

# Authorised Inspection Scheme

Business Rules for Authorised  
Proprietors and Authorised  
Examiners

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# The Authorised Inspection Scheme

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The Authorised Inspection Scheme (the 'scheme') is administered by Transport for NSW ('TfNSW'). The scheme authorises people, who are suitably qualified and of suitable character, to inspect and test vehicles for registration purposes and to operate premises which provide those services. These inspections are typically carried out before a customer can:

- Establish a vehicle's registration
- Renew a vehicle's registration
- Adjust a vehicle's registration
- Clear a defect notice
- Transfer a vehicle's registration
- Obtain an Unregistered Vehicle Permit.

All inspection processes include the verification of a vehicle's identify details.

## Authorisations

Three types of authorisations are available under the Scheme:

- Authorised Proprietor/Proprietor's Nominee/Alternative Nominee
- Authorised Examiner
- Authorised Vehicle Examiner (AVE). **Note:** Heavy Vehicle

Authorised Inspection Scheme (AIS) documents and application forms that provide details and authorisation requirements are available [here](#).

## Roles

### The role of the authorised proprietor

An authorised proprietor (the 'proprietor') is a person who is authorised in writing by TfNSW to use premises for the purpose of conducting inspections and tests of registrable vehicles. These functions must be conducted in accordance with the AIS Rules.

The responsibilities of a proprietor are set out in Rules 1.01 to 1.54 and each proprietor must comply with those rules in respect of each AIS station of which they are proprietor.

The proprietor of an AIS station authorised after the publication of these 'Authorised Inspection Scheme Business Rules for Authorised Proprietors and Authorised Examiners' (the 'rules') must be a natural person. Although a station can only have one proprietor, a nominee can be proposed by the proprietor to fill in periods of absence.

### The role of the proprietor's nominee and alternative nominee

A proprietor's nominee or an alternative nominee shall act in place of the proprietor of an AIS station to cover annual and other unforeseen leave, when the proprietor is absent from the AIS station. Unless otherwise stated, all references to the proprietor's responsibilities

described in Rules 1.01 to 1.54 also apply to the proprietor's nominee and to the alternative nominee. However, ultimately the responsibility remains with the proprietor as TfNSW have authorised the proprietor to operate the AIS station.

### **The role of the authorised examiner**

An authorised examiner (the 'examiner') is a person who is authorised in writing by TfNSW to conduct inspections and tests of registrable vehicles at AIS stations. These functions must be conducted in accordance with the AIS Rules to determine whether or not vehicles are suitable for safe use and comply with the requirements of the legislation and to issue inspection reports relating to those inspections.

The responsibilities of an examiner are set out in Rules 2.01 to 2.60 and each examiner must comply with those rules in respect of each inspection they conduct.

### **The role of TfNSW, proprietors, proprietor nominees and examiners under the National Heavy Vehicle Law**

The National Heavy Vehicle Regulator (NHVR) administers Heavy Vehicle National Law (HVNL) and sets vehicle standards for heavy vehicles which are incorporated into road transport legislation under the:

- *Heavy Vehicle National Law (NSW)*
- Heavy Vehicle (General) National Regulation (NSW)
- Heavy Vehicle (Vehicle Standards) National Regulation (NSW)
- Heavy Vehicle (Mass, Dimension and Loading) National Regulation (NSW).

An Approved Vehicle Examiner (AVE) is a person authorised by a State or Territory to inspect a heavy vehicle to determine its compliance with the vehicle standards made under HVNL. In NSW an Authorised Examiner approved by TfNSW to inspect and test heavy vehicles under the AIS is classified as an AVE under Part 3 of the Heavy Vehicle (General) National Regulation (NSW) but only when inspecting a heavy vehicle in accordance with the terms of their AIS examiner's authority. This means that an AVE may only inspect and test a heavy vehicle that is of the same class and type of vehicle that they are authorised to check under the AIS rules.

In NSW, a TfNSW authorised proprietor of a Heavy Vehicle Authorised Inspection Scheme (HVAIS) or Authorised Crane Inspection Scheme (ACIS) station is also classified as an AVE, but is limited to the functions they are authorised to perform under the AIS Rules. A proprietor's nominee or an alternative nominee is also an AVE when acting for a proprietor who is absent from the particular HVAIS or ACIS station.

## Authorised Inspection Scheme rules

The safety standards and business requirements of the Scheme are prescribed by the AIS Rules. Each proprietor and examiner must apply and abide by the AIS Rules. The AIS Rules are divided into the following sections:

Section	Document Title
Section 1	Business Rules and Appendices
Section 2	Light Vehicle Safety Check Standards
Section 3	Light Vehicle Identity Check Standards
Section 4	Light Vehicle Design Check Standards
Section 5	National Heavy Vehicle Inspection Manual (NHVIM)
Section 6	Heavy Vehicle Identity Check Standards
Section 7	Heavy Vehicle Design Check Standards
Section 8	Supplementary Business Rules for the Authorised Crane Inspection Scheme (ACIS)
Section 9	Authorised Crane Inspection Scheme (ACIS) Supplementary Safety Check Rules
Section 10	Authorised Taxi Inspection Station Manual of Inspection Standards for Taxi-Cabs

This document is Section 1: Business Rules. Any AIS Business Rules issued previously by TfNSW (Roads and Maritime Services, as it was previously known) are superseded by these AIS Business Rules.

Sections 2, 3, 4, 6, 7, 8 & 9 are found in AIS Rules and other AIS documents issued previously by TfNSW (Roads and Maritime Services, as it was previously known) and remain in force. Section 5, NHVIM, is published on the [NHVR website](#) and replaces Heavy Vehicle Safety Check Standards.

Wherever required, reference must be made to the relevant appendix, as described in the Rules.

The following table illustrates the standards required for each scheme associated with the Authorised Inspection Scheme.

Scheme	Business Rules	LV Standards	HV Standards	Design Check	Identity Check	LPG/CNG
ASCIS	✓	✓				*
AUVIS	✓	✓		✓	✓	*
HVAIS	✓		✓	✓	✓	*
ACIS	✓		✓			*

✓ Compulsory standard for specific scheme \* Optional standard for specific scheme

### Rules that are specific for schemes

Rules that apply only to a specific scheme will show that scheme name in brackets. For example:

'[AUVIS, HVAIS] A Design Check inspection, when required, must be carried out in accordance with AIS Rules Design Check Standards'.

### Legal status

TfNSW authorises examiners and proprietors pursuant to clause 68 and 69 of the [Road Transport \(Vehicle Registration\) Regulation 2017](#) (the Regulation) respectively.

The AIS Rules are made by TfNSW pursuant to clause 70 of the Regulation, which also makes it a condition of each authority that the holder of the authority must comply with the AIS Rules.

Clause 72 of the Regulation provides that TfNSW may suspend or cancel an authority for breaches of conditions (including the AIS Rules) and in other circumstances.

[Click here](#) for the Road Transport (Vehicle Registration) Regulation 2017.

Any AIS Business Rules issued previously by TfNSW (Roads and Maritime Services, as it was previously known) are superseded by these AIS Business Rules.

HVAIS examiners and proprietors are classified as AVEs under Part 3 of the Heavy Vehicle (General) National Regulation (NSW).

Conditions and restrictions which apply to a HVAIS examiner or to a HVAIS proprietor under the Authorised Inspection Scheme also apply under Heavy Vehicle National Law.

[Click here](#) to read or download the Heavy Vehicle National Law (NSW).

[Click here](#) to read or download the Heavy Vehicle (General) National Regulation (NSW).

[Click here](#) to read or download the Heavy Vehicle (Vehicle Standards) National Regulation (NSW)

[Click here](#) to read or download the Heavy Vehicle (Mass, Dimension and Loading) National Regulation (NSW).

## Administration and sanctions

TfNSW has procedures for the monitoring, auditing and sanctioning of proprietors, nominees and examiners. TfNSW Authorised Officers will visit examiners and proprietors from time to time and may conduct an audit of their activities.

In accordance with these Rules made, TfNSW may impose sanctions or take legal action against a proprietor, examiner or other person for breaches of the legislation, regulations or rules.

## Committee of Review

The Committee of Review (CoR) was created by statute and comprises representatives of the vehicle repair industry, consumer groups and TfNSW. The CoR considers matters put before it and makes a recommendation to TfNSW on appropriate action. TfNSW may choose to implement the recommendations of the CoR but is not bound by the recommendation.

## AIS Online

AIS Online allows AIS stations to lodge vehicle safety inspections electronically. It also allows all AIS stations to:

- Receive bulletins and notices as they are published
- Manage examiners and inspection stations details
- Access current publications, including vehicle data sheets, Vehicle Standards Information sheets (VSIs), AIS Notices, Vehicle Inspector Bulletins (VIBs) and AIS rules for conducting inspections (safety and design check rules etc).

## Amendments

The AIS 'Rules for Authorised Inspection Stations' may be periodically amended by TfNSW and those amendments may affect all AIS Rules or a specific Rule.

Any amendments to the AIS Rules will be notified to proprietors and examiners via AIS Online. It is the responsibility of each proprietor and examiner to stay up to date with those amendments.

## Contacts

From time to time, proprietors and examiners will encounter situations that may appear not to be covered by these Rules. In such cases, these issues should not be put aside or solved by guesswork. Advice must be obtained from TfNSW Technical Enquiries unit on 1300 137 302 to resolve the situation and proceed with the matter.

For all TfNSW contact numbers refer to [Appendix 1-I](#).

## **Authorised Inspection Scheme (AIS)**

The types of schemes within AIS are:

### **Authorised Safety Check Inspection Scheme (ASCIS)**

The most common type of AIS providing inspection reports for registration renewal and transfer of ownership on the following classes of vehicles:

- Passenger cars and goods carrying vehicles that have a Gross Vehicle Mass (GVM) of 4.5 tonne or less except vehicles fitted with air or vacuum braking systems
- Motorcycles, including motorcycles with a side-car attached
- Light trailers and caravans that have an Aggregate Trailer Mass (ATM) of 4.5 tonne or less including those fitted with breakaway brakes, except those fitted air or vacuum braking systems.

Inspections carried out at an ASCIS include:

- Safety Checks
- Clearance of non design based Defect Notices

ASCIS examiners can only carry out inspections on current NSW registered vehicles.

### **Authorised Unregistered Vehicle Inspection Scheme (AUVIS)**

AUVIS are authorised to conduct inspections and issues reports on:

- Passenger cars and goods carrying vehicles that have a Gross Vehicle Mass (GVM) of 4.5 tonne or less except vehicles fitted with air or vacuum braking systems
- Motorcycles, including motorcycles with a side-car attached
- Light trailers and caravans that have an Aggregate Trailer Mass (ATM) of 4.5 tonne or less including those fitted with breakaway brakes except those fitted with air or vacuum braking systems.

Inspections carried out by AUVIS include:

- Safety Checks
- Identity Checks
- Design Checks
- Written-off Vehicle Checks
- Adjustment Of Records
- Clearance of design based Defect Notices.

### **Heavy Vehicle Authorised Inspection Scheme (HVAIS)**

HVAIS are authorised to conduct inspections and issues reports on:

- Motor vehicles with a GVM exceeding 4.5 tonne
- Trailers with an ATM exceeding 4.5 tonne
- Trailers with power-operated brakes including air or vacuum braking systems
- Light trailers and caravans that have an Aggregate Trailer Mass (ATM) exceeding 2 tonne
- Buses.



Inspections carried out at a HVAIS include

- Heavy Vehicle Safety Checks\*
- Identity Checks
- Design Checks
- Adjustment Of Records
- Clearance of Defect Notices.

\*See [Appendix 1-B](#) for further details on types of HVAIS inspections

### Authorised Crane Inspection Scheme (ACIS)

Conducts inspections and issues reports on SP2 vehicles (ie purpose built and truck based cranes) with a GVM exceeding 12 tonne and have an axle or axle group that is over mass.

### Fleet inspection station

Fleet only inspection stations are not open to the public. Depending on the circumstances, a fleet station is accredited to inspect vehicles owned by, managed by or registered to the organisation that operates the AIS station and is not authorised to inspect vehicles for the general public.

### Mandatory checks required under the Rules

The following tables details the specific checks required under each Authorised Inspection Scheme.

- Table 1** Authorised Safety Check Inspection Scheme (ASCIS) for light vehicles
- Table 2** Authorised Unregistered Vehicle Inspection Scheme (AUVIS) for light vehicles
- Table 3** Heavy Vehicle Authorised Inspection Scheme (HVAIS) for heavy vehicles and Authorised Crane Inspection Scheme (ACIS) for mobile cranes.

#### Table 1 ASCIS examiners- registered light vehicles

ASCIS examiners may conduct inspections of light vehicles for the following purposes:

Purpose of inspection	Mandatory checks required
Renew vehicle registration	<ul style="list-style-type: none"><li>• 1st Tier Identity Check</li><li>• Safety Check</li></ul>
Transfer vehicle registration	<ul style="list-style-type: none"><li>• 1st Tier Identity Check</li><li>• Safety Check</li></ul>
Clear a Defect Notice which isn't design related (ie not issued for a modification or a vehicle component or system that is inspected under the Design Check Rules)*	<ul style="list-style-type: none"><li>• 1st Tier Identity Check</li><li>• Safety Check</li></ul>
Issue an Unregistered Vehicle Permit	<ul style="list-style-type: none"><li>• 1st Tier Identity Check</li><li>• Safety Check</li></ul>

\* A design related defect notice must be referred to AUVIS.

## Table 2 AUVIS examiners—registered and unregistered light vehicles

AUVIS examiners may conduct inspections of light vehicles for the following purposes:

Purpose of inspection	Mandatory checks required
Establish vehicle registration	<ul style="list-style-type: none"> <li>• 2nd Tier Identity check</li> <li>• Safety Check</li> <li>• Design Check</li> </ul>
Renew vehicle registration	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Safety Check</li> </ul>
Adjustment of records	<ul style="list-style-type: none"> <li>• 1st or 2nd Tier Identity Check</li> <li>• Partial Safety Check</li> <li>• Partial Design Check</li> </ul>
Clear a defect notice which isn't design related (ie for a modification)	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Safety Check</li> </ul>
Clear a design related defect notice (partial inspection)	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Partial Safety Check</li> <li>• Partial Design Check</li> </ul>
Clear a design related defect notice (full inspection)	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Safety Check</li> <li>• Design Check</li> </ul>
Issue an Unregistered Vehicle Permit	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Safety Check</li> </ul>

The extent of the Safety and Design Checks required depend on the vehicle system or systems involved and the type and/or level of repair or modification that the vehicle has undergone. The AUVIS examiner must determine the extent of the inspection required with reference to the AIS Design Check Rules and type of inspection (to clear the defect) required by the Authorised Officer who issued the defect. The design check must be carried out in accordance with the procedures given in the Design Check standards of the Rules for AIS for the appropriate vehicle category.

**Table 3 HVAIS and ACIS examiners—registered and unregistered vehicles**

HVAIS examiners may inspect heavy vehicles and ACIS examiners may inspect mobile cranes for the following purposes:

Purpose of inspection	Mandatory checks required
Establish vehicle registration	<ul style="list-style-type: none"> <li>• 2nd Tier Identity check</li> <li>• Safety Check</li> <li>• Design Check</li> </ul>
Renew vehicle registration**	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Safety Check</li> <li>• Design Check</li> </ul>
Adjustment of records	<ul style="list-style-type: none"> <li>• 1st or 2nd Tier Identity Check</li> <li>• Partial Safety Check</li> <li>• Partial Design Check</li> </ul>
Clear a defect notice which isn't design related (ie for a modification)	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Safety Check</li> </ul>
Clear a design related defect notice (partial inspection)	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Partial Safety Check</li> <li>• Partial Design Check</li> </ul>
Clear a design related defect notice (full inspection)	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Safety Check</li> <li>• Design Check</li> </ul>
Issue an Unregistered Vehicle Permit	<ul style="list-style-type: none"> <li>• 1st Tier Identity Check</li> <li>• Safety Check</li> </ul>

The extent of the safety and design checks required depend on the vehicle system or systems involved and the type and/or level of repair or modification that the vehicle has undergone. The examiner must determine the extent of the inspection required with reference to the AIS Design Check Rules and type of inspection (to clear the defect) required by the Authorised Officer who issued the defect. The design check must be carried out in accordance with the procedures given in the Design Check standards of the AIS Rules for the appropriate vehicle category.

\*\*Some heavy vehicles previously inspected by TfNSW at HVIS require identity and design check at renewal inspection. See table in [Appendix 1-B](#) and [AIS Notice 16](#).

## Business rule structure

The Business Rules are structured to prescribe the:

- Rule number
- Authorised person that must apply and abide by the Rule
- Requirement of the Rule.

Authorised person that must apply and abide by the Business Rule

# Business Rules for Authorised Proprietors and Proprietor's Nominees

Rule no.	Rule requirement
1.01	A proprietor must ensure that an AIS station, of which they are proprietor, is operated in accordance with the AIS Rules.

Rule number  
**Please note: Rule numbering has changed from previous versions.**

Requirement

## How to use this document

Some specific terms used in the Business Rules are defined in the Dictionary to the Road Transport (Vehicle Registration) Regulation 2017 and have that stated and lawful meaning.

Click [here](#) for the Dictionary to the Road Transport (Vehicle Registration) Regulation 2017. Terms otherwise, have the meaning as described in a standard dictionary.

# Business Rules for Authorised Proprietors and Proprietor's Nominees

Rule no.	Rule requirement
1.01	A proprietor must ensure that an AIS station, of which they are proprietor, is operated in accordance with the AIS Rules.
1.02	A proprietor, proprietor's nominee or alternative nominee must attend and successfully complete any training courses, refresher courses, development, information or counselling sessions if required to do so by TfNSW.
1.03	A proprietor of an AIS station, other than a Fleet Inspection Station, must ensure that the AIS station is open to the public at all times when open for trading.
1.04	<p>A proprietor, proprietor's nominee or alternative nominee must be at the AIS station or contactable during its operational hours.</p> <p><b>Note:</b> If a proprietor is absent from the AIS station for more than five working days and does not have a proprietor's nominee or alternative nominee in attendance at the AIS station during its operational hours, the proprietor must immediately notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit and all inspections must cease.</p>
1.05	A proprietor must be appropriately licensed by NSW Fair Trading or its interstate equivalent to carry on the business of repairing motor vehicles. AIS stations solely undertaking light trailer inspections and Fleet Inspection Stations do not have to be licenced by NSW Fair Trading.
1.06	A proprietor must allow TfNSW Authorised Officers free access to the AIS station during business hours and full cooperation must be given for the purpose of assessing and auditing the operation of the AIS station or conducting investigations.
1.07	A proprietor must notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit if an AIS station of which they are proprietor will be closed or otherwise unable to be used for inspections for more than 14 consecutive calendar days.
1.08	A proprietor of an AIS station other than a Fleet Inspection Station must ensure the appropriate current and <a href="#">approved signs</a> are clearly visible from the exterior of the AIS station whenever the AIS station is trading.
1.09	A proprietor must ensure that no unauthorised use is made of the TfNSW name or the TfNSW logo.
1.10	A proprietor must ensure the current Certificate of Appointment is visible to customers while the AIS station is trading.
1.11	A proprietor must ensure a customer of an AIS station of which they are proprietor is not charged more than the maximum fee prescribed by TfNSW for any inspection carried out at the AIS station. See <a href="#">Appendix 1-F</a> .

## Rule no. Rule requirement

**1.12** A proprietor must ensure that the AIS Rules, AIS Notices and related publications are available at an AIS station, of which they are proprietor, for use by an examiner. The Rules and other publications may be kept either in hard copy or electronically. Electronic copies of Rules and publications must be stored digitally 'on site' and accessible when AIS Online is not available via the internet.

**1.13** A proprietor must provide all compulsory equipment and any other tools and equipment required by TfNSW to conduct inspections at the AIS stations and ensure that all equipment is properly calibrated and in good working condition. The [Dictionary](#) includes a definition of appropriate equipment and [Appendix 1-A](#) lists all compulsory equipment requirements.

**1.14** A proprietor must ensure that the AIS station has an inspection area which does not form part of a road or road related area, footpath or driveway.

**1.15** A proprietor must ensure the inspection area of the AIS premise is unobstructed and of sufficient area to allow for the safe and effective inspection of vehicles by an examiner.

Maximum station dimensions are listed in [Appendix 1-G](#). Minimum width of inspection area for light vehicles must be 3.5 metres. The minimum width of inspection area for heavy vehicles must be in excess of 3.5 metres and of sufficient width to enable safe and effective inspection of the vehicle.

**1.16** A proprietor must ensure the inspection area includes a pit, hoist, ramps or suitable jacking equipment to allow an examiner to inspect the underbody components and systems of a vehicle.

**1.17** A proprietor must ensure that the AIS station, if used for AUVIS, has an inspection area that includes a pit, hoist or ramps to allow an examiner to inspect the underbody of a vehicle and off street parking for unregistered vehicles.

**1.18** A proprietor must ensure that an examiner appointed to an AIS station, of which they are proprietor, conducts brake tests using either:

- Brake roller tester
- Skid plate tester
- Decelerometer on a nominated road (an on-road brake test) or brake test area approved by TfNSW.

If a decelerometer is used to test brake performance the test area may be on the station premise. A proprietor must ensure a hard level clear surface, free of gravel or other loose material, is available to enable brake tests to be carried out. This area must be at least 100 m in length for light vehicles and 350 m in length for heavy vehicles.

**Note:** This must not be an access or driveway used by the public. Approval must be obtained from TfNSW.

**Note:** This Rule does not apply if the AIS station has acceptable skid plate or roller brake test equipment which makes an on-road brake test unnecessary.

See [Appendix 1-A](#) and [Appendix 1-G](#).

Rule no.	Rule requirement
1.19	A proprietor must comply with Terms and Conditions of Use of AIS Online. The Terms and Conditions of Use for AIS Online can be found <a href="#">here</a> .
1.20	A proprietor must immediately notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit of any use of AIS Online in contravention of the e-Safety Check Terms and Conditions of AIS Online or the AIS Rules.
1.21	A proprietor must ensure that only authorised users access the AIS Online system.
1.22	<p>A proprietor must ensure all inspection report books and electronic records are:</p> <ul style="list-style-type: none"> <li>• Available for inspection by an TfNSW Authorised Officer</li> <li>• Stored in a secure location at the AIS station</li> <li>• Retained for a minimum of 12 months from the date the inspection report was issued</li> <li>• All records no longer required to be retained must be disposed of in a secure and irreversible manner eg by shredding etc.</li> </ul> <p>See <a href="#">Appendix 1-H</a> Inspection reports.</p>
1.23	A proprietor must produce AIS related documents upon request by any Authorised Officer.
1.24	A proprietor must ensure that a customer's personal information is stored in a secure location and only for the purposes of inspections and establishing registrations.
1.25	A proprietor must ensure that any AIS related documents or customer's personal information, collected in relation to an inspection, which they are not otherwise required by these Rules to keep are disposed of in a secure and irreversible manner eg by shredding etc.
1.26	<p>A proprietor whose proprietor's authority has been suspended, cancelled or who ceases to operate an AIS station of which they are proprietor, must immediately surrender to a Service NSW centre or a TfNSW Authorised Officer:</p> <ul style="list-style-type: none"> <li>• All inspection report books (including reorder forms)</li> <li>• All hard copies of electronic inspection reports relating to all inspections conducted at the AIS station in the preceding 12 months.</li> </ul>
1.27	<p>A proprietor must ensure that no inspection report is issued from an AIS station of which they are proprietor when:</p> <ul style="list-style-type: none"> <li>• Their proprietor's authority has been suspended or cancelled</li> <li>• They cease to operate from the AIS station.</li> </ul>
1.28	A proprietor must ensure that an inspection report book is available on site for each class of inspection report that is issued from the AIS station.
1.29	A proprietor must ensure that no paper based inspection reports or AIS Online inspection reports are issued when the AIS station is not trading.
1.30	A proprietor must ensure that unused inspection reports or inspection report books are not sold, traded, given away, loaned, improperly discarded or transferred.

Rule no.	Rule requirement
1.31	A proprietor must immediately notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit if an unused inspection report, inspection report book or re-order form is lost missing, stolen or destroyed.
1.32	<p>A proprietor must notify TfNSW within 14 consecutive calendar days of any changes to their details, to the details of any examiner appointed to an AIS station of which they are the proprietor to the AIS station or to the equipment of an AIS station of which they are the proprietor.</p> <p>These changes must be notified electronically using AIS Online—AIS maintenance or by email. See <a href="#">Appendix 1-E</a> and <a href="#">Appendix 1-I</a>.</p>
1.33	A proprietor must produce suitable photo identification if requested to do so by an Authorised Officer.
1.34	<p>A proprietor must notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit within 14 consecutive calendar days of:</p> <ul style="list-style-type: none"> <li>• A finding or admission of guilt in relation to a Prescribed Offence (see <a href="#">Dictionary</a>)</li> <li>• Being charged with an indictable offence</li> <li>• Being made aware of a proprietor’s nominee, alternative nominee or examiner appointed to an AIS station of which they are a proprietor of: <ul style="list-style-type: none"> <li>– A finding or admission of guilt in relation to a Prescribed Offence (see <a href="#">Dictionary</a>)</li> <li>– Being charged with an indictable offence.</li> </ul> </li> </ul>
1.35	A proprietor must not inspect vehicles or issue inspection reports unless he/she is also an examiner.
1.36	A proprietor must ensure that each examiner appointed to an AIS station of which they are a proprietor only issues inspection reports for the classes and types of vehicles for which they hold an examiner’s authority.
1.37	A proprietor must ensure that each examiner appointed to an AIS station of which they are proprietor holds a current licence issued by NSW Fair Trading or its interstate equivalent as a motor mechanic for each class or type of vehicle for which they issue inspection reports.
1.38	A proprietor must ensure that each examiner appointed to an AIS station of which they are a proprietor does not drive a vehicle on a public road for the purposes of conducting an inspection in accordance with the AIS Rule, unless they hold a current driver licence of the appropriate licence class for that vehicle.
1.39	A proprietor must ensure that each examiner appointed to an AIS station of which they are a proprietor conducts all mandatory checks required for the type of inspection requested by the customer and the class or type of vehicle presented for that inspection. Refer to Tables 1 to 3 in <a href="#">Mandatory Checks required under the AIS Rules</a> for each inspection type.



<b>Rule no.</b>	<b>Rule requirement</b>
<b>1.40</b>	A proprietor must not allow an examiner appointed to an AIS station of which they are a proprietor to conduct any inspection if the proprietor becomes aware of a condition which affects that examiner's ability to conduct an inspection in accordance with the AIS Rules.
<b>1.41</b>	A proprietor must not induce, encourage or require an examiner appointed to an AIS station of which they are a proprietor to issue an inspection report in contravention of the AIS Rules.
<b>1.42</b>	A proprietor must ensure that an examiner appointed to an AIS station of which they are a proprietor only conducts inspections and issues inspection reports (except inspections and inspection reports regarding mobile cranes under the ACIS) within the inspection area of the AIS station.
<b>1.43</b>	A proprietor must ensure that an examiner appointed to an AIS station of which they are a proprietor conducts on-road brake tests only on the nominated road or approved brake test area for that AIS station.
<b>1.44</b>	A proprietor must ensure that an examiner appointed to an AIS station of which they are a proprietor uses the appropriate inspection report for the class or type of vehicle presented for inspection.
<b>1.45</b>	A proprietor must ensure that a copy of any inspection reports issued using the electronic system is kept and filed in a secure location at the AIS station in chronological (date) order and surrendered to a TfNSW Authorised Officer upon request.
<b>1.46</b>	A proprietor must ensure that an examiner appointed to an AIS station of which they are a proprietor issues all inspection reports using AIS Online, unless AIS Online is unavailable for the particular inspection type.
<b>1.47</b>	A proprietor must rectify within five working days (or notify the <a href="#">Scheme Review Vehicle Programs</a> unit where this is not possible) of any failure in the equipment required for electronic issued inspection reports.
<b>1.48</b>	A proprietor must ensure that an examiner appointed to an AIS station of which they are a proprietor does not alter an inspection report once it has been signed or submitted electronically.
<b>1.49</b>	A proprietor must ensure that an examiner appointed to an AIS station of which they are a proprietor does not issue an inspection report if the examiner knows, or ought reasonably to suspect, that the inspection report is false or misleading.
<b>1.50</b>	A proprietor must immediately notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit if they become aware that an inspection report issued from an AIS station of which they are a proprietor is false or misleading in any respect.
<b>1.51</b>	A proprietor must not induce a customer to believe that repair work necessary to enable the customer's vehicle to pass an inspection has to be undertaken at an AIS station of which they are proprietor.

**Rule no. Rule requirement**

- 1.52** A proprietor must not allow an examiner to conduct an inspection if the proprietor is made aware that the AIS station is found to be not suitable for the vehicle and inspection type requested by the customer. In this Rule, 'AIS station' includes an inspection area and nominated road and an approved inspection site used by an examiner.
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- 1.53** A proprietor must not allow an examiner to conduct an inspection if the proprietor is made aware that the AIS station is not safe for checking vehicles in accordance with the AIS Rules. In this Rule, 'AIS station' includes its inspection area and nominated road and also includes an approved inspection site used by an examiner.
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- 1.54** A proprietor must not allow an examiner to conduct an inspection if the proprietor is made aware that any compulsory equipment, or other tools and equipment required by TfNSW to conduct inspections at the AIS station, is not properly calibrated and/or not in good working condition.

See [Appendix 1-A](#).

# Business Rules for Authorised Examiners

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<b>Rule no.</b>	<b>Rule requirement</b>
<b>2.01</b>	An examiner must not pass a vehicle, if they consider a vehicle unsafe in any way not covered by the AIS rules. In these instances, the examiner must contact the TfNSW <a href="#">Technical Enquiries</a> unit.
<b>2.02</b>	An examiner must only issue inspection reports for the classes or types of vehicles permitted by their Examiner's Authority.
<b>2.03</b>	An examiner must hold a current licence issued by NSW Fair Trading or its interstate equivalent as a motor mechanic for each class or type of vehicle in respect of which they issue inspection reports.
<b>2.04</b>	An examiner must attend and successfully complete any training courses, refresher courses, development, information or counselling sessions if required to do so by TfNSW.
<b>2.05</b>	An examiner must not drive a vehicle on a public road unless they hold a current driver licence of the appropriate licence class for that vehicle. An examiner must abide by any conditions imposed on their driver licence.
<b>2.06</b>	An examiner must immediately notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit and notify any proprietor of an AIS station at which they conduct inspections, if their driver licence has been cancelled, suspended, expired or if they have been disqualified from holding a driver licence.
<b>2.07</b>	An examiner whose examiner's authority has been suspended or cancelled must not conduct inspections or issue inspection reports.
<b>2.08</b>	An examiner must not conduct inspections if they are affected by any condition which affects their ability to do so safely, satisfactorily and in accordance with the AIS Rules.
<b>2.09</b>	An examiner must immediately notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit and notify the proprietor at any AIS station where they conduct inspections, if they develop a condition which affects their ability to conduct inspections safely, satisfactorily and in accordance with the AIS Rules.
<b>2.10</b>	An examiner must only conduct an inspection or issue an inspection report (except inspections and inspection reports regarding mobile cranes under the ACIS) at the AIS station to which they are appointed.
<b>2.11</b>	An examiner must not conduct an inspection unless they have access to the current AIS Rules for each class or type of vehicle in respect of which they issue inspection reports. AIS Notices, Vehicle Inspector Bulletins, AUVIS Bulletins and related publications form part of the AIS Rules. The AIS Rules and other publications may be kept either in hard copy or electronically. Electronic copies of AIS Rules and publications must be stored digitally 'on site' and accessible when AIS Online is not available via the internet.

<b>Rule no.</b>	<b>Rule requirement</b>
<b>2.12</b>	An examiner must only conduct inspections (except inspections of mobile cranes under the ACIS) within the inspection area of an AIS station to which they are appointed.
<b>2.13</b>	An examiner must use the compulsory equipment when conducting inspections and must not use any compulsory equipment and any other tools and equipment which is not properly calibrated and/or not in good working condition. The <a href="#">Dictionary</a> includes a definition of 'appropriate equipment' and <a href="#">Appendix 1-A</a> provides supporting documentation and specifies test equipment specifications.
<b>2.14</b>	An examiner must notify the proprietor immediately if any compulsory equipment at an AIS station is found not to be properly calibrated and/or not in good working condition.  See <a href="#">Appendix 1-A</a> .
<b>2.15</b>	An examiner must not demand the certificate of registration for any vehicle they are inspecting. The owner may provide any additional documentation required.
<b>2.16</b>	An examiner must not charge a customer more than the maximum fee prescribed by TfNSW for the relevant inspection type. (Additional fees negotiable for ACIS)  See <a href="#">Appendix 1-F</a> .
<b>2.17</b>	An examiner must conduct all mandatory checks required for the type of AIS inspection requested by the customer and the class or type of vehicle presented for that inspection. Refer to Tables 1 to 3 in <a href="#">Mandatory Checks required under the AIS Rules</a> for each inspection type.
<b>2.18</b>	An examiner must not have another person drive the vehicle for the purposes of an inspection or carry out a brake test on their behalf.
<b>2.19</b>	An examiner must consult and apply manufacturer's tolerances, wear limits, specifications and instructions whenever applicable.
<b>2.20</b>	An examiner must record all vehicle identification information required for completion of the inspection report directly from the vehicle.
<b>2.21</b>	An examiner must conduct a first tier identity check at the commencement of each inspection. The <a href="#">Dictionary</a> prescribes the various identity check requirements.
<b>2.22</b>	An examiner must conduct a second tier identity check if the identity of a vehicle cannot be established by a first tier identity check. The <a href="#">Dictionary</a> prescribes the various identity check requirements.
<b>2.23</b>	An examiner must immediately notify TfNSW by email to the <a href="#">Technical Enquiries</a> unit if the identity of a vehicle cannot be established by a second tier identity check. The <a href="#">Dictionary</a> prescribes the various identity check requirements.
<b>2.24</b>	An examiner must conduct a brake test as part of the first inspection (where required), unless it is not safe to do so. Each brake test must be conducted prior to a 'pass' result and prior to the inspection report being issued.

<b>Rule no.</b>	<b>Rule requirement</b>
<b>2.25</b>	An Authorised Examiner must conduct brake tests using either: <ul style="list-style-type: none"> <li>• A brake roller tester</li> <li>• A skid plate tester</li> <li>• A decelerometer on a nominated road (an on-road brake test) or brake test area approved by TfNSW.</li> </ul>
<b>2.26</b>	An examiner must conduct an on-road brake test only on the nominated road for that AIS station.
<b>2.27</b>	An examiner must ensure they comply with all road rules when driving on a road or road related area.
<b>2.28</b>	An examiner must, when conducting a brake test, enter a vehicle identifier into the brake testing equipment. That identifier must, if a registered vehicle, be the registration number of that vehicle or, if unregistered, the last seven digits of the VIN or chassis number.
<b>2.29</b>	An examiner must, following a brake test: <ul style="list-style-type: none"> <li>• Ensure the minimum required speed for that class of vehicle has been achieved</li> <li>• Print an original and duplicate copy of the brake test print out</li> <li>• Examine the brake test printout to ensure all device output information is correct and pass or fail result can be determined</li> <li>• Sign the original and duplicate copies of the brake test print out</li> <li>• Attach the original signed printout to the customer copy of the inspection report</li> <li>• Attach the duplicate signed printout to the AIS copy of the inspection report.</li> </ul>
<b>2.30</b>	An examiner must advise a customer whose vehicle has failed a first inspection: <ul style="list-style-type: none"> <li>• That a second inspection of that vehicle is required within 14 days</li> <li>• That a second inspection will be provided at no charge if the vehicle is returned for inspection within 14 days</li> <li>• That if a second inspection is not carried out within 14 days the inspection report will be cancelled and a fresh first inspection of the vehicle will be required.</li> </ul>
<b>2.31</b>	An examiner must conduct a second inspection only at the same AIS station where the first inspection was conducted. <ul style="list-style-type: none"> <li>• Any examiner attached to the AIS station can carry out the second inspection provided they hold the accreditation relevant to the type and class of vehicle being inspected</li> <li>• The examiner must check the identifiers of the vehicle to ensure it is the same vehicle as presented at the first inspection. If a discrepancy is found, the inspection is to be terminated and TfNSW (<a href="#">Technical Enquiries unit</a>) informed.</li> </ul>

<b>Rule no.</b>	<b>Rule requirement</b>
<b>2.32</b>	<p>An examiner must, if a vehicle presented for inspection is found to be dangerously defective:</p> <ul style="list-style-type: none"> <li>• Fail the vehicle</li> <li>• Complete the 'failed dangerous' field</li> <li>• Advise the customer that it is unsafe to operate the vehicle in that condition</li> <li>• Advise the customer that if the vehicle is to be removed from the AIS station: <ul style="list-style-type: none"> <li>- The vehicle must not be driven or ridden (if the vehicle is not a trailer)</li> <li>- The vehicle must be 'floated' (if the vehicle is a trailer)</li> </ul> </li> <li>• Notify Police by phone 131 444 and ask for your local station and notify TfNSW by email to <a href="#">Customer Enquiry Officer or Technical Enquiries unit</a> if the vehicle is removed from the AIS station other than by the required method in the above approved methods.</li> </ul>
<b>2.33</b>	<p>An examiner must not make any improper use of any customer's personal information collected by the examiner in the course of an inspection and must ensure that such information is stored in a secure location and is disposed of in a secure manner when no longer required.</p>
<b>2.34</b>	<p>An examiner must use the appropriate inspection report for the class or type of vehicle presented for inspection.</p>
<b>2.35</b>	<p>An examiner must accurately record all details relating to the vehicle and the inspection in the appropriate fields on the inspection report and other forms.</p>
<b>2.36</b>	<p>An examiner must not make alterations to an inspection report once it has been signed or submitted electronically.</p>
<b>2.37</b>	<p>An examiner must not issue an inspection report, if the examiner knows, or ought reasonably to suspect, that the inspection report is false or misleading.</p>
<b>2.38</b>	<p>An examiner must immediately notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit if they become aware that an inspection report they have issued is false or misleading in any respect.</p>
<b>2.39</b>	<p>An examiner must not make any improper use of an inspection report book or an inspection report.</p>
<b>2.40</b>	<p>An examiner must ensure any inspection reports or inspection report books they use in the course of an inspection are stored in a secure location after use.</p>
<b>2.41</b>	<p>An examiner must immediately notify the proprietor if an inspection report or inspection report book or inspection book reorder form has been misplaced or is missing.</p>
<b>2.42</b>	<p>An examiner must sign the inspection report original and duplicate copies and each copy of the brake test printout in respect of each inspection they conduct.</p>
<b>2.43</b>	<p>An examiner must not sign an inspection report unless they are the examiner who conducted the inspection of the vehicle and all details about the vehicle and its inspection have been recorded on the report.</p>
<b>2.44</b>	<p>An examiner must issue all inspection reports using AIS Online, unless AIS Online is unavailable for the particular inspection type.</p>

<b>Rule no.</b>	<b>Rule requirement</b>
<b>2.45</b>	An examiner must not issue paper based inspection reports or use AIS Online to issue inspection reports when the AIS station is not open for trading.
<b>2.46</b>	An examiner must, if AIS Online is available for use, document the reason for issuing a paper based inspection report in the comments section of the inspection report.
<b>2.47</b>	An examiner must only access AIS Online for purposes associated with issuing inspection reports in accordance with the AIS Rules.
<b>2.48</b>	An examiner must advise their proprietor of any changes to their personal details within 14 consecutive calendar days of any such change.
<b>2.49</b>	An examiner must comply with the Terms and Conditions of Use of AIS Online. The Terms and Conditions of Use for AIS Online can be found <a href="#">here</a> .
<b>2.50</b>	An examiner must immediately notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit of any use of AIS Online in contravention of Terms and Conditions of Use of AIS Online or the AIS Rules.
<b>2.51</b>	An examiner must produce suitable photo identification if requested to do so by an Authorised Officer.
<b>2.52</b>	An examiner must not induce a customer to believe that repair work necessary to enable the customer's vehicle to pass the inspection has to be undertaken at the AIS station where the inspection report was issued.
<b>2.53</b>	An examiner must not clear a Defect Notice if the vehicle identifiers for the vehicle described on the Defect Notice do not exactly match the vehicle identifiers of the vehicle being inspected.
<b>2.54</b>	An examiner must not clear a Defect Notice unless they are permitted to do so by their Examiner's Authority.
<b>2.55</b>	An examiner must conduct a full inspection of the vehicle issued with a Defect Notice unless otherwise indicated on the defect notice. If the 'part inspection' box is ticked on the defect notice, the examiner is required to check only the items listed on the notice.
<b>2.56</b>	An examiner must use the e-Defect Clearance option within AIS Online to clear defects unless the AIS Online system prevents the defect from being added.
<b>2.57</b>	An examiner must not clear design related defects unless they are authorised to do so. AUVIS and HVAIS are authorised to conduct Design Check inspections.
<b>2.58</b>	An examiner conducting a Design Check inspection must determine if the vehicle is modified to the extent that it requires certification. The document, <a href="#">Vehicle Safety Compliance Certification Scheme Declaration of Modification or Class of Modification Order 2013 (the Order)</a> published in NSW Government Gazette Number 45, Friday, 8 November 2013 and <a href="#">Vehicle Standards Information sheet 06 (VSI 06)</a> contain a list of modifications to light vehicles that require certification. Information on modifications to Heavy vehicles is published by the <a href="#">NHVR</a> .

Rule no.	Rule requirement
2.59	<p>An examiner must review the contents of Vehicle Safety Compliance Certification Scheme (VSCCS) compliance certificates and Engineering Certification Scheme (ECS) engineer reports presented to ensure that modifications present at the time of Design Check inspections are consistent with the report. If the vehicle does not comply with the AIS Rules and Design Check Standards the vehicle is to be rejected and the reasons recorded in the inspection report comments box.</p> <p><b>Note:</b> An ECS certificate not previously presented may be approved by TfNSW. Each review will be assessed on a case by case basis. Refer to <a href="#">Appendix 1-I</a>.</p>
2.60	<p>An examiner must produce AIS related documents upon request by an Authorised Officer.</p>
2.61	<p>An examiner must notify TfNSW by email to the <a href="#">Scheme Review Vehicle Programs</a> unit within 14 consecutive calendar days of:</p> <ul style="list-style-type: none"> <li>• A finding or admission of guilt in relation to a <a href="#">Prescribed Offence</a> (see <a href="#">Dictionary</a>)</li> <li>• Being charged with an indictable offence.</li> </ul>



# Acronyms

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<b>Term</b>	<b>Definition</b>
ABN	Australian Business Number
ACIS	Authorised Crane Inspection Scheme
ADR	Australian Design Rule
AGIS	Authorised Gas Inspection Scheme
AIS	Authorised Inspection Scheme
AIS station	Authorised Inspection Scheme station
ASCIS	Authorised Safety Check Inspection Scheme
ATM	Aggregate Trailer Mass
AUVIS	Authorised Unregistered Vehicle Inspection Scheme
CNG	Compressed Natural Gas (Also see NG/LNG)
CoR	Committee of Review
CPA	Compliance Plate Approval Number
DIRD	Department of Infrastructure and Regional Development
DIT	Department of Infrastructure and Transport (refer to DIRD)
ECS	Engineering Certification Scheme
GCM	Gross Combination Mass
GTM	Gross Trailer Mass
GVM	Gross Vehicle Mass
HVAIS	Heavy Vehicle Authorised Inspection Scheme
ICV	Individually Constructed Vehicle
LNG	Liquid Natural Gas
LPG	Liquid Petroleum Gas
LV	Light vehicle
MVRIA	Motor Vehicle Repair Industry Authority (MVRIA no longer exists—it was formally an agency of NSW Fair Trading)
NGV	Natural Gas Vehicle
NHVR	National Heavy Vehicle Regulator
NVDs	New Vehicle Data sheet
PIN	Personal Identification Number
RAV	Register of Approved Vehicles
RAWS	Registered Automotive Workshop Scheme
RVDs	Road Vehicle Descriptor sheet
SEVS	Specialist and Enthusiast Vehicle Scheme

<b>Term</b>	<b>Definition</b>
SVI	Secure Vehicle Identification
TfNSW	Transport for NSW
UVP	Unregistered Vehicle Permit
VIB	Vehicle Inspectors Bulletin
VIIU	Vehicle Identification Inspection Unit
VIN	Vehicle Identification Number
VSBS	Vehicle Standards Bulletin
VSCCS	Vehicle Safety Compliance Certification Scheme
VSI	Vehicle Standards Information sheet
WOVR	Written off Vehicle Register

# Dictionary

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Term	Definition
First inspection	An inspection of a vehicle by an examiner in accordance with the AIS Rules, where the vehicle has not failed an inspection within the preceding 14 days.
Second inspection	An inspection of a vehicle by an examiner in accordance with the AIS Rules that is undertaken within 14 days of the vehicle failing a first inspection.
First Tier Identity Check	A check conducted by an examiner to establish the identity of a vehicle by confirming the consistency of the following vehicle identifiers between the vehicle and records: <ul style="list-style-type: none"><li>• Vehicle Identification Number (VIN) or chassis number</li></ul>
Second Tier Identity Check	A check conducted by an examiner to establish the identity of a vehicle by confirming the consistency of the following vehicle identifiers between the vehicle and records: <ul style="list-style-type: none"><li>• Vehicle Identification Number (VIN) or chassis number</li><li>• Engine number</li><li>• Compliance Plate, or</li><li>• RAV entry.</li></ul>
Third Tier Identity Check	A check conducted by a TfNSW Authorised Officer when the identity of a vehicle cannot be established by conducting a first tier Identity Check or a second tier Identity Check.
Aggregate Trailer Mass (ATM)	<p>The maximum loaded mass, specified for a particular trailer that represents the sum of its GTM plus the mass of the load it imposes onto its towing vehicle through the coupling.</p> <p>This mass limit is specified by the vehicle's manufacturer or by TfNSW if its manufacturer has not specified an ATM for it or it's been modified such that its manufacturer's rating no longer applies.</p>

Term	Definition
AIS Related Documents	<p>Any document generated or used by an examiner or proprietor in the course of an inspection or the issue of an inspection report, including (but not limited to):</p> <ul style="list-style-type: none"> <li>• Manual inspection reports or electronic inspection reports</li> <li>• Forms</li> <li>• Correspondence</li> <li>• Receipts</li> <li>• Documents which show: <ul style="list-style-type: none"> <li>- The means by which the vehicle being inspected came into the ownership of a particular person or under their management</li> <li>- The vehicle's garage address</li> <li>- That the vehicle complies with the applicable vehicle standards for the vehicle</li> <li>- The acceptability of non-standard or non-complying vehicles</li> <li>- Any other information specified by TfNSW in the application form</li> </ul> </li> <li>• A receipt issued for any repairs made to the vehicle</li> <li>• If the vehicle was repaired using a part of another vehicle, a receipt for the purchase of that part, being a receipt that contains the vehicle identifier of the other vehicle</li> <li>• Any other information specified by TfNSW.</li> </ul>
Appropriate Equipment	<p>Any equipment required by an examiner to safely and properly conduct inspections in accordance with the AIS Rules including all instruments and/or equipment that meets TfNSW specifications and which are required to check a vehicle's:</p> <ul style="list-style-type: none"> <li>• Braking system</li> <li>• Window tint</li> <li>• Headlamp aim</li> <li>• Other workshop tools and equipment specified by TfNSW in <a href="#">Appendix 1-A</a>.</li> </ul>
Approved Sign	<p>A sign approved by TfNSW for display at an AIS station to indicate the level of authorisation held by the AIS station.</p> <p>See <a href="#">Appendix 1-D</a> Mandatory signs for AIS stations.</p>
Australian Design Rules (ADRs)	<p>The ADRs are national construction and performance standards that all new road vehicles must meet before they can be sold or offered for sale in Australia for use in road transport (ie for use on Australian roads).</p>
Authorised Crane Inspection Scheme (ACIS) Examiner	<p>This term refers to a person authorised in writing by TfNSW in accordance with the AIS Rules to inspect, test and issue inspection reports for registration purposes on mobile cranes.</p>

Term	Definition
Authorised Crane Inspection Scheme (ACIS) Examiner	<p>This is a scheme developed and established by TfNSW to provide an inspection service for mobile cranes that are SP2 vehicles which are purpose built or truck based mobile cranes that:</p> <ul style="list-style-type: none"> <li>• Have an axle or axle group over mass</li> <li>• A GVM exceeding 12 tonne.</li> </ul> <p>The inspection consists of:</p> <ul style="list-style-type: none"> <li>• Safety Check</li> <li>• Identity Check (first tier)</li> <li>• Design Check (where required).</li> </ul> <p>In order to:</p> <ul style="list-style-type: none"> <li>• Renew vehicle registration</li> <li>• Clear a minor or major Defect Notice.</li> </ul>
Authorised Examiner	<p>A person authorised by an examiner’s authority issued by TfNSW to conduct inspections and tests of registrable vehicles at AIS stations for the purposes of determining whether or not the vehicles are suitable for safe use or comply with the requirements of the legislation and to issue inspection reports relating to those inspections.</p> <p>Referred to as the ‘examiner’ in these Rules</p>
Authorised Inspection Scheme station	<p>AIS station; premises that a person is authorised to use under a proprietor’s authority for the purpose of conducting inspections and tests of registrable vehicles by authorised examiners.</p> <p>This includes previous/aged references to AIS (when meaning AIS station), nominated premise and/or nominated garage.</p>
Authorised Officer	<p>A TfNSW officer authorised to carry out audits and investigations into AIS related matters.</p>
Authorised Proprietor	<p>A person authorised in writing to use premises for the purpose of conducting inspections and tests of registrable vehicles by examiners.</p> <p>Referred to as the ‘proprietor’ in these Rules.</p>
Authorised Proprietor’s Alternate Nominee	<p>A person nominated by an authorised proprietor and approved by TfNSW to carry out the duties and obligations of the authorised proprietor’s nominee, when the authorised proprietor’s nominee is absent.</p>
Authorised Proprietor’s Nominee	<p>A person nominated by an authorised proprietor and approved by TfNSW to carry out the duties and obligations of the authorised proprietor, when the authorised proprietor is absent.</p>

Term	Definition
Authorised Safety Check Inspection Scheme (ASCIS)	<p>This is a scheme developed and established by TfNSW to provide an inspection service for customers who own:</p> <ul style="list-style-type: none"> <li>• A vehicle that has a GVM of 4.5 tonne or less which is not a tow truck or a mobile crane</li> <li>• Passenger cars and goods carrying vehicles that have a GVM of 4.5 tonne or less except vehicles fitted with air or vacuum braking systems</li> <li>• Motorcycles, including motorcycles with a side-car attached</li> <li>• Light trailers and caravans that have an ATM of 4.5 tonne or less including those fitted with breakaway brakes (except those fitted with air or vacuum braking systems).</li> </ul> <p>Customers can submit their vehicle for a:</p> <ul style="list-style-type: none"> <li>• Safety Check</li> <li>• Identity Check (first tier).</li> </ul> <p>In order to:</p> <ul style="list-style-type: none"> <li>• Renew vehicle registration</li> <li>• Clear a Defect Notice of non-design origin</li> <li>• Transfer vehicle ownership</li> <li>• Obtain an Unregistered Vehicle Permit.</li> </ul>

Term	Definition
Authorised Unregistered Vehicle Inspection Scheme (AUVIS)	<p>This is a scheme developed and established by TfNSW to provide an inspection service for customers who own:</p> <ul style="list-style-type: none"> <li>• A vehicle with a GVM of 4.5 tonne or less which is not a tow truck or a mobile crane</li> <li>• Passenger cars, and goods carrying vehicles that have a GVM of 4.5 tonne or less except vehicles fitted with air or vacuum braking systems</li> <li>• Motorcycles, including motorcycles with a side-car attached</li> <li>• Light trailers and caravans that have an ATM of 4.5 tonne or less including those fitted with breakaway brakes except those fitted with air or vacuum braking systems.</li> </ul> <p>Customers can submit their vehicle for a:</p> <ul style="list-style-type: none"> <li>• Safety check</li> <li>• Identity check (first and second tier)</li> <li>• Design check.</li> </ul> <p>In order to:</p> <ul style="list-style-type: none"> <li>• Establish vehicle registration</li> <li>• Renew vehicle registration</li> <li>• Adjust vehicle records</li> <li>• Clear a Defect Notice</li> <li>• Transfer of ownership.</li> </ul>
Authorised Vehicle Examiner (AVE)	<p>For the purposed of the AIS Rules, the reference to AVEs means:</p> <ul style="list-style-type: none"> <li>• An authorised proprietor with HVAIS accreditation</li> <li>• An authorised proprietor’s nominee with HVAIS accreditation</li> <li>• An authorised examiner with HVAIS accreditation.</li> </ul>
Autogas	LPG, CNG or LNG used as gas fuels in vehicles.
Braking system	For the purpose of the AIS Rules, the term ‘braking system’ means a vehicle’s service brakes, and its park brakes and emergency brake. It also refers to a trailer’s breakaway braking system.
Breakaway brakes	Brakes that operate automatically and quickly if the trailer breaks away from the towing vehicle.
Bus	For the purpose of the AIS Rules, any vehicle that has 10 or more seating positions (including the driver).
Certificate of Appointment	A certificate issued by TfNSW to each AIS station.

Term	Definition
Certificates and licences issued by NSW Fair Trading (or equivalent)	<p>A license issued by the NSW Fair Trading is required by TfNSW as evidence for entry of AIS stations into the AIS scheme. A person must hold a tradesperson's certificate or license issued by NSW Fair Trading (or an interstate equivalent) before they will be accredited by TfNSW as an examiner.</p> <p>The type of licence or illustration of qualification held can vary. TfNSW must be approached directly if the approval of a different, yet equivalent, licence is required.</p>
Compliance Certificate	<p>Engineering certification issued in accordance with VSCCS rules by a TfNSW licensed certifier. It provides evidence that a modified or imported or individually constructed vehicle complies with all relevant applicable vehicle standards and ADRs.</p> <p><b>Note:</b> Also see 'Engineering certificate'.</p>
Compliance Plate	<p>A plate or label affixed to a vehicle by its manufacturer with the implicit approval of the Australian Government's Department of Infrastructure and Regional Development (DIRD), or its predecessors, which:</p> <ul style="list-style-type: none"> <li>• Specifically identifies a particular vehicle</li> <li>• Certifies that it complies with all relevant applicable ADRs.</li> </ul> <p>Compliance plates relate to 2nd edition ADR vehicles and IPAs to 3rd edition ADR vehicles.</p> <p><b>Note:</b> Also see 'Identification Plate', 'Compliance Plate Approval' and 'Identification Plate Approval'.</p>
Compliance Plate Approval (CPA) Number	<p>An approval number issued by the Australian Government's Department of Infrastructure and Regional Development (or its predecessors) to a particular vehicle make and model shown by its manufacturer to have an acceptable level of compliance with the ADRs.</p> <p><b>Note:</b> See 'Identification Plate Approval Number' (IPA)</p>
Converter dolly	<p>A trailer with one axle or axle group that has a fifth-wheel coupling designed to support a semi-trailer for hauling purposes.</p>
Dangerously defective vehicle	<p>A vehicle on which one or more vehicle systems fail to meet mandatory requirements to such an extent that its use will be hazardous either for people travelling in the vehicle or for other road users.</p>
Data sheets	<p>Documents that contain specifications and other information which are required for certain inspections on vehicles at AUVIS. Data Sheets include hard copy/electronic RVDs, NVDs, TfNSW Vehicle Specification Sheet, TfNSW Makes &amp; Models sheets.</p>



Term	Definition
Date of manufacture	<p>Compliance plate date—the date on which the vehicle is available in Australia in a condition that will enable it to have an approved Compliance Plate affixed.</p> <p>Build date—the date that the vehicle was actually manufactured, not the year the model became available for sale.</p>
Defect Notice	<p>A Notice issued by Police or TfNSW if, in the reasonable opinion of the person issuing the notice, the further use of a vehicle would constitute a danger to a person, to property or to the environment. A Defect Notice can be either a Major Defect Notice or a Minor Defect Notice.</p>
Department of Infrastructure and Regional Development	<p>The Australian Government department which controls the importation of all new and used vehicles into Australia and also administers the ADRs.</p> <p>This task was also undertaken by its predecessors:</p> <ul style="list-style-type: none"> <li>• Department of Infrastructure and Transport (DIT)</li> <li>• Department of Infrastructure, Transport, Regional Development and Local Government (DITRD LG)</li> <li>• Australian Transport Safety Bureau (ATSB)</li> <li>• Federal Office of Road Safety (FORS)</li> <li>• Australian Motor Vehicle Certification Board (AMVCB).</li> </ul>
Design Check	<p>An AIS inspection of a vehicle to establish its compliance with the Design Check component of the AIS Rules.</p>
Dog trailer	<p>A trailer that has:</p> <ul style="list-style-type: none"> <li>• One front axle or axle group that is steered by the drawbar connection to the tow vehicle</li> <li>• One rear axle or axle group.</li> </ul>
Drag force	<p>Drag force is that produced by items such as loaded wheel bearings or brake shoes in contact with the drum when the service system is not energised.</p>
ECS	<p>Engineering Certification Scheme.</p>
Engineering certificate	<p>A document prepared and signed by a TfNSW Engineering Signatory under the previous Engineering Certification Scheme. This has been replaced by VSCCS. This certifies that a vehicle complied at the time the certificate was issued, or continued to comply with the applicable construction and performance standards at the time it was issued.</p> <p><b>Note:</b> Also see 'Compliance certificate'.</p>
Engineering evaluation vehicle	<p>A vehicle used to evaluate and develop vehicle components or systems.</p>

Term	Definition
Engineering Signatory	<p>This term describes a person who was accredited by TfNSW under the previous Engineering Certification Scheme (ECS) administered by the then Roads and Traffic Authority, who assessed a vehicle's level of compliance with ADRs and NSW Vehicle Standards and issued an engineering certificate where appropriate. ECS was replaced by the VSCCS.</p> <p><b>Note:</b> See 'Licensed Certifier'.</p>
Entity number	A number allocated to an authorised proprietor or authorised examiner to identify them for administrative purposes.
Equipment	Means tools, devices, fittings and accessories in or on a vehicle.
Evaluation vehicle	<p>This is a vehicle that is granted temporary import approval by the Australian Government for test and evaluation purposes only. It is usually a prototype or pre-production vehicle that is substantially different from any vehicle in current production and cannot be fully registered until it has an approved Identification Plate affixed.</p> <p><b>Note:</b> Evaluation vehicles are only eligible for a form of conditional registration that has a limited duration, is not transferable and is not renewable. Contact the <a href="#">Technical Enquiries</a> unit for more information.</p>
Fleet Inspection Station	An AIS station accredited by TfNSW to inspect vehicles owned by, managed by or registered to the authorised proprietor of the AIS station. A Fleet Inspection Station is not authorised to conduct inspections for the general public.
Forward control passenger vehicle	A motor vehicle which has the centre of its steering wheel in the forward quarter of its 'total or overall length'.
Goods Carrying Vehicle	<p>A vehicle that is designed primarily to transport goods, a load or cargo.</p> <p><b>Note:</b> See 'Truck'.</p>
Gross Combination Mass (GCM)	<p>The maximum loaded mass specified for a particular motor vehicle that represents the sum of its GVM plus the sum of the 'Axle Loads' of any vehicle it can tow as a trailer.</p> <p>This mass limit is specified by the vehicle's manufacturer or by TfNSW if its manufacturer has not specified a GCM for it or it's been modified such that its manufacturer's rating no longer applies.</p>
Gross Trailer Mass (GTM)	<p>The maximum loaded mass specified for a particular trailer by its manufacturer that is transmitted to the ground through its axles when it is attached to its towing vehicle.</p> <p>This mass limit is specified by the vehicle's manufacturer or by TfNSW if its manufacturer has not specified a GTM for it or it's been modified such that its manufacturer's rating no longer applies.</p>

Term	Definition
Gross Vehicle Mass (GVM)	The maximum loaded mass specified for a particular motor vehicle by its manufacturer.
	This mass limit is specified by the vehicle's manufacturer or by TfNSW if its manufacturer has not specified a GVM for it or it's been modified such that its manufacturer's rating no longer applies.
Heavy trailer	A trailer with an ATM exceeding 4.5 tonne
Heavy vehicle	<p>For the purposes of the AIS Rules a heavy vehicle is:</p> <ul style="list-style-type: none"> <li>• A motor vehicle with a GVM exceeding 4.5 tonne</li> <li>• A trailer with an ATM exceeding 2 tonne including those fitted with breakaway brakes</li> <li>• A tow truck, irrespective of its GVM</li> <li>• A trailer with power-operated brakes including air or vacuum braking systems</li> <li>• Any other vehicle with power-operated brakes</li> <li>• Buses.</li> </ul>
Heavy Vehicle Authorised Inspection Scheme (HVAIS)	<p>This is a scheme developed and established by TfNSW to provide an inspection service for customers who own a heavy vehicle and who wish to submit their vehicle for a:</p> <ul style="list-style-type: none"> <li>• Safety check</li> <li>• Identity check (first and second tier)</li> <li>• Design check</li> </ul>
	<p>In order to:</p> <ul style="list-style-type: none"> <li>• Establish vehicle registration</li> <li>• Renew vehicle registration</li> <li>• Adjust vehicle records</li> <li>• Clear a minor or major Defect Notice</li> <li>• Transfer vehicle ownership</li> <li>• Obtain an Unregistered Vehicle Permit.</li> </ul>

Term	Definition
Heavy Vehicle Examiner	<p>This term describes an authorised examiner who holds TfNSW approval to inspect the following classes or types of vehicles:</p> <ul style="list-style-type: none"> <li>• A motor vehicle with a GVM exceeding 4.5 tonne</li> <li>• A trailer with an ATM exceeding 2 tonne</li> <li>• A tow truck, irrespective of its GVM</li> <li>• A trailer with power-operated brakes</li> <li>• Any other vehicle with power-operated brakes</li> <li>• Buses.</li> </ul> <p>A HVAIS authorised examiner may conduct the following inspections:</p> <ul style="list-style-type: none"> <li>• Safety check</li> <li>• Identity check</li> <li>• Design check.</li> </ul> <p>A HVAIS examiner can perform those inspections to:</p> <ul style="list-style-type: none"> <li>• Establish vehicle registration in NSW</li> <li>• Renew vehicle registration</li> <li>• Adjust vehicle records</li> <li>• Clear Defect Notices.</li> </ul>
Identity Check	<p>An inspection of vehicle identifiers to establish the identity of a vehicle, comprising of:</p> <ul style="list-style-type: none"> <li>• A first tier Identity Check</li> <li>• A second tier Identity Check</li> <li>• A third tier Identity Check.</li> </ul>
Identification Plate	<p>A plate affixed to a vehicle by its manufacturer with the implicit approval of the Department of Infrastructure and Regional Development (or its predecessors), certifying that a specific vehicle (which is identified on the plate) either:</p> <ul style="list-style-type: none"> <li>• Was imported in accordance with the <i>Federal Motor Vehicle Standards Act 1989</i> and its Regulations</li> <li>• Complies with the vehicle standards and ADR requirements of that Act and its Regulations.</li> </ul> <p><b>Note:</b> See 'Compliance Plate'.</p>
Identification Plate Approval (IPA)	<p>Approval issued by the Department of Infrastructure and Regional Development (or its predecessors) to a particular vehicle make and model shown by its manufacturer to have an acceptable level of compliance with the ADRs.</p>

Term	Definition
Implement	<p>A motor vehicle which comprises an excavator, road grader, road roller, bulldozer, forklift truck or other machine or apparatus and is not constructed on a truck chassis.</p> <p><b>Note:</b> Unless instructed to do so by TfNSW these vehicles don't require inspecting.</p>
Inactive	A proprietor or examiner may be considered 'inactive' if they have not been acting in their role for two years or more.
Indictable offence	An indictable offence is an offence which can only be tried on an indictment after a preliminary hearing to determine whether there is a prima facie case to answer or by a Jury.
Individually Constructed Vehicle (ICV)	<p>A vehicle built, on a specially constructed floor pan or chassis, produced by or for a person for their own use provided that the person has not produced or has caused to produce more than three such vehicles within the previous twelve month period. A concession is available in NSW which provides registration for an ICV that is shown by VSCCS or engineering certification to comply with all relevant ADRs and safety standards applicable to it as of its date of manufacture as well as meeting recognised standards for strength and controllability.</p> <p><b>Note:</b> Some extensively modified production vehicles may also be classified as ICVs.</p>
Inspection	An inspection (including a test) of a vehicle by an authorised examiner at an AIS station in accordance with the AIS Rules, for the purposes of determining whether or not the vehicle is suitable for safe use or complies with the requirements of the Rules and the relevant road transport legislation
Inspection area	A clear area of the AIS station that has a sealed level surface of sufficient dimension to allow for the safe and proper conduct of inspections in accordance with the AIS Rules, but does not include a nominated road.
Inspection report	A report of the results of an inspection conducted by an examiner at an AIS station.
Inspection report book	A book of paper based inspection reports issued by TfNSW to the holder of a proprietor's authority.
Interstate vehicle	Any vehicle which is registered in an Australian State or Territory other than NSW.
Laden mass	<p>The total mass of the vehicle and its load.</p> <p><b>Note:</b> This is also referred to as a vehicle's 'Loaded Mass'.</p>
Licensed certifier	A suitably qualified person who is licensed by TfNSW under the Vehicle Safety Compliance Certification Scheme (VSCCS), who can assess vehicle work on nominated classes of vehicles for compliance with the applicable vehicle standards and issue a compliance certificate as evidence that a vehicle complies.

<b>Term</b>	<b>Definition</b>
Light trailer	A trailer or caravan that has an ATM of 4.5 tonne or less.
Light vehicle	For the purposes of the AIS Rules, a light vehicle is: <ul style="list-style-type: none"> <li>• A vehicle with a GVM of 4.5 tonne or less which is not a tow truck or a mobile crane</li> <li>• Passenger cars and goods carrying vehicles that have a GVM of 4.5 tonne or less except vehicles fitted with air or vacuum braking systems</li> <li>• Motorcycles, including motorcycles with a side-car attached</li> <li>• Light trailers and caravans that have an ATM of 4.5 tonne or less including those fitted with breakaway brakes, except those fitted with air or vacuum braking systems</li> <li>• Buses that have a tare mass of 2.5 tonne or less.</li> </ul>
Low loader	A gooseneck semi-trailer with a loading deck no more than 1 metre above the ground.
Low loader dolly	A trailer that is a mass distributing device which: <ul style="list-style-type: none"> <li>• Is usually coupled between a prime mover and a low loader</li> <li>• Consists of a gooseneck rigid frame,</li> <li>• Does not directly carry any load on itself</li> <li>• Is equipped with one or more axles, kingpin and fifth wheel coupling.</li> </ul>
Major Defect Notice	A notice issued by Police or TfNSW if, in the reasonable opinion of the person issuing the notice, the further use of a vehicle would constitute an imminent and serious danger to a person, to property or to the environment.
Mandatory checks	The checks prescribed in Table 1 to Table 3 of the Annexure to the Rules as a required for each inspection.
Market evaluation vehicle	A vehicle used for public display, news media exposure and other activities associated with the assessment of its viability for the Australian market.
Market value	This is the price that a vehicle would bring at open market, as determined (having regard to local market prices and the age and condition of the vehicle) by the person who assesses whether or not the vehicle is a total loss.
Minor Defect Notice	A notice issued by Police or TfNSW if, in the reasonable opinion of the person issuing the notice, deficiencies in the vehicle, if allowed to continue after the time specified in the notice, may: <ol style="list-style-type: none"> <li>Constitute a danger to a person, to property or to the environment</li> <li>Hinder the ability of a person to identify the vehicle by reference to its number-plates.</li> </ol>

Term	Definition
Mobile crane or crane	<p>A vehicle specifically built for raising or lowering a load and moving it horizontally. It may be articulated or have features for off-road or all-terrain use. A crane may be purpose built with a permanently mounted crane superstructure designed for lifting purposes or built using a conventional truck chassis with a crane body attached.</p> <p><b>Note:</b> A mobile crane has no load carrying capacity apart from the equipment specifically associated with its use.</p>
Modified vehicle	<p>This is a production vehicle which has been altered from its original construction and/or specification. Depending on the type and extent of its modification(s) Vehicle Safety Compliance Certification Scheme (VSCCS) certification may or may not be required.</p> <p><b>Minor modification</b></p> <p>This is a modification which does not affect the level of safety, strength or reliability of vital safety systems and which do not affect the vehicle's compliance with the construction or performance standards set for it under NSW legislation or the ADRs.</p> <p><b>Significant modification</b></p> <p>This is a modification which involves the replacement of a vehicle system or changes which affect its compliance with the construction and performance standards set for it under NSW legislation or the ADRs.</p> <p>The document, the <a href="#"><u>Vehicle Safety Compliance Certification Scheme Declaration of Modification or Class of Modification Order 2013 (the Order)</u></a> contains a list of modifications to light vehicles that require certification. <a href="#"><u>VSI 6</u></a> should be read in conjunction with this order.</p> <p><b>Note:</b> Heavy vehicle modifications are regulated nationally. <a href="#"><u>The National Heavy Vehicle Regulator (NHVR)</u></a> has published the <a href="#"><u>NHVR Code of Practice for the Approval of Heavy Vehicle Modifications</u></a>.</p>
Motorcycle	<p>A motor vehicle with two wheels or if a side-car or side box is attached, it has three wheels, and includes a motor tricycle (ie a trike).</p> <p><b>Note:</b> See 'Three Wheel Car' and 'Trike'.</p>
Motor vehicle	<p>A device with wheels, tracks or runners that is designed to transport people or goods on land, that is equipped with an engine or motor providing it with motive power.</p>
Nominated premises	<p>Historical reference. The premises of an AIS station. 'Nominated premises' is now known and referred to as an 'AIS station'.</p> <p><b>Note:</b> ACIS authorised examiners are not required to conduct inspections at the approved AIS station.</p>
Nominated road	<p>A road or road related area approved by Police for the conduct of 'on-road brake tests' by examiners appointed to a specific AIS station in the course of inspections.</p>

Term	Definition
Notifiable vehicle	<p>This is a vehicle with a GVM or GTM of 4.5 tonne or less that is less than 15 years old and which complies with the ADRs (or complied with the ADRs at its date of manufacture) and is either:</p> <ul style="list-style-type: none"> <li>• Currently registered or was previously registered in NSW</li> <li>• It has never been registered in Australia but one or more incidents have caused the vehicle to be assessed as a total loss in NSW.</li> </ul>
On-road brake rest	A test of a vehicle's brakes by an examiner using a decelerometer on a Nominated Road.
Paper based inspection report	An inspection report completed manually from an inspection report book.
Passenger car	A passenger vehicle with not more than nine seating positions, including that of the driver, which is not an off-road passenger vehicle or a forward-control passenger vehicle.
Passenger vehicle	<p>A motor vehicle designed and built primarily to transport passengers.</p> <p><b>Note:</b> A vehicle built for carrying both passengers and goods shall be considered to be primarily a goods carrying vehicle if the number of its seating positions times 68 kg is less than 50% of the difference between its GVM and its Tare Mass.</p>
Personal information	As defined in section 4 of the <a href="#"><u>Privacy and Personal Information Protection Act 1998 No 133</u></a> .
Photo identification	A 'primary photographic identification document' within the meaning of the <a href="#"><u>Real Property Regulation 2014</u></a> .
Pig trailer	A trailer that uses a drawbar to connect it to its towing vehicle and which has one axle or axle group located near the middle of its load-carrying surface.
Plant vehicle	<p>A vehicle which, instead of load space, has special machinery fixed to it, eg a mobile crane, an air compressor, etc.</p> <p><b>Note:</b> See 'Implement'.</p>
Power-operated brakes	<p>Brakes normally used on heavy vehicles where the total braking effort is supplied directly by the power source. (In such systems, the driver operates the system by controlling the energy source, which is usually compressed air).</p> <p><b>Note:</b> The essential difference between 'power-assisted' and 'power-operated' brakes is that 'power-assisted brakes' will still function even if air or vacuum is lost whereas 'power-operated brakes' will not.</p>
Prescribed Offence	Any offence for which the maximum penalty includes imprisonment.
Prime mover	A motor vehicle built to tow a semi-trailer.



Term	Definition
Public official	<p>As defined by Independent <a href="#"><u>Commission Against Corruption Act 1998 No 35</u></a> the term 'Public Official' means an individual having public official functions or acting in a public official capacity, and includes any of the following:</p> <ul style="list-style-type: none"> <li>• The Governor (whether or not acting with the advice of the Executive Council)</li> <li>• A person appointed to an office by the Governor</li> <li>• A Minister of the Crown, a member of the Executive Council or a Parliamentary Secretary</li> <li>• A member of the Legislative Council or of the Legislative Assembly</li> <li>• A person employed by the President of the Legislative Council or the Speaker of the Legislative Assembly or both</li> <li>• A judge, a magistrate or the holder of any other judicial office (whether exercising judicial, ministerial or other functions)</li> <li>• An officer or temporary employee of the Public Service or the Teaching Service</li> <li>• An individual who constitutes or is a member of a public authority</li> <li>• A person in the service of the Crown or of a public authority</li> <li>• An individual entitled to be reimbursed expenses, from a fund of which an account mentioned in paragraph (d) of the definition of public authority is kept, of attending meetings or carrying out the business of any body constituted by an Act</li> <li>• A member of the NSW Police Force</li> <li>• An accredited certifier within the meaning of the Environmental Planning and Assessment Act 1979</li> <li>• A holder of an office declared by the regulations to be an office within this definition</li> <li>• An employee of or any person otherwise engaged by or acting for or on behalf of, or in the place of, or as deputy or delegate of, a public authority or any person or body described in any of the foregoing paragraphs.</li> </ul>
Register of Approved Vehicles	<p>The RAV is an online, publicly searchable database of vehicles issued the implicit approval of the Australian Government's Department of Infrastructure and Regional Development (DIRD) after the 1 July 2021 which specifically identifies a particular vehicle Certifies that it complies with all relevant applicable ADRs . These vehicles are subject to new legislative requirements under the <a href="#"><u>Roads Vehicle Standards Act 2018</u></a> (RVSA). A record for each motor vehicle approved for road use after this date will be required to be entered on the RAV to be eligible for registration in Australia. The RAV replaces the need to fit motor vehicles with compliance plates and holds similar identifiers to what is marked on a compliance plate.</p>

Term	Definition
Registered Automotive Workshop (RAW)	A workshop that is administered by the Australian Government as a vehicle manufacturer in order to certify, affix Identification Plates (alternatively known as used import plates) or enter vehicles onto the RAV to specific used vehicles which are imported into Australia and which have been modified so as to comply with the ADRs in accordance with the <a href="#">Motor Vehicle Standards Act 1989</a> , the <a href="#">Road Vehicles Standards Act 2018</a> and associated Regulations.
Registrable vehicle	This refers to any motor vehicle or trailer, and any other vehicle prescribed under NSW transport legislation for the purposes of this definition.
Registration	<p>The official record of a vehicle's identity, mass, seating capacity, load capability and its general description, its garaging address and the details of its owner.</p> <p>Establish Registration—the process of obtaining registration for a vehicle.</p> <p>Renew Registration—the process of renewing a vehicle's registration. This may be for a three, six or 12 month period.</p>
Road	An area that is open to or used by the public and is developed for, or has as one of its main uses, as the driving or riding of motor vehicles.
Road related area	<ul style="list-style-type: none"> <li>• An area that divides a road</li> <li>• A footpath or nature strip adjacent to a road</li> <li>• An area that is open to the public and is designated for use by cyclists or animals</li> <li>• An area that is not a road and that is open to or used by the public for driving, riding or parking vehicles</li> <li>• A shoulder of a road</li> <li>• Any other area that is open to or used by the public and that has been declared under section 18 of the <a href="#">Road Transport Act 2013</a> to be an area to which specified provisions of, or made under, the <a href="#">Road Transport Act 2013</a> apply.</li> </ul>
Salvage value	This is the value of a vehicle if it was sold for scrap or parts, or in a damaged state, as determined by the person who assesses whether or not the vehicle is a total loss.
Semi-trailer	<p>A trailer which:</p> <ul style="list-style-type: none"> <li>• Uses a kingpin coupling which results in some of the load it supports being transferred onto to its towing vehicle</li> <li>• Has one axle group or single axle towards the rear.</li> </ul>

Term	Definition
Secure Vehicle Identification (SVI) marking	The Road Vehicle Standards Act (RVSA) introduces a requirement for new vehicles to carry a Secure Vehicle Identification (SVI) marking. The SVI will replace the previous Identification Plate requirements of the Motor Vehicle Standards Act (MVSA). To implement these changes, Australian Design Rule 61—Vehicle Marking has been updated (ADR 61/03) to include the requirements for SVI as formal identification for new vehicles supplied to market under the RVSA.
Small Bus	<p>A small bus is a motor vehicle constructed principally for the conveyance of persons which:</p> <ul style="list-style-type: none"> <li>• Seats nine people including the driver</li> <li>• Has a permanently constructed body with side windows to the rear of the driver's seat</li> <li>• Has one or both of the following constructional features usually found in a bus, but not in a sedan or station wagon: <ul style="list-style-type: none"> <li>- Extra head room for passengers</li> </ul> </li> <li>• A body which extends at approximately full height to the front of the vehicle.</li> </ul>
Specialist and Enthusiast Vehicle Scheme (SEVS)	<p>A vehicle import scheme administered by the Australian Government which allows a vehicle manufacturer to modify and then affix approved Identification Plates to new and used motor vehicles imported in low volume in accordance with the Federal <a href="#">Motor Vehicle Standards Act, 1989</a> or the <a href="#">Road Vehicle Standards Act 2018</a>.</p> <p>SEVs isn't available for motorcycles, motor tricycles, trailers or motor vehicles imported or manufactured in Australia and supplied to the market in full volume.</p> <p><b>Note:</b> See 'Full Volume Vehicle', 'Low Volume Vehicle' and 'RAWs'.</p>
SP2	The TfNSW configuration code for a special purpose vehicle that has a GVM exceeding 12.0 tonne and that is over mass on one or more axle groups.
SP2	The Axle Configuration Code for a short combination prime mover (haul one trailer only) with 2 axles.
Tare mass	<p>The mass of a vehicle in running order, unoccupied and unladen, with all standard equipment and options fitted and with all fluid reservoirs filled to their nominal capacity, except for the fuel tank which shall hold only 10 litres of fuel.</p> <p><b>Note:</b> This is also referred to as a vehicle's 'Tare Weight'.</p>

Term	Definition
Three wheel car	<p>A passenger or goods carrying vehicle with three wheels that has:</p> <ul style="list-style-type: none"> <li>• A firewall between its engine and its passenger compartment</li> <li>• A floor running the full length of its passenger compartment</li> <li>• A conventional driver's seat similar to that of a passenger car</li> <li>• A gross mass (ie GVM) exceeding 1.0 tonne</li> <li>• A maximum speed exceeding 50 km/h</li> <li>• Not a motor tricycle (ie LE ADR vehicle category). See 'Trike'.</li> </ul> <p><b>Note:</b> A three wheel car may feature a passenger car engine or a motorcycle engine.</p>
Total loss	<p>This is a notifiable vehicle that has been damaged, dismantled or demolished to the extent that its salvage value as a Written-Off Vehicle plus the cost of repairing the vehicle for use on a road would be more than:</p> <ul style="list-style-type: none"> <li>• The market value of the vehicle immediately before the damage, dismantling or demolition</li> <li>• If the vehicle is insured for a specified amount (known as the sum insured), that specified amount.</li> </ul>
Tradesperson's License	<p>A document issued by NSW Fair Trading that indicates that the holder is licensed to work as a motor mechanic.</p>
Trailer	<p>A device with wheels, tracks or runners that is designed to transport people or goods on land that is designed to be towed by another vehicle.</p> <p><b>Note:</b> In some instances a motor vehicle may also be considered as a trailer if it is being towed by another vehicle.</p>
Trike	<p>A motor vehicle with three wheels symmetrically arranged in relation to the longitudinal median axis with a GVM not exceeding 1 tonne and either an engine cylinder capacity exceeding 50 ml or a maximum motor cycle speed exceeding 50 km/h.</p> <p><b>Note:</b> Refer to the <a href="#"><i>Vehicle Standard (Australian Design Rule—Definitions and Vehicle Categories) 2005</i></a> for more information.</p>
Truck	<p>A motor vehicle constructed principally for the conveyance of goods, a load or cargo.</p> <p><b>Note:</b> See 'Goods Carrying Vehicle'.</p>
Truck based crane	<p>This is a type of mobile crane featuring a crane superstructure, designed for lifting purposes, that is permanently mounted on a standard cab-chassis type vehicle (also see '<b>Mobile crane</b>'). A vehicle of this type is not manufactured specifically as a crane, but is built as a truck and later has a crane body attached.</p> <p><b>Note:</b> A mobile crane has no load carrying capacity apart from the equipment specifically associated with its use.</p>

Term	Definition
Unladen mass	<p>The mass of a vehicle in running order, unoccupied and unladen with all standard equipment and options fitted and with all fluid reservoirs filled to their nominal capacity, including the fuel tank.</p> <p><b>Note:</b> This is also referred to as a vehicle's 'Kerb Mass' or 'Kerb Weight'.</p>
Unregistered vehicle permit	<p>A permit issued by TfNSW which authorises, subject to any condition specified in the permit, use of an unregistered registrable vehicle on a road or road related area.</p> <p>Examples of conditions to which an Unregistered Vehicle Permit may be subject include:</p> <ul style="list-style-type: none"> <li>• That the vehicle may only be driven on a single journey from A to B</li> <li>• That the vehicle may only be driven on a return journey from A to B to A</li> <li>• That the vehicle may only be driven on a number of defined trips completed within a specified time, eg from A to B to C to D within 28 days.</li> <li>• That the vehicle may only be driven for a specific purpose over a specified period.</li> </ul>
Vehicle identifier	<p>In respect of a vehicle, the:</p> <ul style="list-style-type: none"> <li>• Engine number</li> <li>• Chassis or frame number</li> <li>• VIN</li> <li>• Compliance plate number</li> <li>• RAV entry.</li> </ul>
Written-off-vehicle	<p>A written-off vehicle is a notifiable vehicle that has been assessed by an assessor (ie an insurer, self-insurer, auto-dismantler or motor dealer) as a total loss.</p> <p><b>Note:</b> See 'Notifiable vehicle' and 'Total loss'.</p>

# Appendices

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## Appendix 1-A Compulsory AIS equipment

### All stations

1. Light Transmittance Meter
2. Portable Brake Testing Decelerometer, Skid Plate brake testing machine or Roller brake testing machine
3. Headlight aim tester or Headlight Testing Screen
4. Facsimile Machine or equivalent [AUVIS]
5. Computer and printer  
The computer must be connected to the internet and be capable of accessing TfNSW's AIS Online
6. Station stamp suitable for inspection reports and defect notices. The station stamp must display the following details of the AIS station:
  - Trading name
  - Address
  - ABN.
7. Approved station signs—See [Appendix 1-D](#)
8. Other tools and equipment
  - Floor Jack not less than 2000 kg (LV)
  - Floor Jack not less than 10,000 kg (HV)
  - Appropriate vehicle stands (minimum four)
  - Layboard (creeper board)
  - Hoist, pit or ramps
  - Compressed air, lines and tools
  - Safety lighting systems (low voltage)
  - Tyre pressure gauge
  - Vernier callipers
  - Dial gauge and stand
  - Steel ruler and 30m tape measure
  - Wheel nut spanners, electric, air or manual
  - Pinch bar/tyre lever

## Appendix 1-A (1) Light transmittance meter

### 1. Scope

- 1.1 This specification sets the requirements for a device to measure the light transmittance of vehicle windows. The principal intention is to obtain the transmittance when the glass is covered with a tinted plastic media.

### 2. General requirements

- 2.1 The device shall be portable, lightweight, robust and completely self-contained (ie have its own energy source).
- 2.2 To eliminate the possibility of a false reading being produced because of a low reserve within an internal energy source, there must be a means to indicate to the operator either that a power supply is in a low state of charge; an automatic disabling function of some other means to preclude incorrect operation.
- 2.3 The device shall be in two main components—a light source and receiver.
- 2.4 If the light source and receiver are connected by a wire, the wire shall be of a sufficient length to conduct the required testing.
- 2.5 The receiver shall have a digital or analogue display to indicate the light transmittance of the sample test. A peak hold facility is preferable.
- 2.6 The display shall indicate a figure of 100% when the light source is brought into the test position without a test sample in place. All other readings with a sample under test be in proportions of that 100% with a resolution of 1%.
- 2.7 The accuracy of the transmittance reading shall be within 5% of full scale over the range of 20% to 100%.
- 2.8 The light source shall be an incandescent filament source at a nominal colour temperature of 2856°K representing illuminant A of the International Commission on Illumination (CIE). The voltage to the lamp shall be stabilised within +/- 0.1%.
- 2.9 The receiver shall have a relative spectral sensitivity conforming to photopic curve V ( $\lambda$ ) of relative luminous efficiency of the CIE 1931 standard observer for photopic vision.
- 2.10 There shall be a unique serial number of the device as issued by its manufacturer.



## Appendix 1-A (2) Portable brake testing decelerometer

### 1. Scope

- 1.1 This specification establishes the requirements for a device which, when placed in a vehicle, will give a reading of its brake deceleration capability during a specified test, when placed in a vehicle.

### 2. General requirements

- 2.1 The device shall be portable, lightweight and robust with a mass preferably not exceeding 5 kg.
- 2.2 The device shall be completely self-contained. Any power source must be internal to the device.
- 2.3 To eliminate the possibility of a false reading being produced because of a low reserve within an internal energy source, there must be a means to indicate to the operator either that a power supply is in a low state of charge; an automatic disabling function or some other means to preclude incorrect operation.
- 2.4 The device or its sensors, if separate from the main body, shall be capable of remaining stationary in its test recording position when subjected to a 1.5 g deceleration in the horizontal direction.
- 2.5 The device shall be capable of testing any motor vehicle with the exception of a motorcycle.
- 2.6 The device shall be capable of providing an original and duplicate copy of the recorded results on a paper tape, card etc. The print media must remain legible for a period of 12 months.
- 2.7 The device shall have an in-built clock which records the time and date of test. The clock may only be factory set. A facility to allow for 'daylight saving' hours is optional.
- 2.8 The device shall be capable of recording a brake pedal force of up to 1000 N +/- 2%.
- 2.9 The device shall have an alpha/numeric keyboard to enter various items of vehicle data.
- 2.10 The device shall report the peak and average deceleration over the range of 0 g to 1 g with an accuracy of 5% of full scale and an output resolution of 1%. The period of time over which average deceleration shall be calculated is defined by either of the following:
  - a) Start of averaging period—within 0.1 g of the vehicle starting to decelerate.  
End of averaging period—not earlier than 0.1 g of the vehicle coming to rest
  - b) A change in velocity of either 15 km/h or 30 km/h as appropriate (see paragraph 5.1) is achieved.
- 2.11 The device shall not be capable of proceeding with a test without having the items detailed in paragraphs 3.1 and 3.2 entered into the machine in the first instance.

### 3. Operator inputs

- 3.1 The device shall allow the operator to record a vehicle identifier consisting of at least seven alpha/numeric characters.

- 3.2 The device shall allow the operator to record a personal identification number, otherwise known as the 'examiner's number', consisting of up to seven alpha/numeric characters.
4. Device outputs
    - 4.1 An original and duplicate copy of the results shall be printed.
    - 4.2 The device shall print:
      - a) The peak and average deceleration
      - b) The serial number of the machine as allocated by its manufacturer
      - c) The date when the device must next be calibrated, prefaced with the title 'Next Cal' or 'Next Calibration'
      - d) The time and date of the test
      - e) The vehicle identifier
      - f) The maximum brake pedal force during the test
      - g) The examiner's number
      - h) A line space prefaced with the word 'signature'.
    - 4.3 The device may display the peak and average decelerations
    - 4.4 The device may display the pedal force applied during the test.
  5. Additional information
    - 5.1 The test of brake deceleration capability is taken from a nominal 30 km/h for the service braking system and 15 km/h for the emergency or parking brake system.
    - 5.2 The maximum allowable brake pedal force on a motor vehicle is 885 N.
    - 5.3 The items detailed in sections 3 and 4 are the minimum necessary. Other inputs or outputs are optional.

## Appendix 1-A (3) Skid plate brake testing machine

### 1. Scope

- 1.1 This specification sets the requirements for skid-plate or other drive-over platform type brake testing machines.

### 2. General requirements

- 2.1 The machine shall be capable of accepting vehicles with a wheel track of 750 mm up to and including vehicles 2500 mm in width.
- 2.2 If the machine is designed to test two axles at the same time, it should be capable of accepting vehicles with a wheelbase of up to 4000 mm (the machine may be capable of accepting vehicles with a wheelbase greater than 4000 mm). If this requirement is not met, the machine shall be capable of indicating to the operator an invalid test and to report the test on each axle group independently.
- 2.3 Independent readings of braking force shall be measured at each side of a vehicle.
- 2.4 Plates shall have a co-efficient of friction of at least 0.6 when measured in combination with dry, original equipment tyres.
- 2.5 The machine shall be capable of repeatedly supporting an axle load of at least 3.5 tonne without damage. Notwithstanding this if the machine design for an axle load is greater than 3.5 tonne it may operate within the manufacturer's recommended load capacity without causing damage. The manufacturer's recommended load capacity shall be indicated on the machine and visible to the operator in letters no less than 50mm high.
- 2.6 The machine shall report the peak and average deceleration over the range of 0 g to 1 g with an accuracy of 5% of full scale and an output resolution of 1%. The period of time over which average deceleration shall be calculated is defined by either of the following:
  - a) Start of averaging period—within 0.1 g of the vehicle starting to decelerate; end of averaging period—not earlier than 0.1 g of the vehicle coming to rest
  - b) A change in velocity from the instant the brakes are applied to zero
  - c) The manufacturer's recommended test speed must be legibly marked on the machine and visible to the vehicle operator in letters not less than 50 mm high. If the recommended test speeds for service and emergency brakes are different, both speeds shall be indicated on the machine.
- 2.7 The machine shall be capable of providing an original and duplicate copy of the results on a paper tape, card etc. The print media must remain legible for a period of 12 months.
- 2.8 The machine shall have an in-built clock which records the time and date of the test. The clock may only be factory set. A facility to allow for 'daylight saving' hours is optional.
- 2.9 The machine shall be capable of recording a brake pedal force of up to 1000 N +/- 2%. The brake pedal force may be measured with a device separate from the machine, in which case the machine shall be designed such that it will not print the brake performance report until the pedal force is entered in it.
- 2.10 The machine shall have an alpha/numeric keyboard to enter various items of vehicle data.

- 2.11 The machine shall not be capable of proceeding with a test without having the items detailed in paragraphs 3.1 and 3.2 entered into it in the first instance.
3. Operator inputs
  - 3.1 The machine shall allow the operator to record a vehicle identifier consisting of at least seven alpha/numeric characters.
  - 3.2 The machine shall allow the operator to record a personal identification number, otherwise known as the 'examiner's number,' consisting of up to seven alpha/numeric characters.
4. Device outputs
  - 4.1 An original and duplicate copy of the results shall be printed.
  - 4.2 The machine shall print:
    - a) The peak and average deceleration
    - b) The percentage difference in brake force between each axle
    - c) The serial number of the machine as allocated by its manufacturer
    - d) The date when the machine must next be calibrated, prefaced with the title 'Next Cal' or 'Next Calibration'
    - e) The time and date of the test
    - f) The vehicle identifier
    - g) The maximum brake pedal force during the test
    - h) The examiner's number
    - i) A line space prefaced with the word 'signature'.
5. Additional information
  - 5.1 The maximum allowable brake pedal force on a motor vehicle is 885 N.
  - 5.2 The items detailed in sections 3 and 4 are the minimum necessary. Other inputs or outputs are optional.

## Appendix 1-A (4) Roller brake testing machine

### 1. Scope

- 1.1 This specification sets the requirements for roller brake testing machines used in Authorised Inspection Scheme stations.
- 1.2 There are two categories of machines referred to in this specification. Machines classed as light vehicle testers are suitable for vehicles up to 5.0 tonne tare and heavy vehicle testers are suitable for vehicles above that mass. Some machines might be designed to test both categories of vehicles.

### 2. General requirements

- 2.1 The machine shall measure braking force at the tyre periphery. Independent readings of braking force at each side of the vehicle shall be provided.
- 2.2 Braking force readings shall be displayed, whilst they are being generated, which can be clearly seen by the operator of the vehicle.
- 2.3 Roller sets shall be designed to be mounted into the floor of the inspection area. The frame of the testing machine shall be mounted flush with the floor level in such a manner that a vehicle shall remain substantially level when under test.
- 2.4 Light vehicle testing machines shall accept under load wheel sizes from 450 mm diameter (10" nominal rim diameter) and heavy vehicle testing machines from 600 mm diameter (14" nominal rim diameter). This may be met by adjustable spacing between rollers provided such adjustment is possible to achieve in not more than 5 seconds and without the use of tools.
- 2.5 The distance between the outer and inner roller edges shall be:

Roller brake testing machine	Outer	Inner
Light machines	2000 mm min	750 mm max
Heavy machines	2700 mm min	750 mm max

- 2.6 Rollers shall be given a co-efficient of friction of not less than 0.6 when measured in combination with dry, original equipment tyres.
- 2.7 If the rotational speed of the testing machine's roller exceeds 0.5 km/h, the rollers shall be coated with coarse grit embedded in a durable plastic matrix.
- 2.8 Both rollers in each pair of rollers on each side of the brake testing machine shall be coupled together by appropriate gearing and be positively driven.
- 2.9 Light vehicle testing machines shall be capable of repeatedly supporting an axle load of 3.5 tonne without damage and heavy vehicle testing machines 13 tonne.
- 2.10 If the rotational speed of the rollers exceeds 0.5 km/h, the machine should have means of automatic switch-off of power to the rollers when a pre-determined level of slip occurs between the rollers and the tyres of the tested vehicle.
- 2.11 Braking force measurements shall be displayed in kilonewtons (kN).
- 2.12 Light vehicle testing machines shall be capable of measuring a braking force on each brake of at least 4 kN and heavy testing machines at least 10 kN.

**Note:** These forces are the minimum required for inspection purposes. Some vehicle braking systems can achieve several times these braking forces and therefore the machine should be capable of sustaining higher forces without damage.

- 2.13 The indicated braking force shall be within + 2% up to 5 kN and + 5% above 5 kN.
  - 2.14 The machine shall be capable of providing an original and duplicate copy of the results on a paper tape, card etc. The print media must remain legible for a period of 12 months.
  - 2.15 The machine shall have an in-built clock which records the time and date of the test. The clock may only be factory set. A facility to allow for 'daylight saving' hours is optional.
  - 2.16 The machine shall be capable of recording a brake pedal force of up to 1000 N + 2%.
  - 2.17 The machine shall have an alpha/numeric keyboard to enter various items of vehicle data.
  - 2.18 The machine shall not be capable of proceeding with a test without having the items detailed in paragraphs 3.1 and 3.2 entered into it in the first instance.
3. Operator Inputs
    - 3.1 The machine shall allow the operator to record a vehicle identifier consisting of at least seven alpha/numeric characters.
    - 3.2 The machine shall allow the operator to record a personal identification number, otherwise known as the 'examiner's number' consisting of up to seven alpha/numeric characters.
4. Device outputs
    - 4.1 An original and duplicate copy of the results shall be printed.
    - 4.2 The machine shall print:
      - i) The brake and drag force on each wheel
      - ii) The percentage difference in brake force between each axle
      - iii) The serial number of the machine as allocated by its manufacturer
      - iv) The date when the machine must next be calibrated, prefaced with the title 'Next Cal' or 'Next Calibration'
      - v) The time and date of the test
      - vi) The vehicle identifier
      - vii) The maximum brake pedal force during the test
      - viii) The examiner's number
      - ix) A line space prefaced with the word 'signature'. See Drag Force in [Dictionary](#).
5. Additional information
    - 5.1 The maximum allowable brake pedal force on a motor vehicle is 885 N.
    - 5.2 The items detailed in sections 3 and 4 are the minimum necessary. Other inputs or outputs are optional.

## Appendix 1-A (5) Headlight aim tester

### 1. Introduction

- 1.1 The Rules for Authorised Inspection Scheme stations require the use of an approved means of testing the aim of vehicles headlights.
- 1.2 Headlight aim testers complying with the requirements of this specification are acceptable for the testing of the aim of vehicle headlights in accordance with those Rules.
- 1.3 This specification is restricted to headlight aim testers that employ a collimating lens: it does not apply to testers which use other methods of testing headlight aim.

### 2. Definitions

- 2.1 Unless otherwise stipulated, angles given in this specification refer to the included angle between the line drawn from the headlight centre to the intersection of the calibration screen axes and the line drawn from the headlight centre to the point of intersection of either the horizontal or vertical axis of the screen with the required respective vertical or horizontal line.
- 2.2 Headlight—a lighting source mounted on a vehicle to provide illumination of the road and objects ahead of a vehicle.
- 2.3 Hot Spot—the zone of the headlight beam which is of highest intensity as it appears to an observer viewing the beam on an image screen. For headlights with European beams or where the beam has a sharp angular cut-off, the top of the hot spot shall be taken as the 'elbow point' or intersection of the horizontal and inclined cut-off zones.
- 2.4 HV Point—the intersection of the central horizontal axis (H) and the central vertical axis (V) of the image screen.
- 2.5 Vertical Median Plane—the plane passing through the longitudinal centre line of the vehicle, perpendicular to the plane on which the vehicle is standing.
- 2.6 h—the vertical height of the centre of the headlight above the plane supporting the vehicle (in millimetres).

### 3. General requirements

- 3.1 The headlight aim tester shall consist of a lens which focuses the light beam onto a screen within the tester.
- 3.2 The screen shall be located in a position that will allow the operator or the tester to readily and conveniently see the image of the headlight's light beam.
- 3.3 Provision shall be made for immediate adjustment to allow for different headlight heights and vehicle orientations.
- 3.4 Aiming of the tester shall be accomplished by either an electrical or mechanical device. If an electrical aiming device is provided, a back-up mechanical aiming device shall also be provided.

## 4. Design requirements

### Optical characteristics

- 4.1 Headlight aim testers shall enable the headlight beam pattern to be examined on an image screen within the device. The resulting image must be equivalent to that which would be projected onto a flat screen placed in front of the headlight lens at a horizontal distance nominated by the manufacturer (D metres).
- 4.2 The focused beam on the image screen shall be accurate to within 0.25 degree in the vertical direction at all declinations from horizontal to 3.25 degrees below horizontal.

### Image screen

The image screen shall have grid lines provided to assist aiming of headlights, comprising:

- 4.3 A central horizontal and a central vertical axis which intersect on the optical axis of the collimating lens, at the HV point.
- 4.4 A series of evenly spaced horizontal lines which allows estimation of angular declination below the HV point in the range 0 to 3.25 degrees with a spacing not more than 0.25 degrees. They must be labelled in degrees, or mm declination as measured on an equivalent flat screen as specified in Section 4.1.1.
- 4.5 A straight line inclined at 15 degrees to the horizontal axis for testing the aim of asymmetric European or Z-beam type headlights. The line shall originate at the intersection of the vertical axis and the horizontal line 0.5 degrees below the horizontal axis and shall project upwards and to the left of the point of origin.
- 4.6 The requirements of 4.2 may be met by movement of the horizontal axis by an external calibrated mechanism which indicates the equivalent angles of declination.

### Device alignment

- 4.7 The device shall be provided with an indicator or other means to enable an operator to locate rapidly the approximate centre of the headlight lens.
- 4.8 The following adjustments shall be provided to allow for different headlight positions:
  - Height adjustments allowing the testing of headlights with centres located at or between 600 mm and 1400 mm above the surface supporting the vehicle
  - The device shall incorporate a means of determining the height (h) with a scale graduated in at least 5mm increments
  - Lateral horizontal adjustment on guide rails (or one rail and prepared surface) to allow for the checking of headlights up to at least 2500 mm apart.
- 4.9 The following provisions shall be made for aligning the device with the longitudinal axis of the vehicle:
  - The optical axis must be able to be set parallel to the vertical median plane
  - The adjustment mechanism must provide a range of rotational alignment about a vertical axis over a range of not less than 20 degrees in either direction
  - The adjustment must be able to be made without the use of tools



- The adjustment mechanism must permit alignment to an accuracy of 0.25 degrees
- The optical axis must be able to be set parallel with the plane supporting the vehicle
- The adjustment mechanism must provide a range of rotational alignment about a horizontal axis over a range of not less than 5 degrees in either direction
- The adjustment must be able to be made without the use of tools
- The adjustment mechanism must permit alignment to an accuracy of 0.25 degrees.

## 5. Operating instructions

- 5.1 The device shall be provided with a table or graph clearly informing the user of the acceptable declination of the headlight as required under the NSW Road Transport (Vehicle Registration) Regulation 2017. This shall indicate the location of the top of the hot spot as a function of the vehicle's headlight height (h).
- 5.2 The acceptable range of declination below the optical axis of the top of the hot spot can be determined from Section 6. An example is given below for a device graduated to a reading accuracy of 0.25 degrees.

### Range of Headlight Height $h$ in mm

From	To
600	709
710	819
820	929
930	1039
1040	1149
1150	1249
1250	1359
1360	1400

### Range of Declination

From	To
0.25	9.00
0.25	1.75
0.25	2.00
0.25	2.25
0.25	9.50
0.50	9.75
0.75	3.00
1.00	3.95

- 5.3 The device shall be provided with a label showing the distance the tester should be positioned from the headlight.

## 6. Location of the hot-spot band

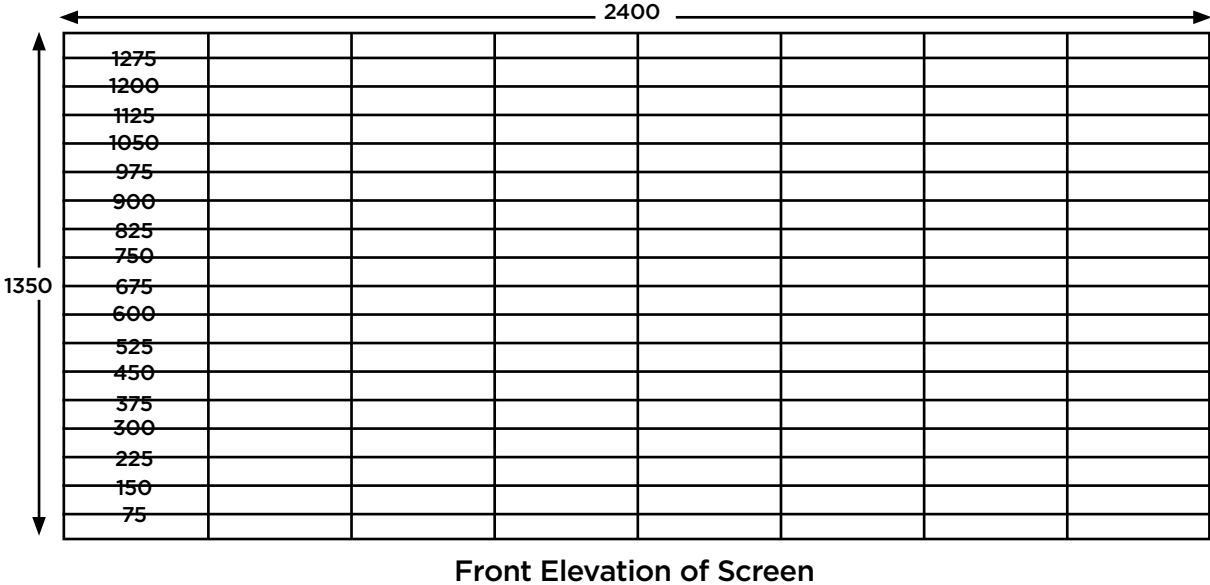
- 6.1 To satisfy the requirements of the NSW Road Transport (Vehicle Registration) Regulation 2017, each headlight must be adjusted so that the top of its hot spot lies within a specified band of angle of declination. This band is a function of the headlight height (h).
- 6.2 To determine this 'band, the distance from the headlight D to the test screen must be known.
- 6.3 Application of the following formulae, with D fixed, defines the headlight dipping characteristics required under the relevant NSW legislation.

- 6.4 For a linear scale ( with h in millimetres and D in metres ):
- a) The top of the band is  $D(h-1000)/92$  millimetres below the horizontal
  - b) The bottom of the band is  $Dh/25$  millimetres below the horizontal.
- 6.5 For an angular scale (with h in millimetres):
- a) The top of the band is  $\text{INV TAN}(h-1000)/22000$  degrees below the horizontal
  - b) The bottom of the band is  $\text{INV TAN}(h/25000)$  degrees below the horizontal.
- 6.6 The above formulae may be approximated for tabulation purposes by using a step function such that the tabulated values do not deviate from the exact value by more than 0.25 degrees.

**Appendix 1-A (6) Headlight testing screen & layout of testing space**

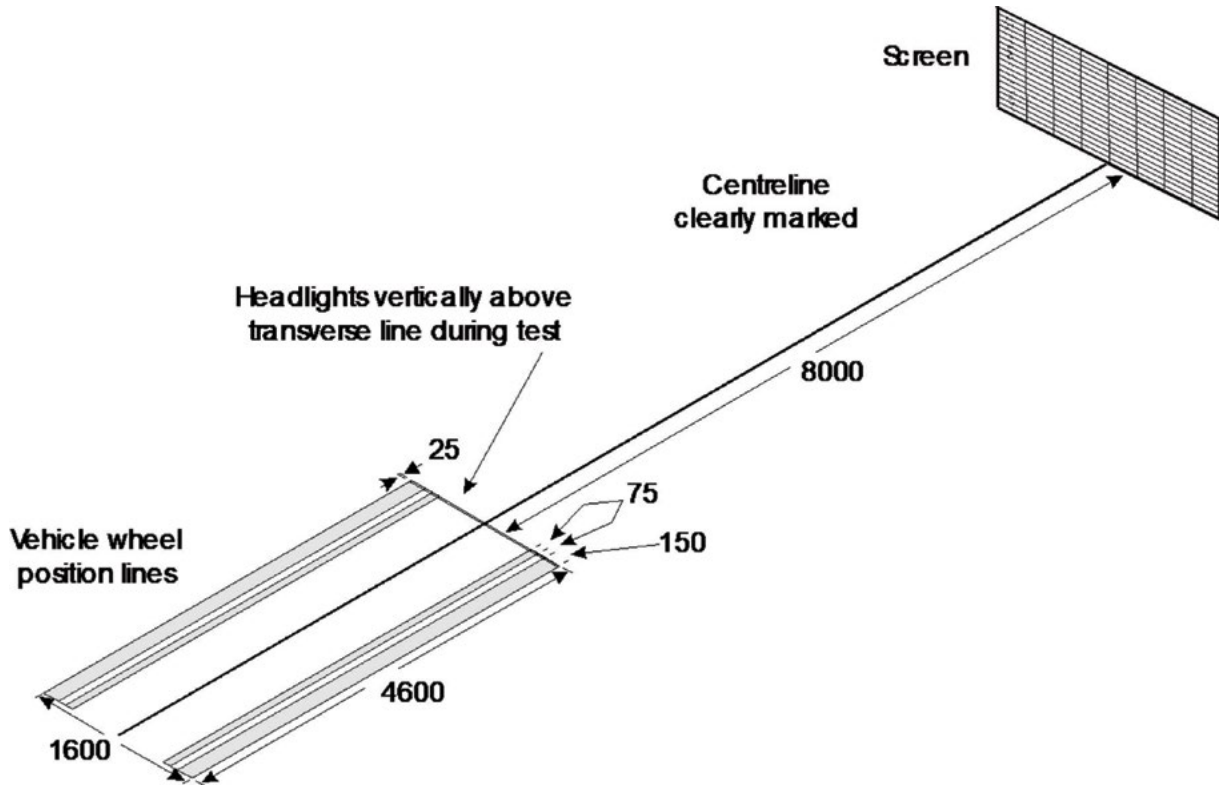
- 1. Scope
  - 1.1 This specification describes requirements for the headlight testing screen and the layout of the headlight testing space.
- 2. The headlight testing screen
  - 2.1 The surface of the screen should be ‘flat’ white (gloss finish should be avoided). The screen shall be at least 1300 mm in height and 2400 mm in width (screens for use with motorcycles only may be 1300 mm in height and 1200 mm in width) and shall be marked with horizontal and vertical lines. Horizontal lines shall be spaced 75 mm apart and vertical lines shall be spaced 300 mm apart. Horizontal lines shall be labelled with their height from the bottom of the screen.

Headlight testing screen showing size of marking on the screen



- 3. Layout of the testing space
  - 3.1 The ground on which the vehicle stands shall be marked with a centreline which passes through the centreline of the screen and a transverse line which intersects the centreline and is 8000mm from the screen (the headlights of the tested vehicle are positioned directly over this line). Additional longitudinal lines in the region where the vehicle standing would assist alignment and their use is recommended.
  - 3.2 The bottom of the screen is at the same level as the surface on which the vehicle stands.
  - 3.3 The screen and testing space must be adequately shielded from extraneous light.
  - 3.4 The testing space must be clear of obstruction.

General arrangement of the headlight testing space



**Note:** All dimensions in the diagrams are in millimetres.

## Appendix 1-B Types of Heavy Vehicle Authorised Inspection Scheme (HVAIS) inspections

**Table A** details the vehicles that can be inspected at HVAIS and the purpose of those inspections. This inspection matrix identifies:

- The vehicle types that can be inspected at HVAIS
- The type of inspections that are undertaken at HVAIS
- The inspection purpose that is applicable to those types of inspections
- The inspection reports and forms to complete following an inspection.

The inspection matrix applies to all HVAIS stations including authorised Fleet Inspection Stations with HVAIS accreditation.

**Table A**

Vehicle Type	Inspection Type	Inspection Purpose	Inspection Report Type and Forms
<ul style="list-style-type: none"> <li>• All vehicles with a GVM exceeding 4.5 tonne</li> <li>• Vehicles fitted with power-operated brakes</li> <li>• Light trailers and caravans that have an Aggregate Trailer Mass (ATM) exceeding 2 tonne (including those fitted with breakaway brakes)</li> <li>• Trailers with an ATM exceeding 4.5 tonne</li> <li>• Buses</li> <li>• Cranes</li> <li>• Tow trucks.</li> </ul> <p><b>Note:</b> Tow Trucks with lifting equipment require a Tow Truck Assessment by TfNSW to establish registration.</p>	<ul style="list-style-type: none"> <li>• Safety Check.</li> </ul>	<ul style="list-style-type: none"> <li>• Renewal of Registration (applies to vehicles that require HVIS inspection when the operator is unable to obtain a HVIS)</li> <li>• Renewal of registration for heavy vehicles that do not require HVIS inspection except those exempted from AIS Notice 16 (see Table B below)</li> <li>• Unregistered Vehicle Permit</li> <li>• Clearance of Defect Notices</li> <li>• Transfer of ownership</li> <li>• LPG/CNG (Accredited examiners only)</li> <li>• Establish seasonal registration for vehicles already recorded in DRIVES</li> <li>• Renewal of seasonal registration</li> <li>• Changing from general registration to seasonal registration.</li> </ul>	<ul style="list-style-type: none"> <li>• e-HVAIS Defect Clearance Report</li> <li>• (1st Inspection Renewal)</li> <li>• HVAIS Manual HV Safety Inspection Report.</li> </ul>

<b>Vehicle Type</b>	<b>Inspection Type</b>	<b>Inspection Purpose</b>	<b>Inspection Report Type and Forms</b>
<ul style="list-style-type: none"> <li>Tow Trucks with TT plates require HVIS</li> </ul>	<ul style="list-style-type: none"> <li>Safety Check.</li> </ul>	<ul style="list-style-type: none"> <li>Defect Notice clearance (part inspection).</li> <li>Defect Notice clearance (full inspection).</li> </ul>	<ul style="list-style-type: none"> <li>e-HVAIS Defect Clearance Report</li> <li>Defect Notice (sign original and copy).</li> <li>e-HVAIS Defect Clearance Report</li> <li>HVAIS e-HVAIS Safety Inspection Report</li> <li>HVAIS Manual HV Safety Inspection Report</li> <li>Defect Notice (sign original and copy).</li> </ul>
<ul style="list-style-type: none"> <li>Tow Trucks with TT plates require HVIS</li> </ul>	<ul style="list-style-type: none"> <li>Identity Check, Safety Check and Design Check.</li> </ul>	<ul style="list-style-type: none"> <li>Establish Registration</li> <li>Renew Registration for vehicles exempted from HVIS in AIS Notice 16 (see Table B below)</li> <li>Establish seasonal registration for vehicles not already recorded in DRIVES</li> <li>Changing from seasonal registration to general registration</li> <li>Lost Defect Notice.</li> </ul>	<ul style="list-style-type: none"> <li>HVAIS e-HVAIS Safety Inspection Report and Unregistered Inspection Report (1st Inspection Establish)</li> <li>HVAIS e-HVAIS Safety Inspection Report (1st Inspection Renewal—AIS Notice 16 vehicles)</li> <li>Manual HV Safety Inspection Report and unregistered Inspection report</li> <li>Registration Application Form 1009.</li> </ul>
<ul style="list-style-type: none"> <li>Tow Trucks with TT plates require HVIS</li> </ul>	<ul style="list-style-type: none"> <li>Identity Check</li> <li>Identity Check and Design Check.</li> </ul>	<ul style="list-style-type: none"> <li>Adjustment of records.</li> </ul>	<ul style="list-style-type: none"> <li>e-HVAIS Adjust vehicle records Inspection Report</li> <li>HVAIS Adjustment of Records form 1021.</li> </ul>

**Table B**—Since 2013 certain types of heavy vehicles can attend a Heavy Vehicle Authorised Inspection Scheme (HVAIS) instead of an TfNSW Heavy Vehicle Inspection Station (HVIS) for annual registration renewal inspections.

These vehicle types have been selected based on vehicle age, vehicle configuration code, number of axles, number of seats and usage.

Table B shows the types of heavy vehicles, including those that previously were required to attend HVIS, that may attend HVAIS for registration renewal inspection. All other heavy vehicles (including public passenger vehicles) must attend HVIS. Refer to AIS Notice 16 accessed through AIS Online for additional information. HVAIS may inspect vehicles requiring HVIS for registration renewal purposes where the operator has been unable to organise a HVIS appointment.

**Table B**

Vehicle configuration code	Vehicle types HVAIS inspects for registration renewal
	All heavy vehicles with a GVM exceeding 4.5 tonne but not exceeding 12 tonne GVM.
2R2, SR2	All two axle rigid trucks and two axle short combination trucks with a GVM exceeding 12 tonne (including axle codes R11 and R12), <b>regardless of age</b>  (tow trucks with TT plates and plant vehicles will continue to attend HVIS).
1R3, 1R4, 2R3, 2R4	Other rigid trucks with more than 2 axles, with a GVM exceeding 12 tonne, and <b>less than 5 years old</b>  (tow trucks with TT plates and plant vehicles over 5 years old will continue to attend HVIS).
SR3, SR4	Short combination truck (up to and including 6 axles, and a GVM of 42.5 tonne or less) and <b>less than 5 years old</b>  (tow trucks with TT plates will continue to attend HVIS).
SP2	Short combination prime mover (haul one trailer only) with 2 axles, and <b>less than 5 years old</b>  (tow trucks with TT plates will continue to attend HVIS).
SBS (non-PPVs) or BUS	Privately registered buses (registered to an individual), 4.5 tonne or less, seating 12 or less persons (including the driver), where the 'usage' is PRIV, PNSR or PNIC.
TD11, TD12, TD22, TP1, TP2, TP3, TP4, TS1, TS2, TS3	Trailers over 4.5 tonne Gross Trailer Mass (GTM) and up to 9 tonne GTM.
TP1, TP2, TP3	Pig Trailer with a GVM exceeding 9 tonne with 1, 2 or 3 axles, and <b>less than 5 years old</b> .
TD11, TD12, TD13, TD22	Dog Trailer with a GVM exceeding 9 tonne with the following axle configurations: 1 front—1 rear; 1 front—2 rear; 1 front—3 rear; 2 front—2 rear, and <b>less than 5 years old</b> .

Vehicle configuration code	Vehicle types HVAIS inspects for registration renewal
TS1, TS2, TS3	Semi Trailer with a GVM exceeding 9 tonne with 1, 2 or 3 axles, and <b>less than 5 years old</b> (this includes tail trailers).
TL1, TL2, TL3	B-Double lead trailers and B-Triple lead/middle trailers with a GVM exceeding 9 tonne with 1, 2 or 3 axles, and <b>less than 5 years old</b> .
TY1, TY2	Converter dolly with a GVM exceeding 9 tonne with 1 or 2 axles, and <b>less than 5 years old</b> .



## Appendix 1-C AUVIS

Questions to be asked when a customer makes an appointment for an unregistered vehicle inspection. The customer should be reminded that they should bring a duplicate set of all supporting documents which will be retained by the AUVIS.

### Passenger cars/light commercial/motorcycles

Question	What the owner must bring
Has the vehicle had any changes since it was last registered that affect vehicle identification? <ul style="list-style-type: none"><li>• A new engine</li><li>• Second hand engine</li><li>• Reconditioned engine</li></ul>	<ul style="list-style-type: none"><li>• Purchase receipt or a letter from manufacturer</li><li>• Purchase receipt</li><li>• Purchase or repair receipt</li><li>• Statutory declaration</li></ul>
<ul style="list-style-type: none"><li>• Vehicle repaired/restored (eg restamping of engine/VIN/chassis numbers, new body panels, new body shell)</li></ul>	<ul style="list-style-type: none"><li>• Repair receipts and/or insurance claim forms</li></ul>
<ul style="list-style-type: none"><li>• Has the vehicle been imported from overseas?</li></ul>	<ul style="list-style-type: none"><li>• Refer to <a href="#">VSI 04</a></li></ul>
<ul style="list-style-type: none"><li>• To the owner's knowledge has the vehicle been previously written-off by an insurance company?</li></ul>	<ul style="list-style-type: none"><li>• Purchase receipts and/or repair receipts</li><li>• Authorisation from TfNSW to repair</li></ul>

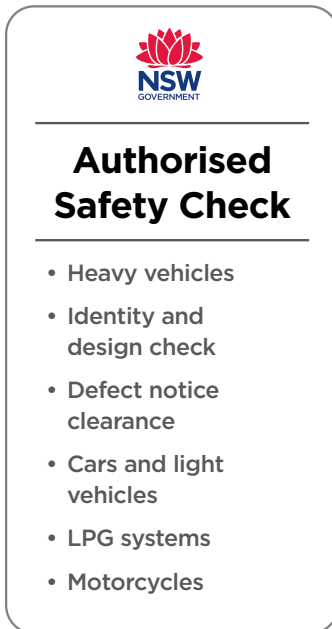
### Trailers or caravans

Question	What the owner must bring
<ul style="list-style-type: none"><li>• Is the trailer/caravan new and built without identifiers?</li></ul>	<ul style="list-style-type: none"><li>• Purchase receipt or a letter from manufacturer</li><li>• Purchase receipts for materials</li><li>• Purchase or repair receipt for components</li><li>• Statutory declaration Form</li><li>• If new vehicle refer customer to manufacturer for issue of identifier</li></ul>
<ul style="list-style-type: none"><li>• Has the chassis number been destroyed due to repairs?</li><li>• Has the vehicle been imported from overseas?</li></ul>	<ul style="list-style-type: none"><li>• Repair receipts or a statutory declaration</li><li>• Customs importation documentation</li></ul>
<ul style="list-style-type: none"><li>• To the owner's knowledge has the vehicle been previously written-off by an insurance company?</li></ul>	<ul style="list-style-type: none"><li>• Purchase receipts and/or repair receipts</li></ul>

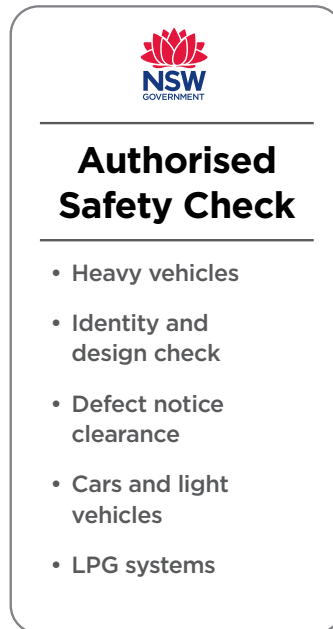
## Appendix 1-D Mandatory signs for AIS stations

The various types of accreditation can be separate signs, however the signs must be displayed to appear to be one sign with the NSW Government logo (waratah) at the top, then 'Authorised Safety Check' and the accreditation signs below.

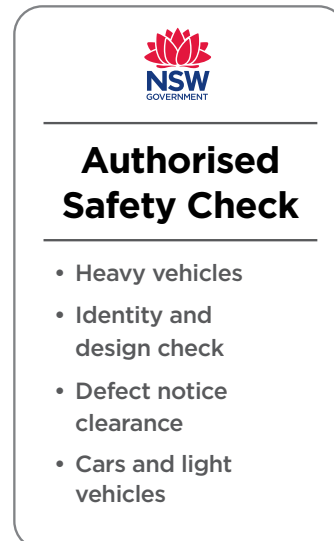
If/when accreditation changes due to loss of examiner's, suspension etc the relevant signs must be removed. If the AIS station retains part accreditation, these accreditation signs must be moved up to still display as one sign.



Sign 1 - 450mm W x 874mm H



Sign 2 - 450mm W x 812mm H



Sign 3 - 450mm W x 750mm H



Sign 4 - 450mm W x 644mm H



Sign 2 - 450mm W x 600mm H



Sign 6 - 450mm W x 538mm H



Sign 4 - 450mm W x 476mm H

## Appendix 1-E Changes to AIS details

For a change of	Complete Form	Attach	Send to
<b>Proprietor's Details</b> (eg deletion or addition of a partner, or for a partnership forming a corporation)	<a href="#">AIS—Application for Appointment of an Authorised Inspection Scheme Station (TfNSW Form No. 1060)</a>	<ul style="list-style-type: none"> <li>Copy of Fair Trading licence showing new details</li> <li>For a new proprietor or proprietor's nominee, the full name and driver's licence/ Proof of Identity (POI) details of the proposed person</li> </ul>	Enrolment Processing (see <a href="#">Appendix 1-I</a> ) for assessment. If found suitable, TfNSW will reply acknowledging the revised detail or, as the case may be, advising the proposed applicant of their authorisation
<b>Trading Name</b>	<a href="#">AIS—Application to Change Details for Authorised Inspection Scheme (Form No. 1064)</a>	<ul style="list-style-type: none"> <li>Copy of Fair Trading licence showing new details</li> </ul>	Enrolment Processing (see <a href="#">Appendix 1-I</a> ) for assessment.
<b>Proprietor's Nominee</b>	<a href="#">AIS—Application to Change Details for Authorised Inspection Scheme (Form No. 1064)</a>		Enrolment Processing (see <a href="#">Appendix 1-I</a> ) for assessment
<b>Premises/station location.</b> The Proprietor (or principle in the case of a company or partnership) must complete the appropriate form	<a href="#">AIS—Application for Appointment of an Authorised Inspection Scheme Station (TfNSW Form No. 1060)</a>	<ul style="list-style-type: none"> <li>A copy of the amended Fair Trading licence showing the new address</li> <li>Photographs of the vehicle entrance and inspection area may be requested</li> <li>For AUVIS, photographs of hoists/ramps and off street parking may be requested</li> </ul>	Enrolment Processing (see <a href="#">Appendix 1-I</a> ) for assessment. If found suitable, TfNSW will reply acknowledging the revised detail.  Inspections should not be carried out at the new premises until approval has been received

For a change of	Complete Form	Attach	Send to
<p><b>*Authorised Examiner</b> The Proprietor or Proprietor's Nominee is to complete the appropriate form</p>	<p>Change details using AIS Maintenance in <a href="#">AIS Online</a>.</p> <p>Or</p> <p><a href="#">AIS—Application to Change Details for Authorised Inspection Scheme (Form No. 1064)</a></p>	<ul style="list-style-type: none"> <li>Form must show:</li> <li>Examiner's Full Name</li> <li>Examiner's authorised examiner's number</li> </ul>	<p><a href="#">AIS Online</a></p> <p>Or</p> <p>Enrolment Processing (see <a href="#">Appendix 1-I</a>) for assessment</p>
<p><b>*Alternative Nominee</b> The Proprietor (or principle in the case of a company or partnership) must complete the appropriate form</p>	<p><a href="#">AIS—Application to Change Details for Authorised Inspection Scheme (Form No. 1064)</a></p>	<ul style="list-style-type: none"> <li>Form must show:</li> <li>The Alternative Nominee's full name</li> <li>The Alternative Nominee's Driver's Licence/POI details</li> </ul>	<p>Enrolment Processing (see <a href="#">Appendix 1-I</a>) for assessment</p>
<p><b>*Minor changes</b> to Station details such as nominated registry, brake test machine etc, notification can be made by filling in the appropriate form</p>	<p>Change details using AIS Maintenance in <a href="#">AIS Online</a></p> <p>Or</p> <p><a href="#">AIS—Application to Change Details for Authorised Inspection Scheme (Form No. 1064)</a></p>		<p><a href="#">AIS Online</a></p> <p>Or</p> <p>Enrolment Processing (see <a href="#">Appendix 1-I</a>) for assessment</p>

\*These changes must be made through [AIS Online](#) whenever possible. There should be no need to complete forms for these details.

Application to Change Details forms are available from [AIS Online](#) or the [TfNSW website](#).

## Appendix 1-F AIS costs and fees

Below are fees and charges payable to TfNSW for certain transactions conducted in relation to the AIS.

### Application fees

- AIS station application fee
- HVAIS application fee (if station not already in AIS)
- Examiner application fee.

### Publications

- AIS Inspection Manual.

### Inspection report books

- 25 page ASCIS
- 25 page AUVIS
- 100 page HVAIS.

The amount of each fee is published in [AIS Notice 18](#) and updated in line with the Consumer Price Index (CPI) annually. The updated fees will be published prior to 1 July each year.

### Schedule of maximum inspection fees that can be charged by an examiner or proprietor accredited in the Authorised Inspection Scheme

The Schedule of maximum fees is published in [AIS Notice 18](#) and updated in line with the Consumer Price Index (CPI) annually. The updated fees will be published prior to 1 July each year.

## Appendix 1-G Maximum vehicle dimensions

The following guide to maximum vehicle dimensions should be used by AIS proprietors when assessing whether their premises meet the requirements of Rule 1.15.

### Width

All light vehicles—2.5 m

**Note:** Heavy Vehicles—HVAIS require an inspection area that is at least 3.5 metres and of sufficient width to enable safe and effective inspection of all heavy vehicles.

### Height

All vehicles—4.3 m\*

**Note:** If station is located on a route which allows certain vehicles to operate at 4.6m in height, consideration should be given to having an inspection area which will allow for inspection of these vehicles.

### Length

- Rigid Vehicle (including trailers and semi-trailers)—12.5 m
- Articulated bus—18 m
- Vehicle with trailer—19 m\*
- Articulated vehicle—19 m\*
- B-Double—25 m\* (on certain routes and under certain conditions B-Doubles can operate at 26 m).

\* Vehicles with trailers and articulated trucks are actually two or more vehicles, each component registered separately.

An AIS station may be required to demonstrate to TfNSW how the site complies with the requirements of Rule 1.15.

## Appendix 1-H Inspection reports

An inspection report is a statement by an examiner that a vehicle has been inspected in accordance with the AIS Rules. TfNSW relies on the information provided by an examiner on an inspection report for the integrity of its records and as a statement to the safety of a vehicle.

All inspection report books and all other publications supplied by TfNSW remain the property of TfNSW.

Inspection report books can only be obtained from a registry or Service NSW centre upon presentation of a completed original re-order form, which is found in the inspection report book.

Inspection reports can only be used for the purpose they are intended, and cannot be substituted for other functions. Unregistered vehicle inspection reports cannot be used in place of safety check inspection reports.

Where applicable, rules concerning inspection reports also apply to Vehicle Inspection Report Continuation Sheets.

### Electronic inspection reports

All inspection reports must be issued electronically unless the AIS Online system is unavailable or it is not possible to complete an online report for a particular vehicle or inspection type.

When completing an inspection report electronically all mandatory fields must be completed. When completing safety check reports for establish registration all other required fields where information can be obtained from the vehicle must be completed eg ADR category code, motive power, fittings.

Safety check, e-AUVIS and e-HVAIS inspection reports must be completed in accordance with these Rules and any other instruction advised through AIS Online, AIS Notices or other publication or advice by TfNSW.

All customer and station copies of inspection reports and brake test reports must be signed by the examiner issuing the report.

If a vehicle passes the first inspection, two reports are printed:

- Customer copy—Pass—given to customer
- Station copy—must remain at the AIS station for audit purposes along with any attachments
- If a brake test is conducted the original brake test report is attached to the customer copy and the duplicate to the station copy.

If the Examiner issues a 'fail now pass' inspection report, two reports are printed. 'Fail now pass' reports are only issued where the vehicle has been inspected and minor repairs or adjustments have been carried out during the inspection:

- Customer copy—Fail now pass—given to customer
- Station copy—must remain at the AIS station for audit purposes along with any attachments
- If a brake test is conducted the original brake test report is attached to the customer copy and the duplicate to the station copy.

If a vehicle fails the first inspection, two reports are printed:

- Customer copy—Fail—which details the repairs/adjustments required
- Station copy—must remain at the AIS station for audit purposes along with any attachments
- If a brake test is conducted the original and duplicate brake test reports are attached to the station copy.

On the second inspection, if the vehicle passes the inspection, two reports are printed:

- Customer copy—Pass, with original brake test printout attached, given to customer
- Station copy—must remain at the AIS station for audit purposes along with any attachments
- The Station copy from the first inspection, including any brake test report, is attached to the Station copy of the second inspection.

On the second inspection, if the vehicle fails the inspection, two reports are printed:

- Customer copy—Fail—given to customer
- Station copy—must remain at the AIS station for audit purposes along with any attachments.

**Note:** Second inspections must be carried out within 14 days of the first inspection.

If the vehicle is dangerously defective TfNSW must be advised immediately after the inspection by email to [Customer Enquiry Officer](#).

If the vehicle fails the second inspection or does not return for reinspection within 14 days, the station copy of the inspection report must be cancelled by marking ‘CANCELLED’ between two parallel lines on the report. TfNSW must be notified by email to the [Scheme Review Vehicle Programs](#) unit.

### Manual inspection reports issued at AIS stations

AIS stations and examiners may issue manual inspection reports only for the following reasons:

- AIS Online system failure
- Unregistered vehicle permits
- Conditional/historic registration
- Defect notice clearances that cannot be entered into the AIS Online system
- Other circumstances as advised by TfNSW.

All customer and Station copies of inspection reports and brake test reports must be signed by the examiner issuing the report.

### Manual safety check inspection reports

Safety check inspection reports consist of three copies:

- Customer copy—Pink—given to customer when vehicle has passed
- Customer copy—White—given to customer if vehicle fails (details repairs/adjustments required)



- Station copy—Blue—must remain in the inspection report book and retained at the AIS station for audit purposes along with any attachments

If a brake test is conducted the original brake test report is attached to the customer copy and the duplicate to the station copy.

**Note:** A light vehicle safety check inspection report is valid for six months for registration renewal and 42 days for change of ownership from the date of issue.

### Manual AUVIS inspection reports

AUVIS inspection reports consist of three copies:

- Customer copy—Blue—given to customer when vehicle has passed
- Customer copy—White—given to customer if vehicle fails
- Station copy—Yellow—must remain in the inspection report book and retained at the AIS station for audit purposes along with any attachments

If a brake test is conducted the original brake test report is attached to the customer copy and the duplicate to the station copy.

**Note:** An AUVIS inspection report is valid for 42 days from the date of issue.

For Establish Registration or Adjustment of Records inspections, in addition to completing the relevant inspection report, the examiner is required to sign the Examiner's Certification, and complete:

- The relevant sections of page 3 of TfNSW Form 1009 (Application for Registration) for establish registration
- The examiner's report on page 2 of TfNSW Form 1021 (Adjustment of Records) for a change of detail.

### Manual HVAIS inspection reports

Heavy vehicle inspection reports consist of four pages:

- Customer copy—Pink—given to customer when vehicle has passed safety check inspection
- Customer copy—Brown—given to customer only where required and when the vehicle passes establish registration; adjustment of records and clearance of design related defect notices—completed in addition to safety check copy
- Customer copy—White—given to customer if vehicle fails
- Station copy—Yellow—must remain in the inspection report book and retained at the AIS station for audit purposes along with any attachments

If a brake test is conducted the original brake test report is attached to the customer copy and the duplicate to the station copy

The heavy vehicle inspection report can be used for all inspection functions required to be undertaken at an HVAIS. Listed in the inspection Matrix ([Appendix 1-B](#)) are the reports and forms required for each function

**Note:** A heavy vehicle inspection report is valid for 42 days from the date of issue.

## Completing manual inspection reports

All fields in the inspection report which require a tick (✓) or a cross (✗) must be clearly marked. For the vehicle systems checklist the following applies:

✓ if the vehicle system passes the requirements of the AIS Rules

✗ if the vehicle system fails the requirements of the AIS Rules

N for a system that does not apply to the vehicle.

- If for any reason a system which applies to a vehicle is not checked, the symbol 'N/C' should be marked in the appropriate box. The reason the system has not been checked must be noted in the comments box
- Inspection reports must only be filled out during or immediately after an inspection and not before
- If any vehicle system boxes are crossed (x), the examiner must mark either the failed-repairs needed or failed dangerous box depending on whether the examiner considers the use of that vehicle would be dangerous
- A detailed description of the reasons for rejection must be entered in the Comment/Repairs needed box. It is not acceptable to merely state the system which does not meet requirements.

The correct inspection report (ASCIS, AUVIS, HVAIS) must be used for the specific inspection(s).

Manual inspection reports must be issued in sequential order. Any missed reports must be cancelled.

The AIS station name and address must appear in the appropriate space on all pages of the inspection report.

A blue or black ball point pen must be used to complete the inspection report. Sufficient pressure must be applied when completing the inspection report to ensure all copies are clear and legible.

A sheet of cardboard must be used underneath the book copy of the Manual Inspection Report to prevent unwanted duplication on the next report.

Alterations on the inspection report to vehicle identifiers, ECS or VSCCS compliance certificate number and other vehicle details are not permitted. If a mistake is made the inspection report must be cancelled and a new report issued.

If an inspection report is spoiled to such an extent to make it difficult to interpret, the report must be cancelled and a new report issued.

If a manual inspection report is cancelled for any reason, all copies must be marked 'CANCELLED' between two parallel lines, and left in the book.

All details relating to the vehicle must be accurately and legibly recorded in the appropriate spaces on the inspection report and other forms and must be easy to interpret.

Where brake performance tests are required, both copies of the brake test print out must be signed by the examiner. One is attached to the original copy of the inspection report and one to the book copy.

**AUVIS, HVAIS:** Where a valid engineering certificate or VSCCS compliance certificate has been presented with the vehicle, the certificate number must be recorded in the appropriate space (see AIS Design Check standards).

**AUVIS:** If the vehicle requires a written-off vehicle check the section of the inspection report must be completed in accordance with Rule 231 in the AIS Rules Identity Check standards.

**Note:** A vehicle listed on the WOVR cannot be registered.

### Manual inspection reports—second inspections

If the vehicle is re-inspected within 14 days of the first inspection and passes the second inspection, the examiner must:

- Tick (✓) as passed, all relevant inspection checklist second inspection boxes
- Tick (✓) as passed, the result of second inspection passed safe box
- Complete/sign the original copy of the inspection report in the appropriate places and give it to the customer
- Ensure that the results of the inspection are also shown in the book copy which is retained in the inspection report book.

If the vehicle is reinspected within 14 days of the first inspection and fails inspection, the examiner must:

- Cross (X) as failed, all relevant inspection checklist second inspection boxes (on all copies of the inspection report)
- Cross (X) as failed, the result of second inspection failed-repairs needed or failed-dangerous box (as necessary), again, on all copies
- Complete and sign the reject copy of the inspection report
- Cancel the original copy by marking 'CANCELLED' between two parallel lines on the report. This copy must be sent immediately to the [Scheme Review Vehicle Programs](#) unit
- Ensure that the results of the inspection are also shown in the book copy and is retained in the inspection report book
- Advise customer to keep the white copy as record of the inspection.

If the vehicle does not return for reinspection within 14 days, the original copy of the inspection report must be cancelled by marking 'CANCELLED' between two parallel lines on the report. This copy must be sent IMMEDIATELY to the [Scheme Review Vehicle Programs](#) unit.

### Other forms

Other forms means any TfNSW form or section of form required to be completed by the examiner as part of the inspection process (eg Application to register a vehicle, Adjustment of records, Vehicle Identification Check, forms faxed to TfNSW).

## Recording vehicle identifiers

Vehicle details must be recorded in such a way so there is no possibility of misinterpretation. The most common errors include:

- A mistaken for 4
- C mistaken for G
- 6 mistaken for G
- 5 mistaken for S
- Z mistaken for 2
- Z mistaken for 7
- U mistaken for V
- B mistaken for 8

## Disposal of documents

All forms and copies of documents required by TfNSW must be retained in a secure location at the station for a minimum period of 12 months unless otherwise notified by TfNSW. Destruction of records over 12 months old must be irreversible. This means that there is no reasonable risk of the information being recovered again. Failure to ensure the total destruction of records may lead to the unauthorised release of sensitive information.

## Appendix 1-I Transport for NSW contacts

<b>AIS Online system problems</b>	T 1300 131 172
<b>Administration and Accreditation team</b>	T 1300 791 186 F 1300 793 865 M PO Box 122, Glen Innes NSW 2370 E <a href="mailto:ais@transport.nsw.gov.au">ais@transport.nsw.gov.au</a>
<b>Customer Enquiries</b>	T 02 6937 1024 F 02 8849 2075 E <a href="mailto:accreditationcomplaints@transport.nsw.gov.au">accreditationcomplaints@transport.nsw.gov.au</a>
<b>Scheme Vehicle Programs Review unit</b>	T 1300 791 186 E <a href="mailto:sruvp@transport.nsw.gov.au">sruvp@transport.nsw.gov.au</a>
<b>Technical Enquiries unit</b>	T 1300 137 302 F 02 8849 2754 E <a href="mailto:technical.enquiries@transport.nsw.gov.au">technical.enquiries@transport.nsw.gov.au</a>
<b>VINs unit</b>	T 02 8335 9440 E <a href="mailto:vins@transport.nsw.gov.au">vins@transport.nsw.gov.au</a>

## Links

### Links relevant to the Rules

National Heavy Vehicle Regulator	<a href="http://nhvr.gov.au">nhvr.gov.au</a>
NSW Fair Trading	<a href="http://fairtrading.nsw.gov.au">fairtrading.nsw.gov.au</a>
NSW Legislation	<a href="http://legislation.nsw.gov.au">legislation.nsw.gov.au</a>

### TfNSW publications and information

AIS Notices	Refer to AIS notices in AIS Online
Vehicle Standards Information sheets (VSIs)	<a href="http://roads-waterways.transport.nsw.gov.au/roads/vehicle-registration/how-to-register-a-vehicle/vehicle-standards/information-sheets.html">roads-waterways.transport.nsw.gov.au/roads/vehicle-registration/how-to-register-a-vehicle/vehicle-standards/information-sheets.html</a>
VSCCS Bulletin 1	<a href="http://roads-waterways.transport.nsw.gov.au/documents/business-industry/examiners/vscs-bulletin-01-licensed-certifiers.pdf">roads-waterways.transport.nsw.gov.au/documents/business-industry/examiners/vscs-bulletin-01-licensed-certifiers.pdf</a>

### National publications and information

RAWs information	<a href="http://raws.infrastructure.gov.au/rawswebpublic/RAWPubHelp.asp">raws.infrastructure.gov.au/rawswebpublic/RAWPubHelp.asp</a>
SEVs information	<a href="http://infrastructure.gov.au/vehicles/sevs/">infrastructure.gov.au/vehicles/sevs/</a>
Second edition ADRs	<a href="http://infrastructure.gov.au/roads/motor/design/second_edition_adrs.aspx">infrastructure.gov.au/roads/motor/design/second_edition_adrs.aspx</a>
Third Edition ADRs	<a href="http://infrastructure.gov.au/roads/motor/design/adr_online.aspx">infrastructure.gov.au/roads/motor/design/adr_online.aspx</a>
Vehicle Standards Bulletins (VSBs)	<a href="http://infrastructure.gov.au/roads/vehicle_regulation/bulletin/index.aspx">infrastructure.gov.au/roads/vehicle_regulation/bulletin/index.aspx</a>