



Transport  
Roads & Maritime  
Services

**VSCCS J&P**  
Vehicle Safety Compliance  
Certification Scheme

# **Becoming a VSCCS J&P licensed certifier**

A guide to applying for a J&P certifier licence

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## Introducing the VSCCS J&P

In New South Wales (NSW) Section 30 Heavy Vehicle (General) National Regulations (NSW) empowers Roads and Maritime Services (Roads and Maritime) to license suitably competent individuals to inspect body fit (J code) and tow coupling/fifth wheel and king pin installations (P code) modifications on heavy vehicles and certify compliance with the applicable vehicle standards.

In NSW, all modified heavy vehicles must be assessed by a VSCCS licensed certifier to ensure modifications comply with the applicable vehicle standards. The VSCCS J&P is a complementary scheme for licensed certifiers who are restricted to certifying J and P code modifications to heavy vehicles.

From 1 July 2015, a VSCCS J&P licensed certifier will operate as an 'Approved Vehicle Examiner' (AVE) under the Heavy Vehicle National Law (HVNL) and will be able to approve J and P code modifications under Section and 86 of HVNL to the Vehicle Standards outlined in Schedule 2 of the Heavy Vehicle (Vehicle Standards) National Regulation.

## Working as a VSCCS J&P licensed certifier

The work of a VSCCS J&P licensed certifier includes:

- Inspecting and certifying vehicles
- Assessing the compliance of vehicles with the applicable standards
- Deciding whether or not to certify a vehicle.

The VSCCS J&P does not prescribe how certifiers go about these activities. Instead, it relies on the training, experience and professionalism of its certifiers to determine how best to do this. Similarly, the VSCCS J&P does not specify which tests must be carried out or what equipment should be used: it is up to the certifier to decide how to assess a vehicle's compliance with the applicable standards:

- Schedule 2 of the Heavy Vehicle (Vehicle Standards) National Regulation (NSW)
- National Heavy Vehicle Regulator (NHVR) Code of Practice for the Approval of Heavy Vehicle Modifications
- Vehicle Standards Bulletin 6 (VSB 6).

To ensure the integrity of the scheme, a VSCCS J&P certifier is expected to:

- Abide by the VSCCS J&P code of conduct
- Follow VSCCS J&P procedures
- Use the VSCCS IT system to issue certificates.

A certifier is also expected to maintain a working knowledge to ensure professional competence.

## J&P code certifications

VSCCS J&P code scheme certifiers will only be licensed to certify:

### VSB6 Section J

- The installation of Heavy Vehicle Body fittings that:
  - Involve heavy vehicles with a mass limit (i.e. GVM or GTM) exceeding 4.5 tonnes, excluding buses (*unless for tow coupling only*) and motor homes
  - Are fitted in accordance with both the vehicle and the body manufacturer's specifications and recommendations

- Are installed in accordance with and within the scope of Section J of VSB6
- Meet the requirements of the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications.

## VSB 6 Section P

- The installation of tow couplings, drawbars, towbars and their associated fittings that:
  - Involve heavy motor vehicles only, i.e. those with a GVM exceeding 4.5 tonne
  - Are fitted in accordance with both the vehicle and the tow coupling manufacturer's specifications and recommendations
  - Are installed in accordance with and within the scope of Section P of VSB6
  - Meet the requirements of the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications.

Certifiers should be aware of the other aspects included in VSB 6 (A and B), Heavy Vehicle (Vehicle Standards) National Regulation (NSW) and should be conversant with the Australian Design Rules (ADRs) applicable to heavy vehicles.

The VSCCS J&P code licence **excludes** any other modifications covered by VSB 6 and specifically:

- Any truck mounted lifting systems (slewing) covered by Section Q of VSB6
- Any vehicle mounted lifting systems (non-slewing) covered by Section R of VSB6.

## Certification of Tipper bodies under the J Code

### Ancillary codes G6 and M1

To legally certify some tipper bodies it may be necessary to certify ancillary equipment that has been altered or modified as part of the process.

In certain circumstances and following assessment, a licensed certifier may be given access to VSB6 codes G6 and M1 solely for the purpose of certifying a tipper body fitment. The G6 and M1 codes are to be used only in conjunction with the J code and only to certify the following:

- G6 – Air operated accessories. Accessing the air supply from the braking system to connect a Power Take Off (PTO) to operate tipper body hydraulics.
- M1 – Fuel system alterations. Conversion of fuel tank into a multi-compartment tank eg hydraulic oil and fuel for the purpose of supplying hydraulic fluid for the tipper hydraulics or addition of an extra tank for the hydraulic fluid.

### Code of conduct

As a VSCCS J&P licensed certifier, you will be working as a business partner with Roads and Maritime and will be held to the same standards of behaviour and conduct expected of a Roads and Maritime employee, where relevant, and a public official within NSW.

To request a copy of the VSCCS J&P code of conduct, send an email to [vscs@rms.nsw.gov.au](mailto:vscs@rms.nsw.gov.au).

### Record-keeping

Among the requirements defined in the VSCCS J&P Procedures document are those relating to record-keeping and documentation relating to the decision to certify. The VSCCS J&P places considerable weight on the integrity of these records and they will be regularly audited to ensure compliance.

### VSCCS IT system

The VSCCS IT system, known as 'VSCCS online' is a web-based application that is accessed via the internet. Certifiers must use it to issue VSCCS and VSCCS J&P certificates and record approved modification information against the relevant registration record.

Licensed certifiers must maintain a secure, up-to-date internet browser for accessing the IT system and a current email address. An up-to-date browser is necessary for the online competency assessment which forms part of the application process.

## Certification and inspection fees

Roads and Maritime sets a fee for issuing a certificate and collects this fee via the IT system at the time of issuing the certificate. The fees are posted on the VSCCS J&P page on the Roads and Maritime website.

Roads and Maritime does not regulate the fees for a vehicle inspection under the VSCCS J&P. These fees for service are a matter for negotiation between the certifier and their customers.

## Applying for a certifier's licence

The steps for registering your application can be summarised as follows:

1. Start by reading this guide and make an assessment of your eligibility and competence
2. Complete an [Application for a Certifier's Licence form](#) and attach any required documents
3. Submit your application by attending a registry or Service NSW Centre with the completed forms, supporting documentation, 100 points of identification and the application fee following the instructions on the form. This must include a self declaration form and third party evidence to prove your competence to become a licensed certifier, please note that the application fee is non-refundable
4. After receiving your application, supporting documentation and application fee payment, Roads and Maritime will assess your eligibility, competence, qualifications and experience
5. If your application is favourable you will be invited to take an online competency assessment to further assess your competence to hold a J&P certifier's licence.

Roads and Maritime will keep you informed throughout the process of assessing your application. Expect to receive emails, letters, and if required, telephone calls. You may be asked to provide additional information and/or attend an interview if needed.

## Assessing your eligibility

To be eligible to hold a certifier's licence, you must be a fit and proper person. To assess this, Roads and Maritime will:

- Check your criminal history
- Check the currency of your driver licence
- Verify your qualifications and experience as reported on the application form
- Check if you are subject to any sanctions or restrictions enforced by Roads and Maritime or other agencies.

## Assessing your competence

As part of the process of assessing your application, you will be asked to demonstrate your competence to inspect, assess and test J and P code modifications. This will include:

- Having your qualifications and experience assessed by Roads and Maritime
- Providing a self declaration of skills, experience and professional development
- Providing a declaration from a relevant third party that you have the appropriate skills
- Undertaking an online skills test.

**Note:** In certain circumstances Roads and Maritime may require candidates to attend an interview as part of the assessment process

## Assessment

To apply to become a J&P licensed certifier you are required to possess a minimum Certificate III in a relevant discipline such as automotive manufacturing, mechanical or heavy commercial trailer technology. You will also need at least five years relevant work experience or two years as a Heavy Vehicle Authorised Inspection Station (HVAIS) examiner.

Relevant experience does not have to involve the actual certifying of modifications. For example, working on heavy vehicles as a mechanic may count toward heavy vehicle competency. You must have both qualifications and experience.

Your qualification(s) will be assessed along with your current resume, third party confirmation, and self declaration form. A criminal history check will be conducted at the same time.

**Your application will not progress further until you have met the minimum qualification requirements.**

## Skills test

Following a favourable assessment, you will be granted access to an online skills test comprising multiple choice questions. The skills test will assess your knowledge on J and P code modifications, with a focus on the relevant vehicle standards bulletins, Regulations and ADRs.

An optional second on-line skills test is available to applicants who wish to certify tipper body fitments using VSB6 codes G6 and M1.

## Interview (if required)

In certain circumstances you may be required to attend an interview by Roads and Maritime to provide further evidence of your competence to become a licensed certifier.

Full details of the interview component will be communicated only to candidates requested to attend an interview.

## Professional insurance

As a licensed certifier, it will be a condition of your licence that you (or the business you work for) maintain:

- \$20 million public liability insurance
- \$5 million professional indemnity insurance.

## Roads and Maritime principal arranged insurance

Roads and Maritime can provide principal arranged insurance (PAI), and a policy can be made available to you if you receive an offer to join the scheme.

If you choose to adopt PAI, you will be responsible for excesses of \$25,000 for professional indemnity and \$10,000 for public liability if a claim is made against you.

## Using your own insurance

If you wish to use your own insurance cover rather than operate under PAI, Roads and Maritime will review your insurance to make sure it meets required criteria. Upon request you will need to provide the schemes enrolment manager with:

- A copy of your relevant insurance certificate of currency
- A copy of your full and current policy for each relevant period of insurance
- Evidence that the professional indemnity insurance will be maintained for a seven year run-off period after you exit the VSCCS.

You may be eligible for a dispensation from taking out Roads and Maritime's PAI cover if your insurance meets the following criteria:

- The policy includes the name, address and contact details of the person insured (certifier) and, if appropriate, the company insured (including the ABN)
- If the policy is held in a company name, the person seeking a VSCCS J&P licence must be named on the insurance policy
- The insurance cover is provided by an Australian Prudential Regulation Authority (APRA) approved insurer
- The business description must explicitly cover vehicle certification activities of the individual VSCCS J&P licensed certifier and includes vehicle certification activities for relevant modifications categorised in VSB6 Sections “J”&”P” covering body-fittings and tow couplings and vehicle inspection, testing, operation and certification that the vehicle complies with the applicable vehicle standards and any other work incidental thereto as undertaken in accordance with Part 5A of the Road Transport (Vehicle Registration) Regulation 2017 and the VSCCS J&P Licence Conditions for Licensed Certifiers.
- The insurance coverage period is for a minimum of 12 months.
- The minimum limits of liability are:
  - Combined liability with \$20 million public liability for any one claim or series of claims arising from one occurrence,
  - \$5 million professional indemnity for any one claim or series of claims arising from one event and in the annual aggregate for all claims combined during the period of insurance.
- Roads and Maritime Services is a named insured or otherwise indemnified under the policy for public liability.
- It includes any other requirements specified by Roads and Maritime.

If you apply to join the scheme, you will need to arrange this insurance before your licence is issued.

In the event you wish to use your own insurance cover rather than operate under PAI, under no circumstances will Roads and Maritime be responsible for the veracity or performance of your insurance arrangements nor for the ongoing currency or, if required, run-off arrangements for such insurance for the duration of your licence obligations.

## Application fees

Roads and Maritime sets a fee for applying for a certifier licence. This application fee is non-refundable. If your application is successful the following VSCCS J&P fees are payable:

- Triennial licence fee (for processing your three yearly renewal)
- Compliance certificate administration fee (for administration of the online certification system; paid via VSCCS online system when a certificate is issued)
- Annual insurance premium fee (if using insurance arranged by Roads and Maritime).

The fees are published on the Roads and Maritime website at [www.rms.nsw.gov.au/vsccs-jp](http://www.rms.nsw.gov.au/vsccs-jp).

## Inter-jurisdictional recognition

The NHVR authorises Approved Vehicle Examiners (AVEs) to certify and approve certain modifications to heavy vehicles under the HVNL. The NHVR recognises participating jurisdictional AVE schemes. This means that an AVE approved in a scheme within a participating jurisdiction (ACT, NSW, QLD, SA, TAS, VIC) is an AVE of the NHVR.

A modification certified and approved by an AVE is an approval under the HVNL.

## Audit process for VSCCS J&P

The audit model that Roads and Maritime has introduced is a three year rolling model that involves at least one onsite audit and two self assessments within a three year period.

## Getting help

If you have questions about the scheme, becoming a licensed certifier or completing your application:

1. Find more information on the Roads and Maritime website at [www.rms.nsw.gov.au/vscs-jp](http://www.rms.nsw.gov.au/vscs-jp)
2. Send an email to [vscs@rms.nsw.gov.au](mailto:vscs@rms.nsw.gov.au)
3. Telephone the VSCCS J&P on 1300 791 186.