

# Northern Territory Authorised Inspectors Business Rules

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Acronyms	Full form
AI	Authorised Inspector
AIS	Approved Inspection Station
VS5 Form	Inspection Report (Green Slip) Book
VS4M	Mobile Authorised Inspector Declaration

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# 1. Introduction

## 1.1. Introduction

The purpose of the Northern Territory Authorised Inspectors Business Rules (Business Rules) is to provide a framework that sets out policy when considering an application for the entry or renewal of an Approved Inspection Station (AIS) and the suitability of an Authorised Inspector (AI) to conduct inspections within the Northern Territory on behalf of the Northern Territory Government.

## 1.2. About the Business Rules

The Business Rules provide the administration framework requirements for the operation and compliance of an AIS and AI. The Business Rules also provide a framework for the assessment of a person's suitability to conduct inspections on behalf of the Northern Territory Government under the provisions of the *Motor Vehicles Act 1949*.

It is a requirement that all Approved Inspection Stations and Mobile AI's have at least one copy of the Business Rules and the relevant Inspection Manuals (light and/ or heavy vehicle inspection manuals) for the class, or classes of vehicles for which the AIS and the AI(s) are approved to inspect.

The Business Rules, as a policy, will take effect from the date approved by the Executive Director Transport Safety and Services.

## 1.3. Overview

The Authorised Inspector Scheme is a scheme under which vehicles are inspected by authorised persons at approved inspection stations for the purposes of ensuring compliance to roadworthy and safety standards on behalf of the Northern Territory Government.

Members of the public have a reasonable expectation that people appointed to conduct vehicle inspections on behalf of the Northern Territory Government, have a high level of experience and integrity.

The Business Rules have been developed to ensure continued public confidence in an appointed Authorised Inspector and an Approved Inspection Station. It also provides the framework for the fair and equitable assessment of applications for renewal or entry into the scheme.

The Northern Territory Government's department responsible for transport is the regulatory body which administers the Authorised Inspector Scheme. It performs the following functions:

- Develops policy, practices and procedures for the system, in consultation with stakeholders;
- Appoints and authorises Authorised Inspectors (AI) at Approved Inspection Stations (AIS) respectively;
- Appoints and authorises Mobile Authorised Inspectors;
- Manages the distribution of inspection report books including the auditing and management of inspection books and reports;
- Reviews and follows up on complaints;
- Monitors and audits the system;
- Provides advice to government, industry and the general public on the Authorised Inspection Scheme; and
- Imposes sanctions.

## 1.4. Legislation

The following legislation governs the appointment of inspectors including Authorised Inspectors and minimum roadworthy standards for the purposes of registration:

### 1.4.1. Appointment of Authorised Inspectors

The [Motor Vehicles Act 1949](#) is the overarching legislation that contains the authority for the appointment of an inspector in section 7(2).

### 1.4.2. Revocation of Appointment of Authorised Inspectors

The [Motor Vehicles Act 1949](#) is the overarching legislation that contains the authority for the revocation of the appointment of an inspector in section 7(3).

### 1.4.3. Registration (inspection) of Motor Vehicles

The [Motor Vehicles Act 1949](#) is the overarching legislation that contains the authority for the Registrar to impose conditions of the registration of a motor vehicle (i.e. roadworthy standards and inspection regime) in Part 8.

### 1.4.4. Motor Vehicle Standards Rules

The *Australian Vehicle Standards Rules* made as part of the [Motor Vehicles \(Standards\) Regulations 2003](#) under the *Motor Vehicles Act 1949* contain the minimum vehicle standards.

## 1.5. Amendment of Inspection Manuals

Pages containing sections in which details have changed in the Business Rules or any of the inspection manuals will be updated electronically and Authorised Inspectors will be notified of such amendments through agreed communication channels. Any information which cannot be incorporated in existing sections of the Inspection Manuals will be issued in the form of an annexure as a Vehicle Inspectors Bulletin (VIB).

## 1.6. Where to get advice

Authorised Inspectors may encounter situations that appear not to be covered by the Business Rules or Inspection Manuals. In such cases, advice should be obtained from the Vehicle Standards and Compliance work units.

The Vehicle Standards and Compliance work units consist of a team including the Authorised Inspector Officer, Technical Officers and Transport Inspectors that supervise, monitor and audit the Authorised Inspector Scheme as well as providing vehicle standards advice to AI's. The Authorised Inspector Officer and Transport Inspectors will visit AIS on a regular basis at which time AI's should take the opportunity to consult with the visiting officer.

At other times, enquiries may be directed to the Vehicle Standards and Compliance work units at the following contacts listed below.

### 1.6.1. Vehicle Standards and Compliance Contacts

Email	<a href="mailto:MVR.Authorisedinspectors@nt.gov.au">MVR.Authorisedinspectors@nt.gov.au</a>
Authorised Inspector Officer (Darwin)	8999 3127
Senior Transport Inspector (Darwin)	8999 3121
Senior Transport Inspector (Katherine)	8973 8790
Senior Transport Inspector (Alice Springs)	8951 5273
Vehicle Standards Officer (Darwin)	8924 7157

## 2. Approved Inspection Stations

## 2.1. What is an Approved Inspection Station (AIS)

### 2.1.1. The AIS Premises

An AIS premises is an establishment with facilities and an area that has been assessed and approved for use by AI's for the purpose of carrying out inspections in line with the Business Rules, such as:

- A service station;
- An automotive workshop;
- A specialist repairer;
- A motor dealer; or
- A transport operator.

A premises may be approved to carry out one or more of the following inspection classes:

DESCRIPTION	CLASS
Roadworthy inspections, vehicles up to and including 4.5t GVM	A
Roadworthy inspections, motorcycles	B
Roadworthy inspections, vehicles greater than 4.5t GVM	C
Roadworthy inspections, plant equipment and SPVs	D
Roadworthy inspections, Commercial Passenger Vehicles	E
Roadworthy inspections, trailers up to and including 4.5t ATM	F
Roadworthy inspections, for all trailers including those which are greater than 4.5t ATM	G
Vehicle compliance checks, factory new vehicles and used interstate vehicles up to and including 4.5 tonnes GVM that are owned by a Northern Territory Licensed Motor Vehicle Dealer	H
Roadworthy inspections, vintage and veteran vehicles	V

Each AIS must have at least one AI approved and appointed to carry out inspections on the premises. It should be noted that an AIS only exists because there is an AI working on the premises. Should no AI be available, the fact that the premises has been approved for the purpose of carrying out inspections does not mean inspections can be carried out. Inspections can only be carried out by the AI approved to carry out inspections at the nominated AIS.

Subject to the qualifications of its staff and the facilities available, an AIS may be approved as a premises suitable for the inspection of various classes of vehicles, or only a single particular class (refer above table).

### 2.1.2. Premises Specifications

An AIS must have a clear inspection area with a sealed level surface separate from any space that is regularly used for activities such as petrol sales, and/or any driveways used for entry and/or exit. There is a requirement for the inspection area to be under cover and maintained in a clean and tidy condition.

The AIS may display signage clearly visible to motorists indicating the premises is an Approved Inspection Station. No advertising of other services or products is allowed on this sign.

In order to be authorised to inspect a particular class of vehicles, the AIS must have sufficient space to accommodate the type or style of vehicles in this class and also the equipment as specified in the relevant equipment schedule as detailed in the relevant Inspection Manual.

## 2.2. AIS Inspection Equipment List (excluding “H” compliance inspections)

To enable an AI to conduct vehicle inspections in accordance with the procedures detailed in the Northern Territory’s vehicle inspection manual/s, an AIS must have a minimum of the following items:

- (i) Applicable safety equipment, including personal protective equipment as required for a mechanical workshop and in compliance with current and applicable Work, Health and Safety legislation.
- (ii) A pit or hoist with adequate lighting for inspection under vehicles (excluding for AIS only conducting B, D, F and H type inspections).
- (iii) Garage type jacks to raise vehicles to enable inspection of suspension components for wear or damage.
- (iv) Suitable brake testing equipment as detailed in appendices of the relevant inspection manual. Alternatively, the brakes can be tested in accordance with the *Road Testing of Service Brakes* procedure in the relevant inspection manual.
- (v) A headlight-testing screen or a suitable headlight-testing device, as detailed in the relevant inspection manual appendices.
- (vi) Measuring equipment for tyres, brake components.
- (vii) Wheel chocks.
- (viii) A device to measure the visible light transmittance of vehicle windows.
- (ix) A suitable sound level meter to measure the external (exhaust) noise of a vehicle.
- (x) King pin measuring gauges (heavy vehicle AIS only).
- (xi) 5th wheel turntable measuring gauges (heavy vehicle AIS only).
- (xii) Tow coupling pin measuring gauges (heavy vehicle AIS only).

## 2.3. How to become an AIS

Any proprietor of a business who has a premises that conforms to the requirements set out in these Business Rules may apply to have their premises recognised as an AIS, if it is staffed with suitably qualified persons that may be appointed as AI’s.

### 2.3.1. Proprietor

The proprietor must be the person in control of the business and may be the manager or agent, which operates the AIS.

### 2.3.2. Responsibilities of the Proprietor

The proprietor is responsible for making sure that an AIS is operated strictly in accordance with these Business Rules, and that documentation is kept up to date.

The proprietor of an AIS must not inspect vehicles or sign inspection reports unless the proprietor is also an appointed AI.

The Proprietor must ensure that:

- (i) A suitable inspection area is available.
- (ii) All equipment is kept in good working order and well maintained and, if necessary, is maintained in accordance with the manufacturers recommendations.
- (iii) Audit requests for inspection reports by Transport Inspectors or the Authorised Inspector Officer are acknowledged immediately and dealt with as quickly as possible.
- (iv) AI's have access to the internet for the purpose of submitting inspection reports online.
- (v) AI's have access to all technical data and workshop manuals required to perform inspections.
- (vi) All equipment is calibrated and certified in accordance with statutory, manufacturers' and Work, Health and Safety requirements.
- (vii) Equipment calibration and certification records are maintained.
- (viii) If any inspection equipment becomes unserviceable, no inspections which require the use of that equipment are to be carried out before it is repaired or replaced. All repairs to equipment are to be carried out as quickly as possible.
- (ix) The AIS is operated on an ethical basis. This means that a proprietor is not to suggest to a vehicle owner that the issue of an inspection report is conditional on having any required repairs or adjustments carried out at their AIS, or at any other particular place of repair.
- (x) Free access is given to any Transport Inspector or Authorised Inspector Officer to inspect the AIS premises, inspection records, equipment or the operation of the AIS. This access must be available during the usual hours of business.
- (xi) Fees charged for inspections are not above the prescribed fee.

Notification is given to the Authorised Inspector Officer within 5 working days of an AI ceasing to work from a premises. Inspection books must be returned as required by *VIB27 Authorised Inspector Inspection Reports*.

## 3. Authorised Inspectors

## 3.1. What is an Authorised Inspector (AI)

An AI is a suitably qualified person appointed to conduct vehicle inspections at an AIS. An AI may be authorised to carry out inspections at more than one AIS or as a Mobile AI.

## 3.2. How to become an Authorised Inspector

### 3.2.1. How to apply

Any suitably qualified person interested in becoming an AI may apply to the Registrar of Motor Vehicles on the approved application form available from MVR offices or online.

These forms must be fully completed and must be returned to the Authorised Inspector Officer for assessment.

The following information must be included with the application form:

- (i) A current Police criminal history check.
- (ii) Relevant qualifications as detailed in section 3.2.3.
- (iii) Two acceptable references, personal and work related.
- (iv) Current NT drivers licence details.
- (v) Intended AIS with proprietor's endorsement.

When the application is received, it will be assessed by the Authorised Inspector Officer for the applicant's eligibility for the appointment as an AI.

Applications will be valid for 3 months only, applicants not providing the required information or finalising their application within this time frame, will be required to reapply.

### 3.2.2. Completing the AI Exams

After assessment of the application, eligible applicants will be advised to attend a vehicle inspection facility or weighbridge office for the purpose of completing exams. Upon successfully completing and passing of the exams, the applicant will be appointed as an Authorised Inspector and will receive induction training and a copy of their appointment instrument, manuals and inspection reports.

*Note: Authorised Inspector resources and reference material, which will assist when studying for the exams, is available at:*

<https://nt.gov.au/driving/rego/vehicle-inspections/become-an-authorised-inspector>

Whenever an application to become an AI is declined, the applicant will be informed in writing and given the reason for the refusal. The applicant may appeal the decision, unless he or she is currently under suspension from the scheme. Any appeal must be lodged in writing with the Registrar of Motor Vehicles within 28 days of the notification.

### 3.2.3. Relevant Qualifications Required

To gain approval as an AI, the person must hold qualifications and have relevant experience appropriate to the class of vehicles to be inspected, and successfully demonstrate that they meet specified requirements

including holding a current appropriate Northern Territory drivers licence and being a fit and proper person (see Guidelines for Criminal History Assessment at Attachment A).

The categories of Motor Vehicle Tradesman's Certificates acceptable are:

- (i) A Certificate of Completion of an indentured apprenticeship as a motor mechanic; or
- (ii) A Trades Person's Rights Certificate (Motor Mechanic) issued by the Commonwealth Department of Employment, Education and Training; or
- (iii) A qualification from another Australian State, Territory or country, which is recognised by the Registrar of Motor Vehicles as being equivalent to a qualification listed above; or
- (iv) Another qualification in a related mechanical field if it can be demonstrated by the applicant that the applicant has adequate experience as a trades person in the motor vehicle services and repair industry.

### 3.3. Responsibilities of an Authorised Inspector

An Authorised Inspector must:

- (i) Personally conduct a thorough inspection of the vehicle in accordance with the relevant vehicle inspection manual.
- (ii) Inspect only the classes of vehicle in accordance with any conditions placed on the appointment instrument for which authority has been given.
- (iii) Accurately and legibly record all details in the appropriate space on the inspection report and sign and date the report for each inspection in the appropriate area (pass or fail).
- (iv) Only sign a report for inspections that have been personally conducted. Inspection reports must be filled out during or immediately after the inspection of the vehicle is completed and not before. The inspection report must only be signed after all details required on the form have been completed.
- (v) Ensure that all vehicle identification information required for completion of the inspection report is taken directly from the vehicle and accurately recorded.
- (vi) Keep up to date with the Business Rules, bulletins and other requirements of the Authorised Inspector Scheme. Also consult and be familiar with vehicle manufacturer's technical data to assist in assessing vehicle components.
- (vii) Ensure that, apart from normal road testing of a vehicle, all inspections are carried out in the specified premises approved by the Registrar as an Approved Inspection Station. Note, if the AI is approved to inspect plant equipment the AI can travel to where the plant equipment is located to conduct the inspection.
- (viii) Ensure that all inspections are carried out on an ethical basis. This means that an Authorised Inspector is not to suggest to a vehicle owner that the issue of an inspection report is conditional on having any required repairs or adjustments carried out at their AIS, or at any other particular place of repair.
- (ix) Understand and accept that whenever a breach of the Business Rules is detected, the breach will be investigated by Department Officers.
- (x) An Authorised Inspector must not drive a vehicle on a public road unless they hold a current driver licence of the appropriate licence class for that vehicle. An Authorised Inspector must abide by any conditions imposed on their driver licence.

- (xi) An Authorised Inspector must immediately notify the Department's Authorised Inspector Officer by email to [MVR.Authorisedinspectors@nt.gov.au](mailto:MVR.Authorisedinspectors@nt.gov.au) and notify any proprietor of an AIS at which they conduct inspection, if their driver licence has been cancelled, suspended, expired or if they have been disqualified from holding a driver licence.

## 4. Mobile Authorised Inspectors

## 4.1. What is a Mobile Authorised Inspector

The Business Rules have been developed to ensure continued public confidence in an appointed Mobile AI. It provides the framework for the fair and equitable playing field to all participants of the Authorised Inspector Scheme.

It is important that a Mobile AI provide the same level of vehicle inspection services and integrity as a fixed AIS premises.

A Mobile AI is approved by the department responsible for the regulation of transport and must be equipped with the mandatory equipment that allows an approved Mobile AI to conduct vehicle inspections outside the excluded Mobile AI zones.

A Mobile AI must have at least one copy of the Business Rules and the relevant inspection manuals (light and/ or heavy vehicle inspection manual) for the class, or classes of vehicles for which the Mobile AI are approved to carry out inspections on.

## 4.2. How to apply for a Mobile Authorised Inspector Appointment

Any suitably qualified person interested in becoming a Mobile AI may apply to the Registrar of Motor Vehicles on the approved application form available [online](#).

A currently appointed AI does not automatically become a Mobile AI.

Currently appointed AI's wishing to become Mobile AI's, will need to also apply to the Registrar of Motor Vehicles on the approved application form, specifying a 'Business Type change' to a Mobile Authorised Inspector.

Suitable persons wishing to only be a Mobile Authorised Inspector should only choose the Mobile Authorised Inspector Business Type, however those wishing to also conduct inspections as an AI in an Approved Inspection Station such as a service station, repair workshop or dealership, should also choose that relevant Business Type.

These forms must be fully completed and must be returned to the department's Authorised Inspector Officer for assessment.

For more information on how to apply, please refer to rule 3.2 of these Business Rules.

## 4.3. Mobile AI Inspection Equipment List (excluding "H" compliance inspections)

To enable an AI to conduct vehicle inspections in accordance with the procedures detailed in the Northern Territory's vehicle inspection manual/s, a Mobile AI is responsible for ensuring the continued compliance of equipment and use of the equipment, with relevant work place safety requirements and must have access to the following equipment or access to a suitable premises with the following equipment:

- (i) Applicable safety equipment including personal protection equipment as required to ensure the safety of the AI while conducting the vehicle inspection.
- (ii) A suitable flat and level area capable of supporting the vehicle's Gross Vehicle Mass (GVM).
- (iii) Witches hats or similar to delineate a suitable space to conduct an inspection.
- (iv) General tools and equipment to allow for the removal and refit of vehicle systems and components as required.

- (v) Garage type jacks or vehicle ramps with a safe working load capable of supporting the vehicle's GVM to enable inspection of the vehicle's underbody and suspension components for wear or damage.
- (vi) Vehicle stands with a safe working load capable of supporting the raised vehicle's GVM.
- (vii) Suitable brake testing equipment as detailed in appendices of the relevant inspection manual. Alternatively, the brakes must be tested in accordance with the *Road Testing of Service Brakes* procedure in the relevant inspection manual.
- (viii) Measuring equipment for tyres and brake components.
- (ix) Wheel chocks.
- (x) A device to measure the visible light transmittance of vehicle windows.
- (xi) A suitable sound level meter to measure the external (exhaust) noise of a vehicle.
- (xii) King pin measuring gauges (heavy vehicle Mobile AI only).
- (xiii) 5th wheel turntable measuring gauges (heavy vehicle Mobile AI only).
- (xiv) Tow coupling pin measuring gauges (heavy vehicle Mobile AI only).

## 4.4. Excluded Mobile AI Zones

In order to provide a framework which enables a fair and equitable playing field to all participants of the Authorised Inspector Scheme, a Mobile AI is prohibited from conducting mobile inspections in the excluded Mobile AI zones.

Inspections which are conducted in the excluded Mobile AI zones, must only be conducted in an approved AIS by an appointed AI.

### 4.4.1. What is an excluded Mobile AI zone

An excluded Mobile AI zone is within the boundaries of the following Councils:

- Darwin Municipality (Refer to Figure 1 and Figure 2)
- Land covered under the Darwin Rates Act (Refer to Figure 1 and Figure 2)
- Darwin Waterfront Precinct (Refer to Figure 1)
- Palmerston Municipality (Refer to Figure 1 and Figure 2)
- Litchfield Municipality (Refer to Figure 1 and 2)
- Coomalie Shire (Refer to Figure 2)
- Katherine Municipality (Refer to Figure 2)
- Alice Springs Municipality (Refer to Figure 2)

Note, a 'municipality' refers to a town or city that's usually governed by a Mayor and Council.

Notwithstanding the above, a Mobile AI should not conduct mobile inspections within a town outside the excluded Mobile AI zones, if there is AIS operating within that town, offering that type of inspection. In these circumstances, mobile inspections may only be conducted more than 100km (by maintained road network) from the town where no inspection can be conducted by an AIS.

Figure 1:

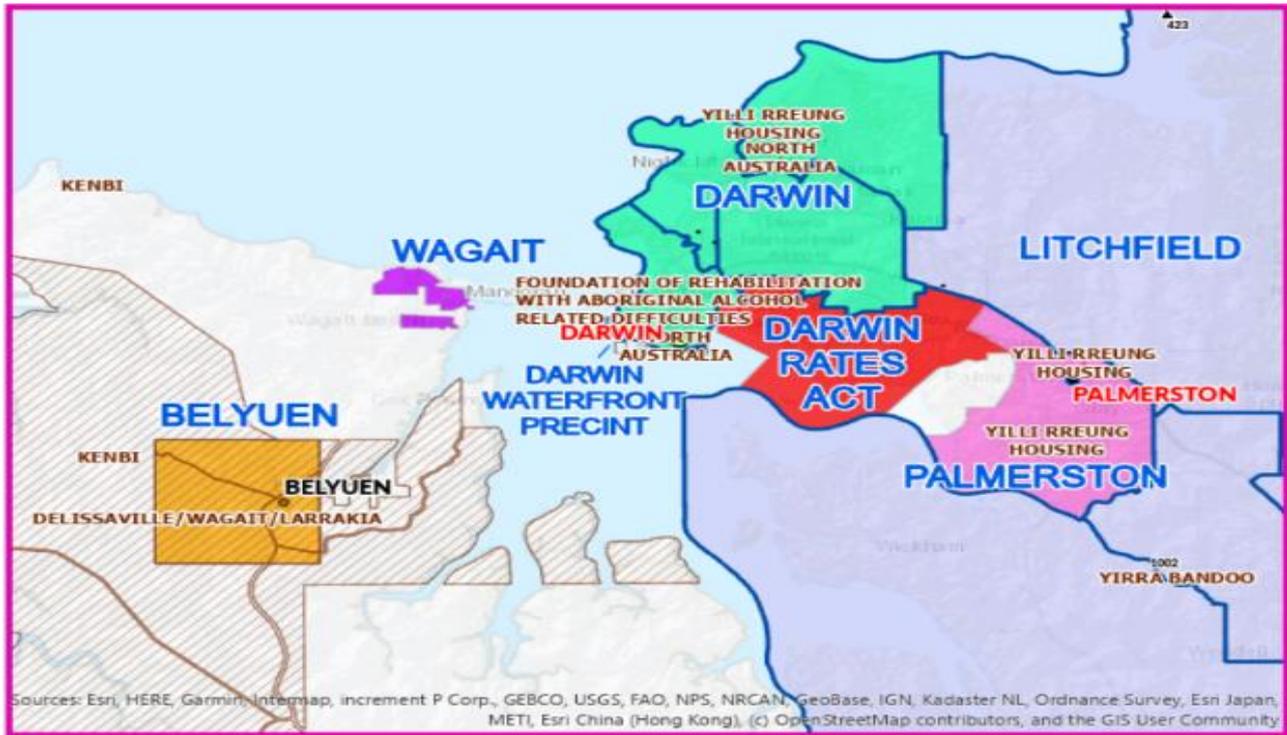
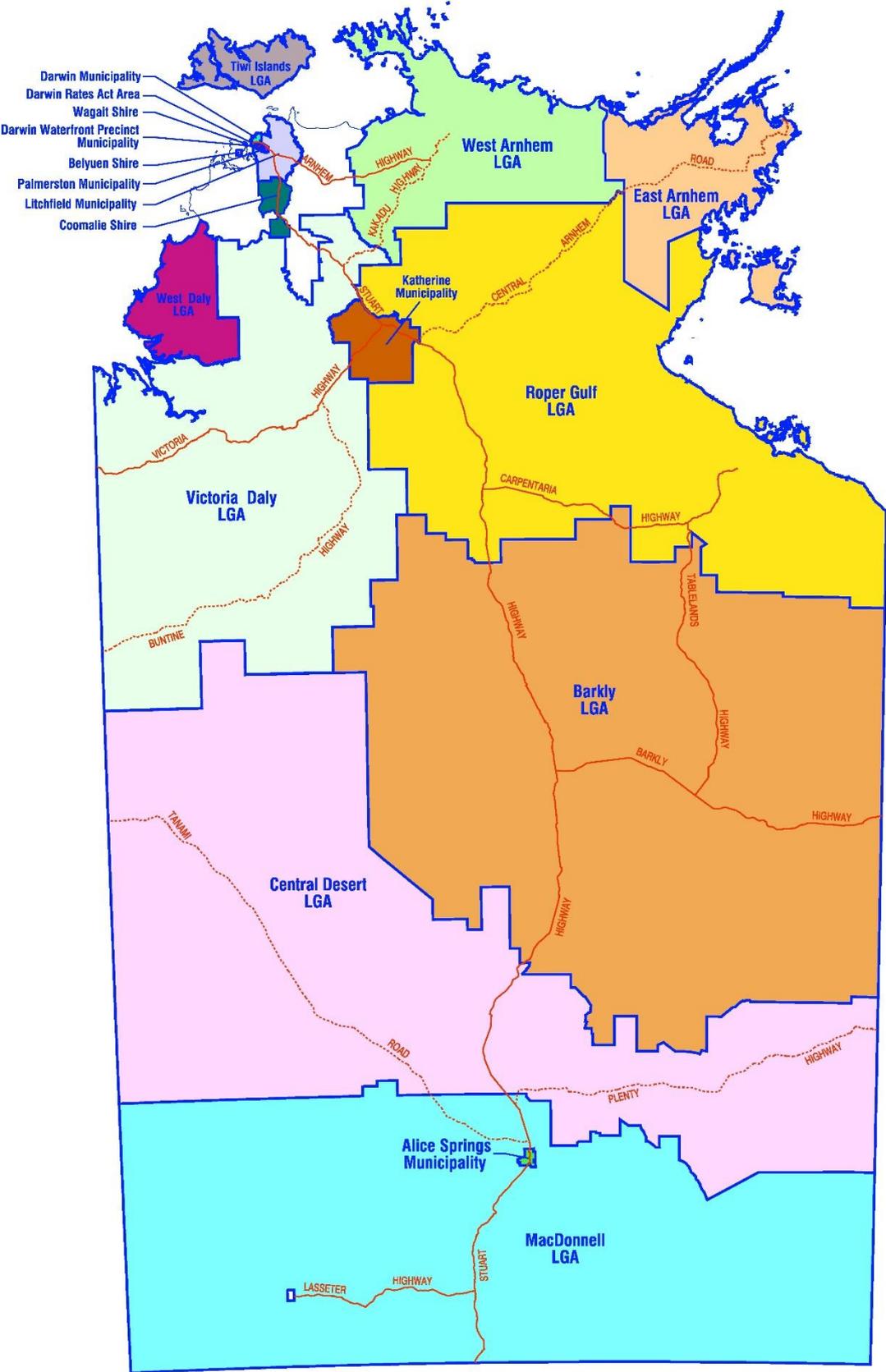


Figure 2:



## 4.5. Mobile Authorised Inspector Declaration

A Mobile AI is responsible for the accurate recording of the following information in the Mobile Authorised Inspector Declaration Book:

- (i) Authorised Inspector number;
- (ii) Registration number of the inspected vehicle;
- (iii) Location at which the inspection was conducted;
- (iv) Inspection date; and
- (v) Signature of Mobile AI to declare that the inspection was conducted in accordance with section 4.3 of the Business Rules.

More information on how to complete this Mobile Authorised Inspector Declaration can be found under rule 5.5 of these Business Rules and via **VIB27 Authorised Inspector Inspection Reports**.



**NORTHERN  
TERRITORY**  
GOVERNMENT

### Mobile Authorised Inspector Declaration

VS4M

Sheet Number: **XXXXXXXX**

Registration number of the inspected vehicle:..... Make/ Model:.....

Location where inspection was conducted:.....

Inspection Date:

**Mobile Authorised Inspector Declaration:**

*I, ....., solemnly and sincerely declare, by virtue of section 18 of the  
(full name)  
Oaths, Affidavits and Declarations Act 2010, that the above listed inspection was carried out in a safe manner, meeting all the  
requirements of rule 4.3 of the Northern Territory Authorised Inspectors Business Rules.*

Authorised Inspector ID/ Number:.....

Signature:.....

Date: / /

Privacy Statement:

The Registrar of Motor Vehicles is required to collect information for Registration, Licenses and Permits under section 92 of the Northern Territory *Motor Vehicles Act 1949*. The Registrar adheres to the Department of Infrastructure, Planning and Logistics Privacy Statement and the *Information Act 2002*.

## 5. Inspection Reports

## 5.1. What is an Inspection Report

An Inspection Report – VS5 Form (also known as a green slip) is a declaration by an AI that a vehicle has been inspected in accordance with these Business Rules and the applicable Inspection Manual and Standards. Whenever an AI is asked to perform an inspection of a motor vehicle, an Inspection Report must be prepared and issued in accordance with these Business Rules.

Inspection of a vehicle and the completion of an Inspection Report under these rules must only be performed for the following reasons:

- (i) Renewal of NT registration; or
- (ii) Transfer of interstate registration (Compliance Check also required at vehicle inspection facilities after the vehicle is passed as roadworthy); or
- (iii) Compliance Checks by approved persons on factory new vehicles establishing registration in the NT.

Irrespective of the reason for its preparation, an Inspection Report must be a true record of the compliance of a vehicle to the inspection standards at the time of inspection, and all information set out in the report must be accurate.

**Dangerous Defects:** If the vehicle fails to meet roadworthy standards to such an extent that its use will be hazardous either for people travelling in the vehicle or other road users, the Vehicle Compliance unit must be contacted and the owner must be advised not to drive the vehicle. If the owner wants to take the vehicle for repairs, the AI must warn the driver of the defect and recommend that the vehicle be towed or otherwise transported away.

Inspection Reports can be submitted via MVR for Business or alternatively via the Inspection Report Book provided by the Motor Vehicle Registry.

Mobile AI's must complete a Mobile Authorised Inspector Declaration (VS4M form), as well as submitting the inspection via MVR for Business or alternatively via the Inspection Report Book (VS5 form also known as a green slip).

## 5.2. MVR for Business

### 5.2.1. Benefits of using MVR for Business

MVR for Business is a secure system to complete Northern Territory vehicle registration transactions. It provides an Authorised Inspector with the ability to submit roadworthy inspections directly to the Government database, which allows a customer to register their vehicle instantly. Additionally, it allows an approved licensed motor vehicle dealer (LMVD) to submit a compliance inspection directly to the Government database.

### 5.2.2. How to access MVR for Business

The following link provides details on how an Authorised Inspector can obtain access to MVR for Business and includes helpful information and guides on how to use the system.

<https://nt.gov.au/driving/rego/check-renew-or-transfer-your-registration/mvr-for-business>

## 5.3. Inspection Report Books

Inspection Report Books (VS5 forms, also known as the green slip book) can be used by an AI as an alternative to MVR for Business. Inspection reports are compiled in duplicate and are supplied in book form. These Inspection Report Books are only available from MVR offices.

Information on how to complete the Inspection Report Book can be found at: *VIB27 Authorised Inspector Inspection Reports*

## 5.4. Inspection Fees

Roadworthy inspection fees are reviewed regularly and are prescribed. Current inspection fees can be viewed at <https://nt.gov.au/driving/fees/registration-fees>

An AIS or Mobile AI must not charge more than the prescribed fee for inspections that are conducted in accordance with these Business Rules and may not conduct inspections or charge fees for inspection types which the station or Mobile AI is not authorised to conduct.

The prescribed fees provide for an initial inspection and also a re-inspection in the case of any vehicle, which was found to be in need of repairs at its first inspection, provided that the repaired vehicle is returned for re-inspection within 42 days.

## 5.5. Mobile Authorised Inspector Declaration Books

### 5.5.1. What is a Mobile Authorised Inspector Declaration

A Mobile Authorised Inspector Declaration (VS4M form) is a declaration by a Mobile AI that a vehicle has been inspected at the location listed on the Mobile Authorised Inspector Declaration and in accordance with these Business Rules and the applicable Inspection Manual and Standards.

Mobile AI's are required to complete a Mobile Authorised Inspector Declaration, as well as submitting the inspection via MVR for Business or alternatively via the Inspection Report Book (VS5 form).

This means the Mobile AI will need to submit the inspection report via MVR for Business or complete an Inspection Report in the Inspection Report Book, as well as complete a Mobile Authorised Inspector Declaration.

Information on how to complete the Mobile Authorised Inspector Declaration can be found at: *VIB27 Authorised Inspector Inspection Reports*.

## 6. Service Level Agreement

### 6.1. Service Level Agreement

#### Service Level Agreement

Between

Authorised Inspector: .....  
(insert name)

&

Department of Infrastructure, Planning and Logistics (Northern Territory)

I, ..... Authorised Inspector Number, .....

Do hereby agree to abide by and to perform to the requirements of the Northern Territory Authorised Inspector Business Rules, the terms of my Authorised Inspector Appointment Instrument, and the relevant Acts and Regulations and the relevant outcomes that may result should I not comply with the relevant terms.

I further agree that failure to do so to the satisfaction of the Registrar of Motor Vehicles may result in the cancellation of this agreement and termination of my appointment as an Authorised Inspector.

Signed: ..... Date: ...../...../.....

Witness Signature: ..... Date: ...../...../.....

Witness Name: ..... Contact Number: .....

## 7. Sanctions

## 7.1. When the Business Rules are broken

For minor breaches of the Business Rules, the Authorised Inspector may be subject to action such as a formal warning from the Authorised Inspector Officer or Transport Inspectors.

For more serious breaches of the Business Rules, the AI concerned will be asked for a written explanation of the case from their perspective. The proprietor may also be asked to provide a written explanation. The case will then be assessed and referred to the Registrar of Motor Vehicles.

If the Registrar of Motor Vehicles determines that a breach has occurred, a review panel may be convened to assess the breach and make recommendation on what action should be taken. The AI will be given the opportunity to put their case to the review panel.

Depending on the severity of the case, sanctions may be imposed that can range from the issue of a warning notice or revocation of an AI's appointment.

Where the Registrar of Motor Vehicles takes action against an AI, the aggrieved AI may appeal the decision. Any appeal must be lodged in writing within 28 days of the date of delivery of notification of the decision. An appeal must specify the grounds for the appeal.

All appeals will be assessed by the Registrar of Motor Vehicles who may request that a second review panel be convened.

Review panels will generally consist of representatives from the following:

- (i) Northern Territory Government, Department responsible for Transport (chair);
- (ii) Motor Trades Association (industry representative);
- (iii) Northern Territory Government, Department responsible for Justice, Consumer and Business Affairs (consumer representative); and
- (iv) Technical Advisory Committee (industry representative).

## 8. Vehicle Inspectors Bulletins

## 8.1. What are Vehicle Inspectors Bulletins

Vehicle Inspectors Bulletins (VIBs) are a method of communication with AI's.

VIBs inform of changes concerning vehicle inspection procedures and provide technical information regarding roadworthy and vehicle safety standards.

VIBs can be accessed via the Northern Territory Government website - <https://nt.gov.au/driving/industry/vehicle-information-bulletins-and-forms>

## 9. Attachment A – Guidelines for Criminal History Assessment

## 9.1. Guidelines for Criminal History Assessment of Persons Appointed or Seeking Appointment as Authorised Inspectors

- Criminal and traffic history will be requested and checked prior to appointment of persons as Authorised Inspectors and may also be requested at any time during the appointment period.
- All convictions, fines, charges proven without conviction and traffic offences are considered in determining whether a person is “fit and proper” to hold an appointment as an Authorised Inspector.
- A single serious conviction may lead to ineligibility, whilst lesser offences may require a series of convictions.
- Conviction of an offence whilst appointed as an Authorised Inspector may lead to the revocation of the appointment.

The guidelines below list a range of offences leading to ineligibility. As the list is not exhaustive it provides guidance only. All decisions are individually made, having regard to individual circumstances and the merits of the application.

OFFENCE	DISQUALIFICATION PERIOD	
	First Offence	Two or More Offences
<ul style="list-style-type: none"> <li>• Murder, Manslaughter</li> <li>• Rape</li> <li>• Sexual offences against a minor - paedophilia</li> </ul>	<p>New applicants, ineligible for appointment.</p> <p>Currently appointed, appointment revoked</p>	<p>New applicants, ineligible for appointment.</p> <p>Currently appointed, appointment revoked</p>
<ul style="list-style-type: none"> <li>• Other sexual offences</li> <li>• Assault punishable by imprisonment for 6 months or more, whether served or not</li> </ul>	<p>New applicants, ineligible for 7 years after occurrence or 2 years after any prison term, whether served or not, whichever is greater.</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>	<p>New applicants ineligible for 10 years after last occurrence or 2 years after any prison term, whether served or not, whichever is greater.</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>
<ul style="list-style-type: none"> <li>• Drug trafficking or possession of trafficable quantity</li> <li>• Other Assault</li> <li>• Theft</li> <li>• Deception</li> <li>• Fraud</li> <li>• Criminal damage</li> </ul>	<p>New applicants, ineligible for 4 years after occurrence or 1 year after any prison term, whether served or not, whichever is greater</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>	<p>In severe cases (eg. aggravation, multiple offences on one occasion, several repeat occurrences), an ineligibility or period longer than 10 years will be considered</p>
<ul style="list-style-type: none"> <li>• Drug use</li> <li>• Any other offence punishable by imprisonment, whether served or not</li> </ul>	<p>New applicants, ineligible for 2 years after occurrence or 1 year after any prison term, whether served or not, whichever is greater</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>	<p>New applicants ineligible for 6 years after last occurrence or 1 year after any prison term, whether served or not, whichever is greater</p> <p>Currently appointed, appointment revoked may reapply only after period above.</p>
<b>Other Offences</b>		
<ul style="list-style-type: none"> <li>• Driver Licence Cancellation or Suspension</li> </ul>	<p>New applicants, ineligible.</p> <p>Currently appointed, appointment revoked may reapply once appropriately licensed again.</p>	
<ul style="list-style-type: none"> <li>• General Offences</li> </ul>	<p>All offences will be taken into account, particularly if serious, (eg. drink driving, excessive speed, dangerous driving, etc) and/or there is a pattern of recurrence. This can contribute to the refusal or revocation.</p>	