

Business Rules for Approved Persons (Vehicle Modifications)

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Terms and abbreviations

Term, abbreviations and acronyms	Meaning
Act	<i>Transport Operations (Road Use Management) Act 1995</i>
Accreditation Regulation	<i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015</i>
ATM	Aggregate Trailer Mass
business rules	Business Rules for an Approved Person (Vehicle Modifications)
chassis number	the identification number of the vehicle’s chassis that is permanently marked on the chassis or another part of the vehicle, but does not include the vehicle’s VIN
department	Department of Transport and Main Roads
GVM	Gross Vehicle Mass
heavy vehicle	Vehicles over 4.5 tonne GVM
light vehicle	Vehicles up to and including 4.5 tonne GVM
NHVR	National Heavy Vehicle Regulator
QRVM Handbook	<i>Queensland Road Vehicle Modification Handbook</i>
Vehicle Standards Regulation	<i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2021</i>
VIN	Vehicle identification number

1. Introduction

- 1.1 The business rules are to be read in conjunction with the Act, Accreditation Regulation, Vehicle Standards Regulation, the HVNL Act (Q) and the QRVM Handbook.
- 1.2 The business rules provide the administrative requirements to be followed by an approved person in relation to, or regarding the certification of, light or heavy vehicle modifications.
- 1.3 An approved person must comply with these requirements as a condition of their approved person accreditation.

2. Access to business rules and QRVM Handbook

- 2.1 An approved person must have access to an electronic or hard copy of the current business rules and the QRVM Handbook at all times while performing their duties as an approved person.

3. Records and document keeping

- 3.1 For this part, records include:
 - 3.1.1 Any records required to be kept under the Accreditation Regulation.
 - 3.1.2 Records required under the business rules and the QRVM Handbook.
 - 3.1.3 Certificates of modification.
 - 3.1.4 Modification plates.
 - 3.1.5 Any other documents that relate to the design or modification certification of a modified vehicle (e.g. checklists).
- 3.2 An approved person must ensure:
 - 3.2.1 Records are kept for a period of seven (7) years, including checklists, photographs and other supporting documents used as part of the certification process.
 - 3.2.2 Records are kept ensuring confidentiality and are stored and secured in a place to avoid fire, flood, vermin and any other pests.
 - 3.2.3 Certificates of modification and modification plates are accounted for at all times.
 - 3.2.4 Records that are stored electronically are secure, backed up, archived and accessible.
 - 3.2.5 Records are readily accessible to departmental officers for audit spot checks or investigation purposes.

4. Vehicle identification

- 4.1 An approved person must be satisfied about the identity of a vehicle before inspecting it for a modification certification by checking:
 - 4.1.1 The chassis number and engine number (if the vehicle was manufactured before 1 January 1989).
 - 4.1.2 The VIN.
- 4.2 Where vehicle identifiers (VIN, chassis or engine numbers) are unable to be located, an approved person must have a written statement from the vehicle manufacturer stating the vehicle's identity particulars.
- 4.3 If there are no vehicle identifiers on the vehicle, and the vehicle manufacturer cannot provide a written statement, the approved person must advise the vehicle owner (or their representative) to contact the Queensland Police Service for investigation.

5. Completing a certificate of modification

- 5.1 An approved person must ensure:
 - 5.1.1 Certificates of modifications are issued in numerical sequence.
 - 5.1.2 The certificate of modification does not contain any alterations.
 - 5.1.3 Original (green) copy of the certificate of modification is given to the modified vehicle owner or their representative.
 - 5.1.4 Duplicate (yellow) copy of the certificate of modification is sent to the Approved Person Scheme Administrator, Department of Transport and Main Roads, PO Box 673, Fortitude Valley Qld 4006, within seven (7) days of the end of each calendar month.
 - 5.1.5 Triplicate (white) copy of the certificate of modification is kept by the approved person at the approved person's business premises for at least seven (7) years after it was completed.
 - 5.1.6 Checklists, supporting documents and photos for each modification code listed on the certificate of modification are kept by the approved person at the approved person's business premises for at least seven (7) years after completion.

6. Cancelling a certificate of modification

- 6.1 An approved person must:
 - 6.1.1 Post any cancelled duplicate (yellow) copies of the certificate of modification to the Approved Person Scheme Administrator, Department of Transport and Main Roads, PO Box 673, Fortitude Valley Qld 4006, within seven (7) days of the end

of each calendar month.

- 6.1.2 Keep the cancelled original (green) and triplicate (white) copies of the certificate of modification at the approved person's business premises for a period of seven (7) years after it was cancelled.

7. Completing and attaching a modification plate

7.1 An approved person must:

- 7.1.1 Issue all modification plates in numerical order from their own individually issued modification plate stock.
- 7.1.2 Legibly stamp or engrave all relevant details of the certification on the modification plate.
- 7.1.3 Have documented evidence that, for either light or heavy vehicles, the modification plate has been attached to the modified vehicle.

8. Cancelled modification plates

8.1 An approved person must:

- 8.1.1 Keep all cancelled modification plates for a period of two (2) years.
- 8.1.2 After keeping cancelled modification plates for a period of two (2) years, the cancelled modification plates are to be destroyed.

8.2 A cancelled modification plate is deemed to be destroyed if the cancelled modification plate is either:

- 8.2.1 sent to the Approved Person Scheme Administrator, Department of Transport and Main Roads, PO Box 673, Fortitude Valley Qld 4006
- 8.2.2 destroyed (i.e. cut up) to make it unusable.

8.3 An approved person must keep records of modification plates that have been destroyed for a period of seven (7) years after the modification plates were destroyed.

9. Removing modification plates

9.1 Requests for the removal of a modification plate from a light vehicle must be submitted to the department by email to vehiclestandards@tmr.qld.gov.au or by post to the Manager (Vehicle Standards), Department of Transport and Main Roads, PO Box 673, Fortitude Valley Qld 4006. The request must include details of the vehicle make, model, vehicle identification number (VIN), modification code incorrectly used and reason why the plate needs to be removed.

- 9.2 Requests for the removal of a modification plate from a heavy vehicle must be submitted by email to vehiclestandards@nhvr.gov.au or contact the NHVR on 1300 MYNHVR (1300 696 487). The request must include first name, last name, contact email of the approved person, VIN, serial number of the modification plate to be removed and, if applicable, the serial number of the modification plate replacing the removed plate.
- 9.3 If approval to remove the modification plate is granted, a letter of approval will be issued, subject to any conditions.
- 9.4 All conditions of the approval must be met or the approval will be void and the approved person may be subject to prosecution for removing the plate without permission.

10. Professional membership requirements

- 10.1 Where an approved person is required to be a member of a professional organisation or association, an approved person must verify they hold a current membership.
- 10.2 If an approved person is accredited to hold modification codes LH9 or LH10, the approved person must have both:
- 10.2.1 Letter of confirmation of training and eligibility for street rod modifications codes LH9 or LH10 from the Queensland Street Rod Technical Advisory Committee Association Inc.
 - 10.2.2 Current Australian Street Rod Federation membership.

11. Equipment requirements

- 11.1 Where an approved person holds accreditation for a modification code that requires the approved person to have equipment or documentation, the approved person must have the required equipment or documentation or demonstrate they have access to the required equipment. Smart phones are not acceptable equipment to use for brake testing or speed testing.