

VASS Application Information

Applying to become a VASS Signatory



What are the requirements to become a VASS Signatory?

Signatories in the Vehicle Assessment Signatory Scheme (VASS) must have the necessary qualifications and industry experience to be able to inspect modified, individually constructed, and imported vehicles to determine their compliance to the standards for registration.

Relevant industry experience doesn't have to involve the actual certifying of vehicles or modifications.

It is important that you have a good working knowledge of how the specific standards & requirements relate to the certification of vehicles. You must have a thorough understanding of how the modification process may impact a vehicle's compliance to the standards for registration.

Applicants wishing to apply for authorisation as a VASS Signatory must be eligible for registration as a Professional or Chartered Engineer in Victoria under the Professional Engineers Registration Act 2019 (PER Act).

Qualifications and experience

VASS Signatories will be eligible for authorisation to inspect and approve vehicle modifications, vehicle construction and to create and approve designs to be used by themselves or other Signatories for the certification of vehicle modifications or construction.

To be considered eligible for authorisation as a VASS Signatory, all applicants must:

- hold a four-year bachelor's degree or higher in mechanical or automotive engineering or other relevant discipline from an accredited Australian Institution or an equivalent qualification that has been assessed as satisfying the requirements for recognition as a Professional Engineer in Australia; and
- have a minimum of five years post graduate experience, within the last seven years, working as an engineer in the automotive or an automotive related industry.

Assessing your eligibility

In addition to having the appropriate qualifications and experience all applicants must:

- be a Fit and Proper Person, as defined below:

Fit and Proper person means a fit and proper person to provide the Service considering character, diligence, honesty, integrity, judgement, knowledge, skills and experience. Without limitation, the following matters may result in a person failing to meet the Fit and Proper criteria and must be reported to the Secretary:

- a. Offences less than 10 years old for matters involving fraud, dishonesty, violence, assault or threatening behaviour; or
 - b. Substantiated allegations of behaviour less than 5 years old having a character of fraud, dishonesty, violence, assault or threatening behaviour
- be eligible to operate a company according to ASIC requirements - refer to the ASIC website for information.
 - hold a valid Victorian Drivers Licence.
 - be capable of undertaking the inspection of vehicles using appropriate equipment and calibrated instruments.
 - be capable of applying their knowledge to the application of vehicle standards and design, including calculations and testing.

Professional insurance

As a VASS Signatory, it will be a condition of your authorisation that you (or the business you work for) maintains:

- A valid Professional Indemnity insurance policy for an amount of \$5m, with the cover to be maintained for a runoff period of six years upon leaving or being removed from the Vehicle Assessment Signatory Scheme (VASS).
- A valid Public Liability insurance policy for an amount of \$10m.

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Eligibility of interstate residents

Interstate residents are not eligible for authorisation as a VASS Signatory in the State of Victoria.

What must you supply with your application?

All applicants must supply:

- a current and complete resume, listing a detailed work history
- three contactable referees who are not within the applicant's direct management chain (Manager or Subordinate)
- certified copies of evidence of qualifications
- evidence of access to vehicle inspection facilities and equipment relevant to the type of vehicle work nominated
- a completed VASS Signatory Application form (Attachments 1-3)
- evidence of any professional membership or registration (if held)
- a valid Victorian Driver's license
- a valid National Police Check Certificate – if the application reaches the interview stage

Application Process

1. Complete and submit the application form with the mandatory items to be supplied. You will need to email these documents to vscinfo@roads.vic.gov.au and title the email with **your name and "VASS Signatory Application"**.
2. Applications will be competitively assessed for eligibility, qualifications, and experience. VicRoads may take into consideration specific needs and requirements identified within the VASS when competitively assessing applications.
3. Suitable Applicants will be shortlisted and invited to attend an interview. If the interview is to be conducted face-to-face, it will be at a nominated VicRoads office. Applicants will be required to cover any associated costs of attending the VicRoads office.
4. The interview will consist of the Applicant being asked a series of questions which will require them to demonstrate a suitable level of technical knowledge and understanding relevant to the VASS and the type of vehicle work they have nominated in their application.
 - a. Applicants selected to be invited to attend an interview will be required to obtain a valid original National Police Check Certificate.
 - b. Upon receipt of the National Police Check, the Applicant will be invited to attend an interview, where they will be required to bring the original copies of their qualifications and National Police Check certificate.
 - c. Applicants are encouraged to bring a portfolio of their work to the interview.
5. Applicants will be notified of the outcome of their interview. Successful applicants will be offered the opportunity to be authorised in writing to issue VASS Approval Certificates under the Vehicle Assessment Signatory Scheme (VASS) – pending the successful applicant being able to obtain the necessary Professional Indemnity and Public Liability insurance.
6. All new VASS Signatories will be required to attend an induction training session which will be held by VicRoads.
7. The business contact details of VASS Signatories are published on the VicRoads website.

Contact Us

If you have any questions on the application process you can contact our Vehicle Safety and Compliance team on 1300 309 571 or you can email the team at vscinfo@roads.vic.gov.au

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Attachment 1: VASS Signatory Application Form

Title	First Name	Surname
Business Name		
ABN	ACN	
Business Address		
Suburb		Postcode
Business Phone	Business email	
Home Address		
Suburb		Postcode
Personal Phone	Personal email	
Victorian Driver License No	Date of License Expiry	

Briefly describe why you wish to be a VASS Signatory and the type of vehicles and modifications you are wanting to inspect and certify as a VASS Signatory.

Tertiary Qualifications Held

Institution	Qualification	Date Conferred

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Trade Qualifications Held

Institution	Qualification	Date Conferred

Industry Experience

Role	Employer Name	Date Start	Date End

Details of Professional Registration (if held):

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Associate Examiner details (if applicable – otherwise mark NA)

Name of VASS Signatory under who you were an Associate Examiner	Date of Authorisation as an Associate Examiner

I have read and understood the requirements and conditions regarding my application and confirm that the information I have provided is true and correct. I accept that submission of my application is not a guarantee that I shall be authorised as a VASS Signatory in Victoria.

Signature _____

Date _____

Personal information VicRoads collects from you may be used by VicRoads as permitted by the Road Safety Act 1986, Privacy and Data Protection Act 2014 and the Marine Safety Act 2010. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the Road Safety Act 1986. This includes the content of this form, information about you held by VicRoads including in the eVASS system used to regulate and manage the VAS Scheme, assist law enforcement, contribute to road safety and other transport network related purposes. Failure to provide the required information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure [Protecting your privacy](#) or contact VicRoads on 13 11 71.

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Attachment 2: Selection of Modification Codes

Please select the modification codes applicable to the sections under the National Code of Practice you will be seeking authorisation to inspect and approve vehicle work under as a VASS Signatory. You must note that should your application be successful; you are not guaranteed to be authorised with all the codes you have selected.

The allocation of modification codes to a VASS Signatory will be at the discretion of VicRoads, who will take into consideration your qualifications, demonstrated knowledge of the standards and your experience in the fields of vehicle work related to those codes.

Signatories will have the opportunity to submit applications for additional modification codes to expand the scope of their authority at a time after they have been accepted into the VASS.

Light Vehicle Modification Codes – VSB14:

ENGINES	LA1	LA2	LA3	LA4				
TRANSMISSION AND AXLES	LB1	LB2						
BRAKES	LG1	LG2						
BODY AND CHASSIS	LH1	LH2	LH3	LH4	LH5	LH6	LH7	
MOTORHOME CONVERSION	LH11							
IMPORT CERTIFICATION	LO1	LO3						
ICVs (CARS)	LO2							
ICVs (BIKES AND TRIKES)	LO4	LO5	LO7					
STREET RODS	LO6							
ELECTRIFICATION	LV1							
SEATING AND OCCUPANT PROTECTION	LK1	LK2	LK6	LK8	LK9	LK10		
FUEL AND FUEL SYSTEMS	LM1	LM2	LM3					
SUSPENSION AND STEERING	LS1	LS2	LS3	LS4	LS5	LS6	LS7	LS8
MOTORCYCLE MODIFICATIONS	LL							

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Heavy Vehicle Modification Codes – VSB6:

ENGINES	A1	A2	A3	A4	A5			
DRIVELINE	B1	C1	D1	D2	D3	E1	E2	E3
SUSPENSION	F1	F2						
BRAKES	G1	G2	G3	G4	G5	G6	G7	G8
WHEELBASE AND CHASSIS	H1	H2	H3	H4	H5			
FRONT UNDERRUN PROTECTION	H6	H7						
ROLLOVER PROTECTION	J3							
BODY	J1	J2						
SEATS AND SEATBELTS	K1	K2						
CABIN	K3							
WHEELCHAIR RESTRAINT	K5							
CHILD RESTRAINT ANCHORS	K6							
FUEL SYSTEMS	M1							
TOWBARS	P1							
5TH WHEELS	P2							
VEHICLE MOUNTED LIFTING SYSTEMS	R1							
WHEELCHAIR LOADER	R2							
MASS RE-RATING	S1	S2	S3	S7	S8	S9	S11	S12
TOW TRUCKS	T1	T2						

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Attachment 3: General Understanding and Awareness

As a VASS Signatory you will be required to have an understanding and awareness of the various standards and regulations relevant to the certification of vehicles. Please provide your responses to the General questions below.

1. What National requirements must motor vehicles comply with to be considered eligible for supply to market in Australia? Why would a VASS Signatory need to be aware of these requirements?

2. What do you think is the purpose of having the National Codes of Practice Vehicle Standards Bulletins (VSBs) 6 and 14 in place for the certification of Light and Heavy Vehicles? Why do you think is it important that VASS Signatories abide by them?

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3. What are the regulations that manage the safety of vehicles in Victoria?

4. What do you think the primary intent of VicRoads having the Vehicle Assessment Signatory Scheme (VASS) in place is?

5. What do you think are the responsibilities of a VASS Signatory?