

Approved Inspection Station (AIS) Compliance Checklist

| | | | | |
|---|-------------------------------|--|---|--|
| AIS Name: | | ICO Yes <input type="checkbox"/> No <input type="checkbox"/> | CID audit number: | |
| AIS Number: | | AIS Address: | | |
| Type of Compliance check: | | Confirmation <input type="checkbox"/> | Scheduled <input type="checkbox"/> | Triggered <input type="checkbox"/> |
| Compliance check date: ___/___/___ | | RUMIIS audit number: | | DMS Number: |
| AIS Representative: | | Role: | | Approved Examiner No: |
| Primary Auditor: | | | Signature: _____ | |
| Date: ___/___/___ | | | | |
| Compliance Check Result: | Pass <input type="checkbox"/> | Fail <input type="checkbox"/> | CA Issued: Yes <input type="checkbox"/> No <input type="checkbox"/> | PIN Issued: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Compliance check finalised: | Date: ___/___/___ | Primary Auditor: | | Signature: _____ |
| <p>The following sources of evidence have been identified to assist in verifying compliance with the conditions of approval as an Approved Inspection Station (AIS). Other methods of obtaining valid evidence may be used.</p> <ol style="list-style-type: none"> 1. Interviews with the Approval Holder and Approved Examiner/s (AE). 2. Observations/photographs 3. Documents and records including, but not limited to: <ul style="list-style-type: none"> • The Business Rules for Approved Inspection Stations (BRAIS) • Queensland Light Vehicle Inspection Manual (QLVIM) • <i>Transport Operations (Road Use Management – Accreditation & Other Provisions) Regulation 2015</i> • National Heavy Vehicle Inspection Manual (NHVIM) • <i>Transport Operations (Road Use Management – Vehicle Standards & Safety) Regulation 2021</i> • <i>Transport Operations (Road Use Management) Act 1995 (TORUM)</i> • AE accreditation document • National Heavy Vehicle Law • Inspection Certificates Online (ICO) • Inspection Certificate Books • AIS Approval document • ICO User Guide • Information Sheets | | | | |
| Compliance Code Legend | | | | |
| NA = Not applicable | | | Nil = Not assessed | |
| NC = Non-compliance requiring rectification within 14 working days | | | V = Indicates compliance verified with the relevant standard | |

AIS Requirements

| Reference Documents | Requirement | List evidence or method of verification | Compliance Code | CA | PIN |
|---|--|---|-----------------|----|-----|
| Fixed AIS Signage | | | | | |
| BRAIS 12 | The approval holder must ensure that the fixed AIS displays a sign at the premises indicating that the AIS has been approved by the department to issue inspection certificates. | Verify there is signage indicating the AIS has been approved by the department. | | | |
| BRAIS 13 (a) (b) | The approval holder must ensure that the sign meets the following specifications: <input type="checkbox"/> The sign must state: APPROVED INSPECTION STATION APPROVAL NO. <input type="checkbox"/> The first three words must be at least 100 mm high, and the remaining words must be at least 50 mm high. | Verify there is signage that meets the following specifications: <input type="checkbox"/> sign states, 'Approved Inspection Station' and the AIS approval number. <input type="checkbox"/> the first three words are at least 100mm high; and <input type="checkbox"/> the remaining words are at least 50mm high. | | | |
| Mobile AIS Unit (if applicable) | | | | | |
| AOP Schedule 2 Part 3 item 14 | The proprietor of a mobile AIS must ensure the AIS trading name and approval number are clearly and legibly displayed on the sides of the mobile AIS vehicle/s. | Verify there is signage that clearly and legibly displays the AIS trading name and approval number on the mobile AIS vehicle/s. | | | |
| BRAIS 14 | The approval holder must ensure that the signs displayed on a mobile AIS are visible from a distance of 30 meters. | Verify the signs displayed on the mobile AIS vehicle/s are visible from a distance of 30 meters. | | | |
| TORUM Act s49 | The approval holder must produce the AIS approval document and inspection certificate books. | Sight the following documents: <input type="checkbox"/> AIS approval document <input type="checkbox"/> inspection certificate books. | | | |

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| Inspection area | | | | | |
| BRAIS 1 | The approval holder must ensure that the fixed AIS premises has a dedicated and suitable sized inspection area that safely allows an AE to thoroughly inspect all types of vehicles that the AIS is approved to inspect. | Verify the recommended inspection area requirements are in accordance with AIS info sheet 02 (3).pdf . <ul style="list-style-type: none"> <input type="checkbox"/> For motorbikes (MC and CM) the recommended area is 2.4m wide by 3m long. <input type="checkbox"/> For light vehicles, the recommended area is 2.5m by 6m long. <input type="checkbox"/> For heavy vehicles, the recommended area is 3m wide, 15m long and 4.5m high. | | | |
| Required equipment for inspecting vehicles under an AIS approval | | | | | |
| BRAIS 3 | The approval holder must ensure the AE uses the required equipment necessary for inspecting the types of vehicles listed in the AIS approval. | Verify the AE can demonstrate the use of the required equipment necessary for inspecting the types of vehicles the AIS is approved to inspect. Refer to 'Required equipment' in the <i>Business Rules for Approved Inspection Stations</i> for the equipment required for the particular vehicle type inspection. AIS info sheet 02 (6).pdf | | | |
| BRAIS 28 | An approval holder must have equipment to allow an AE to remove, test and refit vehicle components as required, including underbody inspection. | Verify that the AIS has equipment that allows for the removal, test and refit of vehicle components. This may include: <ul style="list-style-type: none"> <input type="checkbox"/> measuring equipment and gauges for disc rotors, brake drums, brake pads and brake linings (all vehicle types) <input type="checkbox"/> hoist <input type="checkbox"/> pit <input type="checkbox"/> ramps <input type="checkbox"/> vehicle jacks or stands (for LV, LT, CL, HV, HT | | | |

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| | | vehicle type) <input type="checkbox"/> kingpin gauges (for HT vehicle type) <input type="checkbox"/> turntable locking tester (for HV vehicle type). | | | |
| BRAIS 29 | An approval holder must have a calibrated light transmittance device or tint meter that comes with two main components (i.e. light source and receiver) and have a digital display that shows the light transmittance result as a percentage (for LV, CL, HV vehicle type). | Verify that the AIS has a calibrated device or tint meter that must have both of the following: <input type="checkbox"/> two main components (i.e. light source and receiver); and <input type="checkbox"/> digital display that shows the light transmittance result as a percentage. | Record calibration date: / / | | |
| BRAIS 30 | An approval holder must have equipment to check a vehicle's headlamp aim. This may include a graduated headlight testing screen or headlight testing machine (for LV, CL, HV, MC, and CM vehicle types). | Verify that the AIS has equipment to check a vehicle's headlamp aim. This may include either of the following: <input type="checkbox"/> graduated headlight testing screen; or <input type="checkbox"/> headlight testing machine (for LV, CL, HV, MC and CM vehicle type). | | | |
| BRAIS 31 | An approval holder must have accurately functioning equipment to test a vehicle's brake system including a decelerometer, roller brake testing machine or other equipment for testing brakes (for LV, CL, HV, MC and CM vehicle types). | Verify the AIS has equipment to test a vehicle's brake system. This may include any of the following: <input type="checkbox"/> Decelerometer; or <input type="checkbox"/> roller brake testing machine; or other equipment for testing brakes (for LV, CL, HV, MC and CM vehicle types) Verify the brake testing equipment can be located securely in the vehicle that is being tested and that it does not dislodge under braking. | Record calibration date: / / | | |
| BRAIS 32 | An approval holder must have brake test equipment mentioned in BRAIS 31 capable of producing the required brake test result (i.e. paper or electronic) which records, at a minimum, the date, time, and GPS location (coordinates) of where the successful brake test was conducted (for LV, CL, MC, CM and HV vehicle types). NOTE: This requirement only applies to mobile AIS. | Verify the AIS has brake test equipment that is capable of producing at least the following: <input type="checkbox"/> date <input type="checkbox"/> time <input type="checkbox"/> GPS location (coordinates) of where the successful brake test was conducted (for LV, CL, MC, CM and HV vehicle types). | Record calibration date: / / | | |

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| BRAIS 33 | <p>An approval holder must have the following when a towing unit is not available:</p> <ul style="list-style-type: none"> (a) equipment for testing the operation of the lighting system and any electric brakes via the trailer plug or socket; (b) equipment capable of compressing the tow coupling to test the function of any override braking system; (c) equipment capable of creating a vacuum source for testing the function of any vacuum braking system; and (d) equipment capable of creating a compressed air source to test the function of any full air or air assisted braking system. | <p>Verify the AIS has additional equipment when a towing unit is not available. This may include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> equipment for testing the operation of the lighting system and any electric brakes via the trailer plug or socket; <input type="checkbox"/> equipment capable of compressing the tow coupling to test the function of any override braking system; <input type="checkbox"/> equipment capable of creating a vacuum source for testing the function of any vacuum braking system; and <input type="checkbox"/> equipment capable of creating a compressed air source to test the function of any full air or air assisted braking system. | | | |
| S108 (1) AOP | <p>The proprietor of an AIS must:</p> <ul style="list-style-type: none"> • keep at the AIS the required equipment for the AIS approval and • ensure the equipment is maintained so it efficiently performs the function for which it is designed. | <p>Verify the required equipment is at the AIS.</p> <p>Refer to 'Required equipment for inspecting vehicles under an AIS approval' in the Business Rules for Approved Inspection Stations.</p> <p>AIS info sheet 02 (6).pdf</p> <p>Verify that there are maintenance records that correspond to the manufacturer's specifications and test the equipment to ensure it performs correctly and is calibrated if required.</p> | | | |

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| Record keeping | | | | | |
| <p>BRAIS 17</p> <p>(a)</p> <p>(b)</p> <p>(c)</p> <p>(d)</p> <p>BRAIS 20</p> <p>BRAIS 5</p> <p>BRAIS 22</p> | <p>The approval holder must ensure that the following records are kept for the stated periods:</p> <p>A copy of an inspection report for two years after the report was given.</p> <p>A copy of an inspection certificate for two years after the certificate was given.</p> <p>A copy of a brake test result for two years after the test was conducted.</p> <p>A cancelled inspection certificate for two years after the certificate was cancelled.</p> <p>The approval holder must ensure a record mentioned in rule 17 is kept or is accessible at the AIS approval holder's business premises during its ordinary business hours.</p> <p>The approval holder must ensure that the AIS has inspection certificate books for each vehicle type they are approved to inspect either at the fixed AIS or in the mobile AIS vehicle.</p> <p>The approval holder must ensure that the</p> | <p>Verify the following:</p> <p>Inspection reports are kept for two years</p> <p>Inspection certificates are being kept for two years.</p> <p>Brake test results are kept for two years</p> <p>Cancelled inspection certificates are being kept for two years.</p> <p>Documents are kept at the AIS during ordinary business hours.</p> <p>The AIS has inspection certificate books available for the vehicle types that the AIS is approved to inspect.</p> | | | |

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| | AIS records and unused certificate books are kept in a safe and secure place to reasonably avoid fire, flood, vermin, and any other pests. | AIS records and unused certificate books are kept in a safe and secure place. | | | |
| AOP s111 | <ul style="list-style-type: none"> • A person must immediately notify the chief executive if an unused inspection certificate issued to the person is destroyed, lost, or stolen. • If a person makes an oral notification, the person must confirm the notification in writing within 14 days after the event happens. | <p>If person claims unused inspection certificates have been destroyed, lost, or stolen, check RUMIIS to ensure they are the inspection certificate books that have been issued to the person and that notification was received.</p> <p>If a person makes oral notification that unused inspection certificates issued to the person have been destroyed, lost, or stolen, check RUMIIS/DMS to ensure written confirmation has been received within 14 days of the event happening.</p> <p>* Oral notification can be made during the audit.</p> <p>* TIs can check RUMMIS during an audit, however, they can only check DMS post audit at the office, as they do not have access to this on site.</p> | | | |

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| Approval Holders responsibilities | | | | | |
| BRAIS 8 | Before an AE conducts an inspection at the AIS, the approval holder must ensure that the AE: | Verify: | | | |
| (a) | is currently accredited as an AE. | name and AE number/s associated with the AIS and sight their accreditation document to ensure it is current. | | | |
| (b) | is accredited for the types of vehicles they inspect | only inspecting vehicles that are listed on their accreditation | | | |
| (c) | does not inspect vehicles that the AIS is not approved to inspect; and | only inspecting vehicles that are listed on the AIS approval. | | | |
| (d) | has a current driver licence for the type of vehicle the AE is road testing (for example, a manual driver licence of the appropriate class is required to road test a manual vehicle). | driver licence is current for automatic and or manual vehicle types | | | |
| AOP s109 (1)(b) and BRAIS 8 (b) | The approval holder must ensure that each AE engaged is accredited for the types of vehicles they inspect. | Check issued inspection certificates and AIS approval and AE accreditation to verify the AE is only inspecting vehicle types listed on the AIS approval. | | | |
| AOP s109 (2),(a) BRAIS 8 (c) | The approval holder must ensure that the AE does not inspect vehicles that the AIS is not approved to inspect. | Check issued inspection certificates, AIS approval and AE accreditation to verify the AE is only inspecting the vehicle types listed in the AIS approval. | | | |

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| BRAIS 6 | The approval holder must ensure a copy of the current versions of the QLVIM and NHVIM can be accessed and are available for use by an AE or by any other person at the AIS. | Verify that the fixed AIS and mobile AIS unit/s (if any) have access to a current copy of the QLVIM and the NHVIM, whichever is applicable. | | | |
| BRAIS 7 | The approval holder must ensure that an AE operating from the AIS is familiar with the contents of the QLVIM and the NHVIM. | Ask the AEs some common questions about the inspection requirements in the QLVIM and the NHVIM, relevant to their accreditation. | | | |
| VSS s83(2) | Immediately after the inspection is finished, the proprietor of the AIS must give the owner of the vehicle, or the owner's agent, an inspection certificate for the vehicle. | Verify that inspection certificates are being printed/emailed from ICO or that the customer copy from the inspection certificate book is not in the book. | | | |
| VSS s84(1)(b) | The proprietor of the AIS issues an inspection certificate for the vehicle by, for a certificate issued manually, signing the certificate. | Verify that issued proprietor's copies of inspection certificates: <input type="checkbox"/> Have been certified by the approval holder or nominee <input type="checkbox"/> The approval holder or nominee was approved to certify the certificates on the dates the certificates were issued | | | |
| VSS s84(2) (a), (b)(i)(ii) and (c) | Before issuing a manual certificate of inspection for a vehicle, the proprietor of the AIS must ensure: <input type="checkbox"/> the certificate is completed correctly, <input type="checkbox"/> legibly <input type="checkbox"/> not altered; <input type="checkbox"/> and approved by the AE who inspected the vehicle. | Check issued inspection certificates to ensure inspection certificates are: <input type="checkbox"/> completed correctly and legibly <input type="checkbox"/> have no alterations <input type="checkbox"/> approved by the AE <input type="checkbox"/> *(refer to TIPPS policy for the recommended number of inspection certificates). | | | |

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| VSS s85(2) (a), (b)(i) and (ii) | <p>Before approving an inspection certificate for the vehicle, the approved examiner must ensure:</p> <ul style="list-style-type: none"> <input type="checkbox"/> the certificate is completed correctly, <input type="checkbox"/> legibly <input type="checkbox"/> not altered | <p>Check issued inspection certificates to ensure inspection certificates are:</p> <ul style="list-style-type: none"> <input type="checkbox"/> completed correctly and legibly <input type="checkbox"/> have no alterations <p>*(refer to TIPPS policy for the recommended number of inspection certificates).</p> | | | |
| AOP s109 (4) | <p>The proprietor must not charge an amount for an inspection for the issue of an inspection certificate that is more than the prescribed fee for the inspection.</p> | <p>Check to see that the proprietor is not charging more than the prescribed inspection fee for the relevant inspection.</p> <p>Check invoices and computer program settings used to generate invoices.</p> <p>https://www.tmr.qld.gov.au/business-industry/Accreditations/Approved-inspection-station-scheme/Approved-inspection-station-fees</p> | | | |
| BRAIS 16 | <p>The approval holder must provide written notice to the department within 14 days when:</p> | <p>Identify in RUMIIS if a nominee has ceased this role for the AIS and confirm:</p> | | | |
| (a) | <p>a nominee ceases to be employed at the AIS, specifying the date the nominee ceased employment or</p> | <ul style="list-style-type: none"> <input type="checkbox"/> the date nominee ceased <input type="checkbox"/> how and when TMR was notified. | | | |
| (b) | <p>there is a change of the approval holder's contact details (for example, a change of phone number, postal address or email address).</p> | <p>Verify that contact details (e.g. phone number, postal and email address etc.) for the approval holder are consistent with the approval holder's RUMIIS record and that in the comments.</p> | | | |
| AOP s110 | <p>The proprietor of an AIS must give the chief executive written notice within 14 days of one of the following events:</p> <p>—</p> <ul style="list-style-type: none"> (a) an AE starts or finishes working at the proprietor's business; (b) there is a change of the name or location of the business; (c) there is a change of ownership of the | <p>Check in RUMIIS/AIS administrator if any of the following events have occurred (it will be documented as a comment with a date). If so, check in the proprietor's DMS container that written notice was provided and that it was within 14 days of the:</p> <ul style="list-style-type: none"> <input type="checkbox"/> AE starting or finishing at the AIS <input type="checkbox"/> change in name or location of the AIS | | | |

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| | business; (d) the proprietor stops carrying on the business. | <input type="checkbox"/> change of ownership of the AIS. *TIs can check RUMMIS during an audit, however, they can only check DMS post audit at the office, as they do not have access to this on site. | | | |

Multi-listing requirements

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|-----------------|---|--|--|--|--|
| BRAIS 24 | The approval holder must maintain and keep a record of where and when each nominee and AE works at each of the multi-listed AISs. The record must be kept for two years and must be provided to authorised officers for audit or investigation purposes if requested. | Identify if the: AIS is a multi-listed AIS on the approval document and if so, check that | | | |
| BRAIS 25 | The approval holder must ensure the record contains at least the following information: (a) AIS number (b) location (c) person's name and role; and (d) dates worked at that AIS. | the AIS is recording at least the AIS number, location, AE/nominee's name, and dates work at that AIS. | | | |

Additional Comments:



Observed non-compliance:

Large empty box for observed non-compliance details.

Date for completion of action: - ____ / ____ / 20__

| | | |
|-------------------|--|-------|
| AH representative | | |
| Signature | | Date: |
| Primary Auditor | | |
| Signature | | Date |

Corrective action to be taken: *“Provide formal documentation of action taken to correct non-compliance”.*

Large empty box for corrective action details.

Corrective Action and supporting documentation (if applicable) must be returned to Transport Inspector

Failure to comply with this Corrective Action Request may be in contravention of the conditions of approval to operate an Approved Inspection