are not accredited to inspect; and
 - (c) does not inspect vehicles that the AIS is not approved to inspect; and
 - (d) holds a current driver licence for the type of motor vehicle the approved examiner is road testing.
5. The approval holder must ensure that an approved examiner, who is conducting a vehicle inspection from a mobile AIS, records the vehicle inspection in Inspection Certificates Online (ICO) unless:
 - (a) a vehicle is being inspected under section 77(2) of the Vehicle Standards and Safety Regulation; or
 - (b) there is a valid reason for not doing so.

Examples of a valid reason—

- an approved examiner cannot login to ICO as there is a system outage
- an approved examiner does not have internet coverage in the location where the vehicle inspection is being conducted.

Note—

An approved examiner may inspect a vehicle under section 77(2) of the Vehicle Standards and Safety Regulation only if all the following conditions are met:

- the vehicle is a registered trailer with an ATM over 10t, or a registered motor vehicle with a

GVM over 16t

- the vehicle is garaged in an exempt area
 - the inspection is conducted in the exempt area where the vehicle is garaged.
6. The approval holder must ensure that any person who acts as the approval holder's nominee has written approval from the department before issuing inspection certificates on behalf of the approval holder.
 7. The approval holder must provide written notice to the department within 14 days when:
 - (a) a nominee is no longer employed at the AIS, specifying the date the nominee ended employment; or
 - (b) there is a change of the approval holder's contact details (for example, a change of phone number, postal address, or email address).
 8. When removing a mobile AIS, the approval holder must provide written notice to the department within 14 days.

Record keeping

9. Unless the following records are retained in ICO, the approval holder must keep:
 - (a) copies of inspection reports for two years after the report was given;
 - (b) copies of inspection certificates for two years after the inspection certificate was given;
 - (c) copies of brake test results for two years after the test was conducted;
 - (d) cancelled inspection certificates for two years after the inspection certificate was cancelled.

Note—

Records entered and stored in the ICO satisfy the above record-keeping requirement for the relevant period, and no separate paper or local electronic copy is required to be kept by the approval holder.

10. The approval holder must ensure the brake test result:
 - (a) is legible; and
 - (b) has the date and time that the brake test was conducted; and
 - (c) if the inspection was conducted from a mobile AIS, includes the GPS location (coordinates) where the inspection was conducted; and
 - (d) is produced specifically for the vehicle being inspected; and
 - (e) is not duplicated for use with any other vehicle; and

- (f) is attached to the inspection record in ICO; or
 - (g) if a manual (paper-based) inspection certificate is issued:
 - (i) is printed and attached to the AIS's copy of the inspection certificate; or
 - (ii) is stored electronically ensuring that the saved brake test result file name is clearly linked to the relevant inspection certificate, including, for example, by incorporating the inspection certificate number in the file name.
11. The approval holder must ensure any record required to be kept under the business rules is accessible at the approval holder's AIS during its ordinary business hours.
 12. If the approval holder stops operating an AIS, they must return any physical records required to be kept under the business rules and any unused inspection certificate books to the department within 14 days after they stop operating the AIS.
 13. The approval holder must take reasonable steps to keep safe and secure from loss or damage any records required to be kept under the business rules.

Example of reasonable steps—

- Storing paper records in a locked cabinet or office
- keeping electronic records on a password-protected computer with regular backups
- limiting access to staff who need the records for their work.

Note—

The method chosen should be practical for the size and nature of the business. The approval holder is not required to implement complex or costly security measures but must act sensibly to protect records.

AIS Inspections in exempt areas

14. If an approved examiner inspects a vehicle under section 77(2) of the Vehicle Standards and Safety Regulation, the approval holder must ensure that:
 - (a) the inspection is conducted in an exempt area; and
 - (b) the manual certificate of inspection (COI) is presented to the customer; and
 - (c) the customer is advised that they must present the manual COI to the department.

Note—

- 1 Section 77(2) of the Vehicle Standards and Safety Regulation allows approved examiners to inspect registered trailers over 10 t ATM and registered motor vehicles over 16 t GVM if they are garaged in an exempt area.
- 2 A manual COI means a COI in the approved form for the vehicle being inspected and is

completed by hand.

- 3 ICO must not be used to issue a COI for registered trailers over 10 t ATM and registered vehicles over 16 t GVM in exempt areas. If the inspection is conducted from a mobile AIS, rule 5 does not apply.

Multi-listing AIS requirements

15. The approval holder must maintain a record of the date and location each nominee and approved examiner works at each of the multi-listed AISs, and the record must:
 - (a) be kept for a minimum two years; and
 - (b) include, for each entry:
 - (i) AIS approval number; and
 - (ii) location of the AIS; and
 - (iii) person's name and role; and
 - (iv) if the person is an approved examiner, the approved examiner accreditation number; and
 - (v) dates worked at that AIS.

Requests by authorised officers

16. If requested by an authorised officer, the approval holder must:
 - (a) allow the authorised officer to:
 - (i) enter the fixed AIS premises; and
 - (ii) if the AIS has a mobile AIS, access the mobile AIS; and
 - (b) provide any document or record required to be kept under the business rules.
17. The approval holder must respond to any request made by an authorised officer within 7 days of the request being made.

Required equipment

18. For each inspection conducted under the AIS approval, the approval holder must ensure:
 - (a) the AIS has the equipment required by the QLVIM or NHVIM, whichever applies; and
 - (b) the required equipment is maintained and calibrated in accordance with the

manufacturer's specifications; and

- (c) the approved examiner uses the required equipment for the vehicle being inspected.

Note—

- 1 The obligations in this rule apply on an ongoing basis, not just at the initial setup of the AIS.
- 2 Manufacturer's specifications may include calibration intervals, firmware or software updates, and service life or consumables (for example batteries, sensors) required by the equipment manufacturer.
- 3 Reference to "QLVIM or NHVIM whichever applies" refers to the inspection manual relevant to the vehicle and the inspection type listed on the AIS approval.

Examples of maintaining equipment—

- A brake testing device is kept within the manufacturer's calibration interval. When the interval lapses, the device is recalibrated, and a calibration report is retained with equipment records.
- A headlight aim testing device is serviced at the frequency specified in the user manual (for example, periodic level checks and alignment verification).

Examples of using the required equipment—

- The approved examiner measures the window tint with the light transmittance meter device rather than relying on a visual estimate.
- The approved examiner uses the brake test device to perform the brake test for the vehicle being inspected and does not perform the brake test on a different vehicle.

Component removal, inspection and test equipment

19. The approval holder must have tools and equipment that allows an approved examiner to remove, test and refit vehicle components as required, including equipment that allows for an underbody inspection.

Example of tools and equipment—

- measuring equipment and gauges for disc rotors, brake drums, brake pads and brake linings (all vehicle types)
- hoist, pit, ramps, vehicle jacks or stands
- kingpin and towing eye gauges
- turntable locking tester and auto tow coupling gauge.

Light transmittance device

20. If an AIS is approved to inspect CL, LV or HV inspection types, the approval holder must have a light transmittance device that:

- (a) includes a separate light source and receiver that can be positioned on either side of the window being tested, including fixed glazing; and
- (b) displays the light transmittance results as a percentage on a digital screen.

Headlight aim testing equipment

21. If an AIS is approved to inspect a motor vehicle, the approval holder must have either:
- (a) a graduated headlight testing screen; or
 - (b) a headlight testing device.

Note—

For further information about headlight aiming equipment or operating procedures, refer to the current version of the QLVIM or NHVIM.

Brake testing device

22. If an AIS is approved to inspect motor vehicles, the approval holder must have a brake testing device that:
- (a) is specifically designed to test brake performance; and
 - (b) produces a legible brake test result; and
 - (c) records the date and time the brake test was conducted; and
 - (d) if the brake test is conducted from a mobile AIS, also records the GPS location (coordinates) of where the brake test was conducted; and
 - (e) is not a mobile phone, smartphone, or any app-based tool installed on such devices.

Example of brake testing device—

- decelerometer
- roller brake test machine.

Additional equipment for trailers

23. If the AIS is approved to inspect trailers and a towing unit is not available, the approval holder must have equipment:
- (a) for testing the operation of the lighting system and electric brakes via the trailer plug or socket; and
 - (b) capable of compressing the tow coupling to test the function of any override braking system; and

- (c) capable of creating a compressed air source to test the function of any full air or air-assisted braking system.
24. If a trailer is fitted with a vacuum braking system, the approval holder must not allow an approved examiner to conduct an inspection of the trailer or issue an inspection certificate unless the approval holder has suitable equipment capable of creating a vacuum source to test the braking system.

Note—

A suitable towing vehicle may be used to apply vacuum source to test the trailer's vacuum braking system.