

Business Rules for Approved Inspection Stations

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Terms and abbreviations

Terms and abbreviations	Definition
AIS	Approved Inspection Station
AIS approval	Approval to operate a particular premises as a fixed AIS, or a particular premises as a fixed AIS and a particular vehicle as a mobile AIS, and to inspect types of vehicles at the AIS.
Approved examiner	A person accredited by the Department of Transport and Main Roads to inspect vehicles under the Vehicle Standards and Safety Regulation
Approval holder	The person who holds an AIS or nominee approval
Business rules	Business Rules for Approved Inspection Stations
CL	Inspection type for light vehicles up to and including 4.5 t GVM that require a certificate of inspection
CM	Inspection type for motorbikes, motortrikes and mopeds that require a certificate of inspection
COI	Certificate of inspection
Department	Department of Transport and Main Roads
Exempt area	An area defined in Schedule 2, Item 1 of the Vehicle Standards and Safety Regulation
Fixed AIS	Fixed premises for which an AIS approval is current
GPS	Global Positioning System
HT	Inspection type for caravans and trailers over 4.5 t up to 10 t ATM and unregistered trailers over 10 t ATM that require a certificate of inspection
HV	Inspection type for vehicles over 4.5 t up to 16 t GVM (excluding buses) and unregistered vehicles over 16 t GVM that require a certificate of inspection
ICO	Inspection Certificates Online
Inspection certificate	Safety certificate or certificate of inspection
LT	Inspection type for caravans and trailers over 0.75 t ATM up to and including 4.5 t ATM that require a safety certificate

Terms and abbreviations	Definition
LV	Inspection type for cars or light commercial vehicles up to and including 4.5 t GVM that require a safety certificate
MC	Inspection type for motorbikes, motortrikes and mopeds that require a safety certificate
Mobile AIS	A vehicle approved by the department from which an approved examiner may conduct vehicle inspections at a place that is not the fixed AIS for the purpose of issuing inspection certificates
Multi-listed AIS	More than one AIS approval with the same legal entity as the approval holder
NHVIM	National Heavy Vehicle Inspection Manual
Nominee	A person nominated by the approval holder to supervise work at the fixed AIS on a daily basis
QLVIM	Queensland Light Vehicle Inspection Manual
SC	Safety certificate

Introduction

The Business Rules for Approved Inspection Stations (business rules) have been developed to be read in conjunction with the:

- *Transport Operations (Road Use Management) Act 1995*
- *Heavy Vehicle National Law (Queensland)*
- *Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015 (Accreditation Regulation)*
- *Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2021 (Vehicle Standards and Safety Regulation).*

The business rules provide the administrative requirements for the operation of an Approved Inspection Station (AIS). The approval holder must comply with the business rules as a condition of their AIS approval.

Failure to comply with business rules may result in action being taken to amend, suspend, or cancel an AIS approval and the issue of infringement notices or the commencement of court action.

AIS responsibilities

1. The approval holder must ensure that the fixed AIS premises has a dedicated and suitably sized inspection area that safely allows an approved examiner to thoroughly inspect all types of vehicles that the AIS is approved to inspect.
2. The approval holder must ensure that the fixed AIS complies with all local, state and commonwealth government requirements and regulations applicable to the operation of a fixed AIS.
3. The approval holder must ensure the approved examiner uses the required equipment necessary for inspecting the types of vehicles listed in the AIS approval.
4. The approval holder must ensure that the required equipment is maintained in accordance with the equipment manufacturers' specifications.
5. The approval holder must ensure that the AIS has inspection certificate books for each vehicle type they are approved to inspect either at the fixed AIS or in the mobile AIS vehicle.
6. The approval holder must ensure a copy of the current versions of the Queensland Light Vehicle Inspection Manual (QLVIM) and the National Heavy Vehicle Inspection Manual (NHVIM) can be accessed and are available for use by an approved examiner or by any other person at the AIS.
7. The approval holder must ensure that an approved examiner operating from the AIS is familiar with the contents of the QLVIM and the NHVIM.
8. Before an approved examiner conducts an inspection at the AIS, the approval holder must ensure that the approved examiner:
 - (a) is currently accredited as an approved examiner;
 - (b) is accredited for the types of vehicles they inspect;
 - (c) does not inspect vehicles that the AIS is not approved to inspect; and
 - (d) has a current driver licence for the type of vehicle the approved examiner is road testing (for example, a manual driver licence of the appropriate class is required to road test a manual vehicle).
9. The approval holder must ensure the brake test equipment used:
 - (a) at a fixed AIS – produces a brake test result that is legible and records at a minimum the date and time that the successful brake test was conducted;or

- (b) by mobile AIS – produces a brake test result that is legible and records at a minimum, the date, time, and GPS location (coordinates) of where the successful brake test was conducted.
10. The approval holder must ensure that the AIS copy of each inspection certificate issued is accompanied by a copy of the brake test result (excluding light and heavy trailers).
11. The approval holder must ensure that an approved examiner conducting a vehicle inspection from a mobile AIS records the vehicle inspection in Inspection Certificates Online (ICO) unless there is a valid reason for not doing so.

NOTE:

- 1 A valid reason may include:
- an approved examiner cannot login to ICO as there is a system outage
 - an approved examiner does not have reasonable internet coverage in the location where the vehicle inspection is being conducted
 - a registered trailer over 10 t ATM or a registered vehicle over 16 t GVM that is garaged in an exempt is being inspected in an exempt area under rule 24.
- 2 Paper inspection certificate books have been updated to allow the reason why ICO was not used to be recorded. Previous versions of inspection certificate books may still be used.
- 3 If an approved examiner uses a paper inspection certificate book which was issued prior to March 2022, the approval holder must ensure the approved examiner records the reason why ICO could not be used in the 'Details of items rejected' field on the paper inspection certificate.
12. The approval holder must ensure that the fixed AIS displays a sign at the premises.
13. The approval holder must ensure that the sign meets the following specifications:
- (a) the sign must state the following:
- APPROVED INSPECTION STATION
APPROVAL NO.
- (b) the first three words must be at least 100 mm high and the remaining words must be at least 50 mm high.

14. The approval holder must ensure that the signs displayed on both sides of a mobile AIS are visible from a distance of 30 m.
15. The approval holder must ensure that any person who acts as the AIS approval holder's nominee has written approval from the department before approving and issuing inspection certificates on behalf of the approval holder.
16. The approval holder must provide written notice to the department within 14 days when:
 - (a) a nominee ceases to be employed at the AIS, specifying the date the nominee ceased employment; or
 - (b) there is a change of the approval holder's contact details (for example, a change of phone number, postal address or email address).
17. When removing a mobile AIS, the approval holder must provide written notice to the department.

Record keeping

18. The approval holder must ensure that the following records are kept for the stated periods:
 - (a) a copy of an inspection report for two years after the report was given;
 - (b) a copy of an inspection certificate for two years after the certificate was given;
 - (c) a copy of a brake test result for two years after the test was conducted; and
 - (d) a cancelled inspection certificate for two years after the certificate was cancelled.
19. The approval holder must ensure the brake test result includes:
 - (a) if the inspection is conducted at a fixed AIS, the date and time the inspection was conducted; or
 - (b) if the inspection was conducted from a mobile AIS, the date, time, and GPS location (coordinates) where the inspection was conducted.
20. The approval holder must ensure the brake test result produced by the brake test device is:
 - (a) legible; and
 - (b) printed and attached to the AIS copy of the inspection certificate; or

- (c) saved and stored electronically as a file or photo; or
- (d) uploaded to ICO.

NOTE:

- 1 If an approved examiner uses ICO to issue an inspection certificate, the brake test result must be uploaded to ICO as part of the inspection record.
 - 2 If the brake test result is stored as an electronic file or photo outside of ICO, the record must be linked to the relevant inspection certificate, for example, by including the inspection certificate number in the file name.
21. The approval holder must ensure a record mentioned in rule 18 is kept or is accessible at the approval holder's business premises during its ordinary business hours. If requested, it must be provided to authorised officers for audit or investigation purposes.
22. If the approval holder stops carrying on a business, they must ensure that a record mentioned in rule 18 is returned to the department within 14 days after they stop carrying on the business.

NOTE:

Under section 81 of the Accreditation Regulation, the approval holder must also return all unused inspection certificate books to the department within 14 days after the approval holder stops operating.

23. The approval holder must ensure that the AIS records and unused certificate books are kept in a safe and secure place to reasonably avoid fire, flood, vermin, and any other pests.

AIS Inspections in exempt areas

24. If an approved examiner inspects a registered trailer over 10 t ATM or registered vehicle over 16 t GVM garaged in an exempt area, the approval holder must ensure that the approved examiner:
- (a) conducts the inspection in an exempt area;
 - (b) issues a handwritten inspection certificate to the customer; and
 - (c) advises the customer that they must present the certificate of inspection (COI) to the department.

NOTE:

- 1 Under section 77(2) of the Vehicle Standards and Safety Regulation, approved examiners can inspect registered trailers over 10 t ATM and registered vehicles over 16 t GVM if they are garaged in an exempt area.
- 2 Exempt area means an area mentioned in Schedule 2, Item 1 of the Vehicle Standards and Safety Regulation.
- 3 ICO cannot be used to issue a COI for registered trailers over 10 t ATM and registered vehicles over 16 t GVM in exempt areas. If the inspection is conducted from a mobile AIS, rule 11 does not apply.

Multi-listing AIS requirements

25. The approval holder must maintain and keep a record of where and when each nominee and approved examiner works at each of the multi-listed AISs. The record must be kept for two years and must be provided to an authorised officer for audit or investigation purposes if requested.
26. The approval holder must ensure the record contains at least the following information:
 - (a) AIS approval number;
 - (b) location of the AIS;
 - (c) person's name and role; and
 - (d) dates worked at that AIS.

Entry by authorised officers

27. The approval holder must allow an authorised officer to enter the AIS premises or access the mobile AIS to conduct audits to assess compliance with the conditions of the AIS approval.

Required equipment

28. Before conducting an inspection, the approval holder must have the required equipment that allows an approved examiner to conduct a thorough inspection of the types of vehicles listed on the AIS approval.

Component removal, inspection and test equipment

29. The approval holder must have equipment to allow an approved examiner to remove, test and refit vehicle components as required, including underbody inspection.

NOTE:

Examples of equipment may include:

- measuring equipment and gauges for disc rotors, brake drums, brake pads and brake linings (all vehicle types)
- hoist, pit, ramps, vehicle jacks or stands (for LV, LT, CL, HV, HT vehicle inspection types)
- kingpin and towing eye gauges (for HT vehicle inspection type)
- turntable locking tester and auto tow coupling gauge (for HV vehicle inspection type).

Window tint meter

30. The approval holder must have a calibrated light transmittance device or tint meter that comes with two main components (i.e. light source and receiver) and have a digital display that shows the light transmittance result as a percentage (for LV, CL, HV vehicle inspection types).

Headlight direction test equipment

31. The approval holder must have equipment to check a vehicle's headlamp aim. This may include a graduated headlight testing screen or headlight testing machine (for LV, CL, HV, MC, and CM vehicle inspection types).

NOTE:

For further information about headlight aiming equipment or operating procedures, refer to the current version of the QLVIM or NHVIM.

Brake testing equipment

32. The approval holder must have accurately functioning equipment to test a vehicle's brake system including a decelerometer, roller brake testing machine or other equipment for testing brakes (for LV, CL, HV, MC and CM vehicle inspection types).

NOTE:

1. Brake test equipment that provides a digital reading of the brake test results and the result can be printed, electronically saved, or uploaded to ICO, will meet the department's requirements for fixed AIS and mobile AIS vehicle inspections.
2. Smart phones are not acceptable equipment to use for brake testing.

Additional equipment for mobile AIS

33. The approval holder must have brake test equipment mentioned in rule 32 capable of producing the required brake test result (i.e. paper or electronic) which records, at a minimum, the date, time and GPS location (coordinates) of where the successful brake test was conducted (for LV, CL, MC, CM and HV vehicle inspection types).

NOTE:

For further information about brake testing equipment or operating procedures, refer to the current version of the QLVIM or NHVIM.

Additional equipment for trailers (LT and HT vehicle inspection types only)

34. The approval holder must have the following when a towing unit is not available:
 - (a) equipment for testing the operation of the lighting system and any electric brakes via the trailer plug or socket;
 - (b) equipment capable of compressing the tow coupling to test the function of any override braking system; and
 - (c) equipment capable of creating a compressed air source to test the function of any full air or air assisted braking system.
35. The approval holder must not issue inspection certificates for LT or HT vehicle inspection types for vehicles fitted with a vacuum braking system unless the approval holder has equipment that can create a vacuum source to test the braking system.

NOTE:

A suitable towing vehicle may be used to apply vacuum source to test the trailer's vacuum braking system.