

13. AIS Order Forms

It's great to see most AIS Stations using the new forms for Ordering Inspection Books, Labels and Vehicle Inspection Checklist Books that were updated in 2019. However, we still have a few stations submitting requests on old versions of these forms. To assist us please see the below links to our website for current forms.

https://www.transport.tas.gov.au/_data/assets/pdf_file/0003/194448/AIS_Order_Form.pdf

https://www.transport.tas.gov.au/_data/assets/pdf_file/0012/170004/Vehicle_Inspection_Checklist_Books_order_form_-_Current_18_11_2019.pdf

14. Lets Torque – Attachment Security

You will have received a SIB in relation to the security of attachments. The intent is that anything that is attached to a vehicle is affixed in a manner that it will not dislodge whilst the vehicle is in motion.

We strongly recommend that mechanical fixtures are used (e.g screws, welding etc), however appropriate adhesives can be used subject to following the product manufacturer's instructions, including the suitability of materials, appropriate surface preparation and curing time.

VEs are required to check the security of attachments as part of the registration inspection process and to fail any vehicle with attachments that are not securely affixed.

15. Reminder

AIS Proprietors are reminded that they are responsible for and need to have their VEs sign the attached "AIS Information Bulletin" declaration signifying that they fully understand any new requirements or instructions in this bulletin. Sole Proprietors still need to sign off the declaration. Bulletins and declarations must be filed in your AIS Information Bulletin folder. If you do not have a red bulletin folder please contact the AIS compliance area and they will send you out a replacement.

16. Questions or Suggestions

If you have any questions in regards to information in this newsletter contact the AIS Compliance Unit on 6166 3271.

If you have any suggestions as how to improve the scheme please raise them with AIS or via your relevant Reference Group representative for consideration.

17. AIS Reference Group Representative

The AIS Reference Group provides advice to the Registrar in relation to the operation of the AIS scheme from an industry perspective. Each area of the AIS scheme has representation on the AIS Reference Group, your representative is:

Stephen Caplice, Ph: 6234 8868 or 0418 148 608

18. Answering Machine

Due to the nature of our work the office isn't always occupied. If, when you call it goes to the answering machine can you please leave a clear message with your name, VE or AIS number a return phone number and a brief description of what you would like addressed. We will endeavour to get back to you as soon as possible.

19. Contact details

AIS Compliance Unit

E-mail ais@stategrowth.tas.gov.au

John Wilson – Team Leader AIS

6166 3271 (W)

0419 313 910 (M)

S Pawlowski (Polly) – AIS Officer

6166 3265 (W)

Peter Wilson – AIS Officer

6166 3283 (W)

Rebekka Hunter - AIS Support Officer

6166 3272

Refresher training bookings

6166 3272

Knowledge Quiz Enrolment

ais@stategrowth.tas.gov.au

Vehicle Standards Area

6166 3261 or 6166 3263

vehicle.standards@stategrowth.tas.gov.au

Integrated Tasmanian Government Contact Centre (ITGCC)

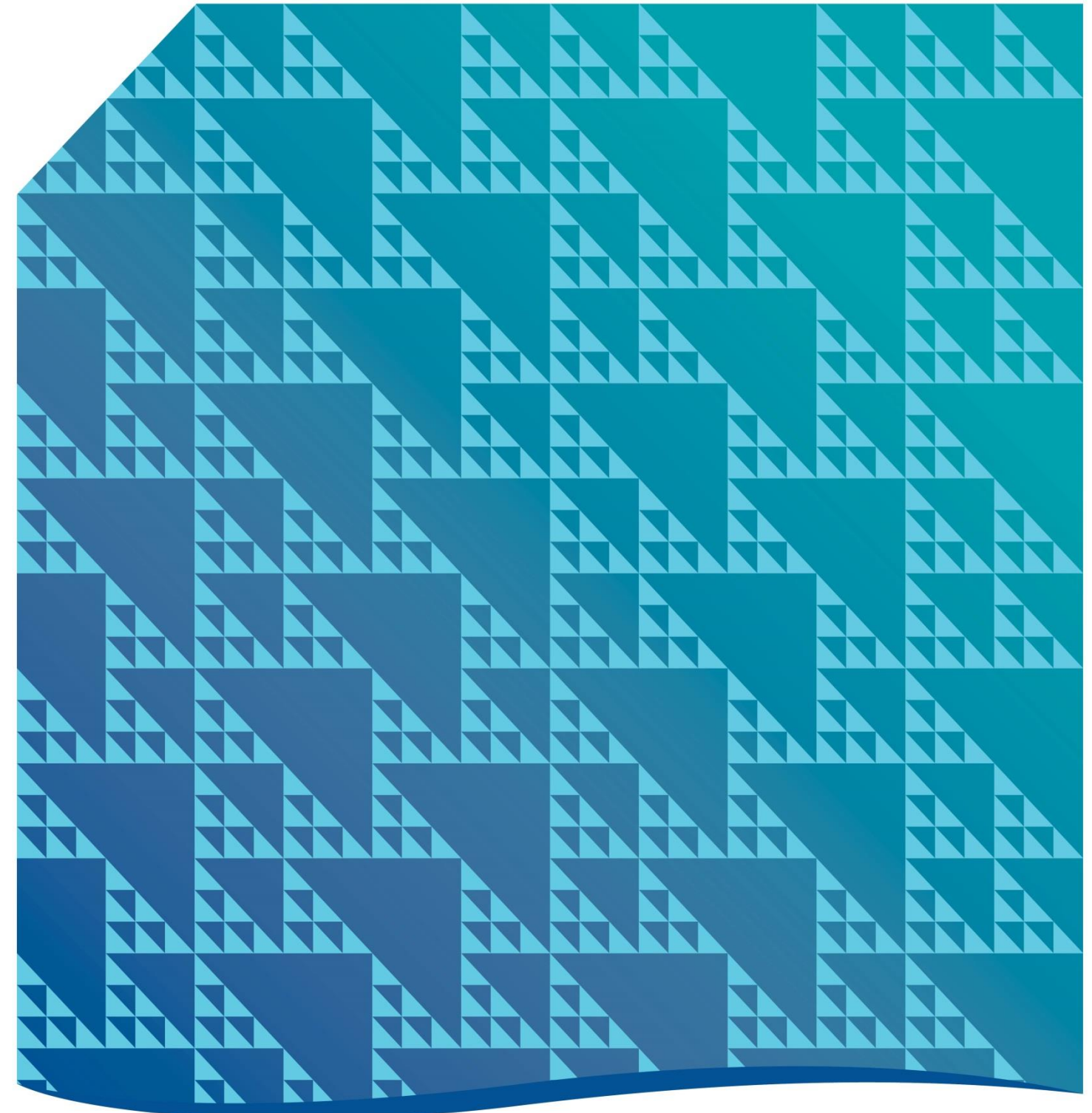
1300 13 55 13

Heavy Vehicle Defect Notices

tasmania@nhvr.gov.au

Tas TAFE - Automotive Studies

6777 2664



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1. Introduction

Welcome to the 26th edition (issue 26) of the AIS newsletter. We know it's been a while since our last newsletter but we have been very busy in the background working on new things. Hopefully this will help to bring everybody up to speed on all the latest news and events. Please take your time to read it and sign the declaration.

2. Karen Sames: Change of role.

Karen has been a key person in the AIS administration team for many years. However, her role has recently changed and whilst she will still be performing some AIS audits her primary role now is auditing within the novice licensing area.

I am sure that you join me in thanking Karen for her tireless efforts in supporting the AIS scheme and wish her all the best in her new role.

3. Peter Wilson: New team member

We have had a new member join the team. Peter Wilson has started with us in February and is coming up to speed with his new role. Peter comes from an automotive background having been an automotive technician for the past 15 years. He has also been a Vehicle Examiner since 2015. We trust he will be up to speed quickly.

Having regard to the above, all AIS admin questions should be directed to the AIS team on Ph 6166 3271 or e-mailed to ais@stategrowth.tas.gov.au. Vehicle technical and identification questions should be referred to the vehicle standards area on 6166 3263 or e-mailed to vehicle.standards@stategrowth.tas.gov.au.

4. AIS Manuals

All current versions of the AIS manuals, forms and other helpful information is published online and can be accessed via the AIS website at: https://www.transport.tas.gov.au/vehicles_and_vehicle_inspections/information_for_ais_and_ve

I suggest that you save this link in your favourites or place a short cut to it on your desktop to make it quick and easy to access the current online information.

An updated version of the Light Vehicle Inspection Manual is currently being worked on. Some significant changes have been required to keep pace with current regulations. This update will be released shortly along with a detailed summary of changes. This update will replace the current Version 22 January 19 edition and so will be available from the above link.

Please ensure that you remove any versions of the disks that you may still have as they contain out of date information. We will be checking this as part of the scheduled site audit program. It is also not advised to save copies of the manual but to access directly from the supplied link. This will ensure that you are accessing only the latest and correct information.

5. Summary of Changes

A full list of all of the amendments to each manual is provided as a summary of changes which is available at the above link.

You are reminded to make yourself familiar with the amendments in the manuals and forms and complete the attached declarations.

6. VE & Proprietor change to requirements: Notification of serious offences

A change has been made to the requirement for Proprietors and Vehicle Examiners. They must now give notice to the Registrar of Motor Vehicles within 14 days if the person is charged with or found guilty of a serious offence.

Serious offence means –

- (a) an offence under [sections 124 , 125A , 125B , 125C , 125D , 126 and 127 of the Criminal Code](#) ; or
- (b) an offence under [sections 158 , 167A , 167B , 170, 172 and 172A of the Criminal Code](#); or
- (c) an offence under [Chapter XIX or XX of Part V of the Criminal Code](#) ; or
- (d) an offence under [section 7A , 37B or 37C of the Police Offences Act 1935](#) ; or
- (e) an offence under [Division 1 of Part 3 , Part 4 or section 53 or 64 of the Vehicle and Traffic Act 1999](#) ; or
- (f) an offence under [Section 126 – Firearms Act 1996](#)

Please complete the form on the Departments website under forms: Notification of Serious Offence if you are charged or found guilty of a serious offence. Please note that these requirements apply in addition to the requirements to provide 3 yearly NPC.

7. Ride Source Vehicles

Proprietors and VE's are reminded that the periodic inspection of Ride Source Vehicles (Uber, Shebah, Hi Oscar Ola etc) can **only** be conducted by appropriately authorised VE's working at Type 2 AIS's.

8. Accuracy of Forms

AIS Compliance regularly receive calls from Service Tasmania due to incomplete forms that cause delays for clients.

The incomplete fields currently causing us the most issues are as follows:

- Passed section not signed when the vehicle has passed inspection.
- Trailer un-laden mass not completed
- Missing data – seats, rotors/cylinders
- Missing Manufactured seating and seating
- Missing Month and Year of vehicle
- Register of Approved Vehicles (Must select Yes or No)

Please try to ensure that all fields on the forms are completed in full to minimise delays for your clients. VE's are also reminded that correction fluid must not be used on any inspection reports.

9. National Police Certificate

The Registrar of Motor Vehicles only accepts National Police Certificates issued by Tasmania Police. The application form can be accessed on the Tas Pol website at: <https://www.police.tas.gov.au/services-online/police-history-record-checks/>

Please note, when emailing an NPC to ais@stategrowth.tas.gov.au it must be a certified copy and contain *both sides of all pages* to enable the AIS Compliance Unit to record the security number.

If mailing the original documents please post them to AIS Compliance, P O Box 536, HOBART, TAS 7001.

10. ASIC Business

It is a requirement that all AIS's are associated with a current legal Australian business entity being either a Sole Trader, Partnership, Company or a Trust as registered with ASIC. The AIS Compliance Unit have been checking the ASIC site and have found the status of some entities to be cancelled. An ASIC check will be completed prior to any auditing and where any Station's business registration is found to be lapsed, cancelled or suspended we will have no option but to place the AIS on hold until a current business certificate is provided.

11. Refresher training 2022

The training schedule for this year with details of dates and locations is now available at https://www.transport.tas.gov.au/_data/assets/pdf_file/0003/172488/2022_Statewide_Refresher_Training.pdf

12. Register of Approved Vehicles RAV

In July 2021 SIB 03/2021 was released detailing changes to a vehicles ID or compliance plate. For now vehicles will gradually be released but from 1 July 2022, all new motor vehicles will no longer be required to have an ID plate fitted. Compliance information will then be obtained by searching the vehicle details on the RAV database. The RAV can be accessed at: <https://rav.infrastructure.gov.au/> This change does mean that we have had to alter the AA forms to accommodate the way we collect a vehicles information. SIB 06/2021 has the relevant sections highlighted. Please take a few minutes to read through these SIBs as a refresher because we are starting to see more of these vehicles coming through the system.