Supplementary Business Rules for the Authorised Crane Inspection Station (ACIS) scheme
About this document

Purpose and audience

The purpose of this document is to provide ACIS Proprietors and Examiners with the supplementary Rules that apply to the ACIS scheme.

This document is for use by accredited ACIS Proprietors and Examiners when conducting inspections on vehicles covered by the ACIS scheme: SP2 mobile cranes (ie over-mass on one or more axle groups) with a Gross Vehicle Mass (GVM) in excess of 12 tonnes.

How to use this manual

The business rules in this document must be read in conjunction with the Business Rules for the Authorised Inspection Station (AIS) scheme. The ACIS scheme is a supplement to the AIS scheme and these rules explain the additions and variations.

Should there be a contradiction between the business rules for the AIS scheme and the supplementary business rules for the ACIS scheme, the ACIS business rules prevail provided the matter concerns a vehicle covered by the ACIS scheme.

Definitions

<table>
<thead>
<tr>
<th>ACIS</th>
<th>Authorised Crane Inspection Station</th>
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<tbody>
<tr>
<td>AIS</td>
<td>Authorised Inspection Station</td>
</tr>
<tr>
<td>GVM</td>
<td>Gross Vehicle Mass</td>
</tr>
<tr>
<td>HVAIS</td>
<td>Heavy Vehicle Authorised Inspection Station</td>
</tr>
<tr>
<td>SP2</td>
<td>The RTA configuration code for a special purpose vehicle that is over mass on one or more axle groups</td>
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</tbody>
</table>
Introduction

An ACIS refers to an Authorised Inspection Crane Station (ACIS) permitted to undertake inspections of ACIS scheme eligible vehicles either at an HVAIS or another suitable location.

The Authorised Crane Inspection Station (ACIS) scheme eligible vehicles are SP2 mobile cranes (ie over-mass on one or more axle groups) with a Gross Vehicle Mass (GVM) in excess of 12 tonnes.

Two types of SP2 mobile cranes will require inspection under the ACIS scheme:

(a) **Purpose built cranes**
    comprised of a superstructure mounted on a chassis with the crane base incorporated as part of the chassis. These cranes are designed and built specifically as a crane and include all-terrain, rough-terrain and articulated cranes.

(b) **Truck based cranes**
    comprised of a crane superstructure mounted on a standard cab chassis vehicle. These vehicles are not manufactured specifically as cranes, but are a truck with a crane attached.

Where to get advice

For enquires about the ACIS scheme, please phone the RTA Help Desk on 13 22 13.

For advice or assistance in performing ACIS inspections, accredited personnel should contact RTA Technical Enquiries on 1300 137 302.

For administrative enquires about the ACIS scheme, accredited personnel should contact Inspection Program Services on 1300 791 186.
Responsibilities for ACIS Proprietors  

Rule 9.1

In addition to the *Business Rules for the AIS scheme Rule 1 – Business Requirements for Proprietors*, the ACIS Proprietor must:

9.1.1 Ensure their letter of *Appointment as an Authorised Crane Inspection Station (ACIS)* is available on request by an RTA officer.

9.1.2 Provide their ACIS Examiner(s) and Proprietor’s Nominee(s) with access to the following documents:

- *Business Rules for the AIS scheme*
- *Supplementary Business Rules for the ACIS scheme*
- *ACIS Supplementary Safety Check Rules*

9.1.3 Ensure that any site where a crane is inspected is free from health and safety risks to the Examiner or, where this is not practicable, that measures have been put in place to manage any workplace risks.

Responsibilities for ACIS Examiners  

Rule 9.2

Note: An ACIS scheme Examiner is an Examiner who carries out inspections and tests on ACIS scheme eligible vehicles.

In addition to the *Business Rules for the AIS scheme Rule 2 – Business Requirements for Authorised Examiners*, the ACIS Examiner must:

9.2.1 Retain a copy of the letter *Authorisation as an Authorised Crane Inspection Station (ACIS) Examiner* and make it available on request by an RTA officer.

9.2.2 Have access to the following documents when conducting an ACIS inspection:

- *Business Rules for the AIS scheme*
- *Supplementary Business Rules for the ACIS scheme*
- *ACIS Supplementary Safety Check Rules*

9.2.3 Keep secure all copies of inspection reports, Inspection Report books, and any related records when conducting an ACIS inspection away from the AIS premises.
ACIS Only Examiners

Rule 9.3

9.3.1 ACIS Only Examiners:

(a) do not conduct Heavy Vehicle inspections, and

(b) may conduct all of their ACIS inspections away from a Heavy Vehicle Authorised Inspection Station (HVAIS), and

(c) are not attached to an HVAIS.

There is no requirement for an ACIS Only Examiner to:

• be attached to a HVAIS Proprietor, or

• operate a HVAIS premises.

9.3.2 An ACIS Only Examiner must, in addition to the ACIS Examiner responsibilities:

• have successfully completed the ‘RTA Inspection Station Proprietor/Examiner - Heavy Vehicle’ course

• only inspect vehicles and issue inspection reports for ACIS eligible vehicles

• be licensed by the appropriate motor vehicle repair industry regulatory body

• provide free access and full cooperation to RTA Authorised Officers for the purpose of assessing and auditing the operation of the ACIS or conducting investigations

• ensure their letter of Appointment as an Authorised Crane Inspection Station (ACIS) scheme Examiner is available on request by an RTA Officer

• have access to the following documents:

  o Business Rules for the Authorised Inspection Station (AIS) scheme

  o Supplementary Business Rules for the Authorised Crane Inspection Station (ACIS) scheme

  o ACIS Supplementary Safety Check Rules.
ACIS inspection areas

Rule 9.4

Note: There are no additional signage requirements for an ACIS.

9.4.1 ACIS inspections may be carried out away from the AIS premises, provided the site of the inspection complies with Business Rules for the AIS scheme: Inspection area requirements 1.4.2, 1.4.3, and 1.4.4.

Note: When an inspection is conducted away from the AIS premises, the Proprietor is still responsible for ensuring all inspections are performed in accordance with the Business Rules.

9.4.2 Where ACIS inspections are done away from the AIS premises, the ACIS Examiner must have access to the following items of equipment from the list in Appendix 1A of the Business Rules for the AIS scheme:

- (1) light transmittance meter
- (2) or (3) or (4) for brake testing
- (5) or (6) for headlight testing

Note: An ACIS Examiner will also need an approved ACIS stamp.

Note: Where an inspection is conducted away from the AIS premises, it is the responsibility of all parties to ensure the inspection is carried out in a manner consistent with Occupational Health & Safety standards and regulations.

9.4.3 Where a brake test is to be conducted on a public road or road related area, an ‘ACIS – Application for Police approval to conduct crane brake tests on a public road’ form must be completed. The brake test must be conducted on the approved nominated brake test road. One copy is to be retained by the ACIS. A second copy is to be forwarded to the RTA address on the bottom of the form.

Conducting ACIS inspections

Rule 9.5

Note: An ACIS inspection can be carried out in a similar manner to the Heavy Vehicle inspection. The sequence suggested in Business Rules for the AIS scheme can be used. However, note that ACIS inspections do not include a Design Check.

9.5.1 When conducting an ACIS Inspection, the ACIS Examiner must use the ACIS Supplementary Safety Check Rules.

9.5.2 A second inspection may be conducted at a different location (away from the AIS premises) to the first inspection.

Note: The AIS rules about first and second inspections also apply to ACIS inspections. Any improvements, substitutions or repairs undertaken on the vehicle after the inspection commences should be recorded as failing the first inspection but passing at a second inspection.
Completing ACIS inspection reports  

To complete an ACIS inspection report, the ACIS Examiner must:

9.6.1 Use a *Heavy Vehicle Inspection Report* (pink slip)

9.6.2 Write the location of the ACIS inspection in the Comments section (9) of the *Heavy Vehicle Inspection Report*. If the second inspection is conducted at a different location to the first inspection, both locations must be identified in the Comments section.

9.6.3 Stamp all copies of the *Heavy Vehicle Inspection Report* with an approved ACIS stamp.

Retaining ACIS inspection reports  

9.7.1 Copies of ACIS inspection reports must be:

- Stored in a secure location and be made readily available to authorised officers on request.
- Retained for a minimum period of two years from the date the report was issued.

Fees for ACIS inspections  

9.8.1 An ACIS must not charge more than the maximum fee prescribed by the RTA for each ACIS inspection.

*Note:* In addition to the prescribed fee, an ACIS may negotiate travel expenses to cover the cost of travel between the ACIS premises and the inspection site. Travel expenses should be agreed prior to undertaking the journey. If a second inspection is required, travel expenses may need to be renegotiated.

Clearing defect notices  

9.9.1 Defect notices requiring a full Safety Check inspection issued against vehicles covered by the ACIS scheme must be cleared by an ACIS Examiner or an RTA officer.
Summary of ACIS inspection types

The following **safety check inspections** may be conducted on SP2 cranes with a GVM > 12 tonnes under the ACIS scheme:

<table>
<thead>
<tr>
<th>Purpose of inspection</th>
<th>Inspection report(s) to issue</th>
<th>Inspection may be performed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewal of registration</td>
<td>Heavy vehicle Inspection Report (pink slip)</td>
<td>ACIS Examiner (either at or away from the AIS premises)</td>
</tr>
<tr>
<td>Defect Notice clearance (Part Inspection)</td>
<td>n/a</td>
<td>ACIS Examiner (either at or away from the AIS premises)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>HVAIS Examiner (provided the inspection is done at the AIS premises)</td>
</tr>
<tr>
<td>Defect Notice clearance (Full Inspection)</td>
<td>Heavy vehicle Inspection Report (pink slip)</td>
<td>ACIS Examiner (either at or away from the AIS premises)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>RTA Officer</td>
</tr>
</tbody>
</table>

ACIS inspections are carried out using the *ACIS Supplementary Safety Check Rules*.

This table is a supplement to the one found in Appendix I-B of the *Business Rules for the AIS scheme*. 