

Light Vehicle Approved Inspection Station Procedures Manual

This manual is for the use by:

Type 1 Light Vehicle Approved Inspection Stations

Type 2 Light Vehicle Approved Inspection Stations

Type 5 Light Vehicle Approved Inspection Stations

Produced by
Registration and Licensing Services
Department of State Growth

GPO BOX 536
Hobart Tasmania 7001

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This manual is available online at:
www.transport.tas.gov.au/vehicle_inspections

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Chapter I

Introduction

Light Vehicle Approved Inspection Station Procedures Manual

The purpose of this manual is to explain to the Proprietor and Vehicle Examiner the administrative and operational procedures relating to a Light Vehicle Approved Inspection Station (LVAIS).

This manual is to be read in conjunction with the Light Vehicle Inspection manual (LVIM) and Heavy Vehicle Inspection Manual (HVIM).

It is a requirement of all LVAIS that they have the latest version disk containing manuals and instructions. This must be placed on a computer and made readably available for Proprietors and Vehicle Examiners, should they need to access it.

All instructions in the manual must be adhered to and noted when a new disk is sent out.

Contact Details

All correspondence in relation to the LVAIS scheme should be addressed to:

Manager Customer Services
Registration and Licensing Services
Road User Services Division
Department of State Growth
GPO Box 1002 Hobart Tasmania 7001
Phone: 03 6166 3271
Fax: 03 6233 5030
Email: ais@stategrowth.tas.gov.au

Chapter 2

Forms

The following forms are used in the Light Vehicle Approved Inspection Station, (LVAIS) scheme. Forms AIS5, AIS6 and AIS7 are uniquely numbered and photocopies will not be accepted. Other forms may be copied from this manual for use by the LVAIS.

Form AIS 1: Application for Proprietor and Premises

This form is used by an applicant desiring to be considered to become a proprietor of a LVAIS. It requests details of the proprietor and of the premises. **This form may be photocopied.**

Form AIS 2: Application to Become a Vehicle Examiner

This form is used by a proprietor of a LVAIS to nominate employees who are required to become vehicle examiners. **This form may be photocopied.**

Form AIS 3: Notification of Change of Conditions

This form is used by a proprietor of a LVAIS to advise Department of State Growth of any changes to the details of the proprietor or premises or of any vehicle examiners no longer employed, or to add a new vehicle examiner to the LVAIS that has an existing vehicle examiner's number. **This form may be photocopied.**

Forms AIS 4A, AIS 4B & AIS 4C: General Order Form, SPV & Driving School Order Forms

These forms are used to order replacement books of Application to Register a Light Vehicle Inspection forms, General Inspection report forms, Inspection report for Small Passenger Vehicles, and inspection labels. **These forms may be photocopied.**

Form AIS 5: Pre-Registration Inspection Form

This is an example of the Registration Inspection Form. Each form is in triplicate and is numbered uniquely. Only numbered originals may be used. **Photocopies of this form will not be accepted.**

Form AIS 6: Inspection Report for Small Public Passenger Vehicles

This is an example of the Small Public Passenger Vehicle inspection report. Each form is in triplicate and is numbered uniquely. Only numbered originals may be used. **Photocopies of this form will not be accepted.**

Form AIS 7: General Inspection Report Form

This is an example of the General Inspection Report form. Each form is in triplicate and is numbered uniquely. Only numbered originals may be used. **Photocopies of this form will not be accepted.**

Form AIS 8: Vehicle Inspection Checklist Form for Light Motor Vehicles

This is an example of the Vehicle Inspection Checklist form. This is a single page document and is numbered uniquely.

Form AIS 9: Vehicle Inspection Checklist Form for Motorcycle

This is an example of the Vehicle Inspection Checklist form. This is a single page document and is numbered uniquely.

Form AIS 10: Vehicle Inspection Checklist Form for Trailers

This is an example of the Vehicle Inspection Checklist form. This is a two page document and is numbered uniquely.

Form AIS 11: Order Form for Vehicle Inspection Checklist Books

This form is used to order replacement Vehicle Inspection Checklist books for Vehicle Examiners only. **This form may be photocopied.**

Form AIS 12: Vehicle Examiner refresher training booking form – AIS 12

This form is used by Vehicle Examiners to book in for refresher training. **This form may be photocopied.**

Form AIS 14: Restricted Hire Vehicle (RHV) – General

This form is used by Vehicle Examiners (Type 2 only) when assessing RHV for eligibility as a passenger transport service vehicle.

Form AIS 15: Application for Type Approval Number

This form is used by Vehicle Examiners (Type 2 only) when assessing a new vehicle for compliance under the type approval scheme.

Attachment

Expression of Interest in becoming a Light Vehicle Approved Inspection Station - AIS I



Expression of Interest in Becoming An Approved Inspection Station - AIS 1			
Premises Details			
Name of Organisation			
Trading As			
Address of Premises			
Email			
Phone No.		Fax	
Description of Premises:			
Proprietor Details:			
Full Name of Nominated Proprietor and			
Position in Relation to Premises			
Residential Address			
Email			
Phone No.		Fax	
Other Information			
DECLARATION I wish to apply for the above premises to be considered an Approved Inspection Station. I give my consent for the Department of State Growth to conduct a probity check into myself or any of my business details and to my premises being checked for suitability prior to contracting to undertake vehicle inspections.			
Signature		Name	
		Date	
<small>Personal Information Protection Statement: Personal information we collect from you for assessing your suitability to become an Authorised Inspection Station will be used by the Department for that purpose only. Your personal information may be disclosed to contractors and agents of the Department, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed.</small>			

Attachment

Application to Become a Vehicle Examiner - AIS 2



Application to Become a Vehicle Examiner – AIS 2

To be completed by applicant wishing to become a vehicle examiner

Full Name			
Address			
Date of Birth		Licence No and Expiry	
Phone No		Fax	
Email			

Qualifications:

Experience:

--

DECLARATION

I certify that the above information is correct and that if accepted as a Vehicle Examiner I will conduct inspections in accordance with the instructions set out in the Approved Inspection Stations Procedures Manual. All applicants to obtain and attach a National Police Certificate to their application to become a Vehicle Examiner.

Signature		Name		Date	
-----------	--	------	--	------	--

To be completed by the Contractor/Proprietor

I, certify that the above named

is employed by me and will undertake inspections at:	<input type="text"/>
(Name and address of Premises)	

AIS Number	<input type="text"/>
------------	----------------------

Signature of Contractor/Proprietor		Date	
------------------------------------	--	------	--

Personal Information Protection Statement: Personal information we collect from you for assessing your suitability to become an Authorised Inspection Station will be used by the Department for that purpose only. Your personal information may be disclosed to contractors and agents of the Department, courts and other public sector bodies or organization's authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed.

Attachment

Notification of Change of Conditions - AIS 3



NOTIFICATION OF CHANGE OF CONDITIONS - LVAIS 3

Return this form to
 Registration and Licensing Services Branch (AIS Compliance Unit)
 Department of State Growth
 GPO Box 536
 HOBART TAS 7001
 Fax: 6233 5030
 Email: ais@stategrowth.tas.gov.au

AIS STAMP

PLEASE TICK IF YOU:



Wish to cease being an AIS	
Wish to change AIS Details Details to be changed:	
Wish to change postal address New postal address:	
Wish to change email address: New email: @	
Wish to remove vehicle examiner VE No: VE Name:	
Wish to add vehicle examiner VE No: VE Name:	
Wish to nominate alternative proprietor Alternative Proprietor: Period nominated for:	

Vehicle Examiners not previously listed with the AIS Compliance Unit must be nominated on form AIS2

...../...../.....
 Name of Proprietor/Contractor Signature Date

Attachment

General Order Form - AIS 4A



ORDER FORM - LVAIS 4A

AIS Stamp

Please provide the above LVAIS with the following:-

	Books of 'Application to Register a Light Motor Vehicle or trailer' Report @ \$200 (incl GST) per book of 20
	Books of 'General Inspection Report' @ \$200 (incl GST) per book of 20

Total \$ _____

How to purchase

Books are to be purchased at any *Service Tasmania* outlet.

SERVICE TASMANIA OFFICE USE ONLY BOOK/S ISSUED:

Pre-registration report:	AA
	AA
	AA
	AA
General Inspection report:	AB

Attachment

SPV Order Form - AIS 4B (For Type 2 Service Providers only)



ORDER FORM - LVAIS 4B

AIS Stamp

	Books of 'LPV Inspection Report' @ \$200 (incl GST) per book of 20
	Books of 'SPV Inspection Report' @ \$200 (inc GST) per book of 20
	Books of 'Application to Register a Light Motor Vehicle or trailer' Report @ \$200 (incl GST) per book of 20
	Books of 'General Inspection Report' @ \$200 (incl GST) per book of 20
	Inspection Labels @ \$2.00 (incl GST) each – (PTS Label Large)
	Inspection Labels @ \$1.00 (incl GST) each – (PTS Label Small)
	Inspection labels @ \$0.50 (incl GST) each (Driving Instructor vehicles only)
Total	\$

How to pay:

Please make the cheque payable to Department of State Growth and post to below address:

Registration and Licencing Services (AIS Compliance Unit) GPO Box 536, Hobart TAS 7001 Fax: 6233 5030 Email: ais@stategrowth.tas.gov.au
--

Name on Card

Credit Card Number

CCV (three digit number on back on card)

Card Type

Expiry Date

Name Proprietor/Representative

Signature/Date

OFFICE USE ONLY

Inspection Report for LPV:	LPV
Inspection Report for SPV:	SPV
Pre-registration report:	AA
General Inspection report:	AB
Labels:	QTY: Issued

Attachment

Driving School Order Form – AIS 4C

(For Type I approved to conduct driving school vehicles only)



Driving School Vehicle AIS's Only –AIS 4C

LVAIS stamp

Please provide the above LVAIS with the following driving instructor inspection labels

Qty: @ 0.50 cents

Total \$.....

How to pay

By Mail

Please make the cheque payable to the Department of State Growth and post to below address:

Registration and Licencing Services (AIS Compliance Unit) GPO Box 536, Hobart TAS 7001 Fax: 6233 5030

By Credit Card – If using a credit card, the form can be emailed to
ais@stategrowth.tas.gov.au

Name on Card
Credit Card Number
Card Type
Expiry Date
Name Proprietor/Representative
Signature/Date


OFFICE USE ONLY

BOOK ISSUED:

Labels:	QTY: Issued
----------------	-------------

Attachment

Pre-Registration Inspection Form - AIS 5



AA 490541 APPLICATION FOR
**REGISTRATION OF A LIGHT
MOTOR VEHICLE OR TRAILER**

Validation Period - This application form is only
valid for 30 days from the date of inspection

OFFICE USE ONLY

REG. NUMBER _____
AMOUNT PAID _____
RECEIPT NUMBER _____

Proof of Entitlement to Register Attached
Evidence of Identity Sighted/Attached
Evidence of Address Sighted/Attached
Conditions (if applicable) Attached

SECTION 1: INSPECTION REPORT (To be completed by Approved Vehicle Examiner) Please tick boxes below
Inspection for compliance pursuant to the Vehicle and Traffic Act 1999.

VIN / Chassis No.:

Engine No.: _____

DATE OF AUSTRALIAN COMPLIANCE / MANUFACTURE: Month _____ Year _____ (strike out not applicable)
(Refer to LVMS Manual Chapter 8)

AUSTRALIAN COMPLIANCE PLATE FITTED: YES NO
RIGHT HAND DRIVE YES NO N/A

<p>REASON FOR INSPECTION:</p> <input type="checkbox"/> NEW <input type="checkbox"/> REGISTRATION LAPSED (EXPIRED) <input type="checkbox"/> PREVIOUSLY REGISTERED INTERSTATE <input type="checkbox"/> HOMEBUILT <input type="checkbox"/> IMPORTED FROM OVERSEAS <input type="checkbox"/> CONDITIONAL REGISTRATION <input type="checkbox"/> REBUILT WRECK <input type="checkbox"/> SPECIAL INTEREST REGISTRATION	<p>MAKE _____</p> <p>MODEL _____</p> <p>ODMETER READING _____</p>	<p>Colour of vehicle:</p> <input type="checkbox"/> Artwork <input type="checkbox"/> Gold <input type="checkbox"/> Purple <input type="checkbox"/> Beige <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Silver <input type="checkbox"/> Blue <input type="checkbox"/> Khaki <input type="checkbox"/> Tan <input type="checkbox"/> Bronze <input type="checkbox"/> Maroon <input type="checkbox"/> Turquoise <input type="checkbox"/> Brown <input type="checkbox"/> Mauve <input type="checkbox"/> White <input type="checkbox"/> Cream <input type="checkbox"/> Orange <input type="checkbox"/> Yellow <input type="checkbox"/> Fawn <input type="checkbox"/> Pink
--	---	---

DEFINITIONS: (Refer to LVMS Manual)

<p>VEHICLE TYPE:</p> <input type="checkbox"/> CAR <input type="checkbox"/> STATION WAGON <input type="checkbox"/> MOTORCYCLE <small>Engine Capacity (CC)</small> <input type="checkbox"/> OTHER (describe) _____	<p>BODY TYPE:</p> <input type="checkbox"/> VAN <small>GVM (kgs)</small> _____ <input type="checkbox"/> LITE _____ <input type="checkbox"/> TRAV _____ <input type="checkbox"/> TIPPER <small>GCM (kgs)</small> _____ <input type="checkbox"/> CAMPERVAN _____ <input type="checkbox"/> BUS <small>(if applicable)</small> _____	<p>FUEL TYPE:</p> <input type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Gas <input type="checkbox"/> Other <small>(Please Specify)</small> _____	<p>NUMBER OF:</p> <input type="text"/> Cylinders <input type="text"/> Rotors <input type="text"/> Axles <input type="text"/> Manufactured <input type="text"/> Seating <input type="text"/> Seats <input type="text"/> Wheels	<p>BODY TYPE:</p> <input type="checkbox"/> TRAILER <input type="checkbox"/> BOX <input type="checkbox"/> BOAT <input type="checkbox"/> BIKE <input type="checkbox"/> CAR <input type="checkbox"/> HORSE FLOAT <input type="checkbox"/> CARAVAN <input type="checkbox"/> *OTHER <small>*Description</small> _____ Trailers ATM <input type="text"/> ATM (kgs) _____	<p>OVERLOAD RINGS (Remove)</p> <input type="checkbox"/> 0 TO 0.5 <input type="checkbox"/> 0.5 TO 1.0 <input type="checkbox"/> 1.0 OR MORE
---	---	--	--	---	--

<p>INSPECTION REPORT</p> <input type="checkbox"/> Passed First Inspection <input type="checkbox"/> Failed Inspection <input type="checkbox"/> Passed Second Inspection	<p>I _____ Inspected the above vehicle on (date) / / (time) _____ am/pm and to the best of my knowledge found it to comply with the requirements of the <i>Vehicle and Traffic Act (1999)</i> and <i>Regulations</i> and to be acceptable for registration.</p> <p>Signature _____ V.E. No. _____</p>
<p>REASONS FOR FAILURE</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p style="text-align: right;">(Time) _____ am/pm</p> <p>Signature _____ Date Failed / / V.E. No. _____ AIS No. _____</p>	<p>STAMP OF APPROVED INSPECTION STATION</p> <p style="text-align: center; font-size: small;">Only if vehicle passes inspection</p>

APPLICATION FOR REGISTRATION

Note: This application form is only valid for 30 days from the date of inspection.
Failure to comply will mean the form will not be able to be processed.

YOU MUST COMPLETE THE SECTIONS BELOW

SECTION 2: OPERATOR DETAILS

Company / Inc. Association Name:		A.C.N. / Inc No.
Registered Operator: Surname:		
Given Names:		
Date of Birth:	Licence No.:	
On behalf of (optional)*:	* If registering on behalf of an unincorporated business	
Designated Operator*:	*Only required if registering in joint(s) names. Must be one of two registered operators, usually the normal driver of the vehicle.	
Residential / Company Address:	Postcode:	
Mail Address:	Postcode :	
Garage Address: (not to be included)		

SECTION 3: REGISTERED OPERATOR DECLARATION

Previous registration details:	Country / State:	Registered No.:	Operator:
Market Value of Vehicle \$	Exemption Cert No. (if any):	Fleet discount	<input type="checkbox"/> YES <input type="checkbox"/> NO Photos Surrendered <input type="checkbox"/> YES <input type="checkbox"/> NO
WARNING: Making a false or misleading statement on the dutiable value of a motor vehicle may incur a fine of up to 500 penalty units.			
DECLARATION:		DECLARATION MAY BE MADE BY:	
I (full name)		<input type="checkbox"/> OPERATOR	
solemnly and sincerely declare the particulars shown above to be true in all respects.		<input type="checkbox"/> DEALER	
Signature		<input type="checkbox"/> AGENT	
Date / /			

AGS

IMPORTANT INFORMATION

You can take this completed form in person to any Service Tasmania shop or participating police station together with your payment and all other documentation required. If you require any information on Registration Fees or additional information please contact our Transport Enquiry Service on 1300 851 225.

Note: Motorists are reminded that all failed inspection reports that are not subsequently cleared by the same Approved Inspection Station are investigated. This may involve a mandatory call-in even if the vehicle is passed at a second Approved Inspection Station.


Motorists are also reminded that this inspection is for the purpose of registration of the vehicle only. Neither the Department nor its agents take responsibility for the condition of the vehicle subsequent to the inspection. Purchasers are responsible for their independent assessment of the condition of any vehicle before determining an appropriate value of the vehicle.

Personal Information Protection Statement

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

Attachment

General Inspection Report Form - AIS 7



GENERAL INSPECTION REPORT

(for currently registered vehicles only)

AB 56635

Privacy Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

REGISTERED OPERATOR present this form to any Service Tasmania Shop within 7 days (not applicable to Dangerous Goods Inspections)

NAME _____

ADDRESS _____

VEHICLE DETAILS

REGISTRATION NUMBER MONTH & YEAR ____/____ STATE _____

MAKE _____ MODEL _____ GVM / GCM _____

VIN SEATING CAPACITY _____

ENGINE NO. _____ (AS PRESENTED) CYLINDER / ROTORS _____ CAPACITY _____

ODOMETER _____ OLD ENGINE NUMBER IF KNOWN _____

TYPE OF INSPECTION

- HIRE AND DRIVE INSPECTION
- ENGINE REPLACEMENT
- SPECIALIST MODIFICATION/REPAIR (eg: Seating, Lighting, Body etc)
- FINAL CHECK (FOLLOWING ISSUE OF APPROVAL IN PRINCIPAL)
- FULL ROADWORTHINESS INSPECTION
- DANGEROUS GOODS
- OTHER (Please Specify) _____

Description of Modification/Engine Change (if applicable)

INSPECTION CHECK LIST - To be completed for all inspections

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	<input type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input type="checkbox"/>	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	<input type="checkbox"/>	<input type="checkbox"/>
STEERING	<input type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input type="checkbox"/>	<input type="checkbox"/>	HEAD, TAIL LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>	BODY WORK	<input type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input type="checkbox"/>	<input type="checkbox"/>	TURNTABLE	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input type="checkbox"/>	<input type="checkbox"/>	HORN	<input type="checkbox"/>	<input type="checkbox"/>	KING PIN	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION FAILED INSPECTION PASSES SECOND INSPECTION

Reason for Failure _____ DATE FAILED ____/____/____ V E NO _____

_____, INSPECTED THE ABOVE VEHICLE ON ____/____/____

AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS OF THE VEHICLE AND TRAFFIC ACT (1999) AND THE REGULATIONS TO BE ACCEPTABLE FOR REGISTRATION.

SIGNATURE _____ V.E. NUMBER _____

(Valid for 7 days from date passed at inspection)

STAMP OF APPROVED INSPECTION STATION

Only if vehicle passes inspection

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Vehicle Operations Branch, GPO Box 936 Hobart 7001.

Service Tasmania Please return this Form to Vehicle Operations Branch P.O. Box 936 Hobart 7001 within 7 days.

ORIGINAL

Attachment

Vehicle Inspection Report for Light Motor Vehicle Form - AIS 8



**Approved Inspection Station
Vehicle Inspection Checklist
Light Motor Vehicle**



Inspection Report No:

VEHICLE DETAILS

Make:..... Model:..... Type:..... Year of compliance/manufacture:..... Colour:.....

Odometer:..... GVM:..... Seating:..... Fuel Type:..... No. of Cylinders:.....

VIN/Chassis No

--	--	--	--	--	--	--	--	--	--	--	--

 Engine No

<p>1. IDENTITY</p> <input type="checkbox"/> Compliance Plate <input type="checkbox"/> VIN/Chassis No <input type="checkbox"/> Engine No <input type="checkbox"/> Modification plate <p>2. ELECTRICAL CHECK</p> <input type="checkbox"/> Headlight/park lights <input type="checkbox"/> Headlight alignment <input type="checkbox"/> Tail lights <input type="checkbox"/> Indicators <input type="checkbox"/> Brake lights <input type="checkbox"/> Reverse lights <input type="checkbox"/> Reflectors <input type="checkbox"/> Lens condition <input type="checkbox"/> Windscreen wipers/washers <input type="checkbox"/> Horn <p>3. INSIDE CHECKS</p> <input type="checkbox"/> Heater/demister <input type="checkbox"/> Heater fan <input type="checkbox"/> ABS/SRS lights <input type="checkbox"/> Pedal condition/height <input type="checkbox"/> Handbrake operation <input type="checkbox"/> Inhibitor switch (auto) <input type="checkbox"/> Steering wheel/freeplay <input type="checkbox"/> Door operation <p>4. MIRRORS</p> <input type="checkbox"/> Condition/mountings <p>5. SEATS</p> <input type="checkbox"/> Condition/mountings <input type="checkbox"/> Adjustments <p>6. SEAT BELTS</p> <input type="checkbox"/> Condition/mountings <input type="checkbox"/> Compliance <input type="checkbox"/> Locking/snatch test <p>7. BODY CHECK</p> <input type="checkbox"/> Rust <input type="checkbox"/> Protrusions <input type="checkbox"/> Bonnet safety catch <input type="checkbox"/> Windows <input type="checkbox"/> Window glazing/tinting: <input style="width: 40px;" type="text"/> % <p><input checked="" type="checkbox"/> Pass <input checked="" type="checkbox"/> Fail <input type="checkbox"/> N/A</p> <p>Comments</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>8. UNDER BONNET CHECK</p> <input type="checkbox"/> Master cylinder <input type="checkbox"/> Engine oil leaks <input type="checkbox"/> Engine fuel leaks <input type="checkbox"/> Air cleaner <input type="checkbox"/> Engine mountings <input type="checkbox"/> Exhaust system <input type="checkbox"/> Battery security <input type="checkbox"/> Wiring security <input type="checkbox"/> Steering shaft/coupling <input type="checkbox"/> Power steering leaks <p>9. STEERING</p> <input type="checkbox"/> Steering box/rack <input type="checkbox"/> Linkages/joints <input type="checkbox"/> Tie rod ends <input type="checkbox"/> Idler arm <p>10. FRONT SUSPENSION</p> <input type="checkbox"/> Control arms <input type="checkbox"/> Bushes <input type="checkbox"/> Ball joints <input type="checkbox"/> Springs/shock absorbers <input type="checkbox"/> Bump stops <input type="checkbox"/> Modifications * *Suspension height: <input style="width: 40px;" type="text"/> mm <p>11. WHEELS & TYRES FRONT</p> <input type="checkbox"/> Condition <input type="checkbox"/> Tread pattern <input type="checkbox"/> Tyre speed/load rating <input type="checkbox"/> Rims/mountings <input type="checkbox"/> After market tyres/rims* *Wheel track: <input style="width: 40px;" type="text"/> mm <p>12. BRAKES</p> <input type="checkbox"/> Pipes and hoses <input type="checkbox"/> Discs and drums <input type="checkbox"/> Fluid leaks <input type="checkbox"/> Caliper/hose security <input type="checkbox"/> Pads and linings <input type="checkbox"/> Linkages	<p>13. ENGINE & DRIVELINE</p> <input type="checkbox"/> Mountings <input type="checkbox"/> Oil leaks <input type="checkbox"/> Universal joints <input type="checkbox"/> Centre bearing <p>14. EXHAUST</p> <input type="checkbox"/> Exhaust leaks <input type="checkbox"/> Clearance-hoses/wiring <input type="checkbox"/> Catalytic Converter <p>15. REAR SUSPENSION</p> <input type="checkbox"/> Control arms <input type="checkbox"/> Bushes <input type="checkbox"/> Ball joints <input type="checkbox"/> Springs/shock absorbers <input type="checkbox"/> Bump stops <input type="checkbox"/> Modifications* *Suspension height: <input style="width: 40px;" type="text"/> mm <p>16. WHEELS & TYRES REAR</p> <input type="checkbox"/> Condition <input type="checkbox"/> Tread pattern <input type="checkbox"/> Tyre speed/load rating <input type="checkbox"/> Rims/mountings <input type="checkbox"/> After market tyres/rims* *Wheel track: <input style="width: 40px;" type="text"/> mm <p>17. FUEL TANK</p> <input type="checkbox"/> Mounting/condition <input type="checkbox"/> Fuel leaks <input type="checkbox"/> Fuel lines <p>18. LPG GAS</p> <input type="checkbox"/> Gas compliance (certificate in date) <p>19. UNDER BODY & FRAME</p> <input type="checkbox"/> Rust <input type="checkbox"/> Cracks <input type="checkbox"/> Bends/kinks <input type="checkbox"/> Modifications/repairs <input type="checkbox"/> Mudguards/mudflaps <p>20. MOTORHOME</p> <input type="checkbox"/> Gas/electrical compliance <input type="checkbox"/> Compliant fire extinguisher <input type="checkbox"/> 2 nd stage manufacture plate
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Form AIS 8 - Version 2 (January 2011)

Attachment

Vehicle Inspection Report for Motorcycle Form - AIS 9



Approved Inspection Station Vehicle inspection checklist Motorcycles



Inspection Report No:

VEHICLE DETAILS

Make:.....	Model:.....	Type:.....	Year of compliance/manufacture:...../.....	Colour:.....
Odometer:.....		Seating:.....	Fuel Type:.....	No. of Cylinders:.....
VIN/Chassis No.	<input type="text"/>	Engine No.	<input type="text"/>	

1. IDENTITY

- Compliance Plate
- Import/modification plate
- VIN/Chassis No
- Engine No

2. ELECTRICAL CHECK

- Headlight/park lights
- Headlight alignment
- Tail lights
- Indicators
- Brake lights
- Reflectors
- Lens conditions
- Horn
- Battery security

3. HANDLEBARS

- Mirrors
- Throttle return
- Clutch lever
- Handlebar security
- Hand grips

4. BRAKES

- Master cylinder/sK
- Pipes and hoses
- Discs and drums
- Fluid leaks
- Caliper/hose security
- Pads and linings
- Linkages

5. SUSPENSION

- Front forks and braces
- Shock absorbers
- Springs
- Swing arm bushes
- Axle location and lock nuts
- Drive chain/belt/ and cover

6. ENGINE

- Oil/fuel leaks
- Mountings
- Sprocket/pulley cover
- Air filters
- Fuel lines
- Gear lever

7. WHEELS & TYRES

- Condition/spokes
- Tread pattern
- Rims

8. EXHAUST

- Exhaust leaks
- Security/noise

9. BODY & FRAME CHECK

- Fuel tank
- Seat/s/condition/mounting
- Mudguards
- Bends/kinks/cracks/rust
- Modifications

Comments:

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Pass Fail N/A

Form AIS 9

Attachment

Vehicle Inspection Report for Trailers/Caravan Form - AIS 10



Approved Inspection Station
Vehicle inspection checklist
Light trailer/Caravan



Inspection Report No:

VEHICLE DETAILS

Make:.....	Model:.....	Type:.....	Colour:.....
Unladen mass:.....kg	ATM:.....t	Year of compliance/manufacture:...../.....	
VIN/Chassis No			

1. IDENTITY						Inspected	Corrected
Is compliance plate suitably affixed						<input type="checkbox"/>	<input type="checkbox"/>
VIN stamped onto substantial part of trailer						<input type="checkbox"/>	<input type="checkbox"/>
Unladen mass (weighbridge ticket provided)						<input type="checkbox"/>	<input type="checkbox"/>
ATM correctly assessed						<input type="checkbox"/>	<input type="checkbox"/>
2. TOWING COUPLING						Inspected	Corrected
Mounting bolts						<input type="checkbox"/>	<input type="checkbox"/>
Displays ATM/GTM including manufacturers name or trademark						<input type="checkbox"/>	<input type="checkbox"/>
Is coupling marked with manufacturers name size and rating in kg. OR for European couplings the mark "B" or "B50-X", a D rating of 6.4, 14 or 20 and a "S" followed by a vertical loading in kg						<input type="checkbox"/>	<input type="checkbox"/>
Positive locking device with provision for secondary locking device						<input type="checkbox"/>	<input type="checkbox"/>
Coupling marked with "Do not weld" that displays welding						<input type="checkbox"/>	<input type="checkbox"/>
Master cylinder/Brake away						<input type="checkbox"/>	<input type="checkbox"/>
Pipes and hoses						<input type="checkbox"/>	<input type="checkbox"/>
Linkages						<input type="checkbox"/>	<input type="checkbox"/>
3. DRAWBAR						Inspected	Corrected
Securely mounted						<input type="checkbox"/>	<input type="checkbox"/>
If removable does it have suitable locking devices						<input type="checkbox"/>	<input type="checkbox"/>
Permanently affixed safety chain						<input type="checkbox"/>	<input type="checkbox"/>
Do the safety chain/s touch ground when coupled to towing vehicle						<input type="checkbox"/>	<input type="checkbox"/>
Does safety chain meet minimum diameter requirements specified in the tables below:						<input type="checkbox"/>	<input type="checkbox"/>
Table 1 - for trailers with an ATM up to 3500Kg						<input type="checkbox"/>	<input type="checkbox"/>
ATM (kg)	Minimum Chain Link Diameter (mm)	Rating (kg)	Number of Chains (minimum)	Markings	Minimum Marking Frequency (link)		
0 to 1000	6.3	1000	1	4177-10	4th		
Up to 1600	8.0	1600	1	4177-16	4th		
Up to 2500	10.0	2500	1	4177-25	4th		
Up to 3500	13.0	3500	2	4177-35	4th		
Up to an ATM of 3500 kg safety chains may be welded to the drawbar. The weld must cover at least 50% of the length of the link and the adjoining link must be able to move freely within the welded link.						<input type="checkbox"/>	<input type="checkbox"/>
Table 2 – For trailers over 3500Kg ATM							
ATM (kg)	Minimum Chain Link Diameter (mm)	Rating (kg)	Number of Chains (minimum)	Markings	Minimum Marking Frequency (link)		
Up to 4500	6.0	4607	2	(Manufacturers Mark) "T", "8", "80", or "800"	20 th or 1 metre	<input type="checkbox"/>	<input type="checkbox"/>
If the ATM exceeds 3500kg the safety chains must NOT be welded to the drawbar.							

Pass Fail N/A

Form AIS 10

Attachment continued

Vehicle Inspection Report for Trailers/Caravan Form - AIS 10

Safety chains appropriately attached.	<input type="checkbox"/>	<input type="checkbox"/>
4. BRAKES	Inspected	Corrected
Brake components	<input type="checkbox"/>	<input type="checkbox"/>
Cable operating	<input type="checkbox"/>	<input type="checkbox"/>
Wiring for electrical brakes	<input type="checkbox"/>	<input type="checkbox"/>
Brake Reservoir	<input type="checkbox"/>	<input type="checkbox"/>
Hydraulic brake lines	<input type="checkbox"/>	<input type="checkbox"/>
The brakes do not retard the movement of the trailer/caravan	<input type="checkbox"/>	<input type="checkbox"/>
Handle or control lever	<input type="checkbox"/>	<input type="checkbox"/>
Trailer/caravan with an ATM greater than 2.0t does not have brakes fitted to all axles and not fitted with trailer brake away	<input type="checkbox"/>	<input type="checkbox"/>
Trailer brake away, where fitted fails to apply the brakes when disconnected.	<input type="checkbox"/>	<input type="checkbox"/>
5. SUSPENSION	Inspected	Corrected
Wheel bearings	<input type="checkbox"/>	<input type="checkbox"/>
Springs	<input type="checkbox"/>	<input type="checkbox"/>
Suspension bushes / rubbers	<input type="checkbox"/>	<input type="checkbox"/>
Shock absorbers	<input type="checkbox"/>	<input type="checkbox"/>
Axle	<input type="checkbox"/>	<input type="checkbox"/>
Spring rating for axle or group	t	<input type="checkbox"/>
6. WHEELS & TYRES	Inspected	Corrected
Condition	<input type="checkbox"/>	<input type="checkbox"/>
Tread pattern	<input type="checkbox"/>	<input type="checkbox"/>
Rims and attaching studs and nuts	<input type="checkbox"/>	<input type="checkbox"/>
Tyre placard fitment	<input type="checkbox"/>	<input type="checkbox"/>
Tyre size	x	<input type="checkbox"/>
Cold inflation pressure	Kpa	<input type="checkbox"/>
Tyre load rating	Kgs	<input type="checkbox"/>
Speed category	Km/H	<input type="checkbox"/>
Tyre load rating for axle or group	Kgs	<input type="checkbox"/>
7. ELECTRICAL	Inspected	Checked
Tail lights & number plate light	<input type="checkbox"/>	<input type="checkbox"/>
Indicators	<input type="checkbox"/>	<input type="checkbox"/>
Brake lights	<input type="checkbox"/>	<input type="checkbox"/>
Side clearance	<input type="checkbox"/>	<input type="checkbox"/>
Front clearance lights	<input type="checkbox"/>	<input type="checkbox"/>
Reflectors front and rear	<input type="checkbox"/>	<input type="checkbox"/>
Lens conditions	<input type="checkbox"/>	<input type="checkbox"/>
8. BODY & FRAME CHECK	Inspected	Checked
Rust	<input type="checkbox"/>	<input type="checkbox"/>
Cracks	<input type="checkbox"/>	<input type="checkbox"/>
Bends/kinks	<input type="checkbox"/>	<input type="checkbox"/>
Structural integrity	<input type="checkbox"/>	<input type="checkbox"/>
Modifications	<input type="checkbox"/>	<input type="checkbox"/>
Mudguards	<input type="checkbox"/>	<input type="checkbox"/>
Gas compliance AS 5601(where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Electrical compliance AS 3001 (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher AS 2444 (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Comments:.....

Pass Fail N/A

Form AIS 10

Attachment

Order form for Vehicle Inspection Checklist book AIS Form - AIS 11



Order form for Vehicle Inspection Checklist book AIS Form -AIS 11

Return this form to
Registration and Licencing Services - AIS Compliance Unit
Department of State Growth
GPO Box 536
HOBART TAS 7001
Fax: 6233 5030
Email: ais@stategrowth.tas.gov.au

AIS stamp

Vehicle Examiner number
.....

Name of Vehicle Examiner
.....

Please provide the above Vehicle Examiner with the following. Or as required.

- Vehicle inspection Checklist (Light Motor vehicle)
- Vehicle Inspection Checklist (light trailer/caravan)
- Vehicle Inspection Checklist (Motorcycle)

AIS Office use only

- Vehicle inspection Checklist (Light Motor vehicle) book number I.....
- Vehicle Inspection Checklist (Light trailer/caravan) I.....
- Vehicle Inspection Checklist (Motorcycle) I.....

Attachment

Vehicle Examiner refresher training booking form – AIS 12



Vehicle Examiner refresher training booking form – AIS 12

Please return this form to
Department of State Growth (AIS Compliance)
GPO Box 536
Hobart Tas 7001
Fax: 6233 5030
Email: ais@stategrowth.tas.gov.au

AIS stamp

Vehicle Examiner Number

.....

Name of Vehicle Examiner

.....

Contact phone number

.....

Please indicate which area and date you would like to attend:

Launceston

Burnie

Devonport

Hobart

Other location:

.....

Date:

...../...../.....

Attachment

Restricted Hire Vehicle (RHV) – General – AIS 14



Restricted Hire Vehicles (RHV) – General – AIS 14

Vehicles that are unique, classic or customised and more than 30 years old

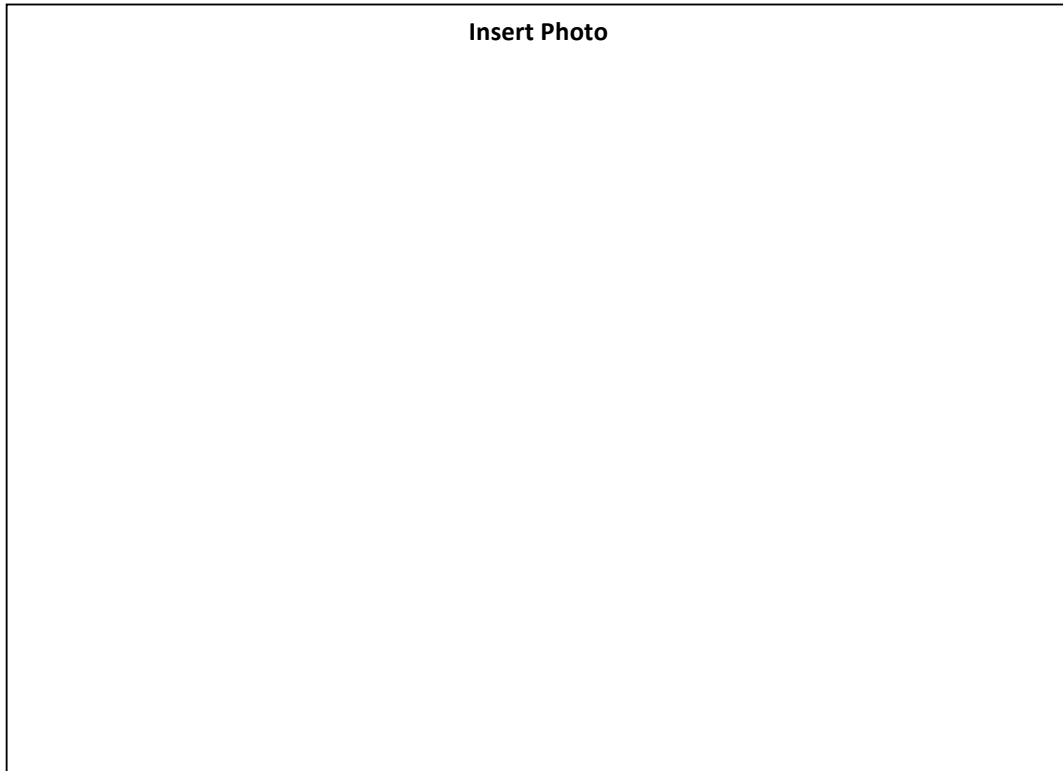
Please return this form to
Registration and Licensing Services
Department of State Growth
GPO Box 536
HOBART TAS 7001
Fax: 6233 5030
Email: ais@stategrowth.tas.gov.au

Vehicle details

Make: **Model:** **Month/Year:**/.....

VIN/Chassis No.

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This form must be completed in addition to the SPPV Inspection Report.

Attachment

Restricted Hire Vehicle (RHV) – General – AIS 14

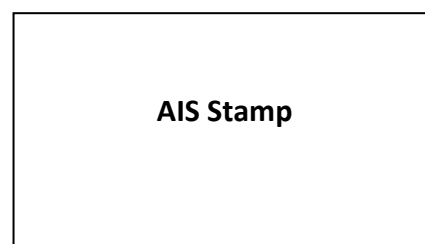
Reason For Rejection	Pass / Fail	Comments / Description
The exterior bodywork has visible dents, rust or repairs		
The vehicles paintwork lacks its original lustre and displays major blemishes		
The vehicle has mismatched paintwork		
Electroplated, polished or metallic components are in poor condition and not displaying their original lustre		
Windows have visible scratches and blemishes that detract from the overall appearance of the vehicle		
Ripped, torn or badly worn seats or interior trim		
Headlinings and floor coverings are incomplete, dirty and in poor repair		
The dashboard is cracked or faded		
Any vehicle component displays evidence of oil or fluid leaks		
The vehicle is fitted with wheels that do not match the style and age of the vehicle		

VE are to advise the AIS Compliance Unit of any vehicle that does not comply with the abovementioned Reasons for Rejection.

Signed.....

VE Number.....**AIS Number**.....

Date:/...../.....



Attachment

Application for Type Approval Number – AIS 15



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 1. Vehicle Type

Section 2. Contact Details

Dealer Name

LMVD Number ID

Name

Phone Number

Email Address

Section 3. To be completed only if vehicle type is light trailer/caravan

If 'other' has been selected, specify vehicle body type.

Make

Model

Gas Compliance Approval No

Electrical Compliance Approval No

Unladen Mass (Tare) kg

Gross Trailer Mass (GTM) kg

Aggregate Trailer Mass (ATM)

No. of Axles

No. of Wheels

Wheel Width & Diameter

Standard

Optional

Tyre Size

Standard

Optional

Load Rating kg

Standard

Optional

Brakes Fitted

Brake Type

If 'other' has been selected, specify type of breaking used.

Location of Vehicle Identification Number

Location of Trailer Plate & Tyre Placard

Attachment

Application for Type Approval Number – AIS I5



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 4. Vehicle Details

To be completed only if vehicle type is cab chassis fitted with a tray/body

Make

Model

Series

Year

No. of Axles

No. of Wheels

Wheel Base (in mm)

Drive Train

Cab Type

Section 4. I Vehicle Details

Vehicle Tray Details

Make of Tray

Model of Tray

Type (eg. Drop Side Flat Tray)

Construction Materials (eg. Steel, Steel/Wood, Aluminium)

Tray Rear Overhang (in mm from centre of rear axle/group)

Tray Length (in mm)

Tray Width (in mm)

Total Vehicle Length (Tray Fitted)

Compliance Plate Location

Compliance Plate Approval Number

Vin Location

Attachment

Application for Type Approval Number – AIS 15



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 5. VEHICLE EXAMINER TO COMPLETE

Applicants **MUST** include with their application, schematics of the vehicle. This includes all dimensions.

Total number of schematic pages attached

Complete the below checklist if the application is for a cab chassis fitted with a tray/body only. For all trailer/caravan applications, please complete a Vehicle Inspection checklist for light trailer/caravan form.

Wheel/Tyres	<input type="checkbox"/>
Tray Mounting	<input type="checkbox"/>
Length	<input type="checkbox"/>
Width	<input type="checkbox"/>
Tail Lights	<input type="checkbox"/>
Signal Lights	<input type="checkbox"/>
Brake Lights	<input type="checkbox"/>
Rear Overhang	<input type="checkbox"/>
Body Work	<input type="checkbox"/>
Tow Assembly	<input type="checkbox"/>

Results of Inspection

Fail

The above vehicle is not suitable for registration for the following reasons:

I inspected

the above vehicle on (date) / /

and to the best of my knowledge found that it does not comply with the requirements of the *Vehicle and Traffic Act (1999)* and the regulations.

Signature VE No. AIS No.

Note: If the vehicle fails inspection, no re-inspection can be performed on the vehicle.

Pass

I inspected

the above vehicle on (date) / /

and to the best of my knowledge found it to comply with the requirements of the *Vehicle and Traffic Act (1999)* and the regulations to be acceptable for registration.

Signature VE No. AIS No.

STAMP OF APPROVED INSPECTION STATION

Only if vehicle passes inspection

VEHICLE EXAMINER -

You must email all applications and schematics to Vehicle Registrations at: VRU@stategrowth.tas.gov.au upon the vehicle passing or failing inspection.

Chapter 3

Vehicle Registration Arrangements

Light Vehicle Approved Inspection Stations (LVAIS) carry out pre-registration inspections of light vehicles. They do not, however, collect registration fees or issue number plates and registration labels. The information in this chapter is provided to enable LVAIS to answer some of the registration related queries of motorists.

Can a motorist drive an unregistered vehicle to a Light Vehicle Approved Inspection Station?

Yes. Legislation allows an unregistered vehicle to be driven directly to a LVAIS for the purpose of conducting a pre-registration inspection. Should the motorist be detected driving the vehicle unregistered, the motorist may subsequently have to present evidence that:

1. The route was a direct route to the LVAIS.
2. That the vehicle was booked in for a pre-registration inspection.

If the vehicle passes can it then be driven home or to a Service Tasmania Shop?

Yes. Legislation allows an unregistered vehicle may be driven directly from a LVAIS to a participating Service Tasmania shop for the purpose of completing the registration transaction or home. As stated above, should the motorist be detected driving the vehicle unregistered, the motorist may subsequently have to present evidence that:

1. The route was a direct route between the LVAIS and their residence or between the LVAIS and a Service Tasmania shop.
2. That the vehicle was booked in for a pre-registration inspection.

If the vehicle fails at its inspection can it be driven home or to a specialist for repairs?

Yes. Legislation allows an unregistered vehicle to be driven to a place for the purpose of getting it registered and, if it fails, back to its place of garaging or a place of repair.

Can the registration transaction be carried out at a police station or by mail?

No.

How to register a light vehicle

On the back of the first page of the Application for Registration of a Light Vehicle form is the Application for Registration section, which needs to be completed by the operator.

To register a light vehicle the first copy needs to be presented to a Service Tasmania Shop. Documentation required for the registration is outlined on the back of the second page of the operator's copy.

What is the fee for registering a motor vehicle for the first time?

To find out what charges apply, please contact:

Integrated Tasmanian Government Contact Centre (ITGCC) on 1800 13 55 13

Motorists should be advised that fees may change from time to time and the correct fee will always be that set by regulation.

All transactions must be carried out at Service Tasmania.

Chapter 4

Light Vehicle Approved Inspection Stations-Obligations and Responsibilities

What is a Light Vehicle Approved Inspection Station?

A Light Vehicle Approved Inspection Station (LVAIS) consists of three elements:

1. A Premise.
2. A Proprietor.
3. One or more Vehicle Examiners (VE).

Of the three, the premise is unique. The LVAIS scheme consists of a network of premises around Tasmania, each operating under a Proprietor and employing one or more VEs.

What kind of organisation can become a Light Vehicle Approved Inspection Station?

A LVAIS may be the following:

- A motor dealer (new or used)
- A service station
- An automotive workshop
- A specialist repairer
- A transport operator
- A service provider

The Premise

What is a Premise?

The premise is a building and associated driveways and parking areas that can be utilised as a LVAIS for the inspection of light vehicles for the purpose of registration, scheduled Passenger Transport Service (PTS) vehicle inspections or defect clearances. Inspections can be conducted at a Remote Inspection Site by Type 2 Service Providers **only**, providing that it meets the requirements of "What facilities must a Premise have" detailed below.

The premise is identified by its company name and a business or trading name where this differs from the company name, and by its address.

Where a company has branches or outlets, each branch or outlet represents separate premises.

The premise must be associated with a company or registered business. It must not be a privately owned garage or shed.

What facilities must a Premise have?

The premise must have the following:

1. Inspection facilities, including a certified pit, hoist or ramp. These must be clean and well maintained and meet all workplace safety standards. All hoists must be inspected and certified annually by a competent person.
2. A clean office or reception area with facilities for waiting motorists and for the completion of paperwork. Basic facilities will be acceptable provided they are clean.
3. Access to Internet, email (Type 2 Service providers only), telephone, facsimile and photocopying facilities. It is acceptable to have access to a photocopier in an adjacent or nearby premises or to use a fax/copier.
4. At least one nominated employed VE who must be a qualified motor mechanic or demonstrate sufficient experience to be acceptable to the Department.
5. A headlight testing device or board.
6. A tint tester to measure the level of window tinting on the vehicle.
7. Sufficient general tools and equipment.
8. Technical data and workshop manuals as are needed to enable the checking of vehicle manufacturer's specifications as required.
9. The premises must meet occupational health and safety standards in accordance with the *Work Health and Safety Act 2012*.
10. The Proprietor must make sure that all the premises' inspection equipment is kept in a good and serviceable order. The inspection area should be kept clean and requests for inspections should be accepted promptly and dealt with as quickly as possible.

If the prescribed inspection equipment is not available at the approved site or becomes unserviceable, inspections for which that equipment is needed may not be carried out (and inspection reports and clearance of defect notices not issued) until the equipment is either repaired or replaced.

Are there different levels of Premises?

The premise may be approved as a **TYPE 1, 2, 3, 4, 5, 6** or **7** AIS; or a combination of types, provided they meet all the requirements for each type.

- TYPE 1** Light vehicle, trailer, private buses and motorcycle pre registration inspections, (up to 4.5 tonnes GVM/GTM). Defect notices which are nominated on the notice 'to be cleared by a LVAIS'.
- TYPE 2** Periodic small passenger vehicle inspections of a taxi, luxury hire car, hire and drive and restricted hire vehicles and large passenger vehicles with a seating capacity less than 13 seats not requiring a brake efficiency test. Defect notices which are nominated on the notice "to be cleared by a LVAIS".
- TYPE 3** Periodic Large Public passenger Vehicles. Defect notices requiring a brake test which are nominated on the notice 'to be cleared by a HVAIS'.
- TYPE 4** Heavy Vehicle, trailer, private buses and pre registration inspections, hire and drive vehicles (greater than 4.5 tonnes GVM/GTM). Defect notices which are nominated on the notice 'to be cleared by a HVAIS'.
- TYPE 5** Periodic Driving Instructor vehicle inspections.
- TYPE 6** New heavy vehicles, trailer inspections (greater than 4.5 tonne GVM/GTM).
- TYPE 7** Approved Motor Body Repair Inspection Stations

How is each Premise identified?

Upon approving the premise, the Department will issue it with a unique 'AIS NUMBER' to appear in its official AIS stamp. This number must be quoted in all correspondence relating to the LVAIS.

On passing an inspection, and only on passing, the official AIS stamp is required to be stamped on the following:

- Application for Registration of a Light Vehicle or Trailer
- Defect notices
- General Inspection reports
- Inspection report for Small Passenger Vehicles (SPV)

Can a LVAIS conduct vehicle inspections away from their Premises?

Yes. However approval must be granted by AIS Compliance Unit. You must in the first instance seek approval from AIS Compliance Unit in writing and addressed to the Manager Vehicle Standards and Accreditation. If approved you will be advised formally specifying any conditions to your request in particular that the site must meet the requirements of "What facilities must a Premise have" detailed below

Type 2 LVAISs have authority to conduct SPV inspections at remote sites providing that it meets the requirements of "What facilities must a Premises have" detailed below.

Conflict of Interest (for type 2 Service Providers only)

The Contract warrants that no conflict of interest exists, or is likely to arise, in the delivery of the Services and that if, during the term, a conflict of interest arises, then the Contractor will notify the Crown immediately in writing, of that conflict or risk. Additionally the following also applies;

The Contractor must not permit a VE who has performed any service or maintenance work on a SPV as part of the scheduled Vehicle Inspections concerning the SPV, at an AIS operated by the Contractor; to complete an inspection report for that SPV.

If the Contractor is an owner or operator of a SPV, the Contractor must not:

- If the Contractor is him or herself, also a VE, conduct a scheduled inspection of that SPV.
- Utilise a VE employed or otherwise remunerated by it to conduct a scheduled inspection of that SPV
- A Vehicle Inspection on a SPV which the Contractor owns or operates or otherwise has a vested or pecuniary interest in

Contract (for type 2 Service Providers only)

What is a Contract?

LVAIS type 2 service providers have entered into an agreement in the form of Conditions of Contract to provide the Services as indicated in that agreement. From this, the Contractors must ensure that all employees abide by the conditions of the Contract.

The Contractor (for type 2 Service Providers only)

What is a Contractor?

A contractor is a Person with whom the Crown enters into an agreement in the form of Conditions of Contract to provide the Services.

Who can become a Contractor?

A contractor may be one of the following:

- The owner of the premises or business
- The manager of the premises or business
- The branch or regional manager for that premises or business
- The state manager of the premises or business

The Proprietor

What is a Proprietor?

The Contractor can be a Proprietor.

One person only is nominated as the Proprietor of a premise.

The Proprietor takes full responsibility for the operation and continued licensing of the LVAIS. That is, the Proprietor is responsible for ensuring the premise and its employees continue to comply with requirements in this manual. If they cease to comply the Crown may terminate the contract (Type 2 Service providers only) or agreement and cease to accept inspection reports from that premise or reports compiled by the LVAIS Vehicle Examiners.

Who can become a Proprietor?

A Proprietor may be one of the following:

- The Contractor
- The owner of the premises or business
- The manager of the premises or business
- The branch or regional manager for that premises or business
- The state manager of the premises or business

Where a LVAIS is run as a partnership, any partner may act as the Proprietor. Where the business is a body corporate, the only person who may act on behalf of the Company or corporation is someone who is nominated and approved to act on behalf of the Company or corporation.

Where a business has several branches and each branch applies for AIS recognition, any of the above may nominate as Proprietor. That is, the organisation may opt for the same Proprietor for each branch or outlet or for a different Proprietor for each premises.

Under what circumstances may a Proprietor be refused?

A person will not be accepted as a Proprietor if:

- They are unable to demonstrate a direct connection with the premises
- They are currently declared bankrupt
- They have a relevant criminal record
- They are considered unfit by the Registrar of Motor Vehicles (RMV) to hold the position of Proprietor

What are the responsibilities of a Contractor/Proprietor?

The Contractor/Proprietor will be held to account for all activities of the LVAIS including:

- Adherence to all conditions of the LVAIS
- Adherence to all procedures and instructions set out in this manual
- Maintaining the premises in good condition
- Ensuring equipment and facilities are sufficient and well maintained
- Ensuring that VEs abide by the requirements of the scheme
- Ensuring that the Department is notified within seven days of any changes to the LVAIS, including any changes to VEs employed by that LVAIS
- Ensuring all VEs and the Proprietor employed are properly trained and instructed in the vehicle inspection procedures required by the Department
- Ensuring that only VEs approved by the Department sign Inspection Reports
- Ensuring that inspection reports are completed properly and legibly
- Ensuring that Inspection reports are not signed and stamped prior to vehicles being inspected
- Allowing unhindered access to representatives of the Department for the purpose of auditing records, equipment and vehicles on the premises
- Ensuring that all records of inspections undertaken are retained and are kept in a safe place for a period of seven years
- Ensure that all manuals/discs are kept updated and made available for VEs to have access to
- Ensure that all AIS information bulletins/special bulletins are distributed and read by all VEs signifying on the declaration that they have read and understood the bulletin
- Ensure that statutory declarations for AIS Information bulletins once signed are filed in the AIS Information bulletins folder

What happens if a Proprietor is absent for a period of time?

A Proprietor may nominate an alternate Proprietor to act on their behalf if they are to be absent from the premises for an extended period of time.

An alternate Proprietor must be nominated if the absence is in excess of 30 days.

The nominated person must have completed the Department's Approved Inspection Station training course.

Notification of a nominee can be made on the 'change of details' form AIS 3.

Failure to nominate an alternate Proprietor could result in:

- Inability to order stationery
- Inability to put forward a case against proposed sanctions

Under what circumstances a Proprietors licence may be terminated (where applicable)?

Chapter 7 of this manual details conditions, which may be applied to a Proprietor of a LVAIS

What sanctions may be applied against a Proprietor?

The principal sanction is cancellation of the Contract/agreement. This action may be considered if any terms of the Contract/agreement are found to have been broken.

It will not be a defence of the Proprietor that the Proprietor was unaware of the action that may have occurred.

Where a Contract with the Crown is suspended or cancelled, the cancellation will not necessarily apply to other premises that may have the same Proprietor unless the breach of conditions can be demonstrated to involve the Proprietor having knowingly breached the conditions of the Contract.

Vehicle Examiners

What is a Vehicle Examiner?

AVE is a nominated employee of a LVAIS Station who has been authorised by the Registrar of Motor Vehicles (RMV) to sign Vehicle Inspection forms.

What does being a Vehicle Examiner involve?

AVE is required to inspect:

- Pre-registration inspections of light motor vehicles and trailers with a GVM or GTM less than 4.5t (includes new and used light vehicle inspections)
- Scheduled taxi inspections (Type 2 Premises only)
- Scheduled luxury hire car inspections (Type 2 Premises only),
- Scheduled hire and drive inspection (Type 2 Premises only)
- Scheduled restricted hire vehicle inspection (Type 2 Premises only)
- Defect notice clearance inspections not requiring a brake test

In conducting these inspections, Vehicle Examiners are required to fill out the following inspection reports/forms:

- Application for registration of a light motor vehicle or trailer.
- Defect notices.
- General inspection reports.
- Inspection report for small passenger vehicles.
- Defect notices.

In signing the forms the VE is stating the following:

Application for Registration of a Light Motor Vehicle or Trailer - to the best of their knowledge they have found the vehicle to comply with the requirements of the *Vehicle and Traffic Act (1999)* and Regulations and to be acceptable for registration.

General Inspection report - to the best of their knowledge they have found the vehicle to comply with the requirements of the *Vehicle and Traffic Act (1999)* and Regulations and to be acceptable for registration.

Inspection report for SPV – The vehicle has passed inspection and complies with the requirements of the Light Vehicle Inspection Manual as required under a vehicle inspection program. They also acknowledge that they have not conducted any repairs to the vehicle as part of the current scheduled inspection.

Defect notices – I have inspected the vehicle identified in this notice and certify that the defects listed have been corrected. The VE must abide by the regulatory requirements at all times.

Who can become a Vehicle Examiner?

AVE may be any suitably qualified employee of a LVAIS, including the Contractor/Proprietor.

Each premise must employ at least one VE.

Each VE must be nominated by the Contractor/Proprietor and registered with the Department.

What is required to become a Vehicle Examiner?

To become a VE a person must:

- Exhibit evidence of experience, in particular vehicle inspections satisfactory to the Department
- Be nominated by a LVAIS Proprietor
- Be employed by a LVAIS
- Not have any relevant criminal convictions that may warrant their exclusion from the scheme. This will be confirmed by submitting a National Police Certificate (NPC)

- Pass a TasTAFE course run in conjunction with the Department
- Pass the Knowledge Quiz at the conclusion of the TasTAFE course
- Attend additional courses conducted by the Department (Type 2 Service Providers only)

How will a Vehicle Examiner be Identified?

A VE, once approved, will be issued with a unique 'VE' number, and issued with the following:

- VE Certificate. A sample VE certificate is shown in an Attachment in this chapter

All reports prepared by a VE must bear the name, signature and VE number of that VE.

Are there different levels of Vehicle Examiners?

Yes. This will depend on which type of AIS Premises the VE is employed at. This is explained on page 24 of this chapter.

VEs are approved as a TYPE 1,2,3,4,5, or 6 VE or a combination types or provided they meet all the requirements for each type.

- TYPE 1** Light vehicle, trailer, private buses and motorcycle pre registration inspections, (up to 4.5 tonnes GVM/GTM). Defect notices which are nominated on the notice 'to be cleared by a LVAIS'.
- TYPE 2** Periodic small passenger vehicle inspections of a taxi, luxury hire car, hire and drive vehicles and restricted hire vehicles and large passenger vehicles with a seating capacity less than 13 seats not requiring a brake efficiency test. Defect notices which are nominated on the notice "to be cleared by a LVAIS".
- TYPE 3** Periodic Large Public passenger Vehicles. Defect notices requiring a brake test which are nominated on the notice 'to be cleared by a HVAIS'.
- TYPE 4** Heavy Vehicle, trailer, private buses and pre registration inspections, hire and drive vehicles (greater than 4.5 tonnes GVM/GTM). Defect notices which are nominated on the notice 'to be cleared by a HVAIS'.
- TYPE 5** Periodic Driving Instructor vehicle inspections.
- TYPE 6** New heavy vehicles, trailer inspections (greater than 4.5 tonne GVM/GTM).

What happens if I'm employed by another Light Vehicle Approved Inspection Station, must they notify the Department?

Yes, they must complete a "notification of change of conditions" form and faxing to 6233 5030.

National Police Certificate/Knowledge Quiz

A decision was made by the RMV that VEs would have to demonstrate that they possess the required knowledge to undertake vehicle inspections on his behalf and, they do not have any relevant criminal convictions that may deem them not to be a "fit and proper person" and may warrant their exclusion from the scheme.

What is a fit and proper person?

"A fit and proper person" is a person who is deemed suitable, appropriate, and legally eligible to undertake a particular activity. In the case of a Proprietor or a VE, the RMV wants the assurance that a person is a "fit and proper person" to carry out his legal responsibility to be authorized to oversee and inspect vehicles and in doing so will do so honestly, fairly and with good reputation.

The RMV is to be satisfied that a Proprietor and VE meet the "fit and proper person" criteria to perform services of his behalf. A factor the RMV considers determining whether a person does meet the criteria is whether they have been convicted of a crime or serious offences within Australia as recorded on their NPC.

Without limiting the matters that may be relevant the RMV, he may determine that a person is not a fit and proper person to be a Proprietor/VE where they have a conviction for a serious offences, or a conviction of a kind that would constitute a serious offence if committed in Tasmania under the following :-

- An offence under sections 124, 125A, 125B, 125C, 125D, 126, and 127 of the Criminal Code, or
- An offence under sections 158, 159, 167A, 167B, 170, and 172 of the Criminal Code, or
- An offence under Chapter XXVII, XIX, XX, XXXII or XXVIII of Part V of the Criminal Code, or

d. An offence under section 7A, 35, 37B or 37C of the Police Offences Act 1935, or

e. An offence under section 64 of the Vehicle and Traffic Act 1999.

If a person is convicted for any offence listed above and is brought to the attention of the RMV then the person will be given the opportunity to show cause and put forward in writing within 14 days of receipt of the RMV's letter, why the offence conviction(s) should not affect their status. When the RMV receives any response by the person, the RMV will consider the reasons in the letter when making his decision about the status of the authorization.

Submitting a National Police Certificate

Existing VEs are required to submit a NPC by the 31 December 2009 and every three years thereafter of submitting their NPC.

The department will only accept current NPC's that shows the "disclosable records date" is less than 90 days old at the time VE's submit their NPC to the Department.

The Department will only accept NPC's by either:-

- a. Mailing original copy directly to the AIS Compliance Unit. The original certificate will be returned to the Proprietor/VE.
- b. Mailing copy of NPC's that has been certified by Service Tasmania as a "certified true copy" directly to the AIS Compliance Unit.

Where do I get my National Police Certificate?

An Application to obtain a NPC is available at any Service Tasmania outlet or Police Station or can be downloaded from:-

<http://www.police.tas.gov.au/services-online/police-history-record-checks/>

PLEASE NOTE: Certificates can take several weeks to be processed.

Knowledge Quiz

Existing VEs are required to sit and pass the knowledge quiz by the 31 December 2009 and every three years thereafter of completing and passing the quiz.

How do I attempt the Knowledge Quiz?

VEs can attempt the quiz electronically. Details on the Quiz and how to attempt it are detailed in the "AIS knowledge quiz" booklet on the AIS manuals disk.

What happens if I do not submit my National Police Certificate or pass the quiz every three years?

Your VE status will expire, which means you cannot inspect vehicles on behalf of the RMV. In the event that the VE does not pass the quiz and submit their NPC within twelve months of being placed on hold their VE status will be cancelled.

Will I be notified of the dates that I am required to submit a new National Police Certificate and re-sit the quiz?

Yes. VEs in the first instance will receive their VE Certificate with the recorded end date (expiry date), including a letter advising the same. It is expected that VEs will comply with the requirements to submit an updated NPC and re-sit and pass the quiz by the nominated end date. As a reminder:

- Eight weeks before the end date a letter will be sent to their home address advising that they are required to submit their NPC and sit the quiz before the nominated end date
- If after the end date the VE has not re-submitted their NPC or sat the Quiz their VE status will automatically expire. Confirmation letters will be sent to the VE at their home address and the Proprietor of the AIS

Note: VEs that conduct vehicle inspections on behalf of the RMV after their end date may be sanctioned.

Refresher training

AIS Compliance Unit runs free of charge refresher-training courses in each region quarterly either during the afternoon, or after hours. The course runs for approximately 2 hours. Dates and timings will be published in future "AIS Information Bulletins", and on the Department's website under vehicle inspections – AIS information.

Are there any sanctions against a Vehicle Examiner?

While the principle sanction is against the Contractor/Proprietor of a LVAIS where an improper activity is carried out, the Department may revoke the VE status of an individual if the inspections or inspection reports carried out by that VE are found to be inadequate, incorrect or fraudulent or their conduct is found to be unacceptable to the scheme.

Signs and Stamps

Does a Light Vehicle Approved Inspection Station have to display a sign?

Upon approval each LVAIS will be issued with a certificate. The certificate must be clearly displayed in a part of the premises easily accessible by the public. A sample LVAIS certificate is shown as an Attachment in this chapter.

LVAIS's may additionally display a sign showing they are an AIS. Display of a sign is not mandatory. The approved sign is shown in the attachment in this chapter.

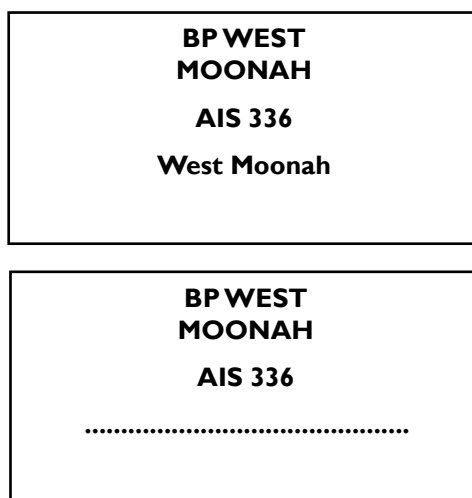
Painted or illuminated signs may be used provided the design, colour and proportions are not altered. The size may, however, vary.

If the LVAIS status is cancelled or suspended by either party, all AIS signs must be removed.

Does an approved Light Vehicle Approved Inspection Station have to have a Rubber Stamp?

It is a requirement that every AIS has a rubber stamp 30 mm by 50 mm (landscape orientation) bearing the name of the LVAIS on the top, its locality on the bottom and its AIS Number in large print in the centre.

Examples of the rubber stamps are shown below (not to scale).



1 - AIS Stamp.

2 - AIS Remote Site Stamp – Nominated Type 1 and Type 2 service provider only - (location to be recorded on the dotted line).

Each **passed** Inspection Report and Defect Clearance must be stamped as well as signed by the VE.

The dimensions of the rubber stamp are to be 30 mm high by 50 mm.

Code of Conduct (Type 2 Service providers only)

All LVAIS's under Contract must display the code of conduct developed by the Department as outlined in their Contract. The Contractor/Proprietor must:

- Fully comply with the code of conduct
- Clearly display in a location easily accessible by the public at the premises, in order that the public can easily view and access it
- Ensure that it has systems in place to prevent the occurrence of fraud and corrupt practices in relation to the provision of the service
- Ensure that all of its VEs, administrative support staff and any other employees and agents are familiar with the code of conduct

The code of conduct is shown as an attachment.

Code of Practice (Type 2 Service providers only)

All LVAIS's under Contract must display their Code of Practice as outlined in their Contract.

Attachment

Sample Vehicle Examiner Certificate

Vehicle Examiner

This is to certify
that the following individual

JOE CITIZEN

has been approved by the Registrar of Motor vehicles to
conduct inspections on behalf of the

Department of State Growth

Examiner Number: VE 123

Examiner Classes:

1. (LV) Light Vehicles
2. (SPPV) Small Public Passenger Vehicles

Issue date: 4/12/2009

Expiry Date: 4/12/2012

Attachment
Sample AIS Certificate

Approved Inspection Station

This is to Certify
That the following premise

SMITHS GARAGE

Has been licensed as an
Approved Inspection Station

AIS number: **S124**

Issue Date: **04/12/2008**

Name of Proprietor: **Citizen, Joe**

Business Address: **121 Midlands HWY, PONTVILLE TAS 7015**

Station Classes: **1. (LV) Light Vehicles**

Attachment

The Approved Inspection Station Sign



Attachment

Code of Conduct



Department of State Growth

APPROVED INSPECTION STATION

CODE OF CONDUCT

- To not accept any bribe such as money, gifts, or favours in return for services offered.
- To examine all vehicles strictly in accordance with departmental policy and procedures.
- To be reasonably available to conduct examinations.
- To refrain from conveying the impression that work revealed as a result of an examination may only be rectified at this station.
- To respect the professionalism of other Approved Inspection Stations.
- Distinguish between Approved Inspection Station responsibilities and normal working activities.

Chapter 5

Fees and Charges

Registration Fees

What are the Registration Fees for a Light Vehicle Approved Inspection Station?

There are two fees to be paid in order to operate a Light Vehicle Approved Inspection Station (LVAIS):

- An initial application fee of \$308 (including GST)
- An annual documentation fee of \$143 (including GST) to cover the ongoing costs of maintaining and updating the LVAIS manual. This fee is paid irrespective of the LVAIS being suspended or placed on hold.

The registration fees must accompany the contract to become a LVAIS.

If the premise is deemed unsuitable to become a LVAIS, the fees will be refunded to the applicant.

What if the Annual Fee is not paid?

If the annual fee is not paid, the LVAIS will be removed from the scheme and the inspection forms will be required to be returned to the Department of State Growth. (A refund will be paid for unused forms).

LVAIS's must renew their registration annually in order to remain as an AIS.

Will there be a refund if a Light Vehicle Approved Inspection Station withdraws from the scheme?

No. Apart from a full refund if an applicant is turned down, there will be no refunds other than for unused inspection forms.

Will a Light Vehicle Approved Inspection Station that is under suspension have to reapply?

Sanctions will include a short- term suspension, long- term suspension and cancellation of Contract/agreement.

Suspension, provided fees and annual renewal is paid, will not attract a re admission fee.

Cancellation will require a new application at a later date with payment of the initial registration fee and annual subscription.

Inspection Charges

Who sets Inspection Charges?

There is no set fee for inspections customers of LVAIS will be able to negotiate the fee charged for all vehicle inspections with the LVAIS undertaking the inspection.

Fees and Charges

All LVAIS are required to provide a cost estimate, before any inspections are commenced.

LVAIS may display a list of charges for motorist to view. Type 2 AISs must display a list of vehicle inspection charges.

The level of inspection fee charged must always be shown as a separate item on any account given to the motorist.

Similarly a motor dealer which is a LVAIS, and which carries out its own inspections of vehicles brought in from interstate, does not have to charge itself an inspection fee.

Should the Motorist be made to pay up front?

Payment for the inspection is a matter between the LVAIS and the motorist.

Is there a Charge for any Stationery?

Pre-Registration Inspection Forms

All pre-registration inspections (see Chapter 8) must be recorded on uniquely numbered official Department of State Growth 'Application for Registration' forms. These forms are printed in triplicate and are provided in books of 20 forms at a cost of \$200 (including GST) per book.

General Inspection Forms

All general inspections (see Chapter 10) must be recorded on uniquely numbered official the Department 'General Inspection Forms' forms. These forms are printed in triplicate and are provided in books of 20 forms at a cost of \$200 (including GST) per book.

Inspection Report forms for Small Passenger Vehicles

All inspection report forms for small passenger vehicles (see Chapter 11) must be recorded on uniquely numbered official the Department 'Inspection Report for Small Public Passenger Vehicles' forms. These forms are printed in triplicate and are provided in books of 20 forms at a cost of \$200 (including GST) per book.

Vehicle Inspection Labels

Costs for inspection labels are as follows:

Small Passenger Vehicle inspection labels - \$1.00 (GST inclusive)

Driving instructor inspection labels - \$0.50 (GST inclusive)

Vehicle Inspection checklist form

There is no charge for the Vehicle inspection checklist forms. These will be issued free to VE's.

How are Inspection Forms/Labels obtained?

Books of forms/labels must be ordered using the order form shown in chapter 2 of this manual.

The order forms along with payment for the following are only available from any Service Tasmania outlets:

- Pre-registration Inspection books
- General Inspection Report books

The order form, along with payment for the following, is to be forwarded to AIS Compliance Unit, who will arrange distribution of the order:

- Inspection report for Small Public Passenger Vehicles
- Inspection labels

To reorder the "Vehicle Inspection checklist booklet complete the order form and forward to AIS Compliance Unit who will arrange distribution of the order.

A minimum of 48 hours is required for the issue of forms/labels.

Numbers of Inspection Reports and labels issued will be recorded on the file of the ordering LVAIS. When purchased the forms/labels immediately become the responsibility of the Proprietor.

What happens to unused Inspection Forms/Labels?

All unused inspection forms/labels must be returned to the Department within seven days of a LVAIS being cancelled/suspended or ceasing to be a LVAIS. A refund will be made for unused inspection forms.

What Forms are required for Defect Clearances?

Defect notices contain a space for the name and number of the clearing officer so no extra stationery is required. However, when a full roadworthy has been requested then a General Inspection Report needs to be completed and attached to the Defect Notice.

Fees and Charges

Registration Fees (Paid to Department State Growth)

Description	Payment
Initial registration	\$308
Annual documentation	\$143
Relocation of AIS audit	\$88 (GST included)

Forms

Description	Payment
Inspection Report for Small Public Passenger Vehicles (per 20) (Incl. GST)	\$200

Description	Payment
Small Passenger Vehicle inspection labels	\$1.00
Driving instructor inspection labels	\$0.50

Books of forms to be collected from Service Tasmania as follows. Cheques to be made payable to Service Tasmania.

Application for Registration (per 20) (Incl. GST)	\$200
General Inspection Report (per 20) (Incl. GST)	\$200

Chapter 6

Audits

What is an Audit?

An audit is a process for examining and evaluating the adequacy and effectiveness of the Light Vehicle Approved Inspection Station (LVAIS) scheme.

Purpose of Light Vehicle Approved Inspection Station Audits?

LVAIS will be audited to ensure that;

- All inspections are being carried out in strict compliance with Approved Inspection Station (AIS) manuals
- The audit provides an opportunity for Proprietors and Vehicle Examiners (VE) to discuss any problems they may have

Who conducts these Audits?

The following audit officers will conduct audits/site visits;

- Assistant Manager AIS Compliance
- AIS Officer
- Transport Inspectors

Audit officers conducting audits are operating under confidentiality agreements that prevent them from passing on information off LVAIS business operations to people other than those for which the information is intended.

Frequency of Audits

With the exception of an "Initial Equipment Audit", all AIS will have site audits conducted as outlined in the "Audit and site visits procedures for Approved Inspection Stations", or at other times as determined by the Assistant Manager AIS Compliance or Registrar of Motor Vehicles.

Types of Audits

The following audits have been developed to ensure that LVAIS comply with AIS manuals;

Initial Equipment Audit

An initial equipment audit is conducted prior to a LVAIS being approved to undertake vehicle inspections, and ensures that the LVAIS meets the requirements of the AIS scheme.

Scheduled Site Audits

The number of inspections that a LVAIS currently undertake will determine the frequency of scheduled site audits undertaken and has been ranked from highest to lowest, based on the number of vehicle inspections undertaken annually. This assessment is conducted utilizing the three respective regions, South, North and North West. From this LVAIS's have been separated into three groups, which are;

- **Group 1** – The top 20% in each region – audited twice annually
- **Group 2** – The second 20% in each region – audited once annually
- **Group 3** – The remaining 60% in each region – audited bi-annually

LVAIS's have been advised which group they have been assessed as, this will be reviewed annually.

LVAIS's will be notified in writing of which day their scheduled audits will take place.

Inspection of Vehicles inspected by Light Vehicle Approved Inspection Station

The Assistant Manager AIS Compliance/Transport Inspectors will conduct random vehicle inspections of vehicles inspected by LVAIS's. These inspections can be;

- Routine inspections as part of an audit
- Written Off Vehicle Register (WOVR) inspection
- Targeted inspections as part of an investigation

Triggered Audits

Triggered audits can be conducted at the discretion of the AIS Compliance Unit. This type of audit will be conducted in the same manner as a scheduled audit.

Desk Top Audit

A desk top audit is an internal audit conducted by the AIS Compliance Unit on vehicle inspection reports completed by LVAIS's.

Documentation

The following documentation will be used by audit officers when conducting audits/site visits.

- AIS initial equipment audit (form AIS 1)
- AIS site audit check list (form AIS 2)
- AIS Vehicle inspection checklist (form AIS 3)
- AIS Site Visit (form AIS 4)

All forms listed above are in triplicate similar to all LVAIS inspection reports. The copies are;

- Top copy – Office copy
- Middle copy – LVAIS copy
- Bottom copy – remains in book

Does the Proprietor have to be present for the Audit?

Yes. The Proprietor must make themselves available for the Audit to discuss any issues with the Audit Officer. Under no circumstances will the Audit proceed without the Proprietor being present.

Notification of Audits

LVAIS's will be notified in advance in writing of intended scheduled audits only. This will be forwarded approximately two-weeks before the scheduled audit, and will outline the audit process. If the time nominated is not convenient, the Proprietor is to contact the AIS Compliance Unit ASAP to arrange a time to suit both parties.

It is the responsibility of the Proprietor to advise the AIS Compliance Unit if the nominated time does not suit. In the event that the Proprietor is not available the LVAIS will be placed on hold. It will then be a responsibility of the Proprietor to arrange an Audit time to suit both parties.

Note: The AIS will remain on hold until Audited.

Attachment

Approved Inspection Station Initial Equipment Audit

Approved Inspection Station Initial equipment audit



Date: .../.../...

AIS No:

1. STATION DETAILS

Station name: ABN:

Address: Postcode:

Inspected by:

Proprietor/nominees name: License No:

Email address:

Telephone : Fax:

2. PREMISES

Yes No

- Have the premises details been confirmed?
- Company/business certificate sighted?
- Public Liability insurance sighted?
Company: Policy No: Expiry: .../.../...
- Professional indemnity insurance
Company: Policy No: Expiry: .../.../...

3. PROPRIETOR/NOMINEE

Yes No

- Have the Proprietors/nominees details been confirmed?
- Has proprietor/Vehicle Examiners current photo drivers licence been sighted?

4. EQUIPMENT

Yes No

- Level covered inspection area
- Off street parking
- Pit with correct lighting
- Hoist Certification date .../.../...
- Inspection light
- Jack NLT 4000 kg
- Warning signs

Yes No

- Vehicle protection equipment
- Headlight testing device
- Window tint device
- Number/letter punches
- AIS stamp
- Photocopier

COMMENTS

.....
.....

Inspection PASS/FAIL

Date: .../.../...

.....

AIS Officer

.....

Proprietor/nominated person

Self-clearance:

I acknowledge that all non-compliance issues highlighted above have been rectified.

.....

Date: .../.../...

Proprietor

Re-inspection PASS/FAIL

Date: .../.../...

.....

AIS Officer

.....

Proprietor

PROPRIETOR- Please return this form to AIS Compliance GPO Box 936 Hobart 7001 within 14 days

Attachment

Approved Inspection Station Audit Checklist



Type of audit

- | | |
|--|--|
| <input type="checkbox"/> Scheduled audit | <input type="checkbox"/> AIS complaint |
| <input type="checkbox"/> Random audit | <input type="checkbox"/> Desktop audit |
| <input type="checkbox"/> Follow up audit | <input type="checkbox"/> Complaint |

Date: .../.../....

AIS No:

1. STATION DETAILS

Station name: ABN:

Inspected by:

Proprietor's name:

2. PROPRIETOR AND VE DETAILS

- | | |
|---|---|
| <input type="checkbox"/> Proprietor's details correct on database? of conditions to the AIS? | <input type="checkbox"/> Has Department of State Growth been advised of any changes |
| <input type="checkbox"/> VE's recorded correctly on database? | <input type="checkbox"/> Is the VE email address current? |
| <input type="checkbox"/> Has Department of State Growth been advised of any changes of conditions to the AIS? | |

3. PREMISES

- | Yes | No | Yes | No |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Phone No: | <input type="checkbox"/> | <input type="checkbox"/> Public liability insurance; .../.../.... |
| <input type="checkbox"/> | <input type="checkbox"/> Fax No: | <input type="checkbox"/> | <input type="checkbox"/> Third party insurance; .../.../.... |
| <input type="checkbox"/> | <input type="checkbox"/> Photocopier | <input type="checkbox"/> | <input type="checkbox"/> Warning signs entrance to workshop? |
| <input type="checkbox"/> | <input type="checkbox"/> Computer access | <input type="checkbox"/> | <input type="checkbox"/> Cleanliness of workshop |
| <input type="checkbox"/> | <input type="checkbox"/> Phone No: | <input type="checkbox"/> | <input type="checkbox"/> Hoist certified .../.../.... |
| <input type="checkbox"/> | <input type="checkbox"/> Email access | <input type="checkbox"/> | <input type="checkbox"/> Brake efficiency tester .../.../.... |
| <input type="checkbox"/> | <input type="checkbox"/> AIS stamp | <input type="checkbox"/> | <input type="checkbox"/> Brake tester printout (attach to audit) |
| <input type="checkbox"/> | <input type="checkbox"/> AIS Certificate displayed? | <input type="checkbox"/> | <input type="checkbox"/> Seat/floor/guard covers |
| <input type="checkbox"/> | <input type="checkbox"/> Code of conduct displayed? | <input type="checkbox"/> | <input type="checkbox"/> Headlight testing device |
| <input type="checkbox"/> | <input type="checkbox"/> Code of practice displayed? | <input type="checkbox"/> | <input type="checkbox"/> Tint tester |
| <input type="checkbox"/> | <input type="checkbox"/> Current schedule of fees displayed? | <input type="checkbox"/> | <input type="checkbox"/> Suitable tools for inspection |
| <input type="checkbox"/> | <input type="checkbox"/> Professional indemnity insurance; .../.../.... | <input type="checkbox"/> | <input type="checkbox"/> Number/letter punches (optional) |

4. INSPECTION MANUALS

- | Yes | No | Yes | No |
|--------------------------|---|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> Are inspection reports kept in a safe place? | <input type="checkbox"/> | <input type="checkbox"/> Are SPPV inspection reports correct? |
| <input type="checkbox"/> | <input type="checkbox"/> Are pre-registration reports correct? (See attached) | <input type="checkbox"/> | <input type="checkbox"/> Are LPPV inspection reports correct? |
| <input type="checkbox"/> | <input type="checkbox"/> Are general inspection reports correct? accessible? | <input type="checkbox"/> | <input type="checkbox"/> Are manuals/Disc current and easily |

5. REASON FOR FAILURE

.....

Inspection PASS/FAIL

If failed follow up audit will be conducted by: .../.../....

Date: .../.../....

Signed:

Proprietors signature:

Self-clearance: (Strike out if not applicable)

I acknowledge that all non-compliance issues have been rectified

Proprietor:

Date: .../.../....

Re-inspection PASS/FAIL (Strike out if not applicable)

Date: .../.../....

Signed:

Proprietors signature:

Attachment

Approved Inspection Station Vehicle Inspection Checklist



Approved Inspection Station Vehicle inspection checklist

Date: / /

AIS No:

Time:am/pm

Station name: ABN:

Inspected by:

Proprietors name:

VEHICLE DETAILS

REGISTRATION NUMBER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MONTH & YEAR/.....
MAKE		MODEL		SEATING	
VIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE NO					CYLINDERS	
ODOMETER							

INSPECTION CHECK LIST

BRAKES	<input type="checkbox"/>	SIGNAL LIGHTS	<input type="checkbox"/>
STEERING	<input type="checkbox"/>	BRAKE LIGHTS	<input type="checkbox"/>
SUSPENSION	<input type="checkbox"/>	HORN	<input type="checkbox"/>
CHASSIS	<input type="checkbox"/>	WINDSCREEN	<input type="checkbox"/>
WHEELS/TYRES	<input type="checkbox"/>	WIPERS/WASHERS	<input type="checkbox"/>
EXHAUST	<input type="checkbox"/>	MIRRORS	<input type="checkbox"/>
OIL/FUEL LEAKS	<input type="checkbox"/>	SEATBELTS	<input type="checkbox"/>
HEAD/TAIL LIGHTS	<input type="checkbox"/>	BODY WORK	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION <input type="checkbox"/>	FAILED INSPECTION <input type="checkbox"/>
--	--

REASON FOR FAILURE

.....
.....
.....
.....
.....
.....
.....

INSPECTED BY

I agree/disagree with the reasons for failure listed

.....
AIS COMPLIANCE OFFICER

.....
PROPRIETOR

Original: White- Return to AIS Compliance Duplicate: Blue – Proprietors copy Triplicate: Pink – Book Copy

Attachment

Approved Inspection Station Site Visit



Date:/...../.....

AIS:

Site visit with:

Items raised

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Items discussed

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Remedial action

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AIS Compliance Officer

.....
AIS Proprietor/Vehicle Examiner

Attachment

Scheduled Audit Inspection



To the Proprietor

AIS:

Premises:

Scheduled Audit Inspection

As part of our ongoing program to ensure the safety of Tasmania's light and heavy vehicle fleet an Audit Officer of the AIS Compliance Unit will visit your premises on the/...../2012 during the Morning/Afternoon.

As you are aware this scheduled audit is to ensure that your AIS meets the requirements of the AIS scheme but more importantly it is a time that the Audit Officer can provide assistance regarding your business in meeting the standards expected of an AIS.

To assist both parties during the audit, as the Proprietor you need to take the time before the audit date to prepare and make available the following:

- Any changes to the details of the Proprietor/Premises/Vehicle Examiners no longer employed? -If so complete Form AIS 3 in chapter 2 of the AIS Manual and fax to the AIS Compliance Unit;
- AIS Certificate displayed;
- AIS Special news bulletin declarations;
- Copies of current insurance policies;
- Copies of current hoist certification certificates;
- Pit/Ramp compliant?
- Seat/floor/guard covers available;
- Headlight testing device;
- Tint Tester; and
- All inspection report books/inspection checklists books completed since your last audit.

If this date is not convenient for you, please could you advise the AIS Compliance Officer on Ph 6233 5403 as soon as possible to make an alternative date to suit both parties?

Please note:

1. It is a requirement that the Proprietor is present for the audit. If AIS Compliance has not been notified, the AIS **will be placed on hold**.
2. If the above-mentioned items are not available at audit it may result in your AIS being placed on Hold?

I look forward to working with you in the continuing interests of road safety.

Yours sincerely,

Russell Clark
Assistant Manager AIS Compliance

What is required by the Light Vehicle Approved Inspection Station to assist in the Audit?

Proprietors are required to make the following available for audits;

- AIS Certificate displayed
- AIS Information Bulletin declarations
- Copies of current insurance policies
- Copies of current hoist certification certificates
- Pit/ramp compliant
- Seat/floor/guard covers available
- Headlight testing device
- Tint tester
- All inspection report books/inspection checklist books completed since your last audit

What is the Procedure for Conducting an Audit?

1. Notify Proprietor of LVAIS of proposed audit (for scheduled audits only).
2. Conduct entry interview with Proprietor.
3. Conduct audit completing;
 - a. AIS site audit check list sheet, and
 - b. AIS Site Visit sheet.
4. Audit officer to document discrepancies found and record in AIS site visit sheet.
5. Conduct exit interview with Proprietor.
6. Audit officer/Proprietor sign Inspection Pass/Fail declaration.
7. Middle copy of reports given to Proprietor.

What happens if the LVAIS fails the Audit?

1. Proprietor notified in exit interview of discrepancies (if any) found during audit.
2. Audit officer will nominate on audit checklist whether the re-inspection will be;
 - a. **Self clearance:** to be completed by Proprietor once non-compliance issues have been rectified (top copy will be left with Proprietor in this instance), or
 - b. **Re-inspection:** is required for non-compliance issues by the audit officer.
3. Audit officer will nominate on audit checklist when non-compliance issues are to be rectified (14-days from first audit).
4. **Self clearance:** declaration completed once non-compliance issues rectified and forward top copy to AIS Compliance Unit.
5. **Re-inspection:** audit officer will conduct re-inspection, complete top copy indicating non-compliance issues have been rectified.

What happens if non-compliance issues have not been rectified in the nominated time?

The LVAIS will be placed on hold until the non-compliance issues have been rectified. What this means that you cannot conduct vehicle inspections on behalf of the Registrar of Motor Vehicles.

Chapter 7

Breaches and Sanctions (Breaking The Rules) – Light Vehicle Approved Inspection Stations

What are “the Rules”

Each Light Vehicle Approved Inspection Station (LVAIS) Proprietor and Vehicle Examiner (VE) voluntarily takes on obligations, duties and responsibilities when they apply and are approved to undertake in their respective role. These are set out clearly in Chapter 4 .

Each LVAIS and each VE is approved by the Registrar of Motor Vehicles (RMV) to conduct specified inspections on certain vehicles, and to complete specific types of inspection reports and certificates.

Each LVAIS vehicle inspection is to be conducted in accordance with the requirements set out in the then current version of the Department’s Light Vehicle Inspection Manual (LVIM), and the report or certificate is to be completed in accordance with this Light Vehicle Approved Inspection Station Procedures Manual (LVAISPM).

For the purposes of the administration of the LVAIS Scheme, each obligation, duty and responsibility is deemed to be a Rule to which the Proprietor and/or VE is bound to perform at the required standard.

The LVAIS Scheme has a public road safety objective to ensure the roadworthiness of vehicles, and to provide a system of vehicle inspections on which the RMV and the community can rely to ensure vehicles are safe for normal use, including compliance with noise and emission controls.

Each Proprietor assumes, and is responsible for all activities of the LVAIS including those conducted by the VE.

Why are the rules so important?

In approving any LVAIS and the VEs at that LVAIS, the RMV is satisfying himself, as well as holding out to the community, that the inspections he has authorised to be done at those premises will be carried out thoroughly, honestly and at the required standard. The RMV is attesting to the community that this LVAIS and its VEs are considered to have sufficient responsibility and aptitude to inspect and report on vehicles to which the authority relates in accordance with the required standards – “you can trust these people”.

By accepting the approval to be an LVAIS Proprietor or to be a VE there is also an acceptance of the public trust in the LVAIS Scheme and the trust of the RMV to complete the tasks under that trust with integrity.

Some “Terms” Explained

Carelessly: not paying enough attention to what is being done or what needs to be done.

Fit and proper person: A person who is suitable, appropriate, and legally eligible to undertake a particular activity.

Fraudulently: an intentional dishonest act or omission done with the purpose of deceiving.

Incompetent: The inability to undertake the work that results from the person lacking (or failing to exercise) the skills necessary for the job.

Knowingly: To participate in an activity with knowledge of the essential elements of the activity.

Negligently: failing to exercise the degree of care which in the circumstances is required of you for the protection of those interests of other persons that can be injuriously affected by the want of such care.

Recklessness: heedless or careless conduct where the person can foresee some probably or possible harmful consequence, but nevertheless decides to continue with that action with an indifference to, or disregard of, the consequences. (Recklessness implies something less than intent but more than mere negligence.)

Seriousness: is the likely level of harm to the AIS Scheme outcomes caused by the commission of a breach.

SANCTIONS:

What will happen if a Light Vehicle Approved Inspection Station or Vehicle Examiner breaks the rules?

To ensure the integrity of the LVAIS Scheme, the RMV expects that all alleged breaches of the scheme rules be investigated. If a breach is found to have occurred the RMV will determine if a sanction should be applied. A sanction may be in the form of a formal warning, conditional suspension, a suspension of authority, or a cancellation of authority. The sanction to be applied in any situation will depend on the seriousness of the breach.

What is meant by “seriousness” of the breach?

The target outcomes of the LVAIS Scheme are having safe vehicles on Tasmanian roads, and providing a reputable, reliable and honest system for assessing the safety of vehicles on Tasmanian roads.

There are 4 levels of seriousness for breaches:

- A breach
- Substantial breach
- Severe breach
- Critical breach

Taken into consideration in determining the level of seriousness of the breach are –

1. the nature of the breach;
2. the number of breaches involved;
3. the period of time over which the breach has occurred;
4. the level of culpability (blameworthiness) involved in the commission of the breach, and
5. whether breaches have occurred previously.

Where a LVAIS Proprietor/VE commits a breach. The determination of the seriousness of that breach will hinge on whether the RMV believes a breach was committed;

- recklessly (irresponsibly, inattentively), or
- carelessly (not carefully, sloppily, hastily, haphazardly), or
- incompetently, or
- negligently (with indifference), or
- knowingly (deliberately, intentionally, with intent), or
- fraudulently

Levels of sanctions

There are 4 levels of sanctions for established breaches:

Level 1 – formal warning

Level 2 – conditional suspension (see below)

Level 3 – full suspension

Level 4 – cancellation

Where a conditional suspension or a period of suspension is applied there may also be a requirement for the LVAIS/VE to undertake formal refresher training and or sit and pass the Department's knowledge quiz, or the RMV may require some other condition to be met before the lifting of the suspension or as part of a conditional suspension.

A Level 2 sanction involves the imposition of a period of suspension, which may itself be wholly or part suspended for a specified period on condition that no further breach of any kind and of any level of seriousness occurs during that period e.g.: A 3 month suspension may be conditionally given that will be enforced if there is a further breach within 12 months of the date of the original sanction. This is in essence a suspended sanction – a suspension of a suspension.

Where the RMV determines that a Proprietor/VE is not a fit and proper person their status will be suspended for a period specified by the RMV and will not be reinstated as an AIS/VE until after the specified time period, and they have provided evidence and demonstrate to the RMV in writing that they are a fit and proper person.

SANCTION LEVELS

Level 1 sanction

- formal warning

Level 2 sanction – conditional suspension

- up to 12 months suspension, option to conditionally suspend all or part off

Level 3 sanction – suspension

- up to 12 months suspension (first offence) and
- up to 60 months suspension (second or subsequent offence)

Level 4 sanction – Cancellation

- Authority cancelled

Where a breach by a member of the scheme is considered to be a criminal offence the matter will be handed to Police for appropriate action.

What does “suspension” involve?

Suspension of LVAIS approval

The LVAIS is unable to conduct any LVAIS inspections during the suspension period. The LVAIS name is removed from the Department's website and referral list – the LVAIS sign cannot be displayed. If the person is a Proprietor of more than one LVAIS Premise (regardless of inspection type) the suspension is also effective for each other LVAIS. Formal refresher training of the Proprietor (and possibly the VE) must be undertaken as directed, and satisfactory completion of the Department's knowledge quiz before the suspension is lifted. The Proprietor is to notify any customers with bookings that the LVAIS is unable to undertake those inspections. Any inspections currently underway cannot be completed.

The lifting of the period of suspension may be conditional on the Proprietor and or the VE(s) undertaking training etc as directed by the RMV before the suspension will be lifted.

Suspension of VE authority to conduct inspections

The VE is unable to undertake any LVAIS inspections during the suspension period, and the VE Instrument of Authority is placed on hold. If the person is a VE at more than one AIS the suspension is effective for each LVAIS for which that person is authorised – if authorised for inspections and reports for more than one type of inspection, the authority is suspended across all Types. Any inspections currently underway cannot be completed.

What does “cancellation” involve?

Cancellation of AIS approval

The LVAIS Premises are unable to conduct any LVAIS inspections. If the person is a Proprietor of more than one LVAIS Premise (regardless of inspection Type) the cancellation is effective for each other LVAIS. The LVAIS name is removed from the Department's website and referral list the LVAIS sign must be removed along with inspection books and any other documents the RMVs requires to be returned. Any inspections currently underway cannot be completed.

Cancellation of VE authority to conduct inspections

The VE's Certificate is revoked and the VE is unable to conduct any LVAIS inspections. If the person is a VE at more than one LVAIS the cancellation is effective for each LVAIS for which the person is authorised, and if authorised for more than one type of inspection, the authority is revoked across all types. The relevant Certificate is to be returned to the AIS Compliance Unit. Any inspections currently underway cannot be completed.

Any sanction applied to a LVAIS Proprietor will also affect the VE nominated at that LVAIS. If the VE is unable to undertake inspections owing to a sanction imposed only on the Proprietor this fact will be accurately reflected on the Department records. If a LVAIS approval has been suspended, the VE's Certificate will be put on hold with a notation that this is a 'no-fault hold'. If a LVAIS approval has been cancelled, the VE's Certificate will also be revoked with a notation this is a 'no-fault revocation'.

If the VE moves to another LVAIS that is active the VE's Instrument of Authority will be re-issued.

Can the approval to be a Light Vehicle Approved Inspection Station be suspended or cancelled as a result of the actions or non-actions of a Vehicle Examiner?

Yes. A Proprietor can be held responsible for a breach committed solely by a VE even when it has been committed without the Proprietor's knowledge. In these circumstances the Proprietor may be asked in writing to “show cause” as to why the LVAIS should not be suspended (or cancelled) as a result of the VEs actions. Their written response will be reviewed by the Approved Inspection Station (AIS) Review Panel and the review and appeal provisions set out below will apply.

HOW ARE BREACHES DETERMINED?

1. Investigation

The Assistant Manager AIS Compliance or Transport Inspector (TI) may conduct an investigation of any LVAIS-related issues including suspected breaches and general service complaints brought by the public.

As part of the investigation the investigating officer will interview and obtain statements/record of interviews/statutory declarations to determine if suspected breaches have occurred.

After completing his investigation, the investigating officer's final report will be put before the AIS Review Panel. The AIS Review Panel will then make its findings and recommendations to the RMV.

A copy of the investigating officer's final report will also be provided to the person under investigation, along with a letter advising of that person's ability to make a personal submission at the AIS Review Panel hearing. The date, time and place of the sitting will be advised, and any additional information provided by that person will be considered as part of the Review Panel's deliberations. The person under investigation and investigating officer are not present during the actual deliberations of the Review Panel

2. The AIS Review Panel

The AIS Review Panel consists of 4 members from the Department:

- Manager Driver Licence Assessment (Chair)
- AIS Officer
- Registration & Licensing Services representative or delegate

A minimum of 3 members is required to consider alleged breaches

The AIS REVIEW PANEL PROCEDURE

The Review Panel will make its finding on whether or not it considers a breach has occurred based on the investigating officer's final report and any submissions by the person investigated. If a finding of a breach is made, the Panel will then determine the level of seriousness of the breach and proposed sanction. The Chair of the Panel will advise the person under investigation in writing of the Panel's decision, reasoning for its finding and its proposed recommendation to the RMV. However before a final decision is made the Panel will give the person under investigation a reasonable opportunity to be heard. And will be given 14

days after service of the letter to outline anything that they would like the Panel to consider before making their recommendation to the RMV. Should they not provide any written advice within the specified time the Panel's final recommendation will be presented to the RMV.

Should the person under investigation provide the Panel with further advice in writing within the specified time the Panel will convene and consider these matters as soon as possible after the specified time taking into consideration the information before them? The Chair of the Panel will advise the person under investigation of the outcome of their deliberation and their reasons for coming to that decision. The Panel's final recommendation will be presented to the RMV.

3. The Registrar of Motor Vehicles Decision

Where there has been a finding of a breach by the AIS Review Panel, a copy of the Panel's reasoning for its finding, along with its recommendation for sanction (including recommendation for time of commencement for suspension or cancellation) will be presented to the RMV.

The RMV may accept the Panel's finding of a breach and accept the particular recommendation for sanction, or he may impose some sanction of his own, or no sanction. The RMV's decision is a determination as to breach, and sanction (if any), and the commencement date of any sanction.

In the event the RMV's decision is to impose a formal warning the person (VE or AIS) who has been investigated will receive notice of that formal warning in the mail. If that person is a VE, the relevant Proprietor will also receive a copy of the VE's formal warning. Included with the notice will be the AIS Review Panel's determination and reasons. If the RMV has not accepted the Panel's recommendation, he will say so and provide his own statement of reasons for his decision.

In the event the RMV's decision is to impose a suspension or a cancellation, a Notice of Suspension or of Cancellation will be personally served on the person investigated. If that person is a VE, the relevant Proprietor will receive a copy of the suspension or cancellation. If the RMV has not accepted the Panel's recommendation, he will say so and provide his own statement of reasons for his decision. Included with the Notice will be a copy of the AIS Review Panel's findings and reasons.

In most cases a Notice of Suspension or Cancellation will have immediate effect on service of the Notice. Should the person lodge an application for appeal the decision by the RMV to suspend or cancel that person will not be set aside. This means that that person cannot continue to inspect vehicles on behalf of the RMV until the appeal is heard.

APPEALS

Can the person the subject of a suspension or cancellation appeal against a finding of breach and or the sanction?

An investigation that results in the RMV issuing a formal warning cannot be appealed.

If the RMV has suspended or cancelled any approval, the person the subject of the suspension or cancellation may appeal the RMV's decision.

The person must forward the appeal request to the Chair of the AIS Review Panel within 14 days of the Notice. The appeal request need not be in specific form but must be in writing and state the decision appealed against, the reasons for seeking that appeal, and a business hours contact phone number. The appellant will then be advised in writing of the day, time, and date of the appeal hearing and that they are able to make a personal submission at that hearing. The appellant will be required to appear in person or by video conference, which are located at our Launceston and Burnie offices. The investigating officer will also be present at the hearing.

The appeal will be determined by the AIS Appeal Committee - a Committee of representatives of government and Industry bodies. The appeal proceeds afresh, i.e. as if it had not been determined before. The Committee will have before it the investigating officer's final report, the finding and recommendations of the Review Panel, the RMV final decision and statement of reasons. Any new evidence or information to be presented at that hearing must also be provided in written form to the other party prior to the hearing.

The investigating officer and the appellant can ask questions of each other, and the Committee may ask questions of both parties. The investigating officer and appellant will not be present during the Committee's deliberation.

The Committee must either –

1. affirm the RMV's decision, or
2. vary the RMV's decision, or
3. set aside the RMV's decision and make a new decision in place of the decision set aside. This decision may only be one that the RMV might have originally made.

The AIS Appeal Committee's decision is binding on the RMV who will then advise the appellant of the outcome of the appeal.

The AIS Appeal Committee will consist of at least 5 members with no more than one from each of:

- Royal Automobile Club of Tasmania
- Tas TAFE
- Tasmanian Automobile Chamber of Commerce
- Tasmania Police
- the Department (Chair)
- Engineering signatory
- AMBRIS

Contract (Type 2 Service providers only)

What are some examples of Breaches, which could result in Termination of the Contract?

Listed below are examples that could lead to termination of the contract:

- Defects not detected (substandard inspection)
- Conduct Illegal Modification
- Inadvertently approve for registration a vehicle not suitable for registration
- Knowingly approve for registration a vehicle not suitable for registration
- Issue inspection report for a vehicle not physically examined
- Breach of conflict of interest, as mentioned in chapter four
- Fraudulent activities by the contractor or employees of the contractor (i.e. selling stolen vehicles, misrepresenting vehicles for sale by speedometer wind-back, un-stated defects, etc or carrying out illegal modifications)

The above list is not definitive. Penalties in line with those listed above will be applied for other breaches of the terms of the AIS (including misrepresentation & misconduct).

Matters of prior AIS/Vehicle Examiner history, number & nature of previous breaches, and by who committed, should be considered.

The lapse of time between breaches and the seriousness of the breach should be considered against public interest.

Investigation

Investigations will be conducted by the Assistant Manager AIS Compliance as outlined under "How Breaches are determined" in this chapter.

How will the Contractor be notified?

Default

If in the event that a Contractor has failed to meet the obligations (default) of the contract, the crown will serve a 'Default Notice' requiring the contractor to remedy each default in the performance of its obligations.

If after ten business days the contractor has not remedied each default in the performance of its obligations, or continues to be in breach of the provisions of the contract, the contractor will be served with a 'Termination Notice'; this notice will be effective immediately from when the contractor receives it.

Suspension

The crown may suspend the Contract in whole or in part, by notifying the Contractor in writing that;

- The Contract or a part of the contract is suspended from the date specified in the notice

Right of Appeal

The contractor has a right of appeal in the event of being issued with a 'Termination notice'. An independent arbitrator will be consulted and investigate the alleged breach. The arbitrator's decision is final.

Chapter 8

Pre-Registration Inspections

Types of Pre-Registration Inspection

What Types of Pre-Registration Inspection can a Light Vehicle Approved Inspection Station Carry Out?

Light Vehicle Approved Inspection Stations (LVAIS) may undertake pre-registration inspections and prepare pre-registration inspection reports on light vehicles (GVM up to 4.5 tonnes), motorcycles and light trailers (GVM up to 4.5 tonnes) which:

- Are currently registered in another state
- Have been registered in Tasmania but whose registration has lapsed for more than 90 days
- Have been directed to an Approved Inspection Station by officers of the the Department for inspection prior to being issued with conditional registration, restricted registration, other special classes of registration or as part of the approval process for modified vehicles
- Have been purchased at auction and which were previously registered as government vehicles and do not have registration plates
- Vehicle has been classified (by appropriate Authority) as a WOVR

What Classes of Vehicle may not be inspected by Light Vehicle Approved Inspection Station?

LVAIS are not authorised to prepare pre-registration inspection reports for the following:

- Heavy vehicles (over 4.5 tonnes GVM)
- Buses (over 4.5 tonnes GVM)
- Small Passenger Vehicles unless approved for Type 2 inspections
- Vehicles with major modifications, which have not been approved by the Department

On what grounds should a Vehicle be Failed at Inspection?

LVAIS may not recommend for registration:

- Vehicles that have defective components. For full details of reasons for rejection refer to the Light Vehicle Inspection Manual
- Vehicle has had modifications carried out and does not display a modification plate, unless accompanied by a written approval by the Department
- Vehicles that have defaced, replaced, modified or otherwise tampered with identifiers unless accompanied by a written approval by the Department

NB: Components, which are within the manufacturers wear limits, will not render a vehicle unsuitable for registration. A motorist may be advised that components may need replacing in the future but provided they are functioning properly and are within the abovementioned limits at the time of the inspection the vehicle cannot be failed.

Completing the Inspection Report

What General Requirements are there for completing the Inspection Report?

Official Inspection Reports

There are two official inspection reports:

- “Application for Registration of a Light Motor Vehicle or Trailer” report
- “Vehicle inspection checklist” reports for:
 - Light motor vehicle.
 - Motorcycle/light trailer/caravan.

Application for Registration of a Light Vehicle or Trailer

Only reports prepared on official the Department Report forms will be accepted for registration purposes. These can be purchased from any Service Tasmania shop using the Inspection Report order form (see Chapter 2) and payment of \$200 (including GST) for each 20 forms purchased. The Application for Registration of a Light Motor Vehicle or Trailer must bear the name and signature of the Vehicle Examiner (VE) and the stamp of the LVAIS. Inspection forms must not be pre signed and stamped.

Vehicle Inspection Checklist

All LVAIS VEs have been issued with three official the Department checklists which are in book form. These will be issued at no cost to the VE. The checklist must be completed during the inspection for all pre-registration inspections and where a full roadworthiness inspection is conducted. There is no requirement to attach the checklist to the “Application for Registration of a Light Motor Vehicle or Trailer” form however the checklist booklet must be made available on request by an officer of the Department.

Note: Checklist books are cross referenced with inspection report books issued to the AIS as part of their scheduled AIS audit. Checklist books can only be completed by the VE recorded on the front cover page of the checklist book.

Handwriting

All details must be completed in ink or ball point and with sufficient pressure to ensure all copies are readable. Illegible Inspection Reports will be returned to the Proprietor and will be noted on the record of the LVAIS. Repeated preparation of illegible Inspection Reports may result in cancellation of the LVAIS agreement.

Remember: handwriting must be legible at all times.

Mistakes

Mistakes may be corrected by crossing out the incorrect data and writing in the correct information above or below. All corrections must be initialled with their VE's number.

Note: Correction fluid or tape must not be used to correct a mistake.

Copies

The “Application for Registration of a Light Motor Vehicle or Trailer” report comes in triplicate. The copies are:

Bottom copy: LVAIS copy - remains in the book

Middle copy: Motorist's copy - given to the motorist after the initial inspection (with defects marked if present).

Top copy: Service Tasmania's copy - given to the motorist to take to Service Tasmania ONLY after the vehicle has been passed at inspection.

REMEMBER: PRE – REGISTRATION INSPECTION REPORT FORMS ARE ONLY VALID FOR 30 DAYS FROM THE DATE OF PASSED INSPECTION.

Attachment

A completed Vehicle Inspection checklist for a light motor vehicle



**Approved Inspection Station
Vehicle Inspection Checklist
Light Motor Vehicle**



Inspection Report No: AA319802

VEHICLE DETAILS

Make: Holden Model: Camaro Type: Sedan Year of compliance/manufacture: 6/88 Colour: Black

Odometer: 223,476 GVM: - Seating: 5 Fuel Type: petrol No. of Cylinders: 6

VIN/Chassis No: 6H8VNL19HLL270210 Engine No: VH005642

<p>1. IDENTITY</p> <input checked="" type="checkbox"/> Compliance Plate <input checked="" type="checkbox"/> VIN/Chassis No <input checked="" type="checkbox"/> Engine No <input type="checkbox"/> Modification plate <p>2. ELECTRICAL CHECK</p> <input checked="" type="checkbox"/> Headlight/park lights <input checked="" type="checkbox"/> Headlight alignment <input checked="" type="checkbox"/> Tail lights <input checked="" type="checkbox"/> Indicators <input checked="" type="checkbox"/> Brake lights <input checked="" type="checkbox"/> Reverse lights <input checked="" type="checkbox"/> Reflectors <input checked="" type="checkbox"/> Lens condition <input checked="" type="checkbox"/> Windscreen wipers/washers <input checked="" type="checkbox"/> Horn <p>3. INSIDE CHECKS</p> <input checked="" type="checkbox"/> Heater/demister <input checked="" type="checkbox"/> Heater fan <input checked="" type="checkbox"/> ABS/SRS lights <input checked="" type="checkbox"/> Pedal condition/height <input checked="" type="checkbox"/> Handbrake operation <input type="checkbox"/> Inhibitor switch (auto) <input checked="" type="checkbox"/> Steering wheel/freeplay <input checked="" type="checkbox"/> Door operation <p>4. MIRRORS</p> <input checked="" type="checkbox"/> Condition/mountings <p>5. SEATS</p> <input checked="" type="checkbox"/> Condition/mountings <input checked="" type="checkbox"/> Adjustments <p>6. SEAT BELTS</p> <input checked="" type="checkbox"/> Condition/mountings <input checked="" type="checkbox"/> Compliance <input checked="" type="checkbox"/> Locking/snatch test <p>7. BODY CHECK</p> <input checked="" type="checkbox"/> Rust <input checked="" type="checkbox"/> Protrusions <input checked="" type="checkbox"/> Bonnet safety catch <input checked="" type="checkbox"/> Windows <input checked="" type="checkbox"/> Window glazing/tinting: <u>45</u> % <p><input checked="" type="checkbox"/> Pass <input checked="" type="checkbox"/> Fail <input type="checkbox"/> N/A</p> <p>Comments: <u>Engine oil leaks.</u></p>	<p>8. UNDER BONNET CHECK</p> <input checked="" type="checkbox"/> Master cylinder <input checked="" type="checkbox"/> Engine oil leaks <input checked="" type="checkbox"/> Engine fuel leaks <input checked="" type="checkbox"/> Air cleaner <input checked="" type="checkbox"/> Engine mountings <input checked="" type="checkbox"/> Exhaust system <input checked="" type="checkbox"/> Battery security <input checked="" type="checkbox"/> Wiring security <input checked="" type="checkbox"/> Steering shaft/coupling <input checked="" type="checkbox"/> Power steering leaks <p>9. STEERING</p> <input checked="" type="checkbox"/> Steering box/rack <input checked="" type="checkbox"/> Linkages/joints <input type="checkbox"/> Tie rod ends <input type="checkbox"/> Idler arm <p>10. FRONT SUSPENSION</p> <input checked="" type="checkbox"/> Control arms <input type="checkbox"/> Bushes <input checked="" type="checkbox"/> Ball joints <input checked="" type="checkbox"/> Springs/shock absorbers <input checked="" type="checkbox"/> Bump stops <input checked="" type="checkbox"/> Modifications * *Suspension height: <input type="text"/> mm <p>11. WHEELS & TYRES FRONT</p> <input checked="" type="checkbox"/> Condition <input checked="" type="checkbox"/> Tread pattern <input checked="" type="checkbox"/> Tyre speed/load rating <input checked="" type="checkbox"/> Rims/mountings <input type="checkbox"/> After market tyres/rims* *Wheel track: <input type="text"/> mm <p>12. BRAKES</p> <input checked="" type="checkbox"/> Pipes and hoses <input checked="" type="checkbox"/> Discs and drums <input checked="" type="checkbox"/> Fluid leaks <input checked="" type="checkbox"/> Caliper/hose security <input checked="" type="checkbox"/> Pads and linings <input checked="" type="checkbox"/> Linkages	<p>13. ENGINE & DRIVELINE</p> <input checked="" type="checkbox"/> Mountings <input checked="" type="checkbox"/> Oil leaks <input checked="" type="checkbox"/> Universal joints <input checked="" type="checkbox"/> Centre bearing <p>14. EXHAUST</p> <input checked="" type="checkbox"/> Exhaust leaks <input checked="" type="checkbox"/> Clearance-hoses/wiring <input checked="" type="checkbox"/> Catalytic Converter <p>15. REAR SUSPENSION</p> <input checked="" type="checkbox"/> Control arms <input checked="" type="checkbox"/> Bushes <input checked="" type="checkbox"/> Ball joints <input checked="" type="checkbox"/> Springs/shock absorbers <input checked="" type="checkbox"/> Bump stops <input type="checkbox"/> Modifications* *Suspension height: <input type="text"/> mm <p>16. WHEELS & TYRES REAR</p> <input checked="" type="checkbox"/> Condition <input checked="" type="checkbox"/> Tread pattern <input type="checkbox"/> Tyre speed/load rating <input type="checkbox"/> Rims/mountings <input type="checkbox"/> After market tyres/rims* *Wheel track: <input type="text"/> mm <p>17. FUEL TANK</p> <input checked="" type="checkbox"/> Mounting/condition <input checked="" type="checkbox"/> Fuel leaks <input checked="" type="checkbox"/> Fuel lines <p>18. LPG GAS</p> <input type="checkbox"/> Gas compliance (certificate in date) <p>19. UNDER BODY & FRAME</p> <input checked="" type="checkbox"/> Rust <input checked="" type="checkbox"/> Cracks <input checked="" type="checkbox"/> Bends/kinks <input type="checkbox"/> Modifications/repairs <input checked="" type="checkbox"/> Mudguards/mudflaps <p>20. MOTORHOME</p> <input type="checkbox"/> Gas/electrical compliance <input type="checkbox"/> Compliant fire extinguisher <input type="checkbox"/> 2 nd stage manufacture plate
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Form ABS 1 - Version 2 January 20

Attachment

A completed vehicle inspection checklist for a light trailer/caravan



Approved Inspection Station
Vehicle inspection checklist
Light trailer/Caravan



Inspection Report No: **AA276543**

VEHICLE DETAILS

Make: *Home made* Model: *Citizen* Type: *Box* Colour: *Blue*
 Unladen mass: *450* kg ATM: *1200* t Year of compliance/manufacture: *12/12*
 VIN/Chassis No: **6T9T2Q1LV19S7Q001**

1. IDENTITY		Inspected	Corrected		
Is compliance plate suitably affixed		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
VIN stamped onto substantial part of trailer		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Unladen mass (weighbridge ticket provided)		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
ATM correctly assessed		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2. TOWING COUPLING		Inspected	Corrected		
Mounting bolts		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Displays ATM/GTM including manufacturers name or trademark		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Is coupling marked with manufacturers name size and rating in kg. OR for European couplings the mark "B" or "B50-X", a D rating of 6.4, 14 or 20 and a "S" followed by a vertical loading in kg		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Positive locking device with provision for secondary locking device		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Coupling marked with "Do not weld" that displays welding		<input type="checkbox"/>	<input type="checkbox"/>		
Master cylinder/Brake away		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pipes and hoses		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Linkages		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3. DRAWBAR		Inspected	Corrected		
Securely mounted		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
If removable does it have suitable locking devices		<input type="checkbox"/>	<input type="checkbox"/>		
Permanently affixed safety chain		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Do the safety chain/s touch ground when coupled to towing vehicle		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Does safety chain meet minimum diameter requirements specified in the tables below:		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Safety chains appropriately attached.		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Table 1 - for trailers with an ATM up to 3500Kg					
ATM (kg)	Minimum Chain Link Diameter (mm)	Rating (kg)	Number of Chains (minimum)	Markings	Minimum Marking Frequency (link)
0 to 1000	6.3	1000	1	4177-10	4th
Up to 1600	8.0	1600	1	4177-16	4th
Up to 2500	10.0	2500	1	4177-25	4th
Up to 3500	13.0	3500	2	4177-35	4th
Up to an ATM of 3500 kg safety chains may be welded to the drawbar. The weld must cover at least 50% of the length of the link and the adjoining link must be able to move freely within the welded link.					
Table 2 - For trailers over 3500Kg ATM					
ATM (kg)	Minimum Chain Link Diameter (mm)	Rating (kg)	Number of Chains (minimum)	Markings	Minimum Marking Frequency (link)
Up to 4500	6.0	4607	2	(Manufacturers Mark) "T", "8", "80", or "800"	20 th or 1 metre
If the ATM exceeds 3500kg the safety chains must NOT be welded to the drawbar.					
		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Pass Fail N/A

Form AIS 10 Version 2 October 2011

Attachment continued

A completed vehicle inspection checklist for a light trailer/caravan

Safety chains appropriately attached.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. BRAKES	Inspected	Corrected
Brake components	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cable operating	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wiring for electrical brakes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brake Reservoir	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hydraulic brake lines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
The brakes do not retard the movement of the trailer/caravan	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle or control lever	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trailer/caravan with an ATM greater than 2.0t does not have brakes fitted to all axles and not fitted with trailer brake away	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trailer brake away, where fitted fails to apply the brakes when disconnected.	<input type="checkbox"/>	<input type="checkbox"/>
5. SUSPENSION	Inspected	Corrected
Wheel bearings	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Springs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Suspension bushes / rubbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shock absorbers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Axle	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Spring rating for axle or group	<input type="checkbox"/>	<input type="checkbox"/>
6. WHEELS & TYRES	Inspected	Corrected
Condition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tread pattern	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rims and attaching studs and nuts	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tyre placard fitment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tyre size	185 x 14	<input checked="" type="checkbox"/>
Cold inflation pressure	44 Kpa	<input checked="" type="checkbox"/>
Tyre load rating	530 Kgs	<input checked="" type="checkbox"/>
Speed category	100 Km/H	<input checked="" type="checkbox"/>
Tyre load rating for axle or group	1500 Kgs	<input type="checkbox"/>
7. ELECTRICAL	Inspected	Checked
Tail lights & number plate light	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Indicators	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brake lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Side clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Front clearance lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reflectors front and rear	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lens conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. BODY & FRAME CHECK	Inspected	Checked
Rust	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cracks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bends/kinks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Structural integrity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Modifications	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mudguards	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gas compliance AS 5601 (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Electrical compliance AS 3001 (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguisher AS 2444 (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Comments:.....

Pass Fail N/A

Form AIS 10

Attachment

A completed Vehicle Inspection checklist for a motorcycle



Approved Inspection Station
Vehicle inspection checklist
Motorcycles



Inspection Report No: AA276544

VEHICLE DETAILS

Make: Honda Model: SR1300 Type: - Year of compliance/manufacture: 2006 Colour: Red
 Odometer: 125,796 Seating: 2 Fuel Type: P No. of Cylinders: 4
 VIN/Chassis No. JH2SC5V0P0M412345 Engine No. JCS7C-123456

1. IDENTITY

- Compliance Plate
- Import/modification plate
- VIN/Chassis No
- Engine No

2. ELECTRICAL CHECK

- Headlight/park lights
- Headlight alignment
- Tail lights
- Indicators
- Brake lights
- Reflectors
- Lens conditions
- Horn
- Battery security

3. HANDLEBARS

- Mirrors
- Throttle return
- Clutch lever
- Handlebar security
- Hand grips

4. BRAKES

- Master cylinder/s
- Pipes and hoses
- Discs and drums
- Fluid leaks
- Calliper/hose security
- Pads and linings
- Linkages

5. SUSPENSION

- Front forks and braces
- Shock absorbers
- Springs
- Swing arm bushes
- Axle location and lock nuts
- Drive chain/belt/ and cover

6. ENGINE

- Oil/fuel leaks
- Mountings
- Sprocket/pulley cover
- Air filters
- Fuel lines
- Gear lever

7. WHEELS & TYRES

- Condition/spokes
- Tread pattern
- Rims

8. EXHAUST

- Exhaust leaks
- Security/noise

9. BODY & FRAME CHECK

- Fuel tank
- Seat/s/condition/mounting
- Mudguards
- Bends/kinks/cracks/rust
- Modifications

Comments:

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Pass Fail N/A

Form AIS 9

Attachment

A completed Inspection Report



APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER

Validation Period - This application form is only valid for 30 days from the date of inspection

OFFICE USE ONLY		
REG. NUMBER		
AMOUNT PAID		
RECEIPT NUMBER		
Proof of Entitlement to Register	Attached	<input type="checkbox"/>
Evidence of Identity	Sight/Attached	<input type="checkbox"/>
Evidence of Address	Sight/Attached	<input type="checkbox"/>
Conditions (if applicable)	Attached	<input type="checkbox"/>

SECTION 1: INSPECTION REPORT (To be completed by Approved Vehicle Examiner) Please tick boxes below

Inspector for compliance pursuant to the Vehicle and Traffic Act 1999.

VIN / Chassis No.: 6H8VNL19HL27Q21Q

Engine No.: VH 205602

DATE OF AUSTRALIAN COMPLIANCE / MANUFACTURE: Month 6 Year 88, AUSTRALIAN COMPLIANCE PLATE FITTED: YES NO
(date not applicable) RIGHT HAND DRIVE: YES NO N/A

(Refer to LVMS Manual Chapter 8)

REASON FOR INSPECTION:

NEW

REGISTRATION LAPSED (EXPIRED)

PREVIOUSLY REGISTERED INTERSTATE

HOMEBUILT

IMPORTED FROM OVERSEAS

CONDITIONAL REGISTRATION

REBUILT WRECK

SPECIAL INTEREST REGISTRATION

MAKE: Holden

MODEL: Commodore

ODOMETER READING: 110,201

Colour of vehicle:

Airwork Gold Purple

Beige Green Red

Black Grey Silver

Blue Khaki Tan

Bronze Maroon Turquoise

Brown Mauve White

Cream Orange Yellow

Fawn Pink

DEFINITIONS: (Refer to LVMS Manual)

VEHICLE TYPE: <input checked="" type="checkbox"/> CAR <input type="checkbox"/> STATION WAGON <input type="checkbox"/> MOTORCYCLE <small>(Engine Capacity (CC))</small> <input type="checkbox"/> OTHER (describe)	BODY TYPE: <input type="checkbox"/> VAN GVM (kg) <input type="checkbox"/> UTE <input type="checkbox"/> TRAY <input type="checkbox"/> TIPPER GCM (kg) <input type="checkbox"/> CAMPERVAN <input type="checkbox"/> BUS (if applicable)	FUEL TYPE: <input checked="" type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Gas <input type="checkbox"/> Other <small>(Please Specify)</small>	NUMBER OF: <u>6</u> Cylinders <u>2</u> Doors <u>5</u> Manufactured Seating <u>5</u> Seats <u>4</u> Wheels	BODY TYPE: <input type="checkbox"/> TRAILER <input type="checkbox"/> BOX <input type="checkbox"/> BOAT <input type="checkbox"/> BIKE <input type="checkbox"/> CAR <input type="checkbox"/> HORSE FLOAT <input type="checkbox"/> CARAVAN <input type="checkbox"/> OTHER *Description: _____ Trailers ATM <input type="checkbox"/> ATM (kg)	UNLOADED MASS (tonnes) <input type="checkbox"/> 0 TO 0.5 <input type="checkbox"/> 0.5 TO 1.0 <input type="checkbox"/> 1.0 OR MORE
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INSPECTION REPORT

Passed First Inspection

Failed Inspection

Passed Second Inspection

I, Soe Choen inspected the above vehicle on (date) 11/4/18 (time) 8:30 am/pm and to the best of my knowledge found it to comply with the requirements of the Vehicle and Traffic Act (1999) and Regulations and to be acceptable for registration.

Signature: [Signature] VE. No. 123

REASONS FOR FAILURE:

Signature: _____ Date Failed: / / VE. No. _____ AIS No. _____

Stamp: STAMPEL OF APPROVED INSPECTION STATION SMITHS GARAGE AIS 124 Melville Highway, Portville

Use if vehicle passes inspection

December 2008 PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATING DETAILS

ORIGINAL: PRESENT TO ANY SERVICE INQUIRY SHOP

ISSUES REF: 15

Attachment

An Inspection Report for a vehicle which passes.



APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER

Validation Period - This application form is only valid for 30 days from the date of inspection

OFFICE USE ONLY	
REG. NUMBER	
AMOUNT PAID	
RECEIPT NUMBER	
Proof of Entitlement to Register	Attached <input type="checkbox"/>
Evidence of Identity	Signet/Attached <input type="checkbox"/>
Evidence of Address	Signet/Attached <input type="checkbox"/>
Conditions (if applicable)	Attached <input type="checkbox"/>

SECTION 1: INSPECTION REPORT (To be completed by Approved Vehicle Examiner) Please tick boxes below
 Inspection for compliance pursuant to the Vehicle and Traffic Act 1992.

VIN / Chassis No.: 6H8VNL19HL27Q21Q

Engine No.: VH 225602

DATE OF AUSTRALIAN COMPLIANCE / MANUFACTURE: Month 6 Year 88, AUSTRALIAN COMPLIANCE PLATE FITTED: YES NO
(date not applicable) RIGHT HAND DRIVE: YES NO N/A

(Refer to LVMS Manual Chapter 2)

REASON FOR INSPECTION:

<input type="checkbox"/> NEW	MAKE <u>Holden</u>	Colour of vehicle:
<input type="checkbox"/> REGISTRATION LAPSED (EXPIRED)	MODEL <u>Commodore</u>	<input type="checkbox"/> Almond <input type="checkbox"/> Gold <input type="checkbox"/> Purple
<input checked="" type="checkbox"/> PREVIOUSLY REGISTERED INTERSTATE	ODMETER READING <u>118,201</u>	<input type="checkbox"/> Beige <input type="checkbox"/> Green <input checked="" type="checkbox"/> Red
<input type="checkbox"/> HOME BUILT		<input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Silver
<input type="checkbox"/> IMPORTED FROM OVERSEAS		<input type="checkbox"/> Blue <input type="checkbox"/> Khaki <input type="checkbox"/> Tan
<input type="checkbox"/> CONDITIONAL REGISTRATION		<input type="checkbox"/> Bronze <input type="checkbox"/> Maroon <input type="checkbox"/> Turquoise
<input type="checkbox"/> REBUILT WRECK		<input type="checkbox"/> Brown <input type="checkbox"/> Mauve <input type="checkbox"/> White
<input type="checkbox"/> SPECIAL INTEREST REGISTRATION		<input type="checkbox"/> Cream <input type="checkbox"/> Orange <input type="checkbox"/> Yellow
		<input type="checkbox"/> Fawn <input type="checkbox"/> Pink

DEFINITIONS: (Refer to LVMS Manual)

VEHICLE TYPE: <input checked="" type="checkbox"/> CAR <input type="checkbox"/> STATION WAGON <input type="checkbox"/> MOTORCYCLE (Engine Capacity (CC) _____) <input type="checkbox"/> OTHER (describe) _____	BODY TYPE: <input type="checkbox"/> VAN GVM (kgs) _____ <input type="checkbox"/> UTE _____ <input type="checkbox"/> TRAY _____ <input type="checkbox"/> TIPPER GCM (kgs) _____ <input type="checkbox"/> CAMPERVAN _____ <input type="checkbox"/> BUS (if applicable) _____	FUEL TYPE: <input checked="" type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Gas <input type="checkbox"/> Other _____ (Please Specify) _____	NUMBER OF: <input type="checkbox"/> 6 Cylinders <input type="checkbox"/> Rotors <input checked="" type="checkbox"/> 2 Axles <input checked="" type="checkbox"/> 5 Manufactured Seating <input checked="" type="checkbox"/> 5 Seats <input checked="" type="checkbox"/> 4 Wheels	BODY TYPE: <input type="checkbox"/> TRAILER <input type="checkbox"/> BOX <input type="checkbox"/> BOAT <input type="checkbox"/> BONE <input type="checkbox"/> CAR <input type="checkbox"/> HORSE FLIGHT <input type="checkbox"/> CARAVAN <input type="checkbox"/> *OTHER _____ *Description: _____ Trailer ATM _____ ATM (kg) _____	UNLADEN MASS (tonnes) <input type="checkbox"/> 0 TO 0.5 <input type="checkbox"/> 0.5 TO 1.0 <input type="checkbox"/> 1.0 OR MORE
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INSPECTION REPORT

Passed First Inspection
 Failed Inspection
 Passed Second Inspection

I, See Citizen inspected the above vehicle on (date) 11/4/88 (time) 8:30 am/pm and to the best of my knowledge found it to comply with the requirements of the Vehicle and Traffic Act (1989) and Regulations and to be acceptable for registration.

Signature: [Signature] V.E. No. 123

REASONS FOR FAILURE: _____

Signature _____ Date Failed: / / V.E. No. _____ AIS No. _____

STAMP OF APPROVED INSPECTION STATION

SMITH'S GARAGE

Highland Highway,
 Portville

AIS 124

Use if vehicle passes inspection

Attachment

An Inspection Report for a vehicle which fails.



APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER

Validation Period - This application form is only valid for 30 days from the date of inspection

OFFICE USE ONLY	
REG. NUMBER	
AMOUNT PAID	
RECEIPT NUMBER	
Proof of Entitlement to Register	Attached <input type="checkbox"/>
Evidence of Identity	Sighted/Attached <input type="checkbox"/>
Evidence of Address	Sighted/Attached <input type="checkbox"/>
Conditions (if applicable)	Attached <input type="checkbox"/>

SECTION 1: INSPECTION REPORT (To be completed by Approved Vehicle Examiner) Please tick boxes below

Inspection for compliance pursuant to the Vehicle and Traffic Act 1999.

VIN / Chassis No.: 6H3VNL19HVLL27Q21

Engine No.: VH 205642

DATE OF AUSTRALIAN COMPLIANCE / MANUFACTURE: Month 6 Year 88, AUSTRALIAN COMPLIANCE PLATE FITTED: YES NO
(strike out not applicable) RIGHT HAND DRIVE: YES NO N/A

(Refer to LVAIS Manual Chapter 8)

REASON FOR INSPECTION:

NEW
 REGISTRATION LAPSED (EXPIRED)
 PREVIOUSLY REGISTERED INTERSTATE
 HOME BUILT
 IMPORTED FROM OVERSEAS
 CONDITIONAL REGISTRATION
 REBUILT WRECK
 SPECIAL INTEREST REGISTRATION

MAKE Holden Colour of vehicle:
 Anthracite Gold Purple
 Beige Green Red
 Black Grey Silver
 Blue Khaki Tan
 Bronze Maroon Turquoise
 Brown Mauve White
 Cream Orange Yellow
 Fawn Pink

MODEL Commodore
 ODOMETER READING 110,201

DEFINITIONS: (Refer to LVAIS Manual)

VEHICLE TYPE: <input checked="" type="checkbox"/> CAR <input type="checkbox"/> STATION WAGON <input type="checkbox"/> MOTORCYCLE <small>Engine Capacity (cc)</small> <input type="checkbox"/> OTHER (Describe)	BODY TYPE: <input type="checkbox"/> VAN GVM (kgs) <input type="checkbox"/> UTE <input type="checkbox"/> TRAY <input type="checkbox"/> TIPPER GCM (kgs) <input type="checkbox"/> CAMPERVAN <input type="checkbox"/> BUS (if applicable)	FUEL TYPE: <input checked="" type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Gas <input type="checkbox"/> Other <small>(Please Specify)</small>	NUMBER OF: <input checked="" type="checkbox"/> 6 Cylinders <input type="checkbox"/> Rotors <input checked="" type="checkbox"/> 2 Axles <input checked="" type="checkbox"/> 5 Manufactured Sealing <input checked="" type="checkbox"/> 4 Seats <input checked="" type="checkbox"/> 4 Wheels	BODY TYPE: <input type="checkbox"/> TRAILER <input type="checkbox"/> BOX <input type="checkbox"/> BOAT <input type="checkbox"/> BIKE <input type="checkbox"/> CAR <input type="checkbox"/> HORSE FLOAT <input type="checkbox"/> CARAVAN <input type="checkbox"/> OTHER *Description: _____ Trailers ATM <input type="checkbox"/> ATM (kgs)	UNLADEN MASS (gross) <input type="checkbox"/> 0 TO 0.5 <input type="checkbox"/> 0.5 TO 1.0 <input type="checkbox"/> 1.0 OR MORE
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INSPECTION REPORT

Passed First Inspection
 Failed Inspection
 Passed Second Inspection

I, _____ Inspected the above vehicle on (date) 1/1 (time) 8:30 am/pm and to the best of my knowledge found it to comply with the requirements of the Vehicle and Traffic Act (1999) and Regulations and to be acceptable for registration.

Signature: _____ V.E. No. _____

REASONS FOR FAILURE

Modification approval for seating clamp
Oil leak underside

STAMP OF APPROVED INSPECTION STATION

Signature: [Signature] (Time) 8:30 am/pm
 Date Failed 1/14/14 V.E. No. 123 AIS No. 124

Only if vehicle passes inspection

Attachment

A completed Inspection Report for a vehicle which subsequently passes.



APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER

Validation Period - This application form is only valid for 30 days from the date of inspection

OFFICE USE ONLY	
REG. NUMBER	
AMOUNT PAID	
RECEIPT NUMBER	
Proof of entitlement to Register	Attached <input type="checkbox"/>
Evidence of Identity	Signed & Attached <input type="checkbox"/>
Evidence of Address	Signed & Attached <input type="checkbox"/>
Conditions (if applicable)	Attached <input type="checkbox"/>

SECTION 1: INSPECTION REPORT (To be completed by Approved Vehicle Examiner) Please tick boxes below

Inspection for compliance pursuant to the Vehicle and Traffic Act 1998.

VIN / Chassis No:	6 T 9 T 2 0 T A S X X 1 5 4 7 6 2									
Engine No:										
DATE OF AUSTRALIAN COMPLIANCE / MANUFACTURE (write out not applicable)	Month <u>11</u> Year <u>13</u>					AUSTRALIAN COMPLIANCE PLATE FITTED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				
(Refer to LVAS Manual Chapter 8)						RIGHT HAND DRIVE <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> R/LA				
REASON FOR INSPECTION:	MAKE <u>Homebuilt</u>					Colour of vehicle:				
<input checked="" type="checkbox"/> NEW	MODEL <u>Box trailer</u>					<input type="checkbox"/> Artwork <input type="checkbox"/> Gold <input type="checkbox"/> Purple <input type="checkbox"/> Beige <input type="checkbox"/> Green <input type="checkbox"/> Red <input type="checkbox"/> Previously Registered Interstate <input type="checkbox"/> Black <input type="checkbox"/> Grey <input type="checkbox"/> Silver <input type="checkbox"/> Homebuilt <input checked="" type="checkbox"/> Blue <input type="checkbox"/> Khaki <input type="checkbox"/> Tan <input type="checkbox"/> Imported from Overseas <input type="checkbox"/> Bronze <input type="checkbox"/> Maroon <input type="checkbox"/> Turquoise <input type="checkbox"/> Conditional Registration <input type="checkbox"/> Brown <input type="checkbox"/> Mauve <input type="checkbox"/> White <input type="checkbox"/> Rebuilt Wreck <input type="checkbox"/> Cream <input type="checkbox"/> Orange <input type="checkbox"/> Yellow <input type="checkbox"/> Special Interest Registration <input type="checkbox"/> Faun <input type="checkbox"/> Pink				
	ODOMETER READING _____									

DEFINITIONS: (Refer to LVAS Manual)

VEHICLE TYPE: <input type="checkbox"/> CAR <input type="checkbox"/> STATION WAGON <input type="checkbox"/> MOTORCYCLE <small>Engine Capacity (CC)</small> <input type="checkbox"/> OTHER (describe) _____	BODY TYPE: <input type="checkbox"/> VAN <small>GVM (kg)</small> <input type="checkbox"/> UTE <input type="checkbox"/> TRAY <input type="checkbox"/> TIPPER <small>GCM (kg)</small> <input type="checkbox"/> CAMPERVAN <input type="checkbox"/> BUS <small>(if applicable)</small>	FUEL TYPE: <input type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Gas <input type="checkbox"/> Other <small>(Please Specify)</small>	NUMBER OF: <input type="checkbox"/> Cylinders <input type="checkbox"/> Pistons <input type="checkbox"/> Axles <input type="checkbox"/> Manufactured Sealing <input type="checkbox"/> Seals <input type="checkbox"/> Wheels	BODY TYPE: <input checked="" type="checkbox"/> TRAILER <input type="checkbox"/> BOX <input type="checkbox"/> BIKE <input type="checkbox"/> HORSE FLOAT <input type="checkbox"/> OTHER <small>*Description</small> Trailers ATM <u>750</u> ATM (kg)	VEHICLE MASS (tonnes) <input checked="" type="checkbox"/> 0 TO 0.5 <input type="checkbox"/> 0.5 TO 1.0 <input type="checkbox"/> 1.0 OR MORE
---	--	--	---	--	---

INSPECTION REPORT <input type="checkbox"/> Passed first inspection <input checked="" type="checkbox"/> Failed inspection <input type="checkbox"/> Passed Second inspection	I, <u>Soe Citizen</u> inspected the above vehicle on (date) <u>2.11.14</u> (time) <u>10:00</u> am/pm and to the best of my knowledge found it to comply with the requirements of the Vehicle and Traffic Act (1999) and Regulations and to be acceptable for registration. Signature <u>J. Jansen</u> V.E. No. <u>123</u>
--	--

REASONS FOR FAILURE <u>Not compliant safety chain</u> <u>Fit front & side reflectors</u>	Signature <u>J. Jansen</u> Date Failed <u>1/14/14</u> V.E. No. <u>123</u> MS No. <u>124</u> (Time) <u>8:30</u> am/pm
---	---



Source 2011 PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATION DETAILS

ORIGINAL - PRESENT TO ANY SERVICE TASMANIA SHOP

Filling in the Inspection Report

Reason for Inspection

New – This refers to new vehicles.

Registration Lapsed - This refers to vehicles previously registered in Tasmania whose registration has been expired for more than 90 days.

Previously registered interstate - This refers to vehicles currently registered interstate or previously registered interstate but now expired.

Homebuilt - This generally refers to homebuilt trailers. It can also refer to motor vehicles which have been individually constructed and directed to a LVAIS by the Department for a final pre registration inspection. Homebuilt motor vehicles must always be referred to the Department for approval prior to being registered in Tasmania.

Imported from Overseas - This refers to vehicles imported into Australia for which there is Department for Infrastructure, Transport, Regional Development and Local Government import approval. Without import approval from the Department for Infrastructure, Transport, Regional Development and Local Government imported vehicles cannot be registered and must be referred to the Department.

Conditional Registration - This refers to vehicles that are not eligible for full registration but under certain conditions can be used on public streets. The conditions of registration must be carried in the vehicle at all times as well as being recorded in the Motor Registry system.

Rebuilt Wreck - This refers to a wrecked vehicle (i.e. : any vehicle (light or Heavy) that is older than 15 years from the date of manufacture and/or over 4.5 tonnes GVM) that has successfully passed a structural inspection by an Approved Motor Body Repair Inspection Station and a roadworthiness inspection at a LVAIS.

Special Interest Registration – This refers to certain class of vehicles that can be used up to 52 days per year under log book arrangement.

Make

The make of the vehicle - e.g. Ford, Holden, Toyota or in the case of a trailer it may be 'home-made'. Specific instructions in regard to some modified vehicles may be included in the Department referral and should be complied with.

Model

The model of the vehicle - e.g. Falcon, Commodore, Camry. In the case of a vehicle without a model name the model number can be used, e.g. Morris I100, call the Model I100.

If a compliance plate is fitted take this information from the compliance plate.

Odometer Reading

Odometer reading at the time of inspection. Do not round up or down.

Main Body Colour

When determining the colour, only the main body colour, not the manufacturer's descriptive definition, should be used.

Vehicle Identification Number (VIN)

A VIN is a 17 character identification number unique to each vehicle.

Record the imprinted VIN from the vehicle body/chassis. Under no circumstances is the VIN to be recorded from any other source. The compliance plate can be used as a means to verify that the VIN recorded on the body/chassis is the same.

Please Note: To avoid registering an incorrect VIN the numbers and letters must be distinguishable. Following are examples of the numbers/digits, which are difficult to distinguish and the correct way to enter them.

Numeric	Zero	0 or O
Numeric	7	7
Letter	S	\$
Numeric	5	5
Letter	Z	Z
Numeric	2	2
Numeric	1	1

Vehicles built before 1989 may not have a VIN, but will have a chassis number which may be less than 17 characters.

All vehicles built from 1989 onwards must have a VIN

In the case of a motor vehicle the number will be imprinted normally on one place on the vehicle as well as the vehicle compliance plate. The VIN certification board has recommended the following locations for the number:

- On top of the dashboard at the bottom left hand corner of the windscreen
- On the firewall just inside the engine bay
- On the chassis rail under the drivers side door

Unfortunately some manufacturers have not adhered to these recommended places. Therefore VEs may need to seek assistance from an the Road Vehicle Certification Scheme (RVCS) site if a VIN proves difficult to locate.

In the case of a trailer made/manufactured after 1 January 1989, the VIN must be displayed on a compliance plate attached to the drawbar and imbossed or stamped into a substantial part of the frame.

Motor vehicles manufactured prior to 1 January 1989 were issued a chassis number. As with VIN's, these numbers are located in various places. As a result if there are any difficulties assistance should be sought from the AIS Compliance Unit.

It should be noted that a chassis number can be any combination of numbers and or letters

Trailers made/manufactured prior to 1 January 1989 that are presented with a Tasmanian number plate are acceptable for registration with a VIN/chassis number of less than 17 digits.

If there is no VIN/chassis number on the trailer, the AIS can in the first instance contact the AIS Compliance Unit to seek advice on the identity of the trailer. The AIS will need to provide details as follows:

- Registration number of trailer (if available)
- Type of trailer including colour
- Details of current/past owner

Depending on the information provided AIS Compliance Unit will either:

- Provide a VIN chassis number of the trailer
- Request further information from the owner by means of a statutory declaration
- Direct that the trailer be presented to Transport Inspectors for an identification check by phoning the Integrated Tasmanian Government Contact Centre (ITGCC) on 1300 13 55 13 to make a booking

What if the VIN/Chassis number looks suspect?

VE's **must** be satisfied that the vehicle is authentic (genuine) and there is no sign of tampering with the VIN/Chassis number. If it looks suspect the VE is to fail the vehicle for an identification check to be undertaken by Transport Inspectors. The motorist can contact ITGCC on 1300 13 55 13 to arrange a booking.

Engine Number (Motor Vehicles only)

Record the number found on the engine block. Under no circumstances is the engine number to be recorded from any other source.

Please note: The present computer program only provides 20 spaces for recording of the engine number. If the engine number has more than 20 characters only record the last 20 on the form. The Mercedes Benz is an example of a vehicle, which has more than 20 characters.

If the VE has exhausted all avenues and can't locate an engine number they are to contact the AIS Compliance Unit for further assistance.

What if the engine number looks suspect?

VE's **must** be satisfied that the vehicle is authentic (genuine) and there is no sign of tampering. If it looks suspect the VE is to fail the vehicle for an identification check to be undertaken by Transport Inspectors. The motorist can contact ITGCC on 1300 13 55 13 to arrange a booking.

Compliance Plate fitted & date of Compliance

For Australian Manufactured vehicles

Mark **Y** or **N** to indicate if a compliance plate is fitted. If the answer is Y, write under the heading 'Date of Australian Compliance/Manufacture', the date shown on the compliance plate. Cross out "Manufacture".

For Imported Vehicles

Mark **Y** or **N** to indicate if a compliance plate is fitted.

VEs must always record the "year of manufacture", not "date of compliance" when recording the month/year of the vehicle. This is listed after the make and model of the vehicle on the compliance plate. In the event that no compliance plate is affixed i.e pre 1989 this information can be sourced from import documentation or other appropriate sources.

Import plates are covered further under "Imported vehicles" in this chapter.

If there is no compliance plate, mark N in this box. Refer to page 81 in this chapter regarding 'vehicles without a compliance plate'.

Vehicle Type Must not be more than 4.5t Gross Vehicle Mass (GVM)	Description
Car	Refers to sedans.
Station Wagon	Refers to those vehicles which are commonly called station wagons as well as people mover vans such as Taragos, and most 4WDs such as land cruisers. If in doubt the general rule applied is that the seating area is bigger than the luggage area.
Campervan	Refers to vehicles fitted out for camping.
Bus	Refers to vehicles with seating for more than 8 passengers excluding the driver.
Van	Refers to a vehicle which has an enclosed goods area which occupies a greater space than the seating area.
Utility	Refers to a vehicle which has an enclosed passenger area but open goods carrying area. Even though a vehicle may have a canopy or slide on camper unit fitted onto or over the goods carrying area it is still a utility unless that is permanently affixed.
Tray	Refers to a small truck fitted with a flat tray for the carriage of goods. This includes 4wds and some 1 tonners.
Tipper	Refers to vehicles similar to flat trays whose tray has a tipping facility.
Box Trailer	Refers to all open trailers with sides.
Boat Trailer	Refers to trailers constructed to carry boats.
Bike Trailer	Constructed for carrying bicycles or motorcycles.
Car Trailer	Constructed to carry motor vehicles except motorcycles.
Caravan	Constructed for human occupation or habitation while stationary.

Place a tick in the box describing the unladen mass.

Note: The following can be used as a guide when assessing the unladen mass of a trailer. If there is still some uncertainty about the unladen mass then the motorist must provide a weighbridge ticket.

0.5 tonnes or less - Single axle box and boat trailers, some small tandem axle trailers and small caravans.

0.5 - 1.0 tonnes - Tandem axle caravans trailers & horse floats

1.0 tonnes or greater - Tri-axle caravans & small goods and plant carrying trailers with a Gross Trailer Mass (GTM) less than 4.5t. The GTM will be displayed on the compliance plate.

Fuel Type

Tick the appropriate box, or if dual fuel then tick both boxes.

Number of Cylinders

Write in the number of cylinders in the engine.

Number of Rotors

Enter the number of rotors (This section is for use when inspecting a vehicle with a rotary engine).

Gross Vehicle Mass (GVM)

This section is used for commercial vehicles i.e. vans, utilities, flat trays, small trucks and light passenger vehicles with a GVM of not more than 4.5t. The mass used is the manufacturer's rated GVM which is stamped on the vehicle compliance plate. All commercial vehicles MUST have their GVM recorded.

Aggregate Trailer Mass (ATM)

Refer to information bulletin on Trailers – construction for details on how to determine the ATM.

No. of Axles

Indicate the number of axles. Steer axle is treated as one axle.

No. of Wheels

Indicate the number of road wheels - e.g. 4, 6, 8 etc.

Manufactured Seating

This is the number of seats recorded on the compliance plate

Seats (Including the driver).

This is the number of adult seats in the vehicle.

Where additional child seats have been fitted or removed then it is necessary for the motorist to be in possession of a certificate for category 2 and 3 seats (Child seats) issued by the Department.

If additional category 1 (Adult seats) seats are fitted or removed, then the approved seat fitter notifies the Department so the database is then upgraded to reflect the additional adult seating capacity.

These approvals can be gained by contacting an authorised seat fitter and having the vehicle inspected for the extra seats.

Engine Capacity (Motor cycles only)

This section is only used for motor cycles and the capacity is shown in cc's only.

Inspection Report

In this area note the inspection result i.e. passed, failed or passed second inspection. Also note Conditional, Street Rod, left hand drive registration if the vehicle was presented with a letter of approval in principle from the Department.

If the vehicle passed inspection:

- Write your name in area provided.
- The date the inspection was undertaken.
- Your signature and VE number.

If the vehicle failed the inspection:

- Note the reasons for the failure.
- The date it failed and your VE number.

If the vehicle is approved for conditional registration only:

- Ensure you have checked it against all the requirements on the approval in principle as well as normal roadworthiness requirements.

Inspection Procedure

What is the normal course of events for a vehicle requiring an inspection?

1. Arrange a time for the motorist to have the vehicle inspected.
2. Arrange with the motorist to wait while the inspection is undertaken or to drop the vehicle off and collect it later.
3. Advise the motorist of the cost of the pre-registration inspection.
4. On the vehicle being presented, get the pad of Inspection Reports and place the cardboard backing sheet behind a set of three copies.
5. Ascertain why the vehicle is to be inspected and if necessary check any written documentation such as import approvals, the Department letters of approval or the Department instructions to the VE, i.e. - conditions if a conditional registration.
6. Place the vehicle on a hoist, ramp or pit for the purpose of inspecting the vehicle.
7. Undertake the vehicle identity and compliance inspection in accordance with the vehicle inspection checklist shown in this chapter. Complete vehicle inspection checklist during the course of the vehicle inspection.
8. Enter details on the Application for registration of a light motor vehicle or trailer form.
9. If the vehicle passes: 1. stamp the form, 2. mark the Inspection Report with a tick in the passed box and 3. sign and date, and include the time inspection was undertaken.
10. Give the top two copies to the motorist and advise the motorist to take the top copy to the nearest Service Tasmania Office to complete the transaction.
11. Retain the third copy in the book.
12. You may contact the motorist and arrange to repair the defects immediately. If this occurs you may put a line through the defects, write 'repaired' and proceed to approve the vehicle as in 9, 10 & 11 above.
13. Alternatively the motorist may wish to repair the defects themselves or take the vehicle elsewhere. In this case, do not sign the inspection report off but instead **retain the top copy** and give the second copy to the motorist.
14. When the motorist returns with the vehicle repaired, check all the defects have been repaired and replace the second copy under the top copy and proceed with steps 9, 10 & 11.
15. Retain all bottom copies of inspection reports for future audit, these must be kept for 7 years.

Can the motorist take the AIS inspection report to another AIS and have them pass the vehicle that has been previously failed by the first AIS?

No, the inspection report can only be signed by a VE that is associated with the first AIS.


What is the validation period for the inspection report?

The inspection report is valid for 30 days only, (from when the vehicle passed inspection) as indicated by the date of inspection in the declaration block. In the event that the Applicant returns with the inspection report, due to the validation period expiring, VEs must not amend the date on the inspection report. A new inspection report must be completed.

In addition, where the vehicle was failed subject to specified defects, the top copy of the Inspection report should be returned to the Department after 30 days marked 'FAILED TO RETURN'. If in the event that you are made aware that the Applicant is waiting for parts to effect repairs the inspection report can be held for a further 14 days.

Attachment

Inspection Report returned to the Department after 30 days.



APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER

Validation Period - This application form is only valid for 30 days from the date of inspection

OFFICE USE ONLY

REG. NUMBER _____

AMOUNT PAID _____

RECEIPT NUMBER _____

Proof of Endorsement to Register Attached

Evidence of Identity Signed/Attached

Evidence of Address Signed/Attached

Conditions (if applicable) Attached

SECTION 1: INSPECTION REPORT (To be completed by Approved Vehicle Examiner) Please tick boxes below
 Inspection for compliance pursuant to the Vehicle and Traffic Act 1999.

VIN / Chassis No: 6H8VNL19HLL270210

Engine No: VH005642

DATE OF AUSTRALIAN COMPLIANCE / MANUFACTURE: Month 6 Year 88 AUSTRALIAN COMPLIANCE PLATE FITTED: YES NO
(Refer to LVAIS Manual Chapter 7)

REASON FOR INSPECTION:

NEW

REGISTRATION LAPSED (EXPIRED)

PREVIOUSLY REGISTERED INTERSTATE

HOMEBUILT

IMPORTED FROM OVERSEAS

CONDITIONAL REGISTRATION

REBUILT WRECK

SPECIAL INTEREST REGISTRATION

MAKE HOLDEN *days*

MODEL Commodore

ODOMETER READING 110,200

Colour of vehicle:

Artwork Gold Purple

Beige Green Red

Black Grey Silver

Blue Khaki Tan

Bronze Maroon Turquoise

Brown Mauve White

Cream Orange Yellow

Fawn Pink

DEFINITIONS: (Refer to LVAIS Manual)

VEHICLE TYPE:

CAR

STATION WAGON

MOTORCYCLE (Engine Capacity (CC) _____)

OTHER (describe) _____

BODY TYPE:

VAN (GVM (kg) _____)

LITE

TRAY

TIPPER (GCM (kg) _____)

CAMPERVAN

BUS (if applicable)

FUEL TYPE:

Petrol

Diesel

Gas

Other

Please Specify: _____

NUMBER OF:

6 Cylinders

2 Rotors

2 Axles

5 Seats

4 Wheels

BODY TYPE:

TRAILER

BOAT

BIKE

CAR

HORSE FLOAT

CARAVAN

OTHER

*Description: _____

Trailers GTM GTM (kg) _____

UNLOADED MASS (tonnes)

0 TO 0.5

0.5 TO 1.0

1.0 OR MORE

INSPECTION REPORT

Passed First Inspection

Failed Inspection

Passed Second Inspection

Signature _____ V.E. No. _____

Inspected the above vehicle on (date) / / (time) am/pm and to the best of my knowledge found it to comply with the requirements of the Vehicle and Traffic Act (1999) and Regulations and to be acceptable for registration.

REASONS FOR FAILURE

OIL LEAKS

Signature [Signature] Date Failed 21/05/09 V.E. No. 123 AS No. 124 (Time) 10:25

STAMP OF APPROVED INSPECTION STATION

Only if vehicle passes inspection

PLEASE SEE OVERLEAF FOR REGISTRATION OPERATOR DETAILS ORIGINAL - PRESENT TO ANY SERVICE TASMANIA SHOP

Special Requirements for some Classes of Vehicle

Vehicles currently Registered Interstate

This is the most common class of vehicle requiring inspection. Look out for any signs of the vehicle having been cut and shut, re-bodied or otherwise given a new identity.

Do not pass any suspect vehicles. Always play safe and contact the Department.

Upon passing the inspection, give the motorist the completed inspection report and direct them to the nearest Service Tasmania shop front to pay their registration and collect their new number plates.

Vehicles without a Compliance Plate

It is not a requirement in Tasmania to have a compliance plate on a vehicle previously registered anywhere in Australia.

The motorist must present the vehicle that has no compliance plate to a LVAIS for inspection.

Once the inspection has been completed by the LVAIS the VE must be satisfied that the vehicle is authentic and there appears to be no signs of tampering. This can be verified by a visual inspection of VIN and engine number for tampering.

Note: if the VE is satisfied, and the vehicles identity appears authentic, pass as acceptable for registration, ensuring that it is noted that no compliance plate is fitted.

If the LVAIS VE believes that the vehicle identity is in question, fail the inspection, documenting the reason for failure on the pre-registration form and advise the driver that the vehicle will need to be presented to Transport Inspectors for verification. They will need to re-book the vehicle in for inspection. The motorist can contact ITGCC on 1300 13 55 13 to arrange a booking.

The motorist takes the vehicle to the Transport Inspection site. If the vehicle is given the approval to be registered, the Transport Inspectors will issue the following:

- A vehicle identification form to take back to the LVAIS stating this vehicle is approved for registration, subject to passing inspection by the LVAIS

If the vehicle is an imported vehicle and is presented for first time registration VE must follow the procedures outlined under 'Imported Vehicles' on page 82.

Once the LVAIS has received the documentation from Transport Inspectors the VE will need to sign off the Original copy as passed and the registered operator needs to take this to a Service Tasmania shop for registration.

LPG/LNG/CNG Vehicles

For vehicles under three years of age

Note: the age of a vehicle shall be determined by the Month and Year of its compliance plate.

Vehicles under three years of age that have passed a Pre-Registration Inspection do not require a LPG/LNG/CNG safety check inspection if the vehicle complies with either part 1 or 2 as follows:

Visually inspect for the presence of an approved LPG/LNG/CNG modification plate.

1. Vehicles with systems installed within this state:

Installation of LPG/LNG/CNG must be done in accordance with State regulations and licensing requirements. An LPG/LNG/CNG modification plate from a licensed gas fitter/installer must be fitted to the vehicle, as part of installation.

2. Vehicles with systems installed in another Australian State or Territory:

A vehicle which has an LPG/LNG/CNG fuel system fitted and which is registered in another State or Territory may be accepted if:

a metal plate is fitted in a prominent position near the installation, showing the following:

- a statement that the installation complies with the Standards Australia code for the fuel type (AS1425 for LPG and AS2739 for LNG/NGV)
- the date the installation was commissioned
- the State or Territory where installation was made
- the identification number of the suitably qualified installer

Vehicles that comply with parts 1 or 2 may be passed suitable for registration

For vehicles that are in excess of 3 years of age or do not comply with either part 1 or 2 as listed above must:

Be failed for 'LPG/LNG/CNG Certification Required' and the LVAIS Vehicle Examiner must provide the customer with a copy of the:

- The failed inspection report

And may also provide:

- Certificate of Compliance for LPG Vehicles for the registered gas fitter/installer to complete and sign and see the last page of this chapter
- Registered gas fitter/installer will also have copies of the Certificate of Compliance for LPG Vehicles

The owner must then take the vehicle to a registered gas fitter/installer of their choice and have a safety check inspection completed.

When the customer returns with the vehicle and the signed Certificate of Compliance for LPG Vehicles stating the vehicle complies with AS1425 for LPG or AS2739 for LNG/NGV the VE may then pass the vehicle. The Certificate of Compliance for LPG Vehicles Form must be attached to the pre-registration form for presentation by the owner to Service Tasmania

AIS that have a registered gas fitter/installer employed may conduct this inspection as required with the registered gas fitter/installer completing the Certificate of Compliance for LPG Vehicles prior to the vehicle being passed suitable for registration

Imported Vehicles

Imported vehicles that are presented for first time registration can in some instances be passed as suitable for registration by LVAIS's

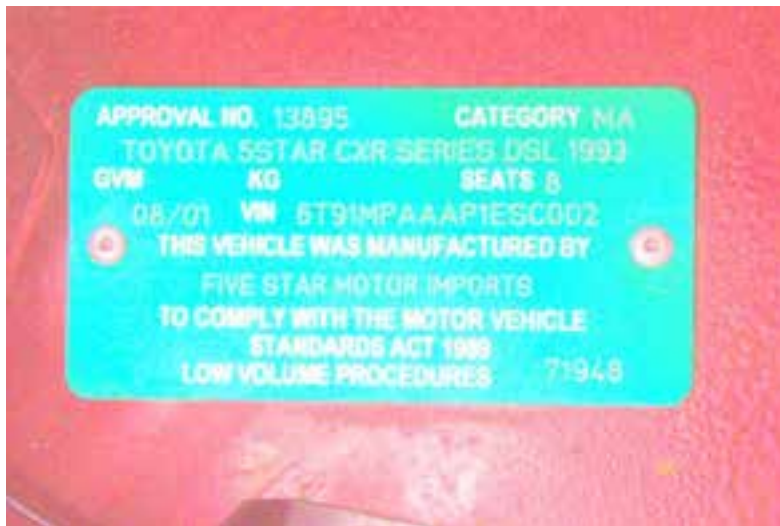
Imported vehicles may be registered in Tasmania under a range of circumstances provided the motorist holds appropriate documentation.

LVAIS's may approve selected import vehicles suitable for registration, providing the following procedures are followed.

Important Note:

Vehicle Examiners must always record the “Year of manufacture” not “Date of Compliance” when recording the month year of the vehicle. This is listed after the make and model of the vehicle on the compliance plate. In the event that no compliance plate is affixed i.e. pre 1989 this information can be sourced from import documentation or other appropriate sources.

Where a month cannot be determined a default month of December always applies. The only exception to this is that the vehicle was manufactured in the same year that you are inspecting it. In this instance, record the month of compliance as the month of your inspection.



Sample import plate

Vehicles built before 1 Jan 1989

Imported vehicles manufactured before 1 Jan 1989 do not require an import compliance plate, but they must still comply with applicable standards for registration. The procedure to inspect this type of vehicle is as follows.

1. The LVAIS completes a safety check (roadworthiness inspection) of the vehicle and additionally completes the 'Checklist for imported vehicles manufactured prior to 1 January 1989' which is located on page 89 and 90 of this chapter.
2. The driver may be in possession of engineers reports of any modifications undertaken i.e. conversion from left hand drive to right hand drive. An engineering signatory recognised by another state is acceptable.
3. The VE is to fail the vehicle for no compliance plate. The driver/owner is to be advised to.
 - Book the vehicle in for an 'identity check' by Transport Inspectors. The owner can contact ITGCC on 1300 13 55 13 to arrange a booking.
 - Advise driver that he must present all documentation for the vehicle for this inspection.

Note: The VE is to indicate on the pre-registration report that the vehicle does not have a compliance plate

4. Transport Inspectors will conduct an identity check of the vehicle and if satisfied with the identity of the vehicle they will issue a 'Vehicle Identity' inspection form.
5. Owner returns to LVAIS, sights the vehicle identity inspection report and subject to final safety inspection, pass the vehicle as suitable for registration.
6. VE attaches all supporting documentation to the pre-registration paperwork and returns paperwork to owner.

Imported Vehicle manufactured after 1 January 1989

New Low Volume imported vehicles

A new low volume import vehicle is a vehicle when imported must be fitted with a 'Low volume import compliance plate' (green plate). These may only be fitted by a person or firm that has been granted compliance plate approval for that model vehicle by the Administrator of Vehicle Standards at DOTARS. This plate is evidence that the vehicle compliance and must be fitted to the vehicle before it can be registered.

Plate Sample Only



Low Volume New Motor Vehicle



Low Volume New Two-wheeled & Three-wheeled Vehicle (Motorcycle)

Personal Imported Vehicles

All personal import vehicles require a personal import compliance plate. The procedure to inspect this type of vehicle is as follows.

1. The LVAIS completes a roadworthiness inspection of the vehicle and additionally completes the 'Checklist for personnel import scheme' which is on page 89 of this chapter.
2. The owner/driver may be in possession of engineers reports of any modifications undertaken i.e. conversion from left hand drive to right hand drive. An engineering signatory recognised by another state is acceptable.
3. The VE is to **fail** the vehicle for no compliance plate. The owner/driver is to be advised to.
 - Book the vehicle in for an 'identity check' by Transport Inspectors. The owner can contact ITGCC on 1300 13 55 13 to arrange a booking.
 - Advise driver that he must present all documentation for the vehicle for this inspection.
4. Transport Inspector will conduct an identity check of the vehicle as indicated in the import papers issued by the Department Of Transport and Regional Services (DOTARS). If satisfied, the Transport Inspector will sign the DOTARS paperwork and advise the owner/driver to forward paperwork to 'Niddrie', who intern will issue a 'Personal import plate' (yellow plate) which then must be properly affixed to the engine firewall or similar appropriate location.
5. Owner returns to LVAIS, VE will ensure that the plate is affixed appropriately and that the VIN appearing on it matches the VIN stamped on the vehicle. Subject to final safety inspection, **pass** the vehicle as suitable for registration.

Plate Sample Only



Personally Imported Motor Vehicle

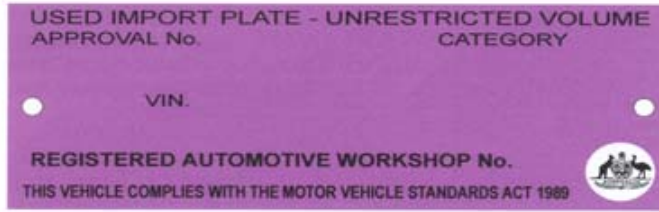


Personally Imported Two-wheeled & Three-wheeled Vehicle (Motorcycle)

Registered Automotive Workshop Scheme (RAWS)

A RAWS is a business that has been approved to import and plate up to 100 used vehicles per year. These vehicles must be fitted with a "Used import plate – unrestricted volume plate" (purple plate). These plates may only be fitted by a RAW's workshop that has been granted approval by the Administrator of Vehicle Standards at DOTARS.

Plate Sample Only



Unrestricted Volume Metal Raws Plate

Used Import Plate

A used import plate

Plate Sample Only



Used Import Motor Vehicle

Used Import Restricted Volume Two-wheeled & Three-wheeled Vehicle (Motorcycle)

When a vehicle is presented for inspection with the type of import plates listed above affixed. In this instance if the vehicle passes a safety check it can be **passed** as suitable for registration, indicating on the pre-registration form that the vehicle has a compliance plate affixed, ensuring that you record "Date of Manufacture" not "Date of compliance" as detailed under "imported vehicles" in this chapter.

Motorcycles

All motorcycles imported into Australia are subject to the same rules as motor vehicles and the same procedure applies.

Second Stage Manufacture

Second Stage Manufacture (SSM) plate is for vehicles that have been modified by a manufacturer on a new vehicle that already has affixed a completed vehicle compliance plate.

For example a new cab chassis delivered from a vehicle manufacturer and made into a motorhome by another manufacturer

Below are samples off SSM plates.

Low volume (emerald green) refers to one or two being converted by a manufacturer.

Full volume (silver) refers to several vehicles being converted by the one manufacturer.

Plate Sample Only



Low Volume Second Stage of Vehicle Manufacturer



Full Volume Second Stage of Vehicle Manufacturer

Plate Sample Only



Modified Vehicles

Vehicles which have undergone a major modification should not be approved for registration unless the owner can demonstrate by means of a letter of approval from the Department or a modification plate that the vehicle has been approved with that modification.

Examples are engines of capacity more than 20% above the manufacturer's maximum option, roof removals, cut and shuts, re-bodied vehicles, vehicles modified for disabled persons, and home made vehicles.

Owners of these vehicles should be referred to the Department to arrange for approval of their vehicle.

Conditional Registration

Certain imported, modified or otherwise normally unsuitable vehicles may be presented for an inspection report prior to being granted conditional registration.

In such cases the owner will be in possession of an 'approval in principle' certificate from the Department.

Inspection Report is to be marked in the inspection report section 'CONDITIONAL REGISTRATION ONLY' and the approval in principle pinned or stapled to the inspection report.

Special Interest Vehicle Registration Scheme:

The Special Interest Vehicle (SI) scheme allows certain classes of vehicles (heavy and light) to be used up to 52 days per year under log book arrangement. SI vehicles attract a 50% rebate of motor tax and pay a reduced MAIB premium (Class 22). All other charges (including duty) are as normal. To be eligible for SI registration the applicant must have another fully registered (i.e. non concessional) motor vehicle registered in their name (includes joint registered vehicles & motor cycles). Applicants currently claiming a pension concession on a fully registered motor vehicle are eligible for SI registration.

Eligible registration classes include;

Section A – Vehicles manufactured 30 years or more before date of application.

Note: The VE must ensure that it meets special requirements of being in exceptional condition inside and out.

Section B – Rally vehicles used in rallies or events organised by an approved motorsport organisation e.g. Confederation of Australian Motor Sports (CAMS) and Australian Auto-Sport Alliance (AASA).

Section C – A vehicle adopted and modified exclusively for charitable events e.g. Tasbash, Make a wish foundation etc.

Inspection requirements

Section A and C vehicles over 30 years of age. The applicant need to complete the application for special vehicle interest application and present the vehicle to an AIS to verify that the vehicle is roadworthy and meets the requirements of being in exceptional condition inside and out.

Section B vehicles. Firstly requires the applicant to complete the application form and forward the required evidence for approval by the RMV. If approved the applicant will receive an "Approved in Principal" letter confirming approval subject to the requirements outlined in the SI handbook.

Note: Under no circumstances is a VE to inspect a section B vehicle until approval is granted by the RMV and viewed by the VE .

Vehicles over 30 years of age (e.g. vintage and TasBash Vehicles) - To access the scheme an application form is completed. The vehicle is then inspected by a LVAIS.

Vehicles under 30 years of age - To access the scheme an application form is completed and forwarded to the Registration & Licensing Branch. Upon approval an Approval in Principle letter will be issued to the applicant. The vehicle is then to be inspected by a LVAIS.

Vehicle Examiner's are to ensure that the vehicle complies with the above requirements as part of the safety check (Roadworthiness inspection) undertaken, additionally they should confirm that the vehicle meets the categories outlined in the 'Handbook and application form'

Trailers/caravans

All trailers/caravans must have a trailer identification number. Where the trailer was manufactured after 1 January 1989 this number must be a 17 character VIN

Trailers previously registered in Tasmania or interstate in most instances may retain their existing identification number.

Trailers/caravans without a trailer ID, which are presented for first time registration require a trailer identification (compliance) plate. A sample identification plate is detailed below.



Details of how to complete (engrave/stamp) the identification plate are as follows.

Manufacturer: Name of manufacturer e.g. King, Brooker and homemade. Or if homebuilt the manufacturers initial and surname e.g. J Citizen.

Trailer model: Not mandatory unless specified by manufacturer. Or if homebuilt record as homebuilt.

Date of manufacturer: Month and year of manufacture e.g. 08/10.

ATM: Aggregate Trailer Mass (ATM), this is the total mass of the trailer when carrying the maximum load recommended by the manufacturer. This is detailed further in the bulletin.

Note: VE's must confirm that the ATM is correct if it has been calculated by another source.

VIN: Vehicle Identification Number (VIN). This is a 17 digit identification number normally obtained by the VE from the ITGCC on 1300 813 55 13 at the time of inspection.

Where do I record tyre data from?

From the tyre carcass and attached tables by using the tyre size designation below and the tables in Appendix V of the Light Vehicle Inspection Manual. (LVIM)

This is an example tyre size designation I 85/70ZR1486J which was taken from a tyre carcass and will be used as an example to record the correct data on a compliance plate. – An explanation of the tyre size designation is detailed in Appendix V.

Tyre size: - I 85/70

Cold inflation pressure: Obtain from the tyre carcass,

Tyre load rating: Refer to Appendix V in the LVIM table 1. Load index 86 equates to Tyre load rating of 530Kgs

Recommended maximum vehicle operating speed: Refer to Appendix V in the LVIM table 2. Speed symbol J equates to speed category of 100Km/Hr

Note: In the event that the information required above is illegible on the tyre carcass, it is the responsibility of the owner to obtain the information required.

How do I assess the requirement for brakes?

1. Trailers that do not exceed 0.75t GTM with a single axle - no brakes are required;
2. Trailers up to 2.00t GTM - an efficient braking system is one that has brakes operating effectively on at least one axle.
3. Trailers over 2.00t GTM – must have brakes working on all axles. The brake system must cause immediate application of the trailer brakes in the event of the trailer becoming detached from the towing vehicle. Under these circumstances, the brakes must remain applied for at least 15 minutes.

Over-run brakes may only be used on trailers that do not exceed 2.00t GTM.

It should be noted that if brakes are not affixed to the trailer irrespective of how many axles **the maximum** ATM for that trailer is 0.75t

Who assesses the ATM?

This is the responsibility of the manufacturer of the trailer/caravan, irrespective of who manufactures it. VEs **are not required** to assess the ATM.

The requirement for ATM is assessed using the following criteria:-

1. Towing coupling rating;

2. Spring/suspension ratings; and
3. Tyre ratings.

The lesser of the three will determine the ATM of the trailer and whether brakes are required.

How does the manufacturer determine their ratings?

Towing coupling - Couplings will have an ATM embossed on the coupling.

Springs/suspension – The manufacturer of the springs/suspension will advise the manufacturer of the trailer of the rating.

Tyres - Tyres will have maximum load rating on the carcass of the tyre.

Assessing brakes is covered further under Section 14 “Light trailers and caravans” and Appendix T “Building small trailers” in the Light Vehicle Inspection manual.

What if I have a concern as to the calculated ATM by the manufacturer?

It is still expected that the VE carries out a quick assessment of the ATM by assessing the towing coupling and tyre rating only. If for example either is lower than the ATM assessed by the manufacturer; the trailer/caravan must be failed for inspection until rectified.

Does the trailer/caravan have to have a secondary VIN?

Yes, all trailers/caravans are now required to have the VIN stamped into onto a substantial part of the frame. This applies for all trailers/caravans that are presented for a pre-registration inspection, irrespective of age.

All Terrain Vehicles

All terrain vehicles are not suitable for normal registration.

All terrain vehicles will only be allowed in public places (anywhere other than private property) under Conditional Registration -Restricted.

Applications for these classes of registration are considered by the Department and can only be granted by the Department.

Restricted Conditional Registration is usually granted without an inspection of the vehicle being required.

Conditional Registration may require the vehicle to be inspected. Refer to the section on Conditional Registration for details.

Conditional Registration may require the vehicle to be inspected. Refer to the section on Conditional Registration for details.

Therefore, if an all terrain vehicle is presented for pre-registration inspection do the following:

- Ask if the owner has any documentation from the Department (such as an Approval In principle)
- If not refer the owner to the Department to get information on Conditional Registration - Restricted.

Second Level VIN Inspections

The Department has a responsibility to ensure that all VINs are recorded correctly.

From August 1998 an automatic VIN checking provision was incorporated in the the Departments Motor Registry System.

This causes a VIN to be rejected if not of the correct form or listed as a duplicate or one of several other categories not allowed to be processed.

The Department or Service Tasmania personnel are unable to process a registration application where a VIN has been rejected by the computer.

In such cases a 'Second Level VIN Inspection' form will be partly completed and given to the motorist to take back to the LVAIS to recheck details.

An example of the form is shown on page 88. The LVAIS must recheck the VIN and write it on the bottom of the form together with other relevant details regardless of whether the data is the same as previously recorded or different.

The motorist then returns with the completed form to have another attempt at registering the vehicle.

If the VIN is again rejected the Department takes over the investigation to determine what the problem is.

Where the Second Level Inspection form is returned to the original LVAIS the VIN check is carried out at no charge to the registered owner:

Where it is returned to another LVAIS, the second LVAIS may complete the bottom half of the form and may negotiate an appropriate charge for this inspection. The charge may not exceed the pre-registration inspection fee and should be considerably less than this.

Attachment

Second Level Inspection Form

Second Level Inspection Form						
(For use when a VIN is invalid or duplicate and needs to be inspected again)						
Section 1: Vehicle Descriptors shown on the Registration form (To be completed by the CSO)						
Vehicle registration (if applicable)						
Name of person wishing to register vehicle						
Name of original inspection station						
Address of original inspection station						
Number of original inspection station						
Date vehicle presented for registration						
Office requesting second level inspection						
VIN shown on registration form when presented:						
Vehicle identifiers:						
Engine #:	Make:	Model:	Year:	Body type:	Colour:	
Reason why the VIN was rejected:						
VIN not allocated	<input type="checkbox"/>	VIN duplicate	<input type="checkbox"/>	VIN incorrectly formatted / illegible	<input type="checkbox"/>	
Section 2: Re-inspected Vehicle Descriptors (To be completed by the Approved Inspection Station)						
VIN imprinted on vehicle:						
Vehicle identifiers: (either tick if unchanged, or fill in any changes)						
Engine #:	Make:	Model:	Year:	Body type:	Colour:	
Re-inspected by						
Location						
Signature						
Date						

Completed form is to be returned by the Motorist to a Service Tasmania office. Personal Information Protection Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recall only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

Attachment

Checklist for imported vehicles manufactured after 1 January 1989

(Y = Yes) (N = No) – Please tick appropriate box

VEHICLE DETAILS

Make:
Model:
Year and month of manufacture:

17 digit VIN:

(Y = Yes) (N = No) – Please tick appropriate box

1.0 Import Authority	Y	N
1.1 Have you personally sighted the original copy of the import approval papers signed by the (Federal) Administrator of Vehicle Standards?		
2.0 Seat Belts & Child Restraints	Y	N
2.1 Are seat belts fitted for all seating positions lap/sash in outer positions, lap style for inboard positions?		
2.2 Are all seat belts marked in English as complying with an Australian Standard or British Standard?		
2.3 Do all seat belt anchorages meet the number and location requirements of second edition ADR 5 or 34?		
2.4 Are child restraint anchorages fitted to each rear seating position and do they meet the number, location, accessibility, tread size and form requirements of second edition ADR 34 or third edition ADR 5 or 34?		
2.5 Are head restraints fitted that meet the number, location and size requirements of second or third edition ADR 22?		
3.0 Windscreen and Windows	Y	N
3.1 Is the windscreen made of safety or laminated glass displaying an acceptable international standards marking?		
3.2 Does the windscreen meet tinting requirements?		
3.3 Is all other glazing of approval safety glass and marked accordingly?		
4.0 Head Restraints	Y	N
4.1 Are head restraints for driver and left front passenger seat fitted?		
(Head restraints which clip onto the seat back are not acceptable.)		
5.0 Lighting	Y	N
5.1 Do headlights dip to the left?		
5.2 Are parking lights fitted?		
5.3 Are front and rear amber coloured indicators fitted?		

NOTE: If a vehicle fails on one of the above criteria, contact the Vehicle Operations branch of the Department of State Growth for a ruling on whether the deficiency is sufficient to preclude registration.

Attachment

Checklist for Imported Vehicles manufactured prior to 1 January 1989

(Each page to be signed by the vehicle examiner - NB, the vehicle is only suitable for registration if 'Y' is answered for each question)

VEHICLE DETAILS

Make:
Model:
Year and month of manufacture:

17 digit VIN:

(Y = Yes) (N = No) – Please tick appropriate box

1.0 Import Authority	Y	N
1.1 Have you personally sighted the original copy of the import approval papers signed by the (Federal) Administrator of Vehicle Standards?		
2.0 Seat Belts & Child Restraints	Y	N
2.1 Are seat belts fitted for all seating positions lap/sash in outer positions, and at least lap style for inboard positions?		
2.2 Are all seat belts marked in English as complying with an Australian Standard or international standard?		
2.3 Have all new seat belt anchorages been positioned and installed appropriately??		
3.0 Windscreen and Windows	Y	N
3.1 Is the windscreen made of safety or laminated glass displaying an acceptable international standards marking?		
3.2 Does the windscreen meet tinting requirements?		
3.3 Is all other glazing of approval safety glass and marked accordingly?		
3.4 Are fan forced windscreen demisters fitted?		
3.5 Are two-speed wipers and windscreen washers fitted?		
4.0 Head Restraints	Y	N
4.1 Are head restraints for driver and left front passenger seat fitted?		
(Head restraints which clip onto the seat back are not acceptable.)		
5.0 Lighting	Y	N

5.1 Do headlights dip to the left?		
5.2 Are parking lights fitted?		
5.3 Are front and rear amber coloured indicators fitted?		
5.4 Reversing lights (white or amber)?		
5.5 Is a number plate light fitted?		
5.6 Are rear reflectors fitted?		
6.0 Doors	Y	N
6.1 Are burst proof door locks fitted to all doors adjacent to seats?		
7.0 Automatic Transmission	Y	N
7.1 If fitted, does auto transmission only allow starting in park or neutral? (Neutral must be between reverse and drive.)		
8.0 Internal Fittings	Y	N
8.1 Are internal sun-visors (if fitted) made of soft material?		
8.2 Is there an absence of highly polished or reflective components in the driver's field of view which would produce glare?		
8.3 Is the dash covered with shock absorbent material designed to minimise injury to occupants in event of an accident?		
9.0 Mirrors	Y	N
9.1 Are external rear vision mirrors fitted on both sides of vehicle; or is there a centre positioned interior mirror with an external mirror on the drivers side ?		
10.0 Speedometer	Y	N
10.1 Does the speedometer indicate speed in km/h?		

NOTE: If a vehicle fails on one of the above criteria, contact the Vehicle Operations branch of the Department for a ruling on whether the deficiency is sufficient to preclude registration.

Chapter 9

Major and Minor Defect Notices and Call-in Letters

What is a Major And Minor Defect?

Major and minor defect notices are issued by Police or Transport Inspectors for vehicles found on the roads in an un-roadworthy condition.

A minor defect notice is issued for vehicle defects, where further use of that vehicle may constitute a safety risk. The time period allowed for repair of defects may vary but is usually around 14 days.

A major defect notice is issued for a critical component, which renders the vehicle unfit for further use. Major notices may require immediate repair or within 24 hours.

The severity of the damage or wear may determine whether the vehicle requires a Major defect or a Minor defect notice. For example a cracked windscreen may be a Minor defect whilst a shattered windscreen will be a Major defect.

What is a Formal Warning?

A formal warning may be issued by a Police Officer or a Transport Inspector if that officer is of the opinion that the vehicle's defects do not cause a safety risk but should be remedied. A formal warning is issued on the same defect form but marked as a formal warning. The registered operator must rectify the faults but no further action is required.

What is Self Clearance?

The registered operator or other person in charge of a vehicle may, when a defect notice has been marked for self clearance, complete the 'Declaration of self clearance' declaring that the defects recorded on the notice have been repaired.

Once the defects listed on the notice have been corrected the registered operator or representative should complete the declaration of clearance at part four on the front of the notice and send the completed notice to the the Department. No vehicle inspection is required to clear this type of notice.

What form does the Major and Minor Defect Notice take?

Both are issued on a written form issued by Police or Transport Inspectors in triplicate. Two copies are given to the motorist. They state the date that the defect notice was issued, list the defects, states any conditions to be adhered to and the date the vehicle must be repaired to allow for the continued use of the vehicle.

In addition, for a Major defect, a yellow sticker is placed in a prominent location on the vehicle.

Minor defects do not get issued with a sticker.

Which Major and Minor Defect can Light Vehicle Approved Inspection Stations clear?

Light Vehicle Approved Inspection Stations (LVAIS) may clear Major and Minor defect notices for all classes of vehicles including trucks, buses and taxis when specified.


The defect notices may be cleared as shown at part three on the front of the defect notice by:

1. Declaration of clearance (self clearing minor defects).
2. Defect clearance inspection at a LVAIS.
3. Full roadworthiness inspection at an LVAIS.

Defect notices are no longer marked by Police or Transport Inspectors to have defect notices cleared at a Departmental Inspection Station.


Attachment

Vehicle Defect Notice



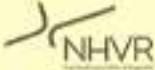
Tasmania
Department of
Infrastructure, Energy
and Resources

Vehicle Defect Notice



B I L L E R - O T H E R S

420352



NHVR
Registered Operators Copy

PART 1- Vehicle/Driver *If you are not the Registered Operator you must give this notice to the Registered Operator*

Registration/Permit No. VIN/Chassis No. State

Make/Type Expiry Driver/Registered Operator

Licence No. TEN No. Inspection Type Random Scheduled Vehicle Unattended Yes No

Defect Notice (Heavy Vehicle): I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the *Heavy Vehicle National Law (Economic Act 2014)* and the *Heavy Vehicle Standards (National Regulations) 2017*.

Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the *Vehicle and Traffic Act 1999*.

PART 2- Description of Faults

Issued by (Signature) AO/Police ID No.

Street and Place of Issue

Home Station/Headquarters Date: / / Time:

PART 3- Defect Category Formal Warning Minor Major Defect Label Attached

Major Defect Heavy Vehicle only This heavy vehicle must not be driven on a road except to move it to the following location and in a way stated in the **CONDITIONS** of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.

All other Defects This vehicle may only be driven/used on a road or public street in accordance with the **CONDITIONS** (see below) and must not be driven/used after Time: on Date: / / unless the relevant repairs have been undertaken to rectify the vehicle defects.

CONDITIONS

CLEARANCE INSTRUCTIONS

This vehicle defect must be cleared by:
 Declaration/Self Clearance (See Below) Defect Clearance Inspection Full Roadworthiness
 at an Light Vehicle Approved Inspection Station (LVAIS) Heavy Vehicle Approved Inspection Station (HVAIS) Other

SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE

PART 4- Declaration of Clearance (Self Clearing Minor Defects only - to be completed and returned by Registered Operator)

I, the Registered Operator, declare that the defects listed in this Notice have been corrected.

Name of Registered Operator (Print) Position of Representative (Organisation) Signature Date

PART 5- Certificate of Clearance (to be completed by an Authorised Person)

I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice

Signature Number Station or Stamp Date / /

Attachment continued

Vehicle Defect Notice

VEHICLE DEFECT NOTICE CLEARANCE PROCEDURES

MINOR DEFECT NOTICE REQUIRING SELF CLEARANCE	<p>Vehicles issued with this type of Notice must not be driven or used after the time and date specified at Part 3 on the front of this Notice.</p> <p>To clear this type of Notice:</p> <ul style="list-style-type: none">• When the defects listed in this Notice are corrected, the registered operator must complete the Declaration of Clearance at Part 4 on the front of this Notice, and;• Send the yellow copy of this Notice to the Vehicle Operations Branch at the address below within 28 days from the date of issue recorded at Part 2 on the front of this Notice.
MINOR DEFECT AND MAJOR DEFECT REQUIRING CLEARANCE INSPECTION	<p>Vehicles issued with this type of Notice must not be driven or used after the time and date specified at Part 3 on the front of this Notice.</p> <p>To clear this type of Notice:</p> <ul style="list-style-type: none">• The vehicle must be presented to an Authorised Examiner/Person for the purpose of a Clearance Inspection or full roadworthiness inspection as specified on the front of this Notice, and;• Have an Authorised Examiner/Person complete the Certificate of Clearance at Part 5 on the front of this Notice and in the case of a Major Defect remove the Vehicle Defect Notice Label, and;• The registered operator sends the yellow copy of this Notice to the Vehicle Operations Branch at the address below within 28 days from the date of issue recorded at Part 2 on the front of this Notice.

IT IS AN OFFENCE TO USE OR PERMIT THE USE OF THE VEHICLE ON A PUBLIC STREET CONTRARY TO THIS NOTICE

FAILURE TO CLEAR THIS DEFECT NOTICE WILL LEAD TO THE REGISTRATION OF THE VEHICLE BEING SUSPENDED AND SUBSEQUENTLY CANCELLED.

DRIVING A VEHICLE WITH SUSPENDED OR CANCELLED REGISTRATION IS AN OFFENCE

For assistance in locating an Approved Inspection Station call 1300 851 225 or check online at www.transport.tas.gov.au/standards

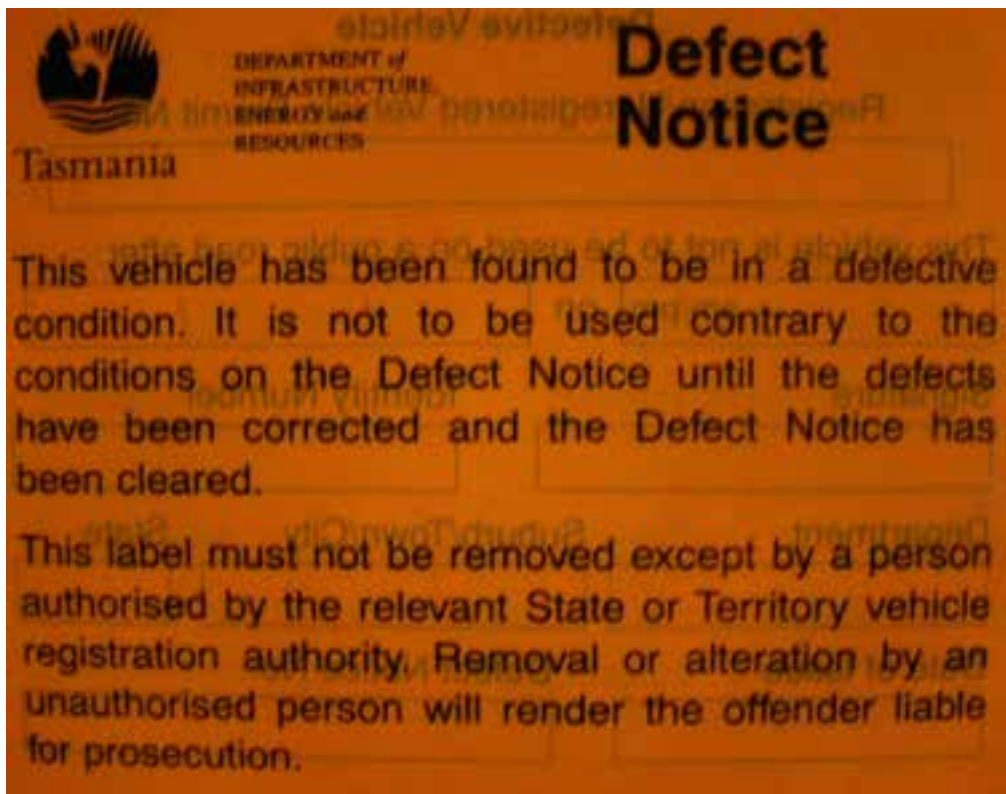
ONCE CLEARED, COMPLETED FORM MUST BE SENT TO THE ADDRESS BELOW NO LATER THAN 28 DAYS FROM THE DATE OF ISSUE

**VEHICLE OPERATIONS BRANCH
DIER
GPO BOX 936
HOBART 7001**

Attachment

Defect Sticker

Defect labels



The image shows the back of a brown 'Defect Notice' sticker, which contains a form for recording details. The form is titled 'Defective Vehicle' and includes the following fields:

- Registration/Unregistered Vehicle/Permit No. (with a large empty box below it)
- This vehicle is not to be used on a public road after: (with a box for 'am/pm' and a box for 'on' followed by a date field)
- Signature (with a box below it)
- Identity Number (with a box below it)
- Department (with a box below it)
- Suburb/Town/City (with a box below it)
- State (with a box below it)
- Date of Issue (with a box below it)
- Defect Notice No. (with a box below it)

Procedures for Clearing Major and Minor Defect Notices

How does a Light Vehicle Approved Inspection Station Clear a Defect?

1. Book the motorist in or, for a quick clearance, do it on the spot.
2. Ask the motorist for both copies (yellow and blue) of the Major or Minor defect notice.
3. If the motorist does not have them, or they have been lost, it is not possible to clear the defect. Therefore advise the motorist that there are three options:
 - Find the defect notice
 - Contact the Department to obtain a copy of the defect notice on 61 66 3265
 - Undergo a full roadworthiness and identity inspection which additionally will require completing a the Department "Vehicle inspection checklist" form as outlined in Chapter 8 of this Manual
4. Upon presentation, check that the vehicle presented is the vehicle described on the notice then check that each of the defects listed has been rectified.
5. Sign off by completing part five of the defect notice and make sure the Vehicle Examiner (VE) number is clearly marked and the form stamped with the AIS Stamp
6. Return both copies (yellow and blue) to the motorist and explain to the registered operator their obligation to send the top copy (yellow) to the Department for clearance.
7. Remove the Major defect sticker and destroy the sticker.

Do not place the sticker on the back of the defect notice.

What Procedure should be followed to return Cleared Defect Notices to the Department?

It is the responsibility of the of the registered operator to return the top copy (yellow) of the cleared defect notice to the the Department at the following address:

DEFECT NOTICES
REGISTRATION & LICENSING SERVICES
GPO BOX 1002
HOBART TAS 7001

These Copies must reach the Department within 28 days of the defect being issued.

Failure of the registered operator to send the completed notice will result in the suspension and or the cancellation of the vehicles registration. It is an offence to drive a vehicle with suspended or cancelled registration.

Attachments show examples of defect notices. These show from self clearing defect notices to Major defect notices where the vehicle is not to be driven.

What if other Defects are found when Clearing a Normal Defect Notice?

VEs are not authorised to issue defect notices.

If additional defects are found, the VE may point these out to the motorist and suggest repairs, but the vehicle may not be failed for these defects unless the defect notice has the 'full vehicle inspection' box ticked.

How does a Light Vehicle Approved Inspection Station Advise the Department of Additional Defects?

It will occur from time to time that a vehicle will be found to have defects in addition to those listed on the defect notice.

If the motorist does not wish to have the additional defects rectified, the LVAIS cannot refuse to clear the defect notice.

In such cases, and in fact in any case where a vehicle is known to be defective the following details should be forwarded to the AIS Compliance Unit on 6166 3271 immediately:

1. The Registration number of the vehicle.
2. Make and model.
3. Nature of the defect.
4. Date and time that the vehicle was seen being driven on a public street with the defect.
5. The location that the vehicle was being driven.
6. Name and contact details of Vehicle Examiner or person advising of the defect.

This information is held in the strictest confidence and is sufficient for the Department to issue a 'call-in' notice. Vehicle Operations Branch should be advised of the vehicle registration and the nature of the defect. The Department may subsequently issue an official 'call-in' on the vehicle and require an inspection of the nominated defects.

If a Full Roadworthiness Check is required, is additional Documentation Necessary?

Yes. The LVAIS must attach to the cleared defect notice a copy of a 'general inspection report' completed for the vehicle.

In addition the VE must complete a "Vehicle inspection checklist" during the inspection as outlined in Chapter 8 of this Manual.

Note: The general inspection number must be shown at part five of the defect notice.

What do I do if a Full Vehicle Inspection is Required and I find Additional Defects?

When a LVAIS is dealing with a vehicle which has a defect notice stipulating that a 'full roadworthiness inspection' is required, the following should occur:

1. A 'General Inspection Report Form' must be completed for the vehicle.
2. The vehicle should be thoroughly inspected for both identity and compliance.
3. A "Vehicle inspection checklist" form is to be completed during the inspection as outlined in Chapter 8 of this Manual.
4. If no defects are found then the completed 'General Inspection Report' should be signed, the defect notice should be cleared, the defect label if fitted should be removed, the General Inspection Report and cleared defect notice given back to the registered operator for them to forward to the Department.
5. If additional defects are found, they should be reported on the 'General Inspection Report Form' and cleared once repairs have been made.
6. The original defect order is not to be cleared until all the defects, that is - both those on the defect order and those on the 'General Inspection Report Form' - have been rectified.
7. Once all defects have been repaired, the defect notice can be cleared, the label if fitted must be removed and both the defect order and 'General Inspection Report Form' should be given to the registered operator for them to forward to the Department.

Attachment

Example of Defect Notice 'Formal Warning'



Department of
Infrastructure, Energy
and Resources

Vehicle Defect Notice

420352



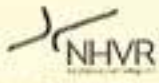


Registered Operator Copy

PART 1- Vehicle/Driver If you are not the Registered Operator you must give this notice to the Registered Operator			
Registration/Permit No. <u>AO1111</u>	VIN/Chassis No. _____	State <u>TAS</u>	
Make/Type <u>Toyota</u>	Expiry <u>11/11/14</u>	Driver/Registered Operator <u>Joseph John Smith</u>	
Licence No. <u>R90901</u>	TIN No. (if issued) _____	Inspection Type: Random <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/>	Vehicle Unattended: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Defect Notice (Heavy Vehicle): I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Heavy Vehicle National Law (Tasmania Act 2014) and the Heavy Vehicle Standards (National Regulations) 2013.			
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1999.			
PART 2- Description of Faults			
<u>Obscured number plate</u>			
Issued by (Signature) <u>Smith</u>		AOP/Police ID No. <u>631</u>	
Street and Floor of Issue <u>Murray St Hobart</u>			
Home Station/Headquarters <u>Hobart</u>		Date: <u>1/14/14</u> Time: <u>0830</u>	
PART 3- Defect Category Formal Warning <input checked="" type="checkbox"/> Minor <input type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/>			
Major Defect Heavy Vehicle only <input type="checkbox"/>	This heavy vehicle must not be driven on a road except to move it to the following location _____ and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.		
All other Defects <input type="checkbox"/>	This vehicle may only be driven/used on a road or public street in accordance with the CONDITIONS (see below) and must not be driven/used after Time: _____ on Date: <u>1/14/14</u> unless the relevant repairs have been undertaken to rectify the vehicle defects.		
CONDITIONS			
CLEARANCE INSTRUCTIONS			
This vehicle defect must be cleared by: <input type="checkbox"/> Declaration/Self Clearance (See Below) <input type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness at an <input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS) <input type="checkbox"/> Other			
SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE			
PART 4- Declaration of Clearance (Self Clearing Minor Defects only - to be completed and returned by Registered Operator)			
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.			
Name of Registered Operator (Print) _____		Position of Representative (Organisation) _____	
Signature _____		Date _____	
PART 5- Certificate of Clearance (to be completed by an Authorised Person)			
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice			
Signature _____	Number _____	Station or Stamp _____	Date <u>1/14/14</u>



Attachment

Example of a Defect 'Self Clearance'

		<h3>Vehicle Defect Notice</h3>		420352
				
<i>Registered Operator Copy</i>				
PART 1- Vehicle/Driver If you are not the Registered Operator you must give this notice to the Registered Operator				
Registration/Permit No.	<u>A0111</u>	VIN/Chassis No.		State <u>Tas</u>
Make/Type	<u>Toyota</u>	Expiry	<u>11/11/14</u>	Driver/Registered Operator <u>Joseph John Smith</u>
Licence No.	<u>A 70901</u>	TIN No. (if issued)		Inspection Type: Random <input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Vehicle Unattended: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Defect Notice (Heavy Vehicle): I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the <i>Heavy Vehicle National Law (Tasmania Act 2014) and the Heavy Vehicle Standards (National Regulations) 2013.</i>				
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the <i>Vehicle and Traffic Act 1999.</i>				
PART 2- Description of Faults				
<u>Inoperative tail lights</u>				
Issued by (Signature) <u>[Signature]</u>		AC/Police ID No. <u>631</u>		
Street and Place of Issue <u>Murray St Hobart</u>				
Home Station/Headquarters <u>Hobart</u>		Date: <u>1/6/14</u> Time: <u>0930</u>		
PART 3- Defect Category Formal Warning <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/>				
<input type="checkbox"/> Major Defect Heavy Vehicle only	This heavy vehicle must not be driven on a road except to move it to the following location _____ and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.			
<input checked="" type="checkbox"/> All other Defects	This vehicle may only be driven/used on a road or public street in accordance with the CONDITIONS (see below) and must not be driven/used after Time: <u>0700</u> on Date: <u>1/6/14</u> unless the relevant repairs have been undertaken to rectify the vehicle defects.			
CONDITIONS	<u>Daylight hours only until rectified.</u>			
CLEARANCE INSTRUCTIONS	This vehicle defect must be cleared by: <input checked="" type="checkbox"/> Declaration/Self Clearance (See Below) <input type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness at an <input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS) <input type="checkbox"/> Other			
SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE				
PART 4- Declaration of Clearance (Self Clearing Minor Defects only - to be completed and returned by Registered Operator)				
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.				
<u>Joseph Smith</u> Name of Registered Operator (Print)		_____ Position of Representative (Organisation)		<u>[Signature]</u> Signature
				<u>1/6/14</u> Date
PART 5- Certificate of Clearance (to be completed by an Authorised Person)				
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice				
Signature		Number		Date <u>1/1</u>




Attachment

Example of a Minor Defect requiring inspection

		<h3>Vehicle Defect Notice</h3>		420352  Registered Operators Copy
PART 1- Vehicle/Driver <small>If you are not the Registered Operator you must give this notice to the Registered Operator</small>				
Registration/Permit No.	<u>HO 1111</u>	VIN/Chassis No.		State <u>Tas</u>
Make/Type	<u>Toyota</u>	Expiry	<u>11/11/14</u>	Driver/Registered Operator <u>Joseph John Smith</u>
License No.	<u>A90901</u>	TIN No. (if issued)		Inspection Type: Random <input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Vehicle Unattended: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> Defect Notice (Heavy Vehicle): I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Heavy Vehicle National Law (Transport Act 2014) and the Heavy Vehicle Standards (National Regulations) 2013.				
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1999.				
PART 2- Description of Faults				
<u>Has Complaint type Headlight operation</u>				
Issued by (Signature)		AO/Police ID No. <u>631</u>		
Street and Place of Issue		<u>Murray St Hobart</u>		
Home Station/Headquarters		<u>Hobart</u>		
		Date: <u>1/4/14</u>		Time: <u>0930</u>
PART 3- Defect Category				
Formal Warning <input type="checkbox"/>		Minor <input checked="" type="checkbox"/>		Major <input type="checkbox"/>
				Defect Label Attached <input type="checkbox"/>
Major Defect Heavy Vehicle only	<input type="checkbox"/> This heavy vehicle must not be driven on a road except to move it to the following location _____ and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.			
All other Defects	<input type="checkbox"/> This vehicle may only be driven/used on a road or public street in accordance with the CONDITIONS (see below) and must not be driven/used after Time: <u>0900</u> on Date: <u>4/14/14</u> unless the relevant repairs have been undertaken to rectify the vehicle defects.			
CONDITIONS	<u>Daylight hours only for headlight until rectified.</u>			
CLEARANCE INSTRUCTIONS	This vehicle defect must be cleared by: <input type="checkbox"/> Declaration/Self Clearance (See Below) <input checked="" type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness			
	at an <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HV AIS) <input type="checkbox"/> Other			
SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE				
PART 4- Declaration of Clearance (Self Clearing Minor Defects only - to be completed and returned by Registered Operator)				
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.				
Name of Registered Operator (Print)		Position of Representative (Organisation)		Date
PART 5- Certificate of Clearance (to be completed by an Authorised Person)				
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice				
Signature	Number	Station or Stamp	Date <u>1/1</u>	

Attachment

Example of a Minor Defect which requires a Full Roadworthiness

		<h2>Vehicle Defect Notice</h2>		420352
				 Registered Operators Copy
PART 1- Vehicle/Driver If you are not the Registered Operator you must give this notice to the Registered Operator				
Registration/Permit No.	A01111	VIN/Chassis No.		State Tas
Make/Type	Toyota	Expiry	11/11/14	Driver/Registered Operator
				Joseph John Smith
License No.	A90901	TIN No. (if issued)	100101289	Inspection Type
				Random <input type="checkbox"/> Scheduled <input checked="" type="checkbox"/> Vehicle Unattended Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<input type="checkbox"/> Defect Notice (Heavy Vehicle): I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Heavy Vehicle National Law (Tasmania Act 2014) and the Heavy Vehicle Standards (National Regulations) 2013.				
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1999.				
PART 2- Description of Faults				
Non Compliant Tyres Oil leaks underside of engine Temperature handbook				
Issued by (Signature)		AO/Police ID No.		
Street and Place of Issue		Date of Issue		
Home Station/Headquarters		Time of Issue		
PART 3- Defect Category Formal Warning <input type="checkbox"/> Minor <input checked="" type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/>				
Major Defect Heavy Vehicle only	This heavy vehicle must not be driven on a road except to move it to the following location _____ and in a way stated in the CONDITIONS of this Notice (see below)			
	Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.			
All other Defects	This vehicle may only be driven/used on a road or public street in accordance with the CONDITIONS (see below) and must not be driven/used after Time: 0900 on Date: 1/14/14 unless the relevant repairs have been undertaken to rectify the vehicle defects.			
CONDITIONS				
This vehicle defect must be cleared by:				
<input type="checkbox"/> Declaration/Self Clearance (See Below) <input checked="" type="checkbox"/> Defect Clearance Inspection <input checked="" type="checkbox"/> Full Roadworthiness				
at an <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS) <input type="checkbox"/> Other				
SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE				
PART 4- Declaration of Clearance (Self Clearing Minor Defects only - to be completed and returned by Registered Operator)				
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.				
Name of Registered Operator (Print)		Position of Representative (Organisation)		Date
PART 5- Certificate of Clearance (to be completed by an Authorised Person)				
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice				
Signature	Number	Station or Stamp	Date	

Attachment

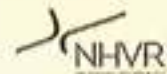
Example of a Major Defect



Department of
Infrastructure, Energy
and Resources

Vehicle Defect Notice

420352




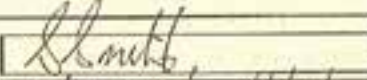


Registered Operator Copy

PART 1- Vehicle/Driver If you are not the Registered Operator you must give this notice to the Registered Operator	
Registration/Permit No. <u>A01111</u>	VIN/Chassis No. <u>6T1585J2109014156</u> State <u>TAS</u>
Make/Type <u>Toyota</u>	Expiry <u>11/11/14</u> Driver/Registered Operator <u>Joseph John Smith</u>
Licence No. <u>A90901</u>	TIN No. (if issued) <u>104107846</u> Inspection Type Random <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<input type="checkbox"/> Defect Notice (Heavy Vehicle): I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Heavy Vehicle National Law (Tasmania Act 2014) and the Heavy Vehicle Standards (National Regulations) 2013.	
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1999.	
PART 2- Description of Faults	
<u>Brake pedal travels to floor</u>	
Issued by (Signature) <u>[Signature]</u>	AO/Police ID No. <u>631</u>
Street and Place of Issue <u>Murray St Hobart</u>	
House Station/Headquarters <u>Hobart</u>	Date of Issue <u>1/11/14</u> Time of Issue <u>0900</u>
PART 3- Defect Category Formal Warning <input type="checkbox"/> Minor <input type="checkbox"/> Major <input checked="" type="checkbox"/> Defect Label Attached <input checked="" type="checkbox"/>	
Major Defect Heavy Vehicle only <input type="checkbox"/>	This heavy vehicle must not be driven on a road except to move it to the following location _____ and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.
All other Defects <input type="checkbox"/>	This vehicle may only be driven/used on a road or public street in accordance with the CONDITIONS (see below) and must not be driven/used after Time: <u>0900</u> on Date: <u>1/11/14</u> unless the relevant repairs have been undertaken to rectify the vehicle defects.
CONDITIONS	<u>Vehicle not to be driven until rectified.</u>
CLEARANCE INSTRUCTIONS	This vehicle defect must be cleared by: <input type="checkbox"/> Declaration/Self Clearance (See Below) <input checked="" type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness at an <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS) <input type="checkbox"/> Other
SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE	
PART 4- Declaration of Clearance (Self-Clearing Minor Defects only - to be completed and returned by Registered Operator)	
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.	
Name of Registered Operator (Print) _____	Position of Representative (Organisation) _____ Signature _____ Date _____
PART 5- Certificate of Clearance (to be completed by an Authorised Person)	
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice.	
Signature _____	Number _____ Station or Stamp _____ Date <u>1/11</u>

Attachment

Example of a Major Defect

		<h3>Vehicle Defect Notice</h3>		420352	
					
Registered Operators Copy					
PART 1- Vehicle/Driver If you are not the Registered Operator you must give this notice to the Registered Operator					
Registration/Permit No.	A01111	VIN/Chassis No.	6T1S8SV2109014156	State	TAS
Make/Type	Toyota	Expiry	11/11/14	Driver/Registered Operator	Joseph John Smith
Licence No.	A90901	TIN No. (If issued)	104107846	Inspection Type	Random <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/>
				Vehicle Unattended	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<input type="checkbox"/> Defect Notice (Heavy Vehicle): I have inspected the above mentioned heavy vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Heavy Vehicle National Law (Tasmania Act 2014) and the Heavy Vehicle Standards (National Regulations) 2013.					
<input checked="" type="checkbox"/> Defect Notice (Light Vehicle): I have inspected the above mentioned light vehicle and have found it to be defective. Repairs and/or adjustments are necessary to enable the vehicle to comply with the standards prescribed by or under the Vehicle and Traffic Act 1999.					
PART 2- Description of Faults					
Brake pedal travels to floor,					
Issued by (Signature)  AO/Police ID No. <input type="text" value="631"/>					
Street and Place of Issue <input type="text" value="Murray St Hobart"/>					
House Station/Headquarters <input type="text" value="Hobart"/> Date: <input type="text" value="14/1/14"/> Time: <input type="text" value="0900"/>					
PART 3- Defect Category Formal Warning <input type="checkbox"/> Minor <input type="checkbox"/> Major <input checked="" type="checkbox"/> Defect Label Attached <input checked="" type="checkbox"/>					
Major Defect Heavy Vehicle only	<input type="checkbox"/> This heavy vehicle must not be driven on a road except to move it to the following location <input type="text"/> and in a way stated in the CONDITIONS of this Notice (see below). Once the relevant repairs have been undertaken to rectify the heavy vehicle defects the heavy vehicle may be taken, by the most direct route, to an Approved Inspection Station for the purpose of a defect clearance inspection.				
All other Defects	<input type="checkbox"/> This vehicle may only be driven/used on a road or public street in accordance with the CONDITIONS (see below) and must not be driven/used after Time: <input type="text" value="0920"/> on Date: <input type="text" value="14/1/14"/> unless the relevant repairs have been undertaken to rectify the vehicle defects.				
CONDITIONS	<input type="text" value="Vehicle not to be driven until rectified."/>				
CLEARANCE INSTRUCTIONS	This vehicle defect must be cleared by: <input type="checkbox"/> Declaration/Self Clearance (See Below) <input checked="" type="checkbox"/> Defect Clearance Inspection <input type="checkbox"/> Full Roadworthiness at an: <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS) <input type="checkbox"/> Other				
SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE					
PART 4- Declaration of Clearance (Self-Clearing Minor Defects only - to be completed and returned by Registered Operator)					
I, the Registered Operator, declare that the defects listed in this Notice have been corrected.					
Name of Registered Operator (Print)		Position of Representative (Organisation)		Signature	Date
PART 5- Certificate of Clearance (to be completed by an Authorised Person)					
I confirm that the repairs required to rectify the vehicle defects in this Notice have been made to the vehicle described in this Notice.					
Signature	<input type="text"/>	Number	<input type="text"/>	Station or Stamp	Date
				<input type="text" value="/ /"/>	<input type="text" value="/ /"/>

Call-In Letters

What is a Vehicle Call-In?

When a vehicle is reported to the Department by members of the public as allegedly being unroadworthy or not complying with regulations, it can be directed to a HVAIS for a "Vehicle call-in" Inspection. The registered operator will be sent a letter and inspection report (see pages 89-90) that they are required to show to the VE. The VE will be required to inspect the vehicle to see if the alleged faults are present, similar to clearing a Vehicle Defect Notice.

Procedures for conducting a full roadworthiness inspection when requested on a Vehicle Call-In notice?

How does a HVAIS conduct a full roadworthiness inspection when requested on a vehicle call-in?

1. Book a motorist in for inspection.
2. Ask the motorist for the letter which was sent out by the Department.
3. If the motorist does not have the letter or it has been lost, it is not possible to undertake the inspection. Therefore, advise the motorist that they will need to contact the Executive Officer at the the Department to obtain a copy on 61 66 3264.
4. Upon presentation, check that the vehicle presented is the vehicle described in the letter then conduct a full roadworthiness inspection of the vehicle.
5. If defects are evident, the VE is to advise the registered operator and under no circumstances is the inspection report to be signed off until the defects have been rectified.
6. Fill out a General Inspection Report as outlined in Chapter 8 of this manual, and complete page 2 of the vehicle call-in notice. If the vehicle passes the inspection record it as "passed" on the General Inspection Report.
7. If the vehicle has failed the inspection write in all defects on the General Inspection Report and record the inspection as "failed" on the vehicle call-in notice and give second copy of the report only to the motorist.
8. When the vehicle is presented for a re-inspection, check that all defects written in the General Inspection Report have been rectified and record the re-inspection as "passed".
9. Sign off the letter in the space required with your VE number and AIS stamp, including the General Inspection Report number entered in the space provided. Attach the top copy of the General Inspection Report to the letter.
10. The letter is then given back to the motorist to forward to the Department for clearance.

What Procedure should be followed to return a Cleared Call-In to the Department

It is the responsibility of the registered operator to return the 2nd page of the call-in letter to the Department at the following address:

Att: Vehicle Standards Unit
Registration & Licensing Service
Department of State Growth
GPO Box 1002
HOBART TAS 7001

Failure of the registered operator to send the completed call-in notice, as above, will result in the suspension and or the cancellation of the vehicles registration. It is an offence to drive a vehicle with suspended or cancelled registration.

Attachment

Sample of Call-In Letter

Department of State Growth

Registration and Licensing Services

GPO Box 1002, Hobart TAS 7001

Ph: 1300 851 225

Email: vehicle.callins@stategrowth.tas.gov.au

Web: www.stategrowth.tas.gov.au

File – 001336-45

John Citizen
1 Main St
MAIN TOWN TAS 7999

VEHICLE INSPECTION CALL-IN NOTICE

Toyota Utility AA1111

Our records show that you are the registered operator of the above vehicle.

I have received information that the vehicle may not be in a safe or roadworthy condition due to;

Inefficient exhaust system

Under Section 50 of the *Vehicle and Traffic Act 1999*, within 14 days of receipt of this Notice you are required to -

- produce the vehicle for a full roadworthiness inspection and provide the Vehicle Inspection Report (on the reverse of this letter) at an Approved Inspection Station (AIS); and
- return the completed Vehicle Inspection and General Inspection Reports to the Vehicle Standards Unit, irrespective of whether the vehicle passes or fails the inspection.

The fee for the inspection will be determined by the AIS.

The vehicles registration may be suspended if the Vehicle Inspection and General Inspection Reports are not returned within the required timeframe, or the vehicle fails the inspection.

If you are unable to comply within the required time you may request an extension. This must be applied for at least 24 hours before the due date. If it is reasonable to do so, an extension of time will be allowed, and you will be notified of the details of the rescheduled inspection.

Alternatively, you may simply cancel the vehicles registration by returning the number plates to any Service Tasmania Shop or Police Station before the end of the 14 day period.



Martin Crane
REGISTRAR OF MOTOR VEHICLES

6 July 2015

Attachment

Sample of Call-In Letter

VEHICLE INSPECTION REPORT

To be completed by Authorised Vehicle Examiner.

I have conducted a full roadworthiness inspection on a **make/model** registration number **rego**, on ____/____/____ and the vehicle **passed/failed*** the inspection. General Inspection Report AB_____ has been completed. Particular attention was given to the alleged faults of **<faults>**.

.....
Signature of Authorised Vehicle Examiner	Number	AIS Stamp

* Please cross out whichever is not applicable

Note to the registered operator:

It is your responsibility to forward this Report, and the General Inspection Report within the required time when completed by the Authorised Vehicle Examiner to:

**Att: Vehicle Standards Unit
Registration and Licensing Services
Department of State Growth
GPO Box 1002
HOBART TAS 7001.**

Chapter 10

General Inspections

What is a General Inspection?

A general inspection is an inspection of a vehicle which is already registered in Tasmania, carried out by a Light Vehicle Approved Inspection Stations (LVAIS) on behalf of the the Department of State Growth for reasons other than pre-registration.

Is there a special form for a General Inspection?

Yes, a separate form is required for a general inspection. These forms are available from the Department in books of 20 for \$200.00 (includes GST). They are in triplicate with similar arrangements applying to pre-registration forms, i.e. –

- top copy for motorist to return to the Department.
- second copy for motorist to retain.
- third copy to be retained by the LVAIS.

Does a Vehicle Examiner have to complete a full Roadworthiness Inspection for all General Inspection Report Inspections?

Yes. In addition LVAIS Vehicle Examiners (VE) are required to complete a "Vehicle Inspection Checklist" form. This procedure is explained in Chapter 8 of this Manual. The checklist must be completed for all inspections. There is no requirement to attach the checklist to the "General Inspection" report, however the checklist booklet must be made available for audit purposes

What are some examples Of General Inspections?

The following are examples where a general inspection report is required:

- Inspection and notification of a standard engine replacement
- Final inspection following approval in principle for modifications
- Full identity and compliance inspection as ordered by Police/Transport Inspectors
- Twelve-month inspection of driving instructor vehicles
- Full roadworthy for defect clearance

What is the Fee for an Inspection?

There is no set fee for an inspection.

Completing the Inspection Reports

What General Requirements are there for completing the Inspection Reports?

Handwriting

All details must be completed in ink or ballpoint and with sufficient pressure to ensure all copies are readable. Illegible Inspection Reports will be returned to the Proprietor and will be noted on the record of the LVAIS. Repeated preparation of illegible Inspection Reports may result in cancellation of the LVAIS agreement.

Remember: handwriting must be legible at all times.

Mistakes

Mistakes may be corrected by crossing out the incorrect data and writing in the correct information above or below. The VE must initial all corrections and include their VE number.

Note: Correction fluid or tape must not be used to correct a mistake.

Filling in the General Inspection Report

Reason for Inspection

Engine Replacement – This refers to any registered vehicle that has had an engine replacement.

Specialist Modification/Repair – This refers to vehicle configuration changes etc.

Final check (following issue of approval in principal) - This refers to any vehicle that is modified outside manufacturer's specifications.

Full roadworthiness inspection - This refers to any vehicle that requires a full inspection as a result of a defect notice being issued requesting a full roadworthiness inspection.

Other - This could refer to a number of different inspections, which could be recorded as follows:

- Driving Instructor Vehicle, Body change, Colour change, seating change.

Owner Details

Name and address of registered operator to be completed.

Vehicle Details

Registration Number – Current registration number of vehicle.

Make

The make of the vehicle, e.g. Ford, Holden, and Toyota or in the case of a trailer it may be 'home-made'.

Cylinders

Write in the number of cylinders of the engine.

Vehicle Identification Number (VIN)

A VIN is a 17-character identification number unique to each vehicle.

Record the imprinted VIN from the vehicle body/chassis. Under no circumstances is the VIN to be recorded from any other source. The compliance plate can be used as a means to verify that the VIN recorded on the body/chassis is the same.

Please Note: To avoid registering an incorrect VIN the numbers and letters must be distinguishable. Following are examples of the numbers/digits, which are difficult to distinguish and the correct way to enter them.

Numeric	Zero	Ø or 0
Numeric	7	7
Letter	S	S
Numeric	5	5
Letter	Z	Z
Numeric	2	2
Numeric	1	1

All vehicles built from 1989 onwards must have a VIN.

Engine Number

If the engine or engine number has not been changed, then the engine number displayed should be written as the engine number under Vehicle Details.

If the engine has been changed and the old engine number is not known, then unknown is to be written in as the engine number under Vehicle Details.

If the engine number has been changed, the old engine number should be written in the box marked 'old engine number' and the new engine number should be written in the box marked 'new engine number'

Type of Inspection

Tick the type of inspection

Description of Modifications/Engine Change

If the vehicle has been modified write a brief description of the modification and attach all relevant paperwork.

Capacity – this section is only used for motorcycles and the capacity is shown in cc's only.

Engine must be fitted in accordance with Departmental guidelines (VSB 14).

Fittings and mounting satisfactory.

Please note: The present computer program only provides 20 spaces for recording of the engine number. If the engine number has more than 20 characters, only record the last 20 on the form. The Mercedes Benz is an example of a vehicle, which has more than 20 characters.

Inspection Checklist

This is to be completed for all inspections where a General Inspection report is required to be completed.

Note: The inspection report must not be pre-stamped or pre-signed. The Approved Inspection Station stamp is only to be used when a vehicle passes inspection. The VE must only sign the inspection report when the vehicle has passed and must clearly write his/her VE number in the place allocated on the inspection report.

Inspection Procedure for a General Inspection Report

What is the normal course of events for a vehicle requiring an inspection?

1. Arrange a time for the motorist to have the vehicle inspected.
2. Arrange with the motorist to wait while the inspection is undertaken or to drop the vehicle off and collect it later.
3. Advise the motorist of the cost of the general inspection.
4. On the vehicle being presented, get the pad of inspection reports and place the cardboard backing sheet behind a set of three copies.
5. Ascertain why the vehicle is to be inspected and if necessary check any written documentation such as import approvals, the Department letters of approval or the Department instructions to the VE, i.e. - conditions if a conditional registration.
6. Undertake the vehicle identity and compliance inspection in accordance with the vehicle inspection checklist shown in this chapter.
7. Enter details on the General Inspection Report form.
8. If the vehicle passes: 1. stamp the form, 2. mark the inspection report with a tick in the passed box and 3. sign and date, and include the time inspection was undertaken.
9. Give the top two copies to the motorist and advise the motorist to take the top copy to the nearest *Service Tasmania* Office to complete the transaction.
10. Retain the third copy in the book.
11. You may contact the motorist and arrange to repair the defects immediately. If this occurs you may put a line through the defects, write 'repaired' and proceed to approve the vehicle as in 9, 10 & 11 above.
12. Alternatively the motorist may wish to repair the defects themselves or take the vehicle elsewhere. In this case, do not sign the inspection report off but instead **retain the top copy** and give the second copy to the motorist.
13. When the motorist returns with the vehicle repaired, check all the defects have been repaired and replace the second copy under the top copy and proceed with steps 9, 10 & 11.
14. Retain all bottom copies of inspection reports for future audit, these must be kept for 7 years.

Engine Change

There are currently two types of engine changes recognised by the Department:

TYPE 1: Direct exchange if similar motor. These can be approved by a LVAIS.

TYPE 2: Non-standard change. This must be referred to the Department for approval in principle. Approval in principle may involve a report from an Engineering Signatory and a final check by a LVAIS. The final check confirms that the engine is completed in accordance with the requirements of VSB-14 which is the National Code of practice for light vehicle modifications. This can be accessed on the Government website at www.infrastructure.gov.au/roads/safety/bulletins/index.aspx

Inspections in Relation to Vehicle Modifications including final check (following issue of approval in principal)

The Department must be notified of all modifications to vehicles outside manufacturer's specifications.

The normal procedure is as follows:

1. Motorist advises the Department of the proposed modification.
2. Advises if the modification is standard or non-standard.
3. If non-standard, a written application is forwarded to the Department.
4. Approval in principle is given subject to certain conditions, which may include a report, by Engineering signatory and a final inspection by a LVAIS.
5. Upon completion of the work the vehicle is presented to a LVAIS, which confirms that all conditions have been met with and that the vehicle complies with the Vehicle and Traffic Act and Regulations.

Full Roadworthiness Inspection

Where a Police officer or Transport inspector requests a full roadworthiness inspection as a result of a defect notice being issued the normal procedure is as follows:

1. VE conducts full inspection of vehicle.
2. VE completes 'Vehicle inspection checklist' form during full inspection.
3. If vehicle passes inspection, clear defect as outlined in chapter 10 of this manual.
4. If vehicle fails inspection complete 'General Inspection Report' as outlined in chapter 9 of this manual, and follow the procedure outlined to pass vehicle for inspection.

Inspections in Relation to Driving Instructor Vehicles

Where driving instructor vehicles require a scheduled twelve monthly inspection, approved LVAIS may undertake this type of inspection.

A general inspection report is to be completed - the inspection type 'driving instructor vehicle' is to be recorded under OTHER in TYPE OF INSPECTION.

Any defect, which meets reason for rejection under the 'Light Vehicle Inspection manual', must be recorded as failed.

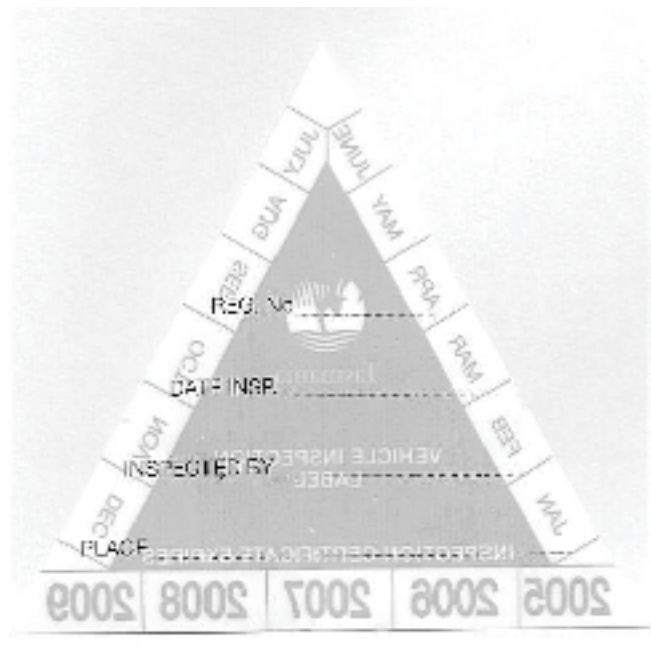
Once passed, the VE will affix a 'Vehicle Inspection Label' to the left hand side of the inner side of the rear window of the vehicle. This will indicate when the inspection certificate expires – 12 months from the date of inspection.

Note: A whole punch is to be used indicating the month and year.

Operator is given middle copy.


LVAIS is to forward top copy to Vehicle Operations Branch within seven-days of inspection.

Inspection Label



Attachment

Example of a completed General Inspection Report for an Engine Replacement Inspection



GENERAL INSPECTION REPORT

(for currently registered vehicles only)

AB 56622

Privacy Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

REGISTERED OPERATOR present this form to any Service Tasmania Shop within 7 days (not applicable to Dangerous Goods Inspections)

NAME Picme Motors
 ADDRESS 1 Main St Main Town

VEHICLE DETAILS

REGISTRATION NUMBER A B 1 2 3 4 MONTH & YEAR 5 14 STATE Tas
 MAKE Holden MODEL Commodore GVM / GCM -
 VIN: G H 8 V N L 1 9 H L L 2 7 0 2 1 0 SEATING CAPACITY -
 ENGINE NO. VH 095 998 (AS PRESENTED) CYLINDER / ROTORS 6 CAPACITY 3.4L
 ODOMETER 119,210 OLD ENGINE NUMBER IF KNOWN VH 095642

TYPE OF INSPECTION

HIRE AND DRIVE INSPECTION
 ENGINE REPLACEMENT
 SPECIALIST MODIFICATION/REPAIR (eg: Seating, Lighting, Body etc)
 FINAL CHECK (FOLLOWING ISSUE OF APPROVAL IN PRINCIPAL)
 FULL ROADWORTHINESS INSPECTION
 DANGEROUS GOODS
 OTHER (Please Specify)

Description of Modification/Engine Change (if applicable)

INSPECTION CHECK LIST – To be completed for all inspections

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W SCREEN WIPERS WASHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEAD, TAIL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODY WORK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TURNTABLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	KING PIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION FAILED INSPECTION PASSES SECOND INSPECTION

Reason for Failure _____ DATE FAILED / / _____ V E N D _____


INSPECTED BY: John Citizen INSPECTED THE ABOVE VEHICLE ON 1 13 09
 AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS OF THE VEHICLE AND TRAFFIC ACT 1999 AND THE REGULATIONS TO BE ACCEPTABLE FOR REGISTRATION.
 SIGNATURE: [Signature] V.E. NUMBER: 123
 (Valid for 7 days from date passed at inspection)

SMITHS GARAGE
 INSPECTION STATION
AIS 124
 Midland Highway,
 Portville

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Vehicle Operations Branch, GPO Box 936 Hobart 7001.
 Service Tasmania Please return this Form to Vehicle Operations Branch P.O. Box 936 Hobart 7001 within 7 days

Attachment

Example of a completed General Inspection Report for Final Check (following approval in principal) Inspection



GENERAL INSPECTION REPORT

(for currently registered vehicles only)

AB 56625

Privacy Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to the department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

REGISTERED OPERATOR present this form to any Service Tasmania Shop within 7 days (not applicable to Dangerous Goods Inspections)

NAME: John Smith
 ADDRESS: 1 Main St Main Town

VEHICLE DETAILS

REGISTRATION NUMBER: AA1234 MONTH & YEAR: 5/07 STATE: Tas
 MAKE: Toyota MODEL: Hilux GVM / GCM: 3.0t
 VIN: MR00Z22G100123455 SEATING CAPACITY: 2
 ENGINE NO: VH095642 (AS PRESENTED) CYLINDER / ROPEPS: 6 CAPACITY: 3.9L
 ODOMETER: 112,325 OLD ENGINE NUMBER IF KNOWN: 1GR-123455

TYPE OF INSPECTION

HIRE AND DRIVE INSPECTION
 ENGINE REPLACEMENT
 SPECIALIST MODIFICATION/REPAIR (eg: Seating, Lighting, Body etc)
 FINAL CHECK (FOLLOWING ISSUE OF APPROVAL IN PRINCIPAL)
 FULL ROADWORTHINESS INSPECTION
 DANGEROUS GOODS
 OTHER (Please Specify)

Description of Modification/Engine Change (if applicable)
Holden V6 engine conversion as per Approval letter reference number xxx

INSPECTION CHECK LIST - To be completed for all inspections

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Oil/FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEAD TAIL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODY WORK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TURNTABLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	KING PIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION FAILED INSPECTION PASSES SECOND INSPECTION

Reason for Failure: _____ DATE FAILED: 1/1 V E NO: _____

I, John Citizen INSPECTED THE ABOVE VEHICLE ON 1/3/09
 AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS OF THE VEHICLE AND TRAFFIC ACT 1999 AND THE REGULATIONS TO BE ACCEPTABLE FOR REGISTRATION.
 SIGNATURE: [Signature] V E NUMBER: 123
(Valid for 7 days from date passed inspection)

STAMP OF APPROVED INSPECTION STATION

AIS 124


Midland Highway,
 Portville
Only if vehicle passes inspection

Vehicle Examiners Please forward all Dangerous Goods inspection reports to Vehicle Operations Branch, GPO Box 938 Hobart 7001.
 Service Tasmania Please return this Form to Vehicle Operations Branch P.O. Box 938 Hobart 7001 within 7 days

ORIGINAL

Attachment

Example of a completed General Inspection Report for Full Roadworthiness Inspection



GENERAL INSPECTION REPORT

(for currently registered vehicles only)

AB 56626

Privacy Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

REGISTERED OPERATOR present this form to any Service Tasmania Shop within 7 days (not applicable to Dangerous Goods Inspectors):

NAME: John Smith
 ADDRESS: 1 Main St Main Town

VEHICLE DETAILS

REGISTRATION NUMBER: A B 1 2 3 5 MONTH & YEAR: 5, 04 STATE: Tas
 MAKE: Holden MODEL: Commodore GVM / GOM: _____
 VIN: 6 H 8 V N 1 9 H L L 2 7 0 2 1 0 1 SEATING CAPACITY: 5
 ENGINE NO: VH 095998 (AS PRESENTED) CYLINDER / ROTORS: _____ CAPACITY: _____
 ODOMETER: 123,456 OLD ENGINE NUMBER IF KNOWN: _____

TYPE OF INSPECTION

HIRE AND DRIVE INSPECTION
 ENGINE REPLACEMENT
 SPECIALIST MODIFICATION/REPAIR (eg: Seating, Lighting, Body etc)
 FINAL CHECK (FOLLOWING ISSUE OF APPROVAL IN PRINCIPAL)
 FULL ROADWORTHINESS INSPECTION
 DANGEROUS GOODS
 OTHER (Please Specify) _____

Description of Modification/Engine Change (if applicable):

INSPECTION CHECK LIST - To be completed for all inspections

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEAD, TAIL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODY WORK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	TURNTABLE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	KING PIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION FAILED INSPECTION PASSES SECOND INSPECTION

Reason for Failure: _____ DATE FAILED: ____/____/____ V E NO: _____

I, John Citizen INSPECTED THE ABOVE VEHICLE ON 2 13 04
 AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS OF THE VEHICLE AND TRAFFIC ACT (1999) AND THE REGULATIONS TO BE ACCEPTABLE FOR REGISTRATION.
 SIGNATURE: [Signature] V E NUMBER: 123
(Valid for 7 days from date passed at inspection)


STAMP OF APPROVED INSPECTION STATION
 Midland Highway
AIS 124
 SMITHS GARAGE

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Vehicle Operations Branch, GPO Box 936 Hobart 7001.
 Service Tasmania Please return this Form to Vehicle Operations Branch P.O. Box 936 Hobart 7001 within 7 days

ORIGINAL

Attachment

Example of a completed General Inspection Report for Other Inspection i.e. Driving Instructor Vehicle



GENERAL INSPECTION REPORT

(for currently registered vehicles only)

AB 56627

Privacy Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

REGISTERED OPERATOR present this form to any Service Tasmania Shop within 7 days (not applicable to Dangerous Goods Inspections)

NAME: Acme Enterprises

ADDRESS: 2 Main St Main Town

VEHICLE DETAILS

REGISTRATION NUMBER: A B 1 2 3 4 MONTH & YEAR: 5.04 STATE: Tas

MAKE: Holden MODEL: Commodore GVM / GCM: _____

VEHICLE IDENTIFICATION NUMBER: 6 H 8 V N 1 9 H L L 2 7 0 2 1 0 1 SEATING CAPACITY: 5

ENGINE NO: V14 095 998 (UNIDENTIFIED) CYLINDER / PORTS: 6 CAPACITY: _____

ODOMETER: 123 457 OLD ENGINE NUMBER IF KNOWN: _____

TYPE OF INSPECTION

- HIRE AND DRIVE INSPECTION
- ENGINE REPLACEMENT
- SPECIALIST MODIFICATION/REPAIR (eg. Sealing, Lighting, Body etc)
- FINAL CHECK (FOLLOWING ISSUE OF APPROVAL IN PRINCIPAL)
- FULL ROADWORTHINESS INSPECTION
- DANGEROUS GOODS
- OTHER (Please Specify) Driving Instructor

Description of Modification/Engine Change (if applicable)

INSPECTION CHECK LIST – To be completed for all inspections

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	✓	□	EXHAUST SYSTEM	✓	□	W/SCREEN WIPERS WASHERS	✓	□
STEERING	✓	□	OIL/FUEL LEAKS	✓	□	REAR VISION MIRRORS	✓	□
SUSPENSION	✓	□	HEAD, TAIL LIGHTS	✓	□	SEAT BELTS	✓	□
CHASSIS/FRAME	✓	□	SIGNAL LIGHTS	✓	□	BODY WORK	✓	□
WHEELS/TYRES	✓	□	BRAKE LIGHTS	✓	□	TURNTABLE	✓	□
ENGINE FITMENT	✓	□	HORN	✓	□	KING PIN	✓	□

INSPECTION REPORT

PASSED INSPECTION FAILED INSPECTION PASSES SECOND INSPECTION

Reason for Failure: _____ DATE FAILED: / / V E NO: _____

I, John Citizen INSPECTED THE ABOVE VEHICLE ON 2 13 09

AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS OF THE VEHICLE AND TRAFFIC ACT 1999 AND THE REGULATIONS TO BE ACCEPTABLE FOR REGISTRATION.

SIGNATURE: [Signature] V.E. NUMBER: 123

(Valid for 7 days from date passed at inspection)

STATION OFFICER

INSPECTION STATION

AIS 124

Midland Highway,
Pontville

Only if vehicle passes inspection

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Vehicle Operations Branch, GPO Box 936 Hobart 7001.
Service Tasmania Please return this Form to Vehicle Operations Branch P.O. Box 936 Hobart 7001 within 7 days

ORIGINAL

Chapter 11

Small Passenger Vehicle operating as a Passenger Transport Service (formally SPPVs)” Type 2 Service Providers only

What is a Small Passenger Vehicle?

A “small passenger vehicle” is defined under the *Passenger Transport Services Act 2011* as “a motor vehicle with fewer than 10 seats”.

For the purpose of this chapter Small Passenger Vehicles (SPV) are defined as

Taxi - a vehicle to which a perpetual taxi licence or temporary taxi licence under the *Taxi and Hire Vehicle Industries Act 2008* is in force.

Luxury Hire Car (LHC) - a vehicle in which a luxury Hire car license under the *Taxi and Hire Vehicle Industries Act 2008* is in force.

Hire and Drive (H&D) – a vehicle that is rented for hire to be driven by the hirer

General Restricted Hire Vehicle (RHV) - may be used to provide pre-booked transport services approved by the Transport Commission. This type of PV must have written approval from the Transport Commission prior to being inspected by the VE.

Specific RHV - a vehicle approved by the Transport Commission used to provide transport for specific events. These events are:

- weddings
- funerals
- school, college and university leavers functions, balls and formals
- tours (as defined in the Act)

Accredited Operator

Operators of SPV's must be accredited under the Transport Operators Accreditation Scheme, it is a requirement that they carry a letter of accreditation in their vehicle.

Under no circumstances are VEs to conduct an SPV inspection without firstly sighting the accreditation letter or having evidence that they are an accredited operator including their accreditation number.

What is an Inspection Report for Small Passenger Vehicles?

An Inspection Report for SPV's is an inspection of SPV's, which are currently registered in Tasmania that requires a scheduled inspection. These can be carried out by a Type 2 Approved Inspection Station on behalf of the the Department.

Scheduled Inspections for Small Passenger Vehicles

Depending on the requirements of the accreditation scheme, SPV's must have either a scheduled six or twelve monthly inspection, and must pass that inspection.

How will I know when the Vehicle is Scheduled for Inspection?

It is the responsibility of the accredited operator to ensure that the SPV remains at all times under current inspection. From this they will arrange to book the SPV in for its scheduled inspection.

Additionally all SPV's display a 'Vehicle Inspection Label' on the left hand side of the inner side of the front window of the vehicle, which indicates when the inspection certificate (label) expires.

Samples of vehicle inspection labels are shown in this chapter:

Age limits of Small Passenger vehicles

There are specified age limits for SPVs. The entry/exit age limit is determined by the month/year specified on the vehicle compliance plate.

Taxi

Metropolitan area

Entry age limit – up to 5 years

Exit age limit – 8 years

Remote area

Entry age limit – up to 7 years

Exit age limit – 10 years

Wheelchair Accessible taxi

Metropolitan area

Entry age limit – up to 12 months, speedo reading no more than 1,000km a new vehicle, never registered

Exit age limit – 10 years

Remote area

Entry age limit- up to 7 years

Exit age limit – 10 years

Luxury Hire Cars

Group 1- up to 7 years (Australian manufactured vehicle)

Group 1A – up to 12 years (stretch limousine)

Group 2 – up to 15 years (prestige vehicle)

Group 2A – up to 20 years (stretch limousine)

Inspection Criteria

Inspection criteria for SPVs are

Taxi

Less than 12 months- initial inspection

12 months old to either 8-10 years – 6 months

Other SPVs (and LPVs less than 13 seats)

Less than 3 years – initial inspection

3 years old to 15 years – 12 months

Greater than 15 years – 6 months

Large Passenger Vehicles less than 13 seats

Type 2 LVAISs can conduct scheduled PTS inspections of buses less than 13 seats not requiring brake testing. VEs must in this instance complete a Large Passenger Vehicle (LPV) inspection report and affix a LPV inspection label.

Is there a special form for an inspection report for small/large passenger vehicles?

Yes, a separate form is required for an SPV inspection. These forms are available from the Department in books of 20 for \$200.00 (includes GST). They are in triplicate with similar arrangements applying to pre-registration forms:

- top copy for AIS to return to the Department.
- second copy for motorist to retain
- third copy to be retained by the AIS

How many Inspection Reports are there?

There is one inspection report for SPV's. There are, however, a number of SPV's that require scheduled inspections.

These are listed as follows:

- Taxis
- Luxury hire cars
- Restricted Hire Vehicles (RHV)
- Hire and Drive

What is the Fee for an Inspection?

There is no set fee for an inspection. Fees are covered in chapter 5 of this manual.

Inspections in Relation to Small Passenger Vehicles

Who can Conduct a Small Passenger Vehicles Inspection?

VEs who have attended both the TasTAFE and the Department training on SPV's are authorised to conduct SPV inspections.

Note: If the VE has a vested interest in the SPV, or has conducted any maintenance, repairs as part of the scheduled inspection, the VE cannot conduct an inspection of that vehicle for the purpose of its SPV inspection.

Inspection process

1. Site Accreditation letter
2. Conduct inspection of SPV.
3. An inspection report is to be completed.
4. Any defect, which meets reason for rejection under the 'Light/Heavy Vehicle Inspection manual', must be recorded as failed and recorded under 'reason for failure'.
5. VE's are to nominate that the failed inspections was either non-conformance or non-conformance critical.
6. Once the vehicle has passed inspection, the VE will affix a 'Vehicle Inspection Label' to the left hand side of the inner side of the front window of the vehicle, which will indicate when the inspection certificate expires.
7. Operator is given middle copy.
8. The AIS is to forward top copy to AIS cOmpliance Unit within 7 days of inspection.

If the vehicle is presented for its first time inspection, the operator is to be advised that they must take their copy to Service Tasmania for MAIB upgrade.

Completing the Inspection Report

What general requirements are there for completing the inspection reports?

Handwriting

All details must be completed in ink or ballpoint and with sufficient pressure to ensure all copies are readable. Illegible Inspection Reports will be returned to the Proprietor and will be noted on the record of the AIS. Repeated preparation of illegible Inspection Reports may result in cancellation of the AIS contract.

Remember: handwriting must be legible at all times.

Mistakes

Mistakes may be corrected by crossing out the incorrect data and writing in the correct information above or below. The VE must initial all corrections and include their VE number.

Note: Correction fluid or tape must not be used to correct a mistake.

Filling in the Inspection Report for Small Passenger Vehicles

Reason for inspection

Taxi

- Initial inspection – vehicles under 12 months old and vehicles that have been used for other purposes before first being used as taxis or were second-hand when first used as taxis)
- 6 months– vehicles greater than 12 months old

Other Small Passenger Vehicles (LHC, H&D and RHV)

- Initial – vehicles under 3 yrs old
- 12 months – vehicles greater than 3yrs old and less than 15 years old
- 6 months – vehicles greater than 15yrs old

Note:

- 1. To determine age of vehicle refer to the vehicle compliance plate.**
- 2. Taxis less than 12 months old after their initial inspection do not require another inspection until they are 12 months old**
- 3. Other Small Passenger Vehicles less than 12 months old after their initial inspection do not require another inspection until they are three years old**

Accredited operator details

Name and address of accredited operator to be completed.

Accreditation number of operator:

Note A letter of accreditation that displays the accredited operators name and number must be carried in the vehicle.

Type of inspection

Tick relevant box

Note if vehicle is a H&D draw a box next to RHV write beside it H&D) and tick the box H&D

Vehicle details

Registration Number – current registration number of vehicle.

Licence plate number - e.g. HB333 or LHCI25.

The make of the vehicle - e.g. Ford, Holden, Toyota.

The model of the vehicle - e.g. Falcon, Commodore, Camry.

Month and year of vehicle.

Odometer reading of vehicle.

Adult seating of vehicle.

Manufactured seating (The number of seats the vehicle was originally constructed with, unless the number of seats has increased to be greater than when first manufactured, then the increased number is taken to be the manufactured seating capacity).

Note: If the vehicle is unregistered or has no registration plate insert VIN in allocation boxes

Inspection Checklist

Complete inspection checklist if passes, or if fails.

There are two columns; the second column is only to be used on a re-inspection.

Inspection Report

Tick Passed Inspection if vehicle passes inspection.

Tick Failed Inspection if vehicle fails inspection.

Tick whether vehicle failure is a result of either:

- Non-Conformance
- Non-Conformance-Critical

Note: Non-conformance defects are covered on page 133 and 134 of this chapter.

Tick Passed second inspection if vehicle passes second or subsequent inspection.

Reason for Failure

Document all defects.

Date failed.

VE number

Declaration

Once vehicle passed inspection VE fills out declaration, which includes date/time, signature and VE number.

VE stamps both copies of inspection report.

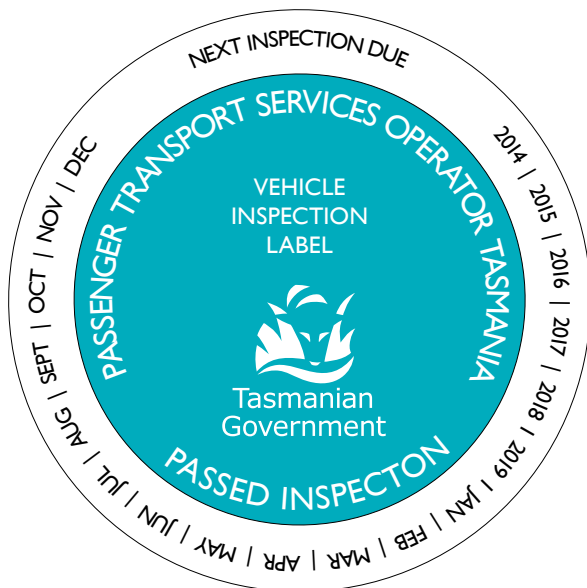
Note: The inspection report must not be pre-stamped or pre-signed. The Approved Inspection Station stamp is only to be used when a vehicle passes inspection.

Additionally the VE must only sign the inspection report when the vehicle has passed and must clearly write his/her VE number in the place allocated on the inspection report.

Inspection Label

Once the vehicle has passed inspection, the VE will affix a 'Vehicle Inspection Label' to the top left hand (passengers) corner of the front windscreen of the vehicle, which will indicate when the inspection certificate expires.

Note: It is acceptable to affix the inspection label to the lower left corner if not practical to affix to the top left corner.



What is a Non-Conformance Defect?

Any defect highlighted as part of the scheduled inspection is to be recorded as a non-conformance defect. There are two types of non-conformance defects, which are listed as follows:

Non-Conformance

This is generally a minor defect and is to be recorded as such; for example one headlight out on high beam, inoperative number plate light etc.

Non-Conformance – Critical

This is a defect identified by the VE that should have been rectified by the Accredited Operator as part of their "Maintenance Program" and is to be recorded as such. These can be assessed by referring to the Passenger Vehicle Non-Conformance Critical Criteria in this chapter.

What is the procedure for reporting a Non-conformance-critical Inspection?

In the event that a Non-conformance-critical defect is identified as part of the inspection, the following procedure is to apply:

1. Advise and show the defect to the driver.
2. Remove the current Vehicle Inspection label from the left hand side of the inner side of the rear window of the vehicle, and destroy.

Restricted Hire Vehicles - General

When a RHV-General is presented for its initial PV inspection, the accredited operator must provide an "Approved in principal" letter from the Transport Commission specifying what the VE must do as part of the inspection.

If the vehicle is over 30 years of age VEs will be required to complete form AIS 14 to determine whether the vehicle meets the requirements of an RHV-general vehicle. The form is to include a colour photo of the vehicle taken from either the left/right front corner. The form once completed is to be attached to the SPV inspection report and forwarded to the AIS Compliance Unit.

A blank form can be sourced from AIS forms (LVAIS forms) on your AIS disk. A sample completed form is included in this chapter.

In the event that the vehicle fails any of the "reasons for rejection" listed on page 2 of the form the vehicle must be failed for inspection.

Inspection process

1. Site Accreditation letter
2. An inspection report is to be completed; the specific inspection type is to be ticked as follows:
 - Taxi, or
 - LHC, or
 - H&D, or
 - RHV
3. Any defect, which meets reason for rejection under the 'Light Vehicle Inspection manual', must be recorded as failed and recorded under 'reason for failure'.
4. Vehicle Examiner's are to nominate that the failed inspections was either non-conformance or non-conformance critical. These can be assessed by Small Passenger Vehicle Non-Conformance Critical Criteria at the rear of this chapter.
5. Once the vehicle has passed inspection, the VE will affix a 'Vehicle Inspection Label' to the left hand side of the inner side of the rear window of the vehicle, which will indicate when the inspection certificate expires.

Note: A whole punch is to be used indicating the month and year.

5. Operator is given middle copy.
6. AIS is to forward top copy to AIS Compliance Unit within five working days of the inspection.
7. If the vehicle is presented for its first time inspection, the operator is to be advised that they must take their copy to Service Tasmania for MAIB upgrade.


Wheelchair Access Taxi Vehicles

Legislation has been changed where additional safety equipment is required for Wheelchair Access Taxi (WAT) Vehicles as follows:

- The vehicle is fitted with a secondary emergency release mechanism on the wheelchair entry door is fitted to allow the door to be easily opened from the inside without the use of a key or any tools and is easily labelled "Emergency release"
- The vehicle is fitted with a fire extinguisher with a minimum relay of 2A: 20B fitted with a hose and has been tested and tagged within the last 6 months

Attachment

SPV Inspection Report – Passed Inspection



INSPECTION REPORT

(for Taxis, Luxury Hire Cars and Restricted Hire Vehicles (RHV))

SPPV

Privacy Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

ACCREDITED OPERATOR

NAME	B.M. Citizen
ADDRESS	123 Main Rd Old Town
ACCREDITATION NUMBER	219876
VEHICLE INSPECTED AT (LOCATION)	Smiths Garage Pontville

TYPE OF INSPECTION (tick relevant box)

TAXI LUXURY HIRE CAR RHV

VEHICLE DETAILS

REGISTRATION NUMBER	A B 1 2 3 4	LICENCE PLATE NUMBER	H B R 1 3
VIN NUMBER			
MAKE	Ford	MONTH & YEAR	11, 12 of compliance
MODEL	FG	STATE	TAS
ODOMETER	157,234	MANUFACTURED SEATING	5
		SEATING CAPACITY	5

INSPECTION CHECK LIST – If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x), if n/a leave blank

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	✓	<input type="checkbox"/>	EXHAUST SYSTEM	✓	<input type="checkbox"/>	HORN	✓	<input type="checkbox"/>
STEERING	✓	<input type="checkbox"/>	OIL/FUEL LEAKS	✓	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	✓	<input type="checkbox"/>
SUSPENSION	✓	<input type="checkbox"/>	HEAD, TAIL LIGHTS	✓	<input type="checkbox"/>	REAR VISION MIRRORS	✓	<input type="checkbox"/>
CHASSIS/FRAME	✓	<input type="checkbox"/>	SIGNAL LIGHTS	✓	<input type="checkbox"/>	SEAT BELTS	✓	<input type="checkbox"/>
WHEELS/TYRES	✓	<input type="checkbox"/>	BRAKE LIGHTS	✓	<input type="checkbox"/>	BODY WORK	✓	<input type="checkbox"/>
ENGINE FITMENT	✓	<input type="checkbox"/>	SPEEDO	✓	<input type="checkbox"/>	FIRE EXTINGUISHER	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION

FAILED INSPECTION

NON CONFORMANCE

NON CONFORMANCE CRITICAL

PASSED SECOND INSPECTION

NEXT INSPECTION

MONTH & YEAR 1 / 14

I, Joseph Smith inspected the above vehicle on (date) 3/7/13 (time) 9:00 am/pm. The vehicle has passed an inspection and complies with the requirements of the Light Vehicle Inspection Manual as required under a vehicle inspection program. I acknowledge that I have not conducted any repairs to this vehicle as part of this scheduled Public Passenger Vehicle inspection.

SIGNATURE [Signature] V.E. NUMBER 123

(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE

_____ (Time) _____ am/pm

Signature _____ Date Failed 1 / 1 V.E. No. _____ AIS No. _____

SMITHS GARAGE
AIS 124
Midland Highway
Pontville


Only if vehicle passes inspection

VEHICLE EXAMINER - Please return this Form to the Vehicle Operations Branch PO Box 938 Hobart 7001 within 7 days.

ORIGINAL: Return to Vehicle Operations Branch

Attachment

SPV Inspection Report – Passed Inspection vehicle with no registration plate to record



INSPECTION REPORT

(for Taxis, Luxury Hire Cars and Restricted Hire Vehicles (RHV))

SPPV

Privacy Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

ACCREDITED OPERATOR

NAME	<i>B.M. Gibson</i>
ADDRESS	<i>123 Main Rd, Old Town</i>
ACCREDITATION NUMBER	<i>019876</i>
VEHICLE INSPECTED AT (LOCATION)	<i>Smiths Garage, Portville</i>

TYPE OF INSPECTION (tick relevant box)

TAXI LUXURY HIRE CAR RHV

VEHICLE DETAILS

REGISTRATION NUMBER	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	LICENCE PLATE NUMBER	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
VIN NUMBER	<i>6FPAAAJG5W0139876</i>		
MONTH & YEAR	<i>3/13</i> of compliance	STATE	<i>TAS</i>
MAKE	<i>Ford</i>	MODEL	<i>FG</i>
ODOMETER	<i>1243</i>	MANUFACTURED SEATING	<i>5</i>
		SEATING CAPACITY	<i>5</i>

INSPECTION CHECK LIST – If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEAD, TAIL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODY WORK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SPEEDO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRE EXTINGUISHER	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

<input checked="" type="checkbox"/> PASSED INSPECTION <input type="checkbox"/> FAILED INSPECTION <input type="checkbox"/> NON CONFORMANCE <input type="checkbox"/> NON CONFORMANCE CRITICAL <input type="checkbox"/> PASSED SECOND INSPECTION	I, <i>Joseph Smith</i> Inspected the above vehicle on (date) <i>3/17/13</i> (time) <i>9:00</i> am/pm. The vehicle has passed an inspection and complies with the requirements of the Light Vehicle Inspection Manual as required under a vehicle inspection program. I acknowledge that I have not conducted any repairs to this vehicle as part of this scheduled Public Passenger Vehicle inspection.
NEXT INSPECTION MONTH & YEAR <i>1/14</i>	SIGNATURE <i>J. Smith</i> V.E. NUMBER <i>123</i> <small>(Valid for 7 days from date passed at inspection)</small>

REASON FOR FAILURE

New registration

Signature _____ Date Failed / / V.E. No. _____ AIS No. _____

SMITHS GARAGE
 AIS 124
 Midland Highway
 Portville


Only if vehicle passes inspection

VEHICLE EXAMINER - Please return this Form to the Vehicle Operations Branch PO Box 936 Hobart 7001 within 7 days.

ORIGINAL: Return to Vehicle Operations Branch

Attachment

SPV Inspection Report – Failed Inspection on Non-conformance defect



INSPECTION REPORT

(for Taxis, Luxury Hire Cars and Restricted Hire Vehicles (RHV))

SPPV

Privacy Statement: Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

ACCREDITED OPERATOR

NAME	<i>B.M. Cihzen</i>
ADDRESS	<i>123 Main Rd Old Town</i>
ACCREDITATION NUMBER	<i>Q19876</i>
VEHICLE INSPECTED AT (LOCATION)	<i>Smiths Garage Portville</i>

TYPE OF INSPECTION (tick relevant box)

TAXI LUXURY HIRE CAR RHV

VEHICLE DETAILS

REGISTRATION NUMBER	<i>A B 1 2 3 5</i>	LICENCE PLATE NUMBER	<i>Z H C P 1 3</i>
VIN NUMBER	[] []		
MAKE	<i>Holden</i>	MONTH & YEAR	<i>11/12</i> of compliance
MODEL	<i>VX</i>	STATE	<i>TAS</i>
ODOMETER	<i>153,786</i>	MANUFACTURED SEATING	<i>5</i>
		SEATING CAPACITY	<i>5</i>

INSPECTION CHECK LIST – If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	✓	<input type="checkbox"/>	EXHAUST SYSTEM	✓	<input type="checkbox"/>	HORN	✓	<input type="checkbox"/>
STEERING	✓	<input type="checkbox"/>	OIL/FUEL LEAKS	✓	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	✓	<input type="checkbox"/>
SUSPENSION	✓	<input type="checkbox"/>	HEAD, TAIL LIGHTS	✓	<input type="checkbox"/>	REAR VISION MIRRORS	✓	<input type="checkbox"/>
CHASSIS/FRAME	✓	<input type="checkbox"/>	SIGNAL LIGHTS	✓	<input type="checkbox"/>	SEAT BELTS	✓	<input type="checkbox"/>
WHEELS/TYRES	✓	<input type="checkbox"/>	BRAKE LIGHTS	✓	<input type="checkbox"/>	BODY WORK	✓	<input type="checkbox"/>
ENGINE FITMENT	✓	<input type="checkbox"/>	SPEEDO	✓	<input type="checkbox"/>	FIRE EXTINGUISHER	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION

FAILED INSPECTION

NON CONFORMANCE

NON CONFORMANCE CRITICAL

PASSED SECOND INSPECTION

NEXT INSPECTION MONTH & YEAR *1/14*

I, _____ Inspected the above vehicle on (date) / / (date) am/pm. The vehicle has passed an inspection and complies with the requirements of the Light Vehicle Inspection Manual as required under a vehicle inspection program. I acknowledge that I have not conducted any repairs to this vehicle as part of this scheduled Public Passenger Vehicle inspection.

SIGNATURE _____ V.E. NUMBER _____

(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE *Headlight operation.*

(Time) *9:00* am/pm

Signature *[Signature]* Date Failed *5/17/13* V.E. No. *123* AIS No. *124*

Only if vehicle passes inspection


STAMP OF APPROVAL INSPECTION STATION

VEHICLE EXAMINER - Please return this Form to the Vehicle Operations Branch PO Box 936 Hobart 7001 within 7 days.

ORIGINAL: Return to Vehicle Operations Branch

Attachment

SPV Inspection Report – Failed Inspection on Non-conformance critical defect



INSPECTION REPORT

(for Taxis, Luxury Hire Cars and Restricted Hire Vehicles (RHV))

SPPV

Privacy Statement: Personal information we collect from you for Registration and Licensing purposes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

ACCREDITED OPERATOR

NAME	<i>Bm Citizens</i>
ADDRESS	<i>123 Main Rd, Old Town</i>
ACCREDITATION NUMBER	<i>814876</i>
VEHICLE INSPECTED AT (LOCATION)	<i>Smalls Gauge Portville</i>

TYPE OF INSPECTION (tick relevant box)

TAXI LUXURY HIRE CAR RHV

VEHICLE DETAILS

REGISTRATION NUMBER	<i>C 1 9 Z Z</i>	LICENCE PLATE NUMBER	<i>H B A 9 9</i>
VIN NUMBER			
MONTH & YEAR	<i>4/09</i> of compliance	STATE	<i>TAS</i>
MAKE	<i>Toyota</i>	MODEL	<i>Toyota</i>
ODOMETER	<i>123,576</i>	MANUFACTURED SEATING	<i>9</i>
		SEATING CAPACITY	<i>9</i>

INSPECTION CHECK LIST – If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	✓	<input type="checkbox"/>	EXHAUST SYSTEM	✓	<input type="checkbox"/>	HORN	✓	<input type="checkbox"/>
STEERING	✓	<input type="checkbox"/>	OIL/FUEL LEAKS	✓	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	✓	<input type="checkbox"/>
SUSPENSION	✓	<input type="checkbox"/>	HEAD, TAIL LIGHTS	✓	<input type="checkbox"/>	REAR VISION MIRRORS	✓	<input type="checkbox"/>
CHASSIS/FRAME	✓	<input type="checkbox"/>	SIGNAL LIGHTS	✓	<input type="checkbox"/>	SEAT BELTS	✓	<input type="checkbox"/>
WHEELS/TYRES	✓	<input type="checkbox"/>	BRAKE LIGHTS	✓	<input type="checkbox"/>	BODY WORK	✓	<input type="checkbox"/>
ENGINE FITMENT	✓	<input type="checkbox"/>	SPEEDO	✓	<input type="checkbox"/>	FIRE EXTINGUISHER	✓	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION

FAILED INSPECTION

NON CONFORMANCE

NON CONFORMANCE CRITICAL

PASSED SECOND INSPECTION

NEXT INSPECTION MONTH & YEAR: *.....*

I, *.....* inspected the above vehicle on (date) *.....* / *.....* / *.....* (time) *.....* am/pm. The vehicle has passed an inspection and complies with the requirements of the Light Vehicle Inspection Manual as required under a vehicle inspection program. I acknowledge that I have not conducted any repairs to this vehicle as part of this scheduled Public Passenger Vehicle Inspection.

SIGNATURE: *.....* V.E. NUMBER: *.....*

(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE

Fluid leak left front brake caliper

Signature: *.....* Date Failed: *31/1/13* V.E. No: *123* AIS No: *124*

(Time) *9:00* am/pm


STAMP OF APPROVAL INSPECTION STATION

Only if vehicle passes inspection

VEHICLE EXAMINER - Please return this Form to the Vehicle Operations Branch PO Box 936 Hobart 7001 within 7 days.

Attachment

SPV inspection report for a Restricted Hire Vehicle



INSPECTION REPORT

(for Taxis, Luxury Hire Cars and Restricted Hire Vehicles (RHV))

SPPV

Privacy Statement: Personal information we collect from you for Registration and Licensing purposes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1993 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Dept, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

ACCREDITED OPERATOR

NAME	<i>RM Citizen</i>
ADDRESS	<i>123 Main Rd Old Town</i>
ACCREDITATION NUMBER	<i>Q19826</i>
VEHICLE INSPECTED AT (LOCATION)	<i>Smiths Garage Portville</i>

TYPE OF INSPECTION (tick relevant box)

TAXI LUXURY HIRE CAR RHV

VEHICLE DETAILS

REGISTRATION NUMBER	<input type="text"/>	LICENCE PLATE NUMBER	<input type="text"/>
VIN NUMBER	<i>A607C166894</i>		
MONTH & YEAR	<i>66</i> of compliance	STATE	<i>Tas</i>
MAKE	<i>Ford</i>	MODEL	<i>Mustang</i>
ODOMETER	<i>65,186</i>	MANUFACTURED SEATING	<i>5</i>
		SEATING CAPACITY	<i>5</i>

INSPECTION CHECK LIST – If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	✓	<input type="checkbox"/>	EXHAUST SYSTEM	✓	<input type="checkbox"/>	HORN	✓	<input type="checkbox"/>
STEERING	✓	<input type="checkbox"/>	OIL/FUEL LEAKS	✓	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	✓	<input type="checkbox"/>
SUSPENSION	✓	<input type="checkbox"/>	HEAD, TAIL LIGHTS	✓	<input type="checkbox"/>	REAR VISION MIRRORS	✓	<input type="checkbox"/>
CHASSIS/FRAME	✓	<input type="checkbox"/>	SIGNAL LIGHTS	✓	<input type="checkbox"/>	SEAT BELTS	✓	<input type="checkbox"/>
WHEELS/TYRES	✓	<input type="checkbox"/>	BRAKE LIGHTS	✓	<input type="checkbox"/>	BODY WORK	✓	<input type="checkbox"/>
ENGINE FITMENT	✓	<input type="checkbox"/>	SPEEDO	✓	<input type="checkbox"/>	FIRE EXTINGUISHER	<input type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT

PASSED INSPECTION

FAILED INSPECTION

NON CONFORMANCE

NON CONFORMANCE CRITICAL

PASSED SECOND INSPECTION

NEXT INSPECTION MONTH & YEAR *1/14*

I *Joseph Smith* inspected the above vehicle on (date) *3/17/13* (time) *9:00 am/pm*. The vehicle has passed an inspection and complies with the requirements of the Light Vehicle Inspection Manual as required under a vehicle inspection program. I acknowledge that I have not conducted any repairs to this vehicle as part of this scheduled Public Passenger Vehicle inspection.

SIGNATURE *Joseph Smith* V.E. NUMBER *123*

(Valid for 7 days from date passed at inspection)

REASON FOR FAILURE

New Registration

RHV-general form completed

Signature _____ Date Failed *1/1* V.E. No. _____ AIS No. _____

GROUP OF APPROVAL INSPECTION STATION

SMITHS GARAGE

AIS 124

Midland Highway
Portville

Only if vehicle passes inspection

VEHICLE EXAMINER - Please return this Form to the Vehicle Operations Branch PO Box 936 Hobart 7001 within 7 days.

Attachment

Completed Restricted Hire Vehicle (RHV) general inspection form



Restricted Hire Vehicles (RHV) – General

Vehicles that are unique, classic or customised and more than 30 years old

Please return this form to
Department of Infrastructure, Energy, and Resources
GPO Box 936
Hobart TAS 7001
Fax: 6233 5210
Email: ais@dier.tas.gov.au

Vehicle details

Make: Ford Model: Mustang Month/Year: 12/66
VIN/Chassis No.

R	6	Q	7	C	1	6	6	8	9	4							
---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--	--

Insert Photo

(Taken from either left/right front corner)



Attachment

Completed Restricted Hire Vehicle (RHV) general inspection form

Reason For Rejection	Pass / Fail	Comments / Description
The exterior bodywork has visible dents, rust or repairs	P	
The vehicles paintwork lacks its original lustre and displays major blemishes	P	
The vehicle has mismatched paintwork	P	
Electroplated, polished or metallic components are in poor condition and not displaying their original lustre	P	
Windows have visible scratches and blemishes that detract from the overall appearance of the vehicle	P	
Ripped, torn or badly worn seats or interior trim	P	
Headlining and floor coverings are incomplete, dirty and in poor repair	P	
The dashboard is cracked or faded	P	
Any vehicle component displays evidence of oil or fluid leaks	P	
The vehicle is fitted with wheels that do not match the style and age of the vehicle	P	

VE are to advise the AIS Unit of any vehicle that does not comply with the abovementioned Reasons for Rejection.

Signed..... *[Signature]*

VE Number..... *123*

AIS Number..... *124*

Date : *3/7/13*



Attachment

SPV Inspection Report for a Hire and Drive



INSPECTION REPORT

SPPV

(for Taxis, Luxury Hire Cars and Restricted Hire Vehicles (RHV))

Privacy Statement: Personal information we collect from you for Registration and Licensing purposes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1969 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Act 2004 and may be accessed by you on request to this department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

ACCREDITED OPERATOR

NAME Acme Rentals
 ADDRESS 1 Main St Main Town
 ACCREDITATION NUMBER 019875
 VEHICLE INSPECTED AT (LOCATION) Smiths Garage Portville

TYPE OF INSPECTION (tick relevant box)

TAXI LUXURY HIRE CAR RHV HAD

VEHICLE DETAILS

REGISTRATION NUMBER A B 1 2 3 LICENCE PLATE NUMBER [] [] [] [] []
 VIN NUMBER [] [] [] [] [] [] [] [] [] [] [] [] [] [] [] []
 MAKE Holden MONTH & YEAR 7 11/12 of compliance STATE Tas
 MODEL Commodore
 ODOMETER 115,275 MANUFACTURED SEATING 5 SEATING CAPACITY 5

INSPECTION CHECK LIST - If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank

	1ST INSP	2ND INSP		1ST INSP	2ND INSP		1ST INSP	2ND INSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>
STEERING	<input checked="" type="checkbox"/>	<input type="checkbox"/>	OIL/FUEL LEAKS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	W/SCREEN WIPERS WASHERS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
SUSPENSION	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HEAD, TAIL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	REAR VISION MIRRORS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CHASSIS/FRAME	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SIGNAL LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SEAT BELTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WHEELS/TYRES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BRAKE LIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODY WORK	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	SPEEDO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	FIRE EXTINGUISHER	<input checked="" type="checkbox"/>	<input type="checkbox"/>

INSPECTION REPORT
 PASSED INSPECTION
 FAILED INSPECTION
 NON CONFORMANCE
 NON CONFORMANCE CRITICAL
 PASSED SECOND INSPECTION

NEXT INSPECTION MONTH & YEAR 9 16

I Joseph Smith inspected the above vehicle on (date) 21/9/15 (time) 9 15 am/pm. The vehicle has passed an inspection and complies with the requirements of the Light Vehicle Inspection Manual as required under a vehicle inspection program. I acknowledge that I have not conducted any repairs to this vehicle as part of this scheduled Public Passenger Vehicle Inspection.

SIGNATURE [Signature] V.E. NUMBER 123
 (valid for 7 days from date passed at inspection)

REASON FOR FAILURE

 _____ (Time) _____ am/pm

Signature _____ Date Failed / / V.E. No. _____ AIS No. _____



VEHICLE EXAMINER - Please return this Form to the Vehicle Operations Branch PO Box 936 Hobart 7001 within 7 days.

ORIGINAL: Return to Vehicle Operations Branch

Small Passenger Vehicle

Non-Conformance Critical Criteria

Group	Inspection Checks	Possible fault	Critical
Engine	Oil leaks	Oil or grease dripping on roadway or exhaust system	Yes
	Fuel/Gas leak	Fuel leaking onto manifold LPG leakage from any component (Footnote 1)	Yes
	Engine mounting	Broken mounting	Yes
Exhaust System	Manifold	Loose or leaking joints	Yes
	Pipes/muffler	Holes in exhaust	Yes
Drive line	Transmission	Oil leaking onto roadway	Yes
	Rear axle	Oil leaking onto roadway	Yes
	Transmission mountings	Broken mounting	Yes
	Transmission park brake	No effort on brake	Yes
Steering	Steering box, arms and linkages	Cracked mountings, arms or anchorages. Splines worn or loose.	Yes
	Power steering	Oil leaking onto roadway	Yes
	Drag links/ball joints	Excessive wear or movement (Footnote 2)	Yes
Front axle	King pin and bushes	Excessive wear (Footnote 2)	Yes
Suspension	Springs	Broken leaf spring	Yes
	Shackle bushes, spring hangers,	Excessive wear (Footnote 2)	Yes
	Centre bolt and U bolts	Loose, broken, worn	Yes
	Ball joints	Excessive wear (Footnote 2)	Yes
	Shock absorber	Missing	Yes
Chassis	Frame	Cracked or unsound	Yes

Wheels and tyres	Tyres	No clear visible tread pattern,	Yes
	Carcass	Damaged or deep cuts, exposed cords	Yes
	Re-grooved tyres	Re-grooved tyre unless indicated on side wall that tyre suitable for re-grooving.	Yes
	Rims	Cracked, loose, elongated stud holes	Yes
Body	Windows/windscreen	Shattered drivers windscreen	Yes
	Rear vision mirrors	Missing (buses only)	Yes
	Body/floor pan	Structural rust	Yes
Brakes	Dynamic foot brake test	No effort on axle group 70% imbalance on axle group (Footnote 3)	Yes
	Dynamic park brake test	No effort on axle group	Yes
	Park brake	No effort or does not hold the vehicle	Yes
	Linings	Contaminated with oil or grease, insufficient brake lining material	Yes
	Hydraulic brake system	Fluid leaks	Yes
	Hydraulic brake pedal height	Sponginess or unable to support foot pedal load	Yes
	Air brake system	Excessive air leaks	Yes
Accessories	SRS or ABS warning light	Indicator light not operating	Yes
	Seat Belts	Seat belt missing, buckle does not lock when tongue fitted, webbing is cut or severely deteriorated	Yes
	Fire Extinguisher	Missing (bus and WAT vehicles only)	Yes
	Secondary- release mechanism	Secondary release mechanism not fitted to wheelchair entry door (WAT vehicles only)	Yes

Footnote 1: Refer to light/heavy vehicle inspection manual

Footnote 2: Exceeds 3 mm movement or manufacturers specifications

Footnote 3: Not to be recorded unless maintenance failure evident.

Chapter 12

Type Approval inspections – Type 2 service providers only

What is Type Approval?

Before a new vehicle can be registered for the first time in Australia, it must meet the requirements of the *Motor Vehicle Standards Act 1989*. The Act applies to all new vehicles – whether motor vehicles or trailers. Under the Act, new vehicles are required to be fitted with an identification plate (formerly known as a compliance plate). The identification plate provides a clear indication to the Registrar of Motor Vehicles (RMV) – and to the owner and the general public – that the vehicle is ready for use in transport on public roads in Australia.

Under type approval, manufacturers certify that a type of vehicle complies with the Australian Design Rules (ADRs). A sample vehicle is selected to represent the vehicle type. The sample vehicle is inspected in accordance with the ADRs and the Light Vehicle Inspection Manual (LVIM) “reasons for rejection”. If the vehicle passes the inspection, the RMV is satisfied that it complies with relevant ADRs and does not meet any “reasons for rejection” specified in the LVIM.

Vehicle Standards Bulletin (VSB) No. 1; National Code of Practice – Building Small Trailers up to 4.5 tonnes, summarises the construction requirements necessary for caravans and trailers to meet the applicable ADRs. The RMV has determined that trailers built to meet the requirements of VSB No. 1 are accepted as meeting the applicable ADRs.

What type of vehicles would a Type 2 Light Vehicle Approved Inspection Station is expected to inspect for type approval?

Type 2 light Vehicle Approved Inspection Stations (LVAIS) are expected to undertake type approval of the following vehicles with a GVM/ATM up to 4.5t

- Cab chassis fitted with a non-Original Equipment manufacturer (OEM) tray/body
- Light trailers and caravans

Who will present a vehicle for type approval inspection?

Vehicles will normally be presented for inspection by a Licensed Motor Vehicle Dealer (LMVD), agent or manufacturer of the vehicle.

What type of inspection report is required to be completed for a type approval inspection?

An electronic inspection report (package) will be made available to LMVD from the Department.

The LMVD presenting the vehicle will complete and print of an “An application for type approval number” form. Details provided by the LMVD will include:-

- If it is a cab chassis fitted with a tray body or light trailer/caravan
- Dealer details
- Details of vehicle
- Schematics of the vehicle including dimensions etc.

What is the fee for an inspection?

There is no set fee for an inspection. Fees are covered in chapter 5 of this manual.

There is a charge of \$10.00 per electronic inspection report completed and submitted to Registration & Licencing Services (R&LS). It is the responsibility of the LVAIS to recover this cost as part of the type approval inspection fee.

The LVAIS will receive a tax invoice for payment every three months beginning at the end of September 2015 and every three months thereafter.

Failure to pay 2 consecutive invoices will result in the LVAIS being put on hold until paid.

Inspection process

1. Dealer completes “Application for type approval number” package.
2. Dealer presents vehicle and package including associated documentation to LVAIS for inspection.
3. VE conducts inspection of vehicle for compliance confirming that it meets the requirements and dimensions specified in the schematic drawings of the vehicle.
4. VE completes “Vehicle Examiners” section of report.

Vehicle passes

- VE scan application package and email to Vehicle registration at vau@stategrowth.tas.gov.au

Vehicle fails

- VE scan application package and email to Vehicle registration at vau@stategrowth.tas.gov.au
5. Return application package to LMVD

Filling in the Inspection Report

Tick passed inspection if vehicle passes inspection

Tick failed inspection if vehicle fails inspection

When the vehicle fails inspection

Document all defects

Complete declaration

When the vehicle passes inspection

Complete declaration

Attachment

Application for type Approval form – Passed inspection

Attachment

Application for Type Approval Form – Passed Inspection



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 1. Vehicle Type

Section 2. Contact Details

Dealer Name

LMVD Number ID

Name

Phone Number

Email Address

Section 3. To be completed only if vehicle type is light trailer/caravan

If 'other' has been selected, specify vehicle body type.

Make

Model

Gas Compliance Approval No

Electrical Compliance Approval No

Unladen Mass (Tare) kg

Gross Trailer Mass (GTM) kg

Aggregate Trailer Mass (ATM)

No. of Axles

No. of Wheels

Wheel Width & Diameter

Standard

Optional

Tyre Size

Standard

Optional

Load Rating kg

Standard

Optional

Brakes Fitted

Brake Type

If 'other' has been selected, specify type of braking used.

Location of Vehicle Identification Number

Location of Trailer Plate & Tyre Placard

Attachment

Application for Type Approval Form – Passed Inspection



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 4.

Vehicle Details

To be completed only if vehicle type is cab chassis fitted with a tray/body

Make

Model

Series

Year

No. of Axles

No. of Wheels

Wheel Base (in mm)

Drive Train

Cab Type

Section 4.1

Vehicle Details

Vehicle Tray Details

Make of Tray

Model of Tray

Type (eg. Drop Side Flat Tray)

Construction Materials (eg. Steel, Steel/Wood, Aluminium)

Tray Rear Overhang (in mm from centre of rear axle/group)

Tray Length (in mm)

Tray Width (in mm)

Total Vehicle Length (Tray Fitted)

Compliance Plate Location

Compliance Plate Approval Number

Vin Location

Attachment

Application for Type Approval Form – Passed Inspection



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 5. VEHICLE EXAMINER TO COMPLETE

Applicants **MUST** include with their application, schematics of the vehicle. This includes all dimensions.

Total number of schematic pages attached

Complete the below checklist if the application is for a cab chassis fitted with a tray/body only. For all trailer/caravan applications, please complete a Vehicle Inspection checklist for light trailer/caravan form.

Wheel/Tyres	<input checked="" type="checkbox"/>
Tray Mounting	<input checked="" type="checkbox"/>
Length	<input checked="" type="checkbox"/>
Width	<input checked="" type="checkbox"/>
Tail Lights	<input checked="" type="checkbox"/>
Signal Lights	<input checked="" type="checkbox"/>
Brake Lights	<input checked="" type="checkbox"/>
Rear Overhang	<input checked="" type="checkbox"/>
Body Work	<input checked="" type="checkbox"/>
Tow Assembly	<input checked="" type="checkbox"/>

Results of Inspection

Fail

The above vehicle is not suitable for registration for the following reasons:

I _____ Inspected

the above vehicle on (date) ____ / ____ / ____

and to the best of my knowledge found that it does not comply with the requirements of the Vehicle and Traffic Act (1999) and the regulations.

Signature _____ VE No. _____

Note: If the vehicle fails inspection, no re-inspection can be performed on the vehicle.

Pass

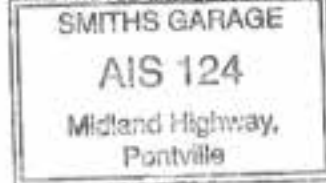
I John Gibson Inspected

the above vehicle on (date) 11/9/15

and to the best of my knowledge found it to comply with the requirements of the Vehicle and Traffic Act (1999) and the regulations to be acceptable for registration.

Signature Gibson VE No. 123

STAMP OF APPROVED INSPECTION STATION



Only if vehicle passes inspection

VEHICLE EXAMINER -

You must email all applications and schematics to Vehicle Registrations at: VRL@stategrowth.tas.gov.au upon the vehicle passing or failing inspection.

Attachment

Application for Type Approval Number Failed – AIS 15



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 1. Vehicle Type

Cab Chassis Fitted with a Tray/Body

Section 2. Contact Details

Dealer Name

Acme Motors Pty Ltd

LMVD Number ID

154271

Name

John Smith

Phone Number

63 444444

Email Address

acmetrailer@bigpond.com

Section 3. To be completed only if vehicle type is light trailer/caravan

If 'other' has been selected, specify vehicle body type.

Make

Model

Gas Compliance Approval No

Electrical Compliance Approval No

Unladen Mass (Tare) kg

Gross Trailer Mass (GTM) kg

Aggregate Trailer Mass (ATM)

No. of Axles

No. of Wheels

Wheel Width & Diameter

Standard

Optional

Tyre Size

Standard

Optional

Load Rating kg

Standard

Optional

Brakes Fitted

Brake Type

If 'other' has been selected, specify type of breaking used.

Location of Vehicle Identification Number

Location of Trailer Plate & Tyre Placard

Attachment

Application for Type Approval Number Failed – AIS 15



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 4. Vehicle Details

To be completed only if vehicle type is cab
chassis fitted with a tray/body

Make

Model

Series

Year

No. of Axles

No. of Wheels

Wheel Base (In mm)

Drive Train

Cab Type

Section 4. I Vehicle Details

Vehicle Tray Details

Make of Tray

Model of Tray

Type (eg. Drop Side Flat Tray)

Construction Materials (eg. Steel, Steel/Wood, Aluminium)

Tray Rear Overhang (In mm from centre of rear axle/group)

Tray Length (In mm)

Tray Width (In mm)

Total Vehicle Length (Tray Fitted)

Compliance Plate Location

Compliance Plate Approval Number

Vin Location

Attachment

Application for Type Approval Number Failed – AIS 15



APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:
TAN number:

Section 5. VEHICLE EXAMINER TO COMPLETE

Applicants MUST include with their application, schematics of the vehicle. This includes all dimensions.

Total number of schematic pages attached

Complete the below checklist if the application is for a cab chassis fitted with a tray/body only. For all trailer/caravan applications, please complete a Vehicle Inspection checklist for light trailer/caravan form.

Wheel/Tyres	<input checked="" type="checkbox"/>
Tray Mounting	<input checked="" type="checkbox"/>
Length	<input checked="" type="checkbox"/>
Width	<input checked="" type="checkbox"/>
Tail Lights	<input checked="" type="checkbox"/>
Signal Lights	<input checked="" type="checkbox"/>
Brake Lights	<input checked="" type="checkbox"/>
Rear Overhang	<input checked="" type="checkbox"/>
Body Work	<input checked="" type="checkbox"/>
Tow Assembly	<input checked="" type="checkbox"/>

Results of Inspection

Fail

The above vehicle is not suitable for registration for the following reasons:

Non compliant mudguards
Location of taillight

I John Citizen inspected

the above vehicle on (date) 1 / 9 / 15

and to the best of my knowledge found that it does not comply with the requirements of the Vehicle and Traffic Act (1999) and the regulations.

Signature: [Signature] VE No. 123 AIS No. 124

Note: If the vehicle fails inspection, no re-inspection can be performed on the vehicle.

Pass

I _____ inspected

the above vehicle on (date) / /

and to the best of my knowledge found it to comply with the requirements of the Vehicle and Traffic Act (1999) and the regulations to be acceptable for registration.

Signature _____ VE No. _____ AIS No. _____

STAMP OF APPROVED INSPECTION STATION

Only if vehicle passes inspection

VEHICLE EXAMINER -

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Tasmanian
Government

Produced by
Registration and Licensing Services
Department of State Growth

GPO BOX 536
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Email: ais@stategrowth.tas.gov.au

This manual is available online at:
www.transport.tas.gov.au/vehicle_inspections