

This document is revised periodically and applies to all new and existing Licensed Vehicle Testers. All new licence applicants and current licence holders must read this document carefully as it imposes obligations that should be understood before signing the acceptance declaration on the licence application or renewal.

Pursuant to Regulation 204(1) of the Road Safety (Vehicles) Regulations 2009, this licence is issued subject to the following conditions, limitations and restrictions:

1. Compliance with Regulations

- 1.1 The licence holder must be the proprietor of the business and at all times comply with the requirements of Chapter 6 of the Road Safety (Vehicles) Regulations 2009, which deals with testing of vehicles.
- 1.2 The licence holder must conduct an audit of the licence operation at the time of application for licence renewal.
- 1.3 Effective from 1 January 2010, each testing site must conduct a compliance audit of the licence operation every three months.

2. Corporate licence holders

If the licence holder is a corporation it must:

- 2.1 Ensure that its employees comply with the requirements of Chapter 6 of the Road Safety (Vehicles) Regulations 2009 and with these conditions;
- 2.2 Appoint a person who has completed the appropriate accreditation training as its nominee to liaise with VicRoads in relation to the licence;
- 2.3 Notify VicRoads in writing of the name and contact details of the nominee at the time of being appointed;
- 2.4 Notify VicRoads in writing of any change in the ownership or control of the corporation.

3. Categories of Vehicles

The licence holder may only examine and test vehicles in the categories which are specified in the licence. Those categories are:

- LV - Light Vehicles (vehicles up to 4.5 tonne GVM including trailers)
- MC - Motorcycles and Trikes (1 front, 2 rear wheels and handlebar steering). **Note:** Trikes are tested at the discretion of the tester as a car driver's licence and an accessible workshop are required
- HV - Heavy Vehicles (vehicles over 4.5 tonne GVM including trailers)
- LB - Buses (vehicles with 10 or more seats including the driver)
- TX - Taxis (licensed inspection)
- LP - Is in addition to LV or HV and allows the inspection of LPG equipped vehicles.

4. Testing Mechanics & Accreditation

- 4.1 If the licence holder is a corporation or is a natural person who is not a qualified mechanic, the licence holder must employ at least one qualified and accredited mechanic to perform inspections and tests at each licensed premise. Any licence holder who is also a testing mechanic and any mechanic employed to examine and test vehicles, must hold a current Victorian driver's licence for the vehicle being tested.
- 4.2 Before conducting any testing of vehicles, any mechanic engaged for that purpose must have satisfactorily completed the VicRoads Licensed Vehicle Tester Accreditation course for the category of vehicle being tested. Only an approved testing mechanic can sign Part B of a roadworthy certificate, and must be the individual that has completed both the inspection and the road test.
- 4.4 Effective from 1st July 2013, all roadworthy testing mechanics are required to attend and satisfactorily complete an approved structural awareness course. **Note:** LV category only.
- 4.5 **Examining Mechanic Refresher Training**
Effective from the 1 November 2015 the licence holder must ensure that all light vehicle accredited roadworthy testing examining mechanics whose roadworthy tester accreditation was obtained prior to 1 April 2013 must successfully complete the light vehicle roadworthy tester refresher training by 30 November 2017.

Effective from the 1 September 2015 the licence holder must not allow a heavy vehicle to be tested for roadworthiness unless the examining mechanic has successfully completed the heavy vehicle refresher training.

- 4.6 Effective from the 30 November 2017 the licence holder must not allow a light vehicle to be tested for roadworthiness by an examining mechanic whose accreditation was obtained prior to 1 April 2013, unless the examining mechanic has successfully completed the Light Vehicle refresher training course.
- 4.7 The licence holder must not allow a vehicle fitted with LPG to be tested for roadworthiness unless the testing mechanic has satisfactorily completed a recognised LPG course.
- 4.8 The licence holder must not allow any person to sign certificates of roadworthiness unless they have completed the Licensed Vehicle Tester (LVT) Administration Course.
- 4.9 Only the licence holder, delegated representative or testing mechanic that has successfully completed the LVT Administration course can sign Part A of a Roadworthy Certificate.

5. Premises

The licence holder must have the legal right to occupy any premises at which vehicles are examined and tested. Those premises must:

- 5.1 Except in the case of premises used for testing buses and taxis, be a retail motor vehicle repair or inspection facility that is readily accessible to members of the public;
- 5.2 Unless previously approved, be under the sole control of the applicant and not shared;
- 5.3 Be suitable for the purpose of examining and testing vehicles;
- 5.4 Be kept clean, in good order and presented at a standard acceptable to the general public while complying with WorkSafe and EPA requirements;
- 5.5 Have clear access and sufficient testing space for the categories of vehicles to be examined and tested;
- 5.6 The licence holder must obtain and hold any consent or approval required by the municipal council or other statutory body for the premises to be used for the examination and testing of vehicles;
- 5.7 Effective as of 16 November 2010, **all new licence applications, change of premises and / or additional premises** are required to supply a completed Automotive Workshop Inspection Checklist (vicroads.vic.gov.au). This inspection checklist must be completed and signed by the licence applicant or nominated company representative or director.
- 5.8 Effective as of 2 May 2016 **all new licence applications, change of premises and / or additional premises** are required to comply with the requirements below.

5.9 Requirements for Premises

For a site to be considered for approval it must provide as a minimum the following:

- test facilities housed in a weatherproof building capable of being totally enclosed and provide a satisfactory working area
- there must be unobstructed safe and easy access from the site entrance to the building entrance
- there must be adequate secure off road parking for a minimum of four (4) vehicles
- there must be a clearly identified weather proof public waiting room for a minimum of two (2) people
- the workshop, public waiting room and testing facilities must conform to all relevant Worksafe Victoria requirements.

Any Roadworthy Inspection Bay must have:

- clear unobstructed entry and exit from the entrance of the building
- entries and exits that are dimensionally applicable to the categories of vehicles inspected for roadworthiness
- sufficient clearance around the vehicle when on a hoist or inspection pit to allow the roadworthy inspection in a safe and correct manner. There must be a minimum of 600mm clearance around the vehicle.

6. Equipment and signs

- 6.1 The licence holder must have the following equipment in a serviceable condition at each of the premises at which vehicles will be examined and tested:
- either a headlight testing bay or a headlight testing machine;
 - either a roller brake testing machine with printout capability or a decelerometer with printout capability and / or ability to store on a computer.
 - this equipment must comply with the specifications at Appendix 1 and Appendix 2 (pages 4 & 5 respectively).
- 6.2 If the licence permits the testing of light vehicles, taxis, but not motorcycles, the licence holder must also have:
- a vehicle hoist of at least 2.5 tonnes capacity.
- 6.3 If the licence permits the testing of **heavy vehicles and buses**, the following additional requirements apply:
- any inspection pit must be at least 9 metres long and be constructed in such a manner that if it is less than 18 metres long, then the vehicle must be able to drive through (this condition may be varied for small buses);
- Note: All new licence applications, change of premises and / or additional premises.**
- must have a hoist or combination of hoists to a minimum capacity of 20 tonnes for heavy vehicles, and 5 tonnes for light buses'.
- 6.4 If the licence permits the testing of taxis, the licence holder must have any additional equipment specified in writing by the corporation.
- 6.5 If the licence permits the testing of motorcycles, then the licence holder must have a suitable motorcycle work stand or hoist that is capable of lifting a minimum of 500mm. The device must also be able to hold the front wheel while the bike is raised from the centre to test swing arms.
- 6.6 The licence holder must display a sign purchased from VicRoads at each premises at which vehicles will be examined and tested that:
- is between approximately 750 mm and 1 metre high and 600 mm wide; with the words "**VICROADS LICENSED VEHICLE TESTER**" 80 millimetres high in dark colours on a light background;
 - states the licence number and the categories of vehicles which may be examined and tested;
 - is located outside the premises in a position visible to the members of the public;
 - when an inspector complying with 4.7 is employed, the sign must also have an "LP" sticker indicating that LPG vehicles may be inspected.
 - any other use of the VicRoads logo is specifically prohibited unless VicRoads has granted approval in writing. Requests for approval are not usually granted.
- 6.7 Effective 1 September 2010, the following equipment is required at the point of licence renewal;
- a window tint meter with a digital display in % value;
 - a digital camera;
 - if the licence permits the testing of LPG vehicles, then an electronic gas leak detector that meets the requirements of AS/NSZ 1425-2007.
- 6.8 The licence holder must also display the current Licensed Vehicle Tester licence in a position where customers can see it.

7. Examination and directions

When requested to do so by VicRoads or a person authorised by VicRoads, the licence holder must allow the person to enter any premises at which vehicles are examined & tested, to enable the person to examine whether:

- 7.1 The premises are suitable and the specified equipment is serviceable and available to carry out examinations and tests;
- 7.2 A person in the premises is qualified and accredited to carry out examinations and tests; or the requirements of Chapter 6 of the Road Safety (Vehicles) Regulations 2009 are being complied with.

7.3 The licence holder must allow VicRoads or a person authorised by VicRoads to remove for examination and copying any documents supplied by VicRoads in connection with the testing and examination of vehicles.

7.4 The licence holder must also comply with all other lawful directions of VicRoads or an Authorised Officer.

8. Communications and Information Access

8.1 All testing sites must have a **current e-mail address** for communication with VicRoads.

8.2 The internet access must be from the testing premises and allow access by the testing staff for the purpose of obtaining information relevant to the testing of vehicles and, when instigated, the processing of inspection information via a web browser. **The onus is on the licence holder to advise VicRoads of any change to the testing sites e-mail address.**

Appendix I: Approved Testing Equipment for use by Licensed Vehicle Testers

Note: Effective from 1 December 2009 only brake testing devices that allow results to be printed will be accepted.

Decelerometers with printout capability

Any device that meets an Australian Standard or International Standard.

OR

Roller Brake Testing Machines with printout capability

Any commercially manufactured roller brake testing machine that can be demonstrated to produce brake efficiency and balance results that relate to the roadworthiness standards and meets an Australian Standard or International Standard.

OR

Brake Testing Plates with printout capability

Any device that meets an Australian Standard or International Standard.

AND

Headlamp Testing Machines

Any device that meets an Australian Standard or International Standard.

OR

A **Headlamp Screen** and **Testing Bay** located in a clear area as specified in the description in Appendix II and the accompanying diagram.

AND

Tint Meter

Any device that has a digital display reading in (%) value.

AND

LP Gas Detector (If licence permits)

Any device that meets the requirements of AS/NSZ 1425-2007.

AND

Digital Camera and Storage Media

A digital camera with minimum five (5) mega pixels capacity and the capability to take video footage.

An independent hard drive storage back up unit. Not a USB stick

Appendix II: Headlamp Screen & Testing Bay Diagram

Appendix II instructions:

Headlamp Screen: The surface of the screen is to be "flat" white. A Glossy finish must not be used. The horizontal lines are to be 75mm apart, measured from centre to centre of the lines. Vertical lines are to be 300mm measured from centre to centre of the lines. All lines are to be black except the centre vertical, which is to be red. All lines are to be as narrow as possible consistent with good visibility for an observer 9 metres away. The heights indicated for the horizontal lines are for the actual distance above the level surface upon which the vehicle is standing during the test.

Testing Bay: The floor lines are to be 50mm wide, white or a colour strongly contrasting with the floor colour so as to be clearly visible to the person locating the vehicle.

Testing: When in the alignment checking position, the vehicle must be resting on concrete or similar hard standing surface. The screen must be located such that the headlight beams show clearly on the screen surface regardless of the ambient lighting.

Headlamp Screen

A suitable headlamp testing area 12 metres by 2.5 metres must be available on which the screen can be used.

Screen

