



- For:**
- RTA Inspectors Vehicle Regulation
 - RTA Registry Services Managers
 - Engineering Signatories
 - HVAIS Proprietors
 - HVAIS Examiners

www.rta.nsw.gov.au

Amendments to the Business Rules for Authorised Inspection Stations - Heavy Vehicles

Heavy Vehicle Authorised Inspection Stations (HV AIS) were recently advised of new procedures when providing Identity Checks for heavy vehicles. Vehicle Inspectors Bulletin No. 42 was subsequently issued advising of changes to the HV AIS Business Rules.

It has now been found necessary to further change the procedures for providing Identity Checks for Establish Registration and adjustment of records purposes.

HV AIS were originally asked to complete 2 forms for the purpose of “Establish Registration”. These are the Commercial Vehicle (Truck or Bus) Certificate and the Heavy Vehicle Detail Report. It is now necessary for HV AIS to complete:

- Page 3 of the “Application for Registration” form when an inspection is being conducted establish registration
- Page 2 of the “Adjustment of Records” form when an inspection is being conducted for an adjustment of records.

A forms matrix is attached to this bulletin to advise HV AIS on which forms to complete for each inspection type.

Stations are reminded to include the number of Heavy Vehicle Detail Reports issued in the monthly report to the RTA.

New Procedure

1. To remove any ambiguity in the specifications supplied to the RTA in respect of the vehicle, HV AIS are now required to complete page 3, "Vehicle Identification," of the "Application for Registration" form. This is required even though some of the information requested is also required on the Heavy Vehicle Detail Report.

Attached for information is a copy of page 3 of the application form as well as abbreviations to be used when answering the various questions.

Copies of Applications for Registration are available from motor registries and a supply of these forms should be held at the HV AIS.

2. For the same reason indicated above, it is also necessary for HV AIS to complete page 2 of the Adjustment of Records form when conducting an inspection for the purpose of adjusting the RTA's records. Examples of adjustment of records inspections include engine changes, change of shape code, modification etc.

Also attached is a copy of page 2 of the Adjustment of Records form. Copies of this form are available from motor registries and a supply should be held at the HV AIS.

Business Rules

As a result of the above change it will be necessary to amend the business rules for HV AIS.

Accordingly:

10.02 Delete the existing Rule 10.02 and insert the following;

An inspection report is deemed as:

- Commercial Vehicle (Truck or Bus) Certificate ("Pink Slip"),
- Heavy Vehicle Detail Report ("Blue Slip"),
- Page 3 of the "Application for Registration" form,
- Page 2 of the "Adjustment of Records" form.

and is a statement by an AIS that a vehicle has had an inspection carried out in accordance with these Rules. Whenever an AIS is asked to perform an inspection of a motor vehicle, an inspection report must be prepared and issued in accordance with these Rules.

10.03 Delete the existing rule 10.03 and insert the following

Safety Check inspections on a registered vehicle may be requested for any reason whatsoever. However, the most common reason will be to establish or renew registration. Other common reasons for issuing reports on vehicles are:

- To clear defect notices related to safety issues,
- To provide Identity, Safety and Design checks for the purpose of unregistered vehicle inspections for vehicles over 4.5 tonnes GVM,
- To adjust records of vehicles held by the RTA.

Note 1: For establish registration purposes for vehicles over 4.5 tonnes GVM a Heavy Vehicle Detail Report must also be completed in addition to the Safety Check Inspection Report. In addition, page 3 of the “Application for Registration” (RTA Form No.1009) is to be completed. These three items provide essential information and a description of the vehicle necessary to allow registration.

NOTE 2: Vehicles 4.5 tonnes GVM and over do not require an inspection report for transfer of ownership.

Further Information - RTA Technical Enquiries

Tel: 1300 137 302

Email: tech-enq@rta.nsw.gov.au

or: **RTA Blacktown:**
Technical Enquiries
Level 1, 85 Flushcombe Road
PO Box 558
BLACKTOWN NSW 2148
Fax: (02) 9831 0913

RTA Wollongong:
Technical Enquiries
104 Market Street
PO Box 5398
WOLLONGONG NSW 2500
Fax: (02) 4225 8844

RTA West Gosford:
Technical Enquiries
PO Box 6098
WEST GOSFORD NSW 2250
Fax: (02) 4323 9905

ABBREVIATIONS			
SHAPE CODES			
<u>Rigid Vehicles</u>		<u>Tractors & Self Propelled Plant</u>	
Animal Carrier	AC	Agricultural Plant	AGP
Bulk Carrier/Hopper	BC	Bulldozer	DZP
Cab and Chassis	CHS	Concrete Mixer	CMP
Compactor	CPA	Dump Truck/ Rock Buggy	DTP
Concrete Carrier	CC	Earthwork Plant	EWP
Mobile Home	MH	Electrical Plant	ELP
Motor Vehicle Carrier	VC	Fire Fighting Plant	FFP
Panel Van	PVN	Fork Lift	FLP
Pantehnicon	PAN	Industrial Plant	INP
Prime Mover	PMV	Load Lifting Plant	LLP
Refrigerated Van	RV	Mobile Barrier Stall	BSPsp
Table Top with Fittings	TTF	Mobile Crane	MCP
Table Top without Fittings	TT	Mobile Workshop	MWP
Tanker	TNK	Road Work Plant	RWP
Tipper	TPR	Tractor	TRP
Tow Truck	TOW		
Utility	UTE		
Van	VAN		
<u>TRAILERS</u>		<u>MOTIVE POWER</u>	
Air Compressor	AIT	Diesel	D
Animal Carrier	ACT	Petrol	P
Boat	BTT	Diesel & LPG	R
Bolster	BLT	Petrol & LPG	O
Box	BXT	LPG Only	G
Box	BXT	Compressed Natural Gas	C
Bulk	BCT	Diesel & Compr. Natural Gas	S
Caravan	CVT		
Concrete Mixer	CMT	<u>ADR CODES</u>	
Dolly	DLT	Medium Omnibus	MD
Earthwork Plant	EPT	Heavy Omnibus	ME
Electrical Plant	ELT	Light Goods Vehicle	NA
Fire Fighting Plant	FFT	Medium Goods	NB
Industrial Plant	IPT	Heavy Goods	NC
Jinker	JKT	Medium Trailer	TC
Low Loader	LOT	Heavy Trailer	TD
Pantehnicon	PAT		
Plant Trailer	OPT		
Recreational Plant	RPT		
Refrigerated Van	RVT		
Roadwork Plant	RWT		
Semi Trailer	SMT		
Table Top with Fittings	TFT		
Table Top without Fittings	TTT		
Tanker	TKT		
Tipper Trailer	TPT		
Van Trailer	VNT		

Forms Matrix

	Form types			
Inspection type	Pink Slip	Heavy Vehicle Details Form	Adjustment of Records Form	Application for Registration form
Registration renewal	✓			
Establish registration	✓	✓		✓
Adjustment of records		✓	✓	

The above matrix indicates the forms to be completed by an Authorised Examiner when conducting various types of inspections.