

NORTHERN TERRITORY AUTHORISED VEHICLE INSPECTORS ADMINISTRATION MANUAL

Produced by Road Transport, Vehicle Compliance Section

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Section 1 Introduction

About this manual

It is a requirement of all Approved Inspection Stations that they have on the premises at all times, at least one copy of this manual and also all relevant Inspection Manuals, for the class, or classes of vehicles for which the station is approved to carry out inspection on. All the requirements, instructions and rules contained in this manual must be adhered to.

Purpose

This Manual is intended for the use by Transport Inspectors and Authorised Inspectors. It contains the rules, responsibilities and appointment process in relation to Authorised Inspectors.

Overview

The Authorised Inspector Scheme in the NT is a system under which vehicles are inspected by authorised persons at approved inspection stations for the purposes of ensuring compliance to roadworthy and safety standards. These inspections can be carried out for a number of reasons including registration renewal and transfer of registration from interstate.

The Department of Infrastructure, Planning and Environment, Road User Division is the regulatory body, which administers the Authorised Inspector Scheme. It performs the following functions:

- Develops policy, practices and procedures for the system, in consultation with stakeholders.
- Authorises and appoints Authorised Inspectors at Approved Inspection Stations.
- Controls the issue of inspection report books and deals with lost or stolen books and reports.
- Reviews and follows up on complaints.
- Monitors and audits the system.
- Provides advice to government, industry and the general public on the Authorised Inspection Scheme.
- Imposes sanctions.

How manuals will be amended

Pages containing sections in which details have changed in this manual or any of the Inspection Manuals will be re-issued. Any information which cannot be incorporated in existing sections of the Manuals will be issued in the form of an annexure as a Vehicle Inspectors Bulletin (VIB).

Where to get advice

From time to time, Authorised Inspectors (AIs) may encounter situations that appear not to be covered by the inspection guidelines or manuals. In such cases, the problem should not be put aside or solved by guess-work. Instead, advice should be obtained from the Vehicle Compliance Group at Motor Vehicle Registry (MVR).

The Vehicle Compliance Group maintains a team of Technical Officers and Transport Inspectors to supervise, monitor and audit the Authorised Inspector Scheme and provide advice to AIs. These officers will also visit all Stations on a regular basis and may be consulted during visits. At other times, enquiries may be directed to the Vehicle Compliance Group at the following MVR offices listed below.

Region	Telephone number	Fax number
Darwin	89993127	89410260
Alice Springs	89515297	89515313
Katherine	89738791	89738762

Section 2 Approved Inspection Stations

2.1 What is an Approved Inspection Station (AIS)

2.1.1 An Approved Inspection Station (AIS) is an approved establishment, such as:

- A service station
- An automotive workshop
- A specialist repairer
- A motor dealer
- A transport operator

2.1.2 Each AIS must have at least one Authorised Inspector (AI) approved and appointed to carry out inspections on the premises. It should be noted that an AIS only exists because there is an AI working on the premises. Should no AI be available, the fact that the premises has been approved for the purpose of carrying out inspections does not mean inspections can be carried out. Inspections can only be carried out by the AI approved to carry out inspections at the particular AIS.

2.1.3 Depending on the qualifications of its staff and the facilities available, an AIS may be approved as a premises suitable for the inspection of various classes of vehicles, or only a single particular class.

2.2 The premises

2.2.1 An AIS premises is the area or facilities within an establishment that has been assessed and approved for use by AIs for the purpose of carrying out inspections in line with rules contained within this manual.

2.2.2 A premises may be approved to carry out one or more of the following inspection types:

	TYPE
Vehicle compliance checks, factory new vehicles	H
Roadworthy inspections, vehicles up to and including 4.5t GVM	A
Roadworthy inspections, vehicles greater than 4.5t GVM	X
Roadworthy inspections, trailers up to and including 4.5t ATM	D
Roadworthy inspections, trailers greater than 4.5t ATM	G
Roadworthy inspections, motorcycles	B
Roadworthy inspections, plant equipment and SPVs	D
Roadworthy inspections, vintage and veteran vehicles	V

2.3 Premises specifications

- 2.3.1 An AIS must have a clear inspection area with a sealed level surface separate from any space that is regularly used for activities such as petrol sales, and/or any driveways used for entry and/or exit. There is a requirement for the inspection area to be under cover and maintained in a clean and tidy condition.
- 2.3.2 The AIS may display signage clearly visible to motorists indicating the premises is an Approved Inspection Station. No advertising of other services or products is allowed on this sign.
- 2.3.3 In order to be authorised to inspect a particular class of vehicles the AIS must have sufficient space to accommodate the type of vehicles in this class and also the equipment as specified in the relevant equipment schedule as detailed in the relevant Inspection Manual.

2.4 Proprietor

- 2.4.1 The Proprietor must be the person in control of the business and may be the manager or agent, which operates the AIS.

2.5 How to become an AIS

- 2.5.1 Any person in control of a business who has premises that conform to the requirements set out in this manual may apply to have their premises recognised as an AIS if it is staffed with suitably qualified persons that may be appointed as AIs.

2.6 Responsibilities of the Proprietor

- 2.6.1 The Proprietor is responsible for making sure that an AIS is operated strictly in accordance with these rules, and that documentation is kept up to date.
- 2.6.2 The Proprietor of an AIS must not inspect vehicles or sign inspection reports unless the person in question is also an AI.
- 2.6.3 The Proprietor must ensure that:
 - 2.6.3.1 An inspection area is available, with the equipment necessary to perform the inspection.
 - 2.6.3.2 All reports required by MVR are submitted as and when required.
 - 2.6.3.3 Requests for inspections are acknowledged immediately and dealt with as quickly as possible.
 - 2.6.3.4 AIs have access to all technical data and workshop manuals required to perform inspections.
 - 2.6.3.5 All equipment is kept in good working order.

- 2.6.3.6 All equipment is calibrated and certified in accordance with statutory, MVR and manufacturers' requirements.
- 2.6.3.7 Equipment calibration and certification records are maintained.
- 2.6.3.8 If any inspection equipment becomes unserviceable, no inspections which require the use of that equipment are to be carried out before it is repaired or replaced. All repairs to equipment are to be carried out as quickly as possible.
- 2.6.3.9 The AIS is operated on an ethical basis. This means that a Proprietor is not to suggest to a vehicle owner that the issue of an inspection report is conditional on having any required repairs or adjustments carried out at their AIS, or at any other particular place of repair.
- 2.6.3.10 Free access is given to any Transport Inspector or authorised officer to inspect AIS premises and its records, equipment or the operation of the AIS. This access must be available during the usual hours of business
- 2.6.3.11 Fees charged for inspections are not above the prescribed fee.
- 2.6.3.12 Notification is given to the MVR within 5 working days of an AI ceasing working from the premises. Inspection books must be returned as required by rule [5.5.9](#).

Section 3 Authorised Inspectors

3.1 What is an Authorised Inspector (AI)

- 3.1.1 An Authorised Inspector (AI) is the person who carries out vehicle inspections in an Approved Inspection Station (AIS). An AI may be authorised to carry out inspections at more than one AIS.
- 3.1.2 To become an AI, a person must apply to, and be approved by the Registrar of Motor Vehicles. To gain approval the person must hold qualifications and have relevant experience appropriate to the class of vehicles to be inspected, and successfully demonstrate that they meet specified requirements including holding a current appropriate N.T. drivers licence and being a fit and proper person (see attachment A).
- 3.1.3 The categories of Motor Vehicle Tradesman's Certificates acceptable are:
- 3.1.3.1 A Certificate of Completion of an indentured apprenticeship as a motor mechanic, or
 - 3.1.3.2 A Trades Person's Rights Certificate (Motor Mechanic) issued by the Commonwealth Department of Employment, Education and Training, or
 - 3.1.3.3 A qualification from another Australian State, Territory or country, which is recognised by the Registrar as being equivalent to a qualification listed above, or
 - 3.1.3.4 Another qualification in a related mechanical field if it can be demonstrated by the applicant. That the applicant has at least six years experience as a trades person in the motor vehicle services and repair industry.

3.2 How to become an Authorised Inspector

- 3.2.1 Any suitably qualified person interested in becoming an AI may apply to the Registrar of Motor Vehicles on the approved application form available from MVR offices.
- 3.2.2 These forms must be fully completed and must be returned to MVR for assessment.
- 3.2.3 The following information must be included with the application form:
- 3.2.3.1 A current Police criminal history release.
 - 3.2.3.2 Relevant qualifications as detailed in rule [3.1.3](#).
 - 3.2.3.3 Two acceptable references, personal and work related.
 - 3.2.3.4 Current NT drivers licence details.

3.2.3.5 Intended AIS with proprietors endorsement.

When the application is received, it will be assessed by MVR for the applicants eligibility for appointment as an AI. Applications will be valid for 3 months only, applicants not providing the required information or finalising their application within this time frame, will be required to reapply.

- 3.2.4 After assessment of the application, eligible applicants will be advised to attend an MVR office for the purpose of completing exams. Upon successfully completing and passing the exams the applicant will be appointed as an Authorised Inspector and will receive induction training and a copy of their appointment instrument, manuals and inspection reports.

Note: Pre exam study packages are available on request.

- 3.2.5 Whenever an application to become an AI is declined, the applicant will be informed in writing and given the reason for the refusal. The applicant may appeal the decision, unless he or she is currently under suspension from the scheme. Any appeal must be lodged in writing with the Registrar of Motor Vehicles within 28 days of the notification.

3.3 Responsibilities of an Authorised Inspector

3.3.1 An Authorised Inspector must:

- 3.3.1.1 Conduct a thorough inspection of all the items complying with the inspection requirements as detailed in the relevant sections of the manuals. The inspection is to be carried out strictly in accordance with these Rules.
- 3.3.1.2 Inspect only the classes of vehicle in accordance with any conditions placed on the appointment instrument for which authority has been given.
- 3.3.1.3 Accurately and legibly record all details in the appropriate space on the inspection report, sign and date the report for each inspection in the appropriate area (pass or fail).
- 3.3.1.4 Only sign a report for inspections that have been personally conducted. Inspection reports must be filled out during or immediately after the inspection of the vehicle is completed and not before. The inspection report must only be signed after all details required on the form have been completed.
- 3.3.1.5 Ensure that all vehicle identification information required for completion of the inspection report is taken directly from the vehicle and accurately recorded.
- 3.3.1.6 Keep up to date with the Rules, bulletins and other requirements of the Authorised Inspector Scheme. Also consult and be familiar with vehicle manufacturers technical data to assist in assessing vehicle components.

- 3.3.1.7 Ensure that, apart from normal road testing of a vehicle, all inspections are carried out in the specified premises approved by the Registrar as an Inspection Station.
- 3.3.1.8 Ensure that all inspections are carried out on an ethical basis. This means that an Inspector is not to suggest to a vehicle owner that the issue of an inspection report is conditional on having any required repairs or adjustments carried out at their AIS, or at any other particular place of repair.
- 3.3.2 Whenever a breach of the Rules is detected it will be investigated by Road User Division Vehicle Compliance staff.

Section 4

Sanctions

4.1 When Rules are Broken

- 4.1.1 For minor breaches of the Rules, the Authorised Inspector (AI) may be subject to action such as a formal warning from a Transport Inspector.
- 4.1.2 For more serious breaches of the Rules, the AI concerned will be asked for a written explanation of the case from their point of view. The proprietor may also be asked to provide a written explanation. The case will then be assessed and referred to the Registrar of Motor Vehicles.
- 4.1.3 If the Registrar determines that a breach has occurred, he/she will request that a review panel be convened to assess the breach and make recommendation on what action, if any the panel believes should be taken. The AI will be given the opportunity to put their case to the review panel.
- 4.1.4 Depending on the severity of the case sanctions may be imposed that can range from the issue of a warning notice, to a recommendation to the Minister to suspend or cancel an AIs appointment.
- 4.1.5 Where the Registrar takes action against an AI, an aggrieved party may appeal the decision. Any appeal must be lodged in writing within 28 days of the date of delivery of notification of the decision. An appeal must specify the grounds for the appeal.
- 4.1.6 All appeals will be assessed by the Registrar who may request that a second review panel be convened for the purpose.
- 4.1.7 Review panels will generally consist of representatives of the following:
- Motor Trades Association
 - Department of Justice, Consumer and Business Affairs
 - Technical Advisory Committee (industry representative)
 - Department of Infrastructure Planning and Environment (Road User Division)
(chair)

5.1 Vehicle Inspection

- 5.1.1 Authorised Inspectors (AIs) must carefully observe all the relevant standards contained in the applicable Inspection Manuals when carrying out inspections. Where specialised equipment is required to assess the condition or compliance of certain items it must be used.
- 5.1.2 Any vehicle submitted for inspection must be checked against the appropriate inspection standards. Where a vehicle fails to comply with any applicable part of any standard, the vehicle must not be passed as fit for registration until the problem has been rectified.
- 5.1.3 Many of the standards contained within the Inspection Manual can be checked simultaneously by an experienced person, and most Inspectors develop their own particular methods for applying the standards. Inspection standards are grouped according to vehicle class.
- 5.1.4 The requirements set out in the inspection standards are not to be regarded as exhaustive but, in most cases, they will cover the great majority of inspection checks. **Where an AI considers that a vehicle is unroadworthy in any way that is not covered in these Rules, the vehicle should on no account be passed.** In cases of doubt, AIs should contact MVR as detailed in Section 1 Rule 2 Where to get advice.

5.2 Inspection fees

- 5.2.1 Inspection fees are reviewed regularly and appear in the attachment at the end of this Manual see attachment B.
- 5.2.2 An AIS must not charge more than the prescribed fee for inspections that are conducted in accordance with these Rules and may not conduct inspections or charge fees for inspection types which the station is not authorised to conduct.
- 5.2.3 The prescribed fees provide for an initial inspection and also a re-inspection in the case of any vehicle, which was found to be in need of repairs at its first inspection, provided that the repaired vehicle is returned for re-inspection within 42 days. **Full inspections for which the full fee is applicable must be carried out once this 42 day period has lapsed.**

5.3 Inspection reports

- 5.3.1 An Inspection Report is a statement by an AI that a vehicle has had an inspection carried out in accordance with these Rules and Standards. Whenever an AI is asked to perform an inspection of a motor vehicle under these Rules, an Inspection Report must be prepared and issued in accordance with these Rules.
- 5.3.2 Inspection of a vehicle and the completion of an Inspection Report under these rules must only be performed for the following reasons:
- Renewal of NT registration.

- Transfer of interstate registration (Compliance Check also required at MVR after the vehicle is passed as roadworthy).
- Compliance Checks by approved persons on factory new vehicles establishing registration in the NT.

5.3.3 Irrespective of the reason for its preparation, an Inspection Report must be a true record of the compliance of a vehicle to the inspection standards at the time of inspection, and all information set out in the report must be accurate.

5.4 Supply of inspection reports

5.4.1 Inspection Reports are compiled in duplicate and are supplied in book form.

5.4.2 Inspection Reports are only available from MVR offices.

5.4.3 Completed Inspection Report Books are to be surrendered for audit.

5.5 Use of Inspection Reports

5.5.1 An AI can only conduct an inspection and complete and issue Inspection Reports at an AIS to which he or she is linked.

5.5.2 An Inspection Report must not be signed until all of the information about the vehicle and its inspection has been recorded.

5.5.3 A separate Inspection Report must be prepared for each vehicle that is inspected.

5.5.4 The results of an inspection may only be recorded on the Inspection Report.

5.5.5 All Inspection Report Books are and remain the property of the MVR.

5.5.6 Inspection Reports must be used in numerical sequence and all reports in a book must be used before commencing a new book of reports. Any reports filled in incorrectly or spoiled must have the word "cancelled" written between two parallel lines across the report from corner to corner.

5.5.7 Unused Inspection Reports must not be traded, given away, thrown away, or removed from an Inspection Report Book.

5.5.8 The AI must keep current books of Inspection Reports and all completed books and reports up to 3 years old, in a secure place at the AIS. These must be available at any time for inspection by Transport Inspectors and authorised officers.

5.5.9 All books of Inspection Reports, whether completed or not, must be surrendered immediately to a Transport Inspector or authorised officer if an AIS ceases trading from its approved premises or an appointed AI ceases working from the premises. Books must also be surrendered if an AI appointment is suspended or cancelled.

5.5.10 Details of any lost or stolen inspection books or reports are to be reported to the MVR immediately.

- 5.5.11 AIs must only use Inspection Reports from books that have been issued to the AI.
- 5.5.12 Each report has two pages: A green copy for the customer and a white copy to remain in the book. Each page of the report is carbonised and carbon paper is not required.
- 5.5.13 A blue or black ball point pen must be used to ensure that all copies are clear and legible.
- 5.5.14 The AI must record all details in the appropriate space on the Inspection Report.
- 5.5.15 The inspection must be carried out in accordance with these Rules.
- 5.5.16 If the vehicle complies with the required standards, the AI is to complete the pass box and apply the approved AIS stamp.
- 5.5.17 If the vehicle does not meet the required standard, the AI must record all faults in the "comment/repairs needed" box before signing and dating the Inspection Report in the failed box, the report is not to be stamped. If there is not enough space to list all the repairs needed, a continuation sheet should be used. This must be indicated on the Inspection Report, and the Inspection Report number is to be recorded on the continuation sheet.
- 5.5.18 The green copy of the Inspection Report must be given to the owner who should be advised that if repairs are required a re-inspection can be obtained if the vehicle is returned within 42 days to the same AIS with the repairs completed.
- 5.5.19 **Dangerous Defects.** If the vehicle fails to meet roadworthy standards to such an extent that its use will be hazardous either for people travelling in the vehicle or other road users, MVR Vehicle Compliance must be contacted and the owner must be advised not to drive the vehicle. If the owner wants to take the vehicle away from the AIS for repairs, he/she must be advised to have it towed or otherwise transported away.

Section 6 Vehicle Inspectors Bulletins

6.1 Index of Vehicle Inspectors Bulletins (VIBs)

- VIB 01 [Vehicle Inspectors Bulletin](#)
- VIB 02 [Non Standard Factory New Vehicles](#)
- VIB 03 [Inspection of Tyre Load and Speed Ratings](#)
- VIB 05 [Amendments to Motor Vehicles \(Standards\) Regulations](#)
- VIB 06 [Recall of Designated Michelin Truck Tyres](#)

Attachment A

Guidelines for Criminal History Assessment of Persons Appointed or Seeking Appointment as Authorised Inspectors

- Criminal and traffic history will be requested and checked prior to appointment of persons as Authorised Inspectors and may also be requested at any time during the appointment period.
- All convictions, fines, charges proven without conviction and traffic offences are considered in determining whether a person is “fit and proper” to hold an appointment as an Authorised Inspector.
- A single serious conviction may lead to ineligibility, whilst lesser offences may require a series of convictions.
- Conviction of an offence whilst appointed as an Authorised Inspector may lead to the revocation of the appointment.

The guidelines below list a range of offences leading to ineligibility. As the list is not exhaustive it provides guidance only. All decisions are individually made, having regard to individual circumstances and the merits of the application.

OFFENCE	DISQUALIFICATION PERIOD	
	First Offence	Two or More Offences
<ul style="list-style-type: none"> • Murder, Manslaughter • Rape • Sexual offences against a minor - paedophilia 	<p>New applicants, ineligible for appointment.</p> <p>Currently appointed, appointment revoked</p>	<p>New applicants, ineligible for appointment.</p> <p>Currently appointed, appointment revoked</p>
<ul style="list-style-type: none"> • Other sexual offences • Assault punishable by imprisonment for 6 months or more, whether served or not 	<p>New applicants, ineligible for 7 years after occurrence or 2 years after any prison term, whichever is greater.</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>	<p>New applicants ineligible for 10 years after last occurrence or 2 years after any prison term, whichever is greater.</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>
<ul style="list-style-type: none"> • Drug trafficking or possession of trafficable quantity • Other Assault • Theft • Deception • Fraud • Criminal damage 	<p>New applicants, ineligible for 4 years after occurrence or 1 year after any prison term, whichever is greater</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>	<p>In severe cases (eg. aggravation, multiple offences on one occasion, several repeat occurrences), an ineligibility or period longer than 10 years will be considered</p>
<ul style="list-style-type: none"> • Drug use • Any other offence punishable by imprisonment, whether served or not 	<p>New applicants, ineligible for 2 years after occurrence or 1 year after any prison term, whichever is greater</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>	<p>New applicants ineligible for 6 years after last occurrence or 1 year after any prison term, whichever is greater</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>
Other Offences		
<ul style="list-style-type: none"> • Driver Licence Cancellation or Suspension 	<p>New applicants, ineligible.</p> <p>Currently appointed, appointment revoked may reapply once appropriately licensed again.</p>	
<ul style="list-style-type: none"> • General Offences 	<p>All offences will be taken into account, particularly if serious, (eg. drink driving, excessive speed, dangerous driving, etc) and/or there is a pattern of recurrence. This can contribute to the refusal or revocation.</p>	

Conspiracy to commit any offence carries the same weight as the actual offence.

ATTACHMENT B

Inspection Fees

The following maximum prescribed fees may be charged for inspections that are conducted in accordance with the rules contained in the Northern Territory Authorised Vehicle Inspectors Administration Manual.

Description of Fee or Charge	Fee (\$)	GST (\$)	Total (\$)
Motor Vehicle not exceeding 4.5 tonnes Gross Vehicle Mass (GVM)	35.00	3.50	38.50
Trailer not exceeding 4.5 tonnes Aggregate Trailer Mass (ATM)	35.00	3.50	38.50
Motorcycle	35.00	35.00	38.50
Motor Vehicle exceeding 4.5 tonnes Gross Vehicle Mass (GVM)	70.00	7.00	77.00
Trailer exceeding 4.5 tonnes Gross Vehicle Mass (GVM)	70.00	7.00	77.00