



Approved Examiner Application (New and additional vehicle inspection types) Approved Inspection Station Scheme

Transport Operations (Road Use Management) Act 1995

Important information

- Before applying for accreditation as an approved examiner (AE), please review the information provided from the Department of Transport and Main Roads (TMR) website at www.tmr.qld.gov.au/AIS. In particular, please review *Approved Inspection Station (AIS) Information Sheet 12 - Making an Approved examiner application*, and *AIS Information Sheet 13 - Approved examiner qualifications and experience requirements* to find out if you meet the qualification and relevant industry experience requirements.
- An application and criminal history check fee apply for **new applications**. These fees must be paid at a TMR transport and motoring service centre or Queensland Government Agent Program (QGAP) office before you lodge your application. For more information about fees, please visit www.tmr.qld.gov.au/business-industry/Accreditations/Approved-inspection-station-scheme/Approved-inspection-station-fees.
- New applicants are required to meet evidence of identity requirements (EOI). For more information about EOI, please visit www.tmr.qld.gov.au/AIS, under 'Application forms' click on 'Evidence of identity information sheet (F4362)'.
- If you are already an accredited AE and are applying for additional vehicle inspection types, please review *Information sheet 14 - Making changes to your approved examiner accreditation* and *Information sheet 13 - Approved examiner qualifications and experience requirements*. An application fee does not apply.
- Your completed application, supporting documents and fee receipt (if applicable) can be sent by:

Email: AIS@tmr.qld.gov.au

Mail: AIS Administrator
Approved Inspection Station Scheme
Department of Transport and Main Roads
PO Box 673
FORTITUDE VALLEY QLD 4006

In person: at a TMR transport and motoring service centre or a QGAP office. For more information about locations, please visit www.tmr.qld.gov.au/About-us/Contact-us.

Note: Please do not use this form if you are an AE and want to be added to an AIS. The AIS or their nominee must complete an *Approved Inspection Station Scheme Change/Replacement* (form F4638) and email or mail it to the AIS Administrator.

1. Personal details

Your Customer Reference Number (CRN) is your Queensland Driver Licence number or your Adult Proof of Age Card/Photo Identification Card number. If you do not have one of these products, you will need to complete a *New Customer Application* (form F3503) and attend a transport and motoring service centre or QGAP office to obtain a CRN before you lodge your application.

CRN (if known)

AE number (if known)

AE expiry date (if applicable)

Family name (please print)

Given name/s (please print)

Date of birth

Residential address

Postcode

Postal address (in full) (if same as residential, write 'as above')

Postcode

Daytime contact telephone number

Mobile phone number

Town, state and country of birth

2. Application type

What are you applying for?

Accreditation as a new AE

☐

Additional vehicle inspection type/s

☐

3. Electronic communication and consent

Do you agree to TMR communicating with you by email?

No ☐

Yes ☐

Provide one email address

4. Overseas residency

Have you lived or stayed in New Zealand in the last 10 years before making this application?

No ☐ Yes ☐

5. Application fees (new applicants only)

If you have not had a criminal history check undertaken by TMR within the last three months from the date this application is lodged, you must pay the AE application and criminal history check fee. Criminal history check reports issued directly to applicants by the Queensland Police Service or from a third party provider will not be accepted.

Have you paid the AE application and criminal history check fees?

Yes ☐ No ☐ Your application cannot proceed unless TMR has undertaken a criminal history check within the last three months.

6. What AE vehicle inspection types are you applying for?

LV - Light vehicles up to and including 4.5t Gross Vehicle Mass (GVM) that require a safety certificate ☐

HV - Heavy vehicles over 4.5t up to 16t GVM and unregistered vehicles over 16t GVM ☐

CL - Light vehicles up to and including 4.5t GVM that require a certificate of inspection (COI) * ☐

HT - Caravans and heavy trailers over 4.5t ATM up to and including 10t ATM and unregistered trailers over 10t ATM ☐

LT - Caravans and light trailers over 0.75t Aggregate Trailer Mass (ATM) up to and including 4.5t ATM ☐

MC - Motorbikes, motortrikes and mopeds that require a safety certificate ☐

CM - Motorbikes, motortrikes and mopeds that require a COI * ☐

* **Note:** You must hold LV to apply for CL and MC to apply for CM. You must also be enrolled and currently using Inspection Certificates Online.

7. Qualifications

You must have the required mechanical qualifications for the vehicle inspection type/s you are applying for. For more information about qualifications, including overseas qualifications and recognition of prior learning, please visit www.tmr.qld.gov.au/AIS and scroll down to *Information sheet 13 - Approved examiner qualification and industry experience requirements*.

If you already hold LV or MC vehicle inspection type/s you do not need to provide your qualification if applying for CL or CM inspection types.

Name of institution	Qualification	Date issued

a. Have you provided details of your qualifications in the table above and attached copies of your mechanical qualifications?

Yes ☐ No ☐ Your application cannot proceed

b. Have you attached a copy of your qualification's statement of attainment (subjects studied)?

(This only applies if your qualification was issued under the Australian Qualification Framework (AQF))

Yes ☐ No ☐ Your application cannot proceed N/A ☐ Qualification not issued under the AQF

8. Industry experience (if applicable)

Depending on your qualifications and the vehicle inspection type/s you are applying for, you may be required to provide evidence of 12 months continuous industry experience. For more information about industry experience, please visit www.tmr.qld.gov.au/ais to find *Information sheet 13 - Approved examiner qualifications and industry experience requirements*. If applicable, your industry experience must have been obtained since the completion of your qualification and must be in the form of:

a. Reference letter/s from your current or previous employer/s stating you have 12 months continuous experience in repairing and maintaining the relevant vehicle inspection type/s you are applying for. References cannot be from a relative/family member.

Have you attached your signed and dated employer reference letter/s?

Yes ☐ No ☐ Your application cannot proceed N/A ☐ Self-employed

or

b. If self-employed

- a **statement** or **statutory declaration** declaring you are self-employed and have 12 months continuous experience repairing and maintaining the relevant vehicle inspection type/s you are applying for

and

- **six** supporting tax invoices for **each** vehicle inspection type you are applying for issued throughout a 12 months continuous period to verify your statement or statutory declaration. Tax invoices must detail the vehicle registration/ make/model; date and details of work carried out.

Have you attached your signed and dated statement or statutory declaration and six tax invoices for each vehicle inspection type?

Yes ☐ No ☐ Your application cannot proceed N/A ☐ Employer reference letter/s provided

Note: If you already hold LV or MC vehicle inspection type/s you do not need to provide evidence of industry experience if applying for CL inspection type or CM inspection type.

9. Applicant's declaration

I give my consent for TMR to conduct enquiries it deems necessary to assess my application and ongoing suitability to hold an AE accreditation, including, but not necessarily limited to:

- a national criminal history check through the Queensland Police Service and a New Zealand criminal history check through New Zealand Police if required. I authorise the release of information by the Queensland Police Service, the Australian Police Services and New Zealand Police to TMR
- enquiries with the courts, police, prosecuting authorities or other relevant bodies or entities to enable TMR to make a full and informed assessment of my suitability for an AE accreditation
- verifying evidence of identity information provided in this application.

I authorise TMR to use this information to maintain a database which is used to prepare correspondence, monitor transactions and to provide other government agencies with information relating to my AE accreditation.

I give my consent to TMR taking, keeping and using my personal information for the issue of an AE accreditation under the Transport Operations (Road Use Management) Act or otherwise authorised by law.

Applicant's name

Applicant's signature

Date

Privacy Statement: TMR is collecting the information on this form for the purposes of managing the AIS scheme. This information is authorised or required by the Transport Operations (Road Use Management) Act. TMR or its agents usually gives some or all of this information to vehicle insurers, statutory entities, lawyers, insolvency entities, persons involved in vehicle accidents/incidents or vehicle manufacturers or their employees or agents and to or through interstate registration authorities. Your personal details will not be disclosed to any other third party without your consent unless required or authorised by law.

Office use only

New AE applicants only:

Has evidence of identity been sighted?

Yes ☐No ☐

Application cannot proceed

Has the application fee been paid?

Yes ☐No ☐

Application cannot proceed

Receipt No: _____

Has the National criminal history check fee been paid and processed in TICA under the individual's CRN?

Yes ☐No ☐

Application cannot proceed unless TMR has undertaken a criminal history check within the last three months

If the applicant has answered Yes to Question 4, has a New Zealand criminal history check been processed in TICA? (no fee applies)

Yes ☐No ☐

Application cannot proceed unless the applicant has not lived in NZ in last 10 years

User ID

CSC Office stamp:

1. Scan the application form, supporting documents and receipt.
2. Email the scanned documents from the CSC mailbox to the AIS Administrator at AIS@tmr.qld.gov.au
3. Place the original application and copies of supporting documents with the CSC operator's daily filing for that day.