



# engineering instruction

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## HEAVY VEHICLE INSPECTION SCHEME

### INTRODUCTION

This instruction describes a scheme in which certain Motor Vehicle Inspectors will make routine inspections of the following types of vehicles:

- (a) Trucks with a tare mass of 5 tonnes or more.
- (b) Trailers with a tare mass of  $2\frac{1}{2}$  tonnes or more.
- (c) All prime movers.
- (d) All public vehicles (other than taxis and hire cars operating in Transport Districts).

Trucks and trailers in categories (a), (b) and (c) above will be inspected annually; these inspections will replace existing inspections of these vehicles at Authorised Inspection Stations. (Note that there will still be a large number of vehicles not covered by the Heavy Vehicle Inspection Scheme (HVIS) that will require annual inspection at "unrestricted" AIS. In some cases these AIS will be called on to clear defect notices issued for HVIS vehicles.)

It is planned to implement the Heavy Vehicle Inspection Scheme in several stages. The first stage of the scheme, which began in January, 1983, covers the South Eastern Region.

DEPARTMENT OF MOTOR TRANSPORT, N.S.W.

FORM 907



The inspections are organised in a similar manner to existing inspections of public vehicles. Motor Vehicle Inspectors work to itineraries which will include some inspections of fleets of vehicles at owners' depots.

#### PERSONNEL ARRANGEMENTS

A special team - the "Planning Team for Heavy Vehicle Inspections" - has been established within the Mechanical Engineering Branch for the implementation of the Scheme. The leader of this team is the Inspections Planning Engineer. For staffing purposes, Motor Vehicle Inspectors are assigned to the Region in which they are based. For example, Motor Vehicle Inspectors who are appointed to HVIS positions in the South East Region will have a home station in the South Eastern Regional Branch. However all itineraries, procedures and technical aspects are controlled by the Senior Motor Vehicle Inspector (Field Teams) of the Planning Team.

As each stage of the scheme is implemented, teams comprising a Motor Vehicle Inspector Class 1 and a Motor Vehicle Inspector Class 2 will be assigned to the Region concerned. Motor Vehicle Inspectors already assigned to public vehicle inspections in the Region will join a HVIS team. Each team will work to an itinerary that is similar to existing public vehicle itineraries except that a longer period will be spent in each town to allow for the inspection of trucks in addition to public vehicles. Initially Motor Vehicle Inspectors from the Mobile Inspection Division are being seconded to the Scheme, pending the appointment of officers to HVIS positions.

#### NOTIFICATION SYSTEMS

Selection of vehicles to be inspected during each visit of a team is based on registration expiry dates (fleet owners will soon be able to elect to have the whole fleet inspected at once as an alternative to selection by expiry date. This option is not yet available). About six weeks before a team visits a



town, HVIS vehicle owners will receive a card (see Appendix A) advising them to contact a special telephone booking service at Head Office to make an appointment for the inspections. Vehicle owners outside the Sydney Metropolitan Area will be able to call a special telephone number to make a booking. The cost of this call is the same as that of a local call.

Owners who make a booking will be sent a confirmation letter (see Appendix B). About three weeks before the visit, owners who have not booked will be sent a red reminder card (see Appendix C). After the visit, details about inspections are processed by the booking officers.

A "final notice" is sent in cases where owners of public vehicles fail to present their vehicle for inspection (see Appendix D). This notice directs that the vehicle be presented for inspection during the next visit to the town (this will normally be about three months from the previous visit).

Follow-up action will not normally be taken in the case of vehicles which are not public vehicles, but renewal of registration will not be effected unless the vehicle has passed its HVIS inspection. However, Registry Circular 82/58 (Police Circular 82/305) sets out cases where a Registry Officer may renew the registration of a HVIS vehicle that missed its inspection. In these cases the Registry officer must report the action to the Senior Motor Vehicle Inspector (Field Teams) who will usually arrange for a "final notice" to be sent to the owner, as in the case of public vehicles.

Where vehicles are not presented for inspection in accordance with a "final notice", prosecution action will be considered.

Self-propelled plant (body codes 800 - 999) are not currently subject to HVIS inspection. However, if a truck-based plant items (which normally requires an AIS inspection report for renewal of registration) is presented it may be inspected in



accordance with this instruction. The word "PLANT" should be recorded in item 60 of a green Form 195.

#### ITINERARIES

Motor Vehicle Inspectors will visit all major towns four times a year according to itineraries prepared by the Planning Team. The itineraries are based on the numbers of HVIS vehicles with registered addresses in those towns. It is necessary that teams keep to these itineraries.

If, due to unforeseen events, the planned itineraries are disrupted, the team must immediately inform the Senior Motor Vehicle Inspector (Field Teams), who, if necessary, will arrange for an extra team to travel to the area to restore the itinerary.

#### INSPECTIONS

Motor Vehicle Inspectors will be given a list of sites and a list of vehicles booked for inspection at specific times (this will be a copy of appropriate pages from the appointments diary maintained by the booking officers). Motor Vehicle Inspectors will also be briefed prior to commencing an itinerary.


Priority should be given to owners who have booked for inspection, provided they arrive on time. If a booked vehicle is not available at the appointed time or there is a free time slot then another vehicle may be inspected, with due regard to the next appointment. Note that sufficient time is allocated on each itinerary for inspections of all vehicles that are due for inspection. Allowance is also made for clearance of defect notices and travelling times.

At least one Motor Vehicle Inspector must remain at the site for the times shown in the appointment diary, irrespective of bookings. If for any reason a site must be left unattended,

the Senior Motor Vehicle Inspector (Field Teams) must be informed forthwith.

If, on inspection, the vehicle is found to comply with prescribed requirements, an inspection label (see below) is to be affixed on a clean dry area on the outside of the lower nearside corner of the windscreen (or, in the case of trailers, to a portion of the trailer frame, adjacent to the rear number plate) and the "vehicle complies" card is to be signed and given to the owner. The inspection label is to be aligned with the current month in a vertical position. For example, if the vehicle was inspected in April (4th month), the label is to be affixed as follows:



	<b>No 000245</b>
<b>VEHICLE No</b>	<input type="text"/>
<b>WAS INSPECTED ON</b>	<input type="text"/>
<b>AND FOUND TO COMPLY WITH PRESCRIBED REQUIREMENTS</b>	
<hr/> <b>Signature of Inspector</b>	

Note that the "12" appears where the hour hand of the clock would be at 4 o'clock.



In all cases where a vehicle is inspected, a motor lorry inspection report (Form 195) is to be completed, in accordance with Engineering Instruction 26.

Note that coloured versions of form 195 have been printed for HVIS work. PINK forms are to be used for public vehicles and GREEN forms are to be used for other vehicles. The Mobile Inspection Division will continue to use WHITE forms.

The following items must also be recorded on form 195 (pending revision of this form and Engineering Instruction 26):

- (a) In item 59 of the form the serial numbers of all defect notices that are issued must be recorded in the first row.
- (b) The serial number of any defect notice that is CLEARED as a result of the inspection must be recorded in second row of item 59 and the word "cleared" printed underneath the number.
- (c) The serial number of any inspection label issued to a vehicle must be recorded in item 60 of the form. For example "Label 00307".
- (d) Where available, attach the owner's notification (card or letter) to the form. If this is not available then try to establish the month that the inspection was due (by asking the owner) and record this in item 60 of the form. For example "Due JAN".

All inspections and label serial numbers must also be recorded in the copies of the appointments diary against the time that the inspection was conducted.

## INSPECTION FEES

Inspection fees are automatically included in the fees shown on registration renewal papers. However, an additional fee of \$25 is payable in cases where a vehicle is re-inspected by a HVIS team for clearance of a "not-to-use" or "not-to-move" defect notice (Categories 1 and 2 on the front of form PB12). A fee is not payable in cases where a defect notice allows time for repair.

Specially endorsed copies of form 141 "Debit to the Department of Motor Transport" (see Appendix "E") are used to invoice the owner for the re-inspection fee. The form, which is prepared in quadruplicate, is to be prepared after the re-inspection. (If the major or dangerous items are not properly repaired then an invoice is to be issued and a new defect notice prepared covering the unrepaired items - a further fee will be payable for a re-inspection to clear these items)

The original and duplicate of the invoice are to be handed to the owner. The owner must be instructed to forward the original of the form to the Department with payment (under no circumstances should the Motor Vehicle Inspector accept payment). The owner may keep the duplicate for his record. Further details about payments are contained in Registry Circular 82/58.

The triplicate of form 141 is to be sent to the Executive Accountant at the earliest opportunity (in any case, within one week). The Motor Vehicle Inspector must retain the quadruplicate copy for auditing purposes.

When a "not-to-use" or "not-to-move" defect notice is cleared by a HVIS team, the serial number of the invoice is to be recorded on the back of the defect notice "INVOICE 0705 FOR \$25".



The original and duplicate of all defect notices issued in respect of a HVIS inspection must be stamped "HEAVY VEHICLE INSPECTION SCHEME". Duplicates must be forwarded, together with inspection reports (form 195) and invoice triplicates, to the Senior Motor Vehicle Inspector (Field Teams). In most cases paperwork is to be handed in at local Motor Registries in envelopes marked "Heavy Vehicle Inspection Scheme, Senior Motor Vehicle Inspector (Field Teams), Mechanical Engineering Branch, Urgent and Confidential". If it is not possible to hand the paperwork at a local Motor Registry, the paperwork is to be posted to:

"URGENT AND CONFIDENTIAL"

Senior Motor Vehicle Inspector,  
Heavy Vehicle Inspection Scheme,  
Mechanical Engineering Branch,  
Department of Motor Transport,  
G.P.O. Box 28,  
SYDNEY. N.S.W. 2001

MOTOR VEHICLE INSPECTORS AT MOTOR REGISTRIES

From time to time vehicles which are covered by the Heavy Vehicle Inspection Scheme will be encountered by Motor Vehicle Inspectors at Motor Registries. If a vehicle is presented for clearance of a defect notice which was issued by a HVIS team, the Motor Vehicle Inspector at the Motor Registry will inspect the vehicle in the normal manner. However, the cancelled defect notice is to be sent to the Senior Motor Vehicle Inspector (Field Teams) at the above address.

The owner of the vehicle will need evidence of the clearance of the HVIS defect notice for the purpose of renewal of registration. If the owner has the registration renewal papers then these shall be endorsed to indicate that the vehicle was inspected by the Motor Vehicle Inspector at the Motor Registry and found to comply with prescribed requirements.



Form 441, "Vehicle accepted for renewal of registration without a DMT inspection certificate" (see Appendix "F") is to be prepared in accordance with Registry Circular 82/58 (Police Circular 82/305). The "other circumstances" section of Form 441 must be endorsed "Vehicle inspected by MVI (name) at \_\_\_\_\_ Motor Registry and found to comply. Defect notice number \_\_\_\_\_ cancelled" and signed and dated by the Motor Vehicle Inspector concerned.

If the owner does not have the renewal papers (in some cases HVIS inspections are conducted several months before the registration expires) Form 441 is to be prepared in duplicate. The original is to be stamped with the DMT stamp and handed to the owner, who should be advised to present the form when the registration is renewed. The duplicate is to be endorsed "Duplicate only. Original handed to owner" and forwarded to the Senior Motor Vehicle Inspector (Field Teams).

Occasionally, a vehicle might be encountered which missed its inspection by a HVIS team. In such cases the Motor Vehicle Inspector at a Motor Registry will conduct a full inspection of the vehicle and prepare a report on Form 441 as described above.

R. G. Vaughan,  
Chief Mechanical Engineer.





N.S.W. DEPARTMENT OF MOTOR TRANSPORT

## NOTICE OF MOTOR VEHICLE DUE FOR SAFETY INSPECTION

**INSPECTION IS DUE IN THIS MONTH**

REGISTRATION  
NUMBER

FLEET NUMBER  
(IF APPLICABLE)

INSPECTION  
TEAM

The vehicle identified on this card is due for inspection. Please telephone (008)-425218 to book a time for this inspection. Have this card ready when you make the call.

See notes overleaf

### HEAVY VEHICLE INSPECTION SCHEME — NOTES FOR VEHICLE OWNERS

1. Registration of this vehicle will not be renewed unless the vehicle has passed an inspection by the DMT. An inspection report from an authorised inspection station is not acceptable for renewal of registration.
2. The cost of the inspection is included in the annual registration charges. However, an extra fee will be charged if the vehicle needs to be reinspected.
3. Inspections are arranged by appointment. To make a booking, call the number shown on the front of this card. A call to this number will cost the same as a local call but THE NUMBER CAN ONLY BE USED FOR BOOKINGS. For all other enquiries, contact your local Motor Registry or call the Department's Telephone Enquiries Inspectors on (02) 662-0111, Extensions 672 or 273.

**APPENDIX A**



Telephone - 662-0111 - Ext 672  
 Telegrams - "Motoreg," Sydney



When replying, please quote this  
reference

82/M40/843

DEPARTMENT OF MOTOR TRANSPORT  
 50 ROTHSCILD AVENUE, ROSEBERY

Address all mail to Box  
 28, G.P.O., Sydney. 2001

HEAVY VEHICLE INSPECTION SCHEME

CONFIRMATION OF BOOKING

Arrangements have been made for the above vehicle to be inspected at the address shown below on ..... at ..... This confirmation must be presented to the inspector when the vehicle is submitted for inspection.

If you wish to change the appointment please telephone 008-425218. However, please note that such changes must be made at least one week BEFORE the above date.

When your vehicle passes the inspection, a label will be affixed to the outside of the windscreen (or to a clearly visible part of the chassis or frame in the case of trailers). Please ensure that a suitable spot on the vehicle is cleaned in preparation for application of this label.

K. R. Bain,  
 Secretary.

ADDRESS OF INSPECTION SITE:

APPENDIX B



Department of Motor Transport  
Heavy Vehicle Inspection Scheme  
Box No. 28, G.P.O., Sydney, 2001

POSTAGE  
PAID  
AUSTRALIA

REGISTRATION  
NUMBER

FLEET NUMBER  
(If applicable)

INSPECTION  
IS DUE IN  
THIS MONTH

INSPECTION  
TEAM

## URGENT REMINDER OF MOTOR VEHICLE INSPECTION

### IMPORTANT REMINDER ABOUT YOUR VEHICLE INSPECTION

The Department of Motor Transport has not yet recorded an inspection appointment for the vehicle identified on this card. Please telephone (008) 425 218 as soon as possible (local call charge only) to make a booking.

1. Registration of this vehicle will not be renewed unless the vehicle has passed an inspection by the DMT. (Owners of public vehicles should note that they are liable to prosecution for failing to present their vehicles for inspection).
2. You are advised to make an appointment or you may present your vehicle at the address shown below. In this case, there is no guarantee that your vehicle will be inspected immediately because persons with an appointment will be given priority.

#### ADDRESS OF INSPECTION SITE

DATES: From \_\_\_\_\_ To \_\_\_\_\_

Please disregard this notice if you have booked an inspection in the last few days.



Telephone - 662-0111 - Ext 496  
 Telegrams - "Motoreg." Sydney



When replying, please quote this  
 reference

82/M40/843

DEPARTMENT OF MOTOR TRANSPORT

50 ROTHSCCHILD AVENUE, ROSEBERY

REGISTRATION  
 NUMBER

FLEET NUMBER  
 (If applicable)

INSPECTION  
 WAS DUE IN  
 THIS MONTH

INSPECTION  
 TEAM

Address all mail to:

HEAVY VEHICLE  
 INSPECTION SCHEME,

Box No. 28, G.P.O.,  
 Sydney, 2001

FINAL NOTICE TO PRODUCE MOTOR VEHICLE FOR ROUTINE INSPECTION

The vehicle identified on the above label was due to be inspected by officers of the Department of Motor Transport during the month shown on the label. Two notices were sent to you about that inspection. However, there is no record that the vehicle passed its inspection during that month and you are hereby called upon to produce the above motor vehicle for inspection at the address shown below. This notice must be presented when the vehicle is submitted for inspection.

You are advised to make an appointment by calling the Telephone Booking Service on (008) 425 218 (local call charge only). Otherwise you may present the vehicle at the address and between the dates shown below. In this latter case there is no guarantee that the vehicle will be inspected immediately because persons with an appointment will be given priority.

If for any reason this notice cannot be complied with, the Department should be notified in writing by the above date. The notification must explain why the vehicle cannot be produced as required.

Failure to comply with this request could render you liable to prosecution.

Dated this

day of

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K. R. Bain,  
 Secretary.

ADDRESS OF INSPECTION SITE

APPENDIX D