



1. Applicant details (Please use block letters)

Surname

Given names (All names are required)

Residential address

(include street, street number, suburb/town and postcode)

 Postcode

Mailing address

(if mailing address same as residential address insert 'as above')

 Postcode

Day time contact number

Mobile

Email address

Date of birth

 / /

Drivers licence number (this information **must** be provided)

2. History

a) Do you hold or have ever held an authorised examiner or proprietors authority in NSW in the above name or in another name?

No go to question 3

Yes provide details below

Examiner's number

Current or last AIS number

Other names(s)

b) Have you ever been cancelled or suspended as an authorised examiner or proprietor or had an application to become an authorised examiner or proprietor refused?

No

Yes provide details below

Details

3. Details of Motor Vehicle Repair Industry Authority (MVRIA) accreditation

Motor Mechanic

Motorcycle Mechanic

Provisional Light Trailers

MVRIA Motor Mechanics Tradesperson Certificate Number (A copy of your certificate **MUST** be attached to this application)

Date on

MVRIA Tradesperson Certificate

 / /

NB Provisional MVRIA's other than Motorcycle and Light trailer only classification will not be accepted.

4. What class(es) of vehicles are you applying for accreditation to examine? Please tick relevant boxes

All light vehicles

Motor cycles only (Restricted)

Heavy vehicles

Light trailers only (Restricted)

****NB** If you are a holder of a MVRIA LPG and/or CNG tradesperson certificate please complete an AIS - Application as an LPG or LPG/CNG Examiner (form 1452).

5. Do you wish to apply to be a Proprietor / Proprietors Nominee?

No

Yes

6. Declaration (please read carefully before you sign)

I accept that submission of this application does not guarantee selection for authorisation or accreditation. I understand that I must supply the information in accordance with the rules for Authorised Inspection Stations and failure to supply full details, relevant documentation and sign this declaration can result in the application not proceeding.

I consent to the disclosure of information by the Police, Office of Fair Trading and Motor Vehicle Repair Industry Authority required by RMS to verify any details I have given in this application. If my application is successful, I further consent at the discretion of RMS, for the disclosure by the above organisations of any detail concerning my character or relating to my fitness to maintain my accreditation.

I understand that my 'personal information' is being collected for Application for Authorisation as an Examiner. Personal Information including any image is collected and held by the Roads and Maritime Services (RMS), 101 Miller Street, North Sydney NSW 2060. I have a right to access or correct my 'personal information' in accordance with the provisions of the relevant privacy legislation. The information supplied may be disclosed in accordance with the exemptions provided in the *Privacy and Personal Information Protection Act 1998*.

I declare that the information I have given in this application is true and correct. I understand that if any information I have given is found to be false I could have my authorisation cancelled or revoked. I understand that RMS will conduct checks of its records, to confirm correctness of the information provided, and to determine whether I as the Examiner applicant am to have access to the AIS Online System to conduct electronic inspections reports. I acknowledge I have read and understand the terms and conditions for the AIS Online System and agree to be bound by them. I also agree to continue to be bound by the rules for Authorised Inspection Stations.

Signature (applicant must sign)

Date

 / /

Please return this form to:

Enrolment Process Glen Innes

PO Box 122, Glen Innes NSW 2370

T 1300 79 11 86 | F 1300 79 38 65 | E ais@rms.nsw.gov.au

How to complete the Application for Authorisation as an Examiner

Please answer all questions and provide as much information as possible. Failure to provide all information can result in your application not progressing or being refused. Please complete the form accurately and legibly using block letters e.g. JOHN CITIZEN not *John Citizen*

1. Applicant details

Name: Insert your full name as indicated on your drivers licence and MVRIA certificates.

Residential address: Please provide your street and/or unit number, street name, suburb/town and your postcode.

e.g. Unit 2/ 456 Princes Highway
ENGADINE NSW 2233

Mailing address: If your mailing address is different to your residential address, such as a Post Office box, please provide details in the mailing address box. If your postal address is the same as your residential address please put 'As Above' in the postal address box.

e.g. PO Box 007
ENGADINE NSW 2233
or
As Above

Day time contact number / Mobile: Please provide a suitable day time contact number and mobile in case information from your application needs to be verified. Preferred numbers are worksite number or a mobile telephone number.

Email address: Please provide a valid email address.

e.g. business@internetprovider.com.au

This may be used to send out additional information.

2. History

This information is required to determine your eligibility for authorisation. You must answer these questions accurately.

a) Do you hold or have you ever held an authorised examiner or proprietors authority in NSW in the above name or in another name?

If you ticked 'Yes' to the above question you are required to provide the relevant details in the boxes provided.

If you have been previously authorised as an Examiner or Proprietor in NSW, please insert the examiners/proprietor number you were issued and the current or last AIS number you were appointed to in the boxes provided. e.g. A22222

If you have been previously accredited as an examiner in NSW under another name you are required to provide the name you were previously known under.

b) Have you ever been cancelled or suspended as an authorised examiner or proprietor or had an application to become an authorised examiner or proprietor refused?

If you ticked 'Yes' to the above question you are required to provide details in the boxes provided. e.g. Cancelled as an Examiner 01/01/01 etc

3. Details of Motor Vehicle Repairers Industry Authority (MVRIA) accreditation

Place a tick in the box(es) that correspond to your MVRIA accreditation. If you are unsure of your accreditations you can contact the MVRIA on 02 9619 8650.

When completing this section please provide your MVRIA Motor Mechanics Tradesperson Certificate Number in the appropriate box and attach to the application a photocopy that clearly shows your full name, accreditations, certificate number and date of issue.

4. What class(es) of vehicles are you applying for accreditation to examine?

Place a tick in the box beside the accreditations you would like to be approval to examine.

'All Light Vehicles' is for Examiners that hold a MVRIA tradesman certificate in the class of motor mechanic. This accreditation covers the inspection of cars & light commercials, light trailers and motor cycles.

'Motorcycles only' is restricted to Examiners that only hold a MVRIA tradesman certificate in the class of motorcycle mechanic. This accreditation covers the inspection of motor cycles only.

'Light trailers only' is restricted to Examiners that only hold a MVRIA tradesman certificate in the class of provisional light trailers. This accreditation covers the inspection of light trailers and caravans only.

'Heavy Vehicles' is for Examiners that hold a MVRIA tradesman certificate in the class of motor mechanic. This accreditation covers the inspection of all heavy vehicles. *This accreditation does not cover light vehicles.*

5. Do you wish to apply to be a Proprietor / Proprietor Nominee?

Place a tick in the appropriate box.

6. Declaration

Ensure you read and understand the declaration fully prior to signing. Sign in the box provided and insert the date on which the form was signed.

What to do next

Step 1: When you have completed all sections of the application and attached copies of all required documents, fax, email or mail your application to address listed at the bottom of the application form.

Step 2: If your application is successful, you will be notified in writing by RMS to attend a Motor Registry to pay an administration fee. RMS charges an administration fee for authorisation, this fee is payable when the application is approved and you are made eligible for training. Details of the fee will be in the letter sent to you. You may also be required to purchase a copy of the rules for AIS.

The letter you receive will clearly outline what is required next.

Step 3: You MUST take RMS Approval for Training letter with you to the Training course. You will not be able to train unless you present this form. TAFE NSW are the authorised training provider for AIS training. For more details about training, or to book a course, contact TAFE on 02 4229 0521 or go to the training website at ais.tafensw.edu.au. When you attend the training course you will also be asked to provide acceptable proof of identity. Applicants are required to successfully pass the appropriate training course before authorisation.

Step 4: After you have successfully passed the training you will be notified in writing of your authorisation as an examiner and/or Proprietor.

For more information contact RMS Inspection Programs on 1300 79 11 86

Terms and Conditions of Use for AIS Online System

1. BACKGROUND

The Roads and Maritime Services of New South Wales (RMS) has developed the AIS Online System (System) for use by Authorised Inspection Stations (AIS) as part of the Authorised Inspection Scheme (Scheme) and with the aim of improving the efficiency and standard of customer services.

The System enables Proprietors access to maintain AIS details and Examiners to electronically submit vehicle inspection information to RMS using the Internet.

2. INTERPRETATION

This document contains the terms and conditions pursuant to which Proprietors and Examiners may use the System.

2.1 In this document a "Proprietor" is the proprietor or the nominee of a proprietor of an AIS under the Scheme and an "Examiner" is an AIS Examiner under the Scheme. "Personal Information" has the same meaning as in the *Privacy and Personal Information Protection Act 1998 (NSW)* and any Information Protection Principles issued under such Act. The terms and conditions contained in clauses 3 to 9 apply to a Proprietor or Examiner who is accredited by RMS to use the System.

2.2 The terms and conditions applying to the Scheme also apply to the use by a Proprietor and an Examiner of the System. In the event of any inconsistency between these terms and conditions and the terms and conditions applying to the Scheme, these terms and conditions prevail to the extent of the inconsistency.

3. ACCREDITATION TO USE THE SYSTEM

3.1 All users must be accredited

3.1.1 Only persons accredited to use the System by RMS may use the System.

3.1.2 RMS may accredit Proprietors and Examiners to use the System.

3.2 The accreditation process

3.2.1 A pre-existing Proprietor who seeks to use the System must first apply for accreditation to use the System by completing, signing and delivering to RMS the Application for AIS Online Access (Entity Application) (or equivalent). Newly applying Proprietors need to read, understand and sign the declaration advised on the Application for Authorisation as a Proprietor Only (under the Authorised Inspection Station Scheme).

3.2.2 A pre-existing Examiner who seeks to use the System must first apply for accreditation to use the System by completing, signing and delivering to RMS the Application for AIS Online Access (Entity Application) (or equivalent). Newly applying Examiners need to read, understand and sign the declaration advised on the Application for Authorisation as an Examiner (under the Authorised Inspection Station Scheme).

3.2.3 RMS will advise Proprietors and Examiners in writing if they are rejected from being accredited to use the System. RMS may accept or reject an application to use the System.

3.2.4 Where RMS rejects an application from a Proprietor or Examiner to use the System, the Proprietor or Examiner may make further representations to RMS as to why the application to use the System should be accepted by RMS.

4. USE OF THE SYSTEM

4.1 Permitted Use

Each Proprietor and Examiner may use the System for the sole purpose of submitting vehicle inspection information to RMS and receiving information on the Scheme and System from RMS.

4.2 Proprietor & Examiners must use the System

Each Examiner must use the System to electronically provide to RMS all inspection reports on each vehicle inspected by the Examiner pursuant to the Scheme. The inspection report must be provided to RMS before it is provided to the customer. This clause will not apply during any period when a Proprietor or an Examiner is unable to access the System due to reasons beyond the control of the Proprietor and the Examiner, such as when the System is unavailable.

4.3 Records, Systems, Processes and Equipment

RMS accepts no responsibility for any hardware, software or other systems, equipment or processes used by any Proprietor or Examiner in connection with the use of the System. RMS is not responsible for any costs or expenses incurred by a Proprietor or an Examiner in using the System including any connection charges.

4.4 User IDs and passwords

4.4.1 Each Proprietor and Examiner will be provided with a unique identification number (user ID) and a PIN which are required to access the System. The user ID may be recorded by RMS for security and audit reasons against all information submitted by each Proprietor and Examiner.

4.4.2 Each Proprietor and Examiner must:

4.4.2.1 keep their PIN secure and separate from user IDs;

4.4.2.2 ensure that their PIN is not used by or available to any other person;

4.4.2.3 and log out of the System (in the case of Internet access to the System) when vacating the terminal from which the Proprietor or Examiner has accessed the System.

4.4.3 If a Proprietor or an Examiner knows or suspects that another person knows or may know the Proprietors' or Examiners' PIN for accessing the System, the Proprietor and the Examiner must immediately:

4.4.3.1 change their PIN (to the extent that they are able to); and

4.4.3.2 advise RMS of such occurrence or suspicion.

4.5 Rules and Directions

Each Proprietor and Examiner must promptly comply with any guidelines or direction issued by RMS from time to time in relation to the System.

5. AIS ONLINE INFORMATION

5.1 Entering Information

Each:

5.1.1 Proprietor in relation to information submitted using the System by:

5.1.1.1 that Proprietor; and

5.1.1.2 each Examiner engaged by that Proprietor; and

5.1.2 Examiner in relation to the information submitted using the System by that Examiner, must ensure that the information submitted:

5.1.3 is complete, correct and accurate; and

5.1.4 complies with:

5.1.4.1 all applicable laws; and

5.1.4.2 any RMS business rules and/or other written RMS guidelines including the Rules.

5.2 Audit

Each Proprietor and Examiner:

5.2.1 acknowledges that RMS may from time to time audit compliance with these terms and conditions;

5.2.2 agrees upon request to promptly give RMS or its nominee access to relevant AIS records held by or under the control of that Proprietor or Examiner; and

5.2.3 agrees to be available to RMS or its nominee upon request in order for RMS or its nominee to conduct the audit.

6. ACKNOWLEDGEMENTS AND LIABILITY

6.1 Acknowledgements

6.1.1 Each Proprietor and Examiner acknowledges that RMS does not represent or warrant:

6.1.1.1 that the System will be available, at any particular time;

6.1.1.2 that each Proprietor or Examiner will be able to use the System including, without limitation, with any computer hardware or software used by the Proprietor or Examiner; or

6.1.1.3 that the system is or will remain error free or free from any computer virus, defect or contamination.

6.1.2 Each Proprietor and Examiner acknowledges that:

6.1.2.1 monetary damages for a breach of these terms and conditions by the Proprietor or Examiner will be insufficient to compensate RMS for such a breach; and

6.1.2.2 in addition to any other remedy available at law RMS is entitled to injunctive relief to prevent a breach of and to compel specific performance of the terms of this document.

6.2 RMS liability

6.2.1 Subject to clause 6.3, RMS excludes all liability (in contract, tort including negligence, under statute or otherwise arising) to each Proprietor, Examiner and any third parties in respect of any direct or indirect loss, damage, claim or expense arising out of or in connection with a Proprietor's or an Examiner's use of the System.

6.2.2 Each Proprietor indemnifies and will keep indemnified RMS against all liability, loss, damage, claims, causes of action, costs and expenses directly or indirectly arising from or in connection with the submission by that Proprietor or any Examiner engaged by that Proprietor of inspection reports or other information which are negligently prepared or are misleading or fraudulent.

6.2.3 Each Examiner indemnifies and will keep indemnified RMS against all liability, loss, damage, claims, causes of action, costs and expenses directly or indirectly arising from or in connection with the submission by that Examiner of inspection reports or other information which are negligently prepared or are misleading or fraudulent.

6.3 Exclusion of terms

6.3.1 If the *Trade Practices Act 1974 (Cth) (Act)* or similar legislation applies to these terms and conditions at any time (which is not admitted by RMS), nothing in these terms and conditions excludes or limits any liability RMS may have under the Act or similar legislation that RMS is not permitted by law to exclude or limit, including liability to a "consumer" (as that term is defined in that Act). RMS limits any liability it has to such a consumer for breach of a warranty implied under the Act or similar legislation to resupplying the services in respect of which the breach occurred.

6.3.2 Except as otherwise expressly stated in these terms and conditions, all terms, conditions, warranties, undertakings, inducements or representations whether express or implied, statutory or otherwise relating to the System and to these terms and conditions are excluded to the fullest extent permissible at law.

7. TERM AND TERMINATION

7.1 Duration

7.1.1 the date the Proprietor's or the Examiner's use of the System is terminated pursuant to clause 7.2; or

7.1.2 the date RMS advises the Proprietor and the Examiner that use of the System will cease.

7.2 Termination

7.2.1 RMS may at its discretion by notice to the Proprietor immediately terminate the use of a Proprietor or Examiner of the System.

7.2.2 The Proprietor or an Examiner may terminate use of the System by giving a minimum of 7 calendar days written notice of its intention to terminate to RMS.

7.2.3 Termination is without prejudice to any accrued rights or remedies of the parties.

7.3 Suspension

RMS may suspend a Proprietor or Examiner from using the System in accordance with RMS rules for the AIS.

8. PRIVACY

8.1 Where a Proprietor or Examiner is required to collect confidential or Personal Information, then the Proprietor or Examiner must comply with privacy legislation and advise the person giving such information that is being obtained for RMS and for what purpose.

8.2 If a Proprietor or Examiner misuses any Personal Information, RMS may suspend or terminate a Proprietor's or Examiner's:

8.2.1 accreditation to use the System; and

8.2.2 authority for the Scheme.

8.3 RMS may at its discretion use the AIS Online business details which a Proprietor or Examiner provides in its application to promote the AIS Online System by disclosing the business details to the public.

9. GENERAL

9.1 Proprietors and Examiners must not assign, sub-contract or otherwise transfer any or all of their rights or obligations granted under these terms and conditions except with the prior written consent of RMS.

9.2 Nothing in these terms or conditions will create, or be deemed to create, a partnership, the relationship of principal and agent or the relationship of employer and employee between RMS and a Proprietor or Examiner. Each Proprietor and Examiner must not represent themselves as an agent of RMS and will have no authority to enter into any obligations on behalf of RMS or to bind RMS in any way.

9.3 These terms and conditions may only be amended by RMS and may be amended by notice to a Proprietor or Examiner including as specified on RMS home page for Internet access for the System.

9.4 These terms and conditions are governed by and construed in accordance with the laws of New South Wales and the parties submit to the exclusive jurisdiction of the Courts of New South Wales.