

## 9. Reminder

AMBRIS Proprietors are reminded that they are responsible for and need to have their MBEs sign the attached “AMBRIS information bulletin” declaration signifying that they fully understand any new requirements or instructions in this bulletin. Sole Proprietors still need to sign off the declaration.

## 10. Questions

If you have any questions about this bulletin contact the AIS Compliance Unit on 6166 3271

## 11. Phone Numbers

### AIS Compliance Unit

Russell Clark – Assistant Manager AIS Compliance

6166 3271 (W)

0419 313 910 (M)

Karen Sames – AIS Audit Officer

6166 3270 (W)

0419 378 174 (M)

Sacha (Polly) Pawlowski – AIS Audit Officer

6166 3265 (W)

Rebekka Hunter - AIS Support Officer

6166 3272 (W)

Narelle Hill – ETAAAC Coordinator

6166 3266 (W)

Refresher training bookings

6166 3272

### ITGCC

1300 135 513

## Defect notices

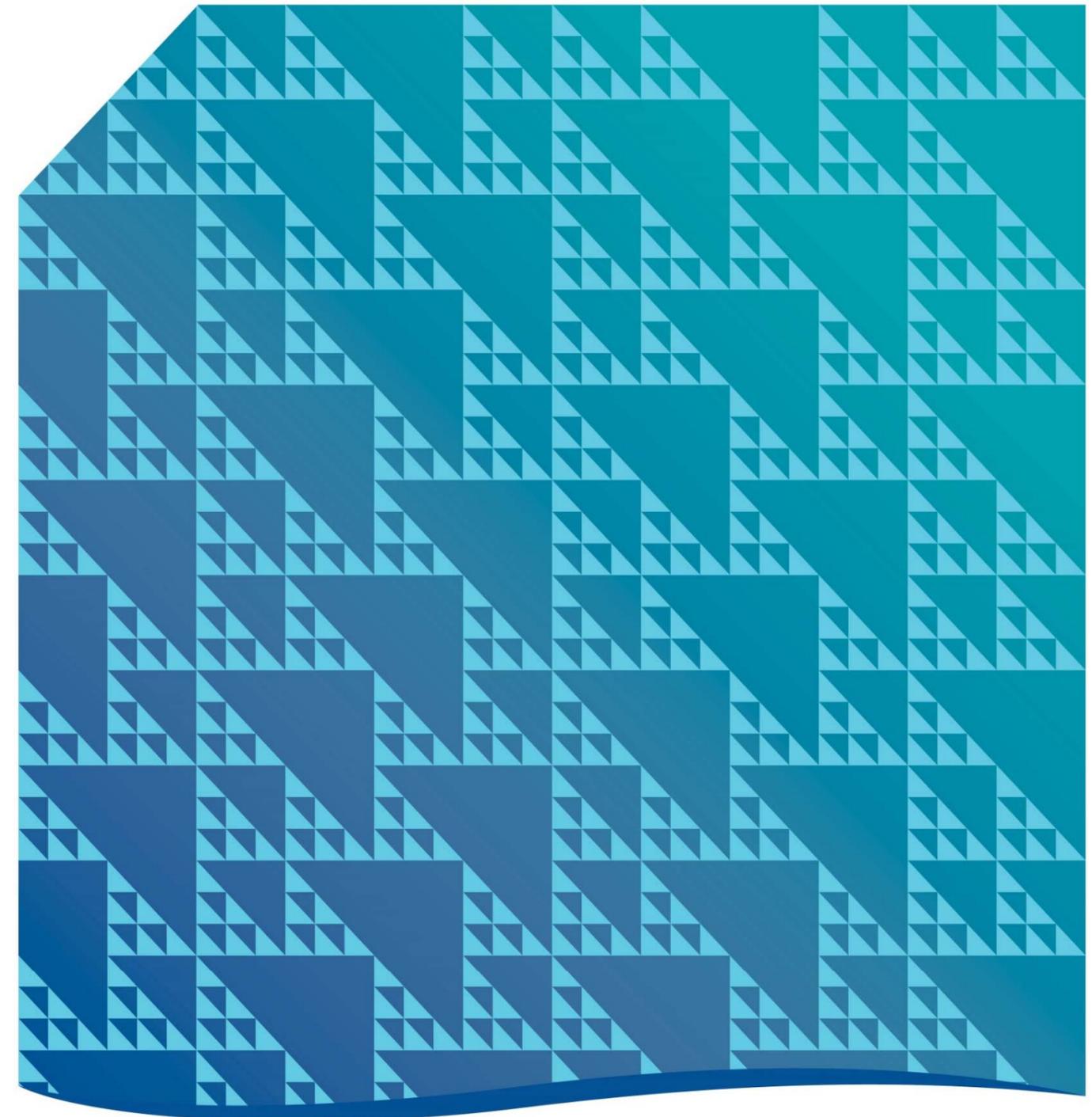
6166 3265

### Tas TAFE

Automotive Studies – North West

6421 5521

0437 177 354 (M)



## CONTACT DETAILS

If you have any comments or feedback on this issue or suggestions/information for future issues please let us know by emailing the editor, Russell Clark, at [ambris@stategrowth.tas.gov.au](mailto:ambris@stategrowth.tas.gov.au) or telephone (03) 6166 3271.

More information and relevant forms can be found on the AIS website at [http://www.transport.tas.gov.au/vehicles/vehicle\\_inspections](http://www.transport.tas.gov.au/vehicles/vehicle_inspections)

Inside this information bulletin

1. **Introduction**
2. **Version 10 disk**
3. **Record keeping**
4. **National Police certificates**
5. **Approved Vehicle Certifier scheme**
6. **Staff changes**
7. **MBE knowledge quiz**
8. **Refresher training**
9. **Reminder**
10. **Questions**
11. **Phone numbers**

### 1. Introduction

Welcome to the tenth edition (issue 10) of the AMBRIS Information Bulletin. Please take your time to read this bulletin. If you have any questions please feel free to ring AIS Compliance Unit on 6166 3271.

### 2. Version 10 disk

Enclosed with this information bulletin is the version 10 AMBRIS disk for Proprietors to distribute to their Motor Body Examiners (MBEs). Proprietors are reminded to destroy all version 9 disk/s on receipt of the new disk/s.

Amendments to the disk include:

#### Chapter 1

- Preface included of Acronyms and full terms specified used in manual
- Additional types of inspection stations included in the AIS scheme

#### Chapter 5

- Changes to record keeping of documents
  - Changes to number of Premises under AIS scheme
  - Changes to number of Examiners under the AIS scheme
  - National Police Certificate requirements
  - Record keeping changes on keeping documentation

#### Chapter 6

- Scheduled audit changes to top 20 % on second audit and amended second audit letter

### 3. Record keeping

AIS Compliance Unit recently sought legal advice on our current record keeping policy. A decision has been made to amend our current policy in line with other Agency Policies as follows:-

Structural reports and associated documents must be retained until audited. These can be disposed of after the audit.

All other books i.e. vehicle structural inspection checklist books must be retained for 5 years.

Your procedures manual has been amended to reflect this new business rule and will be discussed with your Proprietor at your next audit.

### 4. National Police Certificates

We have recently received a number of National Police Certificates (NPCs) not in line with Chapter 4 of your Procedures manual. As a reminder:-

- We can only accept original copies

or certified copies signed by Service Tasmania outlets

- NPC must show a “disclosable records date” less than 90 days

If you are unsure of these requirements please contact AIS Compliance Unit to discuss.

### 5. Approved Vehicle Certifier Scheme

Following on from the last information bulletin has seen the introduction of the Approved Vehicle Certifier (AVC) scheme on the 8 September 2016.

AVCs perform certification services to modified vehicles under the Approved Vehicle Certifier Approved Inspection Station (AVCAIS) scheme. An AVC can undertake inspections of modified vehicles to ensure they meet Vehicle Standards Bulletin (VSB) 6 and 14, which specifies the minimum standards a modified vehicle must comply with, and in some instances provides an operational limit where a modification must comply.

There are two types of AVCs:-

- Type 8A – Light vehicles
- Type 8B - Heavy vehicles

To locate an AVC and there range of authority, simply go to the AIS site via the following link:-

<http://www.transport.tas.gov.au/vehicles/vehicle-inspections>

### 6. Staff Changes

With the introduction of the AVC scheme has seen the need to increase the number of AIS Compliance Unit staff to cater for the new scheme.

Polly joined the Unit in September 2016. Polly joins us from the Vehicle Standards (VS) unit, and comes to us with a wealth

of knowledge and skills in this area. Polly qualified initially as a Vehicle (Diesel) Mechanic with the Department of Defence and joined the Department as a Transport Inspector before transferring to VS.

Also re-joining the AIS Compliance Unit is Narelle Hill. Narelle has recently been appointed to administer on line learning, introduce electronic inspection reports and administer business improvements.

I'm sure you will join me in welcoming Narelle and Polly to the unit.

### 7. MBE knowledge quiz

In the last bulletin I raised the matter of MBEs undertaking a knowledge quiz using the Departments on line learning knowledge quiz. It will be a requirement for all MBEs to undertake the quiz in the first half of next year.

The quiz is open book which means you can source answers to the 30 questions contained in the quiz, these can be sourced from your AMBRIS disk from the following:-

- AMBRIS procedures manual
- Legal requirements of an MBE

In addition it is expected that MBEs will need to provide a repair diary of a recent repair as explained in the last bulletin.

### 8. Refresher training

Unfortunately due to the introduction of the AVC scheme has seen the need to delay refresher training for MBEs this year.

Training will be undertaken in the three respective regions prior to the introduction of the knowledge quiz which will be discussed as part of the training.