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# Light Vehicle Approved Inspection Station Procedures Manual



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[www.transport.tas.gov.au/vehicle\\_inspections](http://www.transport.tas.gov.au/vehicle_inspections)

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# Preface

Throughout this Manual various acronyms are used. These acronyms represent commonly used terms within the AIS

Scheme. The following table identifies the acronym and its full term.

Acronym used	Full term
AIS	Approved Inspection Station
AMBRIS	Approved Motor Body Repair Inspection Station
ATM	Aggregate Trailer Mass
AVC	Approved Vehicle Certifier
AVCAIS	Approved Vehicle Certifier Approved Inspection Station
GVM	Gross Vehicle Mass
GTM	Gross Trailer Mass
HVAIS	Heavy Vehicle Approved Inspection Station
ITGGC	Integrated Tasmanian Government Contact Centre
LVAIS	Light Vehicle Approved Inspection Station
MBE	Motor Body Examiner
MRS	Motor Registry System
R&LS	Registration and Licensing Services
RMV	Registrar of Motor Vehicles
VE	Vehicle Examiner
VIN	Vehicle Identification Number
VSB	Vehicle Standards Bulletin

# 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), National Heavy Vehicle Inspection Manual (NHVIM) and NHVIM – Tasmanian Supplement.

It is a requirement of all LVAIS to have internet access as the required manuals are available for Proprietors and Vehicle Examiners on the Department's Web Site.

[https://www.transport.tas.gov.au/vehicles/vehicle\\_inspections/ais](https://www.transport.tas.gov.au/vehicles/vehicle_inspections/ais)

All instructions in the manual must be adhered to and noted when a new version is released on the Department's Web site by signing the "Information Bulletin" declaration signifying that they fully understand any new requirements or instruction in the Bulletin.

## Contact Details

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

Manager Vehicle Safety  
Registration and Licensing Services  
Road User Services  
Division Department of  
State Growth  
GPO Box 536 Hobart Tasmania 7001  
Phone: 03 6166 3271  
Email: [ais@stategrowth.tas.gov.au](mailto: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

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. This form is used by a proprietor of a LVAIS to advise Department of State Growth of any Changes.

### Forms AIS 4A, AIS 4B, AIS 4C & AIS 4D: 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, inspection labels and import trailer identification plates. **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 Motorcycles

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 13: Inspection Report for Large Public Passenger Vehicles

See the Heavy Vehicle Procedures Manual for the form and how to complete it. (Type 2 Only)

### 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.



<b>Expression of Interest in Becoming An Approved Inspection Station (AIS)</b>			
<b>Requesting Station Type</b>	<b>Tick</b>	<b>Requesting Station Type</b>	<b>Tick</b>
AIS Type 1 (Light Vehicles)		AIS Type 5 (Driving School)	
AIS Type 6 (New Heavy Vehicle)		AMBRIS	
AIS Type 4 (Heavy Vehicle)			
<b>Premises Details</b> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Name of Organisation</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Trading As</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Address of Premises</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Email</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Phone Number</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div>			
<b>Description of Premises:</b> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 30px;"></div>			
<b>Proprietor Details:</b> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Full Name of Nominated Proprietor and</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Position in Relation to Premises</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Residential Address</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Email</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div> <div style="display: flex; margin-bottom: 5px;"> <div style="flex: 1;">Phone Number</div> <div style="flex: 3; border: 1px solid black; height: 20px;"></div> </div>			
<b>Other Information</b> <div style="border: 1px solid black; height: 30px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 30px;"></div>			
<b>DECLARATION</b> 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/structural inspections.			
Signature	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>	Name	<div style="border: 1px solid black; width: 150px; height: 25px;"></div>
		Date	<div style="border: 1px solid black; width: 100px; height: 25px;"></div>
<small> <b>Personal Information Protection Statement:</b> 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>			

Application to Become a Vehicle Examiner/Motor Body Examiner – AIS 2			
To be completed by applicant wishing to become a vehicle examiner			
<b>Requesting VE Type</b>	<b>Tick</b>	<b>Requesting VE Type</b>	<b>Tick</b>
AIS Type 1 (Light Vehicles)		AIS Type 5 (Driving School)	
AIS Type 2 (SPV)		AIS Type 7 (Motor Body Examiner)	
AIS Type 3 (LPV)			
AIS Type 4 (Heavy Vehicle)			
To be completed by applicant wishing to become a vehicle examiner			
Full Name			
Address			
Date of Birth		Licence No and Expiry	
Phone No			
Email			
Qualifications:			
Experience:			
<b>DECLARATION</b>			
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 Manual. All applicants to obtain and attach a <b>National</b> Police certificate to their application to become a vehicle examiner.			
Signature		Name	Date
<b>To be completed by the Contractor/Proprietor</b>			
I,		certify that the above named	
is employed by me and will undertake inspections at:			
(Name and address of Premises)			
AIS Number			
Signature of Contractor/Proprietor		Date	
<p><b>Personal Information Protection Statement:</b> 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.</p>			

## Notification of Change of Conditions - AIS 3



Department of State Growth  
Vehicle Safety – AIS Compliance

AIS Stamp



### Notification of Change of Conditions

Please tick and add details for all changes required

Station & Vehicle Examiner type	✓	Station & Vehicle Examiner number
AIS		
AMERTS		
AVCAIS		
VE		
MBE		
AVC		

Please tick and add details for all changes required



Cease being a Station	
<b>Change of Station details</b> Details to be changed: ..... <b>Note:</b> If change of premise location an \$88.00 Site Inspection fee is required, please fill in payment details below.	
<b>Change of postal address</b> New postal address: .....	
<b>Change of email address</b> New email: .....	
<b>Remove Vehicle Examiner</b> Type: ..... Number: ..... Name: .....	
<b>Add Vehicle Examiner</b> Type: ..... Number: ..... Name: .....	
<b>Nominate an alternative Proprietor</b> Name: ..... Email address: ..... <b>Important note:</b> The new Proprietor will need to provide an email address and a current National Police Certificate (NPC) before this request can be processed.	

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

#### Payment Details: (for change of premise location only)

Name on Card .....  
 Credit Card Number .....  
 CCV (three digit number on back of card) .....  
 Card Type .....  
 Expiry Date .....  
 Name Proprietor/Representative .....  
 Signature/Date .....

If paying by Cheque please make the cheque payable to the Department of State Growth and send to the AIS Compliance Unit  
 GPO Box 536 HOBART TAS 700, email address [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au)

Vehicle Safety, AIS Compliance – Notification of Change of Conditions – July 2019  
 D19/190217

## General Order Form –AIS



Department of State Growth  
Vehicle Safety – AIS Compliance

### AIS ORDER FORM

AIS Stamp

☐ The items listed in table one can only be purchased at Service Tasmania Shops.

Table one

Item	Cost	Quantity required
Application to Register a Light Motor Vehicle or Trailer Inspection Book (AA)	\$200.00 (incl GST) each	
General Inspection Report Inspection Book (AB)	\$200.00 (incl GST) each	
Total \$		

The items listed in table two are purchased through the Department of State Growth, please email this form to [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au) (allow 2-3 business days for processing).

Table two

Item	Cost	Quantity required
Application for Registration of a Heavy Vehicle Inspection Book (HV)	\$200.00 (incl GST) each	
Inspection Report Large Passenger Vehicle (LPPV)	\$200.00 (incl GST) each	
Inspection Report Small Passenger Vehicle (SPPV)	\$200.00 (incl GST) each	
PTS Label Large	\$2.00 each	
PTS Label Small	\$1.00 each	
Driving Instructor/Dangerous Goods Labels	\$0.50 each	
Total \$		

#### Payment Details:

Name on Card .....  
 Credit Card Number .....  
 CCV (three digit number on back of card) .....  
 Card Type .....  
 Expiry Date .....  
 Name Proprietor/Representative .....  
 Signature/Date .....

If paying by Cheque please make the cheque payable to the Department of State Growth and send to the AIS Compliance Unit.

#### OFFICE USE ONLY

Record book numbers Issued (AA, AB, HV, LPPV, SPPV)	
Record Label Numbers Issued	

Vehicle Safety, AIS Compliance Order Form – July 2019 - D19/157597



## Used import identification plate – AIS 4D



## Used import trailer identification plate - AIS 4D

LVAIS stamp

Please provide the above LVAIS with the following used import trailer identification plates

Used Imported Trailer Compliance Plate \$2.50
---

Total      \$ \_\_\_\_\_

### 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
---

### By Credit Card – this form can be emailed to [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au)

Name on Card .....

Credit Card Number      

				-

				-

				-


CCV (three digit number on back of card)

--	--	--

Card Type

MasterCard/Visa (strike out not applicable)

Expiry Date

...../.....

Name Proprietor/Representative

.....

Signature/Date

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

### Office Use only

Qty used import trailer compliance plates issued	
--	--



**APPLICATION FOR REGISTRATION**

Note: This application form is valid for 30 days from the date of passed inspection.

**YOU MUST COMPLETE THE SECTIONS BELOW****SECTION 2: OPERATOR DETAILS**

Company / Inc. Association Name:		A.C.N. / Inc No.	
Registered Operator: Family Name:			
Given Names:			
Date of Birth:		Licence No.:	
On behalf of (optional): <small>If registering on behalf of an unincorporated business</small>			
Designated Operator: <small>only required if registering in joint (2) names. Must be one of two registered operators, usually the normal driver of the vehicle.</small>			
Residential / Company Address:		Postcode:	
Postal Address:		Postcode:	
Garage Address: <small>(Must be Tasmanian)</small>			
Contact Details:		Mobile No.:	
		Home/Business No.:	
Email:			

**SECTION 3: REGISTERED OPERATOR DECLARATION**

Previous registration details:		State:	Registration Plate No.:	Operator:
Market Value of Vehicle \$	Exemption Cert No. (if any):	Fleet discount	<input type="checkbox"/> YES <input type="checkbox"/> NO	Plates Surrendered <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>WARNING:</b> Making a false or misleading statement on the dutiable value of a motor vehicle may incur a fine of up to 500 penalty units.				
<b>DECLARATION:</b>		<b>DECLARATION MAY BE MADE BY:</b>		
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		
		<input type="checkbox"/> AGENT		
Signature		Date...../...../.....		

**IMPORTANT INFORMATION**

Failed inspection reports that are not cleared by the same Approved Inspection Station (AIS) are investigated. This may involve a mandatory call - in even if the vehicle is passed at another AIS.

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**

You are providing personal information to the Registrar of Motor Vehicles, who will manage that information in accordance with the *Personal Information Protection Act 2004* and relevant provisions of the *Vehicle and Traffic Act 1999*. The personal information collected here will be used by the Registrar of Motor Vehicles for driver licensing and vehicle registration purposes, and related purposes under the *Vehicle and Traffic Act 1999* and associated laws, including for national identity matching and verification purposes. Failure to provide this information may result in your application not being processed, or records not being properly maintained. The Registrar of Motor Vehicles may also use the information for related purposes, or disclose it to third parties in circumstances allowed for by law. You have the right to access your personal information by request to the Registrar of Motor Vehicles and you may be charged a fee for this services.

(for Taxis, Luxury Hire Cars, Restricted Hire Vehicles (RHV) and Hire & Drive (H&D))

**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**

ACCREDITED OPERATOR

NAME .....

ADDRESS .....

ACCREDITATION NUMBER .....

VEHICLE INSPECTED AT (LOCATION) .....

**TYPE OF INSPECTION** (tick relevant box)

☐ TAXI      ☐ LUXURY HIRE CAR      ☐ RHV      ☐ H&D      ☐ WAT

### VEHICLE DETAILS

VEHICLE DETAILS

REGISTRATION NUMBER       LICENCE PLATE NUMBER

Modification Plate No.

VIN NUMBER:

MONTH & YEAR ...../..... of compliance STATE .....

MAKE ..... MODEL .....

ODOMETER ..... MANUFACTURED SEATING ..... SEATING CAPACITY .....

**INSPECTION CHECK LIST** - If the vehicle is satisfactory, tick (✓) appropriate square. If defective place (x). If n/a leave blank.

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

## INSPECTION REPORT

☐ PASSED INSPECTION  
☐ FAILED INSPECTION  
☐ NON CONFIRMANCE CRITICAL  
☐ PASSES SECOND INSPECTION

PTS LABEL NO

NEXT INSPECTION

MONTH &amp; YEAR

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 B  
ACCEPTABLE FOR REGISTRATION.

SIGNATURE

V.E. NUMBER

(Valid for 7 days from date passed at inspection)

## Reason for Failure


Signature \_\_\_\_\_ DATE FAILED / / V.E. No. \_\_\_\_\_ A/S No. \_\_\_\_\_ (Time) \_\_\_\_\_ am/pm

**STAMP OF APPROVED  
INSPECTION STATION**

Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration & Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days



 Tasmanian Government	<h2 style="margin: 0;">GENERAL INSPECTION REPORT</h2> <h3 style="margin: 0;">(for currently registered vehicles only)</h3>	<b>AB</b>																																																															
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<p><b>REGISTERED OPERATOR</b> present this form to any <b>Service Tasmania Shop</b> within 7 days (not applicable to Dangerous Goods Inspections)</p>																																																																	
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## Approved Inspection Station Vehicle Inspection Checklist Light Motor Vehicle



Inspection Report No:

### VEHICLE DETAILS

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

Odometer: ..... GVM: ..... GCM: ..... Fuel Type: ..... No of cylinders: .....

Manufactured seating: ..... Seating capacity: .....

VIN/Chassis No

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

Engine No

#### 1. IDENTITY

- ☐ Compliance Plate
- ☐ VIN/Chassis No
- ☐ Engine No
- ☐ 2nd stage manufacture plate
- ☐ Modification plate

#### 2. ELECTRICAL

- ☐ Headlight/park lights
- ☐ Headlight alignment
- ☐ Tail lights
- ☐ Indicators
- ☐ Brake lights
- ☐ Reverse lights
- ☐ Reflectors
- ☐ Lens condition
- ☐ Windscreen wipers/washers
- ☐ Horn

#### 3. INSIDE CHECKS

- ☐ Heater/demister
- ☐ Heater fan
- ☐ ABS/SRS lights
- ☐ Pedal condition/height
- ☐ Handbrake operation
- ☐ Inhibitor switch (automatic)
- ☐ Steering wheel/freplay
- ☐ Door operation

#### 4. MIRRORS

- ☐ Condition/mountings

#### 5. SEATS

- ☐ Condition/mountings
- ☐ Adjustments

#### 6. SEAT BELTS

- ☐ Condition/mountings
- ☐ Compliance
- ☐ Locking/snatch test

#### 7. BODY CHECK

- ☐ Rust
- ☐ Protrusions
- ☐ Bonnet safety catch
- ☐ Windows
- ☐ Windows glazing/tinting:  %

☒ Pass   ☒ Fail   ☐ N/A

Comments .....

.....

.....

#### 8. UNDER BONNET CHECK

- ☐ Master cylinder
- ☐ Engine oil leaks
- ☐ Engine fuel leaks
- ☐ Air cleaner
- ☐ Engine mountings
- ☐ Exhaust system
- ☐ Battery security
- ☐ Wiring security
- ☐ Steering shaft/coupling
- ☐ Power steering leaks

#### 9. STEERING

- ☐ Steering box/rack
- ☐ Linkages/joints
- ☐ Tie rod ends
- ☐ Idler arm

#### 10. FRONT SUSPENSION

- ☐ Control arms
- ☐ Bushes
- ☐ Ball joints
- ☐ Spring/shock absorbers
- ☐ Bump stops
- ☐ Modifications \*
- \*Suspension height  mm

#### 11. WHEELS & TYRES FRONT

- ☐ Condition
- ☐ Tread pattern
- ☐ Tyre speed/load rating
- ☐ Rims/mountings
- ☐ After market tyres/rims \*
- \*Wheel track  mm

#### 12. BRAKES

- ☐ Pipes and hoses
- ☐ Discs and drums
- ☐ Fluid leaks
- ☐ Caliper/hose security
- ☐ Pads and linings
- ☐ Linkages

#### 13. ENGINE & DRIVELINE

- ☐ Mountings
- ☐ Oil/fluid leaks
- ☐ Universal joints
- ☐ Centre bearing

#### 14. EXHAUST

- ☐ Exhaust leaks
- ☐ Clearance - hoses/wiring
- ☐ Catalytic converter

#### 15. REAR SUSPENSION

- ☐ Control arms
- ☐ Bushes
- ☐ Ball joints
- ☐ Springs/shock absorbers
- ☐ Bump stops
- ☐ Modifications \*
- \*Suspension height  mm

#### 16. WHEELS & TYRES REAR

- ☐ Condition
- ☐ Tread pattern
- ☐ Tyre speed/load rating
- ☐ Rims/mountings
- ☐ After market tyres/rims \*
- \*Wheel track  mm

#### 17. FUEL TANK

- ☐ Mountings/condition
- ☐ Fuel lines
- ☐ Fuel leaks

#### 18. LPG GAS

- ☐ Gas compliance (certificate in date)

#### 19. UNDER BODY & FRAME

- ☐ Rust
- ☐ Cracks
- ☐ Bends/kinks
- ☐ Modifications/repairs
- ☐ Mudguards/mudflaps

#### 20. MOTORHOME

- ☐ Gas compliance
- ☐ Compliant fire extinguisher
- ☐ Door mounted on LHS or rear



## Approved Inspection Station Vehicle Inspection Checklist Motorcycles



Inspection Report No:

## MOTORCYCLE DETAILS

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

Odometer:..... Seating:..... Fuel Type:..... No of cylinders:.....

VIN/Chassis No														Engine No	
----------------	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------	--

## 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
- ☐ 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:**

.....

.....

.....

☒ Pass      ☒ Fail      ☐ N/A

Form AIS 9 – Version 5 January 2017



# Vehicle Inspection Report for Trailers/Caravan Form - AIS10



## 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	<input type="text"/>	<input type="text"/>	<input type="text"/>

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"/>																																										
<p>Table 1 - for trailers with an ATM up to 3500Kg</p> <table border="1"> <thead> <tr> <th>ATM (kg)</th> <th>Minimum Chain Link Diameter (mm)</th> <th>Rating (kg)</th> <th>Number of Chains (minimum)</th> <th>Markings</th> <th>Minimum Marking Frequency (link)</th> </tr> </thead> <tbody> <tr> <td>0 to 1000</td> <td>6.3</td> <td>1000</td> <td>1</td> <td>4177-10</td> <td>4th</td> </tr> <tr> <td>Up to 1600</td> <td>8.0</td> <td>1600</td> <td>1</td> <td>4177-16</td> <td>4th</td> </tr> <tr> <td>Up to 2500</td> <td>10.0</td> <td>2500</td> <td>1</td> <td>4177-25</td> <td>4th</td> </tr> <tr> <td>Up to 3500</td> <td>13.0</td> <td>3500</td> <td>2</td> <td>4177-35</td> <td>4th</td> </tr> </tbody> </table> <p>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.</p> <p>Table 2 - For trailers over 3500Kg ATM</p> <table border="1"> <thead> <tr> <th>ATM (kg)</th> <th>Minimum Chain Link Diameter (mm)</th> <th>Rating (kg)</th> <th>Number of Chains (minimum)</th> <th>Markings</th> <th>Minimum Marking Frequency (link)</th> </tr> </thead> <tbody> <tr> <td>Up to 4500</td> <td>6.0</td> <td>4607</td> <td>2</td> <td>(Manufacturers Mark) "T", "S", "80", or "800"</td> <td>20<sup>m</sup> or 1 metre</td> </tr> </tbody> </table>			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	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", "S", "80", or "800"	20 <sup>m</sup> or 1 metre
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	<input type="checkbox"/>	<input type="checkbox"/>																																										
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☒ Pass ☒ Fail ☐ N/A

Form AIS 10 - Version 5 October 2016

## Vehicle Inspection Report for Trailers/Caravan Form - AIS10 continued

If the ATM exceeds 3500kg the safety chains must NOT be welded to the drawbar.			
Safety chains appropriately attached.		<input type="checkbox"/>	<input type="checkbox"/>
<b>4. BRAKES</b>		<b>Inspected</b>	<b>Corrected</b>
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 GTM 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"/>
<b>5. SUSPENSION</b>		<b>Inspected</b>	<b>Corrected</b>
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"/>	<input type="checkbox"/>
<b>6. WHEELS &amp; TYRES</b>		<b>Inspected</b>	<b>Corrected</b>
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"/>	<input type="checkbox"/>
Cold inflation pressure	Kpa	<input type="checkbox"/>	<input type="checkbox"/>
Tyre load rating	Kgs	<input type="checkbox"/>	<input type="checkbox"/>
Speed category	Km/H	<input type="checkbox"/>	<input type="checkbox"/>
Tyre load rating for axle or group	Kgs	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. ELECTRICAL</b>		<b>Inspected</b>	<b>Checked</b>
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		<input type="checkbox"/>	<input type="checkbox"/>
Reflectors side		<input type="checkbox"/>	<input type="checkbox"/>
Reflectors rear		<input type="checkbox"/>	<input type="checkbox"/>
Lens conditions		<input type="checkbox"/>	<input type="checkbox"/>
<b>8. BODY &amp; FRAME CHECK</b>		<b>Inspected</b>	<b>Checked</b>
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"/>
Fire extinguisher AS 2444 (where applicable)		<input type="checkbox"/>	<input type="checkbox"/>
Caravan had door on left hand side or rear		<input type="checkbox"/>	<input type="checkbox"/>

Comments:.....  
 .....  
 .....  
 .....  
 .....  
 .....

☒ Pass    ☒ Fail    ☐ N/A

Form AIS 10 –Version 5 October 2016

## Order form for Vehicle Inspection Checklist book AIS Form - AIS I I



### Order form for Vehicle Inspection Checklist book AIS Form -AIS I I

Return this form to  
Registration and Licencing Services - AIS  
Compliance Unit Department of State Growth  
GPO Box 536  
HOBART TAS 7001  
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 .....



## 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  
Passenger Transport Services  
Department of State Growth  
GPO Box 536  
HOBART TAS 7001  
Email: [operator.accreditation@stategrowth.tas.gov.au](mailto:operator.accreditation@stategrowth.tas.gov.au)

## Vehicle details

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

**VIN/Chassis No.**[illegible]

Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Description	Case Details	Case Notes	Case Attachments
1	John Doe	Case 1	Open	2023-01-01	New York	Case 1 Description	Case 1 Details	Case 1 Notes	Case 1 Attachments
2	Jane Smith	Case 2	Closed	2023-01-02	California	Case 2 Description	Case 2 Details	Case 2 Notes	Case 2 Attachments
3	Bob Johnson	Case 3	Pending	2023-01-03	Texas	Case 3 Description	Case 3 Details	Case 3 Notes	Case 3 Attachments
4	Alice Brown	Case 4	Open	2023-01-04	Florida	Case 4 Description	Case 4 Details	Case 4 Notes	Case 4 Attachments
5	Charlie Davis	Case 5	Closed	2023-01-05	Illinois	Case 5 Description	Case 5 Details	Case 5 Notes	Case 5 Attachments
6	Diana Prince	Case 6	Pending	2023-01-06	Washington	Case 6 Description	Case 6 Details	Case 6 Notes	Case 6 Attachments
7	Edward Norton	Case 7	Open	2023-01-07	Massachusetts	Case 7 Description	Case 7 Details	Case 7 Notes	Case 7 Attachments
8	Fiona Glenanne	Case 8	Closed	2023-01-08	Ontario	Case 8 Description	Case 8 Details	Case 8 Notes	Case 8 Attachments
9	George Clooney	Case 9	Pending	2023-01-09	Georgia	Case 9 Description	Case 9 Details	Case 9 Notes	Case 9 Attachments
10	Helen Mirren	Case 10	Open	2023-01-10	London	Case 10 Description	Case 10 Details	Case 10 Notes	Case 10 Attachments
11	Ian McKellen	Case 11	Closed	2023-01-11	Edinburgh	Case 11 Description	Case 11 Details	Case 11 Notes	Case 11 Attachments
12	Jennifer Lawrence	Case 12	Pending	2023-01-12	Indiana	Case 12 Description	Case 12 Details	Case 12 Notes	Case 12 Attachments
13	Keanu Reeves	Case 13	Open	2023-01-13	Manitoba	Case 13 Description	Case 13 Details	Case 13 Notes	Case 13 Attachments
14	Liam Neeson	Case 14	Closed	2023-01-14	Quebec	Case 14 Description	Case 14 Details	Case 14 Notes	Case 14 Attachments
15	Mel Gibson	Case 15	Pending	2023-01-15	South Australia	Case 15 Description	Case 15 Details	Case 15 Notes	Case 15 Attachments
16	Natalie Portman	Case 16	Open	2023-01-16	Denmark	Case 16 Description	Case 16 Details	Case 16 Notes	Case 16 Attachments
17	Orlando Bloom	Case 17	Closed	2023-01-17	Canary Islands	Case 17 Description	Case 17 Details	Case 17 Notes	Case 17 Attachments
18	Peter Dinklage	Case 18	Pending	2023-01-18	Alabama	Case 18 Description	Case 18 Details	Case 18 Notes	Case 18 Attachments
19	Quentin Tarantino	Case 19	Open	2023-01-19	California	Case 19 Description	Case 19 Details	Case 19 Notes	Case 19 Attachments
20	Rachel Watson	Case 20	Closed	2023-01-20	Victoria	Case 20 Description	Case 20 Details	Case 20 Notes	Case 20 Attachments
21	Samuel L. Jackson	Case 21	Pending	2023-01-21	South Carolina	Case 21 Description	Case 21 Details	Case 21 Notes	Case 21 Attachments
22	Tina Turner	Case 22	Open	2023-01-22	Nevada	Case 22 Description	Case 22 Details	Case 22 Notes	Case 22 Attachments
23	Uma Thurman	Case 23	Closed	2023-01-23	Ontario	Case 23 Description	Case 23 Details	Case 23 Notes	Case 23 Attachments
24	Viola Davis	Case 24	Pending	2023-01-24	Massachusetts	Case 24 Description	Case 24 Details	Case 24 Notes	Case 24 Attachments
25	Wesley Snipes	Case 25	Open	2023-01-25	Florida	Case 25 Description	Case 25 Details	Case 25 Notes	Case 25 Attachments
26	Xosha Roquemore	Case 26	Closed	2023-01-26	California	Case 26 Description	Case 26 Details	Case 26 Notes	Case 26 Attachments
27	Yasmine Bleeth	Case 27	Pending	2023-01-27	Illinois	Case 27 Description	Case 27 Details	Case 27 Notes	Case 27 Attachments
28	Zoe Lister-Jones	Case 28	Open	2023-01-28	Washington	Case 28 Description	Case 28 Details	Case 28 Notes	Case 28 Attachments
29	Adam Sandler	Case 29	Closed	2023-01-29	Massachusetts	Case 29 Description	Case 29 Details	Case 29 Notes	Case 29 Attachments
30	Angelina Jolie	Case 30	Pending	2023-01-30	California	Case 30 Description	Case 30 Details	Case 30 Notes	Case 30 Attachments
31	Ben Affleck	Case 31	Open	2023-01-31	Massachusetts	Case 31 Description	Case 31 Details	Case 31 Notes	Case 31 Attachments
32	Cate Blanchett	Case 32	Closed	2023-02-01	Victoria	Case 32 Description	Case 32 Details	Case 32 Notes	Case 32 Attachments
33	Chris Rock	Case 33	Pending	2023-02-02	New York	Case 33 Description	Case 33 Details	Case 33 Notes	Case 33 Attachments
34	Drew Carey	Case 34	Open	2023-02-03	Ohio	Case 34 Description	Case 34 Details	Case 34 Notes	Case 34 Attachments
35	Ewan McGregor	Case 35	Closed	2023-02-04	Scotland	Case 35 Description	Case 35 Details	Case 35 Notes	Case 35 Attachments
36	Faye Dunaway	Case 36	Pending	2023-02-05	California	Case 36 Description	Case 36 Details	Case 36 Notes	Case 36 Attachments
37	Gary Oldman	Case 37	Open	2023-02-06	London	Case 37 Description	Case 37 Details	Case 37 Notes	Case 37 Attachments
38	Halle Berry	Case 38	Closed	2023-02-07	Florida	Case 38 Description	Case 38 Details	Case 38 Notes	Case 38 Attachments
39	Ian Somerhalder	Case 39	Pending	2023-02-08	Massachusetts	Case 39 Description	Case 39 Details	Case 39 Notes	Case 39 Attachments
40	Jessie Walter	Case 40	Open	2023-02-09	California	Case 40 Description	Case 40 Details	Case 40 Notes	Case 40 Attachments
41	Keanu Reeves	Case 41	Closed	2023-02-10	Manitoba	Case 41 Description	Case 41 Details	Case 41 Notes	Case 41 Attachments
42	Liam Neeson	Case 42	Pending	2023-02-11	Quebec	Case 42 Description	Case 42 Details	Case 42 Notes	

## Restricted Hire Vehicle (RHV) – General – AIS 14 continued

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.....

VENumber.....AIS Number.....

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

**AIS Stamp**

**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 is a 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) kg

No. of Axles

No. of Wheels

Wheel Width and Diameter

Standard

Optional

Tyre Size

Standard

Optional

Load Rating kg

Standard

Optional

Brakes fitted (Yes/No)

Brake Type

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

Location of Vehicle Identification Plate (VIN)

Location of Trailer Plate & Tyre Placard

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 (e.g. Drop side flat tray)

Construction Materials (e.g. wood /steel Aluminum)

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

Tray Length

Tray Width

Total Vehicle Length (Tray Fitted)

Compliance Plate Location

Compliance Plate Approval Number

VIN Location



## 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.

Wheels/Tyres	
Tray Mounting	
Length	
Width	
Tail Lights	
Signal Lights	
Brake Lights	
Rear Overhang	
Body Work	
Tow Assembly	

## 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.

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.

## 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](mailto: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, 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 1300 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 are only 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.

The premise must have the following:

1. Inspection facilities, including a certified pit, hoist or ramp with correct lighting. 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. (see information sheet from WST).
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 and photocopying facilities. It is acceptable to have access to a photocopier in an adjacent or nearby premises.
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 level covered inspection area
6. Off street parking
7. Warning signs (ie: no entrance to workshop, authorized personnel only)
8. A headlight testing device or board.
9. A tint tester to measure the level of applied film on the vehicle.
10. Jack NLT 2000kg or greater
11. Sufficient general tools and equipment, including an inspection light, vehicle protection equipment (guard covers, seat covers and floor mats)
12. Number & Letter punches (minimum size 7mm >)
13. Technical data and workshop manuals as are needed to enable the checking of vehicle manufacturer's specifications as required.
14. The premises must meet occupational health and safety standards in accordance with the *Work Health and Safety Act 2012*.
15. 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.
16. AIS Stamp (stamp number will be issued after the application is received)

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, 7, 8A or 8B** AIS, AMBRIS or AVCAIS; 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 & including 4.5 tonnes GVM/ATM). 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. Type approval inspections of light vehicles. 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 school vehicle inspections.
- TYPE 6** New heavy vehicles, trailer inspections (greater than 4.5 tonne GVM/GTM).
- TYPE 7** Approved Motor Body Repair Inspection Stations
- TYPE 8A** Approved Vehicle Certifier Approved Inspection Station - Light
- TYPE 8B** Approved Vehicle Certifier Approved Inspection Station – Heavy

## 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 be placed on hold?

Yes, this is detailed further in Chapter 6 "Audits" and Chapter 7 "Breaches and Sanction". Further to this a LVAIS can be placed on hold for the following:

- LVAIS being placed on hold due not having an active VE or Proprietor.
- No nominated proprietor,

If a LVAIS has been on hold for 12 months and have not attempted to rectify the cause of being placed on hold the LVAIS will be cancelled, which means should they wish to re-establish their LVAIS after the specified time they will need to re nominate to be an LVAIS.

LVAISs that have been cancelled due to circumstances highlighted above will be formally notified of the Departments intention to cancel their LVAIS by the RMV.

## Can a LVAIS conduct vehicle inspections away from their Premises?

**Yes**, but approval must firstly be granted by AIS Compliance Unit. This can be achieved by making formal application to the Unit. If granted the AIS will be advised specifying any conditions, in particular that the proposed site meets the requirements of "What facilities must a Premises have" detailed in this chapter.

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 in this chapter.

## 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

### Under what circumstances may a Contract be terminated (where applicable)?

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

## 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
- The Workshop Supervisor

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

### Proprietor training

Nominated Proprietors are required to complete an online training course administered by the AIS Compliance Unit. The purpose of the Proprietor knowledge course is to ensure those who have nominated to become a LVAIS Proprietor are aware of their responsibilities under the scheme.

If a person nominated to be Proprietor is an existing VE, you are still required to complete this online course.

If the person nominating to become a Proprietor has already completed the Proprietor knowledge course, they will not be required to complete it again, unless requested by the Department.

The person nominating to become an AIS Proprietor must complete this course within three weeks of being enrolled. Failure to complete this course within the specified timeframe may result in your AIS being placed on hold.

### What do I need to provide to AIS Compliance Unit?

“Notification of change of conditions” form is required, when nominating (and removing) Proprietors from an existing LVAIS. Information required as part of nomination includes the email address from the nominating Proprietor. Failure to supply an email address may result in the nomination form being returned, unprocessed.

*Note: New Proprietors are no longer required to undertake the initial VE course conducted by TasTAFE unless they have also been nominated to be a VE.*

### National Police Certificates:

Any new Proprietor nomination form must also be accompanied with an original National Police Certificate (NPC), no older than 90 days that shows “disclosable records date”. Detail on submitting a NPC are covered further in this chapter under “National Police Certificates/Knowledge Quiz ”If the nominating Proprietor is an approved VE, there is no requirement for a NPC to be submitted with the change of conditions form, as AIS Compliance unit would already have their NPC details on file.

### What are the responsibilities of a 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 duplicate pre-registration inspection reports (books) are retained and kept in a safe place until they have been audited. Pre-registration inspection report books will be identified by an AIS audit stamp on the front cover and can be disposed of as soon as they have been audited.
- Ensuring that all vehicle inspection checklist books are retained and kept in a safe place for a period of 5 years
- Ensure that all manuals/discs are kept updated and made available for VEs
- 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 'Notification of change of conditions' form AIS 3.

Failure to nominate an alternate Proprietor could result in the LVAIS being placed on hold and:

- 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 defense 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?

A VE is a nominated employee of a LVAIS Station who has been authorised by the RMV to sign Vehicle Inspection forms.

## What does being a Vehicle Examiner involve?

A VE is required to inspect:

- Pre-registration inspections of light motor vehicles and trailers with a GVM or GTM not exceeding 4.5t (includes new and used light vehicle inspections),
- Scheduled taxi inspections (Type 2 Premises only),
- LPV's up to 13 seats (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),
- Type approval 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 type approval form,
- Application for registration of a light motor vehicle or trailer,
- Defect notices,
- General inspection reports,
- Inspection report for small passenger vehicles,
- Defect notices,
- Application for type approval form.

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.

**Inspection report for LPV** – see HVAISPM for further details.

**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.

**Application for type approval form** – To the best of their knowledge found it to comply with the requirements of the



Vehicle and traffic Act (1999) and the regulations to be acceptable for registration

## Who can become a Vehicle Examiner?

A VE 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,
- Pass a TasTAFE course run in conjunction with the Department,
- Pass the Knowledge Quiz at the conclusion of the TasTAFE course,
- Submit a National Police Certificate,
- 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 32 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 & including 4.5 tonnes GVM/ ATM). 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, restricted hire vehicles, large passenger vehicles with a seating capacity less than 13 seats not requiring a brake efficiency test. Type approval inspections of light vehicles. 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 School 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 email to AIS Compliance Unit at [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au).

## 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 their legal responsibility to be authorised 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, 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 offence, or a conviction of a kind that would constitute a serious offence if committed in Tasmania under the following :-

- a. An offence under sections 124, 125A, 125B, 125C, 125D, 126, and 127 of the Criminal Code, or
- b. An offence under sections 158, 159, 167A, 167B, 170, and 172 of the Criminal Code, or
- c. 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 authorisation.

## Submitting a National Police Certificate

New and existing VEs are required to submit an initial NPC and every three years from their compliance date.

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. Email copy of NPC's that has been certified by Service Tasmania as a “certified true copy” directly to the AIS Compliance Unit [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au).

## 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/>

*Note: Certificates can take several weeks to be processed.*

## Knowledge Quiz

Existing VEs are required to sit and pass a vehicle knowledge quiz every three years prior to the VE's compliance date. VE's need to ensure they make note of the expiry date of their VE Certificate.

## 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 Department’s Web site.

[https://www.transport.tas.gov.au/vehicles/vehicle\\_inspections/ais](https://www.transport.tas.gov.au/vehicles/vehicle_inspections/ais)

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

You’re 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. To become an active VE they will need to start from the beginning again, full TAFE course and an NPC not more than 90 days old.

## 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:

- Six 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, during office hours or after hours.

The course runs for approximately 2 hours. Dates and timings will be published in future “AIS Information Bulletin” 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.

## Can a Vehicle Examiner be placed on hold?

Yes, this is detailed further in Chapter 7 “Breaches and Sanction”. Further to that VEs can be placed on hold in the event their nominated LVAIS has been placed on hold for the following:-

- LVAIS being placed on hold due not having a proprietor present for a period of 30 consecutive days or more.

If a VE has been on hold for 12 months and you have not attempted to rectify the cause of being placed on hold your VE status will be cancelled, which means should wish to re-establish your VE status after the specified time you will need to reapply and undertake initial VE training with TasTAFE.

VEs that have been cancelled due to circumstances highlighted above will be formally notified of the Departments intention to cancel their VE status by the RMV.

## 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.

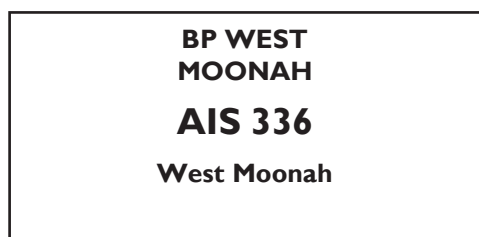
Painted or illuminated signs may be used provided the AIS Compliance Unit has authorised this, the design, colour and proportions are not altered. The size may vary.

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

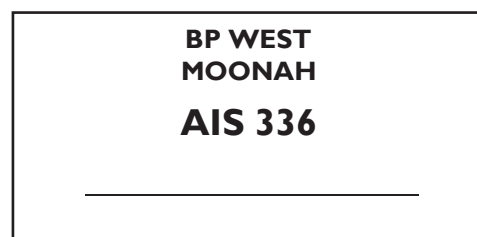
### Does an approved Light Vehicle Approved Inspection Station have to have a Rubber Stamp?

It is a requirement that every AIS has a rubber stamp a minimum of 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 a minimum of 30 mm high by 50 mm (Landscape Orientation).

## 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: 4/12/2017

Expiry Date: 4/12/2020

## 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**



# Chapter 5

## Fees and Charges

### Registration Fees

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

There is one fee to be paid in order to operate a Light Vehicle Approved Inspection Station (LVAIS):

- An initial application fee of \$165 (including GST) consisting of \$88 site inspection fee and \$77 new site application fee.

The original annual subscription fee of \$143 has been removed. You will no longer receive an invoice for this.

If the premise is deemed unsuitable to become a LVAIS the application portion of the fee will be refunded.

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

No. Except a refund will be given for any unused inspection report forms.

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

Sanctions including short and long term suspension of the agreement will not attract a re-admission fee.

Cancellation: will require a new application at a later date with payment of the initial application and site inspection fee.

### Inspection Charges

#### Who sets Inspection Charges?

There are no set fees for inspections. Customers of LVAIS are able to negotiate the fee charged for all vehicle inspections with the LVAIS undertaking the inspection.

All LV AIS are required to provide a cost estimate to the motorist for the initial and any subsequent inspections associated with completing the inspection report before any inspections are commenced. The fees should be calculated using the normal hourly rate charged for services of the workshop associated to the LV AIS and taking into consideration other applicable costs.

LV AIS 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 school/dangerous goods 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.

## Application for type approval form

There is a charge of \$10.00 per electronic inspection report completed and sent to Registration & Licensing Services. It is the responsibility of the type 2 AIS to recover the cost as part of the type approval inspection fee.

## 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 and large 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.

Please allow a minimum of 2-3 business days for your order to be processed when placing an order with the AIS Compliance Unit.

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 and labels.

## 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.

## Trailer identification plates

Two types of trailer identification plates are available:-

**Trailer identification plate** – Issued for new first time registered trailers. These are available from any Service Tasmania outlets

**Please note:** No form is required for the purchase of this plate.

**Used import trailer identification plate** – Issued for used import trailers imported into Australia from overseas only. These are only available from AIS Compliance Unit by submitting AIS form 4D.

## Fees and Charges

### Registration Fees (Paid to Department State Growth)

Description	Payment
Initial application	<b>\$165</b>
Relocation of AIS audit	<b>\$88 (GST included)</b>

### Forms

Description	Payment
Inspection Report for Small Public Passenger Vehicles (per 20) (Incl. GST)	<b>\$200</b>
Inspection report for Large Public Passenger Vehicles (per 20) (Incl. GST)	<b>\$200</b>

Description	Payment
Small Passenger Vehicle inspection labels	<b>\$1.00</b>
Large Passenger Vehicle inspection labels	<b>\$2.00</b>
Driving school/dangerous goods inspection labels	<b>\$0.50</b>

**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)	<b>\$200</b>
General Inspection Report (per 20) (Incl. GST)	<b>\$200</b>

### Electronic Forms

Description	Payment
Application for type approval form	<b>\$10.00</b>

### Trailer identification plates

Description	Payment
Trailer identification plate (available from Service Tasmania outlets)	<b>\$2.50</b>
Used import trailer identification plate (only available from AIS Compliance Unit)	<b>\$2.50</b>

# 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;

- Team Leader Accreditation (AIS)
- AIS Compliance Officer
- Technical/Audit 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 Team Leader Accreditation (AIS) or the 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

*Note: Inspection and checklist books will only be checked on the second audit of the year.*

**Group 2** – The second 20% in each region – audited once annually

**Group 3** – The remaining 60% in each region – audited bi-annually

LVAIS's will be notified in writing of which day their scheduled audits will take place. Random Audit - Inspection of Vehicles inspected by Light Vehicle Approved Inspection Station

The Team Leader Accreditation (AIS)/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.

### DeskTop 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 Audit Officer attends and 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.*

# 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 2000 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 536 Hobart 7001 within 14 days

## Type of audit

- ☐ Scheduled audit      ☐ AIS complaint  
☐ Random audit      ☐ Desktop audit  
☐ Follow up audit      ☐ Complaint

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

AIS No: .....

## 1. STATION DETAILS

Station name: ..... ABN: .....

Inspected by: .....

Proprietor's name: .....

## 2. PROPRIETOR AND VE DETAILS

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

## 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: .....

**PROPRIETOR- Please return this form to AIS Compliance GPO Box 536 Hobart 7001 within 14 days**

# 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="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	MONTH & YEAR	...../.....	
MAKE	.....			MODEL	.....			SEATING	.....
VIN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
ENGINE NO	.....						CYLINDERS	.....	
ODOMETER	.....								

### INSPECTION CHECK LIST

BRAKES	<input type="checkbox"/>
STEERING	<input type="checkbox"/>
SUSPENSION	<input type="checkbox"/>
CHASSIS	<input type="checkbox"/>
WHEELS/TYRES	<input type="checkbox"/>
EXHAUST	<input type="checkbox"/>
OIL/FUELLEAKS	<input type="checkbox"/>
HEAD/TAIL LIGHTS	<input type="checkbox"/>

SIGNAL LIGHTS	<input type="checkbox"/>
BRAKE LIGHTS	<input type="checkbox"/>
HORN	<input type="checkbox"/>
WINDSCREEN	<input type="checkbox"/>
WIPERS/WASHERS	<input type="checkbox"/>
MIRRORS	<input type="checkbox"/>
SEATBELTS	<input type="checkbox"/>
BODY WORK	<input type="checkbox"/>

### INSPECTION REPORT

PASSED INSPECTION ☐

FAILED INSPECTION ☐

### REASON FOR FAILURE

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

INSPECTED BY

I agree/disagree with the reasons for failure listed

.....  
AIS COMPLIANCE OFFICER

.....  
PROPRIETOR





**Approved Inspection Station  
Site Visit**

Date: .../.../.....  
AIS: .....  
Site visit with: .....

Items raised

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

Items discussed

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

Remedial action

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

.....  
AIS Compliance Officer

.....  
AIS Proprietor



To the Proprietor

AIS: .....

Premises: .....

### Scheduled Audit

As part of our ongoing program to ensure the safety of Tasmania's light and heavy vehicle fleet an Audit Officer from the AIS Compliance Unit will visit your premises on the ...../...../20.... 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 e-mail 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 6166 3270 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,

Karen Sames  
AIS Compliance Officer

## Second scheduled audit letter for Group I audits



---

To the Proprietor AIS: .....

Premises: .....

### **Scheduled Audit**

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 ...../...../20.... during the Morning/Afternoon.

### **This audit will be looking at your inspection reports & checklist books only**

If the Proprietor is unavailable on this day the audit can still proceed.

If this date is not convenient for you, please could you advise the AIS Compliance Officer on Phone: 6166 3270 as soon as possible to make an alternative date to suit both parties.

### **Please note:**

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,

Karen Sames  
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's and signed 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 and if applicable 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 checklist 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 and 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 three 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 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 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 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’.

## 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 Team Leader Accreditation (AIS) (investigating officer) 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 typically consists of four members from the Department:

- Manager Vehicle Safety (Chair)
- AIS Officer
- Registration & Licensing Services representative or delegate

A minimum of three 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 there reasons for coming to that decision. The Panel's final recommendation will be presented to the RMV.

### 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 findings, 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 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/she will say so and provide his/her own statement of reasons for the 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 who's 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)
- Approved Inspection Station representative
- Approved Vehicle Certifier representative
- Approved Body Repair Inspection Station representative

## 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 Team Leader Accreditation (AIS) 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 & including 4.5 tonnes), motorcycles and light trailers (GVM up to & including 4.5 tonnes) which:

- Are a New Vehicle
- 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 Department for inspection prior to being issued with conditional registration, restricted registration, other special classes of registration.
- 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.
- Type approvals

#### On what grounds should a vehicle be failed at inspection?

LVAIS may not recommend for registration:

- Vehicles where the identity of the vehicle has been altered, replaced, defaced or tampered with, unless approved by the Department. See Chapter 1 of the Light Vehicle Inspection Manual.
- Vehicles that have defective components. For full details of reasons for rejection refer to the Light Vehicle Inspection Manual.
- Vehicles that have been modified and don't display a relevant modification plate,

*Note: 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 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.

**Note: Inspection Books are issued to an individual AIS – Inspection books must remain at the site it was issued to. If an AIS has multiple sites they are not to swap books between sites.**

### Vehicle Inspection Checklist

All LVAIS VEs have been issued with three official 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 each 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 initialed including 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.



# A completed Vehicle Inspection checklist for a light motor vehicle



## Approved Inspection Station Vehicle Inspection Checklist Light Motor Vehicle



Inspection Report No: **AA319502**

### VEHICLE DETAILS

Make: **Holden** Model: **Commodore** Type: **Sedan** Year of compliance/manufacture: **6/88** Colour: **Blue**  
Odometer: **203,486** GVM: **—** GCM: **—** Fuel Type: **Petrol** No of cylinders: **6**  
Manufactured seating: **5** Seating capacity: **5**

VIN/Chassis No

**6 H 8 V N L 1 9 H L L 2 7 0 2 1 0**

Engine No

**VH005642**

#### 1. IDENTITY

- ☒ Compliance Plate
- ☒ VIN/Chassis No
- ☒ Engine No
- ☒ 2nd stage manufacture plate
- ☒ Modification plate

#### 2. ELECTRICAL

- ☒ Headlight/park lights
- ☒ Headlight alignment
- ☒ Tail lights
- ☒ Indicators
- ☒ Brake lights
- ☒ Reverse lights
- ☒ Reflectors
- ☒ Lens condition
- ☒ Windscreen wipers/washers
- ☒ Horn

#### 3. INSIDE CHECKS

- ☒ Heater/demister
- ☒ Heater fan
- ☒ ABS/SRS lights
- ☒ Pedal condition/height
- ☒ Handbrake operation
- ☒ Inhibitor switch (automatic)
- ☒ Steering wheel/freplay
- ☒ Door operation

#### 4. MIRRORS

- ☒ Condition/mountings

#### 5. SEATS

- ☒ Condition/mountings
- ☒ Adjustments

#### 6. SEAT BELTS

- ☒ Condition/mountings
- ☒ Compliance
- ☒ Locking/snatch test

#### 7. BODY CHECK

- ☒ Rust
- ☒ Protrusions
- ☒ Bonnet safety catch
- ☒ Windows
- ☒ Windows glazing/tinting: **45 %**

☒ Pass ☒ Fail ☐ N/A

Comments: **Engine oil leaks.**

#### 8. UNDER BONNET CHECK

- ☒ Master cylinder
- ☒ Engine oil leaks
- ☒ Engine fuel leaks
- ☒ Air cleaner
- ☒ Engine mountings
- ☒ Exhaust system
- ☒ Battery security
- ☒ Wiring security
- ☒ Steering shaft/coupling
- ☒ Power steering leaks

#### 9. STEERING

- ☒ Steering box/rack
- ☒ Linkages/joints
- ☒ Tie rod ends
- ☒ Idler arm

#### 10. FRONT SUSPENSION

- ☒ Control arms
- ☒ Bushes
- ☒ Ball joints
- ☒ Spring/shock absorbers
- ☒ Bump stops
- ☒ Modifications \*
- \*Suspension height **mm**

#### 11. WHEELS & TYRES FRONT

- ☒ Condition
- ☒ Tread pattern
- ☒ Tyre speed/load rating
- ☒ Rims/mountings
- ☒ After market tyres/rims \*
- \*Wheel track **mm**

#### 12. BRAKES

- ☒ Pipes and hoses
- ☒ Discs and drums
- ☒ Fluid leaks
- ☒ Caliper/hose security
- ☒ Pads and linings
- ☒ Linkages

#### 13. ENGINE & DRIVELINE

- ☒ Mountings
- ☒ Oil/fluid leaks
- ☒ Universal joints
- ☒ Centre bearing

#### 14. EXHAUST

- ☒ Exhaust leaks
- ☒ Clearance – hoses/wiring
- ☒ Catalytic converter

#### 15. REAR SUSPENSION

- ☒ Control arms
- ☒ Bushes
- ☒ Ball joints
- ☒ Springs/shock absorbers
- ☒ Bump stops
- ☒ Modifications \*
- \*Suspension height **mm**

#### 16. WHEELS & TYRES REAR

- ☒ Condition
- ☒ Tread pattern
- ☒ Tyre speed/load rating
- ☒ Rims/mountings
- ☒ After market tyres/rims \*
- \*Wheel track **mm**

#### 17. FUEL TANK

- ☒ Mountings/condition
- ☒ Fuel lines
- ☒ Fuel leaks

#### 18. LPG GAS

- ☒ Gas compliance (certificate in date)

#### 19. UNDER BODY & FRAME

- ☒ Rust
- ☒ Cracks
- ☒ Bends/kinks
- ☒ Modifications/repairs
- ☒ Mudguards/mudflaps

#### 20. MOTORHOME

- ☒ Gas compliance
- ☒ Compliant fire extinguisher
- ☒ Door mounted on LHS or rear

# 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: *1500* t Year of compliance/manufacture: *10/10*  
 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"/>																																										
<p>Table 1 - for trailers with an ATM up to 3500Kg</p> <table border="1"> <thead> <tr> <th>ATM (kg)</th> <th>Minimum Chain Link Diameter (mm)</th> <th>Rating (kg)</th> <th>Number of Chains (minimum)</th> <th>Markings</th> <th>Minimum Marking Frequency (link)</th> </tr> </thead> <tbody> <tr> <td>0 to 1000</td> <td>6.3</td> <td>1000</td> <td>1</td> <td>4177-10</td> <td>4th</td> </tr> <tr> <td>Up to 1600</td> <td>8.0</td> <td>1600</td> <td>1</td> <td>4177-16</td> <td>4th</td> </tr> <tr> <td>Up to 2500</td> <td>10.0</td> <td>2500</td> <td>1</td> <td>4177-25</td> <td>4th</td> </tr> <tr> <td>Up to 3500</td> <td>13.0</td> <td>3500</td> <td>2</td> <td>4177-35</td> <td>4th</td> </tr> </tbody> </table> <p>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.</p> <p>Table 2 - For trailers over 3500Kg ATM</p> <table border="1"> <thead> <tr> <th>ATM (kg)</th> <th>Minimum Chain Link Diameter (mm)</th> <th>Rating (kg)</th> <th>Number of Chains (minimum)</th> <th>Markings</th> <th>Minimum Marking Frequency (link)</th> </tr> </thead> <tbody> <tr> <td>Up to 4500</td> <td>6.0</td> <td>4607</td> <td>2</td> <td>(Manufacturers Mark) "T", "8", "80", or "800"</td> <td>20<sup>th</sup> or 1 metre</td> </tr> </tbody> </table> <p>If the ATM exceeds 3500kg the safety chains must <b>NOT</b> be welded to the drawbar.</p>		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	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 <sup>th</sup> or 1 metre	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>																																										

☒ Pass ☒ Fail ☐ N/A

Form AIS 10 Version 2 October 2011



# A completed vehicle inspection checklist for a light trailer/caravan

continued

Safety chains appropriately attached.		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>4. BRAKES</b>		<b>Inspected</b>	<b>Corrected</b>
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"/>
<b>5. SUSPENSION</b>		<b>Inspected</b>	<b>Corrected</b>
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	t	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>6. WHEELS &amp; TYRES</b>		<b>Inspected</b>	<b>Corrected</b>
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"/>	<input type="checkbox"/>
Cold inflation pressure	44 Kpa	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tyre load rating	530 Kgs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Speed category	100 Km/H	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tyre load rating for axle or group	1500 Kgs		
<b>7. ELECTRICAL</b>		<b>Inspected</b>	<b>Checked</b>
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"/>
<b>8. BODY &amp; FRAME CHECK</b>		<b>Inspected</b>	<b>Checked</b>
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: .....

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☒ Pass    ☒ Fail    ☐ N/A

Form AIS 10

# A completed Vehicle Inspection checklist for a Motorcycle



## Approved Inspection Station Vehicle inspection checklist Motorcycles



Inspection Report No: **AA276544**

### VEHICLE DETAILS

Make: Honda Model: ST1300 Type: - Year of compliance/manufacture: 2006 Colour: Red  
Odometer: 125,796 Seating: 2 Fuel Type: P No. of Cylinders: 4  
VIN/Chassis No. 5H2SC510P0M412345 Engine No. SC57E-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
- ☒ 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



## A completed Inspection Report

AA 000001



### APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER

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

#### OFFICE USE ONLY

REG. NUMBER	
Proof of Entitlement to Register	Attached <input type="checkbox"/>
Evidence of Identity	Sighted <input type="checkbox"/>
Evidence of Address	Sighted <input type="checkbox"/>
Proof of Garage Address	Sighted <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.: <u>J M F X T G A 2 W J Z 0 0 5 5 7 8</u>	Engine No.: <u>4BX11B9766</u>																											
DATE OF AUSTRALIAN COMPLIANCE / MANUFACTURE: Month <u>10</u> Year <u>2017</u> (strike out not applicable)	AUSTRALIAN COMPLIANCE PLATE FITTED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO																											
(Refer to LVAIS Manual Chapter 8)	STEERING WHEEL POSITION Right Hand <input checked="" type="checkbox"/> Left hand <input type="checkbox"/> Central <input type="checkbox"/>																											
REASON FOR INSPECTION: <input type="checkbox"/> NEW <input checked="" 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	<table border="1"> <tr> <th colspan="3">MAKE <u>Mitsubishi</u></th> </tr> <tr> <th colspan="3">MODEL <u>ASX GA</u></th> </tr> <tr> <th colspan="3">ODOMETER READING <u>46752</u></th> </tr> <tr> <th colspan="3">MODIFICATION PLATE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</th> </tr> <tr> <th colspan="3">Reference Number .....</th> </tr> <tr> <th colspan="3">Date ..... State .....</th> </tr> </table>	MAKE <u>Mitsubishi</u>			MODEL <u>ASX GA</u>			ODOMETER READING <u>46752</u>			MODIFICATION PLATE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Reference Number .....			Date ..... State .....											
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#### VEHICLE SPECIFICATION

<b>Vehicle Category</b> <input checked="" type="checkbox"/> Passenger Car <input type="checkbox"/> Goods Vehicle <input type="checkbox"/> Motor Cycle <input type="checkbox"/> Trailer <input type="checkbox"/> Other (described) ..... 	<b>Body Type</b> <input checked="" type="checkbox"/> Car <input type="checkbox"/> Station Wagon <input type="checkbox"/> Utility <input type="checkbox"/> Tray <input type="checkbox"/> Van <input type="checkbox"/> Camper Van <input type="checkbox"/> Bus 	<input type="checkbox"/> Box Trailer <input type="checkbox"/> Boat Trailer <input type="checkbox"/> Bike Trailer <input type="checkbox"/> Car Trailer <input type="checkbox"/> Horse Float <input type="checkbox"/> Caravan <input type="checkbox"/> Other (described) ..... 	<b>Primary Motive Power</b> (Mark 1 for primary and where applicable mark 2 for secondary) <input checked="" type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Electric <input type="checkbox"/> Hydrogen <input type="checkbox"/> Compressed Natural Gas <input type="checkbox"/> Kerosene <input type="checkbox"/> Liquefied Natural Gas 	<input type="checkbox"/> Liquid Petroleum Gas <input type="checkbox"/> Solar <input type="checkbox"/> Steam <input type="checkbox"/> Other 	<b>Engine Capacity CC</b> Motorcycles only 	<b>Number of</b> <input checked="" type="checkbox"/> 4 Cylinders <input type="checkbox"/> Rotors <input checked="" type="checkbox"/> 2 Axles <input checked="" type="checkbox"/> 5 Manufactured seats <input checked="" type="checkbox"/> 4 Seats <input checked="" type="checkbox"/> 4 Wheels 	<b>Ratings</b> GVM (Kgs) ..... GCM (Kgs) - if applicable ..... ATM (Kgs) - Trailer only ..... 
<b>Trailer un-laden mass (in tonnes)</b> <input type="checkbox"/> 0 to 0.5t <input type="checkbox"/> 0.5 to 1.0t <input type="checkbox"/> 1.0t or >							

<b>INSPECTION REPORT</b> <input checked="" type="checkbox"/> Passed First Inspection <input type="checkbox"/> Failed Inspection <input type="checkbox"/> Passed Subsequent Inspection	I <u>Joe Citizen</u> inspected the above vehicle on (date) <u>18/7/2018</u> (time) <u>3:30 am/pm</u> and to the best of my knowledge found it to comply with the requirements of the <i>Vehicle and Traffic Act 1999</i> and Regulations and to be acceptable for registration. Signature <u>[Signature]</u> V.E. No. <u>123</u>
<b>REASONS FOR FAILURE</b> 	<b>STAMP OF APPROVED INSPECTION STATION</b> <div style="border: 2px solid black; padding: 5px; text-align: center;"> <b>SMITHS GARAGE</b>  <b>124</b>  <b>Midland Highway,</b>  <b>Pontville</b>          (Time) ..... am/pm          Only if vehicle passes inspection       </div>
Signature ..... Date Failed / / V.E. No. .... AIS No. ....	

ALS5


PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS

ORIGINAL: Present to any Service Tasmania Centre





## An Inspection Report for a vehicle which fails


<b>AA</b> 000001  Tasmanian Government	<b>APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER</b> <b>Validation Period - This application form is valid for 30 days from the date of inspection</b>	<b>OFFICE USE ONLY</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">REG. NUMBER</th> </tr> <tr> <td>Proof of Entitlement to Register</td> <td>Attached <input type="checkbox"/></td> </tr> <tr> <td>Evidence of Identity</td> <td>Sighted <input type="checkbox"/></td> </tr> <tr> <td>Evidence of Address</td> <td>Sighted <input type="checkbox"/></td> </tr> <tr> <td>Proof of Garage Address</td> <td>Sighted <input type="checkbox"/></td> </tr> </table>	REG. NUMBER		Proof of Entitlement to Register	Attached <input type="checkbox"/>	Evidence of Identity	Sighted <input type="checkbox"/>	Evidence of Address	Sighted <input type="checkbox"/>	Proof of Garage Address	Sighted <input type="checkbox"/>																	
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AIS5

PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS

ORIGINAL: Present to any Service Tasmania Centre



<b>AA</b> 000001  Tasmanian Government	<b>APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER</b> Validation Period - This application form is valid for 30 days from the date of inspection	<b>OFFICE USE ONLY</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">REG. NUMBER</th> </tr> <tr> <td>Proof of Entitlement to Register</td> <td>Attached <input type="checkbox"/></td> </tr> <tr> <td>Evidence of Identity</td> <td>Sighted <input type="checkbox"/></td> </tr> <tr> <td>Evidence of Address</td> <td>Sighted <input type="checkbox"/></td> </tr> <tr> <td>Proof of Garage Address</td> <td>Sighted <input type="checkbox"/></td> </tr> </table>	REG. NUMBER		Proof of Entitlement to Register	Attached <input type="checkbox"/>	Evidence of Identity	Sighted <input type="checkbox"/>	Evidence of Address	Sighted <input type="checkbox"/>	Proof of Garage Address	Sighted <input type="checkbox"/>																	
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AISS

PLEASE SEE OVERLEAF FOR REGISTRATION/OPERATOR DETAILS

ORIGINAL: Present to any Service Tasmania Centre

## 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 and to motor vehicles which have been individually constructed.

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

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 vehicle that has been wrecked and that is NOT recorded on the Written Off Vehicle Register (WOVR) and that has successfully passed a structural inspection by an Approved Motor Body Repair Inspection Station (AMBRIS) and a roadworthiness inspection at a LVAIS.

Special Interest Registration – This refers to a form of conditional registration scheme for a specific class of vehicles that can be used up to 104 days per year under log book arrangement. For specific classifications see the SI registration handbook.

## 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. Nissan 300ZX, call the Model 300ZX.

If an identification plate is fitted take this information from the identification plate.

## Odometer Reading

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

## Main Body Colour

When determining the colour, refer to the main body colour as 1 and the secondary colour as 2. Do not use the manufacturer's descriptive definition.

## 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 identification plate can be used as a means to verify that the VIN recorded on the body/chassis is the same.

*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 Ø
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 identification 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 driver's side door

Unfortunately some manufacturers have not adhered to these recommended places. Therefore VEs may need to seek assistance from the Road Vehicle Certification Scheme (RVCS) site or the New South Wales RTA 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 identification plate attached to the drawbar and embossed 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 chassis number of less than 17 digits.

If a used trailer is presented and there is no VIN/chassis number on the trailer, the AIS must in the first instance contact the Vehicle Standards Unit on 6166 3261 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- refer to fact sheet No.1 found at - [http://www.transport.tas.gov.au/vehicles/vehicle\\_inspections/ais](http://www.transport.tas.gov.au/vehicles/vehicle_inspections/ais)
- 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.

*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 engine number, 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.

## Identification Plate fitted & date of Compliance

For vehicles sold as new through the Australian Market.

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

For Imported Vehicles (eg: vehicles not sold as new through the Australian market)

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

VEs must always record the "year of manufacture", not "date of compliance" when recording the month/year of an imported vehicle. This is listed after the make and model of the vehicle on the identification plate. In the event that no identification plate is affixed ie: 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 the section in this chapter regarding 'vehicles without an identification plate'.

## Vehicle Category

**Passenger Car** – vehicles primarily designed for carrying passengers ie: cars, station wagons, bus (ADR Category M)

**Goods Vehicle** – primarily designed for transportation of goods but may also carry some passengers eg: utes, flat trays, vans (ADR Category N)

**Motorcycle** – a motor bike (a motor vehicle that runs on 2 wheels and, if a side car supported by a third wheel is attached, includes the attached side car) or a motor trike

**Trailer** - A vehicle designed to be towed by another vehicle – compliant with VSBI if manufactured after 1 July, 1991.

## Body Type (vehicle)

**Car** – Motor vehicle having a closed body and a closed boot separated from the part in which the driver and passengers sit.

**Station Wagon** – A passenger vehicle with up to 9 seats and an internal load carrying area incorporated into the body to rear of the rear seats with an extra door in the rear to access the luggage area.



**Note:** The terms hatchback and SUV are commonly used in the automotive industry, however they are not available on the MRS. As a general rule; if the Hatch or SUV doesn't have side windows behind the C Pillar it should be classified as a car. If it has windows behind the C Pillar it is a wagon.

**Utility** – Vehicle with an enclosed driver/passenger space, and a load carrying area with vertical sides, permanently affixed to the chassis (ute space may have a cover fitted). Vehicle must have a GVM.

**Tray** - Vehicle with an enclosed driver/passenger space, and a flat tray permanently affixed to the chassis for carriage of goods. Vehicle must have a GVM.

**Van** – An enclosed body vehicle primarily for the transportation of goods – vehicle must have a GVM.

**Campervan** - An enclosed vehicle designed primarily for human occupation whilst stationary, includes motorhome and motor caravan. At least 70% of the space must be for human occupation.

**Bus** - A vehicle with greater than 9 seats (including drivers seating position).

## Body Type (trailer)

**Trailer** – A vehicle designed to be towed by another vehicle – compliant with VSBI if manufactured after 1 July, 1991.

**Box** – A general purpose trailer with a load carrying box and drawbar - may be fitted with a cage, enclosed or open.

**Boat** – Trailer primarily constructed for transportation of a boat as the load.

**Bike** – framework upon main load deck of trailer for securing motor/trail /push bikes.

**Car** – trailer specifically built to carry a motor vehicle passenger/racing car.

**Horse Float** - Contained space primarily for the transportation of horses/livestock.

**Caravan** - An enclosed trailer, which is intended for use as a mobile home or living quarters when parked. It will usually provide fixed sleeping accommodation and/or facilities for the preparation of food. A trailer permanently equipped with a folding and stowable roof (such as a camper trailer) is a caravan. Enclosed trailers constructed for the accommodation of people when parked such as workers' amenity trailers, mobile kitchens or mobile offices are also regarded as caravans.

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 identification plate.

## Fuel Type

Mark 1 for primary fuel ad where applicable mark 2 for secondary.

**Note:** currently hybrid vehicles are primarily powered by the internal combustion engine with the electric motor being the secondary motive power.

## 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 identification plate. All commercial vehicles MUST have their GVM recorded.

## Gross Combination Mass (GCM)

To be recorded from the identification plate if shown. Not all vehicles will have this.

## Aggregate Trailer Mass (ATM)

Refer to the Manufacturer.

## 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 Identification Plate (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 modification certificate for category 2 and 3 seats (Child seats) issued by an Approved Vehicle Certifier (AVC).

If additional category 1 (Adult seats) seats are fitted or removed, formal modification certification is required via an AVC. A Tasmanian modification plate will be affixed to the vehicle in this instance. This certification process does update the current registration record once completed.

These approvals can be gained by contacting an AVC and having the vehicle inspected for the addition/reduction of seats as required.

## 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.

# 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:
  10. stamp the form,
  11. mark the Inspection Report with a tick in the past box and
  12. sign, date and include the time inspection was undertaken.
13. Give the top two copies to the motorist and advise the motorist to take the top copy to the nearest Service Tasmania Office to gain registration.
14. Retain the third copy in the book.
15. 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.
16. 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.
17. 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.
18. Retain all bottom copies of inspection reports for future audit, these must be kept until signed off by one of the Department's auditors.

### 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'. These can be posted to the AIS Compliance Unit or email to [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au).

*Note: In the event that the VE is made aware that the motorist is waiting for parts to effect repairs the inspection report can be held for a further 14 days.*

<b>AA</b> 000001   Tasmanian Government	<h2 style="margin: 0;">APPLICATION FOR REGISTRATION OF A LIGHT MOTOR VEHICLE OR TRAILER</h2> <p style="margin: 5px 0;"><b>Validation Period - This application form is valid for 30 days from the date of inspection</b></p>	<div style="border: 1px solid black; padding: 5px;"> <b>OFFICE USE ONLY</b>          REG. NUMBER _____          Proof of Entitlement to Register Attached <input type="checkbox"/>          Evidence of Identity Sighted <input type="checkbox"/>          Evidence of Address Sighted <input type="checkbox"/>          Proof of Garage Address Sighted <input type="checkbox"/> </div>																								
<b>SECTION 1: INSPECTION REPORT</b> (To be completed by Approved Vehicle Examiner) Please tick boxes below <i>Inspection for compliance pursuant to the Vehicle and Traffic Act 1999.</i>																										
VIN / Chassis No.: <span style="border: 1px solid black; padding: 2px;">J</span> <span style="border: 1px solid black; padding: 2px;">M</span> <span style="border: 1px solid black; padding: 2px;">F</span> <span style="border: 1px solid black; padding: 2px;">X</span> <span style="border: 1px solid black; padding: 2px;">T</span> <span style="border: 1px solid black; padding: 2px;">G</span> <span style="border: 1px solid black; padding: 2px;">A</span> <span style="border: 1px solid black; padding: 2px;">2</span> <span style="border: 1px solid black; padding: 2px;">W</span> <span style="border: 1px solid black; padding: 2px;">J</span> <span style="border: 1px solid black; padding: 2px;">2</span> <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">0</span> <span style="border: 1px solid black; padding: 2px;">5</span> <span style="border: 1px solid black; padding: 2px;">5</span> <span style="border: 1px solid black; padding: 2px;">7</span> <span style="border: 1px solid black; padding: 2px;">8</span>																										
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(Refer to LVAIS Manual Chapter 8)																										
<b>REASON FOR INSPECTION:</b> <input type="checkbox"/> NEW <input checked="" 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	MAKE <u>Mitsubishi</u> MODEL <u>ASX GA</u> ODOMETER READING <u>46 752</u> MODIFICATION PLATE <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Reference Number _____ Date _____ State _____	AUSTRALIAN COMPLIANCE PLATE FITTED: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO STEERING WHEEL POSITION Right Hand <input checked="" type="checkbox"/> Left hand <input type="checkbox"/> Central <input type="checkbox"/> <b>Colour: Primary and Secondary</b> <small>(Mark 1 for Primary and where applicable mark 2 for secondary)</small> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Aqua</td> <td><input type="checkbox"/> Fawn</td> <td><input type="checkbox"/> Pink</td> </tr> <tr> <td><input type="checkbox"/> Argwork</td> <td><input type="checkbox"/> Gold</td> <td><input type="checkbox"/> Purple</td> </tr> <tr> <td><input type="checkbox"/> Beige</td> <td><input type="checkbox"/> Green</td> <td><input checked="" type="checkbox"/> Red</td> </tr> <tr> <td><input checked="" type="checkbox"/> Black</td> <td><input type="checkbox"/> Grey</td> <td><input type="checkbox"/> Silver</td> </tr> <tr> <td><input type="checkbox"/> Blue</td> <td><input type="checkbox"/> Khaki</td> <td><input type="checkbox"/> Tan</td> </tr> <tr> <td><input type="checkbox"/> Bronze</td> <td><input type="checkbox"/> Maroon</td> <td><input type="checkbox"/> Turquoise</td> </tr> <tr> <td><input type="checkbox"/> Brown</td> <td><input type="checkbox"/> Mauve</td> <td><input type="checkbox"/> White</td> </tr> <tr> <td><input type="checkbox"/> Cream</td> <td><input type="checkbox"/> Orange</td> <td><input type="checkbox"/> Yellow</td> </tr> </table>	<input type="checkbox"/> Aqua	<input type="checkbox"/> Fawn	<input type="checkbox"/> Pink	<input type="checkbox"/> Argwork	<input type="checkbox"/> Gold	<input type="checkbox"/> Purple	<input type="checkbox"/> Beige	<input type="checkbox"/> Green	<input checked="" type="checkbox"/> Red	<input checked="" 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
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<b>INSPECTION REPORT</b> <input type="checkbox"/> Passed First Inspection <input checked="" type="checkbox"/> Failed Inspection <input type="checkbox"/> Passed Subsequent Inspection																										
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 Regulations and to be acceptable for registration. Signature _____ V.E. No. _____																										
<b>REASONS FOR FAILURE</b> <u>Non Compliant tyre, Inoperative head lamp</u> <u>Oil leak underside</u>		<b>STAMP OF APPROVED INSPECTION STATION</b>  <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto;"></div>																								
Signature _____ Date Failed <u>18/11/18</u> V.E. No. <u>123</u> AIS No. <u>124</u>		Only if vehicle passes inspection																								



# 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 to pay their registration and collect their new number plates.

## Vehicles without an Identification Plate

It is not a requirement in Tasmania to have an identification plate on a vehicle previously registered anywhere in Australia. The motorist must present the vehicle that has no identification 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 identification 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' in this chapter.

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 identification 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 by the vehicle manufacturer or 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:

The vehicle can be passed if the inspection being conducted is within three years of the certification of the LPG/LNG/CNG fuel system or within 3 years of the last safety inspection certificate of the LPG/LNG/CNG fuel system conducted by a registered automotive gas fitter; and the LPG/LNG/CNG fuel container/s - cylinder/s are within the service date range for the container-cylinder.

The vehicle is to be failed if it is greater than three years since the LPG/LNG/CNG fuel system certification or last safety inspection certificate was issued, or any of the LPG/LNG/CNG fuel container/s – cylinder/s are out of inspection period. The client is to be referred to a registered automotive gas fitter for a LPG/LNG/CNG fuel system inspection or certification.

The vehicle operator will need to present the vehicle to a registered automotive gas fitter who will undertake an inspection of the LPG/LNG/CNG system and if satisfied that the gas system complies issue a certificate of compliance for LPG vehicles.

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's 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

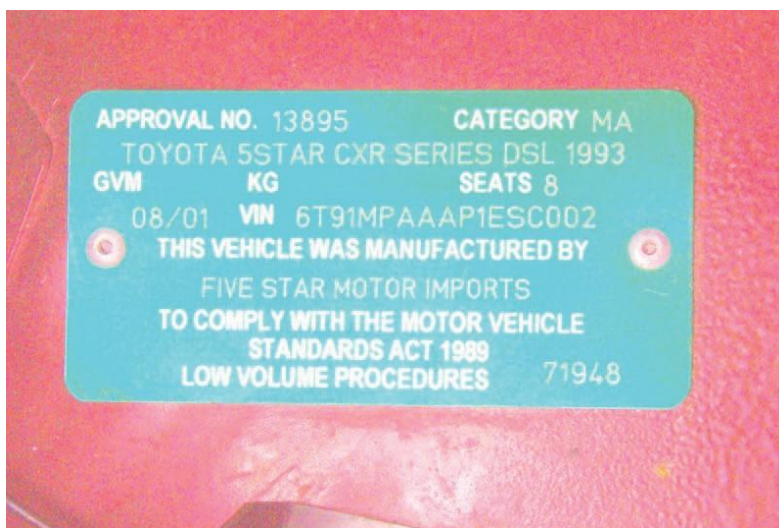
Imported vehicles may be registered in Tasmania under a range of circumstances provided the motorist holds appropriate documentation.

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

Notes:

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 identification plate. In the event that no identification 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 January, 1989

Imported vehicles manufactured before 1 January, 1989 do not require an import identification 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 at the end of this chapter.
2. The VE is to fail the vehicle for no identification 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 an identification plate*

3. 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.
4. Owner returns to LVAIS, sights the vehicle identity inspection report and subject to final safety inspection, pass the vehicle as suitable for registration.
5. 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 identification plate' (green plate). These may only be fitted by a person or firm that has been granted identification plate approval for that model vehicle by the Administrator of Vehicle Standards at Department of Infrastructure & Regional Development. This plate is evidence of vehicle compliance and must be fitted to the vehicle before it can be registered.

### Sample Plate Only



Low Volume New Motor Vehicle

## Personal Imported Vehicles

All personal import vehicles require a personal import identification 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' at the end of this chapter.
2. The VE is to fail the vehicle for no identification 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.
3. Transport Inspector will conduct an identity check of the vehicle as indicated in the import papers issued by the Department of Infrastructure & Regional Development. If satisfied, the Transport Inspector will sign the Department of Infrastructure & Regional Development 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.
4. 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.

### Sample Plate 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 the Department of Infrastructure & Regional Development.

Sample Plates Only



Used Import Plate - Unrestricted Volume Metal Raws Plate



### Used Import Motor Vehicle

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 identification 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 identification plate.

For example a new cab chassis delivered from a vehicle manufacturer and made into a motorhome by another manufacturer. Below are samples of 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.

Sample Plates ONLY



# Modified Vehicles

## What is a modified vehicle?

Any light vehicle where there has been a change from the manufacturers (including 2nd stage manufacture) specifications for the vehicle including the addition or removal of components

## Approved Vehicle Certifiers

Approved Vehicle Certifiers (AVC) perform certification services to modified vehicles under the Approved Vehicle Certifier Approved Inspection Station (AVCAIS) scheme. An AVC can undertake inspections of modified vehicles to ensure they meet Vehicle Standards Bulletin (VSB) 14 (light vehicles) which specifies the minimum standards a modified vehicle must comply with, and in some instances provides an operational limit where a modification must comply.

In the event that a modified vehicle is presented for inspection or a registered operators seek advice on vehicle modifications AISs should direct clients to a Type 8A AVC a list of locations and contact details can be Departments website:

[http://www.transport.tas.gov.au/vehicles/vehicle\\_inspections/avcais](http://www.transport.tas.gov.au/vehicles/vehicle_inspections/avcais)

## Modification plate


A Modification plate is aluminium; blue with a silver border. It is a requirement that it be fitted when a vehicle is modified.

For example aftermarket suspension components fitted, engine installation of an engine not offered by the manufacturer for that make and model of vehicle etc.

Owners of modified vehicles should be referred to an AVC to arrange for approval of their vehicle.

Sample Plate Only

SER NO. MODIFICATION PLATE

 Tasmanian Government A/OFFICER No: .....

DATE: ..... REF. No: .....

MODIFICATION BY: .....

MOD CODES: .....

VIN: .....

TYRE SIZES: .....

MOD SEATING: .....

MOD G.V.M.: .....kg MOD G.C.M.: .....kg

THIS PLATE NOT TO BE REMOVED

## 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.

*Note: Under no circumstances are VEs to conduct an inspection without firstly sighting the "Approval in principal" letter for the vehicle approving the vehicle for conditional registration.*

## Special Interest Vehicle Registration Scheme:

The Special Interest Vehicle (SI) scheme allows certain classes of vehicles (heavy and light) to be used up to 104 days per year under log book arrangement. SI vehicles attract a 100% rebate of duty & motor tax and pay a reduced MAIB premium (Class 22). All other charges 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 needs 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. SI Registration is **NOT** permitted upon Motorhomes or Campervans.

**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 Principle” 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 Services. Upon approval an Approval in Principle letter will be issued to the applicant. The vehicle is then to be inspected by a LVAIS.

VE'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.

New 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.

## Identification plates for new or first time registered trailers

MANUFACTURER		TYRE SIZE	
TRAILER MODEL		COLD INFLATION PRESSURE	kPa
DATE OF MANUFACTURE		TYRE LOAD RATING	Kgs
AGGREGATE TRAILER MASS	kg	The tyres fitted to this vehicle shall have a speed category not less than "L" (120km/h).	
V.I.N.		This trailer was manufactured to comply with the Motor Vehicle Standards Act 1989.	

## Identification plates for used import trailers/caravans

Trailers/caravans imported from overseas with no Australian identification plate affixed will require an import trailer/caravan plate to be issued and affixed prior to being registered for the first time.

MANUFACTURER		TYRE SIZE	
TRAILER MODEL		COLD INFLATION PRESSURE	kPa
DATE OF MANUFACTURE		TYRE LOAD RATING	Kg
AGGREGATE TRAILER MASS	kg	The tyres fitted to this vehicle shall have a speed category not less than "L" (120km/h).	
V.I.N.		This trailer is an imported used trailer. It has been modified and assessed as complying with the Motor Vehicle Standards Act 1989.	

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 - 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 decodable 17 character identification number that is unique to the specific vehicle. A VE can obtain a VIN for a new light trailer from the ITGCC on 1300 13 55 13 when they are satisfied that the light trailer meets the requirements of VSBI.

## 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 I85/70ZR1486J which was taken from a tyre carcass and will be used as an example to record the correct data on a identification plate. – An explanation of the tyre size designation is detailed in Appendix V of the Light Vehicle Inspection Manual (LVIM).

### EXAMPLE:

**Tyre size:** -I85/70

**Cold inflation pressure:** Obtain from the tyre carcass,

**Tyre load rating:** Ensure that the tyres fitted to the trailer have a speed category greater than 120km/h.

*Note: In the event that the tyres fitted to the trailer have a speed rating less than 120 km/h they will need to supply their own plate and tyre placard.*

**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.*



## What does Unladen Mass/Gross Trailer Mass and Aggregate Trailer Mass mean?

To understand weight requirements of a trailer VEs need to understand the difference between the three as follows:

Unladen Mass (UM) or tare weight

Is the total mass of the trailer when not carrying any load.

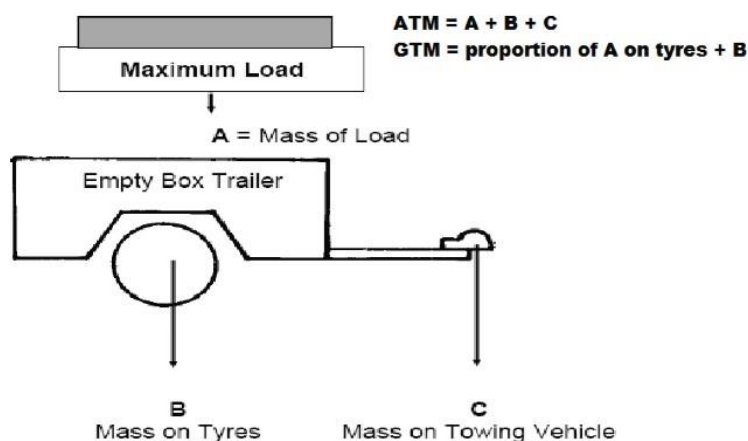
Gross Trailer Mass (GTM)

Is the total mass transmitted to the ground by the tyres of the trailer.

Aggregate Trailer Mass (ATM)

Is the total mass of the trailer when carrying the maximum load recommended by the manufacturer.

### The difference between a trailers ATM and GTM



## 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/Chassis No?

Yes, all trailers/caravans are now required to have the VIN/Chassis No stamped onto a substantial non-removable 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.

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 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 in this chapter. 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.

<b>Second Level Inspection Form</b>																						
(For use when a VIN is invalid or duplicate and needs to be inspected again)																						
<b>Section 1: Vehicle Descriptors shown on the Registration form (To be completed by the CSO)</b>																						
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:																						
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																						
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"/>																	
<b>Section 2: Re-inspected Vehicle Descriptors (To be completed by the Approved Inspection Station)</b>																						
VIN imprinted on vehicle:																						
<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																						
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.

## 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

<b>1.0 Import Authority</b>	<b>Y</b>	<b>N</b>
1.1 Have you personally sighted the original copy of the import approval papers signed by the (Federal) Administrator of Vehicle Standards?		
<b>2.0 Seat Belts &amp; Child Restraints</b>	<b>Y</b>	<b>N</b>
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?		
<b>3.0 Windscreen and Windows</b>	<b>Y</b>	<b>N</b>
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?		
<b>4.0 Head Restraints</b>	<b>Y</b>	<b>N</b>
4.1 Are head restraints for driver and left front passenger seat fitted?		
(Head restraints which clip onto the seat back are not acceptable.)		
<b>5.0 Lighting</b>	<b>Y</b>	<b>N</b>
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 Registration & Licensing Services of the Department for a ruling on whether the deficiency is sufficient to preclude registration.**

## 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

<b>1.0 Import Authority</b>	<b>Y</b>	<b>N</b>
1.1 Have you personally sighted the original copy of the import approval papers signed by the (Federal) Administrator of Vehicle Standards?		
<b>2.0 Seat Belts &amp; Child Restraints</b>	<b>Y</b>	<b>N</b>
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??		
<b>3.0 Windscreen and Windows</b>	<b>Y</b>	<b>N</b>
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?		
<b>4.0 Head Restraints</b>	<b>Y</b>	<b>N</b>
4.1 Are head restraints for driver and left front passenger seat fitted?		
(Head restraints which clip onto the seat back are not acceptable.)		
<b>5.0 Lighting</b>	<b>Y</b>	<b>N</b>

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?		
<b>6.0 Doors</b>	<b>Y</b>	<b>N</b>
6.1 Are burst proof door locks fitted to all doors adjacent to seats?		
<b>7.0 Automatic Transmission</b>	<b>Y</b>	<b>N</b>
7.1 If fitted, does auto transmission only allow starting in park or neutral? (Neutral must be between reverse and drive.)		
<b>8.0 Internal Fittings</b>	<b>Y</b>	<b>N</b>
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?		
<b>9.0 Mirrors</b>	<b>Y</b>	<b>N</b>
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 ?		

**Note: If a vehicle fails on one of the above criteria, contact Registration & Licensing Services, Department of State Growth 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 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.





Department of  
Infrastructure, Energy  
and Resources

# Vehicle Defect Notice



420352



Registered Operators Copy

<b>PART 1 - Vehicle/Driver</b> 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.	TIN No. (If issued)	Inspection Type Random <input type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended Yes <input type="checkbox"/> No <input type="checkbox"/>	
<input type="checkbox"/> <b>Defect Notice (Heavy Vehicle):</b> 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)</i> and the <i>Heavy Vehicle Standards (National Regulations) 2013</i> .			
<input type="checkbox"/> <b>Defect Notice (Light Vehicle):</b> 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> .			
<b>PART 2 - Description of Faults</b>			
Issued by (Signature)	AO/Police ID No.		
Street and Place of Issue			
Home Station/Headquarters	Date: / / Time: of issue		
<b>PART 3 - Defect Category</b>			
Formal Warning <input type="checkbox"/>	Minor <input type="checkbox"/>	Major <input type="checkbox"/>	Defect Label Attached <input type="checkbox"/>
<b>Major Defect Heavy Vehicle only</b> <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 <b>CONDITIONS</b> 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.		
<b>All other Defects</b> <input type="checkbox"/>	This vehicle may only be driven/used on a road or public street in accordance with the <b>CONDITIONS</b> (see below) and must not be driven/used after Time: _____ on Date: / / unless the relevant repairs have been undertaken to rectify the vehicle defects.		
<b>CONDITIONS</b>			
<b>CLEARANCE INSTRUCTIONS</b>	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		
<b>SEE REVERSE FOR MORE DETAILS OF DEFECT CLEARANCE</b>			
<b>PART 4 - Declaration of Clearance</b> (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
<b>PART 5 - Certificate of Clearance</b> (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 / /

### IMPORTANT INFORMATION:

- You must return the completed form within 28 days from date of issue, otherwise action may be taken to suspend and subsequently cancel your registration.
- A **heavy vehicle** issued with a major defect must not be used on a road after the notice is issued other than to move it to one or more locations stated in the notice in one or more ways stated in the notice (refer **Part 3**).
- Any vehicle issued with a defect notice must not be driven or used on a public street after the time and date specified in **Part 3** on the front of this notice, unless the relevant repairs have been undertaken to rectify the vehicle faults.
- If a **heavy vehicle** defect notice is not cleared by the Regulator under s530 of the *Heavy Vehicle National Law* the registration of the vehicle may be **suspended and subsequently cancelled**.
- If a **light vehicle** defect notice is not cleared the registration of the vehicle may be **suspended and subsequently cancelled** under the *Vehicle and Traffic Act 1999*.
- It is an offence to use or permit the use of the vehicle on a public street contrary to this notice.
- Driving a vehicle with suspended or cancelled registration is an offence.

### How to clear this Vehicle Defect Notice

You must return the completed form **within 28 days from the date of issue**, otherwise action may be taken to suspend and subsequently cancel your registration.

### How to complete this Notice when the faults have been rectified

You need to refer to **Part 3** for the inspection requirements applicable to this vehicle.

### Inspection requirements:

➤ Registered Operator Declaration	➤ The Registered Operator must complete and sign the Declaration at <b>Part 4</b> on the front of this notice
➤ Defect Inspection <b>OR</b> Full Roadworthiness Inspection	<ul style="list-style-type: none"> <li>➤ The vehicle must be presented to an Approved Inspection Station (AIS) nominated in <b>Part 3</b>. If the vehicle passes the inspection and is deemed to be no longer defective, an Authorised Examiner/Person will sign <b>Part 5</b> on the front of this notice (and if applicable remove the vehicle defect label).</li> <li>➤ A listing of LVAIS &amp; HVAIS is available at <a href="http://www.transport.tas.gov.au/vehicles/vehicle_inspections">www.transport.tas.gov.au/vehicles/vehicle_inspections</a> or call 1300 13 55 13</li> </ul>

### Where to take the completed form

Return the completed **yellow** copy to Registration & Licensing Services, via Service Tasmania

**or scan and email it to [TES@stategrowth.tas.gov.au](mailto:TES@stategrowth.tas.gov.au)**

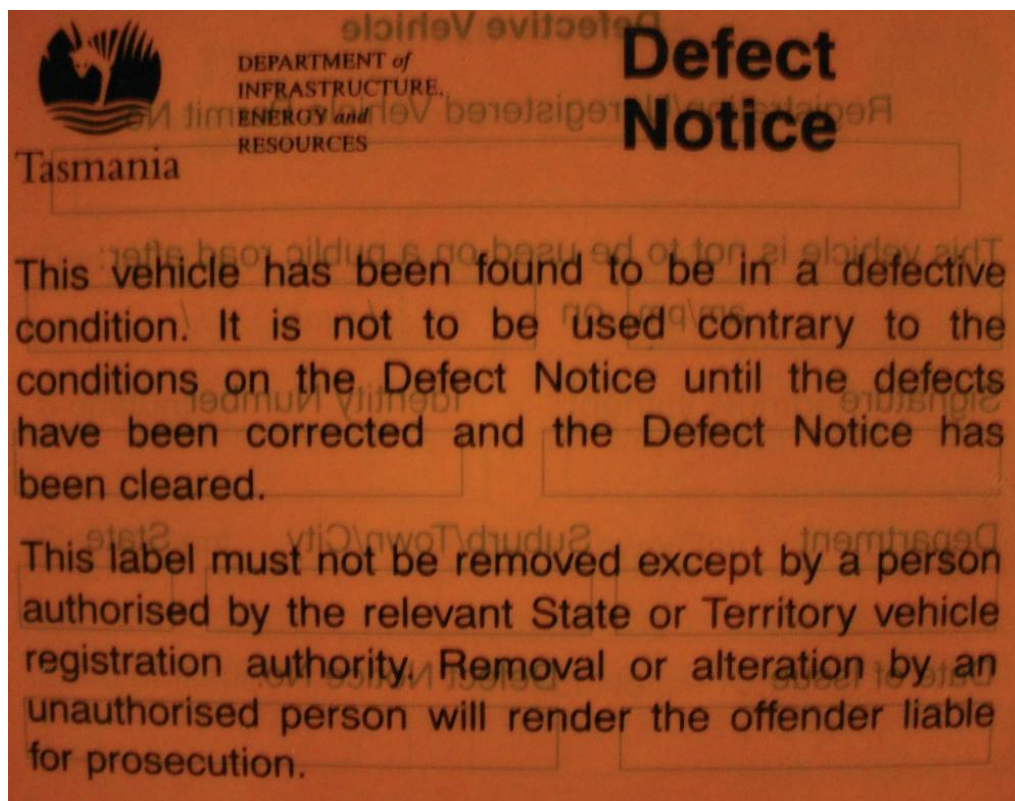
#### or by mail to:

Registration & Licensing Services  
PO Box 1002  
HOBART TAS 7001

Keep the **blue** copy for your records



## Defect labels

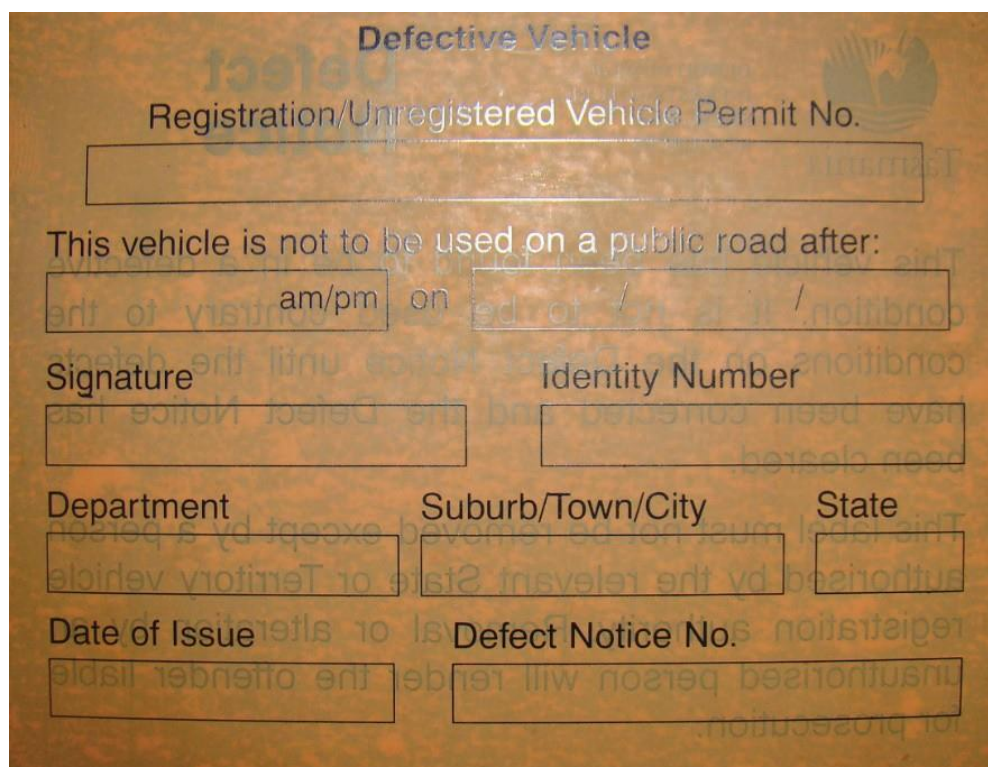


**Defect Notice**

DEPARTMENT of INFRASTRUCTURE, ENERGY and RESOURCES  
Tasmania

This vehicle has been found to be in a defective condition. It is not to be used contrary to the conditions on the Defect Notice until the defects have been corrected and the Defect Notice has been cleared.

This label must not be removed except by a person authorised by the relevant State or Territory vehicle registration authority. Removal or alteration by an unauthorised person will render the offender liable for prosecution.



**Defective Vehicle**

Registration/Unregistered Vehicle Permit No.

This vehicle is not to be used on a public road after:

am/pm on / /

Signature Identity Number

Department Suburb/Town/City State

Date of Issue Defect Notice No.

# 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:
  - a. Find the defect notice
  - b. Contact the Department to obtain a copy of the defect notice on 6166 4965 or 6166 4967.
  - c. 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 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 in writing by email to [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au):

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. Registration & Licensing Services 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.





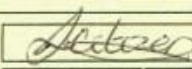
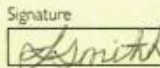
## Example of Defect Notice 'Formal Warning'

 <b>Tasmanian Government</b>	<b>Department of State Growth</b>	<h1>Vehicle Defect Notice</h1> <h2>484048</h2>	 <b>NHVR</b> National Heavy Vehicle Regulator	
<b>Registered Operators Copy</b>				
<b>PART 1 - Vehicle/Driver</b> If you are not the Registered Operator you must give this notice to the Registered Operator				
Registration/Permit No.	Expiry Date	State	Make/Category	Driver/Registered Operator
AB1111	11/11/14	TAS	TOYOTA	JOSEPH JOHN SMITH
VIN/Chassis No.	TIN (if issued)		Licence No.	
			A90901	
<input type="checkbox"/> <b>Defect Notice (Heavy Vehicle):</b> 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) as applied by the Heavy Vehicle National Law (Tasmania) Act 2013.				<b>Inspection Type</b> Random <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Defect Notice (Light Vehicle):</b> 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.				
<b>PART 2 - Description of Faults</b>				
OBSURED NUMBER PLATE				
Issued by (Signature)		AO/Police ID No.		
[Signature]		631		
Street and Place of Issue				
MURRAY STREET				
Home Station/Headquarters		Date of issue	Time of issue	
HOBART		1 / 4 / 14	08:30	
<b>PART 3 - Defect Category</b> Minor <input type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/> Formal Warning <input checked="" type="checkbox"/>				
<input type="checkbox"/> <b>MAJOR DEFECT HEAVY VEHICLE ONLY</b>	This heavy vehicle must not be used on a road except to move it to the following one or more stated locations _____ and in one or more ways 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 to be inspected, for the purpose if of having the defect notice cleared.			
<input type="checkbox"/> <b>ALL OTHER DEFECTS</b>	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.			
<b>CONDITIONS</b>				
<b>INSPECTION REQUIREMENTS</b>				
<input type="checkbox"/> Registered Operator declaration (Part 4 Below)		<input type="checkbox"/> Defect Inspection at:		<input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS)
		<input type="checkbox"/> Full Roadworthiness Inspection at:		<input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)
Failure to clear this defect notice may result in the registration being suspended and subsequently cancelled.				
<h2>SEE OVER FOR MORE INFORMATION</h2>				
<b>PART 4 - Declaration vehicle faults have been repaired.</b> (Minor Defects only - to be completed and returned by Registered Operator)				
I, the Registered Operator, declare that the vehicle faults listed in this Notice have been corrected.				
Name of Registered Operator (Print)	Position of Representative (Organisation)	Signature	Date	
<b>PART 5 - Certificate of Inspection</b> (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, and where applicable General Inspection Report AB _____ has been completed.				
Signature	VE Number	Date		Station Stamp

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## Example of a Defect 'Self Clearance'

 <b>Tasmanian Government</b>	<b>Vehicle Defect Notice</b> <span style="color: red; font-size: 1.2em;">484048</span>	 <b>NHVR</b> <small>National Heavy Vehicle Regulator</small> Registered Operators Copy		
<b>PART 1 - Vehicle/Driver</b> If you are not the Registered Operator you must give this notice to the Registered Operator				
Registration/Permit No. <b>AB1111</b>	Expiry Date <b>11/11/14</b>	State <b>TAS</b>	Make/Category <b>TOYOTA</b>	Driver/Registered Operator <b>JOSEPH JOHN SMITH</b>
VIN/Chassis No.		TIN (if issued)		Licence No. <b>AA0901</b>
<input type="checkbox"/> <b>Defect Notice (Heavy Vehicle):</b> 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) as applied by the Heavy Vehicle National Law (Tasmania) Act 2013.				<b>Inspection Type</b> Random <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Defect Notice (Light Vehicle):</b> 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.				
<b>PART 2 - Description of Faults</b>				
<b>INOPERATIVE TAIL LIGHTS</b>				
Issued by (Signature) 		AO/Police ID No. <b>631</b>		
Street and Place of Issue <b>MURRAY STREET</b>				
Home Station/Headquarters <b>HOBART</b>		Date of issue <b>1 / 4 / 14</b>	Time of issue <b>09:30</b>	
<b>PART 3 - Defect Category</b> Minor <input checked="" type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/> Formal Warning <input type="checkbox"/>				
<input type="checkbox"/> <b>MAJOR DEFECT HEAVY VEHICLE ONLY</b>	This heavy vehicle must not be used on a road except to move it to the following one or more stated locations _____ and in one or more ways 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 to be inspected, for the purpose of having the defect notice cleared.			
<input checked="" type="checkbox"/> <b>ALL OTHER DEFECTS</b>	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: <b>09:00</b> on Date: <b>4 / 4 / 14</b> unless the relevant repairs have been undertaken to rectify the vehicle defects.			
<b>CONDITIONS</b>	<b>DAYLIGHT HOURS ONLY UNTIL RECTIFIED.</b>			
<b>INSPECTION REQUIREMENTS</b>	<input checked="" type="checkbox"/> Registered Operator declaration (Part 4 Below) <input type="checkbox"/> Defect Inspection at: <input type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Full Roadworthiness Inspection at: <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)			
<b>Failure to clear this defect notice may result in the registration being suspended and subsequently cancelled.</b>				
<b>SEE OVER FOR MORE INFORMATION</b>				
<b>PART 4 - Declaration vehicle faults have been repaired.</b> (Minor Defects only - to be completed and returned by Registered Operator)				
I, the Registered Operator, declare that the vehicle faults listed in this Notice have been corrected.				
Name of Registered Operator (Print) <b>Joseph Smith</b>	Position of Representative (Organisation)	Signature 	Date <b>4/4/14</b>	
<b>PART 5 - Certificate of Inspection</b> (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, and where applicable General Inspection Report AB _____ has been completed.				
Signature	VE Number	Date	Station Stamp	

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## Example of Minor Defect Requiring Inspection

 <b>Tasmanian Government</b>		<b>Department of State Growth</b>		<b>Vehicle Defect Notice</b> <span style="color: red; font-size: 1.2em;">484048</span>		 <b>NHVR</b> <small>National Heavy Vehicle Regulator</small>	
Registered Operators Copy							
<b>PART 1 - Vehicle/Driver</b> If you are not the Registered Operator you must give this notice to the Registered Operator							
Registration/Permit No.	Expiry Date	State	Make/Category	Driver/Registered Operator			
AB1111	11/11/14	TAS	TOYOTA	JOSEPH JOHN SMITH			
VIN/Chassis No.		TIN (if issued)		Licence No.			
				AA0901			
<input type="checkbox"/> <b>Defect Notice (Heavy Vehicle):</b> 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) as applied by the Heavy Vehicle National Law (Tasmania) Act 2013.							<b>Inspection Type</b> Random <input checked="" type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended <input type="checkbox"/>
<input checked="" type="checkbox"/> <b>Defect Notice (Light Vehicle):</b> 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.							
<b>PART 2 - Description of Faults</b>							
NON COMPLIANT TYRE							
HEAD LIGHT OPERATION							
Issued by (Signature)		AO/Police ID No.		631			
Street and Place of Issue		MURRAY STREET					
Home Station/Headquarters		Date of issue		Time of issue			
HOBART		1 / 4 / 14		09:30			
<b>PART 3 - Defect Category</b> Minor <input checked="" type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/> Formal Warning <input type="checkbox"/>							
<input type="checkbox"/> <b>MAJOR DEFECT HEAVY VEHICLE ONLY</b>	This heavy vehicle must not be used on a road except to move it to the following one or more stated locations _____ and in one or more ways 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 to be inspected, for the purpose if of having the defect notice cleared.						
	<input checked="" type="checkbox"/> <b>ALL OTHER DEFECTS</b> 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: 09:00 on Date: 4 / 4 / 14 unless the relevant repairs have been undertaken to rectify the vehicle defects.						
CONDITIONS	DAYLIGHT HOURS ONLY UNTIL RECTIFIED						
INSPECTION REQUIREMENTS	<input type="checkbox"/> Registered Operator declaration (Part 4 Below) <input checked="" type="checkbox"/> Defect Inspection at: <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS)						
	<input type="checkbox"/> Full Roadworthiness Inspection at: <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)						
Failure to clear this defect notice may result in the registration being suspended and subsequently cancelled.							
<b>SEE OVER FOR MORE INFORMATION</b>							
<b>PART 4 - Declaration vehicle faults have been repaired.</b> (Minor Defects only - to be completed and returned by Registered Operator)							
I, the Registered Operator, declare that the vehicle faults listed in this Notice have been corrected.							
Name of Registered Operator (Print)		Position of Representative (Organisation)		Signature		Date	
<b>PART 5 - Certificate of Inspection</b> (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, and where applicable General Inspection Report AB _____ has been completed.							
Signature		VE Number		Date		Station Stamp	

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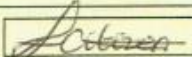
## Example of a Minor Defect which requires a Full Roadworthiness

 <b>Tasmanian Government</b>		<b>Department of State Growth</b>		<b>Vehicle Defect Notice</b>		 <b>NHVR</b> National Heavy Vehicle Regulator	
		<b>484048</b>				<b>Registered Operators Copy</b>	
<b>PART 1 - Vehicle/Driver</b> If you are not the Registered Operator you must give this notice to the Registered Operator							
Registration/Permit No.	Expiry Date	State	Make/Category	Driver/Registered Operator			
AB1111	11/11/14	TAS	TOYOTA	JOSEPH JOHN SMITH			
VIN/Chassis No.		TIN (if issued)		Licence No.			
		100141289		A90901			
<input type="checkbox"/> <b>Defect Notice (Heavy Vehicle):</b> 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) as applied by the Heavy Vehicle National Law (Tasmania) Act 2013.						<b>Inspection Type</b> <input checked="" type="checkbox"/> Random <input type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended	
<input checked="" type="checkbox"/> <b>Defect Notice (Light Vehicle):</b> 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.							
<b>PART 2 - Description of Faults</b>							
NON COMPLIANT TYRES							
OIL LEAKS UNDERSIDE OF ENGINE.							
INOPERATIVE HAND BRAKE							
Issued by (Signature)				AO/Police ID No.		631	
Street and Place of Issue		MURRAY STREET					
Home Station/Headquarters		HOBART.		Date: 1 / 4 / 14		Time: 09:00	
<b>PART 3 - Defect Category</b> Minor <input checked="" type="checkbox"/> Major <input type="checkbox"/> Defect Label Attached <input type="checkbox"/> Formal Warning <input type="checkbox"/>							
<input type="checkbox"/> <b>MAJOR DEFECT HEAVY VEHICLE ONLY</b>		This heavy vehicle must not be used on a road except to move it to the following one or more stated locations _____ and in one or more ways 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 to be inspected, for the purpose of having the defect notice cleared.					
<input checked="" type="checkbox"/> <b>ALL OTHER DEFECTS</b>		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: 09:00 on Date: 4 / 4 / 14 unless the relevant repairs have been undertaken to rectify the vehicle defects.					
<b>CONDITIONS</b>							
<b>INSPECTION REQUIREMENTS</b>		<input type="checkbox"/> Registered Operator declaration (Part 4 Below) <input type="checkbox"/> Defect Inspection at: <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input checked="" type="checkbox"/> Full Roadworthiness Inspection at: <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)					
<b>Failure to clear this defect notice may result in the registration being suspended and subsequently cancelled.</b>							
<b>SEE OVER FOR MORE INFORMATION</b>							
<b>PART 4 - Declaration vehicle faults have been repaired.</b> (Minor Defects only - to be completed and returned by Registered Operator)							
I, the Registered Operator, declare that the vehicle faults listed in this Notice have been corrected.							
Name of Registered Operator (Print)		Position of Representative (Organisation)		Signature		Date	
<b>PART 5 - Certificate of Inspection</b> (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, and where applicable General Inspection Report AB _____ has been completed.							
Signature		VE Number		Date		Station Stamp	

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## Example of Major Defect

 <div style="display: inline-block; vertical-align: middle;"> <p>Department of State Growth</p> </div>		<h1 style="margin: 0;">Vehicle Defect Notice</h1> <h2 style="margin: 5px 0 0 0; color: red;">484048</h2>		 <p style="margin: 0;">Registered Operators Copy</p>
<b>PART 1 - Vehicle/Driver</b> If you are not the Registered Operator you must give this notice to the Registered Operator				
Registration/Permit No.	Expiry Date	State	Make/Category	Driver/Registered Operator
AB1111	11/11/14	TAS	TOYOTA	JOSEPH JOHN SMITH
VIN/Chassis No.	TIN (if issued)		Licence No.	
6T1585V2109014156	104107846		A90901	
<input type="checkbox"/> <b>Defect Notice (Heavy Vehicle):</b> 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) as applied by the Heavy Vehicle National Law (Tasmania) Act 2013.				<b>Inspection Type</b> <input checked="" type="checkbox"/> Random <input type="checkbox"/> Scheduled <input type="checkbox"/> Vehicle Unattended
<input checked="" type="checkbox"/> <b>Defect Notice (Light Vehicle):</b> 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.				
<b>PART 2 - Description of Faults</b>				
BRAKE PEDAL TRAVELS TO FLOOR				
Issued by (Signature)  AO/Police ID No. 631				
Street and Place of Issue MURRAY STREET				
Home Station/Headquarters HOBART Date of issue 1 / 4 / 14 Time of issue 09:00				
<b>PART 3 - Defect Category</b> Minor <input type="checkbox"/> Major <input checked="" type="checkbox"/> Defect Label Attached <input checked="" type="checkbox"/> Formal Warning <input type="checkbox"/>				
<input type="checkbox"/> <b>MAJOR DEFECT HEAVY VEHICLE ONLY</b>  <input checked="" type="checkbox"/> <b>ALL OTHER DEFECTS</b>	This heavy vehicle must not be used on a road except to move it to the following one or more stated locations _____ and in one or more ways 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 to be inspected, for the purpose of having the defect notice cleared.			
	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: 09:00 on Date: 1 / 4 / 14, unless the relevant repairs have been undertaken to rectify the vehicle defects.			
<b>CONDITIONS</b>	VEHICLE IS NOT TO BE DRIVEN UNTIL RECTIFIED			
<b>INSPECTION REQUIREMENTS</b>	<input type="checkbox"/> Registered Operator declaration (Part 4 Below) <input checked="" type="checkbox"/> Defect Inspection at: <input checked="" type="checkbox"/> Light Vehicle Approved Inspection Station (LVAIS) <input type="checkbox"/> Full Roadworthiness Inspection at: <input type="checkbox"/> Heavy Vehicle Approved Inspection Station (HVAIS)			
<b>Failure to clear this defect notice may result in the registration being suspended and subsequently cancelled.</b>				
<h2 style="margin: 0;">SEE OVER FOR MORE INFORMATION</h2>				
<b>PART 4 - Declaration vehicle faults have been repaired.</b> (Minor Defects only - to be completed and returned by Registered Operator)				
I, the Registered Operator, declare that the vehicle faults listed in this Notice have been corrected.				
Name of Registered Operator (Print)	Position of Representative (Organisation)	Signature	Date	
<b>PART 5 - Certificate of Inspection</b> (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, and where applicable General Inspection Report AB _____ has been completed.				
Signature	VE Number	Date	Station Stamp	

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# 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 LVAIS for a “Vehicle call-in” Inspection. The registered operator will be sent a letter and inspection report (see sample letter in this chapter) 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 LVAIS 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 Registration & Licensing Services on 6166 4965 to obtain a copy.
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 10 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:

Registration & Licensing Services 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.

## Sample Call-In Letter

### Department of State Growth

Registration and Licensing Services

GPO Box 1002, Hobart TAS 7001

Ph: 1300 13 55 13

Email: [vehicle.callins@stategrowth.tas.gov.au](mailto:vehicle.callins@stategrowth.tas.gov.au)

Web: [www.stategrowth.tas.gov.au](http://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 2017



## Sample of Call-In Letter

### VEHICLE INSPECTION REPORT

To be completed by Authorised Vehicle Examiner.

I have conducted a full roadworthiness inspection on a **Toyota utility** registration number **AA1111**, on \_\_\_\_/\_\_\_\_/\_\_\_\_ and the vehicle **passed/failed\*** the inspection. General Inspection Report AB\_\_\_\_\_ has been completed. Particular attention was given to the alleged faults of inefficient exhaust system.

.....  
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:**

**Attn: Registration and Licensing Services Department of State Growth  
GPO Box 1002  
HOBART TAS 7001.  
vehicle.callins@stategrowth.tas.gov.au**

# 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 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
- Full identity and compliance inspection as ordered by Police/Transport Inspectors
- Twelve month inspection of driving school vehicles
- Full roadworthy for defect clearance
- Ride Source Platform Providers – **Type 2 Service Providers Only**

### 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

### Registered operator

Name and address of registered operator to be completed.

### Vehicle Details

Registration Number – Current registration number of vehicle.

### Month & year

Insert month & year from identification (Compliance) plate

### State

State vehicle registered in

### Make

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

### Model

Model of vehicle

### GVM/GCM

If applicable

### 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 identification plate can be used as a means to verify that the VIN recorded on the body/chassis is the same.

*Note: To avoid registering an incorrect VIN the numbers and letters must be distinguishable. Following are*

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

examples of the numbers/digits, which are difficult to distinguish and the correct way to enter them.

All vehicles built from 1989 onwards must have a VIN.

### Seating capacity

Record seating capacity from identification (compliance) plate.

## 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'.

## Cylinder/Rotor

Write in the number of cylinders/rotors of the engine

## Capacity

Record engine capacity (motorcycles only)

## Odometer

Record odometer reading, do not round up or down

## Old engine number if known

Only required if an engine change

## Type of Inspection

Tick the type of inspection or tick other and write the type of inspection in the space provided.

## Inspection report

Indicate whether vehicle:-

- Passed inspection
- Failed inspection
- Passes second inspection

## Reason for failure

- Document reasons for failure
- Date failed
- VE number

## Vehicle passed inspection

- Complete declaration
- Stamp AIS stamp in Stamp of Approval

## 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.

*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,

## Engine Change

There are currently two types of engine changes:

**TYPE 1:** Direct exchange engine or original manufactures optional engine for exact same make/model/variant. These can be approved by a LVAIS. This exchange process is NOT deemed a 'modification' & may be approved by a LVAIS via a General Inspection Report (AB) process.

**TYPE 2:** Non-standard change. This must be referred to an AVC for formal modification certification as different from original manufacturer specifications. This process confirms that the engine is completed in accordance with the requirements of VSB-14 which is the National Code of Practice (NCOP) for light vehicle modifications. The NCOP can be accessed on the Government website at:

[https://infrastructure.gov.au/roads/vehicle\\_regulation/bulletin/vsb\\_ncop.aspx](https://infrastructure.gov.au/roads/vehicle_regulation/bulletin/vsb_ncop.aspx)



## 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.

## Inspection in relation to Ride Source vehicles – Type 2 Service Providers Only

A ride source vehicle will require an initial roadworthiness inspection and then an inspection every 12 months thereafter. Some of the Ride Source Platform Providers to date are Uber, Shebah & Hi Oscar.

A General Inspection report is to be completed as well as a Vehicle Inspection Checklist – the inspection type "ride source" is to be recorded under OTHER in TYPE OF INSPECTION.

On completion of the inspection the VE is to provide the vehicle operator with the Original (grey) and Duplicate (blue) copies of the General Inspection report and retain the Triplicate (red) copy in the inspection book.

Once passed, the VE will affix a "Small Passenger Vehicle Label" to the vehicle in the same manner as taxi etc. (see Chapter 11 of this manual). The label number will need to be written in the description box. (see example of a ride source inspection report in this Chapter)

### INSPECTION LABEL

See Chapter 11

## Inspections in Relation to Driving School Vehicles

Where driving school vehicles require a scheduled twelve monthly inspection, approved LVAIS, type 5 may undertake this type of inspection.

A general inspection report is to be completed - the inspection type 'driving school vehicle' is to be recorded under OTHER in TYPE OF INSPECTION.

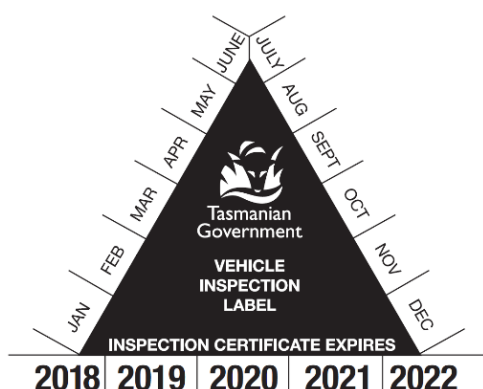
Any defect, which meets reason for rejection under the 'Light Vehicle Inspection manual', must be recorded as failed.

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 Registration & Licensing Services within seven days of inspection.




REG. No .....

DATE INSP. ....

INSPECTED BY .....

PLACE .....

# Example of a completed General Inspection Report for an Engine Replacement Inspection



## GENERAL INSPECTION REPORT

(for currently registered vehicles only)

AB

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, L, enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (publicly available 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 Motors

ADDRESS 1 Main Street, New Town

**VEHICLE DETAILS**

REGISTRATION NUMBER AA1234 MONTH & YEAR 5/14 START TR5

MAKE Holden MODEL Commodore CVM / CDM -

VIN 6H8VN194L270210 MANUFACTURED SEATING 5

ENGINE NO: VH095995 CYLINDER / HORSES 6 SEATING CAPACITY 5

EXHAUST 110, 210 OLD ENGINE NUMBER IF EXIST VH095642 CAPACITY 3.9L

**TYPE OF INSPECTION**

☒ ENGINE REPLACEMENT

☐ SPECIALIST MODIFICATION/REPAIR (e.g. Lighting, Body)

☐ 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	2ND		1ST	2ND		1ST	2ND
	NSP	NSP		NSP	NSP		NSP	NSP
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"/>	BODYWORK	<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"/>	TURNABLE	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE FITMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RING PIN	<input type="checkbox"/>	<input type="checkbox"/>

**INSPECTION REPORT**

PASSED INSPECTION ☒ FAILED INSPECTION ☐ PASSED SUBSEQUENT INSPECTION ☐

Reason for Failure \_\_\_\_\_

DATE FAILED 1 / 1 / \_\_\_\_\_

VE NO \_\_\_\_\_

John Citizen INSPECTED THE ABOVE VEHICLE ON 1/3/19

AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS OF THE VEHICLE AND TRAFFIC ACT (1998) AND THE REGULATIONS TO BE ACCEPTABLE FOR REGISTRATION.

SIGNATURE [Signature] VE. NUMBER 123

**SMITHS GARAGE**

INSPECTION STATION

**AIS 124**

Midland Highway,


Richville

Only if vehicle is inspected

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Registration & Licensing Services, GPO Box 536 Hobart 7001.  
Service Tasmania Please return this Form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days

ORIGINAL

# Example of a completed General Inspection Report for Full Roadworthiness Inspection



## GENERAL INSPECTION REPORT

(for currently registered vehicles only)

AB

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 (including the Vehicle and Traffic Act 1996 and associated laws). Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, Licensing Services, 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 Act 2014 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 John Smith

ADDRESS 1 Main Road, New Town

**VEHICLE DETAILS**

REGISTRATION NUMBER A81235 MONTH & YEAR 5/14 STATE TAS

MAKE Holden MODEL Commodore GVM / GCM -

VIN 6W8V2N19H4L2702191 MANUFACTURED SEATING 5

ENGINE NO. VH095998 CYLINDERS / MOTORS - SEATING CAPACITY 5

ODOMETER 123,456 OLD ENGINE NUMBER IF ANY - CAPACITY 3.9L

**TYPE OF INSPECTION**

☐ ENGINE REPLACEMENT

☐ SPECIALIST MODIFICATION/REPAIR (e.g. Lighting, Body)

☒ 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	2ND		1ST	2ND		1ST	2ND
	INSP	INSP		INSP	INSP		INSP	INSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WIPER/WIPERS WAGERS	<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"/>	BODYWORK	<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"/>	HORN PIN	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**INSPECTION REPORT**

PASSED INSPECTION ☒ FAILED INSPECTION ☐ PASSED SUBSEQUENT INSPECTION ☐

Reason for Failure \_\_\_\_\_ DATE FAILED   /  /   VEHICLE NO \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

John Citizen INSPECTED THE ABOVE VEHICLE ON 02/3/19

AND TO THE BEST OF MY KNOWLEDGE FOUND IT TO COMPLY WITH THE REQUIREMENTS OF THE VEHICLE AND TRAFFIC ACT (1996) AND THE REGULATIONS TO BE ACCEPTABLE FOR REGISTRATION

SIGNATURE [Signature] VEHICLE NUMBER 123

**SMITH'S GARAGE**

**INSPECTION STATION**

**AIS 124**

Midland Highway,


Only if vehicle is available for inspection

Vehicle Examiners: Please forward all Dangerous Goods Inspection reports to Registration & Licensing Services, GPO Box 536 Hobart 7001.  
Service Tasmania: Please return this form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days

ORIGINAL



## Example of a completed General Inspection Report for Other Inspection i.e. Ride Source Vehicle



### GENERAL INSPECTION REPORT

(for currently registered vehicles only)

AB 00000

**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, 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 Joe Citizen

ADDRESS \_\_\_\_\_

**VEHICLE DETAILS**

REGISTRATION NUMBER C53ZJ MONTH & YEAR 12/12/12 STATE TAS

MAKE Nissan MODEL Tida GVM / GCM \_\_\_\_\_

VIN: MNTFBAC11A0023327 MANUFACTURED SEATING 5

ENGINE NO: 089386R CYLINDER / ROTORS 4 SEATING CAPACITY 5

ODOMETER 129578 OLD ENGINE NUMBER IF KNOWN \_\_\_\_\_ CAPACITY \_\_\_\_\_

**TYPE OF INSPECTION**

- ☐ ENGINE REPLACEMENT
- ☐ SPECIALIST MODIFICATION/REPAIR (e.g. Lighting, Body)
- ☐ FULL ROADWORTHINESS INSPECTION
- ☐ DANGEROUS GOODS
- ☒ OTHER (Please Specify) Ride Source

**Description of Modification/Engine Change (if applicable)**

Label - 052762

**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"/>	BODYWORK	<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"/>	TUNTABLE	<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 ☐ PASSED SUBSEQUENT INSPECTION ☐

Reason for Failure \_\_\_\_\_ DATE FAILED 8/3/18 V E NO \_\_\_\_\_

John Citizen INSPECTED THE ABOVE VEHICLE ON 8/3/18

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

STAMP OF APPROVED  
INSPECTION STATION

**AIS 124**

Midland Highway,  
Ponsonville

Only if vehicle passes inspection

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Registration & Licensing Services, GPO Box 536 Hobart 7001.  
*Service Tasmania* Please return this Form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days

ORIGINAL:

## Example of a completed General Inspection Report for Other Inspection i.e. Driving School Vehicle

**Tasmanian Government**

# GENERAL INSPECTION REPORT (for currently registered vehicles only)

**AB**

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, L endorsement agencies, the Motor Accident Insurance Board, vehicle manufacturers (body 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 Street, New Town

**VEHICLE DETAILS**

REGISTRATION NUMBER AB1234 MONTH & YEAR 3/14 STATE TAS  
MAKE Holden MODEL Commodore OWN / GEN -  
VIN 6H8VNI94L2792181 MANUFACTURED SEATING 5  
ENGINE NO. VH695998 CYLINDER / VALVES - SEATING CAPACITY 5  
COLOUR 123, 457 IS THERE A NUMBER IF EXACTLY - CAPACITY 3.9L

**TYPE OF INSPECTION**

☐ ENGINE REPLACEMENT  
☐ SPECIALIST MODIFICATION/REPAIR (e.g. Lighting, Body)  
☐ FULL ROADWORTHINESS INSPECTION  
☐ DANGEROUS GOODS  
☒ OTHER (Please Specify) Driving School

**Description of Modification/Engine Change (if applicable)**

**INSPECTION CHECK LIST - To be completed for all inspections**

	1ST	2ND		1ST	2ND		1ST	2ND
	INSP	INSP		INSP	INSP		INSP	INSP
BRAKES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EXHAUST SYSTEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WINDSCREEN 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"/>	DRIVELIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BODYWORK	<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"/>	TURNABLE	<input type="checkbox"/>	<input type="checkbox"/>
ENGINE FIRMENT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HORN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	WING PIN	<input type="checkbox"/>	<input type="checkbox"/>

**INSPECTION REPORT**

PASSED INSPECTION ☒ FAILED INSPECTION ☐ PASSED SUBSEQUENT INSPECTION ☐

Reason for Failure \_\_\_\_\_ DATE FAILED / / VEHICLE NO \_\_\_\_\_

Signature John Gibson INSPECTED THE ABOVE VEHICLE ON 2/5/19  
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] VEHICLE NUMBER 123

**SMITHS GARAGE**  
**INSPECTION STATION**  
**AIS 124**  
Midland Highway,  
Only for driving school inspection

Vehicle Examiners Please forward all Dangerous Goods Inspection reports to Registration & Licensing Services, GPO Box 536 Hobart 7001.  
Service Tasmania Please return this form to Registration & Licensing Services GPO Box 536 Hobart 7001 within 7 days



# 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.

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)

### Hire and Drive (H&D) vehicles

A hire and drive vehicle is defined as a vehicle which is hired/rented for reward, for the carriage of passengers, and is driven by the hirer. Vehicles used to carry goods (single-cab utilities, vans and trucks) are not passenger vehicles (for their primary purpose) and therefore are not required to be inspected as hire and drive vehicles.

A dual-cab utility with seating capacity of 5 or more, or a camper van/mobile home, however, is deemed as having a primary purpose of carrying passengers, and therefore is required to be inspected as a hire and drive vehicle if hired or rented for hire and drive purposes.

### Accredited Operators

Operators of SPV's must be accredited under the Transport Passenger Services Accreditation Scheme. It is a requirement that they carry a certificate of accreditation in their vehicle issued under the *Passenger Transport Service (PTS) Act 2011*.

Under no circumstances are VEs to conduct an SPV inspection without firstly sighting the accreditation certificate or having evidence that they are an accredited operator including their accreditation number.

It is not necessary for VEs to satisfy themselves if the conditions of accreditation are being met or if the audit due date or NPC due date are current.

## 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 Department.

## 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 identification 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 to either 8-10 years – 6 monthly inspections.

**Other Small passenger vehicles (SPVs) 9 or fewer seats:** Less than 3 years – initial inspection (see note below for H&D), 3 to 15 years - 12 monthly inspections. Greater than 15 years – 6 monthly inspections

**Large Passenger Vehicles (LPV) 10 or more seats:** Less than 12 months – initial inspection (see note below), 1 to 15 years - 12 monthly inspections. Greater than 15 years – 6 monthly inspections

**Ride source vehicles:** Initial inspection and then 12 monthly inspections thereafter

*Note: Hire & Drive (H&Ds) with less than 10 seats only require a pre-registration inspection if under 3 years of age. No PTS label is affixed to H&Ds until its first inspection after reaching 3 years of age (this does not apply to H&D buses).*

## 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 it's SPV inspection.*

## Inspection process

1. Site Accreditation certificate
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 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 5 business days of inspection (5 business days).

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 years old
- 12 months – vehicles greater than 3 years old and less than 15 years old
- 6 months – vehicles greater than 15 years old

### Notes:

1. To determine age of vehicle refer to the vehicle identification 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 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. Please note it is no longer a requirement to complete the address details.*

## Type of inspection

Tick relevant box

## Vehicle details

Registration Number – current registration number of vehicle. Licence plate number - e.g. HB333 or LHC125.

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:

Non-Conformance Critical

*Note: Non-conformance defects are covered in 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:

### Failed Inspection - 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.

### Failed Inspection - 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 the Departments Web site. 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.

### Ride Source Vehicle

See Chapter 10 for further information.

### Inspection process

1. Site Accreditation certificate
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 Examiners are to nominate that the failed inspections was 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.*

6. Operator is given middle copy.
7. AIS is to forward top copy to AIS Compliance Unit within five working days of the inspection.
8. 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



# INSPECTION REPORT

SPPV

(for Taxis, Luxury Hire Cars, Restricted Hire Vehicles (RHV) and Hire &amp; Drive (H&amp;D))

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 \_\_\_\_\_  
 ACCREDITATION NUMBER 019876  
 VEHICLE INSPECTED AT (LOCATION) Smith's Garage, Pontville

## TYPE OF INSPECTION (tick relevant box)

☒ TAXI ☐ LUXURY HIRE CAR ☐ RHV ☐ H&D ☐ WAT

## VEHICLE DETAILS

REGISTRATION NUMBER A B 1 2 3 4 LICENCE PLATE NUMBER H B 0 1 3  
 Modification Plate No. \_\_\_\_\_ VIN NUMBER: \_\_\_\_\_  
 MONTH & YEAR 11 / 109 of compliance STATE TAS  
 MAKE Ford MODEL FG  
 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 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"/>	BODYWORK	<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

- ☒ PASSED INSPECTION  
☐ FAILED INSPECTION  
☐ NON CONFIRMANCE CRITICAL  
☐ PASSES SECOND INSPECTION

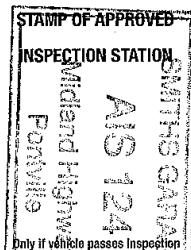
PTS LABEL NO 45678  
 NEXT INSPECTION  
 MONTH & YEAR 1 / 19

I Joseph Smith INSPECTED THE ABOVE VEHICLE  
 ON 3/7/18 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 Joseph Smith 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 Examiners - Please return this Form to Registration & Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days

ORIGINAL: Return to Registration & Licensing Services

Tasmanian  
Government**INSPECTION REPORT****SPPV****(for Taxis, Luxury Hire Cars, Restricted Hire Vehicles (RHV) and Hire & Drive (H&D))**

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 .....

ACCREDITATION NUMBER 019876

VEHICLE INSPECTED AT (LOCATION) Smith's Garage, Pontville

**TYPE OF INSPECTION** (tick relevant box)

☒ TAXI ☐ LUXURY HIRE CAR ☐ RHV ☐ H&D ☐ WAT

**VEHICLE DETAILS**

REGISTRATION NUMBER       LICENCE PLATE NUMBER

Modification Plate No.  VIN NUMBER: 6FPAAJGSW0139876

MONTH & YEAR 3/13 of compliance STATE TAS

MAKE Ford MODEL FG

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 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"/>	BODYWORK	<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**

- ☒ PASSED INSPECTION
- ☐ FAILED INSPECTION
- ☐ NON CONFORMANCE CRITICAL
- ☐ PASSES SECOND INSPECTION

PTS LABEL NO 45678NEXT INSPECTION  
MONTH & YEAR 1/19

Joseph Smith INSPECTED THE ABOVE VEHICLE  
ON 3/7/18 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 Smith 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. ....

**STAMP OF APPROVED**  
**INSPECTION STATION**  
**SMITHS GARAGE**  
**Midland Highway**  
**Pontville**  
**AIS 124**

Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration &amp; Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days

ORIGINAL: Return to Registration &amp; Licensing Services



# SPV Inspection Report – Failed Inspection on Non-conformance defect



## INSPECTION REPORT

SPPV

(for Taxis, Luxury Hire Cars, Restricted Hire Vehicles (RHV) and Hire & Drive (H&D))

**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 Bm Citizen  
 ADDRESS \_\_\_\_\_  
 ACCREDITATION NUMBER 019876  
 VEHICLE INSPECTED AT (LOCATION) Smith's Garage, Portville

### TYPE OF INSPECTION (tick relevant box)

☐ TAXI ☒ LUXURY HIRE CAR ☐ RHV ☐ H&D ☐ WAT

### VEHICLE DETAILS

REGISTRATION NUMBER A B 1 2 3 4 LICENCE PLATE NUMBER 4 A C 0 1 3  
 Modification Plate No. \_\_\_\_\_ VIN NUMBER: \_\_\_\_\_  
 MONTH & YEAR 11/12 of compliance STATE TAS  
 MAKE Holden MODEL VH  
 ODOMETER 153,786 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"/>	BODYWORK	<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

- ☐ PASSED INSPECTION  
☒ FAILED INSPECTION  
☐ NON CONFORMANCE CRITICAL  
☐ PASSES SECOND INSPECTION

PTS LABEL NO. \_\_\_\_\_  
 NEXT INSPECTION  
 MONTH & YEAR 1

I, \_\_\_\_\_, 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)

### Reason for Failure

Headlight Operation  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Signature [Signature] (Time) 09:00 am/pm  
 DATE FAILED 3/7/18 V.E. No. 123 AIS No. 124

### STAMP OF APPROVED INSPECTION STATION

Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration & Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days

ORIGINAL: Return to Registration & Licensing Services





Tasmanian Government

**INSPECTION REPORT****SPPV**

(for Taxis, Luxury Hire Cars, Restricted Hire Vehicles (RHV) and Hire &amp; Drive (H&amp;D))

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 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 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 .....  
 ACCREDITATION NUMBER 019876  
 VEHICLE INSPECTED AT (LOCATION) Smith's Garage, Pontville

**TYPE OF INSPECTION** (tick relevant box)☒ TAXI☐ LUXURY HIRE CAR☐ RHV☐ H&D☐ WAT**VEHICLE DETAILS**

REGISTRATION NUMBER C1922 LICENCE PLATE NUMBER HBA99  
 Modification Plate No. .... VIN NUMBER: .....  
 MONTH & YEAR 4/09 of compliance STATE TAS  
 MAKE Toyota MODEL Corolla  
 ODOMETER 123,567 MANUFACTURED SEATING 9 SEATING CAPACITY 9

**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"/>	BODYWORK	<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 CRITICAL  
☐ PASSES SECOND INSPECTION

PTS LABEL NO. ....

NEXT INSPECTION

MONTH & YEAR 1

I, ....., 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)

**Reason for Failure**Fluid leak left front brake caliper

**STAMP OF APPROVED  
 INSPECTION STATION**

Signature B. M. Citizen (Time) 9:00 am/pm  
 DATE FAILED 3/7/18 V.E. No. 123 AIS No. 124

Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration &amp; Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days

ORIGINAL: Return to Registration &amp; Licensing Services

Tasmanian  
Government**INSPECTION REPORT****SPPV**

(for Taxis, Luxury Hire Cars, Restricted Hire Vehicles (RHV) and Hire &amp; Drive (H&amp;D))

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 .....  
 ACCREDITATION NUMBER 019876  
 VEHICLE INSPECTED AT (LOCATION) Smith's Garage, Pontville

**TYPE OF INSPECTION** (tick relevant box)

☐ TAXI ☐ LUXURY HIRE CAR ☒ RHV ☐ H&D ☐ WAT

**VEHICLE DETAILS**

REGISTRATION NUMBER       LICENCE PLATE NUMBER        
 Modification Plate No.  VIN NUMBER: R607C166894         
 MONTH & YEAR 16 of compliance STATE TAS  
 MAKE Ford MODEL Mustang  
 ODOMETER 65,186 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"/>	BODYWORK	<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**

- ☒ PASSED INSPECTION  
☐ FAILED INSPECTION  
☐ NON CONFORMANCE CRITICAL  
☐ PASSES SECOND INSPECTION

PTS LABEL NO. ....

NEXT INSPECTION

MONTH & YEAR 1

Joseph Smith INSPECTED THE ABOVE VEHICLE  
 ON 3/7/18 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 Joseph Smith 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. ....

**STAMP OF APPROVED**  
**INSPECTION STATION**  
**SMITHS GARAGE**  
**AIS 124**  
**Midland Highway,**  
**Pontville**  
 Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration &amp; Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days

ORIGINAL: Return to Registration &amp; Licensing Services

## 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  
Passenger Transport Services  
Department of State Growth  
GPO Box 536  
HOBART TAS 7001  
Email: [operator.accreditation@stategrowth.tas.gov.au](mailto:operator.accreditation@stategrowth.tas.gov.au)

#### Vehicle details

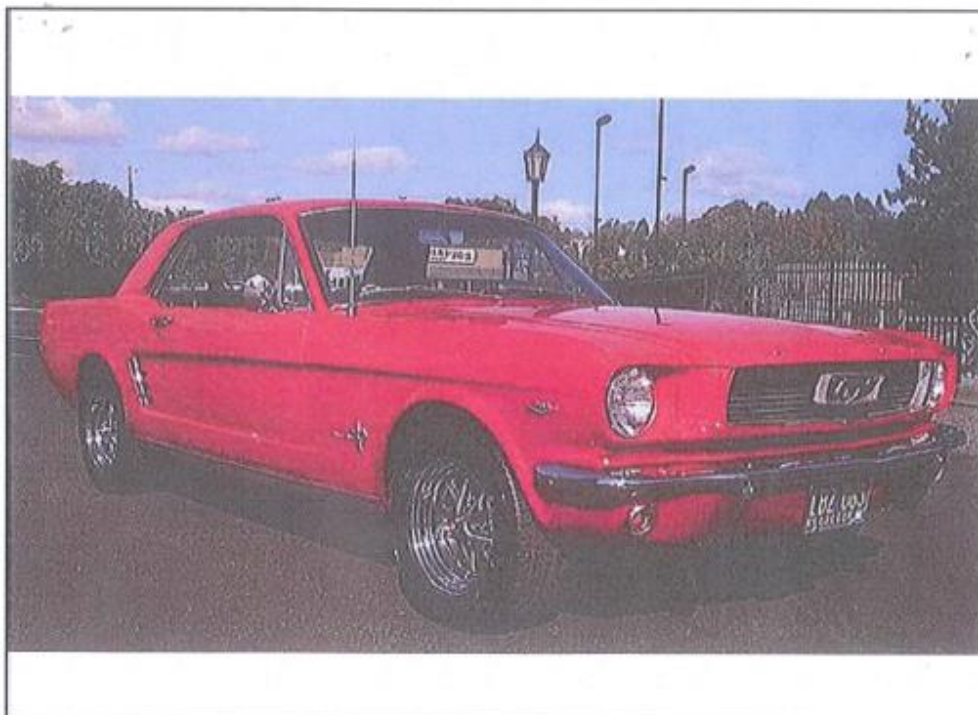
Make: FORD

Model: MUSTANG

Month/Year: 12/66

VIN/Chassis No.

R	6	0	7	C	1	6	6	8	9	4						
---	---	---	---	---	---	---	---	---	---	---	--	--	--	--	--	--



## Completed Restricted Hire Vehicle (RHV) general inspection form

### Attachment

### Restricted Hire Vehicle (RHV) – General – AIS 14

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	
Headlinings 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 Compliance Unit of any vehicle that does not comply with the abovementioned Reasons for Rejection.

Signed.....*[Signature]*.....

VE Number.....123.....AIS Number.....124.....

Date: 16/2/18





Tasmanian  
Government**INSPECTION REPORT****SPPV**

(for Taxis, Luxury Hire Cars, Restricted Hire Vehicles (RHV) and Hire &amp; Drive (H&amp;D))

**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 Acme Rentals  
 ADDRESS \_\_\_\_\_  
 ACCREDITATION NUMBER 019875  
 VEHICLE INSPECTED AT (LOCATION) Smith's Garage, Pontville

**TYPE OF INSPECTION** (tick relevant box)

☐ TAXI ☐ LUXURY HIRE CAR ☐ RHV ☒ H&D ☐ WAT

**VEHICLE DETAILS**

REGISTRATION NUMBER A B 1 2 3 LICENCE PLATE NUMBER             
 Modification Plate No.            VIN NUMBER:             
 MONTH & YEAR 7/18 of compliance STATE TAS  
 MAKE Holden MODEL Commodore  
 ODOMETER 1,156 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"/>	BODYWORK	✓	<input type="checkbox"/>
ENGINE FITMENT	✓	<input type="checkbox"/>	SPEEDO	✓	<input type="checkbox"/>	FIRE EXTINGUISHER	✓	<input type="checkbox"/>

**INSPECTION REPORT**

- ☒ PASSED INSPECTION  
☐ FAILED INSPECTION  
☐ NON CONFIRMANCE CRITICAL  
☐ PASSES SECOND INSPECTION

PTS LABEL NO. \_\_\_\_\_  
 NEXT INSPECTION  
 MONTH & YEAR 9/19

Joseph Smith INSPECTED THE ABOVE VEHICLE  
 ON 29/18 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 Smith 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. \_\_\_\_\_

**STAMP OF APPROVER**

**INSPECTION STATION**  
**SMITHS GARAGE**  
 Midland Highway,  
 Pontville  
**AIS 124**  
 Only if vehicle passes inspection

Vehicle Examiners - Please return this Form to Registration &amp; Licensing Services GPO Box 536 Hobart Tas 7001 within 7 days

ORIGINAL: Return to Registration &amp; Licensing Services



## Small Passenger Vehicle - Non-Conformance Critical Criteria

Group	Inspection Checks	Possible fault	Critical
<b>Engine</b>	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
<b>Exhaust System</b>	Manifold	Loose or leaking joints	Yes
	Pipes/muffler	Holes in exhaust	Yes
<b>Drive line</b>	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
<b>Steering</b>	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
<b>Front axle</b>	King pin and bushes	Excessive wear (Footnote 2)	Yes
<b>Suspension</b>	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
<b>Chassis</b>	Frame	Cracked or unsound	Yes
<b>Wheels and tyres</b>	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
<b>Body</b>	Windows/windscreen	Shattered drivers windscreen	Yes
	Rear vision mirrors	Missing (buses only)	Yes
	Body/floor pan	Structural rust	Yes
<b>Brakes</b>	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
<b>Accessories</b>	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 an identification 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 be 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 and including 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 may 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: [vehicle.registration@stategrowth.tas.gov.au](mailto:vehicle.registration@stategrowth.tas.gov.au)

Vehicle fails

- VE scan application package and email to Vehicle registration at: [VRUdealer@stategrowth.tas.gov.au](mailto:VRUdealer@stategrowth.tas.gov.au)
- 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



## APPLICATION FOR TYPE APPROVAL NUMBER

For office use only:  
TAN number:

### Section 1. Vehicle Type

Light Trailers and Caravan

### Section 2. Contact Details

Dealer Name

Acme Trailers 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

Horse Float

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

Make

Acme

Model

Grand

Gas Compliance Approval No

N/A

Electrical Compliance Approval No

N/A

Unladen Mass (Tare) kg

520

Gross Trailer Mass (GTM) kg

2000

Aggregate Trailer Mass (ATM)

2100

No. of Axles

2

No. of Wheels

4

Wheel Width & Diameter

Standard

14x7

Optional

Tyre Size

Standard

185/70ZR14

Optional

Load Rating kg

Standard

530

Optional

Brakes Fitted

Yes

Brake Type

Hydraulic Override

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

Location of Vehicle Identification Number

Drawbar

Location of Trailer Plate & Tyre Placard

Drawbar



## 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

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

2

**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 Cihzen* 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 *John Cihzen* ..... 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: [VRU@stategrowth.tas.gov.au](mailto:VRU@stategrowth.tas.gov.au) upon the vehicle passing or failing inspection.



## 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

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

Toyota

Model

Himan

Series

120

Year

07/15

No. of Axles

2

No. of Wheels

4

Wheel Base (in mm)

2100

Drive Train

4x4

Cab Type

Dual Cab

#### Section 4.1

##### Vehicle Details

##### Vehicle Tray Details

Make of Tray

Acme

Model of Tray

Grand

Type (eg. Drop Side Flat Tray)

Flat tray

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

Steel

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

1015

Tray Length (in mm)

1950

Tray Width (in mm)

2010

Total Vehicle Length (Tray Fitted)

3015

Compliance Plate Location

Firewall

Compliance Plate Approval Number

21111

Vin Location

Right side rail

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 taillights

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

**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. ....

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](mailto:VRU@stategrowth.tas.gov.au)  
upon the vehicle passing or failing inspection.







Produced by  
Registration and Licensing Services  
Department of State Growth

GPO BOX 536  
Hobart Tasmania 7001

Phone: 03 6166 3271

Email: [ais@stategrowth.tas.gov.au](mailto:ais@stategrowth.tas.gov.au)

This manual is available online at:  
[www.transport.tas.gov.au/vehicle\\_inspections](http://www.transport.tas.gov.au/vehicle_inspections)