

RAWS INSPECTION GUIDE

1. RAWS USED VEHICLE INSPECTION PROCEDURES AND REPORT FORMS.

1.1. ADMINISTRATION.

- 1.1.1. For all used vehicles subject to RAWS the following procedures apply;
- (a) Vehicles subject to inspection as required by the RAWS guidelines will be inspected using the forms detailed in Section 9.2.
 - (b) Inspections will be arranged after submission of a Vehicle Inspection Certificate (VIC) and RVD has been received by VSS.
 - (c) On completion of a successful inspection and resolution of all items on the VISR the Administrator will approve the workshop Schedule to be updated to include vehicle details.
 - (d) Facilities for vehicle inspection, and equipment required are to be as detailed in Section 2.2.1 of the Single Uniform Type Inspection (SUTI) manual.
 - (e) Inspectors will endeavour to complete the inspection in the minimum possible time and will seek to restrict discussion with the manufacturer's representative to the end of the inspection. However a manufacturer's representative familiar with the vehicle specification should be available for clarification of any queries raised. The movement of the vehicle on and off the hoist or pit and the removal and refitting of components for inspection will be the responsibility of the manufacturer.
 - (f) Manuals and handbooks that are required to be provided with each vehicle must also be available for inspection. Proof copies are only acceptable for the sample vehicle.

1.2. VEHICLE INSPECTION REPORT FORMS.

- 1.2.1. This section includes copies of the inspection report forms for used MA, MB & MC category (VIR-1) and N group MD & ME category (VIR-2) vehicles which will be used by Inspecting officers conducting vehicle inspection under RAWS. Used motorcycles (all L category vehicles), imported in unrestricted volume, used NC category vehicles with a GVM exceeding 12.0tonnes and all used MD, ME category buses with more than 12 seating positions, are required to meet ADRs at the date of importation.
- The current IR-3 inspection forms in the Single Uniform Type Inspection (SUTI) manual (Circular 0-14-4) will be used for all used motorcycles.
- The inspection report forms are to be signed by both inspectors and retained by VSS.

- 1.2.2. These forms provide a GUIDE for inspection and assessment for compliance with the requirements of the Motor Vehicle Standards (Approval to Place Used Imported Plates) Determination 2002.

The purpose of these forms is to record information to:

- (a) Confirm that, in so far as visual inspection and simple measurement can determine, the RAW claim that the vehicle complies with the specified requirements,
- (b) to monitor where applicable, that ADR related components are consistent with those for which evidence is provided by the RAW for this vehicle application,
- (c) to determine whether the vehicle meets all non-ADR related requirements of State and Territories, and is not unacceptably damaged or corroded,
- (d) to check the accuracy of the Road Vehicle Data (RVD) sheets provided by the RAW, and
- (e) to record where the specified requirements are not meet and assist in ensuring appropriate rectification and preventive action is taken.

1.2.3. These forms are based on 3rd edition ADRs, and where necessary refer to different versions (eg ADR 14/01, 14/02) of the particular ADR. These forms may not cover all the requirements of each particular ADR. It is the RAWs responsibility to ensure the vehicle complies with all the requirements of the applicable ADRs as specified in the evidence requirements in the Motor Vehicle Standards (Approval to Place Used Imported Plates) Determination 2002. Clause numbers are provided against the items to be inspected so that where a non-compliance is suspected it can be checked in detail against the complete requirements in the ADR clause concerned. Applicable Administrators Circulars including any interpretations issued should also be taken into consideration in completing the assessment. Where an item is assessed as not complying with the requirements and identified as a Non- Conforming Item (NCI) in the report, or where further clarification is needed to indicate compliance, inspectors may take photographs of the feature concerned, and document the situation as complete as necessary to enable VSS to follow-up on resolution of the matter. This would usually include the examination of the relevant evidence, work instructions and records of work carried out in the details of non-conformances reported.

1.3. VEHICLE INSPECTION SUMMARY REPORT (VISR)

- (a) This form summarises the inspectors observations noted on the RVD, Initial Inspection Report, Vehicle Inspection Forms, Vehicle Inspection Certificate, Consumer Information Notice, and any roadworthiness requirements of State and Territory registration authorities. It indicates if further information is needed to confirm compliance, clarify RVD documents or work instructions, roadworthy issues, and thereby complete an inspection satisfactorily. Even if no items are to be reported a VISR form must be complete.
- (b) Corrosion and Damage. This section of the form is to record any corrosion, damage or damage repair noted during the inspection which is in excess of that allowed in the guidelines specified in the Motor Vehicle Standards (Procedures for Inspecting and Testing Used Imported Vehicles) Determination 2002. The Inspector will examine the Initial Inspection Report to determine if any corrosion, damage or damage repair was recorded. If the Inspector has concerns that any corrosion, damage or damage repair was and/or is still in excess of the limits specified, then it must be noted on the form. If any corrosion, damage or damage repair evident on the vehicle was not noted on the Initial Inspection Report (irrespective of its extent) then it must be recorded on this form.
- (c) The summary report is to be signed by both inspectors and the workshop representative. A copy will be given to the workshop representative and the original retained by VSS. Even if no items are to be reported a VISR form, including vehicle details must be completed.

1.4. NON-COMPLIANCE RESPONSE (NCIR) FORM.

1.4.1. Responses to the VISR using the Non-Compliance Response form (NCIR) are to be provided within six weeks and should address each point raised. This information must contain the cause for the deviation or non-compliance reported, the rectification action proposed, preventive action, and action to be taken on any work in progress and vehicles previously completed including their VIN.

NON-COMPLIANCE ITEM RESPONSE

WORKSHOP ID:	MAKE:	VIN																				
	MODEL:																					
NCI * No. and Inspector's Observations	NCI No																					
Cause for non-conformance																						
Rectification action taken on vehicle																						
Preventive action taken																						
VIN of other vehicles potentially effected and rectification action taken on each.																						
NCI * No. and Inspector's Observations	NCI No																					
Cause for non-conformance																						
Rectification action taken on vehicle																						
Preventive action taken																						
VIN of other vehicles potentially effected and rectification action taken on each.																						
NCI * No. and Inspector's Observations	NCI No																					
Cause for non-conformance																						
Rectification action taken on vehicle																						
Preventive action taken																						
VIN of other vehicles potentially effected and rectification action taken on each.																						
NCI Resolved (VSS USE ONLY)	NAME SIGNATUREDATE: ../...../.....																					

USED VEHICLE INSPECTION GUIDELINES

The following guidelines are provided to assist in the assessment of used components, which may be retained for used vehicles subject to RAWs inspections. Additional items will be added as required.

1. ADR 4/ - SEAT BELTS.

- (a) All seat belts must be of the type required by ADR 4/- and ADR 5/- eg all outboard seat belts must be dual sensitivity Emergency Locking Retractors (ELR's).
- (b) The tongue and buckle should securely latch.
- (c) The tongue should eject from the buckle assembly freely when it is released.
- (d) The tongue and buckle should have no visible metal deformation, webbing marks or cracks on the metal or plastic sections of the assembly.
- (e) The retractor mechanism should lock if the front of the vehicle is jacked to an angle of 25 to 30 degrees.
- (f) The inertia locking mechanism on the retractor should be operatable throughout its range without any sticking or binding and should lock if the webbing is pulled suddenly.
- (g) The seat belt webbing should be securely attached to its end fittings and the stitching must not be damaged or frayed in any way.
- (h) The webbing should be flat throughout its entire length. Any evidence of warping is a sign the webbing has been stretched.
- (i) The webbing should not have any plastic burn markings caused by the webbing running over the anchorage point in the vicinity of the top anchorage or tongue sections.
- (j) Anchorage points should be free from corrosion and securely fastened to the vehicle's structure. Lower anchorage points should not show any signs of deformation.
- (k) Top anchorage should show no signs of webbing burn markings.
- (l) Record details of each seat belt including;
 - Seating position.
 - Manufacturer
 - Identification code
 - Date of Manufacture
 - Standard belt was made to.