

Vehicle inspectors bulletin



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Centralisation of Authorised Inspection Station administration

Purpose

To inform proprietors and examiners at all Authorised Inspection Stations (AIS) of the introduction of the new centralised office for AIS administration.

Background and information

The Roads and Traffic Authority (RTA) currently maintains offices in various regional areas to administer the Authorised Inspection Station (AIS) scheme. The administration includes the processing of application forms, updating and changing records, acceptance of monthly reports, processing cancelled inspection reports and support for issues associated with the administration of AIS scheme.

To support efficient and consistent administration of the AIS scheme, the RTA is introducing a central AIS scheme administration management office at Glen Innes. Once introduced, the office at Glen Innes will be the sole contact for AIS scheme administration.

It should be noted that questions of a technical nature must still be directed to Technical Enquiries on 1300 137 302.

Introduction

The introduction of the centralised AIS administration will be rolled out in stages across the regions of the state. Table 1 on page 2 lists the dates AIS will cease dealing with their various regional offices and start using the new contact details, also shown on page 2.

For	■ RTA Inspectors Vehicle Regulation	■ Engineering Signatories	■ AIS Proprietors & Examiners
	■ RTA Registry Service Managers	■ HVAIS Proprietors & Examiners	■ AUVIS Proprietors & Examiners

Table 1: Implementation dates for centralised AIS administration

Region	AIS currently reporting to these regional offices	Date new contact details are to be used
Sydney	Parramatta/Blacktown	5 November 2007
Hunter Region	Carrington	3 December 2007
Southern/Illawarra Region	Wollongong	17 December 2007
North Region	Grafton	7 January 2008
West/South Western Region	Bathurst/Parkes and Wagga Wagga	21 January 2008

New contact details

Postal: The Manager, Inspection Program Services
NSW Roads and Traffic Authority
P.O.Box 94
GLEN INNES NSW 2370

Phone: 1300 79 11 86
Fax: 1300 79 38 65
Email: ais@rta.nsw.gov.au

Monthly Reports

Monthly Reports are still to be completed at the end of each month, with the exception of Internet e-Safety Check stations. However, Monthly Reports are no longer to be sent to the RTA. As such, the AIS rules have been amended to reflect the following:

Rule 10.20:

All Authorised Inspection Stations, except those operating as an Internet e-Safety Check station, are required to complete a monthly report providing statistical data for the individual inspection types undertaken.

Failure to complete the monthly report within 5 working days after the last day of the month, or the provision of false, inaccurate or misleading information is a breach of the AIS rules. Completed monthly reports must be kept in the report book for RTA reference.

Implementation

As per dates shown in Table 1 above.



For further enquiries:



RTA Technical Enquiries, PO Box 1120, Parramatta NSW 2124



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