

Supplementary business rules for authorised proprietors and examiners

Mobile Safety Check (Pink Slip) Inspections

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Dictionary, terms and abbreviations

Term / Abbreviation	Definition
AIS	Authorised Inspection Scheme
AIS Online	A electronic system for transmitting inspection reports between an AIS examiner and Transport for NSW
GVM	Gross Vehicle Mass
Mobile Safety Check Approval Document	A document issued by Transport for NSW which certifies that the participant has been approved for the purposes of conducting Mobile Safety Checks
Mobile Safety Check Examiner	An authorised examiner permitted to conduct Mobile Safety Checks
Mobile Safety Check participant	An authorised examiner or proprietor permitted to conduct Mobile Safety Checks
Mobile Safety Check Proprietor	An authorised proprietor permitted to conduct Mobile Safety Checks
Mobile Safety Check Unit	An Authorised Inspection Station mobile unit (must be included as a mobile workshop on the station MVRL)
mSafety application	Digital application that may be used by authorised examiners to record mobile safety check inspection information and photographs and print mobile safety check inspection reports
Standard AIS business rules	The standard business rules for the AIS known as the <i>Business Rules for Authorised Proprietors and Authorised Examiners</i> effective from 1 October 2016
Transport for NSW	Regulatory agency that now performs the functions previously performed by Roads and Maritime Services (RMS)

Purpose of this document

This document provides a set of rules for proprietors and examiners (Supplementary Mobile Safety Check business rules) approved to undertake Mobile Safety Checks that supplement the AIS standard business rules. Mobile Safety Checks will be subject to both sets of rules. Compliance with these rules is a requirement under cl.70 of the Road Transport (Vehicle Registration) Regulation 2017.

This document is to be used by participants when conducting Mobile Safety check inspections on light vehicles.

How to use this document

The Supplementary Mobile Safety Check Business Rules must be read together with the standard AIS business rules. Mobile Safety Checks will operate in conjunction with the AIS and these rules provide

the additions and variations required for Mobile Inspections.

When conducting a Mobile Safety Check Inspection, participants must use the Standard AIS Business Rules and the Supplementary Business Rules and guidelines. Mobile Safety Check inspections must be conducted in accordance with the Rules for Authorised Inspection Stations **Safety Check Standards**.

In the event of any conflict between the Supplementary Business Rules and the Standard AIS Business Rules, the Supplementary Business Rules will prevail for Mobile Safety Check participants.

Introduction

A Mobile Safety Check Unit may be used to undertake inspections of eligible vehicles (see below) either at an AIS station or another suitable location.

A Mobile Safety Check Unit may only be used under the Authorised Safety Check Inspection Scheme (ASCIS) - to carry out safety checks and clearance of non-design based defect notices.

Authorised Unregistered Vehicle Inspection Scheme (AUVIS), design checks, identity checks, and full inspection checks must **not** be conducted by a Mobile Safety Check Unit.

A Mobile Safety Check Unit may provide an inspection service for the purposes of registration renewal for customers who own the following eligible vehicles:

- Passenger cars and vehicles with a GVM of 4.5 tonne or less OTHER THAN
 - vehicles fitted with air or vacuum braking systems
 - tow trucks
 - mobile cranes
- Motorcycles, including motorcycles with a side-car attached
- Light trailers and caravans that have an ATM of 4.5 tonne or less including those fitted with breakaway brakes OTHER THAN those fitted with air or vacuum braking systems.

Note: Mobile Safety Check inspections must not include a Design Check or tier 2 or tier 3 identity checks.

Any reference in the standard AIS business rules to an "AIS station" is taken to be a reference to a Mobile Safety Check Unit for the purpose of a Mobile Safety Check Inspection.

Standard AIS business rules that do not apply to Mobile Safety checks (proprietors)

*note: all references to Roads and Maritime are taken to be a reference to Transport for NSW. The Standard AIS business rules will be updated in due course.

Standard AIS business rule no.	Rule requirement
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>Note: 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 Roads and Maritime by email to Scheme Review unit and all inspections must cease.</p>
1.07	A proprietor must notify Roads and Maritime by email to Scheme Review 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 approved signs are clearly visible from the exterior of the AIS station whenever 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 Roads and Maritime for any inspection carried out at the AIS station. See Appendix 1-F.
1.13	A proprietor must provide all compulsory equipment and any other tools and equipment required by Roads and Maritime 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 the AIS station has an inspection area which does not form part of a road or road related area, footpath or driveway.
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	<p>A proprietor must ensure that an examiner appointed to an AIS station, of which they are proprietor, conducts brake tests using either:</p> <ul style="list-style-type: none">• Brake roller tester• Skid plate tester• Decelerometer on a nominated road (an on-road brake test) or brake test area approved by Roads and Maritime.
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<p>1.18 cont'd</p>	<p>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.</p> <p>Note: This must not be an access or driveway used by the public. Approval must be obtained from Roads and Maritime.</p> <p>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.</p>
<p>1.42</p>	<p>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.</p>
<p>1.43</p>	<p>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.</p>
<p>1.52</p>	<p>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 also includes an approved inspection site used by an examiner.</p>
<p>1.53</p>	<p>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.</p>

Supplementary Mobile Safety Check business rules – applicable to proprietors and proprietor’s nominees

Supplementary Business Rules for Authorised Proprietors and Proprietor’s Nominees	
Rule no.	Rule requirement
1.01m	A proprietor must be appropriately licensed by NSW Fair Trading or its interstate equivalent to carry on the business of repairing motor vehicles and must have both fixed and mobile workshops included on the licence.
1.02m	A proprietor must be approved by Transport for NSW to perform Mobile Safety Checks and must ensure that the Mobile Safety Check Approval Document issued by Transport for NSW is carried in each mobile workshop and made available on request by a customer or authorised officer.
1.03m	A proprietor must provide any examiner performing Mobile Safety Checks with access to the documents listed in AIS Business Rule 1.12 and all Mobile Safety Check documents.
1.04m	A proprietor must comply with all obligations under the <i>Work Health and Safety Act 2011</i> and ensure that each Mobile Safety Check examiner has been suitably trained to conduct a site assessment of inspection areas and brake test locations before commencing an inspection.
1.05m	A proprietor must retain all records relating to Mobile Safety Checks in a secure location at the AIS station and produce them on request to Transport for NSW. This includes electronic inspection reports, photos, details of inspection location and brake test location.
1.06m	A proprietor must ensure that all Mobile Safety Check inspections submitted by the AIS station are performed by examiners who are appointed to, and employed by, the AIS station as per their examiner authority.
1.07m	A proprietor must provide all compulsory equipment and any other tools and equipment required by Transport for NSW to conduct Mobile Safety Check inspections 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
1.08m	A proprietor must ensure that an examiner appointed to an AIS station, of which they are proprietor, conducts brake tests using either: <ul style="list-style-type: none"> • Brake roller tester • Skid plate tester • Decelerometer.

Standard AIS business rules that do not apply to Mobile Safety Checks (examiners)

*note : all references to Roads and Maritime are taken to be a reference to Transport for NSW. The Standard AIS business rules will be updated in due course.

Standard AIS business rule no.	Rule requirement
2.10	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.
2.12	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.
2.16	An examiner must not charge a customer more than the maximum fee prescribed by Roads and Maritime for the relevant inspection type. (Additional fees negotiable for ACIS) See Appendix 1-F .
2.25	An Authorised Examiner must conduct brake tests using either: <ul style="list-style-type: none"> • A brake roller tester • A skid plate tester • A decelerometer on a nominated road (an on-road brake test) or brake test area approved by Roads and Maritime.
2.26	An examiner must conduct an on-road brake test only on the nominated road for that AIS station.
2.29	An examiner must, following a brake test: <ul style="list-style-type: none"> • Ensure the minimum required speed for that class of vehicle has been achieved • Print an original and duplicate copy of the brake test print out • Examine the brake test printout to ensure all device output information is correct and pass or fail result can be determined • Sign the original and duplicate copies of the brake test print out • Attach the original signed printout to the customer copy of the inspection report • Attach the duplicate signed printout to the AIS copy of the inspection report.
2.31	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"> <input type="checkbox"/> 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 <input type="checkbox"/> 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 Roads and Maritime (Technical Enquiries) informed.

2.42	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.
2.44	An examiner must issue all inspection reports using AIS Online, unless AIS Online is unavailable for the particular inspection type.
2.45	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.

Supplementary Mobile Safety Check business rules – applicable to examiners

Supplementary Business Rules for Authorised Examiners	
Rule no.	Rule requirement
2.01m	An examiner must issue all inspection reports using AIS Online or the mSafety application. If AIS Online is unavailable the examiner must refer the customer to a fixed AIS station for a safety check inspection.
2.02m	An examiner must produce all mobile safety check related documents (including digital documents) upon request by Transport for NSW or an authorised officer.
2.03m	An examiner must conduct a site assessment of the inspection area and brake test location before commencing each inspection to ensure suitability of the site to carry out the inspection.
2.04m	An examiner must ensure any inspection is carried out in a manner consistent with their obligations under Work Health and Safety laws, standards and regulations.
2.05m	<p>An examiner must conduct a risk assessment of the inspection area before commencing each inspection to evaluate the suitability of the site and to ensure that:</p> <ul style="list-style-type: none"> • Inspections are conducted on a hard level surface • Inspection sites are clear of any obstructions and have sufficient room to allow for the boot, bonnet and doors of the vehicle to be fully opened and able to conduct inspection of all Safety Check standards. <p>An examiner must not conduct a vehicle inspection:</p> <ul style="list-style-type: none"> • Within 500 metres of a school or supervised school crossing, within school zones (whether signposted or not) or within 500 meters from other sensitive land uses • At or near pedestrian crossings or in areas with high pedestrian activity (for example a strip shopping area, shopping centre or business premises) <p>In breach of any parking restrictions or other road rules</p>
2.06m	If an inspection location is not suitable, an examiner must identify a suitable location and conduct the inspection at that suitable location or refer the customer to a fixed AIS station for a safety check inspection.
2.07m	When conducting an on-road brake test the examiner must only use a road listed on the 'approved roads list' issued by Transport for NSW OR if the examiner is using the mSafety application to record the mobile safety check inspection the examiner may 'self select' a suitable brake test road.
2.08m	<p>Before conducting any on road brake test the examiner must first assess whether the road section is suitable to conduct the brake test and ensure the road provides a hard level clear surface, is free of gravel or other loose material and is available to enable brake tests to be carried out.</p> <p>The examiner must also ensure the break test area is</p> <ul style="list-style-type: none"> • at least 100 m in length and at least 2.5m wide for light vehicles and • assessed as safe and free from obstacles, pedestrians or other hazards. <p>Note: The break test area must not be an access or driveway used by the public or any other road related area.</p> <p>See Appendix 1-A and Appendix 1-G.</p>

	The brake test area may be on private property with the approval of the property owner.
2.09m	<p>When conducting a brake test an examiner must comply with all applicable road rules and must not conduct brake tests:</p> <ul style="list-style-type: none"> • Within 500 metres of a school or supervised school crossing, within school zones (whether signposted or not) or within 500 metres from other sensitive land uses - the test direction MUST also be heading away from these zones • At or near pedestrian crossings or in areas with high pedestrian activity (for example a hospital, strip shopping area, shopping centre or business premises) • In areas with high density traffic; and <p>In any other areas that common sense and good judgement would dictate that the area is unsuitable to conduct a brake test.</p>
2.10m	<p>An examiner must not charge more than the maximum fee prescribed by Transport for NSW for each Mobile Safety Check inspection.</p> <p>Note: In addition to the prescribed fee, an AIS examiner may negotiate travel expenses to cover the cost of travel between the AIS premises and the inspection site. Travel expenses should be agreed prior to undertaking the journey. If a second inspection is required, travel expenses may need to be renegotiated.</p>
2.11m	An examiner conducting Mobile Safety Check inspections must supply the customer with a signed customer copy of the inspection report and signed brake test report in accessible form (eg electronically or hard copy). The signed station copy of the inspection report and signed brake test report must be made available to Transport for NSW or an authorised officer upon request.
2.12m	<p>An examiner must take and retain photos of the:</p> <ul style="list-style-type: none"> • Vehicle to be inspected, clearly showing the vehicle and number plate • Inspection location that clearly shows the vehicle raised from the ground using a jack or stands, and the surrounds and suitability of the inspection site. • The brake test machine in situ in the vehicle being tested, and • The brake test machine print out for the mobile safety check inspection <p>Photos must be saved electronically and submitted to the AIS station Proprietor for storage within 1 week following finalisation of the inspection, regardless of the inspection result. Photos must be produced to Transport for NSW or an authorised officer on request.</p>
2.13m	<p>An examiner must record:</p> <ul style="list-style-type: none"> • The GPS coordinates and/or the address that identifies the inspection location • The GPS coordinates and/or the street name that clearly identifies the location of the brake test, noting any other identifying features of that location. For example – Jones Street Jonestown, between Smith and West Streets, or – East Street Eastwood approximately 1 kilometre South of Eastwood public School. <p>Location records must be saved electronically and submitted to the AIS station Proprietor for storage within 1 week following finalisation of the inspection, regardless of the inspection result. Location records must be produced to Transport for NSW or an authorised officer on request.</p>
2.14m	An Examiner must only perform and submit Mobile Safety Check inspections in connection with an AIS station to which the Examiner is employed and appointed.

Signage

There are no additional signage requirements for a Mobile Safety Check Unit.



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