

Authorised Inspection Station Notice



Transport
Roads & Traffic
Authority

PUBLISHED AUGUST 2011 | REV. 1



AIS online expansion

Introduction of e-AUVIS, e-HVAIS and e-Defect Notice Clearance

BACKGROUND

Since 1999 Authorised Inspection Stations (AIS) have been using the e-Safety Check system to transmit inspection reports (pink-slips) to the RTA, allowing customers to renew vehicle registration online.

Expansion of AIS online services resulted in a pilot program in November 2009, involving a group of Authorised Unregistered Vehicle Inspection Stations (AUVIS) scheme and the Heavy Vehicle Authorised Inspection Stations (HVAIS), to evaluate the new AIS online capabilities. This pilot allowed vehicle registration information to be securely transferred to the RTA online. The information was then used to establish the registration of both light and heavy vehicles. Defect notices may also be cleared using the online program.

Feedback from the pilot stations helped prepare a series of systems changes designed to enhance the AIS online system.

AIS ONLINE

AIS online is an RTA provided Internet system, that allows AIS:

- To complete and transmit vehicle inspection report data securely online
- To clear NSW issued defect notices on vehicles immediately with no need for the customer to attend a Motor Registry.
- To complete vehicle detail changes online with no need for the customer to attend a Motor Registry, except where the changes attract additional registration fees.
- Access the AIS online notice board, which provides notification of new publications
- Access to existing AIS related publications from one location.
- Proprietors and nominees to add and remove existing authorised examiners and alternative nominees and access and change AIS details.
- Examiners to access and change personal details that relate to the AIS scheme.

All AIS will be able to clear defect notices online according to their accreditation level

For	• AIS/AUVIS Proprietors and Examiners	• HVAIS Proprietors and Examiners	• Authorised Certifiers
cc	• RTA Inspectors Vehicle Regulation	• RTA Registry Service Managers	

For further enquiries

RTA Technical Enquiries, PO Box 1120, Parramatta NSW 2124
T 1300 137 302 | **F** 02 9843 3821 | **E** tech-enq@rta.nsw.gov.au

www.rta.nsw.gov.au

From 22 August 2011, AIS online will expand to allow electronic processing of blue slips for unregistered light vehicles, pink slips for heavy vehicles, brown slips for unregistered heavy vehicles, and defect notice clearance.

CHANGES

- From 22 August 2011 all AUVIS and HVAIS will have the opportunity to use an enhanced version of the AIS online program to establish registration. All AIS will be able to use the Defect Notice clearance facility of AIS online.
- The normal login to the AIS online page will show more options for inspection reports and defect notice clearance, depending on an examiner's accreditation level.
- AIS online will have three new menu options: e AUVIS inspection, e-HVAIS inspection, and e-Defect clearance
- From 22 August 2011 the Initial login to AIS online will cause a 'pop-up' notice to appear. This notice will advise all AIS when the online system will be available.
- All AIS have been advised to register with AIS online by 22 August 2011. To find out how to apply for registration please call 1300 791 186 or send an email to ais@rta.nsw.gov.au.

NOTE: *Registration with AIS online only relates to AIS that are not e-safety check users or have not yet registered with AIS online. This may affect some HVAIS stations. All other AIS are already online users.*

- Initially using AIS online for registration establishment inspection reports is optional however, after 20 February 2012, AIS online will be expected to be used whenever it is available.
- After 20 February 2012 if a manual inspection report is used the reason the online program was not used must be noted on the inspection report. Examples are where the Internet system is off-line or you are instructed to by the RTA.

The changes relating to AIS online are summarised below.

SUMMARY OF CHANGES TO AIS BEING INTRODUCED AUGUST 2011

AIS STATION TYPE	CHANGE	IMPORTANT DATES
AUVIS	Written-off vehicle checks will not be done by AUVIS	Commencing 1 August 2011
AUVIS PILOTING E-AUVIS	Pilot URL will merge with AIS Online URL. Login via myRTA/business partners or will be automatically redirected to: https://ols2.rta.nsw.gov.au/is/login.do	URL merge 21 August 2011
HVAIS PILOTING E-HVAIS	Pilot URL will merge with AIS Online URL. Login via myRTA/business partners or will be automatically redirected to:	URL merge 21 August 2011

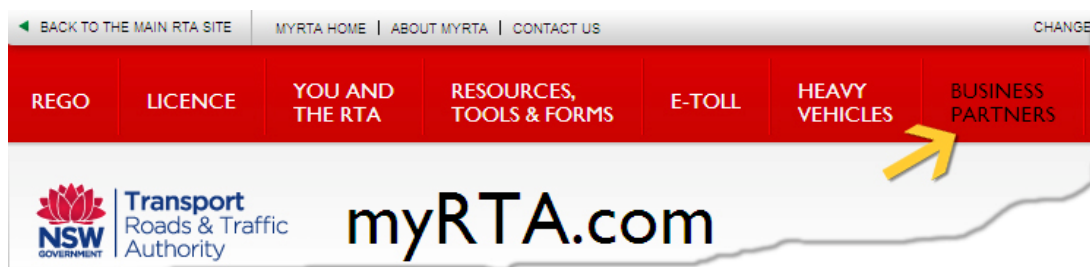
	https://ols2.rta.nsw.gov.au/is/login.do	
ALL AUVIS	AIS online will be available for use. Access for AIS online is via Business Partners section in myRTA: https://ols2.rta.nsw.gov.au/is/login.do	Use available but optional from 22 August 2011. Use mandatory from 20 February 2012
ALL HVAIS	AIS online will be available for use. Access for AIS online is via Business Partners section in myRTA: https://ols2.rta.nsw.gov.au/is/login.do	Use available but optional from 22 August 2011. Use mandatory from 20 February 2012
ALL AIS	e-Defect Notice clearance available to all AIS	Use available but optional from 22 August 2011. Use mandatory from 20 February 2012

LOGGING TO AIS ONLINE

- From the RTA website — www.rta.nsw.gov.au select **myRTA online services**



- click **Business partners**



- click the link for **AIS Online & e-Safety Check**
- Click LOGIN



Read the conditions of use, enter your AIS User ID and PIN, then click ACCEPT CONDITIONS & LOGIN



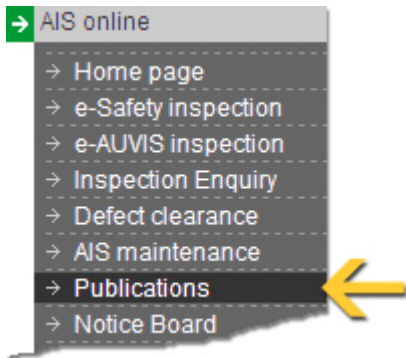
HELP MENU

Once you have logged into AIS online there are several help files and user guides accessible from the Publications page.

- online help



- Quick reference guides and user manuals



FURTHER HELP

Commencing in September 2011 an online training program will be available from the AIS online login page.

This program is aimed at outlining the capabilities of AIS online and guides users in its use. The program will concentrate on areas that have been shown to be problematic to users.

Access to this program will be available to all AIS via AIS online and will be located on the menu bar on the left of the login screen.

Recently a brochure was released that has important information on the online system. A copy is attached to this publication for your convenience.

New features in AIS online

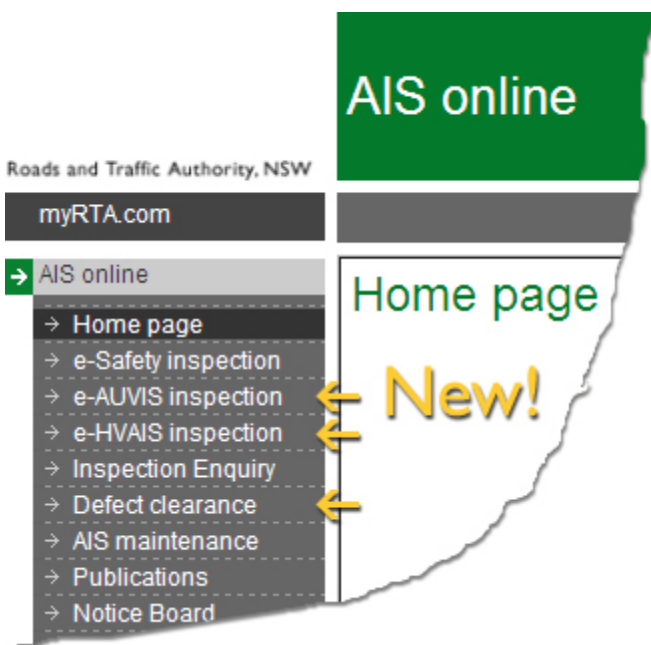
e-AUVIS, e-HVAIS and Defect clearances

What is AIS online?

AIS online is an RTA system, provided so that AIS proprietors and examiners can easily access information and perform tasks. AIS online already allows e-Safety checks (pink slips) for light vehicle registration renewals to be done electronically.

From 22 August 2011, AIS online will expand to allow electronic processing of blue slips for unregistered light vehicles, pink slips for heavy vehicles and brown slips for unregistered heavy vehicles. It will also include defect notice clearance.

AIS online will have three new menu options:
e-AUVIS inspection, e-HVAIS inspection, and Defect clearance.



Do I have to use AIS online?

The RTA encourages you to try AIS online from 22 August 2011. From 20 February 2012, manual slips will be phased out and you will need to use AIS online.

To use AIS online you will need a computer with internet access and up-to-date browser software.

How do I get access to the new features?

If you're **already using e-Safety check**, you don't need to do anything. When you log in you'll see some or all of the new menu items, depending on which accreditations you hold.

- All AIS examiners will have access to Defect clearance (but can only use it to clear defects they're authorised to clear)
- If you're accredited to perform AUVIS inspections you'll see *e-AUVIS inspection* on the AIS online menu.
- If you're accredited to perform HVAIS inspections you'll see *e-HVAIS inspection* on the AIS online menu.

What if I don't have access to AIS online?

If you are not already using AIS online for e-Safety check, you will need to apply to the RTA for access.

To find out how to apply please call 1300 791 186 or send an email to ais@rta.nsw.gov.au.

Heavy vehicle inspection stations not currently using AIS online must apply for access before 22 August 2011.

What can I use e-AUVIS for?

You'll be able to use e-AUVIS to submit light vehicle inspection reports for:

- Blue slip inspections to re-establish registration for a NSW vehicle out of registration
- Blue slip inspections to establish registration for an interstate-registered vehicle
- Blue slip inspections to establish registration for an imported vehicle
- Inspections to adjust vehicle records for a NSW-registered vehicle (eg with a new engine, changed tare weight)
- Inspections to adjust vehicle records for a modified NSW-registered vehicle with a Vehicle Safety and Compliance Certification Scheme (VSCCS) compliance certificate.

What can I use e-HVAIS for?

You'll be able to use e-HVAIS to submit heavy vehicle inspection reports for:

- Pink slip inspections for renewing a NSW registration
- Pink and brown slip inspections to re-establish registration for a NSW vehicle out of registration
- Pink and brown slip inspections to establish registration for an interstate vehicle
- Inspections to adjust vehicle records for a NSW-registered vehicle (eg new engine, changed tare weight)
- Inspections to adjust vehicle records for a modified NSW-registered vehicle with a VSCCS compliance certificate.

What can I use Defect clearance for?

You'll be able to use Defect clearance to:

- Clear a defect notice on a NSW-registered vehicle
- Clear defect notices issued in NSW against interstate-registered vehicles.
- Add and clear defect notices issued by other jurisdictions on NSW-registered vehicles.

Need help using AIS online? ① Try the online help, ② Check the user guide, or ③ Call the RTA Help Desk on 1300 131 172.

New features in AIS online

e-AUVIS, e-HVAIS and Defect clearances

Do I still need slip books from the RTA?

There are some circumstances when you'll need to issue a manual pink, blue or brown slip for an inspection. For example if the system will not recognise a vehicle or you have one of these scenarios:

- Blue slip inspections of currently registered vehicles (eg if the vehicle needs to be re-registered as a taxi)
- Vehicles with missing or unreadable identifiers.

You should always keep at least one book of slips for each accreditation you hold and ensure that a replacement book is available at all times.

Important note: From 20 February 2012, manual slips should only be used if AIS online fails to work. Your reasons for using manual slip reports must be documented and shown to an RTA auditor if requested.

What happens with the Application for Registration (I009) form?

Customers will still need to complete their sections of the Application for Registration form.

However, AIS online removes the need for Examiners to complete page 3 of the form. You'll enter the details online and provide printed copies of the AIS inspection report to the customer. The customer will still need to visit the registry.

Can the customer renew a heavy vehicle registration online?

As with e-Safety check, if a vehicle passes inspection, once you've submitted an online heavy vehicle check (with status = pass) the customer can renew registration online using myRego on the RTA website.



Will I need to keep copies of my AIS inspection reports?

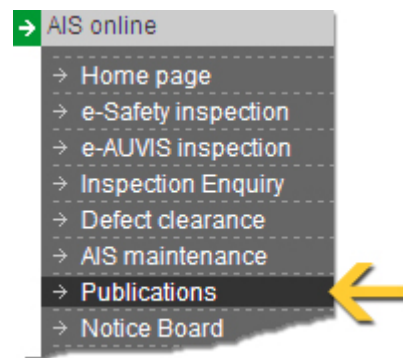
An AIS will still have to retain signed copies of all e-AUVIS, e-HVAIS and Defect Clearance inspection reports, to present if requested by an RTA auditor.



Are there other support materials available for AIS online?

The RTA is developing an **e-learning program** to get you started with the new AIS online features. This e-learning program will be available from within AIS online.

AIS online **user guides for examiners** for e-AUVIS, e-HVAIS and Defect clearance will be available from the Publications section of AIS online:



The user guides contain step-by-step instructions for using the new AIS online features.

Online help is also available in AIS online:



What if I have problems with AIS online?

If you have technical problems using AIS online, call the RTA Help Desk on 1300 131 172.

What if I have questions about inspecting a vehicle?

For questions on the technicalities of vehicle inspections, call RTA Technical Enquiries on 1300 137 302.

What if I have an identification irregularity with a vehicle?

All identification issues are to be resolved by the RTA's Vehicle Identification Inspection Unit (VIU). A 'Vehicle Identification Referral Form' will be available from AIS online.

How can I find out about RTA schemes?

For information on accreditation for AIS, AUVIS, HVAIS and defect clearances, please call the RTA on 1300 791 186 or send an email to ais@rta.nsw.gov.au.

Need help using AIS online? ① Try the online help, ② Check the user guide, or ③ Call the RTA Help Desk on 1300 131 172.