

in a logical order and accessible by VEs.

It is our intention to focus on this as part of your next audit. It is expected that all bulletins are compiled numerically and all declarations are filed separately at the rear of the folder, once again in numerical order. AISs found not to comply will be required to rectify this before passing their scheduled audit.

11. Preparing for your audit

When Proprietors receive their letter of intention to conduct your scheduled audit please take the time to read the letter and prepare for the audit having all the necessary documentation etc. ready as detailed in the letter.

Recent audits highlighted that this can be achieved and significantly helps in undertaking the audit for both parties. On that note, congratulations to the following AISs for being prepared at audit time:-

Coop Toyota – Nigel Miles

BP Roseberry – Ian Mahoney

12. Let's torque

Motor homes and caravans

As a reminder VEs no longer have to sight mains electrical certification for caravans/motor homes.

National Heavy Vehicle Inspection Manual

The National Heavy Vehicle Regulator has recently introduced a National Heavy Vehicle Inspection Manual (NHVIM) to provide a national consistent set of failure criteria to be applied across all states and is included in the new disk.

Although it is expected only contracted HVEs will apply these criteria's. All VEs should familiarize themselves with the new manual.

A Tasmanian supplement of the NHVIM has also been introduced to cater for some legislative differences between states e.g.

Contact details

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

More information and relevant forms can be found on the AIS website at <http://www.transport.tas.gov.au/vehicleinspections/ambris>

school bus warning lights.

13. 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.

14. Questions

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

15. Phone Numbers

AIS Compliance Unit

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Refresher training bookings

6166 3272

Integrated Tasmanian Government Contact Centre (ITGCC)

1300 13 55 13

Defect notices

6166 3265

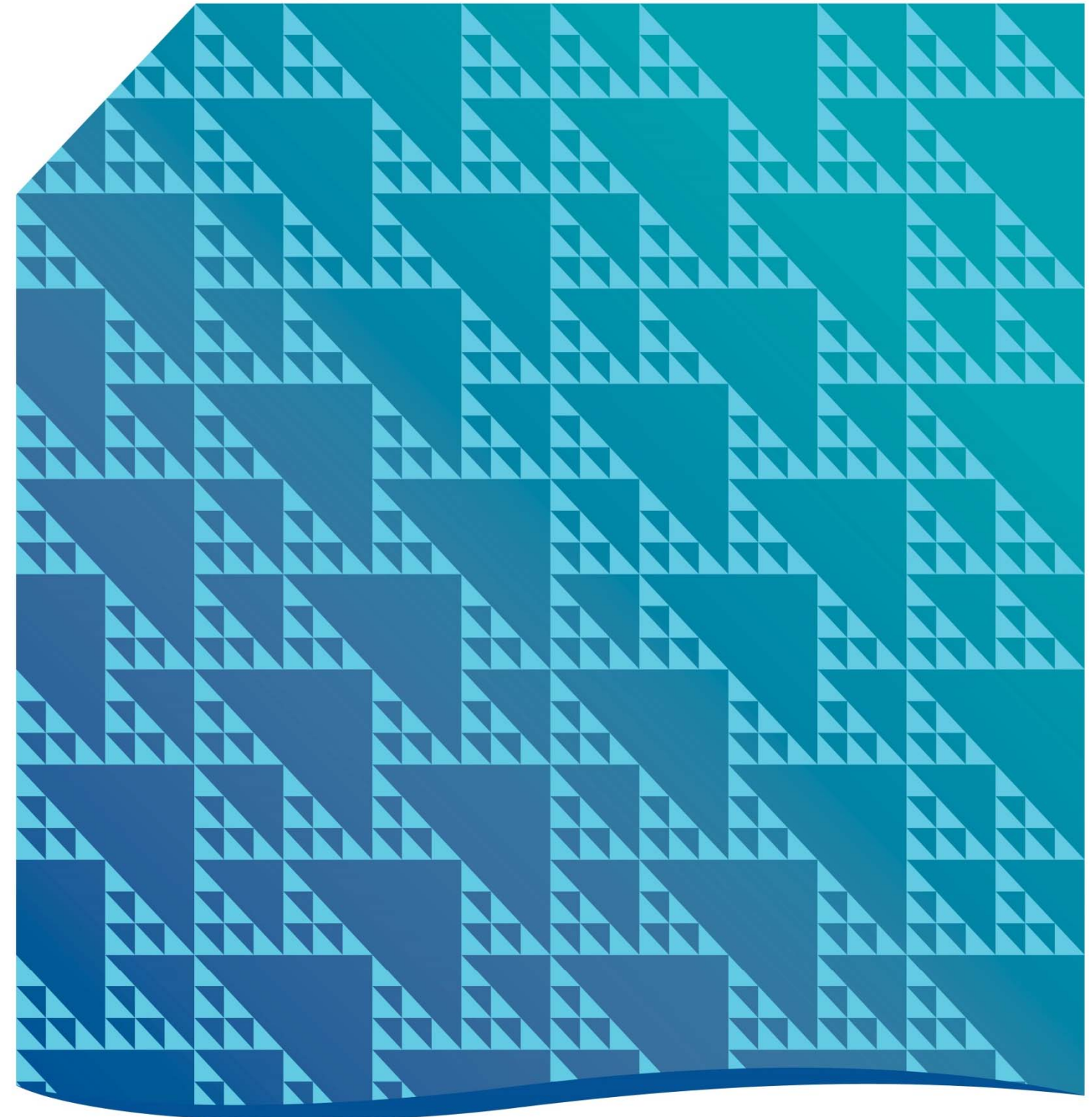
Tas TAFE

Quiz bookings

1300 362 175

Automotive Studies

6777 2664



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1. Introduction

Welcome to the nineteenth edition (issue 19) of the AIS Information Bulletin. Please take your time to read this bulletin. If you have any questions please feel free to ring AIS Compliance Unit on 6166 3271.

2. Version 16 disk

Enclosed with this Information Bulletin is the version 16 AIS disk for Proprietors to distribute to their Vehicle Examiners (VEs). Please destroy your version 15 disk/s on receipt of the new disk/s.

Amendments to the manuals include:

LVIM

- Section 13 – Second fire extinguisher required if motorhome has multiple rooms
- Section 13 – No requirement to sight electrical certification for motorhome
- Section 14 – Second fire extinguisher required if caravan has multiple rooms
- Section 14 – No requirement to sight

electrical certification for caravan

- Appendix P – New amended modification codes

NHVIM

- National Heavy Vehicle Inspection Manual introduced
- Tasmanian supplement of the National Heavy Vehicle Inspection Manual introduced

LVAISPM

- Chapter 4 – changes to undertaking inspections away from Premises requirements
- Chapter 7 – Instrument of Authority removed from manual
- Chapter 8 – Allowance to hold failed inspection report for a further 14 days after 30 day period
 - New modification plate and explanation of plate details
 - Need to sight approval in principal letter for conditional registration
- Chapter 10 – Filling in of general Inspection report reworded
- Chapter 11 – New PTS label displayed

HVAISPM

- Changes detailed above in LVAISPM

NHVAISPM

- Changes detailed above in LVAISPM with exception of chapter 8 onwards

You are reminded to make yourself familiar with the amendments in the manuals and AIS forms.

3. Contract for vehicle modification certification services

You may have heard by now we are reviewing the Approved Engineering Signatory Scheme (AES) and Approved Seat Fitter Scheme (ASF). It is the Department's intention to introduce Vehicle Modification Certification Services under the terms and conditions of a Contract which will be administered by AIS Compliance Unit. The Contract will cover all vehicle modifications. It is anticipated this will be introduced September 2016.

Information sessions will be held state-wide in March for those interested in providing this type

of service. All AES, ASF and AISs will receive written material of the proposed scheme leading up to the sessions.

Transitional arrangements will cater for modifications and approvals active during the cross over period.

4. Statutory declarations

VEs are reminded that unless you are a Justice of the Peace or Commissioner of Declarations you cannot witness a statutory declaration.

5. Knowledge quiz

Subject to demand, this year we are proposing to run refresher training courses based on the quiz in the three respective regions in April and October. VEs required to sit the quiz in 2016 are encouraged to look ahead and nominate as required. Dates for the training are enclosed with this bulletin.

6. Refresher training 2016

Refresher training courses will continue in 2016.

Courses will be held as in previous years. Reminders for training will be sent out to AISs by email closer to the training date.

In addition to this, enclosed in this bulletin are dates/timings etc. for training in 2016. To make a booking either complete a nomination form on your disk or by phoning AIS Compliance Unit on 6166 3272.

7. Electronic inspection reports

Since the last bulletin we have had a dedicated Contractor test and use our first electronic inspection report. This report is for large passenger vehicles. We are pleased to report that positive results have been received.

The roll out of electronic inspection reports will continue later in 2016 with electronic reports for large and small passenger vehicles. VEs will be required to undertake mandatory on line training on completing electronic inspection reports before gaining access to the electronic interface.

It is envisaged that all remaining vehicle inspection reports will become electronic over the next 18 months.

8. On line learning

In your last information bulletin I advised of our decision to introduce on line learning as a

means to provide training to VEs. The site is owned by the Department and is based on the Moodle application. This application will be familiar to you as your current VE knowledge quiz is based on the same application.

In December we introduced our first online course. This was for Contracted types 2 and 3 VEs on "school bus warning signs and lights". The course contained a short video on warning lights and signs, a power point presentation, factsheets, and a quiz.

Although well received it has identified some minor issues in particular email addresses. This will be rectified prior to the next e-training course. On that note we encourage all VEs to ensure you provide us with your current email address. This can be done by forwarding a "notification of change of conditions" form on your disk and emailing it to AIS Compliance Unit.

It is planned to continue face to face training for refresher training this year, however it is proposed this will be phased out in 2017.

9. ITGCC

I have received a number of calls regarding the inability to access VINs from ITGCC. The main complaint surrounds leaving your details for ITGCC to call you back instead of remaining in the queue. It would appear that some VEs may not be following the correct procedure, as a reminder please follow the following instructions provided by ITGCC:-

If you would like to reserve your place in the queue and have one of our staff phone you back please press 1.

After pressing 1 you will be prompted with the following message:

Please enter the phone number you want to be contacted on including the area code followed by the hash key.

If you do not follow the instructions given, you will not receive a call back.

10. AIS Information bulletins folder

Recent audits has highlighted the need for Proprietors to ensure that their AIS Information Bulletins folder is compiled correctly. You will recall we introduced the folder to ensure that bulletins and declarations remain in one folder