



AIS – Application for Authorisation as an Examiner (under the Authorised Inspection Scheme)

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

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

Driver licence class/es *(an examiner must not drive a vehicle unless they hold a current driver licence of the appropriate class for that vehicle)*

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 NSW Fair Trading accreditation

Motor mechanic

Motorcycle mechanic

Provisional light trailers

NSW Fair Trading motor mechanics tradesperson certificate Number ***(A copy of your certificate MUST be attached to this application)***

Date on NSW Fair Trading tradesperson certificate

NB Provisional tradesperson certificate 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

Motorcycles only (Restricted)

Heavy vehicles

Light trailers only (Restricted)

****NB** If you are a holder of a 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 / proprietor's nominee?

No

Yes

6. Declaration *(please read carefully before you sign)*

I accept that submission of this application does not guarantee selection for authorisation as an Examiner. I understand that I must supply the information requested in this form in accordance with the Business Rules for Authorised Inspection Scheme (AIS) and that failure to supply full details, relevant documentation and sign this declaration can result in the application not proceeding. I declare that the information supplied in this application is true and complete.

I understand that if any information I have given is found to be false that my authorisation may be cancelled or revoked.

I acknowledge that I have read and understood the Business Rules of the AIS and agree to be bound by them.

Signature *(applicant must sign)*

Date

7. Privacy Statement

We are collecting your personal information for your application for authorisation as an Examiner under the Authorised Inspection Scheme and we may retain and use it in connection with managing your participation in the AIS; for vehicle registration including vehicle standards; safety and traffic management; road transportation; and road safety purposes.

Providing this information is voluntary but we may refuse your application unless you do so.

We may disclose your personal information in order to assess your application or verify the information you provide with NSW Police and NSW Fair Trading, and in respect of inquiries about motor accidents, and to other driver licensing and vehicle registration agencies.

You consent to NSW Police and NSW Fair Trading disclosing your personal information to Roads and Maritime in order to verify any details given in your application. If your application is successful, you further consent to NSW Police and NSW Fair Trading disclosing to Roads and Maritime any detail concerning your character or relating to your fitness to maintain your authorisation.

Other than as described in this Statement we will not disclose your personal information without your consent unless authorised by law.

Your personal information will be held by Road and Maritime Services and generally you can contact us at www.rms.nsw.gov.au to access or correct it.

Please return this form to:

Enrolment Process

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 eg JOHN CITIZEN not *John Citizen*.

1. Applicant details

Name: Insert your full name as indicated on your driver licence and tradesperson certificates.

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

eg 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.

eg 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.
eg 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. eg 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. eg cancelled as an examiner 01/01/01 etc.

3. Details of tradesperson certificate(s)

Place a tick in the box(s) that correspond to your tradesperson accreditation. If you are unsure of your accreditations you can contact the NSW Fair Trading on 02 9619 8650.

When completing this section please provide your 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 tradesperson certificate in the class of motor mechanic. This accreditation covers the inspection of cars and light commercials, light trailers and motor cycles.

'Motorcycles only' is restricted to examiners that only hold a tradesperson certificate in the class of motorcycle mechanic. This accreditation covers the inspection of motorcycles only.

'Light trailers only' is restricted to examiners that only hold a tradesperson 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 tradesperson 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's 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 Roads and Maritime Services to attend a registry or Service NSW centre to pay an administration fee. Roads and Maritime 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 Roads and Maritime 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 Roads and Maritime Inspection Programs on **1300 79 11 86**