



Prior to submitting your application you should have access to and review: (available at www.tmr.qld.gov.au)

- the *Code of Practice – Vehicle Inspection Guidelines* (light vehicles)
- the *National Heavy Vehicle Inspection Manual* (heavy vehicles)
- AIS fee schedule
- all relevant information sheets.

1. Application type – Tick relevant application type/s:

- | | | |
|---|--------------------------|------------------------------------|
| A. New approved examiner (AE) | <input type="checkbox"/> | Complete sections 2, 3, 4, 6 and 9 |
| B. Change of personal details | <input type="checkbox"/> | Complete sections 2 and 9 |
| C. Add AE vehicle type inspection code/s | <input type="checkbox"/> | Complete sections 2, 3, 4 and 9 |
| D. Renewal of AE accreditation | <input type="checkbox"/> | Complete sections 2, 5, 6 and 9 |
| E. Replacement AE accreditation document | <input type="checkbox"/> | Complete sections 2, 7 and 9 |
| F. Voluntary surrender of AE accreditation | <input type="checkbox"/> | Complete sections 2, 8 and 9 |

To nominate a person to act as an AE at an Approved Inspection Station (AIS), use form F4638.

2. Applicant's details – Applicants require a Queensland Customer Reference Number (CRN). New customers use form F3503.

AE number (if known) Given name/s Family name

Residential address (in full) Postcode

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

Telephone number Mobile number CRN/Driver licence number Date of birth / /

Town/City of birth State/Territory of birth Country of birth

Electronic communication

Do you agree to the Department of Transport and Main Roads communicating with you by electronic communication (email)?

No Yes Email address

3. AE vehicle type inspection code/s being applied for – Tick relevant type/s:

- | | | |
|---|--|--|
| Light vehicles up to 4.5t GVM (LV) <input type="checkbox"/> | Heavy vehicles over 4.5t up to 16t GVM (HV) <input type="checkbox"/> | Motorcycles (MC) <input type="checkbox"/> |
| Light trailers up to 3.5t ATM (LT) <input type="checkbox"/> | Heavy trailers over 3.5t up to 10t ATM (HT) <input type="checkbox"/> | Light vehicles COI up to 4.5t GVM (CL)* <input type="checkbox"/> |

*Note: You must hold LV inspection type code and be enrolled in ICO.

4. Qualifications and experience – Refer to AE information sheets.

Have you attached a copy of your qualification/s? Yes No Application cannot proceed.

Have you attached verifiable industry work experience? Yes No Application cannot proceed.

5. Renew

AE expiry date / / Name of AIS currently employed at (if applicable) AIS number/s

6. Fees – Evidence of Identity (EOI) required (refer to form F4362, *EOI Information Sheet*)

I have paid the following two fees at my nearest Department of Transport and Main Roads Customer Service Centre or Queensland Government Agency Program (QGAP) office:

the application for AE accreditation fee Yes Receipt attached No Application cannot proceed.

the criminal history check fee Yes Receipt attached No Application cannot proceed.

7. Replacement accreditation document

My accreditation document was: Lost Stolen Destroyed

8. Voluntary surrender

I hereby surrender my AE accreditation

9. Applicant's declaration

I declare that:

- the information provided by me in this application is complete, true and correct in every detail.

I understand:

- my responsibilities as the holder of an AE accreditation under the *Transport Operations (Road Use Management) Act*
- that failure to comply with all the relevant legislation and conditions of accreditation may result in the suspension or cancellation of my AE accreditation
- that it is an offence under the *Transport Operations (Road Use Management) Act* for a person to provide false or misleading statement or document as part of this application.

I consent to the Department of Transport and Main Roads:

- verifying the EOI information provided by me, with the issuing authority
- accessing departmental records to verify my suitability to become an accredited person of this scheme.

Applicant's name

Applicant's signature

Date

Privacy Statement: The Department of Transport and Main Roads 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*. The Department of Transport and Main Roads 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.

Lodge completed applications to: AIS@tmr.qld.gov.au OR

AIS Administrator
Department of Transport and Main Roads
PO Box 673
FORTITUDE VALLEY QLD 4006