

inspection reports will roll out over the next 18 months.

9. On line learning update

In your last bulletin I advised of our decision to introduce on line learning as a means of training for VEs.

Since then we have introduced a number of courses including a knowledge courses for Proprietors and AVCs coming on line in September. It is important that you read the communications sent out to regarding courses and respond in a timely manner.

Looking ahead it is proposed to introduce refresher training for all Examiners under the AIS scheme which should also include knowledge quizzes.

10. ITGCC

You will recall in the last bulletin I explained the correct procedure in requesting a VIN through ITGCC. It appears some VEs are still experiencing difficulties in obtaining VINs in a suitable time frame. In the event that you fail to be called back when you have requested to be placed in the queue, please report this to AIS Compliance Unit on 6166 3270.

11. Let's torque

Vehicle modifications

A common question "when does a vehicle require modification approval"? The best way to explain is "Any light vehicle where there has been a change from the manufacturers (including 2nd stage manufacture) specifications for the vehicle including the addition or removal of components". If this is the case the vehicle will need modification approval by a recognised AVC.

Remember a modified vehicle is not to be passed for registration until a modification plate is fitted reflecting the modifications undertaken of the vehicle.

Trailer identification plates

VEs are reminded to refer to Special Information Bulletin (SIB) 02-2016 and Chapter 8 of your LVAISPM when ordering trailer identification

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/ais>

plates, and the correct plate to use when inspecting trailers/caravans.

12. 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.

13. Questions

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

14. 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

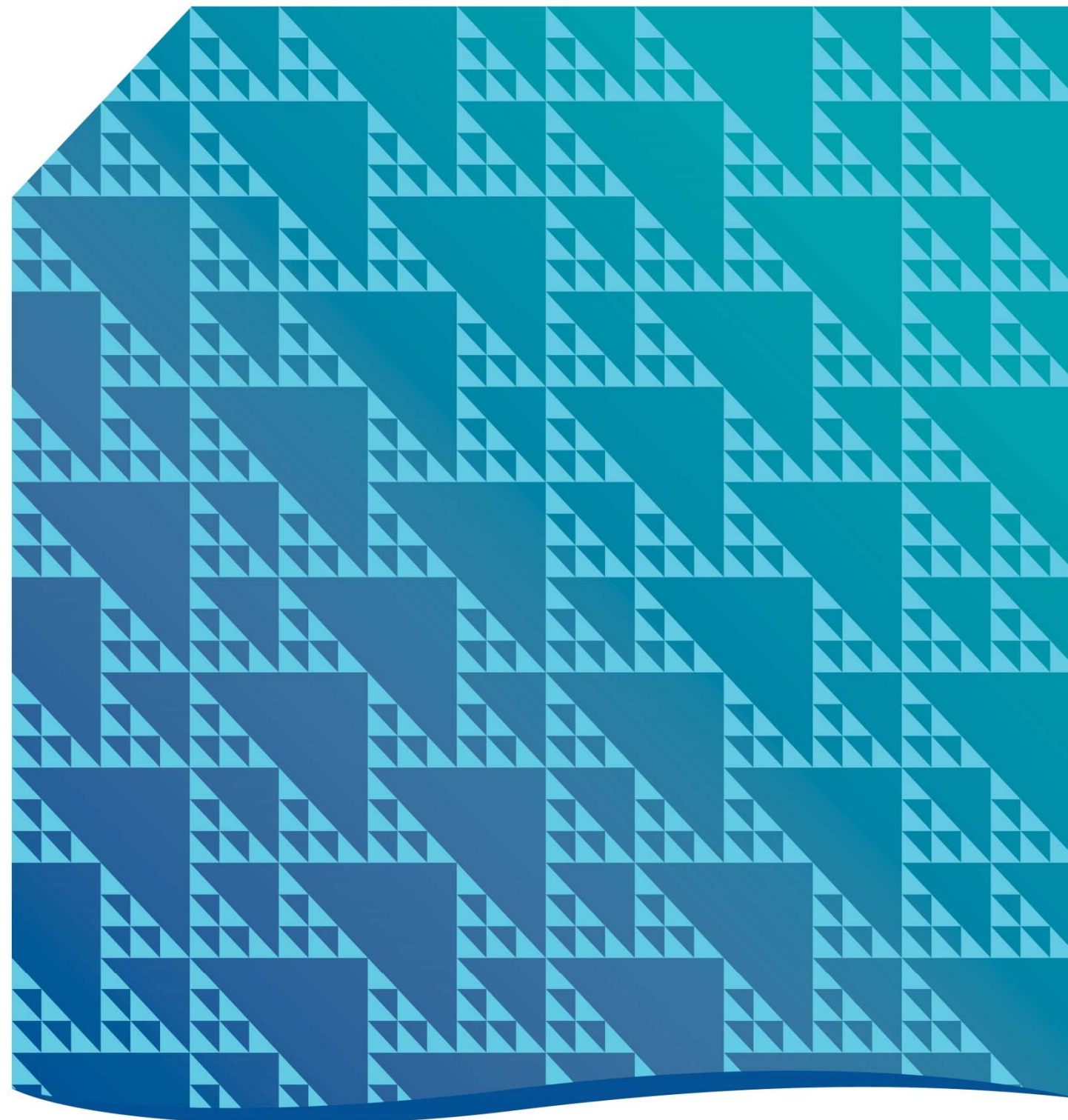
Tas TAFE

Quiz bookings

1300 362 175

Automotive Studies

6777 2664



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1. Introduction

Welcome to the twentieth edition (issue 20) 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 17 disk

Enclosed with this Information Bulletin is the version 17 AIS disk for Proprietors to distribute to their Vehicle Examiners (VEs). Please destroy your version 16 disk/s on receipt of the new disk/s.

Amendments to the manuals include:

LVIM

- Section 4 – Left hand drive personal import vehicles less than 30 years are exempt from this requirement and can be registered.
- Section 14 – Any trailer equipped with fuel burning cooking facilities must have an outward opening or sliding door
- Appendix - Reference to AS 4177 changed to AS 4177-3

NHVIM

- Section 2 – Changes to brake testing requirements

LVAISPM

- Chapter 1 – Preface introduced showing Acronyms and full term specified
- Chapter 2 New AIS forms introduced for trailer identification plates
- Chapter 4 – Changes to record keeping of documents
 - Changes to number of Premises under AIS scheme
 - Changes to number of Examiners under the AIS scheme
 - National Police Certificate requirements
 - Record keeping changes on keeping documentation
- Chapter 5 – Process changes when ordering trailer identification plates and increase in fees for the plates
- Chapter 6 – Scheduled audit changes to top 20 % on second audit and amended second audit letter
- Chapter 8 – New definition tables for body types in line with pre-registration inspection report
 - Definitions on modified vehicles and Approved Vehicle Certifiers introduced
 - Amended trailer identification plate and imported light trailer identification plate introduced
- Chapter 11 - Changes to recording information on Accredited Operators

HVAISPM

- Changes detailed above in LVAISPM

NHVAISPM

- Changes detailed above in LVAISPM with exception of chapter 11

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

3. Contract for vehicle modification certification services

You will recall in the last bulletin I provided you

with an update of the proposed Approved Vehicle Certifiers (AVC) Scheme under the terms and conditions of a Contract. The Contract will cover all vehicle modifications, and will be introduced in September 2016.

Once the scheme is introduced owners of vehicles requiring modification approval will no longer submit an application for modification to Vehicle Standards, but will deal direct with an AVCAIS. AVCs will perform inspections to modified vehicles ensuring compliance with the relevant vehicle standards including Vehicle Standard Bulletin (VSB) 6 and 14.

Version 17 of the disc contains a link to the nominated AVC listed in respective regions.

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

4. Record keeping

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

All duplicate records i.e. Pre-registration inspection report books (AA, SPV, LPV and HV) including General Inspection (AB) report books must be retained until audited. Audited books can be identified by an AIS audit stamp on the front cover. These can be disposed of after the audit.

All other books i.e. vehicle inspection checklist books are not in duplicate, and must be retained for 5 years.

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

5. National Police Certificates

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

- We can only accept original copies or certified copies signed by Service Tasmania outlets
- NPC must show a “disclosable records

date” less than 90 days

- We will only accept NPCs issued by a Police Authority.

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

6. Refresher training 2016

I encourage all VE's take the time to attend refresher training. The intent of the training is to update VEs on any new procedure changes and areas of inspections highlighted during the course of the year by VEs worthy of discussion.

This year we have also included two sessions in respective regions surrounding the knowledge quiz for those VEs required to pass the quiz in the calendar year. Final sessions will be held in October. If you are due to sit the quiz between October and March 2017 I encourage you to attend. A reminder will be sent to your AIS closer to the event.

7. Staff changes

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

Joining the Unit in September 2016 is Sacha (Polly) Pawlowski. Polly joins us from the Vehicle Standards (VS) unit, and comes to us with a wealth of knowledge and skills in this area. Polly qualified initially as a Vehicle (Diesel) Mechanic with the Department of Defence and joined the Department as a Transport Inspector before transferring to VS.

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

8. Electronic inspection reports

Since the last bulletin we have had a dedicated Contractor test and use our first electronic inspection report for large passenger vehicles with positive results.

Electronic inspection reports for large and small passenger vehicles will roll out to all contracted service providers later this year. VEs will be required to undertake mandatory on line training on electronic inspection reports before gaining access to the electronic interface.

It is envisaged that all remaining vehicle