

VIB27 Authorised Inspector Inspection Reports

Vehicle Inspectors Bulletin

Introduction

The purpose of this bulletin is to provide guidance to Authorised Inspectors (AI's) on how to complete an Inspection Report via MVR for Business or alternatively via the Inspection Report Book (VS5 form also known as a green slip) provided by the Motor Vehicle Registry. It also provides guidance to a Mobile AI on how to complete a Mobile Authorised Inspector Declaration (VS4M form), which is an additional requirement to submitting the inspection via MVR for Business or alternatively via the Inspection Report Book (VS5 form).

Authorised Inspectors must personally inspect the vehicle. An AI must observe all the relevant standards contained in the applicable Inspection Manuals when carrying out inspections. Where specialised equipment is required to assess the condition or compliance of certain items, it must be used.

A vehicle must be inspected against the appropriate inspection standards. Where a vehicle fails to comply with any applicable part of any standard, the vehicle must not be passed as fit for registration until the area of non-compliance has been rectified.

Many of the standards contained within the Inspection Manual can be checked simultaneously by an experienced AI, and most AI's develop their own particular methods for applying the standards. Inspection standards are grouped according to vehicle class.

The requirements set out in the inspection standards are not to be regarded as exhaustive but, in most cases, they will cover the great majority of inspection checks. **Where an AI considers that a vehicle is unroadworthy in any way that is not covered in Northern Territory Authorised Inspector Business Rules or relevant Inspection Manual, the vehicle should not be passed.** In cases of doubt, AI's should contact the Authorised Inspector Officer for clarification.

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 the Northern Territory Authorised Inspectors Business Rules and may not conduct inspections or charge fees for inspection types which the AIS 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.

MVR for Business

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.

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>

Inspection Report Books

Supply of Inspection Report Books

Inspection Reports (VS5 form also known as a green slip) are compiled in duplicate and are supplied in book form. These Inspection Report Books are only available from MVR offices, weighbridges and Vehicle Inspection Facilities.

Completed Inspection Report Books are to be surrendered for audit to the Authorised Inspector Officer or Transport Inspectors.

Use of Inspection Reports by an Authorised Inspector in an Approved Inspection Station (AIS)

An AI can only conduct an inspection and complete and issue Inspection Reports at an AIS to which he or she is linked.

An Inspection Report must not be signed until all of the information about the vehicle and its inspection has been recorded.

A separate Inspection Report must be prepared for each vehicle that is inspected.

The results of an inspection may only be recorded on the Inspection Report.

All Inspection Report Books are, and remain, the property of the MVR.

Inspection Reports must be used in numerical sequence and all reports in a book must be used before commencing a new book of reports. Any reports filled in incorrectly or spoiled must have the word "cancelled" written between two parallel lines across the report from corner to corner.

Unused Inspection Reports must not be traded, given away, thrown away, or removed from an Inspection Report Book.

The AI must keep current books of Inspection Reports and all completed books and reports up to 3 years old in a secure place at the AIS. These must be available at any time for inspection by Transport Inspectors and authorised officers.

All Inspection Report Books, whether completed or not, must be surrendered immediately to a Transport Inspector or an authorised officer if an AIS ceases trading from its approved premises or if an appointed AI ceases working from the premises.

Books must also be surrendered if an AI appointment is suspended or cancelled.

Details of any lost or stolen inspection books or reports are to be reported to the Vehicle Compliance unit immediately.

AIs must only use Inspection Reports from books that have been issued to the AI.

Each report has two pages: A green copy for the customer and a white copy to remain in the book. Each page of the report is carbonised and carbon paper is not required.

A blue or black ball point pen must be used to ensure that all copies are clear and legible.

The AI must record all details in the appropriate space on the Inspection Report.

The inspection must be carried out in accordance with the Northern Territory Authorised Inspectors Business Rules.

If the vehicle complies with the required standards, the AI is to complete the pass box and apply the approved AIS stamp.

If the vehicle does not meet the required standard, the AI must record all faults in the "comment/repairs needed" box before signing and dating the Inspection Report in the failed box, the report is not to be stamped. If there is not enough space to list all the repairs needed, a continuation sheet should be used. This must be indicated on the Inspection Report, and the Inspection Report number is to be recorded on the continuation sheet.

The green copy of the Inspection Report must be given to the owner who should be advised that, if repairs are required, a re-inspection can be obtained if the vehicle is returned within 42 days to the same AIS with the repairs completed.

To maximise customer service delivery, a passed inspection report should be forwarded by **email:** mvr.inspections@nt.gov.au . This allows an Administration Officer to process the inspection so the owner can then register their vehicle over the phone or online. The inspection will be processed by the next working day.

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, he/she must be advised to have it towed or otherwise transported away.

Mobile Authorised Inspector Declaration Books

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 Northern Territory Authorised Inspector Business Rules and the applicable Inspection Manual and Standards.

Supply of Mobile Authorised Inspector Declaration Books

Mobile Authorised Inspector Declaration Books are only available from MVR offices, weighbridges and Vehicle Inspection Facilities and remain the property of the MVR.

Use of Mobile Authorised Inspector Declaration Books by an Mobile Authorised Inspector

A Mobile AI must only complete a Mobile Authorised Inspector Declaration if the inspection is conducted outside of the AI excluded zones. A Mobile AI must complete a Mobile Authorised Inspector Declaration as well as submit the inspection via MVR for Business or via the Inspection Report Book (VS5 form).

A Mobile Authorised Inspector Declaration must not be signed until all of the required information has been recorded.

A separate Mobile Authorised Inspector Declaration must be prepared for each vehicle that is inspected.

Mobile Authorised Inspector Declarations must be used in numerical sequence and all declarations in a book must be used before commencing a new book. Any declaration filled in incorrectly or spoiled must have the word "cancelled" written between two parallel lines across the report from corner to corner.

Unused Mobile Authorised Inspector Declarations must not be traded, given away, thrown away, or removed from a Mobile Authorised Inspector Declaration Book.

The Mobile AI must keep their current Mobile Authorised Inspector Declaration Book on them personally at all times when conducting inspections. These must be available at any time for inspection by Transport Inspectors and authorised officers for the purpose of audit where required.

The completed Mobile Authorised Inspector Declaration Book is to be surrendered for audit to the Authorised Inspector Officer or Transport Inspectors, in order to obtain a new Mobile Authorised Inspector Declaration Book.

All Mobile Authorised Inspector Declaration Books, whether completed or not, must be surrendered immediately to a Transport Inspector or authorised officer if an appointed Mobile AI ceases working as a Mobile AI.

Mobile Authorised Inspector Declaration Books must also be surrendered if a Mobile AI appointment is suspended or cancelled.

Details of any lost or stolen Mobile Authorised Inspector Declaration Books are to be reported to the Vehicle Compliance unit immediately.

Mobile AIs must only use Mobile Authorised Inspector Declaration Books that have been issued to the Mobile AI.

Each declaration within the Mobile Authorised Inspector Declaration Book, only has one page which is to remain in the book. No copy of the declaration is to be provided to the vehicle owner.

A blue or black ball point pen must be used to ensure that it is clear and legible.

The Mobile AI must record all details in the appropriate space on the Mobile Authorised Inspector Declaration.

The inspection must be carried out in accordance with the Authorised Inspector Business Rules and relevant inspection manual.