

# Vehicle Modification Certification Manual (VMCM)



Produced by  
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# Acronyms

Throughout this Manual various acronyms are used. These acronyms represent commonly used terms within the Approved Vehicle Certifier Approved Inspection Station (AVCAIS) scheme. The following table identifies the acronym and its full term.

Acronym used	Full term
ADR	Australian Design Rule
AIS	Approved Inspection Station
AVCAIS	Approved Vehicle Certifier Approved Inspection Station
AVC	Approved Vehicle Certifier
AVSR	Australian Vehicle Standard Rules
GVM	Gross Vehicle Mass
HV	Heavy Vehicle
HVNL	Heavy Vehicle National Law
ICV	Individually Constructed Vehicle
LV	Light Vehicle
MRS	Motor Registry System
NHVR	National Heavy Vehicle Regulator
RMV	Registrar of Motor Vehicles
RVCS	Road Vehicle Certification System
VE	Vehicle Examiner
VIN	Vehicle Identification Number
VMCM	Vehicle Modification Certification Manual
VS	Vehicle Standards Bulletin



# Chapter 1 Introduction

## 1.1 Approved Vehicle Certifier Approved Inspection Station (AVCAIS) Manual

The purpose of this manual is to explain to the Proprietor and Approved Vehicle Certifier (AVC) the administrative and operational procedures relating to Approved Vehicle Certifier Approved Inspection Station (AVCAIS) scheme. The manual is not intended to provide technical advice on how to establish compliance, rather the operation of the scheme. The individual AVC must satisfy themselves that the modification complies with the relevant vehicle standard/s.

The aim of the AVCAIS scheme is to ensure that each vehicle modification certified is safe for use on the road and the level of safety is not compromised by any modifications performed or certified.

It is a requirement of all AVCAIS and AVC that they have access to the latest version of the Vehicle Modification Certification Manual and access to all reference material required to certify modifications to recognise minimum standards and relevant vehicle standards.

All instructions and advice in the manual must be adhered to and noted when a new version is released.

Various reference material and web pages nominated within this manual (e.g. Vehicle Standard Bulletins, Australian Design Rules, etc.) are live documents and are updated regularly. It is the AVC and Proprietors responsibility to ensure they are aware of the most recent and relevant information when inspecting, testing and certifying all modifications.

AVCAIS are businesses contracted to the Crown to provide Vehicle Modification Certification Services and must employ at least one AVC regardless of the AVC category. Initial contracts have been offered to proponents that have fulfilled the Request for Proposal requirements and were offered a five-year contract with a three-year option of the Crown to extend.

Contracts will be offered to Proponents that satisfy the Request for Proposal requirements that apply to existing contract holders. Request for Proposals will be received after the inaugural Request for Proposal at the Registrar of Motor Vehicles discretion. Any subsequent Vehicle Modification Certification Services contract will be offered with a common expiry date matching that of the inaugural contract for services.

## 1.2 Contact Details

AIS Compliance seeks to continually update and improve the Vehicle Modification Certification Manual (VMCM). Contributions and feedback may be made by sending an email to [avc@stategrowth.tas.gov.au](mailto:avc@stategrowth.tas.gov.au).

Or contacting

Manager Driver Training & Assessment Services

Registration and Licensing Services

Road User Services Division

Department of State Growth

GPO Box 1002

Hobart Tasmania 7001

Phone: (03) 6166 3271

Fax: (03) 6233 5030

# Chapter 2 Forms

The following forms are used in the Approved Vehicle Certifier Approved Inspection Station (AVCAIS) scheme.

## 2.1 Form AVCAIS I: Application to Become an Approved Vehicle Certifier

This form is used by a Contractor/Proprietor of an AVCAIS to nominate employees who are to become Approved Vehicle Certifiers. This form may be photocopied.

Department of State Growth  
 Road User Service Division  
 Form Number: : AVCAIS I



### Application to become an Approved Vehicle Certifier – AVCAIS I

**Important information:** This form is used by a Proprietor of an Approved Vehicle Certifier Approved Inspection Station (AVCAIS) to nominate employees who are required to become Approved Vehicle Certifiers. This form may be photocopied. If completing this form by hand, please write in capitals.

A National Police Certificate (no older than 90 days) must accompany this application form.

If any section of this form is not applicable to you, please indicate so. If any section of this form is left blank, it will be considered incomplete and will not be processed.

Individual details	Title:	Surname:	First name:	
	Email address:			
	Date of birth:			
	Address:			
		Suburb:	Post code:	State:
	Phone:	Mobile:	Fax:	
	Driver License number:		Expiry:	State
	Signature:		Date:	

Relevant experience	Previous Approved Engineering Signatory (AES) or Approved Seat Fitter (ASF) ID number if applicable:		
	AIS number		VE number:
	Qualifications:		
	Experience (please specify period of time and the organisation where you gained the experience, if active in another jurisdiction certification scheme provide details):		
	Passport photograph supplied	Sample signature supplied	
	National Police Certificate attached	<input type="checkbox"/>	tick if attached

# AVCAIS I continued

Current employment	Company:		
	Job title:		
	Business phone:		Business fax:
	Business address:		
	Suburb:	Post code:	State:

Declaration	<p>I (print name) _____ certify that the above information is correct and that if accepted as an Approved Vehicle Certifier I will conduct modification certifications to the relevant vehicle standards and</p> <p>in accordance with the Light</p> <p>and Heavy Vehicle Modification Certification Manual requirements.</p> <p>For the purposes of the AVCAIS scheme, I authorise the Registrar of Motor Vehicles to access and use the relevant data I provided <u>for the issue of my Tasmanian driver licence / passport photo and signature supplied</u> (strike out what is not applicable) for the purpose of producing an identification card in accordance with the Vehicle Modification Certification Manual.</p>	
	Signature	Date
	Signature:	Date:

Contract holder details	To be completed by contractor/proprietor:	
	<p>I (print name) _____ certify that person named above is employed by .....</p> <p>and will undertake modification certifications as a representative of..... (Name and address of contractor)</p>	
	AVC AIS number:	
	Signature:	Date:

**Personal Information Protection Statement**

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the

Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

## 2.2 Form AVCAIS 2: Notification of Change of Conditions

This form is used by a Proprietor of an AVCAIS to advise the Department of State Growth of any changes to the details of the AVCAIS. This form may be photocopied.

Department of State Growth  
 Road User Service Division  
 Form Number: : AVCAIS2



**Important information:** This form is used by the nominated Proprietor of an Approved Vehicle Certifier Approved Inspection Station (AVCAIS). This form may be photocopied. If completing this form by hand, please write in capitals.

Note: Processing time for this form is approximately 2-3 business days.

This form is to be returned to:

Registration & Licensing Services (Accreditation AIS Unit)  
 Department of State Growth  
 GPO Box 536  
 HOBART TAS 7001  
 Email: [avc@stategrowth.tas.gov.au](mailto:avc@stategrowth.tas.gov.au)

Please indicate what your change is:

<b>Applicable to businesses</b>	<b>Cease being an AVCAIS:</b> <input type="checkbox"/> tick box if applicable		
	AVCAIS number:		Effective Date:
	Contractor/ Proprietor signature:		Name:
	<b>Change AVCAIS details:</b> <input type="checkbox"/> tick box if applicable		
	<u>Specify change of details below:</u>		
	New postal address:		
	Suburb:	Post code:	State:
	New email address:		
	Proprietor signature:		Date:
	<b>Nominate an alternative Proprietor:</b> <input type="checkbox"/> tick box if applicable		
<b>Note:</b> nominee may be required to undergo training			

## AVCAIS 2 continued

<b>Add / remove AVC</b>	Name:	
	Nominee signature:	Date:
	<b>Remove Approved Vehicle Certifier from an AVCAIS</b> <input type="checkbox"/> tick box if applicable	
	AVC name:	AVC number:
	<b>Add an Approved Vehicle Certifier to an AVCAIS</b> <input type="checkbox"/> tick box if applicable	
	AVC's name:	AVC number:
	Proprietor Signature:	Date:

<b>Change approved modification codes</b>	Request authorization to certify additional modification codes <input type="checkbox"/> tick box if applicable	
	Supporting documentation (i.e. qualifications and experience) attached. <input type="checkbox"/>	
	Voluntary on line knowledge quiz enrolment. <input type="checkbox"/> Street Rods <input type="checkbox"/> Adaptive systems for people with disabilities	
	AVC number:	Date of request;
	Codes requested	Code description

### Personal Information Protection Statement

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

## 2.3 Form AVCAIS 3: Modification Plate Order Form

Department of State Growth  
Road User Service Division  
Form Number: : AVCAIS3



### Modification plate request form – AVCAIS3

**Important information:** This form is used by the Proprietor of an Approved Vehicle Certifier Approved Inspection Station (AVCAIS) requesting modification plates. Modification plates are sent in bundles of ten, via courier to the AVCAIS nominated postal address.

Once issued, modification plates are the responsibility of the Proprietor and are accountable items to be stored in a secure location.

This form may be photocopied. If completing this form by hand, please write in capitals.

Note: Processing time for this form is approximately 2-3 business days.

This form is to be returned to:

Registration & Licensing Services (Accreditation AIS Unit)  
Department of State Growth  
GPO Box 536  
HOBART TAS 7001  
Email: [avc@stategrowth.tas.gov.au](mailto:avc@stategrowth.tas.gov.au)

<b>AVCAIS number:</b>	
Proprietor name:	
Proprietor signature:	Date:

Office Use only	
Number of bundles issued:	Issued by:
Date of issue:	Courier tracking No.
Start number:	
Start number:	

#### Personal Information Protection Statement

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

## 2.4 Form 4 NHVR Modification Application

**Heavy Vehicle Modification Application.** This form is available from the NHVR's website from the address provided below and is to be used by applicants (either heavy vehicle owners or registered operators) seeking the NHVR's approval to modify a heavy vehicle outside the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications (VSB6).

The form is available at <https://www.nhvr.gov.au/safety-accreditation-compliance/vehicle-standards-and-modifications/applications/approval-to-modify-a-heavy-vehicle>.

## 2.5 Form AVCAIS 5: Application to become a Proprietor Form

**Important information:** This form is used by a Contractor of an Approved Vehicle Certifier Approved Inspection Station (AVCAIS) to nominate an employee to undertake the role of a Proprietor. This form may be photocopied. If completing this form by hand, please write in capitals.

A National Police Certificate (no older than 90 days) must accompany this application form.

If any section of this form is not applicable to you, please indicate so. If any section of this form is left blank, it will be considered incomplete and will not be processed.

<b>Individual details of proposed Proprietor</b>	Title:	Surname:	First name:		
	Email address:				
	Date of birth:				
	Address			Post code:	State:
		Suburb:			
	Phone:	Mobile:	Fax:		
	Driver License number:		Expiry:	State	
Signature:		Date:			

<b>Previous AIS roles</b>	Previous AIS roles if applicable:	
	AIS number	VE or AVC number:
	Comments;	
	Currently declared bankrupt	
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
National Police Certificate attached <input type="checkbox"/> tick if attached		



## AVCAIS 5 continued

<b>Current employment</b>	Company:		
	Job title:		
	Primary job function:		
	Business phone:		Business fax:
	Business address:		
	Suburb:	Post code:	State:

<b>Declaration</b>	<p>I (print name) _____ certify that the above information is correct and that if accepted as a Proprietor I will conduct the role of a Proprietor in accordance with the Vehicle Modification Certification Manual requirements relating to the Key Location of _____.</p>	
	Signature:	Date:

<b>Contract holder details</b>	<p>To be completed by contractor/proprietor:</p> <p>I (print name) _____ certify that person named above is employed by ..... and will undertake responsibilities of a Proprietor as a representative of ..... (Name and address of contractor)</p>	
	AVCAIS number:	
	Signature:	Date:

### Personal Information Protection Statement

Personal information we collect from you for Registration and Licensing processes will be used by the Registrar of Motor Vehicles for that purpose and may be used for other purposes permitted by the Vehicle and Traffic Act 1999 and associated laws. Your personal information may be disclosed to contractors and agents of the Registrar of Motor Vehicles, law enforcement agencies, the Motor Accident Insurance Board, vehicle manufacturers (safety recalls only), courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the Personal Information Protection Act 2004 and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

# AVCAIS 6;AVC Statutory Declaration lost/ damaged AVC Card



## Department of State Growth

### STATUTORY DECLARATION

AVCAIS 6

I, (name) .....

Of (address) .....

Occupation: .....

do solemnly and sincerely declare that Approved Vehicle Certifier card number .....as issued to (insert name of AVC).....has been (indicate appropriate option);

- Destroyed by (insert method of destruction).....
- Lost (specify date when determined lost).....

I make this solemn declaration under the Oaths Act 2001.

Declared at (place): .....on (date).....

.....  
Signature

Before me .....

.....  
Justice of the Peace  
Commissioner for Declarations  
or authorised person

For information on Commissioner for Declarations visit  
[http://www.justice.tas.gov.au/justice/commissionersfordeclarations/list\\_of\\_groups](http://www.justice.tas.gov.au/justice/commissionersfordeclarations/list_of_groups)

# Chapter 3 Modified Vehicle Certification Arrangements

Approved Vehicle Certifiers (AVC) perform certification services to modified vehicles, they do not collect any registration fees. Registration fees are collected by Service Tasmania.

The information in this chapter is provided to assist an AVC to answer some vehicle modification related queries:

## 3.1 What modifications require certification?

Modifications performed to vehicles that alter the vehicles performance or effect the vehicles compliance with the relevant vehicle standards require certification to the required minimum standards.

Vehicle Standard Bulletin (VSB) 6 and VSB 14 specify the minimum standards a modified vehicle must comply with, and in some instances provides an operational limit where a modification must comply. For example, a light vehicle fitted with alternative wheels and tyres is permitted without certification, subject to the tyre overall diameter and wheel track not exceeding the VSB code LS limits.

The relevant VSB's provides additional information specific to individual modification codes and permissible limits.

## 3.2 What are Relevant Vehicle Standards?

**Relevant Vehicle Standards are standards and requirements imposed by law about the design, construction and performance of a vehicle.**

## 3.3 Can a motorist drive a vehicle with uncertified modifications to an AVCAIS for modification certification?

No, the Heavy Vehicle National Law does not allow a heavy vehicle to be driven on a road with an unapproved/uncertified modification.

Inspection of the vehicle can be conducted by an AVC at a suitable premises with all required equipment available.

Vehicle testing to establish compliance with the required minimum standards must occur in a suitable and safe place.

Dynamic testing such as lane change testing must not be performed on a public street.

## 3.4 Is an AVC restricted to a region when certifying vehicle modifications?

No, an AVC is free to certify vehicle modifications in any safe and suitable location compliant with the facility requirements of this manual.

## 3.5 When is the modification certified?

When all required information has been uploaded to the Motor Registry System (MRS) and a Modification Certificate issued.

This will only occur once the vehicle has been certified to comply with relevant vehicle standards and if required a modification plate has been affixed to the vehicle.

## 3.6 Who can certify modifications?

Any AVC can submit and upload modification certification information to the AVC MRS interface.

All submissions require supporting documents from an authorised, qualified and experienced person certifying the modification complies with relevant minimum standards.

**An AVC is restricted by the contract of service the AVCAIS has entered into.**

## 3.7 What is the fee for a modification certification?

A **MRS submission fee** of \$20.00 applies to a modification/s compliant with LK6. Modifications involving all other VSB codes or multiple codes including LK6 incur a \$50.00 Submission fee.

This fee is for each MRS submission and is payable during the MRS Portal process.

The fees associated with the production of the modification report, supporting documentation and all testing required for the submission is a commercial arrangement between the vehicle operator and the AVC.

The fee for providing the certification service is at the discretion of the Contractor.

## 3.8 Where can Approved Vehicle Certifiers be selected?

A list of all current Approved Vehicle Certifier Approved Inspection Stations (AVCAIS) and the category of vehicle the AVCAIS is contracted to provide services for are available on the Departments website.

## 3.9 How is the range of modifications that an AVC can personally certify identified?

Modifications identified by the individual VSB code that an AVC can personally certify listed on the Department of State Growth Transport website available at <http://www.transport.tas.gov.au/vehicles>.

Modifications outside of this range will require third party documentation. All AVC have access to the MRS Interface Portal and are able to submit modifications submissions.

## 3.10 Can an Approved Vehicle Certifier certify all modifications?

No, an **AVC can only personally certify** specific modifications that comply with minimum standards within their area of expertise and subject to the specific authorisation from the Registrar of Motor Vehicles (RMV).

An AVC may submit a modification certification outside their range of authorisation subject to providing all relevant testing and certification information from an authorised AVCI,AVC2. Or a person operating a commercial engineering service in a relevant field and holds a degree in mechanical engineering or an advanced diploma/ associate degree in mechanical engineering.

## 3.11 Are modifications certified in another jurisdiction of Australia recognised in Tasmania?

Yes. **Modification plates** legitimately certifying modifications performed in other states or territories are recognised by the RMV in Tasmania.

Modifications performed to a vehicle registered or previously registered interstate without a Modification Plate affixed may possibly be certified without additional inspections by an AVC.

Subject to supplying the interstate certification information/documentation to Vehicle Registration and Standards via email at [vehiclestandards@stategrowth.tas.gov.au](mailto:vehiclestandards@stategrowth.tas.gov.au) this information may be used as evidence of the modification complying with relevant vehicle standards. Submitted interstate information is to be accepted at the discretion of Vehicle Registration and Standards.

The engineering certification documentation must be developed by a person authorised to certify modifications in that jurisdiction at the date the modification were deemed to comply with the relevant vehicle standards.

On acceptance of the information, a Tasmanian Modification Plate and certificate may be issued. Cost of completing the Modification Plate will be invoiced to the applicant.

If supplied documents are not accepted an AVC certification is required.

## 3.12 Can modifications outside of the Vehicle Standard Bulletin Code of Practice be certified?

Potentially yes, for heavy vehicles subject to approval by the National Heavy Vehicle Regulator (NHVR) and the issue of a Statement of Requirements. Applicants must seek the NHVR's approval to modify a heavy vehicle outside the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications (VSB6). Further information and an application form is available from: <https://www.nhvr.gov.au/files/201401-1-0072-modification-application.pdf>.

Light vehicles must be compliant with VSB 14 or a modification deemed acceptable by the RMV. For light vehicles where a VSB code is relevant the modified vehicle must comply with the VSB requirements. Street Rods must comply with the Street Rod Manual also known as the National Guidelines for the Construction and Modification of Street Rods in Australia.

Modifications such as adaptive controls for people with disabilities must comply with the requirements of section 8.12 of this manual.

Other modifications outside the scope of VSB may be certified subject to Vehicle Registration and Licensing consideration as a modification acceptable to the RMV. For example, a second stage manufacture approval.

Documents are required describing the modification, any testing performed, components used and how they are to be installed, specifications that are to be achieved when the modification is completed are to be supplied to Vehicle Registration and Licensing via [vehiclestandards@stategrowth.tas.gov.au](mailto:vehiclestandards@stategrowth.tas.gov.au). Vehicle Registration and Licensing do not inspect the vehicle.

## 3.13 Un-roadworthy/unsafe vehicles

If the RMV receives information regarding the un-roadworthiness of a vehicle, the Registrar has the power to write to the registered operator of the vehicle. The registrar can request that the vehicle be inspected to ensure the vehicle is compliant with relevant vehicle standards.

If an AVC, Vehicle Examiner or member of the public becomes aware of a vehicle that is believed not safe to be used on a road, you should notify the RMV by completing the [Notification of Defective Vehicle form](#). Include your name, contact details, registration of number of vehicle, type of defect, date and location the vehicle was seen and send to: [Vehicle.callins@stategrowth.tas.gov.au](mailto:Vehicle.callins@stategrowth.tas.gov.au) or post to

- Registrar of Motor Vehicles, GPO Box 1002, Hobart Tas 7001.

All notifications received will be treated confidentially. Your details will not be disclosed to the registered operator unless you consent or it is required by law. You will also not receive any details concerning the outcome of the investigation.

## 3.14 Can the towing capacity of a light vehicle be modified?

No, Tasmanian legislation requires the towing capacity of a vehicle with a Gross Vehicle Mass not exceeding 4.5t is that specified by the vehicle manufacture. Part 5 of the *Vehicle and Traffic (Vehicle Operations) Regulations 2014* include other provisions when the towing capacity is not specified or unable to be identified.

# Chapter 4 Approved Vehicle Certifier Approved Inspection Station

## Obligations and Responsibilities

### 4.1 What is an Approved Vehicle Certifier Station?

An Approved Vehicle Certifier Approved Inspection Station (AVCAIS) consists of four elements:

1. **A Contractor**
2. **A Proprietor**
3. **A Key Location** (Premise)
4. **One or more Approved Vehicle Certifiers (AVC)**

Note: A Contractor may also be the Proprietor and the AVC. An AVC may also be the Proprietor.

## The Key Location

### 4.2 What is a Key Location?

A Key Location is a base location in Tasmania that the AVC can be contacted at during business hours.

The Key Location must be a:

- Permanent fixed building with facilities for the completion and storage of documents required for the modification certification.
- ATasmanian address, that:
  - Has access to internet, email, telephone, printing and photocopying facilities.
  - Is the place of storage of unused modification plates.

If the Key Location is also the place of vehicle inspection or testing for the purpose of modification certification the relevant council or other approvals are required.

The **AVC must have all required approvals** to undertake certification services from this location.

The AVC Proprietor must notify the Accreditation AIS Unit prior to changing address or telephone contact details of the key location.

### 4.3 Where is the certification inspection performed?

Inspections and testing required to determine compliance with relevant vehicle standards can be undertaken at any safe and suitable facility or premise. Dynamic testing such as lane change testing must not be performed on a public street.

### 4.4 What are the minimum requirements for a facility?

Facilities used for certification purposes must have all equipment required for the inspection, testing and certification of the specific modification. These must be clean and well maintained and meet all workplace safety standards in accordance with the *Work Health & Safety Act 2012*. If hoists are installed, they must be inspected and certified annually by a competent person.

All reference material nominating the relevant vehicle standards must be available at the facility either in paper form or from the internet.

At all locations that a Certification Service occurs, the Contractor must demonstrate that they have a suitable Safety Management System in place that complies with the *Work Health and Safety Act 2012*.

### 4.5 Are there different levels of Approved Vehicle Certification Station?

The AVCAIS station may be **contracted** to certify light (type 8A not exceeding 4.5t and includes motorcycles) or heavy vehicles (type 8B) or both. An AVC can only certify vehicles the AVCAIS has a contract to provide services for.

# Contract

## 4.6 What is a Contract?

AVCAIS service providers have entered into an agreement in the form of Conditions of Contract to provide the Services as indicated in that agreement. From this, Contractors must ensure that all employees abide by the conditions of the Contract. Failure to comply with the conditions of a contract may result in contract termination.

# The Contractor

## 4.7 Who is the Contractor?

A Contractor is a person with whom the Crown enters into a formal agreement in the form of Conditions of Contract to provide the services of modification certification.

## 4.8 Who can become a Contractor?

A contractor may be one of the following:

- The owner of the business
- The manager of the business
- The branch or regional manager for that business
- The state manager of the business

## 4.9 What are the responsibilities of a Contractor?

If the Contractor is not the Proprietor, the contractor must nominate who the Proprietor is.

The Contractor will be held to account for all activities of the AVCIS including:

- Adherence to all conditions of the AVCAIS Contract.
- Adherence to all procedures and instructions set out in this manual.
- Maintaining the key location in good condition.
- Ensuring all equipment required to certify the modification is available and facilities are sufficient and well maintained.
- Ensuring that AVC abide by the requirements of the scheme.
- Ensuring that the Department is notified within seven days of any changes to the AVCAIS, including any changes to nominated AVC employed by that AVCAIS.
- Ensuring all AVC and the Proprietor employed are fully aware of the required minimum standards applying to each vehicle and modification and aware of the vehicle certification procedures required by the Department.
- Ensuring that only AVC's approved by the Department submit modification certifications.
- Ensuring that all information submitted to the Department is completed properly and legibly.
- Ensuring that modification submissions are not uploaded prior to the vehicle complying with the required minimum standards.
- Allowing unhindered access to representatives of the Department for the purpose of auditing records, equipment and vehicles on the premises.
- Ensuring that all records of modification certifications and the testing performed is retained and are kept in a safe place for a period of seven years.
- Ensure that all reference material and AVC scheme information is kept updated and made available for AVC's to have access to.
- Ensure that all AVCAIS information bulletins/special bulletins are distributed and read by all AVC's signifying on the declaration that they have read and understood the bulletin.
- Ensure that statutory declarations for AVCAIS Information bulletins once signed are filed in the AVCAIS Information bulletins folder.

# The Proprietor

## 4.10 What is a Proprietor and what are their responsibilities?

The contractor can be a Proprietor.

One person only is nominated as the Proprietor.

The Proprietor takes full responsibility for the day-to-day administration of the services contracted to provide. That is, the Proprietor is responsible for ensuring the key location, facility used for certification and employees of the contractor continue to comply with requirements in this manual. If they cease to comply, the Crown may terminate the contract and cease to accept Modification Submissions from that AVCAIS AVC.

## 4.11 Who can become a Proprietor?

A Proprietor may be one of the following:

- The Contractor.
- The owner of the business.
- The manager of the business.
- The branch or regional manager for that business.
- The state manager of the business.

Where an AVCAIS is run as a partnership, any partner may act as the Proprietor. Where the business is a body corporate, the only person who may act on behalf of the company or corporation is someone who is nominated and approved to act on behalf of the Company or corporation.

Where a business has several branches and each branch applies for AVCAIS recognition, any of the above may nominate as Proprietor. That is, the organisation may opt for the same Proprietor for each branch or outlet or for a different Proprietor for each premises.

## 4.12 Under what circumstances may an application to be a Proprietor refused?

A person will not be accepted as a Proprietor if:

- They are unable to demonstrate a direct connection with the premises.
- They are currently declared bankrupt.
- They have a relevant criminal record.
- They are considered unfit by Accreditation AIS Unit to hold the position of Proprietor.
- Not have any relevant criminal convictions that may warrant their exclusion from the scheme. This will be confirmed by submitting a National Police Certificate (NPC).

## 4.13 What happens if a Proprietor is absent for a period of time?

A Proprietor may nominate an alternate Proprietor to act on their behalf if they are to be absent from the premises for more than 30 days.

The nominated person must have completed the approved AVCAIS training course.

Notification of a nominee can be made on the 'change of details' form AVCAIS 2.

Failure to nominate an alternate proprietor could result in:

- Inability to order modification plates.
- Inability to put forward a case against proposed sanctions.

## 4.14 What Sanctions may be applied against a Proprietor?

The principal sanction is cancellation of the Contract. This action may be considered if any terms of the Contract are found to have been broken.

It will not be a defence of the Proprietor that the Proprietor was unaware of the action that may have occurred.

Where a Contract with the Crown is suspended or cancelled, the cancellation will not necessarily apply to other premises



that may have the same Proprietor unless the breach of conditions can be demonstrated to involve the Proprietor having knowingly breached the conditions of the Contract.

Certain sanctioning provisions will result in the Proprietors Authorisation being cancelled.

## Approved Vehicles Certifiers

### 4.15 What is an Approved Vehicle Certifier (AVC)?

An AVC is a nominated employee of an AVCAIS who has been authorised by the RMV to certify vehicle modifications within a specific range. This range of certification depends on the qualifications and experience of the AVC.

An AVC provides advice to an Applicant on compliance issues relating to a specific modification during the modification and may certify a modification as a commercial arrangement with the applicant.

All AVC's, irrespective of their range of authorisation, may submit vehicle modification certification submissions via the Motor Registry System (MRS) Interface Portal.

A person wishing to become an AVC must complete the form AVCAISI and forward it to Accreditation AIS Unit with a **National Police Certificate** (NPC) and supply evidence of the qualifications and experience.

Supplying a NPC is not required if the person is a current Vehicle Examiner within the AIS scheme.

### 4.16 What is required of an AVC?

An AVC is authorised to advise clients on the compliance of proposed modifications, inspect, test and evaluate and certify a category or categories of vehicles that have been modified for the purpose of establishing compliance with relevant vehicle standards. (e.g.;national standards, codes of practice and Australian Design Rules (ADR) etc.

In certifying modifications performed to vehicles an AVC is required to produce the following,

1. a detailed report identifying the vehicle, describing the modifications, compliance with relevant ADR's, testing performed.
2. and the results of this testing.
3. photographs clearly depicting the vehicle, modifications performed and if at all possible, during the modification process.
4. complete all required Vehicle Standard Bulletin check lists.
5. complete and issue a Modification Certificate.
6. complete and affix a Modification Plate to the vehicle when required.
7. submit information to the MRS Interface Portal.

Items 1 to 3 are to be supplied to Registration and Licensing Services by the MRS interface portal unless advised of a different method by Accreditation AIS Unit.

In submitting the modification certification to the MRS the AVC is stating the following that to the best of their knowledge; they have found the vehicle to comply (or have documentation from a qualified relevant source that the modification complies) with the requirements of the relevant vehicle standards.

### 4.17 Who can become an AVC?

An AVC may be any suitably qualified and experienced employee of an AVCAIS, including the Contractor/Proprietor, authorised by the Tasmanian RMV to certify modifications to vehicles in Tasmania.

Authorisation requires the submission of a National Police History Check and successfully completing the relevant compulsory knowledge quiz.

### 4.18 AVC's power to certify modifications.

AVC's are approved by the RMV to inspect the vehicle and, if satisfied that it complies with the relevant vehicle standards, issue a certificate to that effect. This certificate is the Modification Certificate issued as part of the certification process.

Approval from the RMV also enables the AVC to approve Heavy Vehicle modifications via the Approved Vehicle Examiner jurisdictional scheme provisions included in the Heavy Vehicle National Law. An AVC may only certify heavy vehicle modifications if the AVCAIS is contracted to perform certifications to heavy vehicles.

Approving a person to certify light/ heavy vehicle modifications is at the RMV's discretion.

## 4.19 What modifications can an AVC personally certify?

AVC's are authorised to personally certify modifications aligned to their qualifications and experience. The Modification Matrix (**Attachment A, B and C**) towards the rear of this manual nominates specific modifications and codes that each category of AVC can personally certify. The Transport Tasmania Website; [www.transport.tas.gov.au](http://www.transport.tas.gov.au) also includes a list of all AVC's and their range of authorisation.

**Section 8.2** details the circumstances that an AVC may submit modifications outside of this authorised range.

## 4.20 What are the qualifications required to become an AVC?

An AVC must have obtained the minimum qualifications and experience as displayed in the table below to become eligible to join the scheme.

AVC's are classified based on their qualifications and experience into AVC1, AVC2, AVC3, AVC 4 and AVC4a categories.

AVC4a includes a subcategory (1, 2, 3 and 4) to identify specific qualifications that apply to Vehicle Standard Bulletin modification codes that can be personally certified.

For information regarding the various modification codes that each AVC can personally certify is available in the **AVC Modification Codes Matrix** available as Attachment A and B of this Manual.

## 4.21 AVC Qualifications Table

AVC category	AVC sub category	Qualifications/professional memberships	experience
AVC4a-	1	<ul style="list-style-type: none"> <li>Certificate III in Engineering Mechanical Trade (Fitting &amp; Turning)</li> </ul>	10 years
	2	<ul style="list-style-type: none"> <li>Certificate III in Automotive (Vehicle Body Building)</li> </ul>	
	3	<ul style="list-style-type: none"> <li>Certificate III in Engineering (Fabrication/ Welding)</li> </ul>	
	4	<ul style="list-style-type: none"> <li>Certificate III in Automotive and Marine Trimming.</li> </ul>	
		<p>Or equivalent trade certificate if qualified prior to the introduction of national policy for regulated qualifications, fully implemented from 2000.</p>	
AVC4		<ul style="list-style-type: none"> <li>Certificate III in Automotive Mechanical Technology (Light Vehicle / Heavy Vehicle)</li> <li>Certificate III in Engineering - Mechanical Trade (Diesel Fitting)</li> </ul> <p>Or equivalent trade certificate if qualified prior to the introduction of national policy for regulated qualifications, fully implemented from 2000</p>	10 years
AVC3		<ul style="list-style-type: none"> <li>Certificate IV in Automotive Mechanical Technology (light vehicle / heavy vehicle)</li> <li>Certificate IV in Engineering Mechanical Trade</li> </ul> <p>Or equivalent trade certificate if qualified prior to the introduction of national policy for regulated qualifications, fully implemented from 2000</p>	8 years

<b>AVC2</b>	<p>Member of Engineers Australia in one of the following categories:</p> <ul style="list-style-type: none"> <li>• Professional Engineer Member (MIEAust) - Mechanical College</li> <li>• Engineering Technologist Member (TMIEAust) - Mechanical College</li> <li>• Engineering Associate Member (AMIEAust) - Mechanical College</li> <li>• Electrical Engineering (MIEAust)</li> <li>• Mechatronics Engineering (MIEAust)</li> </ul> <p><u>OR</u> Accredited or recognised:</p> <ul style="list-style-type: none"> <li>• Bachelor of Mechanical Engineering (4 year degree)</li> <li>• Bachelor of Engineering Technology or (3 year degree)</li> <li>• Bachelor Technology in Engineering (3 year degree),</li> <li>• Advanced Diploma/Associate Degree in Mechanical Engineering</li> </ul>	6 years
<b>AVC category</b>	<b>Qualifications/professional memberships</b>	<b>experience</b>
<b>AVC1</b>	<p>Registration/Membership of one of the following registers/associations:</p> <p>National Engineering Registers in one of the following categories:</p> <ul style="list-style-type: none"> <li>• National Professional Engineers register (NPER) - Mechanical</li> <li>• National Engineering Technologists register (NETR) - Mechanical</li> <li>• National Engineering Associates register (NEAR) – Mechanical</li> </ul> <p>Chartered Member of Engineers Australia in one of the following categories</p> <ul style="list-style-type: none"> <li>• Professional Engineer Member (MIEAust CPEng) - Mechanical College</li> <li>• Engineering Technologist Member (TMIEAust CEngT) – Mechanical College</li> <li>• Engineering Associate Member (AMIEAust CEngA) - Mechanical College</li> </ul>	4 years

and

- Completes and passes a compulsory online knowledge quiz approved by the Department.
- Provide a NPC (not older than 90 days).
- Attends an AIS scheme training/awareness session as approved by the Department at the direction of the Accreditation – AIS team

Note: Equivalent qualifications may be accepted if qualified prior to the introduction of qualifications required for the relevant AVC. Categorising the AVC's range of authorisation is at the RMV's discretion.

In addition the AVC must:

- be employed or authorised to perform work by the Contractor;
- be nominated by the Contractor to be a Vehicle Certifier;
- not have any relevant criminal convictions that may warrant their exclusion from conducting Vehicle Certification Services;
- have obtained an Approval from the Registrar to lawfully perform the Vehicle Certifications;
- have submitted a NPC to Accreditation AIS Unit every 3 years; and

- attend any additional training courses conducted by the Department as required.
- Once approved, an AVC will be issued with a unique 'AVC' number, and the following:
- An AVC certificate. A sample AVC certificate is shown as an attachment in this chapter.
- This certificate identifies the website that nominates the Vehicle Standard Bulletin modification codes the AVC is authorised to personally certify. These codes may require additional third party collaboration for design or testing purposes.
- AVC photo identification card. A potential AVC, on entry to the scheme must provide or authorise the use of a passport standard, photographic image for inclusion on the ID card. This card also nominates the date of issue of the card, the AVC signature, ID number and the name of the AVC.

The AVC will be given access to the MRS Portal via an allocated log on and a personal unique password. This enables the AVC to submit modification certifications. The one log on and password enable the AVC to submit certifications from multiple AVCAIS the AVC is aligned to.

The RMV may also accept other relevant qualifications and/or categories of professional memberships not otherwise listed above. All applications of this nature must be sent to the RMV for assessment.

## 4.22 Each AVCAIS must employ at least one AVC.

Each AVC must be nominated by the Contractor/Proprietor and registered with the Department as an AVC.

## 4.23 Are there different levels of AVCs?

There are different levels of AVC's depending on the qualifications and experience of the AVC and which type of AIS the AVC is employed at. The modification codes that an AVC is personally eligible to certify are included on the Department of State Growth, Transport website.

## 4.24 Reassessment of qualifications

A current AVC may be eligible to certify a broader range of modification upon gaining additional qualifications or completing the **voluntary online quiz** subjects.

To participate in a voluntary online training course the AVC must nominate the specific quiz on the AVCAIS2 form. On submission of this form the AVC will receive a generic notification enabling access to the online Moodle quiz.

## 4.25 Scheme training

An AVC may be required to undertake relative scheme training session as directed by the Accreditation AIS Unit.

This training may provide information regarding the relevant vehicle standards, scheme structure, expectations, and the MRS Interface Portal.

This training does not intend to detail how to achieve compliance with the relevant vehicle standards, due to the diverse and variable nature of modifications to vehicles, this is at the discretion of the AVC.

## 4.26 Knowledge Quiz

Proprietors and AVC must demonstrate they possess knowledge of the scheme administrative requirements and relevant vehicle standards necessary to undertake vehicle certification services on the RMV's behalf.

The compulsory online quiz consists of questions from the Vehicle Modification Certification Manual and includes vehicle modification scenarios.

Potential AVC's and Proprietors are required complete and pass the compulsory knowledge quiz prior to receiving authorisation from the RMV and every three years thereafter of completing and passing the quiz.

Completing voluntary knowledge quiz's enable an AVC to certify vehicle modifications specific to a particular modification or type of vehicle. Only after completing the specific quiz can an AVC personally certify modifications or vehicles that the quiz relates to.

The Street Rod Quiz consists of questions relating to content included in the National Guidelines for the Construction and Modification of Street Rods in Australia (the Street Rod Manual) available on the Commonwealth Infrastructure and Regional Development website.

[https://infrastructure.gov.au/roads/vehicle\\_regulation/bulletin/street\\_rod.aspx](https://infrastructure.gov.au/roads/vehicle_regulation/bulletin/street_rod.aspx)

The Adaptive Controls Quiz consists of questions relating to content in the Australian Standard AS 3954.1-1991 (Part 1; General Requirements) and AS 3954.2-1991 (Part 2 Hand Controls). These are available from the SAI Global website;

<http://infostore.saiglobal.com/store/details.aspx?ProductID=306896>

<http://infostore.saiglobal.com/store/details.aspx?ProductID=306904>

An AVC intending to complete the Adaptive Controls Knowledge Quiz must have access to these prior to completing the quiz.

## 4.27 How do I attempt a Knowledge Quiz?

AVC's and Proprietors access the compulsory and voluntary quiz online. On completing and submission of the AVCAIS I form (**Application to Become an Approved Vehicle Certifier**) the applicant will receive an email from [no\\_reply\\_moodle@stategrowth.tas.gov.au](mailto:no_reply_moodle@stategrowth.tas.gov.au).

This message will contain a username and an initial password. The password may be changed after the initial entry to the Moodle quiz site.

## 4.28 How are Approved Vehicle Certifiers identified?

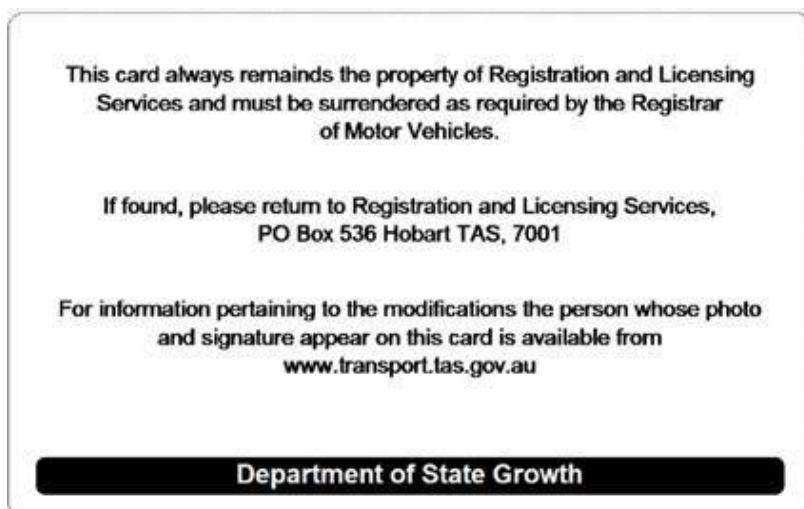
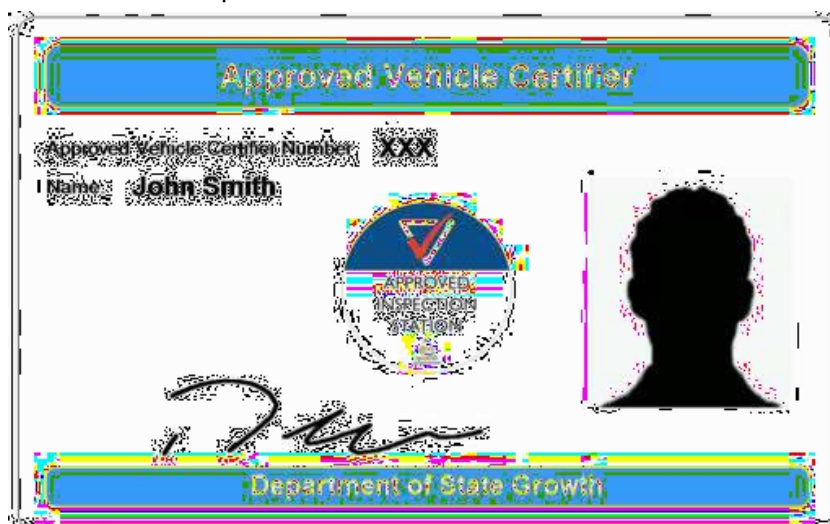
An AVC, once approved, will be nominated on the [www.transport.tas.gov.au](http://www.transport.tas.gov.au) web site and as an active AVC with a specific range of VSB modification codes that can be personally certified.

The person will be provided access to the MRS as an active AVC and will be issued with a unique 'AVC' number, and the following;

- An AVC certificate. A sample AVC certificate is shown as an Attachment in this chapter.
- AVC identification card. A potential AVC invited to join the scheme must provide or authorise the use of a passport quality standard photographic image for inclusion on the ID card. This card contains the AVC signature, ID number, the name of the AVC and recent photo.

Identification cards are to be returned to Accreditation AIS Unit on departure from the scheme or for sanctioning purposes. The Identification Card must be produced when requested to do so by a modification certification applicant or for audit purposes.

Sample of a draft ID card to be issued to AVC



## 4.29 Lost or damaged AVC Identification card

If an AVC loses their AVC identification card or is significantly damaged, they must notify AIS Compliance when the loss or damage becomes evident and complete the Statutory Declaration AVCAIS 6 form and send to the Accreditation AIS Unit.

On receipt of the form a replacement card will be initiated at no cost to the AVC and will be forwarded on when received from the supplier. An interim letter of authorization will be supplied until the replacement AVC ID card is received.

## 4.30 What happens if I am employed by another AVCAIS, must they notify Accreditation AIS Unit?

Yes. They must complete a “Notification of Change of Conditions” form and submit to Accreditation AIS Unit by emailing to [avc@stategrowth.tas.gov.au](mailto:avc@stategrowth.tas.gov.au).

An AVC may certify modifications for more than one AVCAIS subject to notifying Accreditation AIS Unit.

## 4.31 National Police Certificate (NPC)

Proprietors and AVCs have to demonstrate that they do not have any relevant criminal convictions that may deem them not to be a “fit and proper person” and may warrant their exclusion from the scheme.

The NPC must not be older than 90 days and must be supplied to Accreditation AIS Unit prior to being authorised and every three years after.

Existing participants of AIS that have supplied a NPC within the last three years are not required to produce another NPC for AVC purposes.

## 4.32 What is a fit and proper person?

“A fit and proper person” is a person who is deemed suitable, appropriate, and legally eligible to undertake a particular activity. In the case of a Proprietor or an AVC, the RMV wants assurance a person is a “fit and proper person” to carry out his legal responsibility to be authorised to oversee and certify vehicles and will do so honestly, fairly and with good reputation.

The RMV is to be satisfied that a Proprietor and AVC meet the “fit and proper person” criteria to perform services on their behalf. A factor the RMV considers in determining whether a person meets the criteria is if they have been convicted of crimes or serious offences within Australia as recorded on their NPC.

Without limiting the matters that may be relevant to the RMV, he may determine that a person is not a “fit and proper person” to be a Proprietor/AVC where they have a conviction for a serious offence, or a conviction of a kind that would constitute a serious offence if committed in Tasmania under the following:

- a. An offence under sections 124, 125A, 125B, 125C, 125D, 126, and 127 of the Criminal Code, or
- b. An offence under sections 158, 159, 167A, 167B, 170, and 172 of the Criminal Code, or
- c. An offence under Chapter XXVII, XIX, XX, XXXII or XXVIII of Part V of the Criminal Code, or
- d. An offence under section 7A, 35, 37B or 37C of the Police Offences Act 1935, or
- e. An offence under section 64 of the Vehicle and Traffic Act 1999.

If a person is convicted for any offence listed above which is brought to the attention of the RMV, the person will be given the opportunity to show cause and put forward in writing, within 14 days of receipt of the RMV's letter, why the offence conviction(s) should not affect their status. When the RMV receives any response by the person, the RMV will consider the reasons in the letter when making his decision about the status of the authorisation.

## 4.33 Where do I get a NPC application?

An Application to obtain a NPC is available at any Service Tasmania outlet or Police Station, or can be downloaded from:

<http://www.police.tas.gov.au/services-online/police-history-record-checks/>.

## 4.34 Submitting a NPC

Potential Proprietors and AVC's are required to submit a NPC with the application to become either a Proprietor or an AVC and every three years thereafter of submitting their initial NPC.

The Department will only accept current NPC's that shows the "disclosable records date" is less than 90 days old at the time AVC's submit their NPC to the Department.

The Department will accept NPC's by either:

- a. Mailing original copy directly to the Accreditation AIS Unit. The original certificate will be returned to the Proprietor/AVC.
- b. Mailing copy of NPC's that has been certified by Service Tasmania as a "certified true copy" directly to the Accreditation AIS Unit.

## 4.35 What happens if I do not submit a NPC or pass the quiz every three years?

Your Proprietor/AVC status will expire, which means you cannot perform the functions of a Proprietor and if an AVC, cannot certify modifications to vehicles on behalf of the RMV. In the event that the AVC does not pass the quiz or submit their NPC within twelve months of being placed on hold their AVC /Proprietor status will be cancelled.

## 4.36 Will I be notified of the dates that I am required to submit a new NPC and re-sit the quiz?

Yes. AVC's in the first instance will receive their AVC Certificate with the recorded end date (expiry date), including a letter advising the same. It is expected that AVC's will comply with the requirements to submit an updated NPC and re-sit and pass the quiz by the nominated end date.

## 4.37 Are there any sanctions against an AVC?

While the principle sanction is against the Contractor/Proprietor of an AVCAIS where an improper activity is carried out, the Department may revoke the AVC status of an individual if the certifications or certification documentation submitted by the AVC are found to be inadequate, incorrect or fraudulent or their conduct is found to be unacceptable to the scheme.

## 4.38 Code of Conduct

An AVCAIS must display the Code of Conduct developed by the Department.

The Contractor/Proprietor must:

- Fully comply with the Code of Conduct.
- Display the Code of Conduct in a location easily accessible by the public at the key location.
- Ensure that there are systems in place to prevent the occurrence of fraud and corrupt practices in relation to the provision of the service.
- Ensure that all of its AVC's, Administrative Support staff and any other employees, agents are familiar with the Code of Conduct.

The Code of Conduct is shown in the attachment in this section.

## Signs

### 4.39 Does an Approved Vehicle Certifier Station have to display a Sign or Certificate?

No, it is not a requirement of the scheme, however upon entry to the scheme each AVCAIS will be issued with a certificate. The certificate must be clearly displayed in a part of the key location easily accessible by the public. A sample AVCAIS certificate is shown in 4.39.

AVCAIS may additionally display a sign showing that they are an AVCAIS. The displaying of such a sign is not mandatory. The approved sign is shown in 4.40.

Painted or illuminated signs may be used provided the design, colour and proportions are not altered. The size, however, may vary.

If the AVCAIS status is cancelled or suspended by either party all AIS signs must be removed.



## 4.40 Sample AVC Certificate

### Approved Vehicle Certifier

This is to certify that the following individual

**JOE CITIZEN**

has been authorised by the Registrar of Motor Vehicles to personally conduct modification certifications corresponding to the Vehicle Standard Bulletin modification codes as assigned to AVC123 specified on the following website;

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

on behalf of the

**Department of State Growth**

Certifier Number: AVC 123

Issue date: 23/10/2016

Expiry date: 23/10/2019

## 4.41 Sample AVCAIS Certificate

# Approved Inspection Station

This is to Certify  
That the following business

## SMITHS GARAGE

Has been contracted as an  
Approved Inspection Station for the purpose of Modification  
Certifications.

AIS number: S124

Issue Date: 23/10/2016

Name of Proprietor: Citizen, Joe

Business Address: 121 Midlands HWY, Struggle Town TAS 7000

Station Class: Type 8B (HV) Heavy Vehicles

4.42 The Approved Inspection Station Sign



## 4.43 AVC Code of Conduct



### Department of State Growth

#### APPROVED VEHICLE CERTIFIER APPROVED INSPECTION STATION

#### CODE OF CONDUCT

To not accept any bribe such as money, gifts, or favours in return for services offered.

To identify all modifications performed on the vehicle and all relevant vehicle standards the modification is required to comply with.

To inform the client on the scope of the modifications the Approved Vehicle Certifier can personally certify and if a third party certification advice is required.

To only submit modification certifications when the modification performed to a vehicle is deemed to comply with the relevant standard.

To be reasonably available to conduct certification services and provide modification certification advice to clients.

To respect the professionalism of other Approved Inspection Stations.

To distinguish between Approved Vehicle Certifier/ Approved Inspection Station responsibilities and normal working activities.

## 4.44 Complaints from the Public

Complaints from the public are to be dealt with in a fair and proper manner. All investigations into complaints are to be well documented and auditable. Details of any complaints must be submitted to Accreditation AIS Unit on a monthly basis.

## 4.45 Bribes

If a person offers a bribe, (such as money, gifts or incentives), directly or indirectly, to anybody involved in the AVCAIS scheme to influence the outcome of a vehicle certification, it must not be accepted. To accept is illegal and could result in termination of the Contract. Accreditation AIS Unit must be informed of such an action.

# Chapter 5 AVCAIS Fees and Charges

## AIS Scheme Fees

### 5.1 What are the Scheme Fees for an Approved Vehicle Certification Approved Inspection Station?

There are two **scheme fees** to be paid to Accreditation AIS Unit in order to operate an AVCAIS:

- An initial one-off Application Fee of \$308 (includes GST). This includes the Annual Subscription fees for the first year.
- This is not required from existing AIS participants.
- As a transitional arrangement recognising current Tasmanian Approved Engineering Signatories and Approved Seat Fitters on initial entry as and AVCAIS the \$308 fees has been amended to \$165 (includes GST).
- An Annual Subscription Fee of \$143 (includes GST) to cover the ongoing costs of maintaining and updating the AVC MRS Interface Portal and AVCAIS documents. This fee is not required for the first year as it is incorporated into the Application Fee. This fee is paid irrespective of the AVCAIS being suspended or placed on hold.

The fees must accompany the contract to become an AVCAIS.

### 5.2 What if the Annual Subscription Fee is not paid?

If the annual subscription fee is not paid to the Accreditation AIS Unit within seven business days of the anniversary date of the contract, the AVCAIS will be placed on hold and not eligible to perform modification certification services. Unused modification plates must be returned to the Accreditation AIS Unit, damage free. The cost of the modification plates will be refunded for unused plates.

### 5.3 Will there be a refund if an AVCAIS or an individual AVC withdraws from the Scheme?

No. Apart from a full refund if an applicant is not invited to the scheme there will be no refunds other than for unused and damage free modification plates.

### 5.4 Will an AVCAIS that is under suspension have to reapply?

Sanctions will include a short-term suspension, long-term suspension and cancellation of contract.

Suspension, provided fees and annual renewal is paid, will not attract a readmission fee.

Cancellation will require a new application at a later date, with payment of the initial registration fee and annual subscription.

## Certification Charges

### 5.5 Who sets modification certification charges?

There is no set fee for modification certifications other than the fee to submit the certification via the MRS interface portal. The submission fee is set by the Accreditation AIS Unit, specified in AVCAIS Fees; Modification Certification Submission section of this chapter and is payable during each certification submission process.

Customers of AVCAIS will be able to negotiate the total fee charged for all modification certifications with the AVCAIS undertaking the services.

All AVCAIS are required to provide a cost estimate before any certification services have commenced.

AVCAIS may display a list of charges for the applicant to view.

The MRS interface portal submission fee must always be shown as a separate item on any account given to the client/motorist.

Accreditation AIS Unit is not responsible for the collection of fees from applicants or mediating discrepancies on charges.

### 5.6 Should the Motorist be made to pay up front, during or on completion?

Payment for any consultation, advice, inspection and testing required in the certification of a modified vehicle is a matter between the AVCAIS and the applicant.

## 5.7 Charge for Certificates, check lists, forms or plates

There is no charge for:

- a. blank copies of National Heavy Vehicle Regulator (NHVR) Modification Certificate.
- b. Registration and Licensing Services Modification Certificate.
- c. Vehicle Standard Bulletin check lists.
- d. Blank Tasmanian Modification Plates.

The NHVR modification Certificate template is available in this manual.

There is no specific fee for the Registration and Licensing Services Modification Certificate and is automatically generated from the MRS Interface Portal during the submission process.

All **Vehicle Standard Bulletin check lists** are freely available from the following web site and can be printed as required. Check lists must be completed and submitted for all modification codes.

[https://infrastructure.gov.au/roads/vehicle\\_regulation/bulletin/index.aspx](https://infrastructure.gov.au/roads/vehicle_regulation/bulletin/index.aspx).

## 5.8 Obtaining Modification Plates

Modification plates must be ordered using the order form shown in chapter 2 of this manual.

The order form is to be forwarded to Accreditation AIS Unit who will arrange distribution of the order.

A minimum of 48 hours is required for the issue of Modification Plates.

Serial numbers of Modification Plates issued will be recorded on the file of the ordering AVCAIS. When ordered, the Modification Plates become the responsibility of the proprietor.

When affixed to the vehicle, Modification Plate serial numbers are assigned to the vehicles VIN/Chassis number on the MRS data base.

## 5.9 What happens to unused Modification Plates?

All unused modification plates must be returned to the Department within seven days of an AVCAIS being suspended or ceasing to be an AVCAIS.

A refund will be made for unused and damage free Modification Plates.

## 5.10 What happens to Modification Plates engraved in error or damaged?

The AVC must return Modification Plates that have been engraved with errors, or damaged, to the Accreditation AIS Unit within seven days. Under no circumstances is an incorrectly engraved Modification Plate to be issued.

## 5.11 AVCAIS fees

Description	Payment
Initial registration to AVC scheme (excludes current AES/ASF)	\$308.00 (includes GST)
Annual Subscription Fee (not required at entry to AVCAIS)	\$143.00 (includes GST)
Transitional Application Fee (current ASF/AES)	\$165.00 (includes GST)
Modification Plates	No charge
<b>Modification certification submission</b>	
LK6 modification only	\$20.00
All other submissions and multiple modifications including LK6.	\$50.00
Adaptive Controls for people with disabilities.	\$20.00

# Chapter 6 Audits

## 6.1 What is an Audit?

An audit is a process for examining and evaluating the adequacy, effectiveness and compliance of the Approved Vehicle Certifier Approved Inspection Station (AVCAIS).

## 6.2 Purpose of Audits?

AVCAIS will be audited to ensure that:

- All AVC activities are in compliance with contractual obligations.
- All certifications are being carried out in strict compliance with the Light and Heavy Vehicle Modification Certification Manual (L&HVMC).
- The information uploaded to the MRS is accurate and truly reflects the modifications performed to the vehicle.
- The required information has been supplied.

Key Location audits provide an opportunity for Proprietors and AVC's to discuss any problems they may have.

## 6.3 Conducting Audits

Accreditation AIS Unit will conduct the audits with the following audit officers conducting audits/site visits:

- Team Leader AIS Compliance
- AIS Officer
- Person requested to do so by the RMV.

Audit officers conducting audits are operating under confidentiality agreements that prevent them from passing on information of AVCAIS business operations to people other than those for which the information is intended.

## 6.4 Frequency of Audits

All AVCAIS will have audits conducted as outlined in this chapter or at other times as determined by the Team Leader AIS Compliance, Manager Training Assessment Audit & Compliance or Registrar of Motor Vehicles.

## 6.5 Types of Audits

The following audits have been developed to ensure that AVCAIS comply with the VMCM.

## 6.6 Initial Audit

An initial audit is conducted prior to a potential AVCAIS being approved to provide vehicle modification certification services and ensures that the AVCAIS meets the requirements of the AIS scheme.

## 6.7 Scheduled Audits

The number of certifications submitted annually by an AVCAIS will determine the frequency of scheduled audits undertaken and has been ranked from highest to lowest. These audits may be site audits or desk top audits of modification submissions or a call in and inspection of the modified vehicle.

This assessment is conducted utilising the three respective key location regions, South, North and North-West. These regions are identified by the three categories of telephone prefix numbers. While the key location is used for audit purposes all AVC's are eligible to operate statewide. From this AVCAIS's have been separated into three groups, which are:

- Group 1– The top 20% in each region – audited twice annually.
- Group 2– The second 20% in each region – audited once annually.
- Group 3– The remaining 60% in each region – audited bi-annually.

AVCAIS's have been advised which group they have been assessed as, this will be reviewed annually.

AVCAIS's will be notified in writing when their scheduled audits will take place.

## 6.8 Triggered Audit

Audits may be initiated by a specific trigger. Vehicle type, AVC or modification certified are examples of what may justify a triggered audit.

## 6.9 Desk Top Audit

A desk top audit is an internal audit conducted by the Accreditation AIS Unit at any time during the certification process pertaining to vehicle modification submissions submitted by AVC's.

A desk top audit may involve a review of submitted information and may result in a vehicle being called in for an inspection via a Vehicle Call in Notice.

Various triggers initiating a desk top audit are built in to the MRS interface portal. For example, but not limited to all Individually Constructed Vehicles, Street Rods will be audited.

The Proprietor and AVC are not required to be informed of this type of audit.

## 6.10 Documentation

The AVCAIS form 4 (AVCAIS4) will be used by audit officers when conducting a site audits. A copy of the completed form will be supplied to the AVCAIS Proprietor.

## 6.11 Inspection of certified vehicles

The Team Leader AIS Compliance, Transport Inspectors or a person approved by the Accreditation AIS Unit may conduct random vehicle inspections of vehicles certified by any AVC's. These inspections can be:

- Routine vehicle inspections as part of an audit.
- Targeted vehicle inspections as part of an investigation.

If deemed necessary, the independent assessment will be performed by a suitably qualified person.

## 6.12 Must the Proprietor be present for a site Audit

Yes. The Proprietor must make themselves available for any site Audit on site to discuss any issues with the Audit Officer. Under no circumstances will the audit proceed without the Proprietor being present.

## 6.13 Notification of Audits

AVCAIS's will be notified in advance in writing of intended scheduled audits only. This will be forwarded approximately two-weeks before the scheduled audit and will outline the audit process. If the time nominated is not convenient, the Proprietor is to contact the Accreditation AIS Unit as soon as possible to arrange a time to suit both parties.

In the event that the Proprietor is not available the AVCAIS will be placed on hold. It will then be a responsibility of the Proprietor to arrange an audit time to suit both parties.

Note: The AVCAIS will remain on hold until audited.

All desk top audits involving submitted information may occur at any time without notification. A vehicle may be called in for inspection without the AVC's knowledge.

## 6.14 Notification of Modification Certification services underway

AN AVCAIS must advise Accreditation AIS Unit, when requested to do so, of all clients that have engaged the AVCAIS to provide modification certification services within a specific date range.

This may apply to modification certifications partly completed or at the initial consultation stage.



# Attachment

## 6.15 AVCAIS4

Approved Vehicle Certification  
Approved Inspection Station Key Location Audit AVCAIS4

Date: .../.../... AVC AIS No: .....

**1. STATION DETAILS**

Station name: .....  
 ABN: .....  
 Address: .....  
 Postcode: .....  
 Inspected by: .....  
 Proprietor/nominees name: .....  
 Driver's License No: .....  
 Email address: .....  
 Telephone No: ..... Fax: .....

**2. Key Location**

Yes	No	
<input type="radio"/>	<input type="radio"/>	Have the Key location details been confirmed?
<input type="radio"/>	<input type="radio"/>	Is the Key Location a permanent fixed building and a postal address?
<input type="radio"/>	<input type="radio"/>	Company/business certificate sighted?
<input type="radio"/>	<input type="radio"/>	Public Liability insurance sighted? Company: ..... Policy No: .....
		Expiry: .../.../...
<input type="radio"/>	<input type="radio"/>	Professional indemnity insurance? Company: ..... Policy No: .....
		Expiry: .../.../...
<input type="radio"/>	<input type="radio"/>	Internet access and a device capable of submitting information via the MRS interface portal.
<input type="radio"/>	<input type="radio"/>	Provisions for the safe and secure storage of Modification Plates?
<input type="radio"/>	<input type="radio"/>	Code of Conduct and Code of Practice available for display?

**3. PROPRIETOR/AVC**

Yes	No	
<input type="radio"/>	<input type="radio"/>	Have the Proprietors/nominees details been confirmed?
<input type="radio"/>	<input type="radio"/>	Has the Approved Vehicle Certifier ID card/s been sighted?

**4. EQUIPMENT AT FACILITY** (if this is the facility where certifications are performed. Note various items are optional)

Yes	No		Yes	No	
<input type="radio"/>	<input type="radio"/>	Level covered inspection area	<input type="radio"/>	<input type="radio"/>	Number/letter punches
<input type="radio"/>	<input type="radio"/>	Pit with correct lighting	<input type="radio"/>	<input type="radio"/>	Compliant AIS signage
<input type="radio"/>	<input type="radio"/>	Hoist (Certification date .../.../...)	<input type="radio"/>	<input type="radio"/>	Warning signs
<input type="radio"/>	<input type="radio"/>	Jack and stands	<input type="radio"/>	<input type="radio"/>	Inspection light
<input type="radio"/>	<input type="radio"/>	Internet access via electronic device	<input type="radio"/>	<input type="radio"/>	Witch's hats/ lane markers

COMMENTS.....

**Audit Inspection PASS/FAIL** Date: .../.../...  
 AIS Officer.....Proprietor.....  
 Self-clearance:  
 I acknowledge that all non-compliance issues highlighted above have been rectified.  
 Proprietor..... Date: .../.../...  
 Re-inspection PASS/FAIL Date: .../.../...

AIS Officer.....Proprietor.....  
 PROPRIETOR- Please return this form to AIS Compliance GPO Box 936 Hobart 7001 within 14 days

## 6.16 What is required by the AVCAIS to assist in the Audit process?

Proprietors are required to make the following available for audits purposes:

- AVCAIS Certificate displayed.
- AVCAIS Information Bulletin declarations (if issued).
- Copies of current insurance policies.
- AVC's present must produce their ID card.
- Modification Plates yet to be issued by the AVC.
- Copies of current hoist certification certificates if hoists are installed.
- Testing equipment used by the AVC. Including nominating a safe and suitable place for the purpose of performing.
- Specialist testing (e.g. a lane change test, if authorised to certify).
- An electronic device capable of internet connectivity and transferring information to and from the MRS Interface Portal (this does not include the Auditor accessing this device).
- All certifications, reports and supplementary documents including photographs (original and any working copies) used to certify the modifications submitted since a previous audit.

## 6.17 What is the procedure for conducting a site audit?

1. Notify Proprietor of AVCAIS of proposed site audit (for scheduled audits only).
2. Conduct entry interview with Proprietor.
3. Conduct audit completing.
4. AVCAIS4 audit check list.
5. Audit officer to document discrepancies found and record in AVCAIS site visit sheet.
6. Conduct exit interview with Proprietor.
7. Audit officer/Proprietor sign Inspection Pass/Fail declaration.
8. Email copy of AVCAIS4 to Proprietor.

## 6.18 Desk Top Audits

Various triggers within the MRS interface portal initiate a desk top audit. These may be random, by the type of vehicle/modification code submitted, the AVC ID or the AVCAIS associated with the submission.

An AVC or AVCAIS will not be notified of a desk top audit. Accreditation AIS Unit use information submitted by the AVC, the vehicle specifications and other creditable information when assessing the compliance of a modification certified.

A modified vehicle certified by the AVC may be inspected independently or as part of an audit/investigation to establish compliance with relevant vehicle standards and accuracy of the submission.

## 6.19 What happens if the AVCAIS fails an audit?

1. Proprietor notified in interview of discrepancies.
2. Audit officer will nominate on audit checklist whether the re-inspection will be:
  - a. Self clearance: to be completed by Proprietor once non-compliance issues have been rectified (top copy will be left with Proprietor in this instance), or
  - b. re-inspection: required for non-compliance issues by the audit officer.
3. Audit officer will nominate on audit checklist when non-compliance issues are to be rectified (14 days from first audit).
4. Self clearance: declaration completed once non-compliance issues rectified and forward top copy to AIS Compliance
5. Unit.
6. Re-inspection: audit officer will conduct re-inspection, complete top copy indicating non-compliance issues have been rectified.

## 6.20 What happens if non-compliance issues have not been rectified in the nominated time?

The AVCAIS will be placed on hold until the non-compliance issues have been rectified. AVCAIS that is placed on hold cannot conduct modification certifications on behalf of the RMV.

## 6.21 Investigations

Desk top audits, vehicle call in inspections and information available to Accreditation AIS Unit may be used to initiate and undertake an investigation.

All potential breaches are investigated with the AVC, Proprietor/Contractor involved given the opportunity to respond to the allegation.

Investigations may result in sanctions placed on the AVCAIS, AVC or Proprietor.

# Chapter 7 Breaches and Sanctions (Breaking the Rules)

## Approved Vehicle Certifiers and Approved Inspection Stations

### 7.1 What are “the Rules”?

Each Approved AVCAIS Proprietor and AVC voluntarily takes on obligations, duties and responsibilities when they apply and are approved to undertake the relevant services in their respective roles. These are set out clearly in Chapter 4.

Each AVCAIS and AVC is approved by the Registrar of Motor Vehicles (RMV) to provide modification certification services. An AVC is authorised to conduct specified modification certifications on certain vehicles, compile reports detailing the modifications performed to the vehicle and testing used to establish compliance with relevant vehicle standards, complete VSB check lists, take photographic images and also complete and affix modification plates. If the vehicle is a heavy vehicle, complete an NHVR modification certificate, or if a light vehicle issue the Modification Certificate that are required to be issued to the driver.

The report, modification plate, modification certificate and certification process is to be completed in accordance with this Vehicle Modification Certification Manual (VMCM).

Each AVCAIS vehicle certification is to be conducted in a safe and suitable location in accordance with industry practice and recognised national standards.

For the purposes of the administration of the AVCAIS Scheme, each obligation, duty and responsibility is deemed to be a Rule to which the Proprietor and/or AVC is bound to perform at the required standard.

The AVCAIS Scheme has a public road safety objective to ensure the roadworthiness of vehicles to national standards, and to provide a system of certifying vehicle modifications to which the RMV and the community can rely on to ensure vehicles are safe for normal use, including compliance with noise and emission controls.

Each Proprietor assumes and is responsible for all activities of the AVCAIS including those conducted by the AVC.

### 7.2 Why are the rules so important?

By accepting the approval to be an AVCAIS Proprietor or to be an AVC there is also an acceptance of the public trust in the AVCAIS Scheme and the trust of the RMV to complete the tasks under that trust with integrity.

### 7.3 Some “Terms” Explained

**Carelessly:** not paying enough attention to what is being done or what needs to be done.

**Fit and proper person:** A person who is suitable, appropriate, and legally eligible to undertake a particular activity.

**Fraudulently:** an intentional dishonest act or omission done with the purpose of deceiving.

**Incompetent:** The inability to undertake the work that results from the person lacking (or failing to exercise) the skills necessary for the job.

**Knowingly:** To participate in an activity with knowledge of the essential elements of the activity.

**Negligently:** failing to exercise the degree of care which in the circumstances is required of you for the protection of those interests of other persons that can be injuriously affected by the want of such care.

**Recklessness:** heedless or careless conduct where the person can foresee some probably or possible harmful consequence, but nevertheless decides to continue with that action with an indifference to, or disregard of, the consequences. (Recklessness implies something less than intent but more than mere negligence).

**Seriousness:** is the likely level of harm to the AIS Scheme outcomes caused by the commission of a breach.

## SANCTIONS:

### 7.4 What will happen if an AVCAIS or AVC break the rules?

To ensure the integrity of the AVCAIS Scheme, the RMV expects that all alleged breaches of the scheme rules be investigated. If a breach is found to have occurred, the RMV will determine if a sanction should be applied. A sanction may be in the form of a formal warning, conditional suspension, a suspension of authority, or a cancellation of authority. The sanction to be applied in any situation will depend on the seriousness of the breach.

### 7.5 What is meant by “seriousness” of the breach?

The target outcomes of the AVCAIS Scheme are having safe modified vehicles on Tasmanian roads, and providing a reputable, reliable and honest system for assessing the safety of vehicles on Tasmanian roads.

### 7.6 Breach levels:

- A breach.
- A Substantial breach.
- A Severe breach.
- A Critical breach.

Taken into consideration in determining the level of seriousness of the breach are:

1. the nature of the breach;
2. the number of breaches involved;
3. the period of time over which the breaches have occurred;
4. the level of culpability (blameworthiness) involved in the commission of the breach, and
5. whether breaches have occurred previously.

Where an AVCAIS Proprietor/AVC commits a breach, the determination of the seriousness of that breach will hinge on whether the RMV believes a breach was committed;

- recklessly (irresponsibly, inattentively).
- carelessly (not carefully, sloppily, hastily, haphazardly).
- Incompetently.
- negligently (with indifference).
- knowingly (deliberately, intentionally, with intent).
- fraudulently.

### 7.7 Sanctions Levels

There are four levels of sanctions for established breaches:

Level 1 – formal warning.

Level 2 – conditional suspension (see below).

Level 3 – full suspension.

Level 4 – cancellation.

Where a conditional suspension or a period of suspension is applied there may also be a requirement for the AVCAIS/AVC to provide information to the RMV as to what improvements and system changes have been implemented to prevent the breach/s from occurring once reinstated. Or the RMV may require some other condition to be met before the lifting of the suspension or as part of a conditional suspension.

A Level 2 sanction involves the imposition of a period of suspension, which may itself be wholly or partly suspended for a specified period on condition that no further breach of any kind and of any level of seriousness occurs during that period e.g. A three-month suspension may be conditionally given that will be enforced if there is a further breach within 12 months of the date of the original sanction. This is in essence a suspended sanction – a suspension of a suspension.

Where the RMV determines that a Proprietor/AVC is not a fit and proper person their status will be suspended for a period specified by the RMV and will not be reinstated as an AVCAIS/AVC until after the specified time period, and they have provided evidence and demonstrate to the RMV in writing that they are a fit and proper person.

## 7.8 SANCTION LEVELS

### Level 1 sanction

- Formal warning.

### Level 2 sanction – conditional suspension

- Up to 12 month's suspension, option to conditionally suspend all or part off.

### Level 3 sanction – suspension

- Up to 12 month's suspension (first offence).
- Up to 60 month's suspension (second or subsequent offence).

### Level 4 sanction – Cancellation

- AVC/Proprietor Authority cancelled.

Where a breach by a member of the scheme is considered to be a criminal offence the matter will be handed to Police for appropriate action.

## What does “suspension” involve?

### 7.9 Suspension of AVCAIS approval

The AVCAIS is unable to conduct any AVCAIS inspections and certifications during the suspension period. The AVCAIS name is removed from the Department's website and referral list – the AVCAIS sign cannot be displayed in any form. If the person is a Proprietor of more than one AVCAIS Premise (regardless of inspection type) the suspension is effective for all AVCAIS's.

Formal refresher training of the Proprietor (and possibly the AVC) must be undertaken as directed, and satisfactory completion of the Department's knowledge quiz before the suspension is lifted. The Proprietor is to notify any clients with bookings that the AVCAIS is unable to undertake those certifications. Any certifications currently underway cannot be completed or information submitted to the Motor Registry System Interface Portal.

The lifting of the period of suspension may be conditional on the Proprietor and/or the AVC(s) undertaking training/gain a qualification etc. as directed by the RMV before the suspension will be lifted.

### 7.10 Suspension of AVC authority to conduct inspections

The AVC is unable to undertake any AVCAIS certifications during the suspension period, and the AVC Instrument of Authority is placed on hold with the AVC's identification card returned to Accreditation AIS Unit. If the person is an AVC at more than one AVCAIS, the suspension is effective for each AVCAIS for which that person is authorized. If authorised for inspections and certification submissions for more than one type of inspection or certification, the authority is suspended across all Types. Any modification certification services currently underway cannot be completed.

## What does “cancellation” involve?

### 7.11 Cancellation of AIS approval

The AVCAIS are unable to conduct any modification certification services if the person is a Proprietor of more than one AIS (regardless of certification Type, light/heavy vehicle or both). The cancellation is effective for each AIS the AVCAIS is associated with. AVCAIS signage must be removed. Identification Cards, Modification Plates along with other documents the RMV requires is to be returned to Accreditation AIS Unit. Any certifications/submissions currently underway cannot be completed.

### 7.12 Cancellation of AVC authority to certify modifications.

The AVC's Certificate and identification card are revoked and the AVC is unable to conduct any AIS inspections or certification services. If the person is an AVC at more than one AVCAIS the cancellation is effective for each AVCAIS for which the person is authorised, and if authorised for more than one type of inspection/certification, the authority is revoked across all types. The relevant Certificates are to be returned to the Accreditation AIS Unit.

Any certification services currently underway cannot be completed.

Any sanction applied to an AVCAIS Proprietor will also affect the AVC nominated at that AVCAIS. If the AVC is unable to undertake certifications owing to a sanction imposed only on the Proprietor this fact will be accurately reflected on the Department's records. If an AVCAIS approval has been suspended, the AVC's Certificate will be put on hold with a notation that this is a 'no-fault hold'. If an AVCAIS approval has been cancelled, the AVC's Certificate will also be revoked with a notation this is a 'no-fault revocation'.

If the AVC moves to another AVCAIS that is active, the AVC's Certificate will be re-issued.

## 7.13 Can the approval to be an AVCAIS be suspended or cancelled as a result of the actions or non-actions of a Proprietor or AVC?

Yes. A Proprietor can be held responsible for a breach committed solely by an AVC even when it has been committed without the Proprietor's knowledge. In these circumstances the Proprietor may be asked in writing to "show cause" as to why the AVCAIS should not be suspended (or cancelled) as a result of the AVC's actions. Their written response will be reviewed by the Approved Inspection Station (AIS) Review Panel and the review and appeal provisions set out below will apply.

## 7.14 How are breaches determined?

### 1. Investigation

The Team Leader AIS Compliance or an appointed person may conduct an investigation of any AVCAIS related issues including suspected breaches and general service complaints brought by the public.

As part of the investigation the investigating officer will interview and obtain statements/record of interviews/statutory declarations to determine if suspected breaches have occurred.

After completing this investigation, the investigating officer's final report will be put before the AIS Review Panel. The AIS Review Panel will then make its findings and recommendations to the RMV.

A copy of the investigating officer's final report will also be provided to the person under investigation, along with a letter advising of that person's ability to make a personal submission at the AIS Review Panel hearing. The date, time and place of the sitting will be advised, and any additional information provided by that person will be considered as part of the Review Panel's deliberations.

The person under investigation and investigating officer are not present during the actual deliberations of the Review Panel.

### 2. The AIS Review Panel

The AIS Review Panel consists of four members from the Department:

- Manager Driver Training & Assessment Services (Chair).
- AIS Officer/s.
- Registration & Licensing Services representative or delegate.

A minimum of three members are required to consider alleged breaches.

### The AIS Review Panel procedure

The Review Panel will make its finding on whether or not it considers a breach has occurred based on the investigating officer's final report and any submissions by the person investigated. If a finding of a breach is made, the Panel will then determine the level of seriousness of the breach and proposed sanction. The Chair of the Panel will advise the person under investigation in writing of the Panel's decision, reasoning for its finding and its proposed recommendation to the RMV. However, before a final decision is made the Panel will give the person under investigation a reasonable opportunity to be heard and will be given 14 days after service of the letter to outline anything that they would like the Panel to consider before making their recommendation to the RMV. Should they not provide any written advice within the specified time the Panel's final recommendation will be presented to the RMV.

Should the person under investigation provide the Panel with further advice in writing within the specified time the Panel will convene and consider these matters as soon as possible after the specified time taking into consideration the information before them. The Chair of the Panel will advise the person under investigation of the outcome of their deliberation and the reasons for coming to that decision. The Panel's final recommendation will be presented to the RMV.

### 3. The Registrar of Motor Vehicles Decision

Where there has been a finding of a breach by the AIS Review Panel, a copy of the Panel's reasoning for its finding, along with its recommendation for sanction (including recommendation for time of commencement for suspension or cancellation) will be presented to the RMV.

The RMV may accept the Panel's finding of a breach and accept the particular recommendation for sanction, or he may impose some sanction of his own, or no sanction. The RMV's decision is a determination as to breach, and sanction (if any), and the commencement date of any sanction.

In the event the RMV's decision is to impose a formal warning the person (AVC or AVCAIS) who has been investigated will receive notice of that formal warning in the mail. If that person is an AVC, the relevant Proprietor will also receive a copy of the AVC's formal warning. Included with the notice will be the AIS Review Panel's determination and reasons. If the RMV has not accepted the Panel's recommendation, he will say so and provide his own statement of reasons for his decision.

In the event the RMV's decision is to impose a suspension or a cancellation, a Notice of Suspension or Cancellation will be personally served on the person investigated. If that person is an AVC, the relevant Proprietor will receive a copy of the suspension or cancellation.

If the RMV has not accepted the Panel's recommendation, he will say so and provide his own statement of reasons for his decision.

Included with the Notice will be a copy of the AIS Review Panel's findings and reasons.

In most cases a Notice of Suspension or Cancellation will have immediate effect on service of the Notice. Should the person lodge an application for appeal the decision by the RMV to suspend or cancel that person will not be set aside. This means that that person cannot continue to inspect vehicles on behalf of the RMV until the appeal is heard.

## Appeals

### 7.15 Can the person the subject of a suspension or cancellation appeal against a finding of a breach and or a sanction?

An investigation that results in the RMV issuing a formal warning cannot be appealed.

If the RMV has suspended or cancelled any approval, the person who is subject of the suspension or cancellation may appeal the RMV's decision.

The person must forward the appeal request to the Chair of the AIS Review Panel within 14 days of the Notice. The appeal request need not be in specific form but must be in writing and state the decision appealed against, the reasons for seeking that appeal, and a business hours contact phone number. The appellant will then be advised in writing of the day, time, and date of the appeal hearing and that they are able to make a personal submission at that hearing. The appellant will be required to appear in person or by video conference, which are located at our Launceston and Burnie offices. The investigating officer will also be present at the hearing.

The appeal will be determined by the AIS Appeal Committee - a Committee of representatives of government and Industry bodies.

The appeal proceeds afresh, i.e. as if it had not been determined before. The Committee will have before it read the investigating officer's final report, the finding and recommendations of the Review Panel, the Registrar's final decision and statement of reasons. Any new evidence or information to be presented at that hearing must also be provided in written form to the other party prior to the hearing.

The investigating officer and the appellant can ask questions of each other, and the Committee may ask questions of both parties.

The investigating officer and appellant will not be present during the Committees deliberation.

The Committee must:

1. affirm the RMV's decision, or
2. vary the RMV's decision, or
3. set aside the RMV's decision and make a new decision in place of the decision set aside. This decision may only be one that the RMV might have originally made.

The AIS Appeal Committee's decision is binding on the RMV who will then advise the appellant of the outcome of the appeal.

The AIS Appeal Committee will consist of at least five members with no more than one from each of:

- Royal Automobile Club of Tasmania.
- Tas TAFE.



- Tasmanian Automobile Chamber of Commerce.
- Tasmania Police.
- The Department (Chair).
- Approved Vehicle Certifier independent representative.
- AVC scheme representative.

## Contract

### 7.16 What are some examples of Breaches, which could result in Termination of the Contract?

Listed below are examples that could lead to termination of the contract:

- Modifications not certified in their entirety.
- Certifying modifications that have yet to be completed.
- Certify a modified vehicle that does not comply with the minimum standards.
- Knowingly certify a modified vehicle that does not comply with the minimum standards.
- Issue a modification plate and/or a modification certificate for a vehicle not physically examined.
- Submit inaccurate information to the Motor Registry System Interface Portal.
- Failure to retain custody and control of records of modifications certified in an accessible and secure form for the required period.
- Breach of conflict of interest, as mentioned in chapter eight.
- Fraudulent activities by the contractor or employees of the contractor (i.e. selling stolen vehicles, misrepresenting vehicles for sale, un-stated defects, etc. or carrying out illegal modifications).

The above list is not definitive. Penalties in line with those listed above will be applied for other breaches of the terms of the AVCAIS (including misrepresentation & misconduct).

Matters of prior AIS/AVC/Vehicle Examiner history, number & nature of previous breaches, and by who committed, should be considered.

The lapse of time between breaches and the seriousness of the breach should be considered against public interest.

### 7.17 Investigation

Investigations will be conducted by the Team Leader AIS Compliance as outlined under “How Breaches are determined” in this chapter.

## How will the Contractor be notified?

### 7.18 Default

If in the event that a Contractor has failed to meet the obligations (default) of the contract, the Crown will serve a ‘Default Notice’ requiring the contractor to remedy each default in the performance of its obligations.

If after ten business days the contractor has not remedied each default in the performance of its obligations or continues to be in breach of the provisions of the contract, the contractor will be served with a ‘Termination Notice’. This notice will be effective immediately from when the contractor receives it and terminates the contract.

### 7.19 Suspension

The Crown may suspend the Contract in whole or in part, by notifying the Contractor in writing that the Contract or a part of the contract is suspended from the date specified in the notice.

### 7.20 Right of Appeal

The contractor has a right of appeal in the event of being issued with a ‘Termination Notice’. An independent arbitrator will be consulted and investigate the alleged breach. The arbitrator’s decision is final.

# Chapter 8 Modification Certification

## 8.1 What types of vehicles can Modification Certifications Services be performed to at an AVCAIS?

AVCAIS may inspect and certify modified vehicles within their category of vehicle contracted to provide the certification service to Type 8A and/or type 8B. An AVCAIS may be contracted to provide the certification service to one or both vehicle categories.

The two categories are;

- Type 8A; light vehicles not exceeding 4.5t Gross Vehicle Mass (GVM) and,
- Type 8B; heavy vehicles exceeding 4.5t GVM.

## 8.2 What Types of Modification Certifications can a person approved as an AVC personally certify?

Individual AVC's can personally certify modifications within the range of their Approval from the Registrar of Motor Vehicles (RMV) and must be within the vehicle category of the AVCAIS they are certifying for.

A full list of AVC categories and the modifications and codes that they can personally certify is in **Attachment A, B and C** toward the rear of this manual.

If operating from multiple AVCAIS the AVC must be aware of the vehicle types the particular AVCAIS they are submitting the certification on behalf of is contracted to provide services for.

Various VSB modification codes require specific testing or a Design Approval as identified within the VSB checklist. Due to the specialised equipment and knowledge required for testing or high-level analytical assessment required for Design Approval these VSB codes are reserved for the relevant AVC listed.

Modifications that are outside the range of an AVC may be submitted and certified subject to obtaining the required Design Approval or other required information from a suitably qualified and experienced person, a third party operating a commercial business. Qualifications and experience must meet that of a nominated AVC the Modification Matrix lists for the modification code.

The third-party information may be from a current AVC or from a third-party organisation not recognised as an AVC.

An AVC submitting the certification is responsible for establishing the qualifications and eligibility of people providing advice or information used for the purpose of a modification submission.

The third-party feature enables an AVC to effectively submit vehicle modifications submissions that are outside of their approved modification range subject to advice from other qualified persons.

## 8.3 Conflict of Interest

The Contractor and AVC warrants that no conflict of interest exists, or is likely to arise, in the delivery of the services and that if a conflict of interest arises, the Contractor will notify the Crown immediately, in writing, of that conflict.

An AVC must not Certify Modifications to vehicles that they or the Contractor own or has a vested or financial interest in. This vested or financial interest restrictions does not apply to:

- a. Approved Certifiers that are performing Modification Certifications on behalf of a Contractor holding a current Motor Vehicle Traders License.
- b. A new or used heavy vehicle modified by a commercial business solely for the purpose of resale or initial supply to market.

But the exemption in a. and b. does not apply to vehicles modified for the purpose of forming or maintaining a fleet of vehicles used, or to be used, for the purposes of the Contractors prescribed business or the AVC personal interests.

Defect Notices and vehicles that are subject to Vehicle Call In Letters may be inspected by AVC's that are also VEs subject to the alleged defective item not being part of the modification or associated with the modification that was certified by the AVC.

## 8.4 On what grounds should a vehicle modification not be certified?

An AVC may not certify a vehicle modification if the modification fails to comply with:

- Any Relevant Vehicle Standards applying to it.
- Vehicle Standard Bulletin (VSB) minimum requirements and guidelines, unless an adaptive control or by approval from the NHVR.
- For a Street Rod, the Street Rod Manual (available on the Commonwealth Department of Infrastructure and Regional Development website).
- Australian Design Rule (ADR) requirements.
- For adaptive control modifications, the Australian Standard- Adaptive Controls for people with disabilities.
- The AVC considers the vehicle to be unsafe,
- The AVC has a perceived conflict of interest.
- Components used in the modification are stolen or are not fit for purpose in a serviceable condition.
- The vehicle is a Statutory Written Off Vehicle.
- The modification has not been completed.
- The owner/agent or registered operator has not consented to the modification certification.

Vehicles which have defaced, replaced, modified or otherwise tampered with identifiers must not be certified unless accompanied by a written approval by the Department of State Growth or NHVR.

Modifications performed to a light vehicle fitted with an Australian Compliance Plate that has no evidence of previous registration in Australia or import approval as an unrestricted road vehicle cannot be certified.

## 8.5 Second Stage Manufacture

The Second Stage Manufacture requirements prevent a light vehicle that has not been used in transport from undergoing modification outside of the Second Stage Manufacture scheme. Modification Certification is only permitted on a light vehicle that has evidence of previous registration. Registration may have been in Australia or an imported vehicle previously registered overseas and excludes unregistered vehicle permits, conditional registration and trade plates.

## 8.6 Providing a modification submission

### Handwriting

All handwritten information must be completed in ink or ball point and with sufficient pressure to ensure all information is legible.

### Defined terms

Where terms are used within a submitted modification report, the AVC must be aware of the legal definition of that term and the context of its use.

## 8.7 Motor Registry System Interface Portal

Unless the Accreditation AIS Unit advises otherwise, all modifications to be certified are to be communicated via the Motor Registry System Interface Portal.

Submissions must be performed by the AVC that has inspected the vehicle, using the AVC's unique log on details and password.

A modification is not deemed as certified until the MRS has been updated at the final portal submission process.

The Motor Registry System Interface Portal must be used as per the Motor Registry System Interface Portal instruction manual. Information provided to the MRS must reflect the modified vehicle will all modifications included.

## 8.8 Using the Motor Registry System interface portal

Information detailing the operation of the MRS interface portal will be supplied to the AVC on completion of the compulsory AVC Knowledge Quiz.

## 8.9 Sending the Submission

When the AVC sends the submission to upload data to the MRS, the AVC is declaring that they have:

- Inspected the vehicle.
- Identified the vehicle and established it is not a Statuary Write Off.
- Identified and addressed all modifications requiring certification.
- Undertaken the required testing of the vehicle.
- Determined the modifications and vehicle comply with the relevant vehicle standards applying to it.
- Produced a detailed report describing the modifications and testing/calculations performed and results of this.
- Obtained clear photographs of the modifications performed.
- Completed the VSB check list/s.
- Affixed a completed and accurate modification plate to the style guide requirements when required.
- If a heavy vehicle, completed and issued a National Heavy Vehicle Regulator (NHVR) Modification Certificate.
- If a light vehicle, presented the owner with a Modification Certificate.

Copies of the submitted information are to be retained by the AVCAIS for seven years and also presented to the Applicant.

## 8.10 Modification Reports

When a vehicle is deemed to comply with relevant vehicle standards and requirements of this manual an AVC must produce a detailed report. This report must:

- Be clear and not contain vague or misleading information.
- Identify the vehicle by make model, VIN/Chassis number, registration number where possible, colour and body type.
- Identify the applicant, and the person/s who performed the modification (if unknown the applicants details are acceptable).
- Nominate that the vehicle is not a statutory written off vehicle.
- Identify all the modifications performed.
- Identify the ADR category the vehicle complied with prior to the modification and in the modified state.
- Specify the VSB modification code/s applicable to the vehicle and supply the completed VSB checklist.
- Where a modification changes the ADR vehicle category, the report must address the ADR's that the vehicle is required to comply with due to the change of category and the vehicles compliance (including the testing) with these requirements.
- Identify the specifics of components used and if available, their brand or origin.
- Specify how the modification complies with relevant vehicle standards applying to the vehicle.
- Record all testing, calculations or analysis performed to the vehicle and results of this.
- Dates of the inspections performed by the AVC and photographs of the vehicle and modifications performed. The modification report may also include reference to a unique identifier of a captured photograph.

Copies of the AVC report, photographic images of the modifications performed, and VSB check lists and modification certificates are to be supplied to the applicant at the conclusion of the certification service and copies are to be retained by the AVCAIS for a period of no less than seven years.

## 8.11 Modification Photographs

Clear and precise photographic images of modifications performed to the vehicle are required to accompany a modification submission.

Each modification submission must be accompanied by photographs captured by the ACV at the time of the modification certification inspection. These are of the:

- Front  $\frac{3}{4}$  view from each corner that captures at least half of the front and each respective side of the vehicle.
- Rear  $\frac{3}{4}$  view from each corner that captures at least half of the rear and each respective side of the vehicle.

- Driver's side dashboard with the odometer reading displayed.
- The compliance plate or manufactures build plate.
- Each modification performed.

Photographs are required to be clear, in focus with a suitable amount of contrast to depict the intended item of interest.

With some modifications, multiple photographs are required from various capture points and ranges to accurately depict the modification.

Prior to using any photographic equipment an AVC must ensure that:

- Operator- adjustable settings are made appropriately.
- Time and date setting are correct.
- Flash setting is on.

In addition to applying the flash setting it is recommended supplementary lighting strategically placed at 90 degrees to the item of interest is undertaken to further enhance the item of interest.

Where required, a description of the angle the image was taken from and identification of components within the image may be included. Photographs must include an identifier applied by the AVC that relates to the specific aspect of the modification described in the Modification Report.

For example, the image may be numbered or include an identifier in the captured image. The report can include reference to this identifier for continuity.

All photographs must display the date of the image (this can be achieved by applying the date display feature of the camera).

An original image must be retained by the AVCAIS in the condition as captured for a period of no less than seven years. Storage of the original images must be appropriate to ensure no damage and in a clean, dry and secure environment.

Standard image processing enhancement such as cropping, brightness and contrast adjustments and colour balancing that are used to achieve an accurate recording of an object are permitted on working copies of the original image only. The integrity of the original image must not be compromised.

There is no maximum limit to the number of photographs or documents that can be included in a modification submission. However, the photographs supplied must capture all modifications performed to the vehicle requiring certification.

## 8.12 Adaptive Control Modification Requirements

Adaptive controls are specific modifications to assist people with disabilities drive a vehicle, not dual control vehicles. Adaptive control modifications exclude passenger side and passenger operated driver controls.

An AVC that has successfully completed the voluntary knowledge quiz may certify adaptive control modifications that are outside of the VSB limits. These are to assist people with disabilities to safely drive a vehicle.

Prior to the certification of driving control modifications, an AVC must be satisfied the driver control has been requested by an Occupational Therapist, Driver Rehabilitation Specialists or Medical Practitioner. Documented evidence of this recommendation is required.

Fitment of any adaptive control must not affect the integrity of the vehicle.

Operating systems and accessories fitted prior to the adaptive control modifications must be capable of operating through their full designed range following the adaptive control installation.

Adaptive Controls are currently outside of the VSB scope. Australian Standard 3954.1-1991 specifies the design, construction and installation requirements for driving controls that allow vehicles to be driven by drivers with physical disabilities. This also specifies performance requirements and tests to be carried out after a driving control has been installed in a vehicle.

This standard caters for driver controls such as:

- a. Hand controls.
- b. Pedal extensions.
- c. Left foot accelerators.
- d. Extensions of hand operated controls.
- e. Steering wheel attachments.

Requirements of this standard specific to each type of driver control are included in AS3954.1-1991 and 3954.2-1991. This includes information required to be supplied, testing and reporting requirements. Australian Standards are available from: <http://www.standards.org.au/SearchandBuyAStandard/Pages/default.aspx>.

Where possible the type of adaptive controls fitted to a vehicle should meet the requirements of Australian Standards AS3954 parts 1 and 2.

Electromechanical controls are not included in this standard and are not an approved modification unless with prior approval from Vehicle Registration and Standards. Subject to the certification mentioned above, the Registrar will allow the fitment of proprietary adaptive controls of an electronic / electromechanical nature of from reputable companies that have tested their controls and provided evidence as being acceptable for use.

Homemade controls are not acceptable unless tested and certified by an appropriate engineer as meeting the requirements of AS3954 parts 1 and 2.

The fitment of adaptive controls must not interfere with any safety system fitted to the vehicle, for example SRS airbags.

An AVC approved to certify adaptive controls must be satisfied the modification is compliant with the Australian Standard or a compliant electronic or electromechanical type is safe and does not pose a further safety risk through its position or method of actuation.

As part of the modification reporting requirements the AVC modification report must include:

- a. The identity of the driving control.
- b. Any failure, change in alignment, loosening of parts and permanent deformation of any part of the driving control.
- c. Reference to the test method specific to the type of adaptive control.
- d. the modifications compliance to AS3954.1-1991 (if not an electromechanical type).
- e. The direction of the applied force for foot operated clutch and brake pedal extensions.

All adaptive controls require specific labelling. Labelling must be affixed to the vehicle in the form of a permanent and securely attached label in a position conspicuous to the driver, stating the following:

**CAUTION:** The driving controls of this vehicle have been modified to provide for the particular requirements of the driver.

The adaptive control modification must include information such as instructions in the use of the adaptive system, manufacture name and address, installation and maintenance requirements.

During the MRS Portal Modification submission process a short descriptive of the type or types of Adaptive Controls certified must be included in the Comments box of the Record Certification on Page 3.

Examples of these descriptors are included in column 1 below.

column 1 Descriptor to be included in the comments box. Select as appropriate to the specific modification	column 2 Definition of the device
<b>Hand control</b>	<i>A control that enables the driver to operate by their hand a control that is designed for foot operation</i>
<b>Left foot accelerator</b>	<i>A left foot operated accelerator for altering the vehicles motive power source</i>
<b>Extension device</b>	<i>An apparatus that extends the operation point of existing controls (other than foot pedals)</i>
<b>Pedal extension</b>	<i>An apparatus to relocate the surface of foot pedals</i>
<b>Steering spinner knob</b>	<i>A device enabling one handed use of a steering wheel</i>

As the installation of adaptive controls are not currently catered for by VSB, modification plates are not to be issued as part of the Motor Registry System Interface process solely applying to adaptive controls. Where the Motor Registry System Interface requires a modification plate serial number to be entered, the AVC must enter 00000 and proceed through the process.

The Motor Registry System Interface Portal operational instructions provide additional information on this process.

## 8.13 Vehicle Standard Bulletin Checklists

Completed copies of the VSB checklists are required for each modification or construction code the vehicle is certified to comply with.

For each design, modification or construction certification code there is at least one checklist. This is to help ensure that the design and all the work are of a satisfactory standard and all relevant factors are considered.

Some modifications will require two checklists – one for the design and another for the modification itself. This approach allows for the design of a modification to be carried out by someone other than the person/organisation who performs the modification.

VSB check lists and the VSB assessment criteria are available at:

[https://infrastructure.gov.au/roads/vehicle\\_regulation/bulletin/index.aspx](https://infrastructure.gov.au/roads/vehicle_regulation/bulletin/index.aspx).

When completing a VSB modification code, nominating a no to any required vehicle modification results in an invalid checklist. Where relevant the VSB standard must be achieved.

## 8.14 Third Party documents

When a third party is required to certify a modification such as design and/or testing, the documents required to substantiate this are required to be supplied with the report. These documents also include the relevant VSB check lists identifying vehicle by VIN/ Chassis number.

These documents must describe the construction, assembly and componentry requirements of the design and also the testing and analysis performed.

Where a third party is required to certify the modification by performing a physical test such as a lane change, noise, beaming/torsional rigidity or exhaust emissions test, the third-party report must identify the location of the test, the method, photographs and record the results of the test.

They must clearly identify the name, title, professional memberships and contact information of the person certifying the design or test certifications.

## 8.15 Light Vehicle Modification Certificate

The Motor Registry System Interface Portal generates a Light Vehicle Modification Certificate as part of the submission process. This document must be presented to the vehicles Registered Operator for retention in the vehicle.

Issuance of the Light Vehicle Modification Certificate is evidence of modification compliance for registration purposes.

## 8.16 National Heavy Vehicle Regulator Modification Certificate

In addition to affixing a Modification Plate, the Heavy Vehicle National Law also requires an AVC certifying a modification to a heavy vehicle, to issue an NHVR approved Heavy Vehicle Modification Certificate. This must be presented to the registered operator of the vehicle or if there is no registered operator of the vehicle, the owner of the vehicle.

Templates are supplied to AVC's eligible to certify modifications to heavy vehicles as part of their authorisation and as subsequent versions are approved by the NHVR. A sample of the certificate is included in section 8.17.

NHVR Modification Certificates are to be completed in full with the Modification Certificate number to be allocated by the AVC and is to be the same number as the Modification Plate Serial number.

## 8.17 Completing the National Heavy Vehicle Regulator Modification Certificate

- **Certificate Number** - Unique serial number as specified on the Modification Plate in the top left corner. This number is to be included on both pages.
- **AVC Ref Number** - specific reference number as allocated by the AVC. This is to identify the modification submission performed by the individual AVC. This number is to be included on both pages.

## Part 1

### Owner details

- **Owners name and address** - name and address of the applicant/vehicle owner.
- **Business name and address** - only required if a business entity.

## Part 2

### Vehicle Details

#### Make/Model

The make of the vehicle - e.g. Isuzu, Mitsubishi, Mack or in the case of a trailer it may be Fruehauf, Elphinstone etc.

Model of the vehicle - Take this information from the compliance plate, e.g. NPR, T909, GT1322.

#### Variant

Example: 500 series,

#### Body Type

Example: Prime mover, tipper, bus etc.

#### Vehicle Category

ADR vehicle category as specified on the vehicle identification (compliance) plate or determined by vehicle type/GVM/seating capacity etc. For example: ME. Note in circumstances where the modification changes the vehicle category the new vehicle category is to be specified here with details of the change in category included in the “*Description of vehicle or modifications to vehicle in accordance with the relevant Modification Codes*” section.

#### Manufacture date

Month and year in MM/YYYY format. If not known the vehicle identification Plate date.

#### Registration Number/ State

Current registration plate details and state of origin. If not registered record N/A.

#### VIN/Chassis Number

Unique 17 digit vehicle identification number as stamped into vehicle. If pre 1989 vehicle the chassis number which may have less than 17 characters.

Record the imprinted VIN from the vehicle body/chassis. Under no circumstances is the VIN to be recorded from any other source.

The compliance plate can be used as a means to verify that the VIN recorded on the body/chassis is the same.

#### Odometer Reading

Record the odometer reading at the time of inspection. Do not round up or down.

#### Engine number

Record the engine number from the engine block. If the modification involved an engine change, record the engine number of the substituted engine.

#### Engine Capacity

Record the engine capacity.

If the modification involved an engine change, record the engine capacity of the substitute engine and the unit of measurement for example: cc, litres or CI.



## Part 3

### Vehicle specifications

Note: if the item listed in Part 3 has not been modified from its standard configuration, the AVC may nominate “standard” or STD. If nominating “standard” in any field other than width, height or rear overhang the AVC must be certain the vehicle was in this specification as originally manufactured.

Width, height or rear overhang may be nominated from the originally manufactured specification subject to compliance with dimension limit restrictions of the relevant vehicle standards.

Vehicle Specifications	Before modification		After modification	
<b>Tare (kg)</b>	Tare mass in Kg if known		# See notes on tare mass below. Tare mass in Kg	
<b>GVM (kg)</b>	Gross Vehicle Mass/Aggregate Trailer Mass in Kg.		Gross Vehicle Mass/Aggregate Trailer Mass in Kg.	
<b>GCM (kg)</b>	Gross Combination Mass rating as specified on the compliance plate or if previously modified on the modification plate		Modified Gross Combination Mass rating if applicable.	
<b>GTM (kg)</b>	Gross Trailer Mass rating as specified on the compliance plate or if previously modified on the modification plate		Gross Trailer Mass rating if applicable.	
<b>Front axle group rating</b>	Maximum rating for the front axle/group including suspension components		Maximum rating for the front axle/group including suspension components	
<b>Rear axle group rating</b>	Maximum rating for the axle/suspension		Maximum rating for the axle/suspension	
<b>No. of Tyres (Front)</b>	Total Number of tyres fitted to the axle/ axle group.	Tyre size as marked on the side wall	Total Number of tyres fitted to the axle/ axle group.	Tyre size as marked on the side wall
<b>No. of Tyres (Rear)</b>	Total Number of tyres fitted to the axle/ axle group.	Tyre size as marked on the side wall	Total Number of tyres fitted to the axle/ axle group.	Tyre size as marked on the side wall
<b>Wheelbase</b>	The distance from the centre line of the vehicle's foremost axle to the rear overhang line.		The distance from the centre line of the vehicle's foremost axle to the rear overhang line.	
<b>Width</b>	Total width of the vehicle excluding; 1) any rear vision mirrors, signalling devices and side-mounted lamps and reflectors; 2) anti-skid devices mounted on wheels, central tyre inflation systems, tyre pressure gauges; 3) permanently fixed webbing assembly-type devices, including, for example, curtain-side devices, if the maximum distance across the body including any part of the devices does not exceed 2.55m.		Total width of the vehicle excluding; 1) any rear vision mirrors, signalling devices and side-mounted lamps and reflectors; 2) anti-skid devices mounted on wheels, central tyre inflation systems, tyre pressure gauges; 3) permanently fixed webbing assembly-type devices, including, for example, curtain-side devices, if the maximum distance across the body including any part of the devices does not exceed 2.55m.  If the value exceeds 2.5m or if item 3 above applies 2.55m, the HVNL permit or exemption must also be nominated.	
<b>Height</b>	Total height of the vehicle		Total height of the vehicle.  If the modified height dimension exceeds the HVNL prescribed value the permit or exemption must also be nominated.	
<b>Rear Overhang</b>	The distance between the rear of the vehicle and the rear overhang line** of the vehicle.		The distance between the rear of the vehicle and the rear overhang line** of the vehicle.	
<b>Trailers only; Front point of articulation to rear overhang line</b>	The distance from the front articulation point (coupling) to the rear overhang line		Power/manual Steering Box/Rack and Pinion,	

## Tare Mass

It is the AVC's responsibility to accurately report the tare of the vehicle and in some cases physically weighing the vehicle is required with a weigh bridge ticket produced as evidence of this value.

In most cases the specific tare of a commercial or Heavy Vehicle is required for operational purposes and the weighbridge ticket is also evidence of this. In some seating modifications involving additional seating capacity, it is essential to accurately know what the tare mass is in order to calculate if the vehicle changes class.

Where the accurate tare mass of the vehicle and the mass of any equipment involved in the modification is known, weighing the vehicle would not be necessary. For example but not limited to, a new prime mover and the fitment of a 5th wheel assembly. As both manufactures produce accurate technical information that includes mass. The source of reference information used to calculate the tare of a vehicle or components must be credible and accurate to the specific make model/ component and included in the submission.

### \*\* RoH line is:

1. For a vehicle with one axle at the rear, the line running along the centre line of the axle.
2. For a vehicle with an axle group at the rear comprising 2 axles, one of which is fitted with twice the number of tyres as the other, the rear overhang line is a line running parallel to the axles that is:
  - a. closer to the axle carrying the greater number of tyres than it is to the other axle; and
  - b. located at one-third of the distance between the 2 axles.
3. For a vehicle with an axle group at the rear that is not an axle group mentioned in subsection (1) or (2), the rear overhang line is a line running parallel to the axles down the centre of the axle group.
4. For the purposes of applying subsection (1), (2) or (3) to a vehicle, if an axle group includes at least 1 steerable axle, that axle is to be disregarded unless:
  - c. the group comprises only 1 axle and that axle is a steerable axle; or
  - d. all the axles in the group are steerable axles.

## Part 4

<b>VSB6/NHVR Modification Codes</b>	<b>ADR'S Affected</b>
Include all modification codes here.	AVC must list all ADR's affected by modification

## Part 5

### Description of vehicle or modifications to vehicle in accordance with the relevant modification codes

Provide a clear and concise description of the modifications performed to the vehicle.
--

## Part 6 Declaration

I certify that I have inspected the vehicle described in Section 2 of this Modification Certificate in accordance with the requirements of my approval as an Approved Vehicle Certifier (AVC). I have determined that the modifications detailed in this Modification Certificate do not cause the vehicle to fail to comply with the applicable vehicle standards. I understand that providing false or misleading information on this Modification Certificate or certifying a vehicle outside the scope of the authority conferred by my approval as an AVC may render this certificate invalid.

AVC unique ID number	AVCAIS Station ID	Sequential report number issued by the AVC
<b>AVC report number</b>		
A	V	C
-	C	-

The vehicle described above has been personally examined and;

Continues to comply with the heavy vehicle standards and modifications comply with Vehicle Standard Bulletin 6. This certificate is issued in accordance with Section 86 of the Heavy Vehicle National Law Act 2012; or

The modification has been carried out in accordance with the National Heavy Vehicle Regulator (NHVR) Statement of Requirements. This certificate is issued in accordance with Section 87 of the Heavy Vehicle National Law Act 2012.

Tick this box if this statement applies; or,  
Tick this box if the modification is compliant with the specific NHVR Statement of Requirements

<b>NHVR Statement of Requirements (SoR) Number (if applicable)</b>		<b>Approved Vehicle Certifier (AVC) Name</b>	
<i>Insert SoR number from NHVR documentation here if applicable</i>		<i>AVC first name and surname here</i>	
<b>Address</b>	<i>AVCAIS address</i>		
<b>Phone</b>	<i>AVCAIS phone number</i>	<b>Email</b>	<i>AVC email address here</i>
<b>AVC Number</b>	<b>Station Number</b>	<b>Signature</b>	<b>Date</b>
<i>AVC unique ID number with AVC prefix</i>	<i>AVCAIS unique station number with C prefix</i>	<i>AVC to sign prior to issue</i>	<i>Select date from drop down box</i>
<b>Permit number or HVNL exemption description. (if applicable)</b>	<i>If an exemption via permit or notice is required to enable the vehicle to operate. Nominate the exemption here.</i>		

**This certificate must be retained and provided on sale and/or transfer of the vehicle to the new owner.**

Modifications certificates issued under section 86 of the Heavy Vehicle National Law (HVNL) are modifications that can be approved due to their compliance with the National Heavy Vehicle Regulator (NHVR) Code of Practice for the Approval of Heavy Vehicle Modifications (the Code). This Code applies VSB6.

Modifications to heavy vehicles compliant with the Code do not require direct approval by the NHVR but do require certification by an AVC including the completion of an NHVR Modification Certificate, the completing and affixing of a Modification Plate issued in accordance with section 86 of the HVNL.

Modifications to heavy vehicles that are outside of the Code (those where the modifications would result in a vehicle not being fully compliant with the Code) require formal approval by the NHVR.

Applicants seeking the NHVR's approval are required to apply to the NHVR via completion and submission of the form available from:

<https://www.nhvr.gov.au/files/201401-1-0072-modification-application.pdf>

This approval will be in the form of a Statement of Requirement- Requirements for Modification Approval will be issued detailing how the vehicle modification should be undertaken and any related inspection requirements. These modifications require certification by an AVC, issuing a NHVR Modification Certificate, the completing and affixing of a Modification Plate under section 87 of the HVNL.

## 8.18 Report Number Format

An AVC must use the modification report number naming protocols as follows:

AVC prefix, AVC number, dash, Station prefix, AVCAIS Station number, dash, three-digit sequential report number.

e.g. AVC123 working at AVCAIS number C55 and individual report number 11, results in a report A123-C55-011.

This number is to be included as the Reference Number on a Modification Plate.

## 8.19 Completing and affixing a Modification Plate

Modification plates must be completed as per the Departments Style Guide requirements.

Modification plates must not contain errors or corrections and must be computer diamond etched in a single stroke sans serif uppercase lettering or font with a 3mm high letter. Free hand text is not permitted.

The modification plate must include the name of the person that conducted the modification. If this is not known or multiple persons are involved the vehicles owners name may be used.

Modification plates are to be sourced from the Accreditation AIS Unit and are dispatched in groups of ten plates.

Modification plate serial numbers are allocated to the AVCAIS Proprietor. Only modification plates allocated to the specific AVCAIS are to be used by the AVCAIS.

Modification plates are accountable items and will be audited.

When required to be issued the modification plate is to be affixed to the vehicle in a prominent location and close proximity to the compliance plate or vehicle manufactures plate where possible.

It is illegal to alter, damage, remove or otherwise interfere with an issued modification plate.

## 8.20 Tasmanian Modification Plate Style Guide

<b>*Modification plate A/Officer</b>	Department of State Growth issued Approved Vehicle Certifier identification number, alpha numeric with letters in capitals.
<b>*Date</b>	DD/MM/YYYY
<b>*REF No</b>	Individual certifier report document reference identification. A specific reference number allocated by the AVC. See the <b>Report Number Format</b> section of this manual. This is to identify the modification submission performed by the individual AVC. The same number that is used on a NHVR Modification Certificate.
<b>*Modification by</b>	Name of person or registered company who modified the vehicle or if multiple parties involved name of owner. Word "owner" is not acceptable, must identify a person or a registered company.
<b>*Mod codes</b>	Vehicle Standards Bulletin (VSB) codes represented in capital alpha and numeric style separated by a comma. For example LB1, LG2, LK1. Where an engine substitution is involved, relevant VSB code followed by a dash then number of cylinders or rotors then forward slash engine capacity in litres then a lower case l. For example LA2-8/5.7l. If a turbo (T) or supercharger (S) are fitted include a capital T or S. for example LA3-4/2.5T
<b>*VIN</b>	Vehicle Identification Number/ Chassis Number unique identifier as stamped into vehicle body/chassis. All vehicles post 1989 must include 17 alpha numeric identifiers.
<b>Tyre size</b>	Wheel width X diameter, for example 7X15 or 7J15 then dash tyre size as indicated on tyre side wall. Where different sizes are involved identification is required with the word front – rear. May need to be F- or R if room is limited as applicable to the wheel tyre set.
<b>Mod seating</b>	Seating capacity identified as number for example; 5 seats. Alternatively if a complex seating arrangement. For example; 10 OR 7+ 2 Wheel Chairs OR 9 + 1 Wheel Chair & lift may be abbreviated to 10 OR 7 + 2 W/chairs OR 9 + 1 W/Chair. + W/Chair lift
<b>Mod GVM</b>	Numbers to represent a kilogram format
<b>Mod GCM</b>	Numbers to represent a kilogram format

Modification Plate **Serial Number** is pre populated and is not to be altered.

SER NO. 9

Tasmanian Government

MODIFICATION PLATE

A/OFFICER No: .....

DATE: ..... REF. No: .....

MODIFICATION BY: .....

MOD CODES: .....

VIN: .....

TYRE SIZES: .....

MOD SEATING: .....

MOD G.V.M.: .....kg MOD G.C.M.: .....kg

THIS PLATE NOT TO BE REMOVED

Modification plates are to be affixed to the vehicle in a prominent location, where possible, close to the vehicles compliance plate or other modification or manufactures plates.

All Modification plates are to be retained by the Proprietor in a single secure area. Modification plates are allocated to the Proprietor and are accountable items. Only modification plates issued to the AVCAIS may be used in the certification process.

Modification Plates issued to vehicles is part of the desk top audit process.

## 8.21 Removing modification plates

Once affixed, a modification plate is not to be removed with subsequent modifications generating another plate. However, should an existing modification plate be required to be removed from a vehicle to enable a vehicle repair, repaint or other valid other reason, they must submit a request in writing. The following information must be provided:

- Reason why the plate needs to be removed.
- Serial number of the plate.
- Details of the vehicle to which it is attached.
- Requests for the removal of a modification plate for:
  - Light vehicle - should be submitted by email to Accreditation AIS Unit at [avc@stategrowth.tas.gov.au](mailto:avc@stategrowth.tas.gov.au) or by post to the Accreditation AIS Unit  
GPO BOX 536  
Hobart Tasmania 7001
  - Heavy vehicle - should be submitted by email to:  
[info@nhvr.gov.au](mailto:info@nhvr.gov.au) or contact the NHVR on 1300 MYNHVR (1300 696 487).

If approval to remove the modification plate is granted, a letter of approval will be issued, subject to conditions. All conditions of the approval must be met or the approval will be void and the AVC or remover of the plate may be subject to prosecution for removing the plate without permission.

## 8.22 Pre-Modification advice to applicants

On commencement of the AVCAIS scheme the Department of State Growth will not assess and issue Approval in Principle Letters prior to the Applicant commencing the modification.

All advice regarding the proposed modification and its potential compliance with relevant vehicle standards, VSB's and the NHVR Code of Practice and relevant legislation will be performed by the AVC the applicant has engaged.

## 8.23 Seating Capacity and category 2 and 3 seating

Seating capacity specified on vehicle Compliance Plates/ID plates refers to the total category 1 seating capacity seats intended for use by adults and includes the driver's seating position.

Seating provisions such as category 2 (restricted to use by children up to 12 years of age) and category 3 seating (restricted to use by children up to 8 years of age) are not considered for vehicle seating capacity recording on the Motor Registry System or Modification Plates.

For the purpose of vehicle modifications and the Motor Registry System, seating capacity is calculated as adult seating and is inclusive of the driver's seat.

Modifications involving the fitment of category 2 and category 3 seats does not require a modification plate to be generated.

Modification plates are not to be issued as part of the Motor Registry System Interface process applying to Category 2 and Category 3 seating installations. Where the Motor Registry System Interface requires a modification plate serial number to be entered, the AVC must enter 00000 and proceed through the process. The Motor Registry System Interface Portal operational instructions provide additional information on this process.

Category 2 and Category 3 seating installation certification must be described on the Modification Certificate as:

- Category 2 seat fitted - (insert number of category 2 seats fitted) additional seats fitted, increasing the seating capacity a person not heavier than 38kg or with a seated height greater than 780mm.
- Category 3 seat fitted - (insert number of category 3 seats fitted) additional seats fitted, increasing the seating capacity a person not heavier than 26kg or with a seated height greater than 700mm.

**Note: The seated height is the vertical distance between a flat surface on which the person is seated and the top of the person's head. The appropriate Vehicle Standard Bulletin category 2 and category 3 seating warning label requirements must be complied with.**

## 8.24 Multiple modifications

Multiple modifications to one vehicle can be certified with one submission. All modifications must be nominated in the required documentation and included on the Modification Plate affixed to the vehicle.

Where a vehicle has previously been certified with a compliant modification and a Modification Plate affixed the plate must not be removed. Any subsequent modification will be treated independently and if certified, another modification plate will be issued and affixed in close proximity to the compliance plate or any other modification plate.

## 8.25 Vehicle Registration fees and charges

The AVC does not collect vehicle registration fees and charges on behalf of the RMV. When a modification increases the required registration/motor tax fee, for example when the engine cylinders is increased, GVM increase or a seating capacity increase, Vehicle Registration & Licensing Services will generate an invoice. Where the modification generates a reduction of fees the Motor Registry System will generate a refund payable to the registered operator.

## 8.26 Certifying modifications outside of authorisation

All AVC's are allocated a range of modification codes that align their qualification and experience to the VSB modification codes. The AVC can only personally certify modifications within this range. In the instance where a modification within this range requires a design approval, the design approval number must be nominated on the VSB check list and the supporting documentation accompany the submission that clearly identifies the person and organisation certifying the design.

Where dynamic vehicle testing is required, only AVC's with this code within their authorization may perform this testing. All documents supporting this test are to be included in the submission and clearly identify the AVC performing the test.

An AVC may submit a modification certification outside their range of authorisation subject to providing all relevant testing and certification information from an authorised AVC1, AVC2. Or a person operating a commercial engineering service in a relevant field and holds a degree in mechanical engineering or an advanced diploma/ associate degree in mechanical engineering. All modifications must comply with relevant vehicle standards.

Modifications outside of the AVC's personal certification range require a MRS Portal override to enable the submission to proceed. Activating this process initiates a priority desk top audit of the submission.

## 8.27 Multiple AVC's certifying modifications within the one submission.

An Applicant can nominate an AVC to act as a primary agent to enable multiple modifications to be certified by multiple AVC's and the modifications certified in a single submission.

This feature may be a commercial advantage for the applicant as the most appropriate AVC can provide certification documentation specific to their area of expertise and qualification.

All certification services are to be negotiated between the applicant and the AVC/s engaged to perform the service. An AVC can only personally certify a modification code within their scope of authorisation.

## 8.28 Modification Certification Documentation

On submitting a modification certification the AVC must supply:

1. A detailed report describing the modifications and testing performed to the vehicle identified.
2. Photographs clearly depicting the modifications performed and if at all possible, during the modification process, and of the modification plate affixed to the vehicle; and complete:
  - All required Vehicle Standard Bulleting check lists.
  - Affix a Modification Plate to the vehicle when required.
  - If a heavy vehicle, complete and issue a National Heavy Vehicle Regulator Modification Certificate.

A copy of the documents and photographs nominated above must also be supplied to the Applicant and also retained by the AVCAIS for seven years.

## 8.29 Heavy Vehicle and Light Vehicle definitions

In Tasmanian, Gross Vehicle Mass (GVM) for a vehicle, means the maximum loaded mass of the vehicle:

- a. Specified by the manufacturer on an identification plate on the vehicle.
- b. If there is no specification by the manufacturer on an identification plate on the vehicle or if the specification is not appropriate because the vehicle has been modified, certified by a vehicle registration authority.
- c. Gross Combination Mass (GCM) for a motor vehicle, means the greatest possible sum of the maximum loaded mass of the motor vehicle and of any vehicles that may be towed by it at the same time.
- d. specified by the manufacturer on an identification plate on the motor vehicle.
- e. if there is no specification by the manufacturer on an identification plate on the motor vehicle or if the specification is not appropriate because the motor vehicle has been modified, certified by a vehicle registration authority.
- f. A light vehicle is a vehicle that is not a heavy vehicle therefore with a GVM rating not exceeding 4.5t (a light vehicle includes motorcycles).

## 8.30 GVM downgrade/reduction

The reduction of a Gross Vehicle Mass is not permitted in Tasmania unless in rare and exceptional circumstances with written approval from Vehicle Registration and Standards.

## 8.31 Changing HV vehicle category

Modifications involving increasing a light trailer GVM to exceed 4.5t is not permitted.

Modifications are not permitted to a heavy trailer resulting in a change to the trailer vehicle category (e.g. dog trailer to pig trailer or dog trailer to semi-trailer, semi to dog trailer). The construction of a heavy trailer requires formal approval from the Federal Government.

## 8.32 Vehicle Identifiers

Each vehicle must have a unique number or alpha numeric sequence for the purposes of vehicle identity stamped into the vehicle in a prominent location. For vehicles manufactured on or after 1st January 1989 this number is a Vehicle Identification Number (VIN) consisting of 17 characters.

In the case of a motor vehicle the number will be imprinted normally on one place on the vehicle as well as the vehicle compliance plate. The VIN certification board has recommended the following locations for the number:

- On top of the dashboard at the bottom left-hand corner of the windscreen.
- On the firewall just inside the engine bay.
- On the chassis rail under the driver's side door.

Some manufacturers have not adhered to these recommended places. In some cases an AVC may need to seek assistance from the Road Vehicle Certification Scheme (RVCS) site or the New South Wales RTA site if a VIN proves difficult to locate.

In the case of a trailer made/manufactured after 1 January 1989, the VIN must be displayed on an identification (compliance) plate attached to the drawbar and embossed or stamped into a substantial non removable part of the frame.

Motor vehicles manufactured prior to 1 January 1989 were issued a chassis number. As with VIN's, these numbers are located in various places. As a result if there are any difficulties assistance should be sought from the Accreditation AIS Unit.

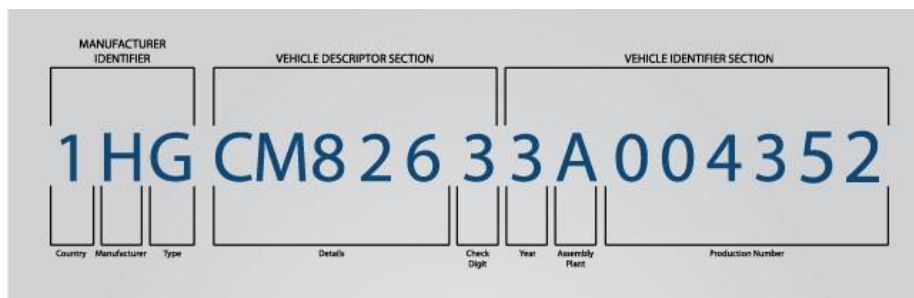
Each alpha numeric character of a VIN provides valuable information on the vehicle manufacturer, country of origin, and vehicle components. The dot points below represent a brief overview of the components of a high volume production VIN.

- Character spaces 1 to 3 are known as the World Manufacture Identifier and consist of the geographical area, country of origin and manufacturer.
- Character spaces 4 to 9 are vehicle descriptors and can be decoded to identify the specific model, engine, body type and restraint system.
- Character 10 represents the year.
- Eleventh character is reserved for the assembly plant code.
- Characters 12 to 17 are the sequential production number.

The complete 17-digit VIN results in a unique identifier for the vehicle.

Two samples of a VIN are:

Country	Manufacturer	Vehicle type	Body type	Engine	Series	Restraint	Model	Check digit	Model year	Plant	Sequential number					
J	T	1	5	2	E	E	A	1	0	0	3	0	2	1	5	9



Identification details of vehicles must be obtained from the VIN/ Chassis number stamped into the vehicle chassis or if a monocoque construction, the body, and not from the registration documents, identification plate, or the vehicle owner's manual.

When checking the identifiers, the VIN/engine number/identification plate should be considered for authenticity as part of the modification certification process.

If the identifiers such as the VIN or chassis number or identification plate are not considered authentic by the AVC, the AVC must suspend the certification process and inform the client of the irregularity. See section What if the VIN/ Chassis number looks suspect?



## 8.33 What if the VIN/Chassis number looks suspect?

AVC's must be satisfied that the vehicle is authentic (genuine) and there is no sign of tampering with the VIN/Chassis number.

If it appears to have been tampered with or irregular the AVC is to advise the Applicant of the issue and the certification process must be suspended pending an identification check by Transport Inspectors.

Indicators of a suspect VIN or chassis number:

- Is the VIN in the correct format?
- Does the lettering appear original (font, letter size & spacing)?
- Is the VIN in the correct location?
- Paint not filling the VIN/chassis/frame number characters?
- VIN chassis/frame number characters not to be engraved?
- Evidence of grinding or filing marks?
- Inappropriate welding or body filler on panel supporting the number?
- Panel supporting the number has been replaced?

The Applicant can contact ITGCC on 1300 13 55 13 to arrange a booking. The applicant must be made aware that it is illegal to drive a vehicle on road with uncertified modifications.

## 8.34 Engine identification numbers

Engine numbers recorded must be found on the engine block. Under no circumstances is the engine number to be recorded from any other source.

AVC's must be satisfied that the engine number is authentic (genuine) and there is no sign of tampering. If it looks non genuine the AVC must advise the applicant the engine block identification number is to be validated by Transport Inspectors prior to the modification certification.

The engine number must be recorded from the imprinted number on the engine block.

Indicators of a suspect engine number:

- The engine number is in an incorrect format?
- Lettering appears non original?
- Engine number in incorrect location?
- Evidence of grinding or filing marks?
- Stamping site tampered with?

The Applicant can contact ITGCC on 1300 13 55 13 to arrange a booking. The vehicle must not be driven on a road until all modifications are certified and following a successful identity outcome.

## 8.35 Recording alpha and numeric identifiers.

To avoid recording an incorrect vehicle identifier, letters and numbers must be distinguishable. The following table includes examples of the numbers/digits which are often difficult to distinguish and the correct way to record them.

<b>Numeric</b>	<b>Zero</b>	<b>0 or O</b>
<b>Numeric</b>	<b>7</b>	<b>7</b>
<b>Letter</b>	<b>S</b>	<b>\$</b>
<b>Numeric</b>	<b>5</b>	<b>5</b>
<b>Letter</b>	<b>Z</b>	<b>Z</b>
<b>Numeric</b>	<b>2</b>	<b>2</b>
<b>Numeric</b>	<b>l</b>	<b>l</b>

For the purpose of VIN's and Chassis numbers the letter "I" is not used due to confusion with the number 1.

The letter "o" is also not used due to confusion with the number zero.

## 8.36 Obtaining a Vehicle Identification Number (VIN) or Chassis Number

AVC's authorised to certify specific modifications may initiate a request for the generation of a VIN for a post Jan 1989 manufactured vehicle. This may be required for the certification of an Individually Constructed Vehicle (ICV).

All AVC's are authorised to initiate a VIN request specific to a light trailer.

All AVC's are authorised to initiate a Chassis number request.

VIN and Chassis number requests are to be directed to:

Accreditation AIS Unit  
Phone 6166 3271

The following information will be required prior to the issue of a VIN or Chassis number:

- AVC ID number.
- AVCAIS number.
- Modification plate serial number to be allocated.
- Brief description of the vehicle.

## 8.37 Equipment used in modification (stolen, fit for purpose)

Components used in the modification must be from a legitimate source. The AVC must be satisfied all components used to modify a vehicle:

- a. Are not stolen; or
- b. used contrary to any import approval.

Components used in the modification described above must not be certified. The Accreditation AIS Unit must be notified as soon as possible.

All Components used in the modification must be fit for purpose and serviceable.

## 8.38 Engine Capacity

As engine capacity may vary depending on the engine configuration and componentry used.

The AVC must be satisfied the engine capacity is accurate and truly reflects the engine used in the modification.

An AVC may be required to substantiate assessments performed to calculate engine capacity.

## 8.39 Engine Induction type is to be included in assessing compliance with VSB

The method of engine induction, whether forced or normally aspirated, is to be taken into consideration when assessing the engines compliance with VSB, required vehicle standards and compatibility with a vehicle.

## 8.40 Chassis is always the main vehicle identifier

A vehicle chassis is to be the integral component of the vehicle. As the chassis contains the vehicles unique identification number, modifications involving the fitment of a body from another vehicle will retain the chassis number/VIN of the chassis and therefore must comply with the ADR's and relevant standards applying to the chassis.

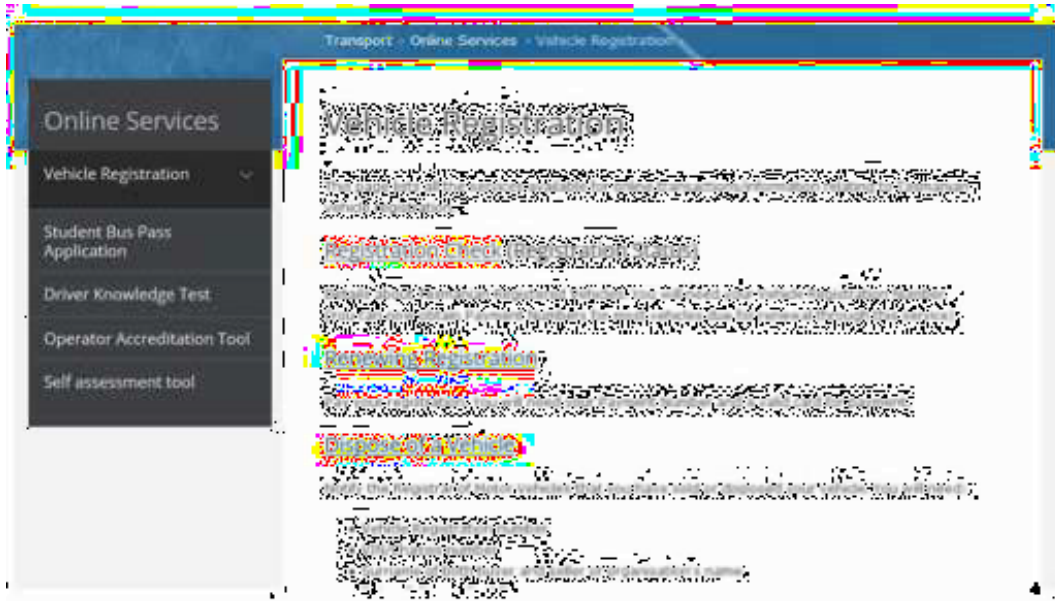
This may result in a later model body being recorded on the MRS as an earlier model vehicle or potentially different manufacture or model descriptions.

AVC's certifying modifications involving body changes to a chassis must detail the compliance and any testing to relevant ADR's pertaining to the chassis.

## 8.41 Checking the Statutory Written Off Status of a vehicle

An AVC has access to limited data from the MRS Approved Motor Body Repair Inspection Station (AMBRIS) interface portal to determine whether a vehicle is classified as a Statutory Write Off (SWO). This information is not restricted

to Tasmanian registered vehicles. To enable access, all AVCAIS initially provide AIS Compliance with a computer Internet Protocol (IP) address of the computer at the Key Location. Access to SWO is only possible from this nominated device.



### Accessing the AMBRIS interface Portal

1. Using a web browser such as internet explorer access the following website <https://mrs-ambris.stategrowth.tas.gov.au> (You may wish to save this as a favourite).
2. The following website will appear:



3. Enter the 17-digit Vehicle identification Number (VIN) you are inspecting and select submit. e.g. jtelv71j500013126.
4. This will return a screen displaying the written of vehicle type.



5. In the event that it fails to identify the VIN, re-enter the VIN ensuring that you have entered the correct VIN. If it fails to identify the VIN contact Accreditation AIS Unit on 6166 3271 to seek clarification of the vehicle status. If the vehicle is classified as a SWO it will be highlighted in red "Statutory Write Off" under WOVR type. If it is a Repairable Write Off it will be highlighted "Collision Write-Off" under WOVR type.

Tasmanian Government Motor Registry System > Authorised Inspection Station

VIN Lookup

VIN Lookup

Use the VIN Lookup system to identify words recorded on the Written Off Vehicles Register (WOVR). Enter the VIN to see the damage type and date.

VIN

Search Results

WOVR Type	COLLISION - WRITE OFF
Vehicle Make	FORD
Vehicle Model	TERRITORY 1
Air Bags Deployed	No
Water Immersed	No
Bench Test Required	No
Written Off Date	05/06/2016

If the vehicle has not been written off it will specify "A vehicle was found that matched the query, however it has not been written off".

Tasmanian Government Motor Registry System > Authorised Inspection Station

VIN Lookup

VIN Lookup

Use the VIN Lookup system to identify words recorded on the Written Off Vehicles Register (WOVR). Enter the VIN to see the damage type and date.

VIN

Search Results

A vehicle was found that matched the query, however it has not been written off.

In addition to this process, information relating to the registration and written off status of a Tasmanian registered or previously registered vehicle is available on the Transport Tasmania website. By supplying the vehicles registration plate details. The Registration Check web page contains information pertaining to:

- Registration expiry.
- If the vehicle is stolen.
- If the vehicle is a statutory write off.
- If the vehicle is a repairable write off.

This is a free service and is available from the address below.

<https://www.transport.tas.gov.au/MRSWebInterface/public/regolookup/registrationLookup.jsf>.

A vehicle nominated as a Statutory Written Off is no longer eligible for registration.

## 8.42 Vehicle Standard Bulletins

Vehicle Standard Bulletin 6 (VSB-6) and Vehicle Standard Bulletin 14 (VSB14) are the two primary national codes of practice that are used in the construction and modification to vehicles in Australia.

Other VSB codes are specific to vehicles and componentry.

A full list of VBS are available at:

[https://infrastructure.gov.au/roads/vehicle\\_regulation/bulletin/index.aspx](https://infrastructure.gov.au/roads/vehicle_regulation/bulletin/index.aspx).

Within the scope of VSB14 are three sets of national guidelines that specify the requirements applying to modifications to specific vehicles or types of modification, these are:

- a. National Guidelines for the Construction and Modification of Street Rods in Australia.(Except for NSW that uses the Registration Requirements and Construction Guidelines for Street Rods in NSW).
- b. National Guidelines for the Installation of Electric Drives in Motor Vehicles.

- c. National Guidelines for Individually Constructed LEI Motor Tricycles (Other than Goods Vehicles) in Australia.

VSB 6, VSB 14 and the guidelines listed above are live documents and continue to be revised and updated. An AVC must use the most recent version of these when certifying a modification and providing advice to applicants.

VSB-6 applies to modifications to heavy vehicles both prior to their first supply to market in Australia (new vehicles) and after their first registration in Australia (in service vehicles).

VSB 14 applies to modifications performed to light vehicles however some codes for heavy vehicle style modifications may require the application of a VSB 6 code.

For example, but not limited to; the installation of a tail gate rear mounted lift or some restraint systems, increase in a GVM, chassis lengthen.

The AVC must determine the most relevant VSB code.

All modifications certified by an AVC must be in accordance with a VSB code or alternatively with the approval of the Registrar of Motor Vehicles and in the case of a Heavy Vehicle the National Heavy Vehicle Regulator.

VSB 6 and VSB 14 cater for two types of certification for modified vehicles, design and modification certification.

## 8.43 Design Approval / Design Certification

A design approval must contain the following information:

- Name of the design approval and number (allocated by the author).
- Certifiers (author of the design approval) name and date of certification.
- Scope of the design approval must include the make, model, series and variant of vehicle/s that the design approval pertains to.
- Scope of the area of the vehicle the design approval applies to the design approval pertains to, for example, front brakes,
- suspension and steering.
- A detailed list of all of the components that are used and how they are to be installed to achieve the specific outcome. Including details of any relevant special modification techniques, procedures or adjustments.
- A detailed list of the inspection and test procedures to ensure the specified outcomes are achieved.
- A detailed list of the specification that are to be achieved when the modification is completed.
- A statement in relation to it only valid for the specified vehicle/s and not covering any other modifications and that if other modifications are completed that may affect the design approval outcomes, that full certification would be required.
- Photos of components in situ.

The design approval must include enough detail to enable a capable person to physically perform the modification to achieve the design approval outcomes.

A design approval must not have a detrimental effect on a components yield strength. Various VSB modification codes require specific requirements particular to that modification type. The relevant design approval code will list these requirements.

Design approval documents are required to be included in the modification submission as attachments.

## 8.44 Second Stage Manufacture as a design approval / certification

Second Stage Manufacture (SSM) approval information may be used as a VSB design approval subject to the following:

- Irrespective of the SSM approval, the specifications of the primary vehicle cannot exceed those permitted by the relevant VSB modification code if that VSB code applies. If the SSM exceeds the scope of VSB, Vehicle Registration and Standards will consider if the modification is acceptable to the RMV.
- Documents are required describing the modification, any testing performed, components used and how they are to be installed, specifications that are to be achieved when the modification is completed are to be supplied to Vehicle.

Registration and Licensing via [vehicle.standards@stategrowth.tas.gov.au](mailto:vehicle.standards@stategrowth.tas.gov.au). Vehicle Registration and Licensing do not inspect the vehicle.

- The AVC must have permission to use the SSM by the holder of the SSM approval. A declaration of the approval to use the SSM must be included in the modification report.
- Acceptance of SSM approval as a design approval is subject to all of the components that are modified under the SSM process being identically modified on the in-service vehicle in accordance with the SSM instruction, and being specific to the make, model, variant and series of vehicle that the SSM certification is applicable to. If there are any changes from this specification the certifier will need to obtain full design approval. The SSM must accurately identify substituted.
- components via part number.
- SSM information must not to be used to increase a vehicle manufactures towing capacity of the motor vehicle. There are no provisions in Tasmanian law to allow the “towing capacity” to be changed for an in service vehicle [see Part 5 of the Vehicle and Traffic (Vehicle Operations) Regulations 2014], however there are provisions for manufacturers gross vehicle mass (GVM) and gross combination mass (GCM) to be changed if the vehicle is modified.
- The vehicle identity remains as the primary vehicle (original compliance plate information).

## 8.45 Modification/Construction Certification

An AVC certifying a modification that requires a design approval must have access to the appropriate design approved and authorisation to use the design approval from the author.

It is the AVC's responsibility to determine the authenticity of the design approval and the relevant qualifications of the author of the design approval used.

When submitting a modification certification involving a design approval, an AVC must ensure that vehicle modifications have been verified and completed to the specifications contained in the design package.

## 8.46 Identifying the VSB codes

The AVC has a responsibility to identify the correct VSB code for each modification performed to the vehicle. In some instances one modification will require a design approval code that documents the functionality of the modification, suitability of components and methods of assembly; and a modification code that establishes compliance with the design approval and also other required vehicle standards.

## 8.47 VSB modification codes not in use

Various VSB modifications codes are specified but are designated as not in use. The motorcycle code LL is an example of this. This code identifies the minimum design, installation and fabrication requirements for the modifications impacting in components listed. Modifications to motorcycles must remain compliant with the ADR category requirements applicable to it.

Modifications that result in changing the ADR vehicle category or the construction of Individually Constructed Vehicles require certification to the applicable LO VSB code.

## 8.48 Vehicle Standard Bulletin checklists

For each design, modification or construction certification code there is at least one checklist. VSB check lists are to be completed and supplied with each submission pertaining to each modification code.

This is to help ensure that the design and all the work are of a satisfactory standard and all relevant factors are considered.

Some modifications will require two checklists – one for the design and another for the modification itself. This approach allows for the design of a modification to be carried out by someone other than the person/organisation who performs the modification. For example, recognised engineer may design a left hand drive conversion under code LSI. This design may then be subsequently used by a number of modifiers on approval by the initiating engineer.

Various VSB code checklists require a vehicle to be tested to standards as outlined in another VSB code. For example, VSB 14 code LS8 required a lane change test as per code LT2. Where this occurs the nominated test code test is required to be performed and the appropriate check list completed and included with the submission.

## 8.49 Design Approval within a VSB code.

Various VSB modification code checklists require a design approval number to be specified. Failure to specify the design approval information will result in an uncertified modification and investigation.

Prior to certifying the modification an AVC must have the design approval, all documents required to certify a modification

to this approval and permission to use it. Information regarding what a design approval must contain is available in section 8.42 Design Approval/ Design Certification. The approval number must be specified on the VSB check list and a copy of this design approval, nominating the author and their contact information, must be included with the modification submission.

An example of where a design approval is required is copied below. This example also requires the compliance of another VSB code of 5A. While the Modifications Matrix nominates a broad range of AVC's to certify this example LK1 modification code. The requirements of 5A in this example requires evidence to be submitted in the form of engineering calculations or test results certified by an engineer with experience in structural design.

## Checklist LK1 Seat and Seatbelt Installation/Removal Code LK1

(N/A=Not Applicable, Y=Yes, N=No)

I	SEATS			
1.1(a)	Have all additional seats been certified to Code LK2 in accordance with the requirements of the ADRs or the national Code of Practice for the manufacture of additional seats (VSB 5A or VSB 5B)? (Design Approval No.....)	N/A	Y	N
1.1(b)	Do commercial installations comply with VSB 5A?	N/A	Y	N
1.2	Do all replacement seats meet the strength requirements given in Clause 3.2 of ADR 3/... for the date of manufacturer of the vehicle	N/A	Y	N
1.3	Are the seats mounted on existing anchorage points or anchorage points fitted in accordance with sub-sections 1, 2 and 3 of Code LK1?	N/A	Y	N
1.4	If the additional replacement seats are hinged, or have hinged backs, do they need the requirements for these seats given in Clause 3.2.3 of ADR 3/...?	N/A	Y	N
1.5	Are the head and leg space requirements of VSB 5 satisfied?	N/A	Y	N
1.6	Are the additional seat(s) positioned away from areas where there would be a high probability of injury to the occupant(s) in an accident?	N/A	Y	N
1.7	Is access to the additional seats unimpeded?	N/A	Y	N
1.8	With the installation of any additional seats, is access to exits, access aisles, doors, door latches, folding seat controls, etc, unobstructed?	N/A	Y	N
1.9	Are seat backs, armrests and other fittings padded to minimise injury to occupants in an accident?	N/A	Y	N
1.10	Is adequate rear vision for the driver maintained or have additional mirrors been fitted to maintain adequate rear vision?	N/A	Y	N
1.11	Are all rearward facing seats fitted with irremovable head restraints?	N/A	Y	N
1.12	Are Category 2 & Category 3 seats labelled or plated in accordance with VSB 5A or VSB 5B?	N/A	Y	N
1.13	If seats have been permanently removed, have all holes been adequately sealed?	N/A	Y	N

## 8.50 Australian Design Rules

The Australian Design Rules (ADR) set standards for vehicle safety, anti-theft and emissions for road vehicles, whether manufactured in Australia or imported as new or secondhand vehicles.

The ADR evolved from the Australian Vehicle Standard Rules and are divided into two editions.

Second Edition Australian Design Rules (ADRs) are national standards for vehicles that first came into effect on 1 January 1969 until the introduction of the third editions ADR's on the 30th June 1988.

Third edition ADR's began to take effect from 30th July 1989 with individual ADR's evolving with more recent versions identified by an ADR X/01 for the first revision and /02 for the second and so on. Third Editions ADR's are the current editions.

A later ADR version of the same ADR may be complied with as evidence of compliance with an earlier version.

Modifications to vehicles resulting a vehicle category change must comply with ADR's applicable to the vehicle category resulting in from the modification.

ADR applicability tables relevant to vehicle categories are available at

For second edition ADR:

[https://infrastructure.gov.au/roads/motor/design/second\\_edition\\_adrs.aspx](https://infrastructure.gov.au/roads/motor/design/second_edition_adrs.aspx).

For third edition ADR:

[https://infrastructure.gov.au/roads/motor/design/adr\\_online.aspx](https://infrastructure.gov.au/roads/motor/design/adr_online.aspx).

## 8.51 Compliance with ADR's

In Tasmania the *Vehicle and Traffic (Vehicle Standards) Regulations 2001* require that vehicles manufactured after a particular date meet the requirements of the relevant ADR. Many of the features associated with the ADRs are not readily apparent by visual inspection and evidence of a vehicles compliance with these requirements is demonstrated by the fitment of a compliance plate to the vehicle.

The ADRs are set out in two editions being the 2<sup>nd</sup> and 3<sup>rd</sup> editions. The 2<sup>nd</sup> edition ADRs cover vehicles manufactured between 01 January 1969 and the 30th of June 1988. The 3<sup>rd</sup> edition ADRs cover vehicles manufactured on or after 1 July 1988.

For the purpose of the ADRs, vehicles are classified into various categories dependant on the type of vehicle. Each category is identified by two letters (e.g. NA - light goods vehicle) and in some cases each category is further broken down using a number system following the letters (NA2 – light goods vehicle exceeding 2.7 tonnes).

## 8.52 ADR Vehicle Categories

A two-character vehicle category code is used to group vehicles into specific categories.

Vehicle ratings (Gross Vehicle Mass), seating capacity, steering position and operational purpose (goods or passenger vehicle) determine the specific ADR vehicle category and vehicle subcategory.

ADR vehicle categories are specific to the relative edition that are applicable to the vehicle.

For example, 3<sup>rd</sup> edition ADR vehicle categories for an Omnibuses are dependent on both GVM and seating capacity. Seating capacity is inclusive of the driver.

A passenger vehicle having more than 9 seating positions, including that of the driver may be MD or ME subject to the vehicles Gross Vehicle Mass (GVM)

LIGHT OMNIBUS (MD) An omnibus with a 'Gross Vehicle Mass' not exceeding 5.0 tonnes.

HEAVY OMNIBUS (ME) An omnibus with a 'Gross Vehicle Mass' exceeding 5.0 tonnes.

This is further categorised subject to the seating capacity as identified below.

Light Omnibus (MD)

MD1 up to 3.5 tonnes 'GVM', up to 12 'Seats'

MD2 up to 3.5 tonnes 'GVM', over 12 'Seats'

MD3 over 3.5 tonnes, up to 4.5 tonnes 'GVM'

MD4 over 4.5 tonnes, up to 5 tonnes 'GVM'

MD5 up to 2.7 tonnes 'GVM'

MD6 over 2.7 tonnes 'GVM'

The complete details of third edition vehicle sub categories and definitions used in these ADR's is available at:

<https://www.legislation.gov.au/F2005L03850/2016-02-16/text>.



## 8.53 2nd edition ADR vehicle categories

The 2nd Edition ADR's categorises vehicles into 13 groups these are identified in the table below.

VEHICLE CODE	VEHICLE CATEGORY
PC	<b>Passenger Car</b> constructed primarily for the conveyance of passengers
PD	<b>Passenger Car Derivative</b> Eg utilities & vans where the forward potion of the vehicle is the same as a passenger car
FC	<b>Forward Control Passenger Vehicle</b> with a GVM of less than 3.5 tonnes
FC1	<b>Forward Control Passenger Vehicle</b> up to 8 seats including driver
FC2	<b>Forward Control Passenger Vehicle</b> 9 seats including driver
PM	<b>Multi Purpose Passenger Car</b> with off road operation feature
OM	<b>Omnibus</b>
OM1	8 to 12 seats including driver
OM2	over 12 seats including driver
OM3	GVM between 3.5 tonnes and 4.5 tonnes
OM4	GVM over 4.5 tonnes
CY	<b>Motor Cycle</b> which has 2 wheels or 3 wheels with a side car
MOPED	<b>Moped</b> with 2 wheels not exceeding 50ml engine capacity and not capable of exceeding 50 km/h maximum speed
LG	<b>Light Goods Vehicle</b> up to and including 4.5 tonnes
HG	<b>Heavy Goods Vehicle</b> over 4.5 tonnes GVM

## 8.54 3rd edition ADR Vehicle Categories

With the commencement of the 3rd Edition ADR's the vehicle categories changed to vehicle categories are:

VEHICLE CODE	VEHICLE CATEGORY
LA	<b>Moped 2 wheels</b> engine capacity up to 50 ml and a maximum speed of 50 km/h
LB	<b>Moped 3 wheels</b> engine capacity up to 50 ml and a maximum speed of 50 km/h
LC	<b>Motor Cycle</b> with an engine capacity up to 50 ml and a maximum speed of exceeding 50 km/h
LD	<b>Motor Cycle with side car</b>
LE	<b>3 Wheel L group vehicles</b>
LEM	up to 450 kg unladen mass
LEP	over 450 kg unladen mass and/or has more than 2 seating positions
LEG	over 450 kg and primarily designed for the carriage of goods
MA	<b>Passenger Car</b> up to 9 seats excluding forward control and off road
MB	<b>Forward Control Passenger Vehicle</b> (up to 9 seats)
MC	<b>Off Road Passenger Vehicle</b> (up to 9 seats with off road capabilities)
MD	<b>Light Omnibus</b> (more than 9 seats)
MD1	up to 3.5 tonnes GVM and up to 12 seats
MD2	up to 3.5 tonnes GVM and over 12 seats
MD3	up to 3.5 tonnes GVM and up to 4.5 tonnes GVM
MD4	up to 4.5 tonnes GVM and up to 5.0 tonnes GVM
ME	<b>Heavy Omnibus exceeding 5.0 tonnes GVM</b>
NA	<b>Light Goods Vehicle</b>
NA1	up to 2.7 tonnes GVM
NA2	up to 2.7 tonnes GVM and up to 3.5 tonnes GVM
NB	<b>Medium Goods Vehicle</b>
NB1	over 3.5 tonnes GVM and up to 4.5 tonnes GVM
NB2	over 4.5 tonnes GVM and up to 12 tonnes GVM
NC	<b>Heavy Goods Vehicle (exceeding 12 tonnes GVM)</b>
TA	<b>Very Light Trailer, single axle with a GTM not exceeding 0.75 tonnes</b>
TB	<b>Light Trailer, GTM greater than 0.75 tonnes up to 3.5 tonnes</b>
TC	<b>Medium Trailer, GTM greater than 3.5 tonnes up to 10 tonnes</b>
TD	<b>Heavy Trailer, GTM exceeding 10 tonnes</b>

These ADR vehicle categories are used to identify the relevant second or third edition ADR's each vehicle category must comply with and the date at which the specific ADR was required to be complied with.

Where a modification changes the vehicles ADR category, the AVC's certification must include the appropriate VSB code (e.g. LO) that establishes compliance with the applicable ADR's the new category requires.

Some examples where this is likely to initiate a category change are in seating changes and GVM changes.

An AVC must identify the ADR vehicle category the vehicle complies with in standard form and also after the modification has been performed.

## 8.55 Emissions testing

Currently there are no ADR emissions testing facilities available in Tasmania. To enable modifications effecting a vehicles gaseous emissions to be certified, the RMV has approved comparative compliance as evidence of complying with ADR emissions standards under the following circumstances.

### **With an original equipment manufacture version**

Where there is an Original Equipment Manufacture (OEM) version of a vehicle that can be used for comparative analysis, that the comparison must be completed as far as practicable by the AVC to satisfy themselves of compliance.

Example; Normally aspirated engine fitted with OEM supercharger and supporting components to replicate an ADR compliant forced induction model complying with the same or later ADR emission.

### **Without original equipment manufacture version but later model components**

Where there is no OEM comparative vehicle and the modified vehicle is not being fitted with an engine or emission components from a vehicle that predates the date of manufacture of the vehicle then Vehicle Registration and Standards will accept the modification as long as all modified components are installed in accordance with all of the manufactures instructions and all components are in a serviceable condition.

Example; A vehicle built in 1990 and modified with the fitment of a 2010 engine and emissions control devices.

### **ADR emission testing required**

#### **Components older than vehicle being modified**

If a vehicle is being fitted with an engine and/or components effecting the emission control from a vehicle that pre dates the date of manufacture of the vehicle being modified;

Or

The engine being fitted only had to comply with an earlier edition, version or compilation of the emissions ADR requirements that apply to the vehicle being modified then the modified vehicle must have the IM240 emissions test completed at a recognised facility conducting IM240 tests of the clients/ vehicle owner's choice, and it is considered to be overly onerous to mandate that an operator takes a vehicle to another jurisdiction to have an emissions test completed

Vehicle Registration and Standards are currently reviewing emissions requirements for Individually Constructed Vehicles (ICV) with the view of aligning them to other jurisdictions positions for a nationally consistent approach.

## **Standards**

### **8.56 Non regulatory standards.**

Non regulatory standards are published documents setting out specifications and procedures designed to ensure products, services and systems are safe, reliable and consistently perform the way they were intended to. These are not law but may be referred to in law and relied upon in ADR and VSBs to establish a required minimum and consistent standard. They establish a common language which defines quality and safety criteria.

An AVC must include reference to a required standard and the compliance to the standard within a modification submission.

Standards can be:

- **International standards:** Developed by organisations such as International Organisation for Standardization (ISO) and others are used directly or adopted by other standardising bodies.
- **Regional standards:** Prepared for use in a specific geopolitical region, the best known is the European Union (EU) where EN standards are used. Joint Australian/New Zealand standards can also be considered regional standards since they apply equally in both countries.
- **National standards:** Prepared, adopted or approved by a national standards body or other body accredited to produce national standards.

For example, Australian Standard® brand Standards are either developed in Australia or are adoptions of international standards.

Australian and joint Australian/New Zealand standards are practical and don't set impossible goals. They are based on sound industrial, scientific and consumer experience and are regularly reviewed to ensure they keep pace with new technologies.

They cover a range of products, analysis and services applying to the construction and modification of vehicles.

A full listing of standards available for purchase due to copyright as available from:

<http://infostore.saiglobal.com/store/default.aspx>.

Some Australian Standards are also available from the State Library of Tasmania.

Where referred to in law, ADR or VSB, the standard and compliance to it must be established and described in the submitted AVC report.

## 8.57 Relevant Vehicle Standards.

Relevant Vehicle Standards are the minimum standards the vehicle or component **must** legally comply with.

An AVC must satisfy him/herself that the modified/ constructed vehicle complies with the all regulatory standards applying to it must.

Relevant Vehicle Standards are the minimum standards the vehicle or component **must** legally comply with. These include compliance with:

- a. Australian Design Rules relating to a vehicle category.
- b. Vehicle Standard Bulletins (Code of Practice for Vehicle Construction or Modifications).
- c. Heavy Vehicle National Law Act 2012.
- d. Heavy Vehicle (Vehicle Standards) National Regulation.
- e. For a Street Rod, the National Guidelines for the Construction and Modification of Street Rods In Australia (also
- f. known as the Street Rod Manual).
- g. Vehicle and Traffic (Vehicle Standards) Regulations 2014.
- h. NHVR Code of Practice for the Approval of Heavy Vehicle Modifications.

## 8.58 For a Heavy Vehicles

Examples of these are, but not limited to:

Heavy Vehicle National Law (HVNL)

- **[Heavy Vehicle National Law \(HVNL\) \(PDF, 3.1MB\)](#)**

HVNL Regulations

- **[Heavy Vehicle \(General\) National Regulation \(PDF, 390KB\)](#)**
- **[Heavy Vehicle \(Mass, Dimension and Loading\) National Regulation \(PDF, 1.4MB\)](#)**
- **[Heavy Vehicle \(Vehicle Standards\) National Regulation \(PDF, 748KB\)](#)**

The NHVR Code of Practice for the Approval of Heavy Vehicle Modifications

- **<https://www.nhvr.gov.au/files/201402-0136-code-of-practice-approval-heavy-vehicle-modifications.pdf>**

National Heavy Vehicle Inspection Manual

- **<https://www.nhvr.gov.au/safety-accreditation-compliance/vehicle-standards-and-modifications/nhvim>**

## 8.59 For a Light Vehicles

Vehicle and Traffic Act 1999

- **[http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc\\_id=70%2B%2B1999%2BAT%40EN%2B20140219140000;histon=;prompt=;rec=;term](http://www.thelaw.tas.gov.au/tocview/index.w3p;cond=;doc_id=70%2B%2B1999%2BAT%40EN%2B20140219140000;histon=;prompt=;rec=;term)**

Vehicle and Traffic (Vehicle Operations) Regulations 2014

- **[http://www.legislation.tas.gov.au/tocview/index.w3p;cond=all;doc\\_id=%2B69%2B2014%2BAT%40EN%2B20150522000000;histon=;prompt=;rec=;term=vehicle%20and%20traffic%20vehicle%20operations%20regulations](http://www.legislation.tas.gov.au/tocview/index.w3p;cond=all;doc_id=%2B69%2B2014%2BAT%40EN%2B20150522000000;histon=;prompt=;rec=;term=vehicle%20and%20traffic%20vehicle%20operations%20regulations)**

Vehicle and Traffic (Vehicle Standards) Regulations 2014

- **[http://www.legislation.tas.gov.au/tocview/index.w3p;cond=all;doc\\_id=%2B70%2B2014%2BAT%40EN%2B20140701000000;histon=;prompt=;rec=;term=Vehicle%20Standards](http://www.legislation.tas.gov.au/tocview/index.w3p;cond=all;doc_id=%2B70%2B2014%2BAT%40EN%2B20140701000000;histon=;prompt=;rec=;term=Vehicle%20Standards)**

In addition to these are the;

Light Vehicle Inspection Manual

- **[http://www.transport.tas.gov.au/data/assets/pdf\\_file/0018/111726/LightVehicleInspectionManual\\_V15\\_JULY2015\\_web.pdf](http://www.transport.tas.gov.au/data/assets/pdf_file/0018/111726/LightVehicleInspectionManual_V15_JULY2015_web.pdf)**

Vehicle Standard Bulletin 14 and

- **[https://infrastructure.gov.au/roads/vehicle\\_regulation/bulletin/vsb\\_ncop.aspx](https://infrastructure.gov.au/roads/vehicle_regulation/bulletin/vsb_ncop.aspx)**

National Guidelines for the Construction and Modification of Street Rods in Australia (also known as the Street Rod Manual).

- [https://infrastructure.gov.au/roads/vehicle\\_regulation/bulletin/street\\_rod.aspx](https://infrastructure.gov.au/roads/vehicle_regulation/bulletin/street_rod.aspx)

Australian Standards Motor Vehicle Controls- Adaptive systems for people with disabilities (AS3954.1-1991)

- <http://www.standards.org.au/SearchandBuyAStandard/Pages/default.aspx>

## 8.60 Modifications not catered for by Vehicle Standard Bulletins

Some modifications may not be catered for by any modification codes listed with in VSB's.

AVC may not certify a modification to a vehicle that is not catered for by the National Code of Practice (VSB 14 and guidelines).

It is an offence in Tasmania to modify a light vehicle to be non-compliant with VSB 14.

Applicants seeking the NHVR's approval to modify a heavy vehicle outside the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications (VSB6) are required to apply to the NHVR via completion and submission of the form available from:

<https://www.nhvr.gov.au/files/201401-1-0072-modification-application.pdf>

### 8.61 Application of Australian Design Rules (ADR) and vehicle standards to an Individually Constructed Vehicle (ICV)

An Individually Constructed Vehicle (ICV) is a vehicle that is not a Production Vehicle or a Modified Production Vehicle. (Typically an ICV is a one-off type vehicle built to an individual plan or design and includes; a vehicle constructed to the builder's own unique design, certain kit cars and certain replicas of production vehicles).

An ICV must comply with all applicable ADR's and vehicle standards (with the exclusion of destructive testing) required by the ADR vehicle category as applicable at the date of notifying the MRS. This is the date of certification and this date therefore becomes the manufacture date and date of compliance.

ADR's and standards are constantly evolving and this provision may result in a vehicle complying with a standard early in its construction by not at the time of certification. The ICV constructor must liaise and consult with the AVC at regular intervals during the construction of the vehicle.

An ICV is considered to be a new vehicle and will require a new 17 digit VIN to be allocated to the AVC by Accreditation AIS Unit. Additional information regarding ICV's and the allocation of modification codes specified in detail within VSB 14.

### 8.62 Street Rods

The National Code of Practice for the Construction and Modification of Vehicles includes guidelines for the construction and modification of Street Rods. These are the National Guidelines for the Construction and Modification of Street Rods in Australia and may be referred to as the Street Rod Guidelines.

The Tasmanian Street Rod Supplement (**attachment D**) provides additional information in the application of the Street Rod Manual in Tasmania. This also provides clarity with definitions used in multiple reference documents and legislative terms.

These Guidelines only apply to original pre-1949 vehicles modified as a Street Rod or vehicles constructed as a replica of an original vehicle modified as a Street Rod.

These Guidelines **do not apply** to Street Rods that are individually constructed vehicles (ICV) or to Street Rods that are **produced in volume**. These guidelines do not apply to a pre-1949 body mounted to a chassis that not a replica of, or an original pre 1949 light vehicle.

In addition to the Street Rod complying with the Street Rod Guidelines they must also comply with Tasmanian vehicle standard minimum roadworthy requirements and Australian Vehicle Standard Rules (AVSR).

An AVC must be satisfied the vehicle is not an Individually Constructed Vehicle and meets the definition of a Street Rod and is not a vehicle produced in volume.

In certifying a Street Rod the AVC must be satisfied the vehicle is suitable for safe road use.

Only after successfully completing the Street Rod Knowledge Assessment may an AVC3, AVC4 or an AVC4a1, AVC4a2 or AVC4a3 certify Street Rods. This assessment is not required for AVC1 or AVC2.

### 8.63 Gas Fuel Systems

VSB 14 includes modifications codes involving Liquefied Petroleum Gas (LP Gas) Fuel Systems and Gas Containers and Natural Gas (NG) Fuel System installations and modifications.

Only an appropriately licensed/accredited technician or installer is allowed to carry out the installation or repair of automotive LP Gas and NG fuel systems. As part of this process appropriately licensed person/ installer must fit an

identification plate to certify that the LP or NG Gas system meets the requirements of the current version of AS/NZS 1425 for LP systems or AS/NZS 2739 applicable to NG systems when it was installed.

As this procedure involves the fitment of an identification plate compliant with these standards, certification by an AVC and fitment of a Tasmanian Modification plate and certificate is not required.

A list of Gas Fitters is available from the link below.

[http://www.transport.tas.gov.au/vehicles/specifications/gas\\_fitters](http://www.transport.tas.gov.au/vehicles/specifications/gas_fitters)

**Note:** Nitrous Oxide fuel systems are not permitted irrespective of their operational ability.

## 8.64 Fit for service and of a merchantable quality

Under various Federal and State legislation, products offered for sale must be fit for purpose and of a merchantable quality. Therefore, all work performed to a modified vehicle, components used in a modified vehicle or an ICV must comply with these provisions.

## 8.65 Heavy Vehicle National Law and the National Heavy Vehicle Regulator

The *Heavy Vehicle National Law* (HVNL) and regulations commenced in Tasmania on the on 10 February 2014 by the *Heavy Vehicle National Law (Tasmania) Act 2013*, also known as the application act. The application act provides the required application and clarifying provisions required to enable the Heavy Vehicle National Law to function in Tasmania.

The *Heavy Vehicle National Law (Tasmania) Act 2013* is available from:

[https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-](https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations)

[regulations](https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations). This is an integral legal component to the operation of the HVNL in Tasmania.

The Heavy Vehicle National Law and regulations are available from the National Heavy Vehicle Regulator website at:

<https://www.nhvr.gov.au/law-policies/heavy-vehicle-national-law-and-regulations>.

An AVC certifying a heavy vehicle in Tasmania must be familiar with the application act and the minimum standards of the HVNL and the supporting regulations when certifying heavy vehicle modifications.

## 8.66 Retention of Records

Complete records, including drawings, calculations, test results, photographic images and copies or references to of the appropriate issues of Australian Standards and ADR's, should be collated in the format specified in each section of the VSB by the person responsible for the modification certification.

These records should be retained in a secure and accessible location by the AVCAIS certifying the modification/ submitting the information to the MRS for a minimum of seven years after commissioning of the modified vehicle.

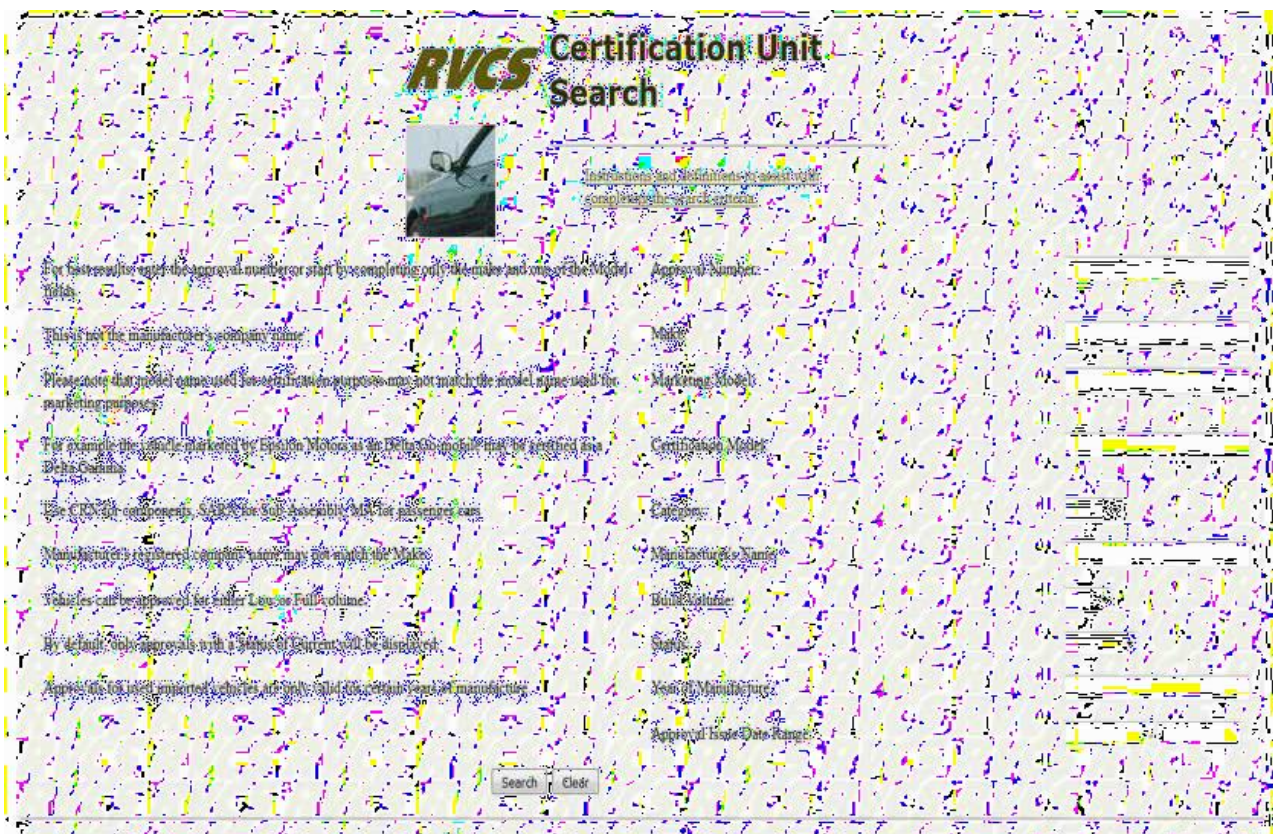
This may be required to be produced for inspection by officers of the relevant Federal Government, NHVR and state or territory government authorities.

## 8.67 Certification process overview (guide to users only)

What is the normal course of events for a vehicle requiring a modification certification?

- o Advise the motorist/ vehicle owner of the potential compliance of the proposed modifications and requirements/ limits to be compliant with the relevant vehicle standards.
- o If requested to do so produce the AVC ID card to the applicant
- o Establish agreed payment options and fee for services and modifications that may require a third-party involvement (if any)
- o Arrange a time and suitable safe location for the motorist/ vehicle owner to have the vehicle inspected. (Note: it is illegal to drive a vehicle with uncertified modifications on a road.)
- o Identify the vehicle and perform statutory written off vehicle checks.
- o Identify all modifications performed to the vehicle from standard specification and specifications of components used in the modification.
- o Establish the ADR vehicle category the modifications may have placed the vehicle into.
- o Identify the required VSB modifications codes to be certified. Note: A change in category may require a specific certification code.
- o Perform all testing required and record the results.
- o Photograph the modifications and include descriptors to the images to identify the component and identify key aspects where required.

- o Complete the required VSB checklists.
- o Produce a detailed report identifying the vehicle, details describing all modifications performed, testing and results of this testing, dates of the certification inspection, and other information deemed applicable.
- o Obtain third party certification documents from a qualified person (inspection and testing may be required by the third-party person to establish compliance)
- o Access the MRS interface portal. Proceed through interface portal to prepopulate Modification Plate template stage. Print Modification Plate template.
- o Initiate engraving of Modification Plate from AVCAIS stock to style guide requirements.
- o Affix completed error free modification plate to vehicle.
- o If a heavy vehicle, complete and issue a NHVR modification Certificate.
- o Access MRS interface portal to upload all required attachments and required information.
- o Once accepted to the MRS the certification is complete.
- o Provide copies of the submitted report to the client.
- o Retain all submitted information in a secure and accessible location.



## 8.68 Reference Material

To determine compliance with relevant vehicle standards an AVC must have access to:

- Up to date versions of the **VSB's** and **ADR's**.
- Technical specifications relevant to the make model and model variant in standard form.
- Specific information relating to the components used in the modification.
- Access to the current VMCM.

The RoadVehicle Certification System (RVCS) allows vehicle manufacturers to electronically certify that the vehicles that they supply to the Australian market meet prescribed safety standards specified in the Australian Design Rules (ADRs).

A feature of this process is the recording of specific vehicle information on the RVCS website. This information is the **primary source of information** to be relied upon by an AVC and is displayed on the RoadVehicle Descriptor page.

[http://rvcs-prodweb.dot.gov.au/pls/www/pubrvcs.Notify\\_Search](http://rvcs-prodweb.dot.gov.au/pls/www/pubrvcs.Notify_Search)



This information may be accessed via a search using either of the vehicles compliance plate approval number, the make or ADR category.

Documents are listed on this site are often superseded to cater for new models with a superseded version identified.

Within each version information is provided within the model variant range identified by the 17-digit VIN. Prior to relying on this information the AVC must ensure the technical data is applicable to the VIN of the modified vehicle excluding the VIN final six digits.

This ensures the information is relevant to that specific vehicle model variant.

This includes vehicle wheel track, tare mass, ride height specifications and wheel/tyre options.

A copy of the search page is copied below with basic instructions. For general use entering the (Compliance) Approval Number and selecting a build volume of FULL and Status of ALL provides the best results.

*Instructions and definitions to assist with completing the search.* A key feature when using the search mechanism is the correct selection of build volume and status. For consistent results the select build volume 'FULL' and Status 'ALL'.

In addition to the Road Vehicle Certification System retained on the infrastructure website, a range of information is available from the Roads and Traffic Authority of NSW website link copied below:

<http://www.rms.nsw.gov.au/rvd-pre1999/index.htm>

Other reference material acceptable for the purpose of establishing a vehicles specifications are the owner's manual specific to that vehicle, manufactures repair/workshop manuals, the Green Vehicle Guide and manufactures sales material.

All reference material must be applicable to the make, model and variant relevant to the vehicle.

Where an overseas model variant is also available, the specifications of a vehicle supplied to the Australian market must be used.

Where a conflict of information exists, a hierarchy of reference material will be applied with RVCS to be highest, followed by the vehicle owner's manual, information available from the Roads and Traffic Authority of NSW website link, Tasmanian Registration and Vehicle Standards, manufactures repair/workshop manuals, the Green Vehicle Guide and manufactures sales material. It is the AVC's responsibility to reply upon the most accurate and creditable vehicle specification information.

## Attachment A: AVC Modification Matrix VSB14

AVC category indicated with an \* requires the AVC to successfully complete the relative voluntary knowledge assessment and authorisation to certify this modification.

VSB14 code			AVC Category					
Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Engine	LA1	equivalent engine substitution		y	y	y	y	All
	LA2	performance engine substitution		y	y	y	y	
	LA3	supercharger/turbo charger installation		y	y	y	y	
	LA4	engine modification		y	y	y	y	
Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Transmission	LB1	transmission substitution		y	y	y	y	
	LB2	rear axle substitution		y	y	y	y	
Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Brakes	LG1	brake system conversion	design	y	y			
	LG2	brake system conversion		y	y	y	y	

Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Body and chassis	LH1	roof conversion	design	y	y			
	LH2	roof conversion		y	y	y	y	limited to 2, 3 only
	LH3	modified wheelbase conversion	design	y	y			
		modified wheelbase conversion		y	y	y	y	limited to 2, 3 only
	LH5	vehicle construction	design	y	y			
	LH6	vehicle construction		y	y	y	y	limited to 2, 3 only
	LH7	body/chassis conversion		y	y	y	y	limited to 2, 3 only
	LH8	not used						
	LH9	not used						
	LH10	not used						
	LH11	campervan, motorhome conversion		y	y	y	y	All

Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Seating and occupant protection	LK1	seat and seatbelt installation/removal		y	y	y	y	All
	LK2	seat anchorage installation	design	y	y			
	LK3	not in use						
	LK4	not in use						
	LK5	not in use						
	LK6	child restraint anchorage installation		y	y	y	y	All
	LK7	not in use						
	LK8	construction and installation of one off roll bars and roll cages by individuals		y	y	y	y	Limited to 1,2 and 3 only
	LK9	design and manufacture of commercial aftermarket roll bars, roll cages and other types of ROPS	design	y	y			
	LK10	installation of aftermarket roll bars , roll cages and ROPS		y	y	y	y	y

Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Motorcycles and three wheeled vehicles	LL1	not in use						
	LL2	not in use						
	LL3	not in use						
	LL4	not in use						
	LL5	not in use						
	LL6	not in use						
	LL7	not in use						

Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Fuel systems	LM1	fuel tank alteration		y	y	y	y	Limited to 1,2 and 3 only
	LM2	-	-	-				
	LM3	-	-	-				

Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Vehicle standard compliance	LO1-1	ADR compliance Summary Checklist		y	y			
	LO1-2	ADR Second Edition Compliance Checklist (except motor cycles and mopeds)		y	y			
	LO1-3	ICV Motor Vehicle Checklist (ADR Category MA, MB and MC)		y	y			
	LO1-4	ICV Motor Vehicle Checklist (ADR Category MD, NA and NB)		y	y			
	LO2	ICV passenger cars and derivatives		y	y			
	LO3	Personally imported vehicle compliance		y	y			
	LO4	ICV LEM1 tricycle		y	y			
	LO5	ICV LEP1 tricycle		y	y			
	LO6	Street Rods		y	y	Y*	Y*	Y*
LO7	ICV motorcycle		y	y				

Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Tyres, rims, suspension and steering	LS1	LHD vehicle steering conversion	design	y	y			
	LS2	LHD vehicle steering conversion		y	y	y	y	All
	LS3	front suspension and steering modification	design	y	y			
	LS4	front suspension and steering modification		y	y	y	y	Limited to 1,2 and 3 only
	LS5	rear suspension modification	design	y	y			
	LS6	rear suspension modification		y	y	y	y	Limited to 1,2 and 3 only
	LS7	high lift 50mm to 150mm modification	design	y	y			
	LS8	high lift 50mm to 150mm modification		y	y	y	y	Limited to 1,2 and 3 only
Test procedures	LT1	beaming and torsion test		y	y			
	LT2	lane change manoeuvre test		y	y			
	LT3	exhaust emissions		y	y			
	LT4	noise test		y	y	y	y	Limited to 1,2 and 3 only

Component	Modification code	Description		AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Alternative power units	LV1	installation of electric drives in motor vehicles		y	y			

## Attachment B: AVC Modification Matrix VSB6

VSB 6 code				AVC				
Component	Modification code	Description	type	AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Engines	A1	engine substitution		y	y	y	y	limited to 1
	A2	air cleaner substitution or additional fitting		y	y	y	y	limited to 2,3 only
	A3	turbocharger installation		y	y	y	y	limited to 1
	A4	exhaust system alteration		y	y	y	y	limited to 1
	A5	road speed limiter installation		y	y	y		
Replacement transmissions	B1	transmission installation or additional fitting		y	y	y	Y	limited to 1
Tail shafts	C1	tail shaft modification		y	y	y	Y	limited to 1
Rear axles	D1	rear axle(s) installation		y	y	y	Y	limited to 1
	D2	differential substitution		y	y	y	Y	limited to 1
Front axles steering wheels and tyres	E1	front axle installation		y	y	y	Y	limited to 1
	E2	steering alteration		y	y			
	E3	fitting of non-standard front wheel tyre and/or rim		y	y			
Suspension	F1	suspension substitution		y	y	y	Y	limited to 1
	F2	trailer suspension substitution		y	y	y	Y	limited to 1

Component	Modification code	Description	type	AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Brakes	G1	relocation of air brake components		y	y	y	Y	limited to 1
	G2	installation of trailer braking control - air		y	y	y	Y	limited to 1
	G3	trailer braking system - upgrading		y	y	y	Y	limited to 1
	G4a	brake system certification		y	y			
	G4b	brake system certification - additional axles (same actuation method)		y	y			
	G4c	brake system certification - additional axles(mixed method of actuation)		y	y			
	G4d	brake system certification - removal of axle		y	y			
	G4e	brake system certification - wheelbase alteration		y	y			
	G5	fitting of auxiliary brake engine, exhaust, retarder type		y	y	y	Y	limited to 1
	G6	air operated accessories		y	y	y	Y	limited to 1
	G7	brake system substitution or wheelbase extension- powered vehicles		y	y	y	Y	limited to 1
	G8	trailer brake system upgrade - approved design certification for non-standard trailers	design	y	y			

Component	Modification code	Description	type	AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Chassis frame	H1	extension; wheelbase alteration outside the first manufacture's options		y	y	y	Y	limited to 1, 2,3 onl
	H2	deduction; wheelbase alteration outside the first manufacture's options		y	y	y	Y	limited to 1, 2,3 onl
	H3	wheelbase alteration within the first manufacture's options		y	y	y	Y	limited to 1, 2,3 onl
	H4	chassis frame alteration		y	y	y	Y	limited to 1, 2,3 onl
	H5	Trailer Chassis Modifications		y	y	y	Y	limited to 1, 2,3 onl
		H6	Certification of Front Underrun Protection on Prime Movers Used to Haul 26 METRE B-Double Combinations and Heavy Vehicles Seeking Higher Steer Axle Mass		y	y		
Component	Modification code	Description	type	AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Body mounting	J1	Body Mounting - greater than 4.5t		y	y	y	Y	limited to 1, 2,3 onl
	J2	truck-bus body mounting		y	y			

Component	Modification code	Description	type	AVC 1	AVC2	AVC3	AVC4	AVC4a
Cabin	K1	Seating Capacity Alteration and Seat Belt Installation		y	y	y	Y	All
	K2	Seat Anchorage Certification and Seat Belt Anchorage Certification		y	y			
	K3	Cabin Conversion		y	y	y	Y	limited to 1, 2,3 only
	K5	Wheelchair Occupant Restraint System Installation		y	y	y	Y	All
	Fuel system	M1	fuel system alterations		y	y	y	Y
Tow couplings fifth wheel	P1	Tow Coupling Installation (Vehicles over 4.5 Tonne GVM)		y	y	y	Y	limited to 1, 2,3 only
	P2	Fifth Wheel King Pin Installation		y	y	y	Y	limited to 1, 2,3 only
Truck mounted lifting systems - slewing	Q1	Installation of Truck Mounted Lifting Systems—Slewing		y	y	y	Y	limited to 1, 2,3 only
Truck mounted lifting systems - non slewing	R1	Good Loading Device Installation		y	y	y	Y	limited to 1, 2,3 only
	R2	Wheelchair Loader Installation		y	y	y	Y	limited to 1, 2,3 only

Component	Modification code	Description	type	AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Vehicle rating	S1	Rating of Gross Vehicle Mass or Gross Combination Mass to <u>S2</u> or <u>S3 Approved Design</u> or Within Manufacturer's Specification		y	y	y	Y	limited to 1, 2,3 onl
	S2	Rating of Gross Vehicle Mass— Approved Design Certification for Modified Vehicles or Special Purpose Vehicles (e.g. Motorhomes)		y	y			
	S3	Rating of Gross Combination Mass—Approved Design Certification for Modified Vehicles		y	y			
	S7	Rating of Aggregate Trailer Mass—To S12 Approved Design or Within Manufacturer's Specification		y	y			
	S8	Rating of Prime Mover—For use in Road Train		y	y			
	S9	Rating of Prime Mover and Trailers—For use in B-Double		y	y			
	S11	Rating of Trailers—For use in Road Train		y	y			
	S12	Rating of Aggregate Trailer Mass—Approved Design Certification for Modified Trailers		y	y			

Component	Modification code	Description	type	AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Tow Trucks	T1	Construction of Tow Trucks		y	y	y	Y	limited to 1, 2,3 onl
	T2	Design of a Tow Truck	design	y	y			

## Attachment C: Non VSB modifications (certificate only)

Non VSB Component	Modification code	Description	AVC 1	AVC2	AVC3	AVC4	AVC4a subcategory
Driver Controls- Motor vehicle controls- (Adaptive systems for people with disabilities)	Driver Control- Hand control	a control that enables the driver to operate by their hand a control that is designed for foot operation	y*	y*	y*		
	Driver Control- Pedal Extension	an apparatus to relocate the surface of foot pedals	y*	y*	y*		
	Driver Control- left foot accelerator	a left foot operated accelerator for altering the vehicles motive power source	y*	y*	y*		
	Driver Control- Spinner Knob	enables one handed use of a steering wheel	y*	y*	y*		
	Driver Control- extension device	apparatus that extends the operation point of existing controls	y*	y*	y*		

# Attachment D: The Tasmanian Street Rod Supplement

The Tasmanian Street Rod Supplement provides additional information in the application of the National Guidelines for the Construction and Modification of Street Rods in Australia (the Street Rod Manual) in Tasmania. This also provides clarity with definitions used in multiple reference documents and legislative terms.

## 1. Individually Constructed Vehicle

Vehicle Standard Bulletin 14 is applied to vehicles in Tasmania by provisions of the *Vehicle and Traffic Act 1999* and includes the definition of an ICV. The definition of an ICV contained in VSB 14 (section 2.2) is more descriptive than that contained in the Street Rod Manual and the ICV definition to be relied upon is as follows.

An **Individually Constructed Vehicle (ICV)** is a vehicle that is not a *Production Vehicle* or a Modified Production Vehicle. (Typically an ICV is a one-off type vehicle built to an individual plan or design and includes; a vehicle constructed to the builder's own unique design, certain kit cars and certain replicas of production vehicles).

Also, for the purpose of the ICV definition, the VSB 14 definition of a **production vehicle** means a vehicle manufactured and marketed in volume for normal road use.

## 2. Examiners/ Certifiers/ Signatories and Approved Vehicle Certifier

The Street Rod Manual also refers to examiners, signatories, engineering signatory, approved person and licensed certifier. In Tasmania Approved Vehicle Certifiers perform this role.

The term Vehicle Examiner is reserved for nominated employees of an AIS Station who has been authorised by the Registrar of Moto Vehicles to sign Vehicle Inspection forms. This is for defect clearance and to establish vehicle roadworthiness to the relevant vehicle inspection manual requirements. An Approved Vehicle Certifier may also be a Vehicle Examiner subject to authorisation.

The Street Rod Manual refers to an Examiner as a person who has been authorised by a Registration Authority to carry out inspections of Street Rods during the construction or modification phase on its behalf. Signatory is also referred to and means a person authorised by a Registration Authority to assess and certify vehicles under the jurisdiction's modified vehicle scheme.

In Tasmania, Approved Vehicle Certifiers perform the role of a Signatory and that of an Examiner for the purpose of certifying Street Rod vehicles.

The Street Rod Manual also refers to Certification, meaning the assessment of a Street Rod by an Examiner (Approved Vehicle Certifier in Tasmania) for compliance with these Guidelines and applicable standards and provision of a certificate to this effect.

Approved Vehicle Certifier's are endorsed to perform certification services, operating from a business that is contracted to perform Modification Certification Services.

## 3. Street Rod

Vehicle Standard Bulletin 14 and the Street Rod Manual contain definitions and descriptions of what constitutes a Street Rod.

This supplement clarifies the two definitions with a Street Rod in Tasmania meaning "a light vehicle that has a body and frame that were built before 1949, that has been modified for safe road use, or a replica of a vehicle, the body and frame of which were built before 1949.

Vehicles manufactured in 1949 or later that carry over models of a vehicle model manufactured prior to 1949, e.g. Ford Anglia, are included in the Street Rod classification. A Street Rod must have a separate body and chassis, both of which are of pre-1949 manufacture, or may be recently built replicas of the chassis and body of a pre-1949 vehicle. The Street Rod may be built from the ground up using reproduction parts of a pre-1949 vehicle."

Note: This definition is the Street Rod Manual definition (section 1.3) with the VSB14 requirement of a light vehicle (not exceeding a 4.5t GVM) included.

## 4. Special registration conditions and standards applying to a Street Rod.

There are various options of registration available in Tasmania depending on vehicle usage and memberships of the registered operator. These may restrict the vehicle to a number of trips per year or purpose for the vehicles use.

There are **no reductions in the standards applying to a Street Rod** due to the intended use or registration type in Tasmania. The Street Rod Manual, Street Rod Supplement and AVSR's are the applied standards of a Street Rod in Tasmania.

## 5. Right Hand Drive /Left Hand Drive Street Rods

Street Rods certified to the National Guidelines for the Construction and Modification of Street Rods in Australia standards must be right hand drive vehicles.







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