

Authorised
inspection
station scheme



Version 2

2010

Business rules for the Authorised
Inspection Station scheme



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Glossary

Acronyms and information

ACIS – Authorised Crane Inspection Station.

ADR - Australian Design Rule, means a national standard made under the Motor Vehicle Standards Act 1989 for the construction and performance of vehicles

AGIS- Authorised Gas Inspection Station

AIS – Authorised Inspection Station

ASCIS – Authorised Safety Check Inspection Station

ATM – Aggregate Trailer Mass, means the manufacturer's maximum laden mass for a trailer plus the load imposed onto its coupling when the trailer is coupled to its towing vehicle.

AUVIS – Authorised Unregistered Vehicle Inspection Station (light vehicles)

CNG - Compressed Natural Gas, also called Natural Gas for Vehicles

ECS - Engineering Certification Scheme

GCM - Gross Combination Mass, means the greatest possible sum of the maximum loaded mass of the motor vehicle and of any vehicles that may lawfully be towed by it as specified by the motor vehicle's manufacturer

GTM – Gross Trailer Mass, means the manufacturer's maximum laden mass for a trailer weighed at the trailer axles when it is coupled to its towing vehicle

GVM – Gross Vehicle Mass, means the manufacturer's maximum laden mass of a motor vehicle

HVAIS – Heavy Vehicle Authorised Inspection Station

IVR - Interactive Voice Response

LPG – Liquid Petroleum Gas

MVRIA - Motor Vehicle Repair Industry Authority. (an agency of the Office of Fair Trading)

NGV - Natural Gas for Vehicles, also called Compressed Natural Gas

NVDS – New Vehicle Data Sheet (see Data Sheets)

OFT- Office of Fair Trading

PIN – Personal Identification Number

RAWS – Registered Automotive Workshop Scheme (see SEVS)

RTA - Roads and Traffic Authority of New South Wales

RVDS – Road Vehicle Descriptor Sheet (see Data Sheets)

SEVS - Specialist and Enthusiast Vehicle is a vehicle that is eligible to be imported by a Registered Automotive Workshop (RAW) or by a company applying for a New Low Volume Compliance Plate Approval. It does not infer that there is a current approval for that particular vehicle.

VSCCS – Vehicle Safety Compliance Certification Scheme

VIB – Vehicle Inspectors Bulletins (issued by RTA)

VIIU – Vehicle Identification Inspection Unit

VSB – Vehicle Standards Bulletin are national codes of practice (issued by the federal government). Refer to Appendix I-L

VSI – Vehicle Standards Information (issued by RTA)

WOV – Written Off Vehicle

Classes of vehicles

Bus – A vehicle which has 10 or more seating positions (including the driver)

Crane- A vehicle built specifically for raising or lowering a load and moving it horizontally comprising of permanently mounted superstructure with no pay load carrying capacity apart from the equipment associated with its use.

Heavy vehicle - means a vehicle that is over 4.5 tonnes GVM or a vehicle that is 5 tonnes tare or more, a bus 2.5 tonnes tare or more or any vehicle fitted with power operated brakes†

Implement - means a motor vehicle which comprises an excavator, road grader, road roller, bulldozer, forklift truck or other machinery or apparatus and is not constructed on a chassis of a type normally used in the construction of a motor lorry.

Light trailer – see Trailer.

Light vehicle - includes motor vehicles up to 5 tonnes tare (not fitted with power operated brakes†)

† some sedan type vehicles are fitted with a type of power operated brake system but are still classified as light vehicles and can be inspected by an ASCIS

Mid-size trailer – These trailers are specifically covered by the Mid-size trailer scheme. See trailer class definition.

Passenger Car - A passenger vehicle, not being an off-road passenger vehicle or a forward-control passenger vehicle, having up to 9 seating positions, including that of the driver.

Motor cycle - is a motor vehicle which has two wheels or, if a side-car or side box is attached, has 3 wheels, and includes a motor tricycle.

Plant vehicle – a vehicle which, instead of load space, has special machinery fixed to it, such as an air compressor, concrete mixer or drilling rig.

Prime mover - a motor vehicle built to tow a semi-trailer.

Semi-trailer - a trailer that has:

- one axle group or single axle towards the rear, and
- a means of attachment to a prime mover that would result in some of the load being imposed on the prime mover.

Trailer - means a vehicle without motive power of its own, designed to be towed by a vehicle, and includes a semi-trailer.

- **Heavy trailer** - a trailer with a GTM exceeding 4500 Kg.
- **Mid-size trailer** – a trailer with a ATM of up to 4500 Kg or fitted with independent brakes*.
- **Light trailer** – a trailer with a GTM of 2000 Kg tonnes or less and **not** fitted with breakaway brakes*.

*refer to Braking system definitions

Truck - means a motor vehicle constructed principally for the conveyance of goods.

Definitions

ADR Check – An inspection of one or more items which are covered by an ADR standard. Authorised Examiners should refer to the ADR applicability dates in Appendix 2-C when conducting Safety Check inspections, and the Design Check standards when conducting AUVIS/HVAIS-related inspections.

Alternative Nominee – a person nominated by the Proprietor to undertake the role and responsibilities of the Proprietor when they and the Nominee are unavailable. The Alternate Nominee must be accredited by the RTA.

Authorised Examiner - a person authorised by the RTA to conduct inspections and tests of registrable vehicles at authorised inspection stations and to issue inspection reports relating to those inspections.

Authorised Officer - a person authorised by the RTA to carry out audits and investigations into AIS related matters.

Autogas - Gas fuels (such as LPG and CNG) used in vehicles.

Braking systems

For the purpose of these rules, braking systems are defined as follows:

Hauling vehicle service brakes

- **Manually operated brakes** - are those systems in which all of the braking effort is provided by the driver of the vehicle, normally through the pedal.
- **Power assisted hydraulic brakes** - are those braking systems in which an energy source is used to provide part of the braking effort. (This is normally air-assisted for heavy vehicle, and vacuum assisted for light vehicles).
- **Power operated brakes** - are those systems normally used on heavy commercial vehicles and in which the total braking effort is supplied directly by the power source. (In such systems, the driver operates the system by controlling the energy source which is usually compressed air).

NOTE: The essential difference between power-assisted and power-operated, is that power-assisted brakes will still function even if air or vacuum is lost, whereas power brakes will not (in most cases the loss of air in a power brake system will result in park brakes being automatically applied)

Trailer brakes

- **Independent brakes** means brakes that are activated by the driver of the motor vehicle towing the trailer from the driving position and will operate whether or not the vehicle is moving
- **Over-ride brakes** means brakes that are activated by the movement of the trailer relative to the motor vehicle towing the trailer
- **Breakaway brakes** means brakes that operate automatically and quickly if the trailer breaks away from the towing vehicle

Certificate of Appointment- document issued by the RTA to demonstrate the station and Proprietor are accredited under the AIS scheme.

Compliance Appraisal – Part of an establish registration inspection carried out by an AUVIS. This check is to identify any modifications which may impact on the design of the vehicle.

Compliance Plate - see Identification Plate

Compliance Plate Approval Number (CPA No.) A number allocated by Federal authorities and is unique to a particular vehicle model. The issuing of a CPA number denotes an acceptable level of compliance with the Australian Design Rules has been proven.

Data Sheets – (includes RVDS, NVDS, RTA Vehicle Specification Sheets, RTA Makes & Model sheets) – These documents contain specifications and other information which are required for certain inspections on vehicles at AUVIS. The RVDS are issued by the Commonwealth Department of Transport and Regional Services. The term 'data sheet' includes electronic editions.

Date of Manufacture

- **Compliance plate date** – the date on which the vehicle is available in Australia in a condition that will enable it to be registered.
- **Build Date** – the date that the vehicle was actually manufactured, not the year the model came on the market.

In most cases, these two dates will be the same. There will be instances, such as where a vehicle is imported into Australia, and the compliance plate will indicate the date the vehicle was shown to comply with the relevant ADRs rather than when it was manufactured.

Design Check – an inspection of a motor vehicle to establish it's compliance with the design check component of the Rules for AIS.

Engineering Certificate – a document prepared and signed by an RTA Engineering Signatory which certifies that a vehicle complied at the time the certificate was issued, or continues to comply with the applicable construction and performance standards.

Evaluation Vehicle – a vehicle granted temporary import approval by the Australian Government for test and evaluation purposes only. Usually a prototype or pre-production vehicle substantially different from any vehicle in current Australian or overseas production.

Can be either:

- **An Engineering Evaluation vehicle**-used for evaluation and development of vehicle components or systems.
- **A Market Evaluation vehicle** –used for public display , news media exposure and other activities associated with the assessment of its viability for the Australian market.

Engineering Signatory – a suitably qualified person who is accredited by the RTA to assess a vehicle's level of compliance with ADRs and Road Transport (Vehicle Registration) Regulations and issue an engineering certificate where appropriate.

Entity Number – a number allocated to a Proprietor or Authorised Examiner for administrative purposes.

Identification Plate – a plate declaring the status of a road vehicle in relation to the national standards and approved to be placed on vehicles of that type or description under procedures and arrangements provided for in Federal legislation. Identification Plates are **usually referred to as** Compliance Plate.

Identity Check – an inspection of the identifiers (engine number, chassis/frame number, VIN, compliance plate numbers) of a motor vehicle to establish its identity.

Individually Constructed Vehicle (ICV)-refers to vehicles built on specially constructed floor pans or chassis. Some extensively modified production vehicles are also classified as ICVs. These vehicles must comply with current design and safety standards as well as meeting recognised standards for strength and controllability.

Inspection Report- completed by an Authorised Examiner to record the results of an inspection. The Inspection Report can be in electronic or paper format.

Interstate Vehicle – any vehicle which is registered in an Australian State or Territory other than NSW.

Laden Mass – the mass of a vehicle and its load.

Modified Vehicle – a production vehicle which has been altered from its original construction. Such a vehicle will need to comply with Road Transport legislation and the applicable Australian Design Rules. The modification may or may not require an engineering certificate depending on the type and extent of the modification.

Minor Modification – a modification carried out to a vehicle which is within the 'owner-certified' scope. They do not affect the level of safety, strength or reliability of vital systems (e.g. brakes, steering) and which have little or no impact on the vehicle's level of compliance with legislation and design rules.

Major Modification – a modification carried out to a vehicle involving the replacement of a vehicle system or changes which affect the vehicle's level of compliance with legislation and design rules and falls within the 'engineer certified' modification. Major modifications require certification by an engineering signatory.

Overall Vehicle Width – the maximum distance measured across the body including wheel guards, but excluding compliant rear vision mirrors, signalling devices, side-mounted lamps or tyre pressure monitoring devices.

Proprietor - entity responsible for the operation of the AIS

Registered Automotive Workshop (RAWs) - a Workshop that is licensed by the Federal Government to fit magenta import plates to complying imported used vehicles. A RAW must comply with all Federal, State and Local Laws.

Road – an area that is open to or used by the public and is developed for, or has as one of its main uses, the driving or riding of motor vehicles.

Road Related Area -

- an area that divides a road
- a footpath or nature strip adjacent to a road
- an area that is open to the public and is designated for use by cyclists or animals
- an area that is not a road and that is open to or used by the public for driving, riding or parking vehicles
- a shoulder of a road
- any other area that is open to or used by the public and that has been declared in legislation to be an area to which specified provisions of the Act or Regulations governing this scheme apply

Written-off Vehicle – is a vehicle that because of any reason, has been determined to be a total loss by an insurer, auto-dismantler or dealer.

Written-off Vehicle Check – includes Identity check process. When a vehicle has been written-off by an insurance company and repaired or rebuilt, the Authorised Examiner will inspect the vehicle to ensure it is the same vehicle. This is done by close inspection of reported damaged areas to ensure repairs are consistent with the reported damage. Vehicles may be either a:

- **repairable write-off-** means a written-off vehicle that is not a statutory write-off.
- **statutory write-off-** means a vehicles salvage value plus the cost of repairing the vehicle for use on a road, would be more than the market value of the vehicle. The Vehicle Identification Number (VIN) is restricted and is "not to be used for registration again", an example is when the vehicle is so badly damaged it cannot be safely repaired.

Introduction

The Authorised Inspection Station (AIS) scheme is a system, administered by the Roads and Traffic Authority (RTA), under powers granted by the provisions of Road Transport legislation, under which vehicles are inspected for a number of reasons, the most common being for annual renewal, transfer of registration and establishing registration.

With regards to the AIS scheme, the RTA performs the following functions:-

- develops policy, practices and procedures for the AIS scheme, in consultation with stakeholders;
- appoints Authorised Inspection Stations;
- authorises Proprietors, Nominees (and Alternative Nominees), and Examiners;
- controls the issue of inspection reports; and
- monitors and audits the scheme
- Applies and manages sanctions

Reasons for inspections

- to check that vehicles are safe for use on the road;
- to check the level of compliance provided by the manufacturer is maintained;
- to confirm the vehicle's identification for registration and integrity of records purposes; and
- to check vehicles comply with prescribed requirements of Road Transport legislation.

Authorised Inspection Station (AIS)

The types of stations are:-

- **ASCIS – Authorised Safety Check Inspection Station.**

The most common type of AIS, which provides inspection reports for registration renewal and transfer of ownership on the following classes of vehicles:-

- Cars and light commercial vehicles up to 5 tonnes tare except vehicles fitted with power-operated brakes.
- Motorcycles including motorcycle with side-car
- Light trailers and caravans up to 2.0 tonnes gross trailer mass (GTM) except those fitted with breakaway brakes
- Buses up to 2.5 tonnes tare

Inspection types carried out at an ASCIS include

- Safety Check
- Clearance of non design based Defect Notices

ASCIS do not carry out establish registration inspections.

- **AUVIS – Authorised Unregistered Vehicle Inspection Station.**

AUVIS are authorised to conduct inspections on:

- Cars and light commercial vehicles up to 5 tonnes tare except vehicles fitted with power-operated brakes.
- Motorcycles including motorcycle with side-car
- Light trailers and caravans up to 2.0 tonnes gross trailer mass (GTM) except those fitted with breakaway brakes
- Buses up to 2.5 tonnes tare

Inspection types carried out by AUVIS include:

- Safety Check
- Identity Check
- Design Check
- Written-Off Vehicle Check
- Adjustment Of Records
- Clearance of design based Defect Notices

- **HVAIS – Heavy Vehicle Authorised Inspection Station**

Conducts inspections and issues reports on:

- Motor vehicles 4.5 tonnes GVM and over
- Trailers over 2 tonnes GTM
- Trailers with breakaway brakes

Inspection types carried out at a HVAIS include

- Heavy Vehicle Safety Check*
- Identity Check
- Design Check
- Adjustment Of Records
- Clearance of Defect Notices

See appendix 1B for further details on types of HVAIS inspections

ACIS-Authorised Crane Inspection Station

Conducts inspections and issues reports on purpose built and truck based cranes over 12 tonnes GVM which have an axle or axle group over mass.

Fleet inspection station

Fleet only inspection stations are not open to the public. Depending on the circumstances, a fleet station is accredited to inspect vehicles owned by, managed by, or registered to the organisation that operates the AIS and is not authorised to inspect vehicles for the general public.

Personnel

Proprietor / Nominee

- The Proprietor or a Nominee must be at the AIS or available during operational hours
- The Proprietor of an AIS is authorised by the RTA and may be an individual, a partnership, company, council or other legal entity.
- The Proprietor is authorised by the RTA to operate an AIS at a specified location. A Proprietor may be authorised to operate more than one AIS.
- The Proprietor is the person or entity who controls the AIS facility.
- Although a station can only have one Proprietor, a Nominee can be proposed by the Proprietor to fill in for periods of absence
- Where a Proprietor is a not a natural person, (e.g. a partnership) there must be a Nominee appointed.
- A sole trader Proprietor has the discretion to propose a Nominee
- The Proprietor (or Nominee, if applicable) has the day to day responsibility of managing the operation of the AIS.
- The Proprietor is responsible for the Nominee's management and conduct of the AIS.

Alternative Nominee

- A person put forward by the Proprietor of an AIS to act in place of the Nominee to cover annual and other unforeseen leave, when the Nominee is absent from the station.

Unless otherwise stated, all references to the Proprietor's responsibilities described in the AIS Rules also apply to the Nominee and Alternative Nominee.

A Proprietor or a Nominee can also be an Authorised Examiner provided the relevant criterion is met and the proprietor/nominee is appointed as an authorised examiner.

Authorised Examiner –

- Authorised Examiners are appointed by the RTA and must be a natural person.
- It is an Authorised Examiners responsibility to conduct vehicle inspections and prepare Inspection Reports;

- An Authorised Examiner must be of suitable character and have successfully completed the accredited Authorised Examiner's training course and hold an appropriate tradesperson's certificate for the classes of vehicles intended to be inspected.

Administration and sanctions

As the administrator of the AIS scheme, the RTA has procedures for the monitoring, auditing and sanctioning of Proprietors, Nominees and Authorised Examiners.

RTA Authorised Officers will visit stations from time to time and may conduct an audit of the activities.

In accordance with these Rules made under Road Transport legislation, the RTA or NSW Police may impose sanctions or take legal action against a Proprietor, Authorised Examiner or other person for breaches of the legislation or Rules.

The RTA may take action against part or the entirety of the Proprietor's authority.

Committee of Review

The Committee of Review (CoR) was created by statute and comprises representatives of the vehicle repair industry, consumer groups and the RTA. The CoR consider each matter put before it and makes a recommendation to the RTA on an appropriate action. Although the RTA may choose to implement the recommendations of the CoR, it is not bound by the recommendation.

AIS online

AIS online provides internet based communication with AIS and also provides:

- a notice board that provides notification of new publications and rule changes.
- access to RTA publications and forms.
- the ability for Proprietors and Nominees to add and remove Authorised Examiners and alternative nominees from station records and change some station details.

Contacts

From time to time, AIS Proprietors and Authorised Examiners will encounter situations that may appear not to be covered by these Rules. In such cases, these issues should not be put aside or solved by guesswork. Advice must be obtained from the RTA's Technical Enquiries on how to resolve the situation and proceed with the matter.

For all RTA contact numbers refer to Appendix I-L

Revisions to the Rules

These Rules are amended by the RTA from time to time. All revisions are published through AUVIS Bulletins, VIBs or AIS Notices. All revisions are published on the RTA website and are available on AIS Online.

Amendments published by the RTA in AUVIS Bulletins, VIBs or AIS Notices are deemed to form part of these rules, if applicable.

Structure of the AIS Rules

The Rules for Authorised Inspection Stations are split into seven areas, each relating to a particular or specialised branch of the AIS scheme.

- Business Rules
- Light Vehicle Safety Check Standards
- Heavy Vehicle Safety Check Standards
- Design Check Standards
- Identity Check Standards
- LPG/CNG Inspection Standards
- Crane Inspection Scheme Safety Standards

Wherever required, reference must be made to the relevant appendix, as described in the rules.

The following table illustrates the standards required for each scheme associated with the Authorised Inspection Station scheme

<i>Scheme</i>	<i>Standards</i>	Business Rules	LV Standards	HV Standards	Design Check	ID Check	LPG/CNG
ASCIS		✓	✓				*
AUVIS		✓	✓		✓	✓	*
HVAIS		✓		✓	✓	✓	*
ACIS		✓		✓			*

✓ Compulsory standard for specific scheme

* Optional standard for specific scheme

ASCIS Authorised Safety Check Inspection Station

AUVIS Authorised Unregistered Vehicle Inspection Station

HVAIS Heavy Vehicle Authorised Inspection Station

ACIS Authorised Crane Inspection Station

Rules that are specific for schemes

Rules that apply only to a specific scheme will show that scheme name in brackets. For example:

[AUVIS, HVAIS] *A Design Check inspection, when required, must be carried out in accordance with AIS Rules Design Check Standards'*

These rules also apply to Proprietors' Nominees and Alternative Nominees.

The Proprietor, Proprietor's Nominee and Alternative Nominee must comply with all the requirements of the Rules for Authorised Inspection Stations.

Rule I- Business Rules for Proprietors

Rule No

Rule

I.1 General

- Each AIS must have a Proprietor and/or Proprietor's Nominee and at least one Authorised Examiner (this may be the same person)
- The premises must be open to the public for bookings and inspections during normal business hours (unless the AIS is a fleet station)

I.1.1 The AIS examiner can only inspect vehicles and issue inspection reports for which the relevant authority is held.

I.1.2 The station must be licensed by the appropriate motor vehicle repair industry regulatory body



Does not apply to fleet inspection stations, AIS solely undertaking light trailer inspections and AIS located interstate

I.1.3 Free access and full cooperation must be given to RTA Authorised Officers for the purpose of assessing and auditing the operation of the AIS or conducting investigations

I.1.4 The AIS Certificate of Appointment must be prominently displayed at the premises

1.2 Proprietor's responsibilities

- The Proprietor must ensure that Authorised Examiners are accredited by the RTA to carry out inspections at that station
- All RTA issued publications, technical data and workshop manuals (either in hard copy or electronic format) required to perform an inspection are kept up to date, on the premises, and readily accessible during business hours by an Authorised Examiner and for inspection by the RTA.

The Proprietor must:

- 1.2.1 ensure that the AIS is operated in accordance with the AIS Rules
- 1.2.2 ensure that no improper or unauthorised use is made of Inspection Reports and other forms associated with the inspection
- 1.2.3 ensure that all inspections are carried out only at the authorised premises (except brake tests which must be carried out at the approved location) This rule does not apply to ACIS
- 1.2.4 ensure that all inspections are carried out by properly accredited and Authorised Personnel
- 1.2.5 not allow an Authorised Examiner to inspect vehicles if the Proprietor becomes aware of a condition which may affect the examiner's ability to conduct inspections (Refer to Rules 2.1.1 and 2.1.2)
- 1.2.6 not inspect vehicles or issue Inspection Reports unless he/she is also an Authorised Examiner
- 1.2.7 not exercise any influence on an Authorised Examiner to issue an Inspection Report outside the requirements of the AIS Rules
- 1.2.8 supply any report requested by an authorised RTA officer
- 1.2.9 produce suitable identification if required to RTA authorised officers
- 1.2.10 comply with the Terms & Conditions of use for the electronic system (see Appendix I-G)
- 1.2.11 ensure all Inspection Reports are issued electronically unless circumstances are beyond the control of the Proprietor (see Rule 2.4.3)
- 1.2.12 ensure that only authorised users access the electronic system
- 1.2.13 ensure that a copy of any Inspection Reports issued using the electronic system is kept, and filed in a secure location at the AIS in chronological (date) order and surrendered to an RTA authorised officer upon request

Rule I

Business Rules for Proprietors

- 1.2.14 immediately report to the RTA any inappropriate use of the electronic system
- 1.2.15 ensure that no access is permitted to the electronic system whilst the AIS is inactive
- 1.2.16 rectify within five working days (or notify the RTA where this is not possible) of any failure in the equipment required for electronic issued Inspection Reports
- 1.2.17 ensure that no unauthorised use is made of the RTA name or the RTA logo (the words RTA and the triangle logo are both registered trade marks of the RTA)

1.3 AUVIS Proprietor's responsibilities

- When a customer contacts the station to make a booking for an AUVIS inspection, ensure the checklist and/or flowcharts in Appendix I-C are used so the customer can be advised of any necessary supporting documentation, including copies for the AUVIS to retain

In addition to Rule 1.2, the Proprietor of an AUVIS must

- 1.3.1 keep up to date all published hard copies of New Vehicle Data Sheets, Vehicle Specification Sheets, and Road Vehicle Descriptor Sheets or applicable CD of RVDS must be available

1.4 Inspection area requirements

The Proprietor must:

- 1.4.1 ensure a sign which meets the requirements of Appendix I-D is clearly visible from the front of the premises whenever the station is open
- 1.4.2 ensure the inspection area is clear and be of sufficient dimension to allow the safe and effective inspection of vehicles. Refer to Appendix I-J for vehicle dimensions
- 1.4.3 ensure the inspection area does not form part of a Road or Road Related Area, footpath or driveway
- 1.4.4 (if a decelerometer is used to test brake performance) ensure a hard level clear surface, free of gravel or other loose material is available to enable brake tests to be carried out. This area must be at least 100m in length for light vehicles and 350m in length for heavy vehicles
- 1.4.5 **[AUVIS]** ensure an AUVIS facility has inspection facilities comprising as a

Rule I

Business Rules for Proprietors

minimum one inspection area which utilises a pit, hoist or ramps. An AUVIS facility must have off-street parking for unregistered vehicles

1.5 Equipment specifications

- 1.5.1 Each AIS must have, on the premises at all times, the applicable equipment specified in Appendix I-A
- 1.5.2 All equipment required by the RTA, must be in current calibration and maintained in good working order

1.6 Changing AIS details

- 1.6.1 The RTA must be notified of any changes to AIS details, in accordance with Appendix I-E
- 1.6.2 Alterations are not to be implemented until approval has been received from the RTA*



*Alterations made by utilising *AIS online* will be effective immediately the message *"The AIS details have been changed successfully"* is displayed

1.7 Cessation of authority

- 1.7.1 If a Proprietor's authority:
- is cancelled, either in part or in whole, or
 - ceases to operate from its authorised premises, or
 - is relinquished
- the Proprietor must immediately surrender all relevant Inspection Report books and all hard copies of electronic Inspection Reports for the location to which the authority relates, used in the previous 12 months to the RTA
- 1.7.2 If a Proprietor's authority is suspended in part or in whole from the AIS scheme, any unused and/or current Inspection Report books must be surrendered to the RTA
- 1.7.3 If an AIS temporarily ceases inspecting vehicles for more than 14 days for any other reason (absent personnel, defective equipment, pending change of address etc), the RTA must be informed



Inspection Report books returned to the RTA under Rule 1.7.1 will be held by the RTA for three months, after which the appointment may lapse, except in the case of cancellation where the appointment will be cancelled immediately. A new application may be required for the Station and Proprietor for re-entry into the AIS scheme.

1.8 Fees

1.8.1 AIS must not charge more than the maximum fee prescribed by the RTA for each inspection type (Refer Appendix I-F)

**1.9 Inspection Reports
(Refer Appendix I-K)**

- The Proprietor is responsible for the security and accountability of Inspection Report books and hard copies of electronic inspection reports

1.9.1 All hard copies of inspection reports and current/used Inspection Report books/records must:

- be stored in a secure location at the AIS, and
- be retained for a minimum period of 12 months from the date the report was issued

1.9.2 When disposing of Inspection Reports and other documents relating to AIS matters which are in excess of 12 months the procedure in Appendix I-K must be followed

1.9.3 The Proprietor must notify the RTA immediately on the discovery of any lost or stolen unused inspection reports, books or re-order forms

1.9.4 The Proprietor must ensure that a paper Inspection Report book is available on site to be used only in the event of the internet system being unavailable or for inspections not available under the electronic system

Rule 2 Business Rules for Authorised Examiners

Rule 2- Business Rules of Authorised Examiners

Unless specified (e.g. [HVAIS]), an Authorised Examiner in any AIS scheme (ASCIS, AUVIS, HVAIS etc) must comply with all the Business Rules for Authorised Examiner.

Rule No

Rule

2.1 Responsibilities of an Authorised Examiner

- If an Authorised Examiner considers that a vehicle is unsafe in any way not covered by the AIS Rules, the vehicle is not to be passed as safe. In these instances contact must be made with Technical Enquiries.
- The requirements set out in these rules cover the majority of inspection checks. If an Authorised Examiner has any doubts about any vehicle standard, inspection procedure or AIS Rule, contact Technical Enquiries
- The RTA may impose conditions on any accreditation which may alter the Authorised Examiner's authority
- These rules apply to all makes and models of vehicles. However, there may be situations where manufacturers' specifications and guidelines appear to conflict with the rules. In these instances contact Technical Enquiries
- An Authorised Examiner can only conduct an inspection and complete/issue Inspection Reports at an AIS where he/she is appointed
- An Authorised Examiner must continually hold a current Tradesperson's Certificate for the class of vehicle he/she is authorised and accredited to inspect.

An Authorised Examiner must:

- 2.1.1 be in an able condition, physically and mentally to carry out inspections to the required standard. This includes the capability to accurately record vehicle identification numbers or letters. The Authorised Examiner must:
- if taking medication, read the instructions for its use and, if in doubt, not continue inspecting without a doctor's confirmation that the medication will not affect the ability to test;
 - not inspect vehicles if recovering from illness or injury, unless confirmed as fit to do so;
 - not inspect any motor vehicle if under severe emotional stress likely to affect ability; and
 - not inspect any motor vehicle if affected by alcohol or other substances

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- 2.1.2 notify the Proprietor of their inability to inspect vehicles due to any of the circumstances in Rule 2.1.1



For chronic conditions, the RTA will consider individual circumstances on their own merit and may request supporting medical submissions and opinions

- 2.1.3 conduct a thorough inspection of vehicles in accordance with the applicable standard of the AIS Rules, RTA issued publications, technical bulletins and other requirements of the AIS scheme



NOTE: Vehicle Inspector's Bulletins (VIB), AIS Notices and AUVIS Bulletins form part of the AIS rules, and any directions contained in these must be applied in the same manner as a rule. Vehicle Standards Information (VSI) sheets are published for general information, but where referred to in the rules, also become part of the AIS rules in the same way as a VIB

- 2.1.4 **[Safety Check Inspections – Light & Heavy Vehicles]** verify the identification of the vehicle against the registration number, by comparison of the VIN/Chassis Number on the registration label or certificate with that on the vehicle



NOTE: An Authorised Examiner does not have the authority to demand the certificate of registration. If a registration label is not available, the onus is on the vehicle owner to provide acceptable documentation for verification.

- 2.1.5 use the compulsory equipment as detailed in Appendix 1-A where applicable
- 2.1.6 inspect only the classes of vehicle for which accreditation has been issued
- 2.1.7 hold a current Tradesperson's Certificate for the class of vehicle he/she is authorised and accredited to inspect
- 2.1.8 conduct all inspections within the approved inspection area, with the exception of brake tests, which must be conducted in accordance with Rule 2.1.10
- 2.1.9 ensure they comply with all road rules when driving on a road or road related area
- 2.1.10 conduct a brake test (where required) as part of the first inspection, unless the Authorised Examiner considers the condition of the vehicle is such that it would be dangerous to use on the road (refer Rule 2.5)
- 2.1.11 only use the approved area to test brake performance when required

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- 2.1.12 attend training courses/information sessions or counselling as required by the RTA
- 2.1.13 consult and apply manufacturer's tolerances, specifications and instructions wherever applicable
- 2.1.14 produce acceptable identification if required by an RTA Authorised Officer operating in the course of official duties
- 2.1.15 not misuse or disclose any customer's personal information in any way whatsoever

2.2 Authorised Examiner's responsibilities concerning electronic Inspection Reports

An Authorised Examiner must:-

- 2.2.1 comply with the Terms & Conditions of use for the e-Safety Check system in accordance with Appendix I-G
- 2.2.2 only access the electronic system at the AIS where they are authorised in connection with duties as an Authorised Examiner
- 2.2.3 only provide electronic Inspection Reports using the system they are accredited to use at that station
- 2.2.4 ensure all Inspection Reports are issued electronically unless circumstances are beyond the control of the Authorised Examiner



*In addition to system failure, manual reports must be used for certain other inspections as detailed in Appendix I-K

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2.3 Inspection Reports - General

- An Inspection Report is a certification by an Authorised Examiner that the inspected vehicle meets the requirements of the AIS Rules in all aspects. Irrespective of the reason for the inspection, the vehicle must be inspected in full accordance of the Rules. Endorsing the Inspection Report with *'For Re-sale Only'*; *'Permit Only'* etc does not vary the standard of the inspection required
- It is an offence under Road Transport legislation for a person to knowingly issue an inspection report which is false or misleading. For any breaches of these rules, the RTA may prosecute or infringe any person who knowingly
 - Conducts an inspection or issues a report under the provisions of this legislation without holding the relevant authority;
 - Issues a false or misleading inspection report;
 - Permits the issue of a false or misleading inspection report
 - Uses premises for the purpose of conducting an inspection under this legislation unless the person holds the relevant authority
 - Breaches a condition of the authority
 - Breaches these Business Rules
- **Other forms**
Wherever referred to in these rules, 'other forms' means any RTA form or section of form required to be completed by the Authorised Examiner as part of the inspection process.

2.3.1 When completing Inspection Reports, the procedures in Appendix I-K must be followed

2.3.2 The Inspection Report must be completed by the Authorised Examiner inspecting the vehicle and must not be signed until all details about the vehicle and its inspection have been recorded on the report

2.3.3 All vehicle identification information required for completion of the inspection report must be recorded directly from the vehicle by the examiner

2.3.4 The correct Inspection Report (ASCIS, AUVIS, HVAIS) must be used for the specific inspection/s for which the vehicle was presented

2.3.5 All details relating to the vehicle and the inspection must be accurately recorded in the appropriate fields on the Inspection Report and other forms

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- 2.3.6 Where brake performance tests are required, both copies of the brake test print out must be signed by the Authorised Examiner. One printout must be attached to the customer copy of the Inspection Report and one to the AIS copy
- 2.3.7 If repairs are required that result in the vehicle being rejected, the customer is to be advised that a second inspection will be provided at no charge if the vehicle is returned within 14 days
- 2.3.8 No alterations are to be made to an Inspection Report once completed or printed
- 2.3.9 Unused Inspection Reports/books must not be sold, traded, given away or otherwise discarded
- 2.3.10 **[AUVIS & HVAIS]** Vehicle identifiers must be accurately and legibly recorded in the appropriate spaces on the Inspection Report and any other forms used

2.4 Second Inspections

- The second inspection can only be carried out at the same AIS where the first inspection was undertaken. Any Authorised Examiner attached to the AIS can carry out the second inspection provided they hold the accreditation relevant to the type and class of vehicle being inspected
 - When a vehicle is presented for a second inspection, the Authorised Examiner must check the identifiers of the vehicle to ensure it is the same vehicle as presented at the first inspection. If a discrepancy is found, the inspection is to be terminated and the RTA notified
- 2.4.1 An Authorised Examiner must not demand details (written or verbal) about where the customer chose to have any repairs or adjustments carried out.
- 2.4.2 A second inspection report must be issued on a vehicle if the initial inspection was conducted more than 14 days prior
- 2.4.3 The Inspection Report must be dealt with in accordance with the relevant procedures outlined in Appendix I-K

2.5 Dangerous Faults

- 2.5.1 If in the opinion of an Authorised Examiner, the vehicle is deemed to be

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unsafe to be driven, the failed dangerous field on the Inspection Report must be completed and the customer advised that the vehicle is not safe to be driven on the road

- 2.5.2 If the vehicle is driven from the AIS in a condition considered dangerous, the Authorised Examiner must immediately inform the police or the RTA

2.6 Defect Notices

- A vehicle defect notice is issued by an Authorised Officer. It is issued when a vehicle is inspected and found to be defective
- Defect labels may also be attached to the vehicle
- The category of the defect is indicated by the issuing officer on the defect notice and the label (if applicable)
- The defect notice will indicate at which type of AIS the vehicle is to be inspected. Some defects are reported to the owner as a "Formal Warning". These vehicles are not required to be inspected at an AIS
- If the defect notice does not indicate the type of AIS at which the notice can be cleared, the AIS must ensure it is authorised to inspect the relevant class of vehicle
- A relevant fee is charged as per Appendix I-F
- Unless otherwise indicated on the defect notice, the vehicle is subject to a full inspection.
- If the "Part inspection" box is ticked on the defect notice, the Authorised Examiner is required to check only the items listed on the notice. An Inspection Report is not required to be issued
- Defects involving modifications must be inspected at an AUVIS (light vehicles) or HVAIS (heavy vehicles)
- For a part inspection if all or some of the faults have not been rectified, the defect notice must be returned to the person presenting the vehicle who must be advised of the problems
- When the inspection is completed and the vehicle has passed, the cleared defect notice (and Inspection Report if required) must be given to the customer. There are instructions on the defect notice on how to clear the defect notice

- 2.6.1 The Examiner must confirm the identity of the vehicle to ensure the vehicle being inspected is the subject of the Defect Notice

- 2.6.2 Where available all defect notice clearances are to be dealt with using the

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e-Defect Clearance option within the e-AIS system

Full inspection required

- 2.6.3 A full inspection of the vehicle is to be carried out in accordance with the AIS Rules and an Inspection Report issued.
- 2.6.4 If the vehicle passes the full inspection, a 'passed' inspection report is issued and the defect notice cleared in accordance with the instructions in Rule 2.6
- 2.6.5 If any of the faults have not been rectified or if further faults are detected, a 'failed' inspection report is issued. The defect notice is only to be cleared when the vehicle passes subsequent re-inspection

Clearing a defect notice

- 2.6.6 When all faulty items have been cleared and (if appropriate) an Inspection Report issued, the Authorised Examiner must complete the "Inspection Report" section on the defect notice. If the examiner is not the Station Proprietor, the Proprietor (or Nominee) must check and sign the appropriate section
- 2.6.7 The cleared Defect Notice must be stamped in the space provided with the station stamp
- 2.6.8 If a Defective Vehicle Label is affixed the vehicle, this must be removed by the Authorised Examiner when the defect notice is cleared

2.7 Identity & Written-Off Vehicle Check

[AUVIS, HVAIS] An Identity Check inspection must be carried out in accordance with AIS Rules Identity Check Standards. Written-Off Vehicle checks apply to AUVIS only

2.8 Design Check

[AUVIS, HVAIS] A Design Check inspection, when required, must be carried out in accordance with AIS Rules Design Check Standards

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2.9 Engineering Certificates

If the format and contents of an Engineering Certificate appear satisfactory, but in the opinion of the Authorised Examiner the vehicle does not comply with AIS Rules, Design Check standards the vehicle is to be rejected, and the appropriate comments entered in the Inspection Report comments box. A copy of the Inspection Report and Engineering Certificate should be faxed or scanned to RTA Technical Enquiries

Rules for Authorised Inspection Stations

Business rules

Appendices

Appendix No.	Title
I-A	AIS equipment
I-B	HVAIS inspection types
I-C	AUVIS questions
I-D	AIS scheme mandatory signs
I-E	Changes to AIS details
I-F	AIS Costs and fees
I-G	e-Safety Check terms and conditions
I-H	Inspection sequence
I-J	Vehicle dimensions (for assessment of inspection area)
I-K	Inspection reports
I-L	RTA contacts

Appendix I-A Compulsory AIS Equipment

All Stations

- (1) Light Transmittance Meter

- (2) Portable Brake Testing Decelerometer
or
- (3) Skid Plate brake testing machine
or
- (4) Roller brake testing machine

- (5) Headlight aim tester
or
- (6) Headlight Testing Screen

- (7) Facsimile Machine or equivalent [AUVIS]

- (8) Computer and printer

The computer must be connected to the internet and be capable of accessing the RTA's e-Safety Check program

- (9) **Station stamp suitable for Inspection Reports and defect notices**

The station stamp must display the following details of the AIS:-

- Trading name
 - Address
 - ABN
- (10) **Approved station signs**
 - See appendix ID

Appendix I-A (I) Light Transmittance Meter

1 Scope

- 1.1 This specification sets the requirements for a device to measure the light transmittance of vehicle windows. The principal intention is to obtain the transmittance when the glass is covered with a tinted plastic media

2 General Requirements

- 2.1 The device shall be portable, lightweight, robust and completely self contained (i.e. have its own energy source).
- 2.2 To eliminate the possibility of a false reading being produced because of a low reserve within an internal energy source, there must be a means to indicate to the operator either that a power supply is in a low state of charge; an automatic disabling function of some other means to preclude incorrect operation.
- 2.3 The device shall be in two main components - a light source and receiver.
- 2.4 If the light source and receiver are connected by a wire, the wire shall be of a sufficient length to conduct the required testing.
- 2.5 The receiver shall have a digital or analogue display to indicate the light transmittance of the sample test. A peak hold facility is preferable.
- 2.6 The display shall indicate a figure of 100% when the light source is brought into the test position without a test sample in place. All other readings with a sample under test shall be in proportions of that 100% with a resolution of 1%.
- 2.7 The accuracy of the transmittance reading shall be within 5% of full scale over the range of 20% to 100%.
- 2.8 The light source shall be an incandescent filament source at a nominal colour temperature of 2856°K representing illuminant A of the International Commission on Illumination (C.I.E.). The voltage to the lamp shall be stabilised within + 0.1%.
- 2.9 The receiver shall have a relative spectral sensitivity conforming to photopic curve V (λ) of relative luminous efficiency of the C.I.E. 1931 standard observer for photopic vision.
- 2.10 There shall be a unique serial number of the device as issued by its manufacturer.

Appendix I-A (2) Portable Brake Testing Decelerometer

1 Scope

- 1.1 This specification establishes the requirements for a device which, when placed in a vehicle, will give a reading of its brake deceleration capability during a specified test.

2 General Requirements

- 2.1 The device shall be portable, lightweight and robust with a mass preferably not exceeding 5 kg.
- 2.1.1 The device shall be completely self-contained. Any power source must be internal to the device.
- 2.1.2 To eliminate the possibility of a false reading being produced because of a low reserve within an internal energy source, there must be a means to indicate to the operator either that a power supply is in a low state of charge; an automatic disabling function or some other means to preclude incorrect operation.
- 2.1.3 The device or its sensors, if separate from the main body, shall be capable of remaining stationary in its test recording position when subjected to a 1.5g deceleration in the horizontal direction.
- 2.1.4 The device shall be capable of testing any motor vehicle with the exception of a motorcycle.
- 2.1.5 The device shall be capable of providing an original and duplicate copy of the recorded results on a paper tape, card etc. The print media must remain legible for a period of 12 months.
- 2.1.6 The device shall have an in-built clock which records the time and date of test. The clock may only be factory set. A facility to allow for "daylight saving" hours is optional.
- 2.1.7 The device shall be capable of recording a brake pedal force of up to 1000N + 2%.
- 2.1.8 The device shall have an alpha/numeric keyboard to enter various items of vehicle data.
- 2.1.9 The device shall report the peak and average deceleration over the range of 0 to 1g with an accuracy of 5% of full scale and an output resolution of 1%. The period of time over which average deceleration shall be calculated is defined by either of the following:
 - a) Start of averaging period - within 0.1g of the vehicle starting to decelerate.
End of averaging period - not earlier than 0.1g of the vehicle coming to rest.

- b) A change in velocity of either 15 km/hr or 30 km/hr as appropriate (see paragraph 5.1) is achieved.
- 2.20 The device shall not be capable of proceeding with a test without having the items detailed in paragraphs 3.1 and 3.2 entered into the machine in the first instance.

3 Operator Inputs

- 3.1 The device shall allow the operator to record a vehicle identifier consisting of at least seven alpha/numeric characters.
- 3.2 The device shall allow the operator to record a personal identification number, otherwise known as the "Examiner's No.", consisting of up to seven alpha/numeric characters.

4 Device Outputs

- 4.1 An original and duplicate copy of the results shall be printed.
- 4.2 The device shall print:
- (a) the peak and average deceleration;
 - (b) the serial number of the machine as allocated by its manufacturer
 - (c) the date when the device must next be calibrated, prefaced with the title "Next Cal" or "Next Calibration";
 - (d) the time and date of the test
 - (e) the vehicle identifier
 - (f) the maximum brake pedal force during the test;
 - (g) the examiner's number
 - (h) a line space prefaced with the word "signature"
- 4.3 The device may display the peak and average decelerations.
- 4.4 The device may display the pedal force applied during the test.

5 Additional information

- 5.1 The test of brake deceleration capability is taken from a nominal 30 km/hr for the service braking system and 15 km/hr for the emergency (parking) brake system.
- 5.2 The maximum allowable brake pedal force on a motor vehicle is 885N.

5.3 The items detailed in sections 3 and 4 are the minimum necessary. Other inputs or outputs are optional.

Appendix I-A (3) Skid Plate brake testing machine

1 Scope

- 1.1 This specification sets the requirements for skid-plate or other drive-over platform type brake testing machines.

2 General Requirements

- 2.1 The machine shall be capable of accepting vehicles with a wheel track of at least 2500mm.
- 2.21 If the machine is designed to test two axles at the same time, it should be capable of accepting vehicles with a wheelbase of up to 4000mm (The machine may be capable of accepting vehicles with a wheelbase greater than 4000mm).
If this requirement is not met, the machine shall be capable of indicating to the operator an invalid test and to report the test on each axle group independently.
- 2.22 Independent readings of braking force shall be measured at each side of a vehicle.
- 2.23 Plates shall have a co-efficient of friction of at least 0.6 when measured in combination with dry, original equipment tyres.
- 2.24 The machine shall be capable of repeatedly supporting an axle load of at least 3.5 tonnes without damage. Notwithstanding this if the machine design for an axle load is greater than 3.5 tonnes it may operate within the manufacturer's recommended load capacity without causing any undue damage. The manufacturer's recommended load capacity shall be indicated on the machine and visible to the operator in letters no less than 50mm high.
- 2.25 The machine shall report the peak and average deceleration over the range of 0 to 1g with an accuracy of 5% of full scale and an output resolution of 1%.
The period of time over which average deceleration shall be calculated is defined by either of the following:
- a) start of averaging period - within 0.1g of the vehicle starting to decelerate; end of averaging period - not earlier than 0.1g of the vehicle coming to rest;
 - b) a change in velocity from the instant the brakes are applied to zero.
- 2.26 The manufacturer's recommended test speed shall be indicated on the machine and visible to the vehicle operator in letters not less than 50mm high.
If the recommended test speeds for service and emergency brakes are different, both speeds shall be indicated on the machine.
- 2.27 The machine shall be capable of providing an original and duplicate copy of the results on a paper tape, card etc. The print media must remain legible for a period of 12 months.

- 2.28 The machine shall have an in-built clock which records the time and date of the test. The clock may only be factory set. A facility to allow for "daylight saving" hours is optional.
- 2.29 The machine shall be capable of recording a brake pedal force of up to 1000N + 2%.
The brake pedal force may be measured with a device separate from the machine, in which case the machine shall be designed such that it will not print the brake performance report until the pedal force is entered in it.
- 2.30 The machine shall have an alpha/numeric keyboard to enter various items of vehicle data.
- 2.31 The machine shall not be capable of proceeding with a test without having the items detailed in paragraphs 3.1 and 3.2 entered into it in the first instance.

3 Operator Inputs

- 3.3 The machine shall allow the operator to record a vehicle identifier consisting of at least seven alpha/numeric characters.
- 3.4 The machine shall allow the operator to record a personal identification number, otherwise known as the "Examiner's No." consisting of up to seven alpha/numeric characters.

4 Device Outputs

- 4.1 An original and duplicate copy of the results shall be printed.
- 4.2 The machine shall print:
- i) the peak and average deceleration;
 - ii) the percentage difference in brake force between each axle;
 - iii) the serial number of the machine as allocated by its manufacturer;
 - iv) the date when the machine must next be calibrated, prefaced with the title "Next Cal" or "Next Calibration";
 - v) the time and date of the test;
 - vi) the vehicle identifier;
 - vii) the maximum brake pedal force during the test;
 - viii) the examiner's number;
 - ix) a line space prefaced with the word "signature".

5 Additional information

- 5.1 The maximum allowable brake pedal force on a motor vehicle is 885N.
- 5.2 The items detailed in sections 3 and 4 are the minimum necessary. Other inputs or outputs are optional.

Appendix I-A (4) Roller Brake Testing Machine

1 Scope

- 1.1 This specification sets the requirements for roller brake testing machines used in Authorised Inspection Stations.
- 1.2 There are two categories of machines referred to in this specification. Machines classed as light vehicle testers are suitable for vehicles up to 5.0 tonnes tare and heavy vehicle testers are suitable for vehicles above that mass. Some machines might be designed to test both categories of vehicles.

2 General Requirements

- 2.1 The machine shall measure braking force at the tyre periphery. Independent readings of braking force at each side of the vehicle shall be provided.
- 2.2 Braking force readings shall be displayed, whilst they are being generated, which can be clearly seen by the operator of the vehicle.
- 2.3 Roller sets shall be designed to be mounted into the floor of the inspection area. The frame of the testing machine shall be mounted flush with the floor level in such a manner that a vehicle shall remain substantially level when under test.
- 2.4 Light vehicle testing machines shall accept under load wheel sizes from 450mm diameter (10" nominal rim diameter) and heavy vehicle testing machines from 600mm diameter (14" nominal rim diameter). This may be met by adjustable spacing between rollers provided such adjustment is possible to achieve in not more than 5 seconds and without the use of tools.
- 2.5 The distance between the outer and inner roller edges shall be:

	Outer	Inner
Light machines	2000mm min	750mm max
Heavy machines	2700mm min	750mm max

- 2.6 Rollers shall be given a co-efficient of friction of not less than 0.6 when measured in combination with dry, original equipment tyres.
- 2.7 If the rotational speed of the testing machine's roller exceeds 0.5 km/h, the rollers shall be coated with coarse grit embedded in a durable plastic matrix.

- 2.8 Both rollers in each pair of rollers on each side of the brake testing machine shall be coupled together by appropriate gearing and shall be positively driven.
- 2.9 Light vehicle testing machines shall be capable of repeatedly supporting an axle load of 3.5 tonnes without damage and heavy vehicle testing machines 13 tonnes.
- 2.10 If the rotational speed of the rollers exceeds 0.5km/h, the machine should have means of automatic switch-off of power to the rollers when a pre-determined level of slip occurs between the rollers and the tyres of the tested vehicle.
- 2.11 Braking force measurements shall be displayed in kilonewtons (kN).
- 2.12 Light vehicle testing machines shall be capable of measuring a braking force on each brake of at least 4kN and heavy testing machines at least 10kN.
- NOTE: These forces are the minimum required for inspection purposes. Some vehicle braking systems can achieve several times these braking forces and therefore the machine should be capable of sustaining higher forces without damage.*
- 2.13 The indicated braking force shall be within + 2% up to 5kN and + 5% above 5kN.
- 2.14 The machine shall be capable of providing an original and duplicate copy of the results on a paper tape, card, etc. The print media must remain legible for a period of 12 months.
- 2.15 The machine shall have an in-built clock which records the time and date of the test. The clock may only be factory set. A facility to allow for "daylight saving" hours is optional.
- 2.16 The machine shall be capable of recording a brake pedal force of up to 1000N + 2%.
- 2.17 The machine shall have an alpha/numeric keyboard to enter various items of vehicle data.
- 2.18 The machine shall not be capable of proceeding with a test without having the items detailed in paragraphs 3.1 and 3.2 entered into it in the first instance.

3 Operator Inputs

- 3.1 The machine shall allow the operator to record a vehicle identifier consisting of at least seven alpha/numeric characters.
- 3.2 The machine shall allow the operator to record a personal identification number, otherwise known as the Examiner's No." consisting of up to seven alpha/numeric characters.

4 Device Outputs

- 4.1 An original and duplicate copy of the results shall be printed.
- 4.2 The machine shall print:
- i) the brake and drag force* on each wheel;
 - ii) the percentage difference in brake force between each axle;
 - iii) the serial number of the machine as allocated by its manufacturer;
 - iv) the date when the machine must next be calibrated, prefaced with the title "Next Cal" or "Next Calibration";
 - v) the time and date of the test;
 - vi) the vehicle identifier;
 - vii) the maximum brake pedal force during the test;
 - viii) the examiner's number;
 - ix) a line space prefaced with the word "signature".
- * (the drag force is that produced by items such as loaded wheel bearings or brake shoes in contact with the drum when the service system is not energised.)

5 Additional information

- 5.1 The maximum allowable brake pedal force on a motor vehicle is 885N.
- 5.2 The items detailed in sections 3 and 4 are the minimum necessary. Other inputs or outputs are optional.

Appendix I-A (5) Headlight Aim Tester

1 Introduction

- 1.1 The Rules for Authorised Inspection Stations require the use of an approved means of testing the aim of vehicles headlights.
- 1.2 Headlight aim testers complying with the requirements of this specification are acceptable for the testing of the aim of vehicle headlights in accordance with those Rules.
- 1.3 This specification is restricted to headlight aim testers that employ a collimating lens: it does not apply to testers which use other methods of testing headlight aim.

2 Definitions

- 2.1 Unless otherwise stipulated, angles given in this specification refer to the included angle between the line drawn from the headlight centre to the intersection of the calibration screen axes and the line drawn from the headlight centre to the point of intersection of either the horizontal or vertical axis of the screen with the required respective vertical or horizontal line.
- 2.2 Headlight - A lighting source mounted on a vehicle to provide illumination of the road and objects ahead of a vehicle.
- 2.3 Hot Spot - The zone of the headlight beam which is of highest intensity as it appears to an observer viewing the beam on an image screen. For headlights with European beams or where the beam has a sharp angular cut-off, the top of the hot spot shall be taken as the "elbow point" or intersection of the horizontal and inclined cut-off zones.
- 2.4 HV Point - The intersection of the central horizontal axis (H) and the central vertical axis (V) of the image screen.
- 2.5 Vertical Median Plane - The plane passing through the longitudinal centre line of the vehicle, perpendicular to the plane on which the vehicle is standing. 2.6 h - The vertical height of the centre of the headlight above the plane supporting the vehicle (in millimetres).

3 General Requirements

- 3.1 The headlight aim tester shall consist of a lens which focuses the light beam onto a screen within the tester.
- 3.2 The screen shall be located in a position that will allow the operator of the tester to readily and conveniently see the image of the headlight's light beam.
- 3.3 Provision shall be made for immediate adjustment to allow for different headlight heights and vehicle orientations.
- 3.4 Aiming of the tester shall be accomplished by either an electrical or mechanical device. If an electrical aiming device is provided, a back-up mechanical aiming device shall also be provided.

4 Design Requirements

Optical Characteristics

- 4.1 Headlight aim testers shall enable the headlight beam pattern to be examined on an image screen within the device. The resulting image must be equivalent to that which would be projected onto a flat screen placed in front of the headlight lens at a horizontal distance nominated by the manufacturer (D metres).
- 4.2 The focused beam on the image screen shall be accurate to within 0.25 degree in the vertical direction at all declinations from horizontal to 3.25 degrees below horizontal.

Image Screen

The image screen shall have grid lines provided to assist aiming of headlights, comprising

- 4.3 A central horizontal and a central vertical axis which intersect on the optical axis of the collimating lens, at the HV point.
- 4.4 A series of evenly spaced horizontal lines which allows estimation of angular declination below the HV point in the range 0 to 3.25 degrees with a spacing not more than 0.25 degrees. They must be labelled in degrees, or mm declination as measured on an equivalent flat screen as specified in Section 4.1.1.
- 4.5 A straight line inclined at 15 degrees to the horizontal axis for testing the aim of asymmetric European or Z-beam type headlights. The line shall originate at the intersection of the vertical axis and the horizontal line 0.5 degrees below the horizontal axis and shall project upwards and to the left of the point of origin.

- 4.6 The requirements of 4.2.2 may be met by movement of the horizontal axis by an external calibrated mechanism which indicates the equivalent angles of declination.

Device Alignment

- 4.7 The device shall be provided with an indicator or other means to enable an operator to locate rapidly the approximate centre of the headlight lens.
- 4.8 The following adjustments shall be provided to allow for different headlight positions:
- **Height adjustments** allowing the testing of headlights with centres located at or between 600mm and 1400mm above the surface supporting the vehicle. The device shall incorporate a means of determining the height (h) with a scale graduated in at least 5mm increments.
 - **Lateral horizontal adjustment** on guide rails (or one rail and prepared surface) to allow for the checking of headlights up to at least 2500 mm apart.
- 4.9 The following provisions shall be made for aligning the device with the longitudinal axis of the vehicle:

the optical axis must be able to be set parallel to the vertical median plane. The adjustment mechanism must provide a range of rotational alignment about a vertical axis over a range of not less than 20 degrees in either direction. The adjustment must be able to be made without the use of tools. The adjustment mechanism must permit alignment to an accuracy of 0.25 degrees.

the optical axis must be able to be set parallel with the plane supporting the vehicle. The adjustment mechanism must provide a range of rotational alignment about a horizontal axis over a range of not less than 5 degrees in either direction. The adjustment must be able to be made without the use of tools. The adjustment mechanism must permit alignment to an accuracy of 0.25 degrees.

5 Operating Instructions

- 5.1 The device shall be provided with a table or graph clearly informing the user of the acceptable declination of the headlight as required under the New South Wales Road Transport (Vehicle Registration) Regulations. This shall indicate the location of the top of the hot spot as a function of the vehicle's headlight height h .
- 5.2 The acceptable range of declination below the optical axis of the top of the hot spot can be determined from Section 6. An example is given below for a device graduated to a reading accuracy of 0.25 degrees.

Range of Headlight Height h in mm		Angular Declination Range in degrees	
From	To	From	To
600	709	0.25	9
710	819	0.25	1.75
820	929	0.25	2
930	1039	0.25	2.25
1040	1149	0.25	9.5
1150	1249	0.5	9.75
1250	1359	0.75	3
1360	1400	1	3.95

- 5.3 The device shall be provided with a label showing the distance the tester should be positioned from the headlight.

6 Location Of The Hot-Spot Band

- 6.1 To satisfy the requirements of the New South Wales Road Transport (Vehicle Registration) Regulations, each headlight must be adjusted so that the top of its hot spot lies within a specified band of angle of declination. This band is a function of the headlight height, h .
- 6.2 To determine this 'band, the distance from the headlight D to the test screen must be known.
- 6.3 Application of the following formulae, with D fixed, defines the headlight dipping characteristics required under the Motor Traffic Regulations.
- 6.4 For a linear scale (with h in millimetres and D in metres):
- the top of the band is $D(h-1000)/92$ millimetres below the horizontal, and
 - the bottom of the band is $Dh/25$ millimetres below the horizontal
- 6.5 For an angular scale (with h in millimetres):
- the top of the band is $\text{INV TAN}(h-1000)/22000$ degrees below the horizontal, and
 - the bottom of the band is $\text{INV TAN}(h/25000)$ degrees below the horizontal.
- 6.6 The above formulae may be approximated for tabulation purposes by using a step function such that the tabulated values do not deviate from the exact value by more than 0.25 degrees.

Appendix I-A (6) Headlight Testing Screen & Layout of Testing Space

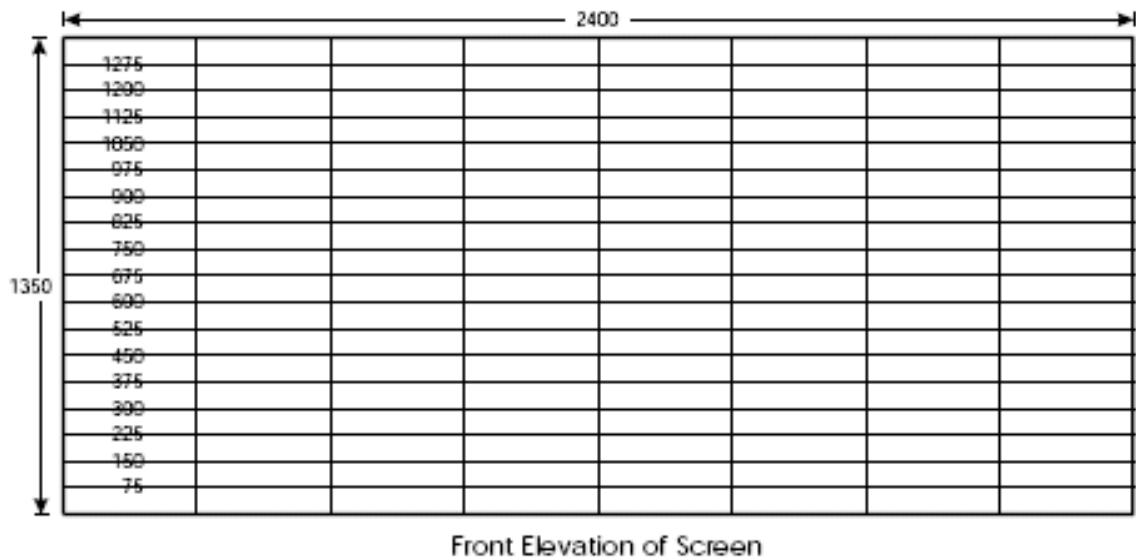
1 Scope

- 1.1 This Specification describes requirements for the headlight testing screen and the layout of the headlight testing space.

2 The Headlight Testing Screen

- 2.1 The surface of the screen should be 'flat' white (gloss finish should be avoided). The screen shall be at least 1300mm in height and 2400mm in width (screens for use with motorcycles only may be 1300mm in height and 1200mm in width) and shall be marked with horizontal and vertical lines. Horizontal lines shall be spaced 75mm apart and vertical lines shall be spaced 300mm apart. Horizontal lines shall be labelled with their height from the bottom of the screen.

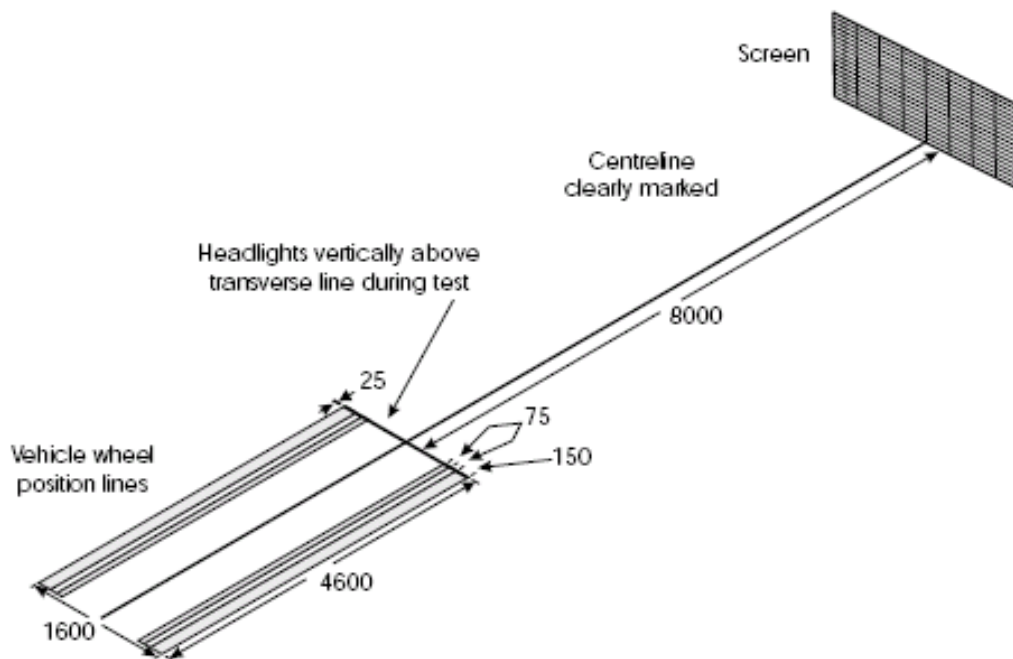
Headlight Testing Screen Showing Size of Marking On The Screen



3 Layout of The Testing Space

- 3.1 The ground on which the vehicle stands shall be marked with a centreline which passes through the centreline of the screen and a transverse line which intersects the centreline and is 8000mm from the screen (the headlights of the tested vehicle are positioned directly over this line). Additional longitudinal lines in the region where the vehicle standing would assist alignment and their use is recommended.
- 3.2 The bottom of the screen is at the same level as the surface on which the vehicle stands.
- 3.3 The screen and testing space must be adequately shielded from extraneous light.
- 3.4 The testing space must be clear of obstruction.

General Arrangement of the Headlight Testing Space



NOTE: All dimensions in the diagrams are in millimetres.

Appendix I-B Types of HVAIS inspections

This inspection matrix identifies:

- The vehicle types that can be inspected at HVAIS
- The type of inspections that are undertaken at HVAIS
- The inspection purpose that is applicable to those types of inspections
- The report and forms to complete following an inspection

The inspection matrix applies to all Heavy Vehicle Authorised Inspection Stations including Authorised Fleet Inspection Stations with HVAIS accreditation.

Types of HVAIS Inspections

Vehicle Type	Inspection Type	Inspection Purpose	Inspection Report Type and Forms
<ul style="list-style-type: none"> All vehicles 4.5t GVM and over Vehicles fitted with power-operated brakes Trailers over 2t GTM Trailers fitted with breakaway brakes Tow trucks <p>Note: Tow Trucks with lifting cradles or 'A' frames will need a Tow Truck Assessment form completed by an RTA inspector to establish their registration. Please see VIB51 for further information</p>	<ul style="list-style-type: none"> Safety Check 	<ul style="list-style-type: none"> Renewal of registration (vehicles that are eligible for HVIS inspections, only applies when the operator is unable to obtain a HVIS inspection) Unregistered Vehicle Permit Clearance of Defect Notices (Safety Check related) Transfer of ownership (Not mandatory for vehicles over 4.5t GVM) LPG/CNG (If examiner is authorised for gas inspections) Establish seasonal registration for vehicles already entered on RTA DRIVES database Renewal of seasonal registration Changing from general registration to seasonal registration 	<ul style="list-style-type: none"> HV Inspection Report <ul style="list-style-type: none"> Pink
		<ul style="list-style-type: none"> Defect Notice clearance (Part inspection) 	<ul style="list-style-type: none"> Defect Notice only (blue copy)
		<ul style="list-style-type: none"> Defect Notice clearance (Full inspection) 	<ul style="list-style-type: none"> HV Inspection Report <ul style="list-style-type: none"> Pink Defect Notice (blue copy)
	<ul style="list-style-type: none"> Identity Check, Safety Check and Design Check 	<ul style="list-style-type: none"> Establish Registration Establish seasonal registration for vehicles not entered on RTA DRIVES database Changing from seasonal registration to general registration 	<ul style="list-style-type: none"> HV Inspection Report <ul style="list-style-type: none"> Pink Brown RTA Form 1009 (Certification section)
	<ul style="list-style-type: none"> Identity Check Identity Check & Design Check 	<ul style="list-style-type: none"> Adjustment of records 	<ul style="list-style-type: none"> HV Inspection Report <ul style="list-style-type: none"> Pink Brown RTA Form 1021 (Certification section)

Appendix I-C AUVIS

Questions to be asked when a customer makes an appointment for an Unregistered Vehicle inspection

The customer should be reminded that they should bring a duplicate set of all supporting documents which will be retained by the AUVIS.

Passenger Cars/Light Commercial/Motorcycles




Question	What you must bring
Has the vehicle had any changes since it was last registered that affect vehicle identification? <ul style="list-style-type: none"> • a new engine • second hand engine • reconditioned engine 	Purchase receipt or a letter from manufacturer Purchase receipt Statutory declaration Purchase or repair receipt
<ul style="list-style-type: none"> • Vehicle repaired/restored (e.g. restamping of engine/VIN/chassis numbers, new body panels, new body shell) 	Repair receipts and/or insurance claim forms
<ul style="list-style-type: none"> • Has the vehicle been imported from overseas? 	Customs importation documentation
<ul style="list-style-type: none"> • To the owners knowledge has the vehicle been previously written-off by an insurance company? 	Purchase receipts and/or repair receipts

Trailer/Caravan

<ul style="list-style-type: none"> • Is the trailer/caravan new and built without identifiers? 	Refer customer to manufacturer for issue of identifier
<ul style="list-style-type: none"> • Has the chassis number been destroyed due to repairs? 	Repair receipts or a statutory declaration
<ul style="list-style-type: none"> • To the owners knowledge has the vehicle been written-off? 	Purchase receipts and/or repair receipts

Appendix I-D AIS scheme mandatory signs

Depending upon the type of AIS, the following signs must be displayed in accordance with Rule 1.4.1

<p style="text-align: center;">ASCIS</p>  <p style="text-align: center;">450 mm</p>	<p style="text-align: center;">AUVIS</p> <p style="text-align: center;">Must display the AUVIS sign directly beneath the ASCIS sign</p>  <p style="text-align: center;">450 mm</p>
	<p style="text-align: center;">HVAIS</p>  <p style="text-align: center;">600 mm</p>

Appendix I-E Changes to AIS details (please see following page for changes that can be made on-line)

For a change of	Complete Form	Attach	Send to
<p>Proprietor's Details; (e.g. deletion or addition of a partner, or for a partnership forming a corporation)</p>	<p>Proprietor (or Principal in the case of company or partnership) must complete <i>Application for Appointment of an Authorised Inspection Station and Authorisation of the Proprietor and Nominee</i> (RTA Form No. 1060)</p>	<ul style="list-style-type: none"> • copy of MVRIA/OFT licence showing new details • for a new proprietor or proprietor's nominee, the full name and driver's licence/Proof of Identity (POI) details of the proposed person 	<p>The completed form is to be delivered to the AIS Administration Office (see appendix I-L) for assessment. If found suitable, the RTA will reply with a letter acknowledging the revised detail or, as the case may be, advising the proposed applicant of their authorisation</p>
<p>Trading Name;</p>	<p>Proprietor must complete <i>Application to change details</i> (RTA Form No. 1064)</p>	<ul style="list-style-type: none"> • copy of MVRIA/OFT licence showing new details 	<p>Forward to the AIS Administration Office (see appendix I-L) for assessment.</p>
<p>Proprietor's Nominee</p>	<p>Proprietor must complete <i>Application to change details</i> (RTA Form No. 1064)</p>		<p>Forward to the AIS Administration Office (see appendix I-L) for assessment.</p>
<p>Premises/station location the Proprietor (or principle in the case of a company or partnership) must complete the appropriate form</p>	<p>Proprietor (or Principal in the case of company or partnership) must complete <i>Application for Appointment of an Authorised Inspection Station and Authorisation of the Proprietor and Nominee</i> (RTA Form No. 1060)</p>	<ul style="list-style-type: none"> • a sketch plan of the proposed premises on A4 size paper, with dimensions • a copy of the amended MVRIA/OFT licence showing the new address. • Photographs of the vehicle entrance and inspection area. For AUVIS, photographs of hoists/ramps and off street parking 	<p>The completed form is to be delivered to the AIS Administration Office (see appendix I-L) for assessment. If found suitable, a letter of approval will be issued to use those premises as an AIS. Inspections should not be carried out until the letter of approval has been received</p>

For a change of	Complete Form	Attach	Send to
*Authorised Examiner , the Proprietor or Proprietor's Nominee is to complete the appropriate form and	Proprietor or Proprietor's Nominee is to complete <i>Application to Change Details</i> (RTA Form No.1064)	Form must show Examiner's <ul style="list-style-type: none"> • Full Name • RTA Authorised Examiner's number 	Forward to the AIS Administration Office (see appendix I-L) for assessment.
*Alternative Nominee , the Proprietor (or principle in the case of a company or partnership) must complete the appropriate form and forward it to the AIS Administration Office (see appendix I-L) for assessment.	Proprietor (or principle in the case of a company or partnership) must complete <i>Application to Change Details</i> (RTA Form No.1064)	Form must show <ul style="list-style-type: none"> • The Alternative Nominee's full name • Driver's Licence/POI details 	Forward to the AIS Administration Office (see appendix I-L) for assessment.
*Minor changes to Station details such as nominated registry, brake test machine etc, notification can be made by filling in the appropriate form and forwarding it to the AIS Administration Office (see appendix I-L).	Proprietor or Proprietor's Nominee is to complete <i>Application to Change Details</i> (RTA Form No.1064)		Forward to the AIS Administration Office (see appendix I-L) for assessment.

*These changes can be made through AIS online without the need to complete forms

Application to Change Details forms are also available from AIS online

Appendix I-F AIS Costs & Fees.

Below are fees and charges payable to the RTA for certain transactions conducted in relation to the AIS scheme

Application Fees

AIS application fee*	\$305
HVAIS application fee (if station not already in AIS)*	\$305
Examiner application fee	\$153

*Includes CD-ROM version of HVAIS Rules

Publications

AIS Inspection Manual (at time of application)	\$62
CD version of HVAIS Rules Manual (at time of application)	N/C

Inspection Report Books

25 page	\$25
100 page	\$92

Schedule of maximum inspection fees relating to the Authorised Inspection Station Scheme

Light vehicles

Fee increases commence 1 July 2010

	Base Fee	GST	Total Fee Including GST
Pink slip			
PINK SLIP - light vehicles	30.55	3.05	33.60
PINK SLIP - motor cycles	18.18	1.82	20.00
PINK SLIP - trailer without brakes	16.55	1.65	18.20
PINK SLIP - trailer with Brakes	24.09	2.41	26.50
Blue slip			
BLUE SLIP - light vehicles	49.45	4.95	54.40
BLUE SLIP - motor cycles	30.09	3.01	33.10
BLUE SLIP - trailer no brakes	25.27	2.53	27.80
BLUE SLIP - trailer with brakes	35.27	3.53	38.80
WOV - declared by customer	14.18	1.42	15.60
WOV - referred by registry	27.73	2.77	30.50
DESIGN CHECK - no engineer's certificate	23.00	2.30	25.30
DESIGN CHECK - with engineer's certificate	34.73	3.47	38.20
ADJUSTMENT OF RECORDS	22.36	2.24	24.60
IMPORTED LIGHT VEHICLES (Low volume, Personal and RAW Scheme)	114.91	11.49	126.40
IMPORTED MOTORCYCLES (Low volume, Personal and RAW Scheme)	58.73	5.87	64.60
POLICE REFERRALS - country areas only outside VIU areas	22.09	2.21	24.30
Other			
DEFECT CLEARANCE - partial inspection #	19.50	-	19.50
DEFECT CLEARANCE - full inspection (Inspection report issued) #	35.50	-	35.50
DEFECT CLEARANCE - full inspection Design Related - Blue Slip Issued #	54.40	-	54.40
GAS INSPECTION	12.91	1.29	14.20

GST is not applicable to this category of inspection

Schedule of maximum inspection fees relating to the Authorised Inspection Station Scheme

Heavy vehicles

Fee increases commence 1 July 2010

Vehicle types	Type of inspection	Base Fee	GST	Total Fee Including GST
<ul style="list-style-type: none"> Rigid truck over 4.5 tonne GVM but not over 5 tonne tare. (Not Prime Movers) 	Safety Check, Design Check, Identity Check. (No engineer's certificate)	59.36	5.94	65.30
	Safety Check, Design Check, Identity Check. (With engineer's certificate)	70.55	7.05	77.60
	Safety Check only	32.09	3.21	35.30
<ul style="list-style-type: none"> Buses over 2.5 tonne tare but not over 5 tonne tare. 	Design Check only (No engineer's certificate)	20.91	2.09	23.00
	Design Check only (With engineer's certificate)	32.09	3.21	35.30
<ul style="list-style-type: none"> Tow trucks not over 5 tonnes tare. 	Identity Check only	14.91	1.49	16.40
	Design Check & Identity Check (No engineer's certificate)	35.91	3.59	39.50
	Design Check & Identity Check (With engineer's certificate)	47.00	4.70	51.70
<ul style="list-style-type: none"> Rigid trucks or buses over 5 tonne tare or any prime mover. 	Safety Check, Design Check, Identity Check.	111.73	11.17	122.90
	Safety Check only	62.18	6.22	68.40
	Design Check only	43.27	4.33	47.60
<ul style="list-style-type: none"> Rigid truck over 4.5 tonne GVM with power operated brakes. 	Identity Check only	14.91	1.49	16.40
	Design Check & Identity Check	58.18	5.82	64.00
<ul style="list-style-type: none"> Trailers over 2 tonne GTM including tow truck trailers. 	Safety Check, Design Check, Identity Check.	66.73	6.67	73.40
	Safety Check only	37.18	3.72	40.90
<ul style="list-style-type: none"> Any trailer fitted with breakaway brakes 	Design Check only	26.00	2.60	28.60
	Identity Check only	6.09	0.61	6.70
	Design Check & Identity Check	32.09	3.21	35.30
All Heavy Vehicles	Clearance of Defect Notice - Partial Inspection	Half Safety Check inspection fee#		
	Clearance of Defect Notice - Full Inspection	Full Safety Check inspection fee#		
	Police referrals	22.09	2.21	24.30
	Gas Inspections	12.91	1.29	14.20
	Adjustment of records	22.36	2.24	24.60

#Please note: no GST applies to defect notice clearances

Appendix I-G e-Safety Check Terms & Conditions

All Proprietors and Authorised Examiners accredited to use e-Safety Check have signed a document agreeing to these terms & conditions. They are reproduced here for reference purposes

1. BACKGROUND

The Roads & Traffic Authority of New South Wales (RTA) has developed the *e-Safety Check* system (System) for use by Authorised Safety Check Inspections Stations (ASCIS) as part of the Authorised Inspection Station Scheme (Scheme) and with the aim of improving the efficiency and standard of customer services.

The System enables Proprietors and Examiners to electronically submit vehicle inspection information to the RTA using the telephone and the Internet.

2. INTERPRETATION

This document contains the terms and conditions pursuant to which Proprietors and Examiners may use the System.

2.1 In this document a "Proprietor" is the proprietor or the nominee of a proprietor of an ASCIS under the Scheme and an "Examiner" is an ASCIS examiner under the Scheme. "Personal Information" has the same meaning as in the Privacy and Personal Information Protection Act 1998 (NSW) and any Information Protection Principles issued under such Act. The terms and conditions contained in clauses 3 to 9 apply to a Proprietor or Examiner who is accredited by the RTA to use the System.

2.2 The terms and conditions applying to the Scheme also apply to the use by a Proprietor and an Examiner of the System. In the event of any inconsistency between these terms and conditions and the terms and conditions applying to the Scheme, these terms and conditions prevail to the extent of the inconsistency.

3. ACCREDITATION TO USE THE SYSTEM

3.1 All users must be accredited

3.1.1 Only persons accredited to use the System by the RTA may use the System.

3.1.2 The RTA may accredit Proprietors and Examiners to use the System.

3.2 The accreditation process

3.2.1 A Proprietor who seeks to use the System must first apply for accreditation to use the System by completing, signing and delivering to the RTA the Proprietor Accreditation e-Safety Check form.

3.2.2 An Examiner who seeks to use the System must first apply for accreditation to use the System by completing, signing and delivering to the RTA the Examiner Accreditation e-Safety Check form.

3.2.3 The RTA will advise Proprietors and Examiners in writing if they are accredited to use the System. The RTA may accept or reject an application to use the System.

3.2.3 Where the RTA rejects an application from a Proprietor or Examiner to use the System, the Proprietor or Examiner may make further representations to the RTA as to why the application to use the System should be accepted by the RTA.

4. USE OF THE SYSTEM

4.1 Permitted use

Each Proprietor and Examiner may use the System for the sole purpose of submitting vehicle inspection information to the RTA and receiving information on the Scheme and System from the RTA

4.2 Proprietor and Examiners must use the System

Each Proprietor and Examiner must use the System to electronically provide to the RTA all safety inspection reports on each vehicle inspected by the Proprietor and/or the Examiner pursuant to the Scheme. The safety inspection report must be provided to the RTA before it is provided to the customer. This clause will not apply during any period when a Proprietor or an Examiner is unable to access the System due to reasons beyond the control of the Proprietor and the Examiner, such as when the System is unavailable.

4.3 Records, Systems, Processes and Equipment

The RTA accepts no responsibility for any hardware, software or other systems, equipment or processes used by any Proprietor or Examiner in connection with the use of the System. The RTA is not responsible for any costs or expenses incurred by a Proprietor or an Examiner in using the System including any connection charges.

4.4 User IDs and passwords

4.4.1 Each Proprietor and Examiner will be provided with a unique identification number (user ID) and a PIN which are required to access the System. The user ID may be recorded by the RTA for security and audit reasons against all information submitted by each Proprietor and Examiner.

4.4.2 Each Proprietor and Examiner must:

4.4.2.1 keep their PIN secure and separate from user IDs;

4.4.2.2 ensure that their PIN is not used by or available to any other person;

4.4.2.3 and log out of the System (in the case of Internet access to the System) when vacating the terminal from which the Proprietor or Examiner has accessed the System.

4.4.3 If a Proprietor or an Examiner knows or suspects that another person knows or may know the Proprietors' or Examiners' PIN for accessing the System, the Proprietor and the Examiner must immediately:

4.4.3.1 change their PIN (to the extent that they are able to); and

4.4.3.2 advise the RTA of such occurrence or suspicion.

4.5 Rules and Directions

Each Proprietor and Examiner must promptly comply with any guidelines or directions issued by the RTA from time to time in relation to the System.

5. e- SAFETY CHECK INFORMATION

5.1 Entering Information

Each:

5.1.1 Proprietor in relation to information submitted using the System by:

5.1.1.1 that Proprietor; and

5.1.1.2 each Examiner engaged by that Proprietor; and

5.1.2 Examiner in relation to the information submitted using the System by that Examiner, must ensure that the information submitted:

5.1.3 is complete, correct and accurate; and

5.1.4 complies with:

5.1.4.1 all applicable laws; and

5.1.4.2 any RTA business rules and/or other written RTA guidelines including the Rules.

5.2 Audit

Each Proprietor and Examiner:

5.2.1 acknowledges that the RTA may from time to time audit compliance with these terms and conditions;

5.2.2 agrees upon request to promptly give the RTA or its nominee access to relevant ASCIS records held by or under the control of that Proprietor or Examiner; and

5.2.3 agrees to be available to the RTA or its nominee upon request in order for the RTA or its nominee to conduct the audit.

6. ACKNOWLEDGMENTS AND LIABILITY

6.1 Acknowledgements

6.1.1 Each Proprietor and Examiner acknowledges that the RTA does not represent or warrant:

6.1.1.1 that the System will be available at any particular time;

6.1.1.2 that each Proprietor or Examiner will be able to use the System including, without limitation, with any computer hardware or software used by the Proprietor or Examiner; or

6.1.1.3 that the system is or will remain error free or free from any computer virus, defect or contamination.

6.1.2 Each Proprietor and Examiner acknowledges that:

6.1.2.1 monetary damages for a breach of these terms and conditions by the Proprietor or Examiner will be insufficient to compensate the RTA for such a breach; and

6.1.2.2 in addition to any other remedy available at law the RTA is entitled to injunctive relief to prevent a breach of and to compel specific performance of the terms of this document.

6.2 RTA liability

6.2.1 Subject to clause 6.3, the RTA excludes all liability (in contract, tort including negligence, under statute or otherwise arising) to each Proprietor, Examiner and any third parties in respect of any direct or indirect loss, damage, claim or expense arising out of or in connection with a Proprietor's or an Examiners use of the System.

6.2.2 Each Proprietor indemnifies and will keep indemnified the RTA against all liability, loss, damage, claims, causes of action, costs and expenses directly or indirectly arising from or in connection with the submission by that Proprietor or any Examiner engaged by that Proprietor of safety inspection reports or other information which are negligently prepared or are misleading or fraudulent.

6.2.3 Each Examiner indemnifies and will keep indemnified the RTA against all liability, loss, damage, claims, causes of action, costs and expenses directly or indirectly arising from or in connection with the submission by that Examiner of safety inspection reports or other information which are negligently prepared or are misleading or fraudulent.

6.3 Exclusion of terms

6.3.1 If the Trade Practices Act 1974 (Cth) (Act) or similar legislation applies to these terms and conditions at any time (which is not admitted by the RTA), nothing in these terms and conditions excludes or limits any liability the RTA may have under the Act or similar legislation that the RTA is not permitted by law to exclude or limit, including liability to a "consumer" (as that term is defined in that Act). The RTA limits any liability it has to such a consumer for breach of a warranty implied under the Act or similar legislation to resupplying the services in respect of which the breach occurred.

6.3.2 Except as otherwise expressly stated in these terms and conditions, all terms, conditions, warranties, undertakings, inducements or representations whether express or implied, statutory or otherwise relating to the System and to these terms and conditions are excluded to the fullest extent permissible at law.

7. TERM AND TERMINATION

7.1 Duration

7.1.1 the date the Proprietor's or the Examiner's use of the System is terminated pursuant to clause 7.2; or

7.1.2 the date the RTA advises the Proprietor and the Examiner that use of the System will cease.

7.2 Termination

7.2.1 The RTA may at its discretion by notice to the Proprietor immediately terminate the use of a Proprietor or Examiner of the System.

7.2.2 The Proprietor or an Examiner may terminate use of the System by giving a minimum of 7 calendar days written notice of its intention to terminate to the RTA.

7.2.3 Termination is without prejudice to any accrued rights or remedies of the parties.

7.3 Suspension

The RTA may suspend a Proprietor or Examiner from using the System in accordance with the RTA rules for the AIS.

8. PRIVACY

8.1 Where a Proprietor or Examiner is required to collect confidential or Personal Information, then the Proprietor or Examiner must comply with privacy legislation and advise the person giving such information that is being obtained for RTA and for what purpose.

8.2 If a Proprietor or Examiner misuses any Personal Information, the RTA may suspend or terminate a Proprietor's or Examiner's:

8.2.1 accreditation to use the System; and

8.2.2 authority for the Scheme.

8.3 The RTA may at its discretion use the e-Safety Check business details which a Proprietor or Examiner provides in its application to promote the e-Safety Check system by disclosing the business details to the public.

9. GENERAL

9.1 Proprietors and Examiners must not assign, sub-contract or otherwise transfer any or all of their rights or obligations granted under these terms and conditions except with the prior written consent of the RTA.

9.2 Nothing in these terms or conditions will create, or be deemed to create, a partnership, the relationship of principal and agent or the relationship of employer and employee between the RTA and a Proprietor or Examiner. Each Proprietor and Examiner must not represent themselves as an agent of the RTA and will have no authority to enter into any obligations on behalf of the RTA or to bind the RTA in any way.

9.3 These terms and conditions may only be amended by the RTA and may be amended by notice to a Proprietor or Examiner including as specified on the RTA's home page for Internet access for the System.

9.4 These terms and conditions are governed by and construed in accordance with the laws of New South Wales and the parties submit to the exclusive jurisdiction of the Courts of New South Wales.

Appendix I-H Inspection Sequence

The following procedures are suggested inspection sequences addressing all vehicle systems that must be examined when conducting a Safety Check inspection. The Authorised Examiner must carry out at least the following inspections, taking into consideration the Safety Check inspection standards, Identity Check standards and Design Check standards set out in these Rules and any AIS Bulletins or RTA publication that may affect their application.

The information in this appendix is provided only to assist Examiners to conduct an inspection in an efficient manner. All inspections must be conducted strictly in accordance with the applicable standards found within the Rules for Authorised Inspection Stations.

LIGHT VEHICLES

- (a) ascertain whether the vehicle presented is LPG/CNG fuelled. Where the Authorised Examiner is not accredited by the RTA to inspect gas fuelled vehicles, the owner should be referred to an appropriate inspection station;
- (b) record the make and model. Check the number plate and the chassis number/VIN on the vehicle against the Registration Certificate (if available) or the Registration Label. If the vehicle identifiers do not correspond, the "vehicle identification" box must be marked as "X" on the inspection report and the discrepancy noted in the "comment/repairs needed" field. Continue with the Safety Check inspection;
- (c) check the LPG/CNG fuel system where appropriate
- (d) check the engine and other items in the engine bay
- (e) sit in the driver's seat and test all the driving controls. Check seat belts, mirrors, forward vision through the windscreen and record the odometer reading
- (f) examine the vehicle's exterior and check all doors, window, bodywork and trailer coupling (if fitted)
- (g) test the operation of all lights, check the aim of the headlights. Check headlight and number plate covers (if fitted)
- (h) jack up the vehicle and check the suspension, wheel bearings and steering components
- (i) place the vehicle on a hoist, on ramps or stands, or over a pit. Check the underbody chassis, sub-frames, transmission, exhaust and braking system components. Check all road wheels and tyres
- (j) test the service brake using the brake testing equipment, and attach the printout to the pink and blue copies of the inspection report. Test the parking brake
- (k) prepare the inspection report carefully, making sure that all necessary information is recorded. Depending on the result of the Safety Check inspection, the "passed safe" or either of the "failed" boxes must be marked. If the "vehicle identification" box is crossed, and all other boxes on the inspection checklist are ticked, the "passed safe" box must still be ticked. Sign the inspection report. An incomplete inspection report is not acceptable for renewal of registration
- (l) An examiner may require the assistance of a fellow worker, or vehicle owner to carry out some of the vehicle inspection items. It must be understood the examiner must actually check the inspection items and not the assistant. For example an Authorized examiner may have an assistant move the steering wheel whilst the examiner checks for free play etc.

MOTORCYCLES

- (a) record the make and model. Check the number plate and the chassis number/VIN against the Registration Certificate (if available) or the Registration Label. If the vehicle identifiers do not correspond, the "vehicle identification" box must be marked as "X" on the inspection report and the discrepancy noted in the "comment/repairs needed" field. Continue with the Safety Check inspection;
- (b) examine the motorcycle and check body condition and trailer coupling (if fitted). Check the engine and any other items listed in the inspection standard
- (c) record the odometer reading. Sit on the rider's seat and test all the driving controls. Check the mirrors, and forward vision through any fairing windscreen (if fitted)
- (d) test the operation of all lights, check the aim of the headlight(s). Check headlight and number plate cover (if fitted)
- (e) check the chassis, sub-frames, transmission, chain guards, exhaust and braking system components. Check the wheels and the tyres
- (f) check the suspension, wheel bearings and steering components
- (g) test the service brakes, and if a side car is attached, the parking brake
- (h) prepare the inspection report carefully, making sure that all necessary information is recorded. Depending on the result of the Safety Check inspection, the "passed safe" or either of the "failed" boxes must be marked. If the "vehicle identification" box is crossed, and all other boxes on the inspection checklist are ticked, the "passed safe" box must still be ticked. Sign the inspection report. An incomplete inspection report is not acceptable for renewal of registration

LIGHT TRAILERS AND CARAVANS

- (a) record the make and model. Check the number plate and the chassis number/VIN against the Registration Certificate (if available) or the Registration Label. If the vehicle identifiers do not correspond, the "vehicle identification" box must be marked as "X" on the inspection report and the discrepancy noted in the "comment/repairs needed" field. Continue with the Safety Check inspection.
- (b) check body condition and trailer coupling including safety chains. Test the operation of all lights
- (c) check the suspension, wheel bearings and brakes
- (d) check all road wheels and tyres

- (e) check the body work, and any doors gates or flaps on the trailer

- (f) prepare the inspection report carefully, making sure that all necessary information is recorded. Depending on the result of the Safety Check inspection, the "passed safe" or either of the "failed" boxes must be marked. If the "vehicle identification" box is crossed, and all other boxes on the inspection checklist are ticked, the "passed safe" box must still be ticked. Sign the inspection report. An incomplete inspection report is not acceptable for renewal of registration

HEAVY VEHICLES

- (a) determine if the vehicle presented is LPG/CNG fuelled. If so, and the Authorised Examiner is not accredited to inspect LPG/CNG fuelled vehicles, the customer is to be referred to an appropriate inspection station
- (b) record the vehicle make and model, and compare the number plate and the VIN/Chassis number against those shown on the Certificate of Registration (if available) or on the Registration Label. If the vehicle identifiers do not correspond, the "vehicle identification" box on the inspection report must be marked as "X" and the discrepancy noted in the "comment/repairs needed" field and a full identity check carried out.
- (c) Check the LPG/CNG fuel system where appropriate
- (d) Check the engine and other items in the engine bay;
- (e) Check the seats/seat belts, sit in the driver's seat and check driver vision. Test all driving controls, mirrors, wipers, washers, demister etc, and record odometer reading;
- (f) Examine the vehicle's exterior and check all doors, windows, bodywork and trailer coupling (if fitted);
- (g) Test the operation of all lamps, check the aim of the headlamps, driving/fog lamps and optional headlamps. Check headlamp and number plate covers (if fitted);
- (h) Jack up the vehicle and check the suspension, wheel bearings and steering components, place the vehicle on a hoist, on vehicle ramps/stands or over a pit.
- (i) Check the vehicle's underbody, chassis, sub-frame, transmission, exhaust and braking system components.
- (j) Check all road wheels and tyres;
- (k) Check the braking system operation before on road testing of the vehicle
- (l) Sign the brake test printout and attach it to the original and book copies of the Inspection Report ensuring that the inspection report number is not covered.

Note: these brake test result print-outs will be examined and may be compared to others in the Inspection Report book as part of the audit process

- (m) complete the inspection report carefully, ensuring that all necessary information is recorded. Depending on the results of the Safety Check inspection, the *passed safe* or either of the *failed* boxes must be marked.
- (n) if the *vehicle identification* box is crossed (failed) and all other boxes on the inspection checklist are ticked (passed), the *passed safe* box must still be ticked. Sign and date the inspection report.
- (o) For registered vehicles undergoing a Safety Check Inspection, the Authorised Examiner must check the number plate and the VIN/chassis number against the Registration Certificate (if available) or the registration label. If the vehicle identifiers do not correspond, the "vehicle identification" box on the inspection report must be marked as "X" and the discrepancy noted in the "comment/repairs needed" field and complete a full identity check as per section 3. Continue with the Safety Check inspection.

HEAVY TRAILERS

- (a) Record the vehicle make and model, and compare the number plate and the VIN/Chassis number against those shown on the Certificate of Registration (if available) or on the Registration Label. If the vehicle identifiers do not correspond, the "vehicle identification" box on the inspection report must be marked as "X" and the discrepancy noted in the "comment/repairs needed" field and a full identity check completed.
- (b) Check body condition and trailer coupling including safety chains;
- (c) Test the operation of all lamps;
- (d) Check the suspension, wheel bearings and brakes;
- (e) Check all road wheels and tyres;
- (f) prepare the inspection report carefully, ensuring that all necessary information is recorded. Depending on the results of the Safety Check inspection, the *passed safe* or either of the *failed* boxes must be marked.
- (g) If the *vehicle identification* box is crossed (failed) and all other boxes on the inspection checklist are ticked (passed), the *passed safe* box must still be ticked. Sign and date the inspection report.

UNREGISTERED VEHICLES

When a customer contacts the station to make an appointment for an unregistered vehicle inspection, the proprietor or examiner should use the checklist in Appendix 5-E, so the customer can be advised if it is necessary to bring supporting documentation, including photocopies for the AUVIS examiner to retain in accordance with these rules.

When inspecting unregistered vehicles, the following steps should be undertaken:-

Light vehicles

Mandatory checks:

1. Establish the vehicle identity (Identity Check)
2. Establish the condition of the vehicle (Safety Check)
3. Establish if any modifications have been carried out and the level of those modifications (Compliance Check)

Additional checks

4. Depending on the outcome of point (3) above, a Design Check may be required
5. If the vehicle is recorded on the Written Off Vehicle register (WOVR) a WOV check will be required

Heavy vehicles

Mandatory checks:

1. Establish the vehicle identity (identity check)
2. Establish the condition of the vehicle (safety check)
3. Carry out design check to ensure vehicle complies with required standards
4. Carry out appraisal of the vehicle to establish if any modifications have been carried out and the level of those modifications (design check appraisal)

IDENTITY CHECK

- (1) An identity check (ID Check) will normally be the first inspection undertaken and a fee is chargeable in accordance with the schedule of fees in Appendix I-F
- (2) All identifiers must be taken from the vehicle, **NOT** from existing paperwork, compliance plate or any other manufacturer's plate (VIN/Chassis Numbers are located on the vehicle's chassis or VIN plate/tag. Engine numbers are located on the engine block or crankcase).
- (3) The inspection must be carried out in accordance with the procedures outlined in the Identity Check standards in the Rules for AIS for the appropriate vehicle category.
- (4) Where ID errors are detected, the vehicle must be referred to the Police.
- (5) When an adjustment of records inspection is being undertaken for changes to the VIN/chassis number for previous transcription errors, it is permissible to change up to three characters in the identifier. (In excess of three characters will require new registration for the vehicle)
- (6) An identity check consists of:
 - a. Inspection of The VIN/Chassis number
 - b. Inspection of the Engine number (as required)
 - c. Inspection of the compliance plate (as required)
 - d. Referring vehicles to VIU (or Police in country areas) (as required)

DESIGN CHECK

- For unregistered vehicle inspections a Design Check is required as per the Design Check standards of the Rules for AIS except where the owner is applying for an unregistered vehicle permit.
- For registered vehicles that are inspected for an adjustment of records where change or modification to the vehicle has occurred.
- For registered vehicles that have design related defects.

Conducting the Design Check

- Where a Design Check is required a fee is chargeable in accordance with Appendix I-F of this manual
- The Design Check must be carried out in accordance with the procedures given in the Design Check standards of the Rules for AIS for the appropriate vehicle category

Engineering Certificates

- Engineer's Certificates that are not signed by persons listed in VSI-02 and VSI-15 *Engineering Signatories* or not in the format prescribed in the latest edition of VSI-15 (for Engineer's Certificates issued since April 2001) must be rejected and the reasons stated on the Inspection Report.
- If the Authorised Examiner finds or considers that a modified vehicle (in respect to those modifications shown on a supplied Engineer's Certificate) does not comply with the AIS rules in any way, the vehicle is to be rejected, the matter noted on the Inspection Report and the Engineer's Certificate is to be faxed to Technical Enquiries.

NOTE: *For Establish Registration, Vehicles exceeding standard dimensions or standard axle weights must be referred to the RTA for inspection and approval. AIS Examiners do not have the authority to inspect or adjudicate these vehicles.*

Appendix I-J Vehicle dimensions

The following guide to maximum vehicle dimensions should be used by AIS Proprietors when assessing whether their premises meet the requirements of Rule 1.4.2

Width

All vehicles – 2.5 metres

Height

All vehicles - 4.3m*

*If station is located on a route which allows certain vehicles to operate at 4.6 in height, consideration should be given to having an inspection area which will allow for inspection of these vehicles

Length

Rigid Vehicle (including trailers and semi-trailers) – 12.5m

Articulated bus – 18m

Vehicle with trailer – 19m*

Articulated vehicle – 19m*

B-Double – 25m* (On certain routes and under certain conditions B-Doubles can operate at 26m)

* Vehicles with trailers and articulated trucks are actually two or more vehicles, each component registered separately.

Although there is no minimum requirements for site dimensions, an AIS may be required to demonstrate to the RTA how the site complies with the requirements of Rule 1.4

Appendix I-K Inspection reports

An **Inspection Report** is a statement by an Authorised Examiner that a vehicle has been inspected in accordance with the AIS Rules. The Roads and Traffic Authority relies on the information provided by an Authorised Examiner on an Inspection Report for the integrity of its records and as a statement to the safety of a vehicle.

All Inspection Report books and all other publications supplied by the RTA remain the property of the RTA

Inspection Report books can only be obtained from a Motor Registry upon presentation of a completed **original** re-order form, which is found in the Inspection Report book.

Inspection reports can only be used for the purpose they are intended, and cannot be substituted for other functions. Unregistered vehicle inspection reports cannot be used in place of safety check inspection reports.

Where applicable, rules concerning Inspection Reports also apply to *Vehicle Inspection Report Continuation Sheets* (RTA Form 1077)

Electronic Inspection Reports

- If a vehicle **passes** the **first inspection**, two reports are printed
 - Customer copy – Pass – given to customer
 - Station copy - must remain at the AIS for audit purposes along with any attachments
- If a vehicle **fails** the **first inspection**, two reports are printed
 - Customer copy – Fail - which details the repairs/adjustments required,
 - Station copy - must remain at the AIS for audit purposes along with any attachments.
- On the **second inspection**, if the vehicle **passes** the inspection, two reports are printed,
 - Customer copy – Pass – given to customer
 - Station copy - must remain at the AIS for audit purposes along with any attachments
- On the **second inspection**, if the vehicle **fails** the inspection, two reports are printed,
 - Customer copy – Fail – given to customer
 - Station copy - must remain at the AIS for audit purposes along with any attachments

Note: second inspections must be carried out within 14 days of the first inspection. If the vehicle fails the second inspection or does not return within the 14 day timeframe, the station copy of the Inspection Report must be cancelled by drawing two parallel lines across the report and writing the word “CANCELLED” between them. This copy

must be sent IMMEDIATELY to the RTA. The examiner must then access the e-Safety Check system and print a further copy for the station records. A note should be made on the station copy that the reject copy has been sent to the RTA.

Manual Inspection Reports issued at e-Safety Check stations

e-Safety Check stations may issue manual reports **only** for the following reasons:-

- System failure
- Unregistered vehicle permits
- Defect Notice clearances
- Other circumstances as advised by the RTA

Manual Safety Check Inspection Reports

- Safety Check Inspection Reports consist of three copies
 - Customer copy – Pink – given to customer when vehicle has passed
 - Customer copy – White – given to customer if vehicle fails (details repairs/adjustments required)
 - Station copy – Blue - must remain in the inspection report book and retained at the AIS for audit purposes along with any attachments

Note: A light vehicle Safety Check Inspection Report is valid for 42 days from the date of issue

Manual AUVIS Inspection Reports

- AUVIS Inspection Reports consist of three copies
 - Customer copy – Blue – given to customer when vehicle has passed
 - Customer copy – White – given to customer if vehicle fails
 - Station copy – Yellow - must remain in the inspection report book and retained at the AIS for audit purposes along with any attachments

Note: An AUVIS Inspection Report is valid for 28 days from the date of issue

For *Establish Registration* or *Adjustment of Records* inspections, in addition to completing the relevant inspection report, the Authorised Examiner is required to sign the Examiner's Certification, and complete

- the relevant sections of Page 3 of the RTA Form 1009 (*Application for Registration*) for establish registration.
- the examiner's report on page 2 of the RTA Form 1021 (*Adjustment of Records*) for a change of detail

Manual HVAIS Inspection Reports

- Heavy Vehicle Inspection Reports consist of four pages
 - Customer copy – Pink - given to customer when vehicle has passed Safety Check inspection
 - Customer copy – Brown - given to customer only where required and when the vehicle passes establish registration; adjustment of records and clearance of design related Defect Notices – completed in addition to safety check copy –
 - Customer copy – White – given to customer if vehicle fails
 - Station copy – Yellow - must remain in the inspection report book and retained at the AIS for audit purposes along with any attachments
- The Heavy Vehicle Inspection Report can be used for all inspection functions required to be undertaken at an HVAIS. Listed in the Inspection Matrix (Appendix I-B) are the reports and forms required for each function.

A Heavy Vehicle Inspection Report is valid for 28 days from the date of issue

Completing manual inspection reports

- All fields in the Inspection Report which require a tick (✓) or a cross (x) must be clearly marked. For the vehicle systems checklist the following applies:
 - ✓ if the vehicle system passes the requirements of the AIS Rules
 - X if the vehicle system fails the requirements of the AIS Rules
 - N for a system that does not apply to the vehicle
- If for any reason a system which applies to a vehicle is not checked, the symbol 'N/C' should be marked in the appropriate box. The reason the system has not been checked must be noted in the comments box
- Inspection Reports must only be filled out during or immediately after an inspection and not before
- If any vehicle system boxes are crossed (x), the Authorised Examiner must mark either the *failed-repairs needed* or *failed dangerous* box depending on whether the Authorised Examiner considers the use of that vehicle would be dangerous
- A detailed description of the reasons for rejection must be entered in the Comment/Repairs needed box. It is not acceptable to merely state the system which does not meet requirements. If there is insufficient space a *Vehicle Inspection Report Continuation Sheet* (RTA Form 1077) must be used.

- The correct Inspection Report (ASCIS, AUVIS, HVAIS) must be used for the specific inspection(s)
- Inspection Reports must be issued in sequential order. Any missed reports must be cancelled
- The AIS name and address must appear in the appropriate space on **all** pages of the inspection report
- A blue or black ball point pen must be used to complete the Inspection Report
- Sufficient pressure must be applied when completing the Inspection Report to ensure all copies are clear and legible
- A sheet of cardboard must be used underneath the book copy of the Inspection Report to prevent unwanted duplication on the next report.
- When a continuation sheet (RTA Form I077) is used, this must be noted on the Inspection Report, and the Inspection Report number must also be recorded on the continuation sheet.
- Alterations on the inspection report to vehicle identifiers, engineering certificate number and written-off vehicle details are **not** permitted. If a mistake is made the Inspection Report must be cancelled and a new report issued.
- If an Inspection Report is spoiled to such an extent to make it difficult to interpret, the report must be cancelled and a new report issued
- If an Inspection Report is cancelled for any reason, all copies must be marked "CANCELLED" between two parallel lines, and left in the book.
- All details relating to the vehicle, must be **accurately** and **legibly** recorded in the appropriate spaces on the Inspection Report and other forms and must be easy to interpret
- Where brake performance tests are required, both copies of the brake test print out must be signed by the Authorised Examiner. One is attached to the original copy of the Inspection Report and one to the book copy.
- **[AUVIS, HVAIS]** Where a valid engineering certificate has been presented with the vehicle, the certificate number must be recorded in the appropriate space (see AIS Design Check standards)
- **[AUVIS]** If the vehicle requires a written-off vehicle check the section of the Inspection Report must be completed in accordance with Rule 231 in the AIS Rules Identity Check standards

Manual Inspection Reports – second inspections

- If the vehicle is re-inspected within 14 days of the first inspection and **passes** inspection, the Authorised Examiner must
 - tick (✓) as passed, all relevant Inspection checklist *second inspection* boxes
 - tick (✓) as passed, the result of second inspection *passed safe* box

- o complete/sign the original copy of the Inspection Report in the appropriate places and give it to the customer
- o ensure that the results of the inspection are also shown in the book copy which is retained in the Inspection Report book
- If the vehicle is re-inspected within 14 days of the first inspection and **fails** inspection, the Authorised Examiner must
 - o cross (x) as failed, all relevant inspection checklist *second inspection* boxes (on all copies of the Inspection Report)
 - o cross (x) as failed, the result of second inspection *failed-repairs* needed or *failed-dangerous* box (as necessary), again, on all copies.
 - o complete and sign the reject copy of the Inspection Report
 - o cancel the original copy by marking 'CANCELLED' between two parallel lines on the report. This copy must be sent immediately to the RTA.
 - o ensure that the results of the inspection are also shown in the book copy and is retained in the Inspection Report book
 - o advise customer to keep the white copy as record of the Inspection.
- If the vehicle **does not return** for re-inspection within 14 days, the original copy of the Inspection Report must be cancelled by marking 'CANCELLED' between two parallel lines on the report. This copy must be sent IMMEDIATELY to the RTA.

Other forms

Other forms means any RTA form or section of form required to be completed by the Authorised Examiner as part of the inspection process (e.g. Application to register a vehicle, Adjustment of records, Vehicle Identification Check, forms faxed to the RTA)

Recording vehicle identifiers

Vehicle details must be recorded in such a way so there is no possibility of misinterpretation. The most common errors are indicated in the table below.

A	C	6	5	Z	Z	U	B
4	G	G	S	2	7	<u>V</u>	8

Disposal of documents

All forms and copies of documents required by the RTA must be retained in a secure location at the station for a minimum period of 12 months unless otherwise notified by the RTA.

Destruction of records over 12 months old must be irreversible. This means that there is no reasonable risk of the information being recovered again. Failure to ensure the total destruction of records may lead to the unauthorised release of sensitive information

Appendix I-L RTA contacts

Technical Enquiries	Phone: 1 300 137 302 Fax: (02) 98433821 Email: tech-enq@rta.nsw.gov.au
AIS administration	Phone: 1 300 791 186 Fax: 1 300 793 865 Email: ais@rta.nsw.gov.au Address: PO Box 94 Glen Innes NSW 2370
VINS Unit	Phone: (02) 8335 9440 Fax: (02) 8335 9455
e-Safety Check system problems	Phone: 1 300 131 172
Vehicle Standards Bulletins (Department of Infrastructure, Transport, Regional Development and Local Government)	Website: http://www.infrastructure.gov.au/roads/vehicle_regulation/bulletin/index.aspx

