



90,088 (05/2016)

## Road User Services

# Authorised Examiner Scheme

For vehicles Under 4.5 Tonnes GVM

Including Motorcycles & Trailers

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## Introduction

### What is the scheme?

The ACT Authorised Examiner Scheme here after referred to as the Scheme, is an arrangement through which Authorised Examiners in Approved Premises participate in the inspections of vehicles for registration purposes in the ACT.

The Scheme encourages the increased involvement of the local motor trade in the maintenance and improvement of vehicle and road safety.

### Scheme Arrangements

The Scheme consists of two main components – Authorised Examiners and Approved Premises.

Authorised Examiners are the people who perform vehicle inspections for registration purposes and are appointed under Division 6.3.2 of the *Road Transport (Vehicle Registration) Regulation 2000*.

Approved Premises are the places in which Authorised Examiners perform vehicle inspection registration purposes and are approved under Division 6.3.3 of the *Road Transport (Vehicle Registration) Regulation 2000*.

### Fees

There are two types of fees applicable to the Scheme. There are determined fees that participants must pay to the Government in relation to their involvement in the Scheme and there are fees that participants may charge their customers for the inspections that are performed. The level of these fees is determined by the Minister (usually on an annual basis).

### Application and Renewal fees

Contact the AES Administrator on (02) 6207 7018 for current fee information.

### Inspection Fees

Contact the AES Administrator on (02) 6207 7018 for current fee information.

These are the maximum fees that a premises may charge for an inspection. A premises can chose to charge any fee less than this amount if they wish. **Please note these fees are subject to change.**

### Other fees

Contact the AES Administrator on (02) 6207 7018 for current fee information.

## Eligibility

There are prescribed requirements for people who wish to be participants of the Scheme as Authorised Examiners and / or Proprietors of Approved Premises.

### Authorised Examiners

To be eligible for appointment as an Authorised Examiner a person must:

- Be a motor mechanic with a qualification in relation to the mechanics of vehicles that is determined by the Road Transport Authority to be an acceptable qualification for that class of vehicle;
- Have not, during the last 5 years been convicted, or found guilty by a court in Australia, of an offence against the law of any jurisdiction that involves fraud or dishonesty;
- Not be disqualified from applying; and
- Be a suitable person to be an authorised examiner – this can be made up of many factors, however please note that the illegal modification of a vehicle is not suitable behaviour for an examiner.

**Note:** Before being appointed people applying to become an Authorised Examiner must attend a workshop at the Dickson Motor Vehicle Registry that runs for two days on the Scheme and the procedures for completing inspection reports and conducting roadworthiness inspections. An open book test is conducted at the conclusion of the workshop and an 80% pass mark must be achieved.

### Approved Premises

To be eligible for approval as an Approved Premises the Proprietor of the premises:

- Must not, during the last five years, have been convicted, or found guilty by a court in Australia of an offence against the law of any jurisdiction that involves fraud or dishonesty (if the proprietor is a corporation the above is applicable to each director of the corporation);
- Must not be disqualified from applying for approval; and
- Must be a suitable person to be the proprietor of Approved Premises – this can be made up of many factors, however please note that the illegal modification of a vehicle is not suitable behaviour for a proprietor.

Furthermore the premises must:

- Be a business premises built on a site zoned under its lease purpose clause as suitable for the intended purpose; and

Be equipped with:

- A pit or hoist with a depth or height and width that allows a mechanic of average size to inspect the underside of a vehicle while standing;
- Pits must be greater than 4.5 metres in length and hoists must have a lifting capacity of more than 2 tonnes;
- A head lamp aiming device that incorporates a light intensity meter;
- A pair of wheel-rim measuring callipers;

- An accurate device for measuring tread depth;
- A decelerometer, roller brake test machine or brake testing plate;
- A light transmittance meter;
- A noise measuring instrument and calibrator;
- An ACT Vehicle Inspection Manual;
- A current Australian Design Rules (ADR) disc and a computer that is capable of reading the disc.

## **Applications**

To become an Authorised Examiner or a Proprietor of an Approved Premises a person must complete the relevant application forms and submit them to the Scheme Administrator at the Dickson Motor Vehicle Registry;

By mail to:                   AES Administrator  
                                     PO Box 582  
                                     DICKSON ACT 2602

Or in person at:           13-15 Challis Street  
                                     DICKSON ACT

Further information and copies of relevant forms can be obtained by contacting the Administrator on:

Telephone:                 6207 7018, or  
 Facsimile:                 6207 7120

## **Authorised Examiners**

Prospective Authorised Examiners need to complete the relevant forms enclosing copies of their qualifications and police character check form (originals will need to be brought to the training workshop) and submit these along with the application fee to the Administrator.

After all the required information is provided and the application fee is received, the administrator will make arrangements for the applicant to attend a training workshop.

## **Proprietors of Approved Premises**

Prospective Proprietors of Approved Premises need to ensure that the premises they wish to have approved meets the prescribed requirements of the Scheme, complete the relevant application forms enclosing copies of their police character check forms (originals will need to be available for inspection during the premises inspection) and submit these along with the application fee to the Administrator.

On receipt of correctly completed forms and application fee the Administrator will arrange for an inspection of the premises to be undertaken.

## **Authorisation / Approval**

### **Authorised Examiners**

Once all the prescribed requirements have been met and the prospective Authorised Examiner has successfully completed the training workshop the Authorised Examiner will be appointed and issued with a certificate detailing the appointment including the class or classes of vehicles that the Authorised Examiner is appointed to inspect.

The Authorised Examiner will also be issued with an Authorised Examiner's stamp that is to be used in conjunction with the Authorised Examiner's signature, premises number and date to certify vehicles.

### **Proprietors**

Once all the prescribed requirements have been met and the premises have undergone a successful inspection to ensure all the prescribed equipment is available and working properly, the Proprietor will be issued with a certificate of approval detailing the premises, the class or classes of vehicle for which the premises is approved and the expiry date of the approval (approvals are for 12 months).

The Proprietor will also be supplied with an Approved Premises sign that is to be displayed so that it is visible to passing traffic at the premises during normal business hours.

## **Duties**

The success of the Scheme depends on the professionalism of its participants. Authorised Examiners and Proprietors of Approved Premises must appreciate that the inspection of motor vehicles for registration is not a routine business transaction, but an important part of road safety.

Proprietors and Authorised Examiners must follow the Scheme's rules and requirements, and provide a level of service that is acceptable to the public. Road User Services (RUS) staff can help participants meet these standards by providing advice and assistance.

From time to time, AES Proprietors and Examiners will encounter a situation that may not appear to be covered by the rules or the inspection manual. In such cases, the problem should not be put aside or solved by guesswork; instead advice should be obtained from RUS.

### **Authorised Examiners**

The duties of an Authorised Examiner include inspecting vehicles of the classes for which they are approved for registration purposes, including clearing defect notices. Authorised Examiners may not perform these duties at any place other than an Approved Premises.

### **Proprietors of Approved Premises**

The duties of a premises Proprietor include ensuring that the equipment required is maintained in good working order and is available for use by any Authorised Examiner working in the premises. The Proprietor is also responsible for ensuring that inspection services are available to the public in a timely manner and that the Road Transport Authority copies of inspection reports are submitted to Road User Services as required.

## **Inspections**

### **Vehicle Inspections**

Vehicle inspections for registration purposes have two important components.

The first is a vehicle identity check confirming the make, model, date of manufacture, VIN (Vehicle Identification Number) or chassis number, and the engine number of the vehicle. An important part of this part of the inspection is a check to detect any evidence that the identifiers of the vehicle have been altered or tampered with.

The second part of the inspection is a roadworthiness inspection checking compliance against the requirements of the Vehicle Inspection Manual that mirrors the requirements of Schedule 1 of the *Road Transport (Vehicle Registration) Regulation 2000*. Schedule 1 requires that a vehicle continue to comply with a 2<sup>nd</sup> or 3<sup>rd</sup> edition design rule to which it was manufactured.

### **Suspect Vehicles**

Road User Services must be advised immediately of any vehicle that is presented for inspection with altered identifiers or the inspector suspects of having been stolen.

Under no circumstances is the vehicle to be passed for registration and the inspection report must be marked as a fail and referred to Road User Services for an identification inspection.

### **Defect Clearances**

A defect notice may only be issued by a Police Officer, a RUS inspector or any other authorised person appointed by the Minister.

The Authorised Examiner must check that the defect is marked with "Any Authorised Inspection Station". If the defect is marked that it must be inspected at the Dickson Inspection Station, the vehicle must be booked in at Dickson. All defects require a full inspection to be cleared. The authorised examiner inspects the vehicle completing the Certificate of Inspection form. If the vehicle passes the Authorised Examiner completes and stamps the Certificate of Inspection. The completed Certificate of Inspection and Defect notice are then given to the person who presented the vehicle, if passed the person should be advised to present the defect and Certificate of Inspection to the ACT Road Transport Authority or any Canberra Connect Shopfront.

**Note:** Where a vehicle fails an inspection the authorised examiner advises the driver accordingly.

### **Modifications**

Certain modifications do not require an engineering certificate and can be carried out by the owner. They are modifications which do affect the level of safety, strength or reliability of

vital systems such as brakes, steering and suspension, and that have no impact upon the vehicles level of compliance with the *Road Transport (Vehicle Registration) Regulation 2000* or Australian Design Rules (ADRs).

These modifications do not require inspection or reporting to RUS except where they affect the registration details as shown on the certificate of registration.

Examples of these modifications include:

- Additional lighting (e.g. driving lights and fog lamps)
- Aerials that do not obscure driver's view
- Air conditioning
- Air horn of a single tone
- Air shock absorbers provided that the vehicle maintains its original attitude
- Alarm systems
- Rear mounted removable bike racks
- Mudguard flares that are flexible
- Gauges internally located on the dash
- Markings, paintings, sign writing, stripes, (prism pattern) film on bodywork that does not reflect excessive light
- Mesh stone shields for windscreen and lamps
- Radios and additional speakers
- Rear vision mirrors
- Roof racks
- Sun-visors (exterior)
- Tow bars
- Wheel chair carriers (roof top type only)

More significant modifications involving the replacement of a vehicle system or changes which may affect the vehicles compliance with the *Road Transport (Vehicle Registration) Regulation 2000* or the ADRs require certification by an acceptable engineering signatory, inspection and notification to Road User Services include:

- Non-standard replacement engine, unless previously approved in ACT for registration with that engine number;
- Engine modified-relocated, turbocharged, supercharged;
- Emission equipment deliberately missing or disconnected;
- Body structure modifications e.g. convertibles, campervans, wheel tubs;
- Lengthened or shortened chassis / body frame e.g. limousines;
- Modification to steering systems beyond manufactures options;
- Non original or repositioned seats, seat belts or anchorages;
- Modified driving controls or dual controls; and
- Wheel rim width limits exceeded or excess increase in rolling diameters.

### **Vehicles that can be inspected at an Approved Premises under the scheme**

Under the scheme, an Approved Premises is only authorised to inspect the class of vehicle/s that they have been approved to inspect. The types of vehicle that can be inspected at an Approved Premises include:

- light vehicles under 4.5 Tonnes GVM;
- trailers and caravans;
- motorbikes.



## **Vehicles that cannot be inspected at an Approved Premises under the scheme**

The following vehicles must not be inspected at an Approved Premises:

- heavy vehicles, with a GVM greater than 4.5 Tonnes;
- modified vehicles;
- public vehicles;
- imported vehicles;
- vehicles with no compliance plate;
- a vehicle that has been issued a defect notice that specifically states that the vehicle must be inspected at the Dickson Motor Vehicle Registry (DMVR) test station.

The above vehicles must be referred to the DMVR test station for a roadworthy inspection to be completed.

Interstate vehicles and ACT vehicles with lapsed registration that have a motive power of LPG or CNG must not be inspected if they do not have a current Gas Inspection Certificate.

### **LPG and CNG / LNG**

The road transport law requires that vehicle fuel systems utilising Liquefied Petroleum Gas (LPG), or Compressed Natural Gas (CNG) or Liquefied Natural Gas (LNG) comply with Australian Standards developed for these fuel systems. These standards require that these fuel systems be inspected annually, however the Road Transport Authority does not regulate or administer arrangements for these inspections.

The Road Transport Authority involvement in the inspection process for these vehicles is limited to recording whether the vehicle has been inspected. These inspections can only be carried out by authorised LPG/NGV examiners.

An Authorised Examiner must sight a completed gas certificate before they can stamp the (passed box) on the Certificate of Inspection, only applicable for original / establishment of registration.

## **Rules**

### **Authorised Examiners**

- a) Authorised Examiners may only certify a vehicle as fit for registration or certify that faults identified on the defect notices have been repaired if they have personally and carefully inspected the vehicle and satisfied themselves that the vehicle complies with the standards of the current Vehicle Inspection Manual. Inspections must be conducted in the premises that has been approved for that purpose;
- b) Authorised Examiners must notify the Registrar of the following events within seven days of their occurrence:
  - Change in their business or home address;
  - Ceasing work at an approved premises; or
  - Failure of the approved premises to comply with requirements of the Scheme where the problem is not fixed within 48 hours.

- c) Authorised Examiners must surrender their identification stamp within seven days if they:
- Cease working in the automotive repair trade;
  - Cease working at an Approved Premises;
  - Have their appointment revoked.
- d) Authorised Examiners may only inspect the classes of vehicles for which authority has been given.
- e) All vehicles identification details including VINs must be transcribed accurately, all writing must be in pen, must be clear and legible and must show up clearly on duplicate and triplicate copies. All vehicle details must be taken from the vehicle being inspected.
- f) The department will only accept originals certificates of inspection for registration purposes.
- g) Authorised Examiners may re-inspect and certify as fit for registration, vehicles previously inspected at their approved premises within one calendar month provided that he / she is satisfied the vehicle is roadworthy.
- h) An Authorised Examiner's identification stamp is not to be used by anyone else. The stamps should always be kept in a secure place.
- i) If an identification stamp is lost, stolen or used by an unauthorised person, the Authorised Examiner should notify the ACT Road Transport Authority immediately by contacting the AES administrator and report the loss to the Police.
- j) The Authorised Examiner should also complete a Statutory Declaration explaining the circumstances of the loss.
- k) When using an identification stamp, the Authorised Examiner must:
- Enter the date and number of the approved premises in the spaces provided by the imprint of the stamp;
  - Sign the inspection form and defect notice with a signature consistent with the specimen retained by the AES administrator.
- l) An inspection certificate will only be acceptable to the Manager of RUS if it shows all of the required details and is stamped and signed by the Authorised Examiner.
- m) Authorised Examiners should immediately notify the ACT Road Transport Authority of any person that attempts to bribe or force them to breach the rules of the Scheme.
- n) When the ACT Road Transport Authority suspects that an Authorised Examiner may have failed to maintain their obligations in the Scheme by either:
- Certifying a vehicle as roadworthy when it was not; or
  - Inspecting a vehicle at a premises that is not approved by the ACT Road Transport Authority; or
  - Acting in a manner contrary to the requirements of the Scheme.

The ACT Road Transport Authority may formally ask the authorised examiner to 'show cause' as to **why their appointment should not be suspended / cancelled**. The ACT Road Transport Authority will inform the Authorised Examiner of the rule or rules that have been allegedly breached and details the evidence or other material on which the cancellation would be based.

- o) An Authorised Examiner who has received a 'show cause' notice must reply within the given time. A decision will be made based on the response to the show cause by the Authorised Examiner.
- p) An Authorised Examiner who has been cancelled and wishes to be re-appointed, must submit a fresh application form for appointment after the term of cancellation.
- q) Any cancellation is for a set length of time governed by legislation
- r) An Authorised Examiner is not to certify under any circumstances knowingly, or negligently, that a vehicle is roadworthy when it is not. The ACT Transport Authority is to be told immediately if this occurs.
- s) An Authorised Examiner is not to modify a vehicle so that it does not meet the vehicle standards.

### **Proprietors of Approved Premises**

- a) The equipment prescribed for use in an Approved Premises must always be in a serviceable condition and available to the Authorised Examiner(s) employed on the premises.
- b) A proprietor of an Approved Premises must give written notice to the ACT Road Transport Authority if any of the following occurs:
  - The business name of any business engaged in by the proprietor trading at the Approved Premises changes;
  - The business premises moves;
  - The ownership or control of the business changes.
- c) Proprietors must allow authorised inspectors reasonable access to Approved Premises to inspect equipment and reference material associated with the Scheme. Such inspections will normally be conducted during standard business hours.
- d) The proprietor is responsible for all certificate on inspection held within the Approved Premises.
- e) All stolen or lost certificates of inspection should be reported immediately.
- f) The Approved Premises' copy of all certificates of inspection must be retained by the Approved Premises for 12 months.
- g) Certificates of inspection and other documentation must be provided to inspectors on request for audit purposes.
- h) Proprietors must ensure that the Authorised Examiners know of any new material or amendments relating to the Manual.

- i) Proprietors must not attempt to influence decisions of Authorised Examiners relating to inspection or certification of a motor vehicle, motorcycle or trailer / caravan.
- j) Proprietors of Approved Premises should encourage their employees to respect the Scheme's standards and requirements.
- k) A proprietor or Authorised Examiner may not prevent a defective vehicle leaving the premises. They may however, advise RUS of any vehicle which is defective. The Manager of RUS has the power to require vehicles to be presented for inspection and to take appropriate action in relation to such vehicles.
- l) The ACT Road Transport Authority may serve a written notice on a Proprietor, requiring him / her to 'show cause' as to why the approval of an Approved Premises should not be suspended or cancelled. The notice would outline the rule or rules that have been allegedly breached and detail the evidence or other material on which the suspension or cancellation would be based.
- m) A proprietor who has received a 'show cause' notice must reply within the given time. Information provided by a proprietor will be taken into account in the making of any decision.
- n) Proprietors must ensure that signs displayed relating to the Scheme are in prominent positions.
- o) Proprietors must ensure that the prescribed equipment and reference material for the Scheme is operational and available to Authorised Examiners employed on the premises.
- p) A proprietor must not allow a vehicle to be modified at their premises so that it does not meet the vehicle standards.

## Other Matters

### Auditing

One of the mechanisms that are available to Road User Services, to ensure that the requirements of the Scheme are adhered to, is that inspections are being conducted consistently. This will provide the public with confidence that the Scheme and its participants are subject to auditing.

RUS has introduced a range of audit procedures including:

- Regular checks of inspection reports and defect clearances that are forwarded to the department;
- Random checks of premises, personnel and equipment;
- Random checks of Approved Premises copies of Certificate of Inspection; and
- Random checks of vehicles recently checked by an Approved Examiner.

**Note:** If discrepancies are found the auditor will discuss the discrepancy with proprietor.

## **Exiting the Scheme**

Authorised Examiners and Proprietors of Approved Premises planning to exit the scheme should contact the Administrator on the following contact numbers:

Telephone: 6207 7018

Facsimile: 6207 7120