

Business Rules for an Approved Person (Vehicle Modifications)

Version 2.1 – February 2014

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1 About the Business Rules

1.1 Purpose of these business rules

The Business Rules for an Approved Person (Vehicle Modifications) (the business rules) are provided to support you as an Approved Person (AP). They provide the current policies, procedures and responsibilities to help you comply with your conditions of accreditation.

The business rules are designed to be read in conjunction with the Act, the AOP Regulation, the VSS Regulation and the HVNL Act (Q). These Acts and Regulations govern your conduct as an AP.

1.2 Amendment to these business rules

The business rules will be reviewed periodically and amended if necessary to reflect changes in the AP Scheme, policy and legislation, and suggestions from users. Amendments may only be made to part of these business rules. Any amendments made will be identified by an updated version number and date reflected in the footer of the document.

To further assist you, any amended versions of the business rules will be posted on the department's internet web page. All changes will be published in the 'scheme changes and update information sheet' on the web page by the first day of each month. You are responsible for ensuring you keep up to date with all changes.

1.3 Legal Status of these business rules

These business rules are a condition of your Approved Person accreditation. They are published by the department and are admissible as evidence in all legal and administrative proceedings.

If the department takes action relating to your accreditation as an AP, a claim that you have complied with the business rules will not amount to a defence if you have not inspected each vehicle modification properly, or if you have not maintained the equipment required as part of your accreditation as an AP.

1.4 Non compliance with these business rules

In circumstances where any contravention of the Act, AOP Regulation, VSS Regulation, the HVNL Act (Q), or a condition of accreditation is detected and substantiated, the AP may be issued with an infringement notice and may be asked to 'show cause' why their accreditation should not be amended, suspended or cancelled under the Act.

Where contraventions are determined to be serious in nature or there is a threat for example to public safety, the accreditation may be immediately suspended in the public interest without show cause proceedings under the Act.

1.5 Where to get the business rules or legislation

To ensure you have easy access to the latest version of the business rules, they are available for download free of charge from the department's website at www.tmr.qld.gov.au

You can download the relevant legislation from the Office of the Queensland Parliamentary Counsel at www.legislation.qld.gov.au

2 Terms and abbreviations

Term, abbreviations and acronyms	Definition
ADR	Australian Design Rules
AOP Regulation	<i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2005</i>
AP	Approved Person
ATM	Aggregate Trailer Mass
authorised officer	A transport inspector, departmental auditor, police officer or any other officer delegated by the Chief Executive
COP-LV	Code of Practice – Light Vehicles
GVM	Gross Vehicle Mass
Heavy vehicle	Vehicles over 4.5 tonne GVM
HVNL Act (Q)	<i>Heavy Vehicle National Law Act 2012 (Queensland)</i>
Light vehicle	Vehicles up to and including 4.5 tonne GVM
NATA	National Association of Testing Authorities Australia
NCOP	National Code of Practice for Light Vehicle Construction and Modification
NHVR	National Heavy Vehicle Regulator
NHVR Code of Practice	National Heavy Vehicle Regulator’s Code of Practice for the Approval of Heavy Vehicle Modifications
QCOP	Queensland Code of Practice – Vehicle Modifications
the business rules	Business Rules for an Approved Person (Vehicle Modifications)
the Act	<i>Transport Operations (Road Use Management) Act 1995</i>
the department	Department of Transport and Main Roads.
VSB6	The National Code of Practice - Heavy Vehicle Modifications – Vehicle Standards Bulletin 6
VSI	Vehicle Standards Instructions
VSS Regulation	<i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010</i>

3 About the AP Scheme

The AP Scheme accredits suitably qualified and experienced individuals as APs to certify vehicle modifications that have been completed to an acceptable standard under the Act.

An AP is required to have the formal qualifications, professional memberships, experience and necessary equipment as determined by the department to be accredited to certify modifications on:

- Light vehicles up to 4.5 tonne GVM/ATM
- Heavy vehicles more than 4.5 tonne GVM/ATM

4 Responsibilities of an AP

An AP accredited for one or a number of modification codes is required to ensure that all vehicles presented for modification certification meet either:

- the manufacturer's specified requirements; or
- where these are not available, those requirements specified in the appropriate section of an approved code of practice.

It is a **condition of accreditation** of an AP that:

- they can access an electronic or hard copy of the current business rules and relevant codes of practice at all times whilst performing their duties as an AP.
- an AP must either display their certificate of accreditation as an AP so it is clearly visible to any client or authorised officer, or produce it for inspection if requested by any client or authorised officer whilst performing the duties of an AP.

4.1 Legal obligations of an AP

An AP must comply with the requirements prescribed in the Act, the AOP Regulation, the VSS Regulation and the HVNL Act (Q) and these business rules. The Statutory Conditions for appointment as an AP are specified in Section 8 of the AOP Regulation.

4.2 Use of Modification Plates and Certificates of Modification

An AP must at all times:

- issue all modification certificates and plates in sequence from their own individual allocated stock and not from another APs stock
- certify only those vehicle modifications the AP is approved for by the department on their certificate of accreditation
- only issue modification certificates and plates for vehicles that have been modified in accordance with the legislation
- complete certificates of modification legibly **with all required information**
- cancel and reissue modification certificates and plates that contain any errors or alterations
- ensure the AP has departmental permission before removing a modification plate from a vehicle.

4.3 Record Keeping

An AP must:

- keep all certificates of modification and modification plates in a secure place ensuring they are kept to avoid fire, flood, vermin or any other pests.
- keep all cancelled certificates of modification plates at the APs business premises for at least seven (7) years after the certificate was cancelled
- keep all modification plates at the APs business premises for at least two (2) years after the plate was cancelled
- after two (2) years, destroy all cancelled modification plates in a secure manner

- immediately notify the department if any unused or used modification certificates or any unused or used modification plates issued to the AP are destroyed, lost or stolen then confirm the notification in writing within seven (7) days after the event happens
- mail all yellow copies of Certificates of Modification (including the yellow copy of cancelled certificates) to the AP Administrator **at the end of each calendar month.**
- keep records of all vehicle modifications certified by the AP for a period of not less than seven (7) years for future reference, including:
 - completed approved code of practice checklist for each vehicle's modification code certified by the AP, and
 - drawings, calculations and procedural details, and
 - test results, and
 - colour photographs/video of vehicle underpinning testing of each vehicle and modification/s carried out that are certified by the AP, and
 - any other data necessary to fully identify and describe the vehicle modifications or features certified.

Note: Drawings and tests completed for one vehicle will not be required for any identical modifications/alterations undertaken to other vehicles of the same make and model. Drawings or test results should be retained for reference when carrying out identical modifications at a later stage.

4.4 Change to details

You must notify the department of any changes as per the following instructions.

4.4.1 Change of Residential Address

Complete the relevant sections of the AP Application form F1855 and return to the AP Administrator within seven (7) days of changing residential address.

4.4.2 Change of Employer details

Complete the relevant sections of the AP Application form F1855 and return to the AP Administrator within seven (7) days of changing employers.

4.4.3 Voluntary Surrender of Accreditation

An AP must notify the department within seven (7) days of voluntarily ceasing duties as an AP. The AP must:

- notify the AP Administrator in writing and surrender their Certificate of Accreditation
- return any unused certificates of modification and unused modification plates to the AP Administrator
- return to the AP Administrator all used certificates of modification up to seven years old.

5 Functions of the Approved Codes of Practice

The approved codes of practice for vehicle modifications are:

- as listed in section 13(7) of the VSS Regulation and
- the NHVR Code of Practice

These approved codes of practice provide technical guidance about how many common modifications must be performed and certified. These codes also provide information about the qualification and equipment requirements for APs.

Unless authorised in writing by the Chief Executive under section 13(2)(b) of the VSS Regulation, the NCOP and LH9, LH10, LL7 and LO8 sections of the QCOP are only to be used to certify modifications to light motor vehicles (GVM not exceeding 4.5t) and motorbikes. Additionally the NHVR Code of Practice, standalone codes K6, S4, S5, S6 S10 and S13 section of the QCOP are only to be used to certify modifications to heavy motor vehicles (vehicles with an ATM or GVM more than 4.5t).

5.1 Queensland variations to the approved codes of practice

When approving the codes of practice for use in Queensland, the department may make slight amendments to the codes to take into account local variations. An AP is required to comply with the requirements of the codes of practice, as approved for use in Queensland.

At the time the business rules were published, the following local variations were in place:

- Section LA of the NCOP – a moratorium on the requirement for IM240 testing for certifications under this section. For full details of this variation, refer to Vehicle Standards Instruction L20.0 Engine modifications under National Code of Practice for Light Vehicle Construction and Modification.
- Sections LS7 and LS8 of the NCOP – these sections of the NCOP have not been adopted in Queensland. Sections LS9 and LS10 have been implemented in the QCOP.
- A variation has been made to the maximum lift heights permissible under these sections. For full details on this variation, refer to Vehicle Standards Instruction L19 Vehicle lifts under National Code of Practice for Light Vehicle Construction and Modification.
- Section LO6 of the NCOP – this section of the NCOP has not been adopted in Queensland and the certification of street rods must be carried out under the LH9 and LH10 sections of the QCOP. For full details of this variation, refer to Vehicle Standards Instruction L21.0 Certification of Street Rods.
- Section LM2 and LM3 of the NCOP have not been adopted in Queensland. Certification of gas fuel systems is carried out, in Queensland, by gas fitters who are licenced by the Department of Mines and Natural Resources. For full details of this variation, refer to the Vehicle Standards Instruction L22 Gas system installations under the NCOP

Vehicle Standards Instructions can be found on the department's website at

<http://www.tmr.qld.gov.au/Safety/Vehicle-standards-and-modifications/Vehicle-standards/Vehicle-standards-instructions.aspx>

6 Certification Procedures

When an AP is certifying modifications which have been performed on a vehicle, the following policy will apply to all certification procedures for all vehicles supplied to the market for road use in Australia:

- a vehicle may only be modified in a manner which will ensure that the vehicle remains compliant with the applicable ADRs to which the vehicle was originally manufactured; and
- the vehicle manufacturer's recommendations must be followed, whenever available
- in the absence of the above two (2) points, Australian Standards relevant to the modification are to be followed, when applicable, the AP must:
 - obtain the vehicle manufacturer's recommendations,
 - have access to the relevant codes of practice
 - have access to all relevant Australia Standards.

An AP has the right to refuse to certify a vehicle modification if they have reasonable grounds to believe that the vehicle is unsafe.

6.1 Vehicle Identification

An AP must be satisfied about the identity of a vehicle before inspecting it for a modification certification. It must be inspected to determine:

- (a) if the vehicle was manufactured before 1 January 1989—its chassis number and engine number; or
- (b) otherwise - the vehicle's VIN and engine number.

Where vehicle identifiers (VIN, chassis or engine numbers) are unable to be located, the AP must refer the vehicle owner or their representative to the vehicle manufacturer. If the identifiers are missing, the AP must refer the vehicle owner or their representative to the Queensland Police Service for investigation.

Note: It is an offence under the Act to:

- alter, deface or remove the identifying numbers or plates from a vehicle; or
- place on a vehicle or engine, a number or plate that purports to be, or is likely to be taken as an identifying number without the written permission of the Commissioner of Police.

6.2 Certification Type Procedures

There are two types of certifications.

a) Design Certification:

Design Certification ensures that a physical modification, if carried out according to the design package, will meet the applicable standards. It consists of a design package and a certificate of modification.

The AP must:

- fully document the design package including drawings, calculations, materials, modification process, inspections (including stage inspections), testing results, testing requirements, and any other data.
- necessary to fully describe the vehicle modification and its control. These documents must be to recognised engineering standards and be retained by the AP.
- ensure adequate information is provided to the modifier of the vehicle so that the physical modification can be carried out according to the design package.
- ensure adequate information is provided to the certifier of the modification so that the physical modification can be examined according to the design package
- issue a unique design approval number prefixed by the APs accredited person number for each approval.
- issue documents to the modifier and the certifier of modification that include:
 - build instructions, drawings, material specifications, requirements for testing & inspections, checklists, and
 - details of any special modification techniques, procedures, adjustments, stage inspection, and ongoing care and maintenance, and
 - scope, limitations, assumptions, applicability to make/model/variants.

b) Modification Certification:

Modification Certification ensures that a physical modification on a particular vehicle is carried out according to a design package or a specified modification standard. It consists of a certificate of modification and a modification plate fitted to the vehicle.

The AP certifying the modification must have access to the design package or manufacturer's specifications or applicable code of practice.

The AP must inspect the vehicle and:

- verify that the vehicle modifications have been completed in accordance with the design package or original vehicle manufacturer's recommendations or the relevant approved code of practice as per the VSS Regulation.
- verify that compliance of the modified vehicle with all the relevant ADRs, to which it was originally manufactured, is not adversely affected .
- ensure the checklist for the modification from the relevant code of practice is completed.
- ensure colour photographic evidence of the modification and the vehicle is retained.
- ensure that the following closing formalities are completed:
 - a completed certificate of modification is supplied to the vehicle owner or their agent along with instructions on proper use, care and maintenance.
 - a completed modification plate **is fitted to the vehicle by the AP.**

6.3 Completing and issuing a certificate of modification:

If the vehicle meets the relevant requirements in Section 6.1 and 6.2 of these business rules, a certificate of

modification **must be completed in full**, including all vehicle identifiers, ADR numbers affected and the following procedure applied:

- The original (green) copy of a certificate of modification is to be issued to the vehicle owner or their representative.
- The duplicate (yellow) copy of a certificate of modification is to be sent to the department as per 4.3 of these Business Rules.
- The book (white) copy of the certificate of modification is to be retained by the AP.

6.4 Issuing and attaching modification plates

If the vehicle meets the relevant requirements in Section 6.1 and 6.2 of these business rules, a modification plate issued by the AP is to be legibly stamped or engraved with all relevant details. The plate is then to be attached to the vehicle by the AP, either adjacent to the Vehicle's Identification (Compliance) Plate or, in the case of a vehicle manufactured prior to 1 January 1972, adjacent to the manufacturer's plate.

- From 10 February 2014 a Modification Plate/Label affixed to a heavy vehicle by an AP in one participating jurisdiction is a national approval that is to be mutually recognised and accepted in all participating jurisdictions. The Modification Plate/ Label must be acceptable to the NHVR and must be permanently affixed to the vehicle in a conspicuous position (preferably adjacent to the identification plate) to allow ease of inspection. As a guide this will generally be:
 - For bonneted vehicles, in the engine bay on the firewall or an engine compartment side deck.
 - For cab over engine vehicles, in the passenger compartment on the inner panel rearward of the driver's or passenger's door.
 - For trailers, on the front vertical face of the trailer or on an inward facing vertical face of an A-frame draw bar (where fitted).
 - Where these preferred locations are not practicable, in another suitably conspicuous position on a permanent panel.

6.5 Removing or altering a modification plate

Under no circumstances, irrespective of the 'modification' or 'de-modification' of a vehicle, are modification plates to be removed from a vehicle unless you have obtained prior written permission from the department or NHVR.

If the owner of a vehicle which has been modified requires the vehicle to be returned to an original or previous build standard (for example, return to original seating capacity) on completion of the work, there should be at least two modification plates affixed to the vehicle including:

- the plate certifying the original modification; and
- the plate certifying the modifications reverting the vehicle to the earlier build standard.

Should an AP need to remove the modification plate from a vehicle, they must submit a request, in writing, to the either the department or the NHVR, providing at least the following information:

- the reason why the plate needs to be removed.
- the serial number of the plate
- the details of the vehicle to which it is attached.

Requests for the removal of a modification plate from:

- a light vehicle should be submitted 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.
- A heavy vehicle should be submitted by email to info@nhvr.gov.au or contact the NHVR on 1300 MYNHVR (1300 696 487)

If approval to remove the modification plate is granted, a letter of approval will be issued, subject to conditions. All conditions of the approval must be met or the approval will be void and the AP may be subject to prosecution for removing the plate without permission.

7 Audits and Spot Checks

The department conducts regular reviews to assess an AP's compliance with their conditions of accreditation. Non compliance may result in infringement notices and/or amendment, suspension or cancellation of accreditation.

The checklist used during such a review can be accessed on the department's website at <http://www.tmr.qld.gov.au/Business-industry/Accreditations/Approved-Person-Scheme.aspx>

8 Where to get further advice and scheme contact details

The following information sheets on departmental website www.tmr.qld.gov.au

- Approved Person Scheme Information Sheet
- Approved Persons Fee Schedule
- Purchasing Certificates of Modification and Modification Plates
- Approved person application forms
- Vehicle Standards Instructions

For the lodgement of all applications and record keeping requirements:

AP Administrator
Department of Transport and Main Roads
PO Box 673
Fortitude Valley Qld 4006
E-mail: ap@tmr.qld.gov.au
Phone: 13QGOV (137468)

For advice about the status of your Accreditation, contact:

AP Administrator
Department of Transport and Main Roads
Fortitude Valley Qld 4006
E-mail: ap@tmr.qld.gov.au

For technical advice about conducting or certifying a modification contact:

Vehicle and Vessel Standards
E-mail: vehiclestandards@tmr.qld.gov.au
Phone: (07) 3114 5844

For information about the NHVR or the HVNL Act (Q):

Phone: 1300 MYNHVR (1300 696 487)
Fax: (07) 3309 8777
Email: info@nhvr.gov.au

Appendix 1 - Summary of Vehicle Modification Codes

1.1 Light Vehicle Modification Codes (Including stand alone Queensland Codes)

Information regarding qualifications, equipment, suppliers of equipment and vehicle category codes is included as Appendix 2 to 5 of these business rules

All applicants for accreditation as an AP for these codes must submit evidence of at least five (5) years relevant industry experience within the last ten (10) in manufacture and/or maintenance and/or modifications for light vehicles and/or motorcycles (if applicable). **This 5 year period may be a continuous 5 year period or made up of a number of periods within the last 10 years.**

CODE LA - Engine Modifications

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LA1	Equivalent Engine Substitution	1, 2, 3, 4, 5, 6.	17,18, 19, 20, 21, 23, 24
LA2	Performance Engine Installation	1, 2, 3, 4, 5, 6.	17,18, 19, 20, 21, 23, 24
LA3	Supercharger/Turbocharger Installation	1, 2, 3, 4, 5, 6.	17,18, 19, 20, 21, 23, 24
LA4	Engine Modifications	1, 2, 3, 4, 5, 6.	17,18, 19, 20, 21, 23, 24

CODE LB – Transmission

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LB1	Transmission Substitution	1, 2, 3, 4, 5, 6.	17,18, 19, 20, 21, 23, 24
LB2	Rear Axle Substitution	1, 2, 3, 4, 5, 6.	17,18, 19, 20, 21, 23, 24

CODE LC – Vehicle Controls

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LC1	Dual-controls for Driver Trainer Vehicles (Design)	1	17,18, 19, 20, 21, 23, 24
LC2	Dual-controls for Driver Trainer Vehicles (Modification)	1, 2, 3, 4, 5, 6, 7	17,18, 19, 20, 21, 23, 24
LC3	Vehicle controls for persons with a disability (Design)	1	17,18, 19, 20, 21, 23, 24
LC4	Vehicle controls for persons with a disability (Modification)	1, 2, 3, 4, 5, 6, 7	17,18, 19, 20, 21, 23, 24

CODE LG – Brakes

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LG1	Brake System Conversion (Design)	1	17,18, 19, 20, 21, 23, 24
LG2	Brake System Conversion	1, 2, 3, 4, 5, 6.	17,18, 19, 20, 21, 23, 24

CODE LH – Body and Chassis

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LH1	Roof Conversion (Design)	1	17,18, 19, 20, 21, 23, 24
LH2	Roof Conversion	1, 2, 3, 4, 5, 6, 7, 8.	17,18, 19, 20, 21, 23, 24
LH3	Modified Wheelbase Conversion (Design)	1	17,18, 19, 20, 21, 23, 24

LH4	Modified Wheelbase Conversion	1, 2, 3, 4, 5, 6.	17,18, 19, 20, 21, 23, 24
LH5	Vehicle Construction (Design)	1	17,18, 19, 20, 21, 23, 24
LH6	Vehicle Construction	1, 2, 3, 4, 5, 6, 7, 8, 9, 10.	17,18, 19, 20, 21, 23, 24
LH7	Body Chassis Variants Conversion	1, 2, 3, 4, 5, 6, 7, 8, 9, 10.	17,18, 19, 20, 21, 23, 24
LH9	Street Rod Certification	1, 2, 3, 4, 5, 6, 7, 8, 9, 10. plus 14	17,18, 19, 20, 21, 23, 24, 30
LH10	Street Rod Certification	1, 2, 3, 4, 5, 6, 7, 8, 9, 10. plus 14	17,18, 19, 20, 21, 23, 24, 30
LH11	Campervan and Motor home Conversion	1, 2, 3, 4, 5, 6, 7, 8, 9, 10.	17,18, 19, 20, 21, 23, 24

CODE LK – Seating and Occupant Protection

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LK1	Seat & Seat Belt Installation	1, 2, 3, 4, 5, 6, 7, 8, 9, 10.	17,18, 19, 20, 21, 23, 24
LK2	Seat & Seat Belt Anchorage (Design)	1	17,18, 19, 20, 21, 23, 24
LK6	Child Restraint Anchorage Installation	1, 2, 3, 4, 5, 6, 7, 8, 9, 10.	17,18, 19, 20, 21, 23, 24
LK8	Roll Bar and Roll Cage Installation	1, 2, 3, 4, 5, 6, 7, 8, 9, 10.	17,18, 19, 20, 21, 23, 24
LK9	Roll Bar, Roll Cage and Roll Over Protection System Design	1	17,18, 19, 20, 21, 23, 24
LK10	Aftermarket Roll Cage and Roll Over Protection Systems Installation	1, 2, 3, 4, 5, 6, 7, 8, 9, 10.	17,18, 19, 20, 21, 23, 24

CODE LL – Motorcycles and Three Wheeled Vehicles

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LL7	Seating Capacity Alteration	1, 2, 3, 4, 5, 6, 11.	17,18, 19, 20, 21, 23, 24

CODE LM – Fuel Systems

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LM1	Fuel Tank Alteration	1, 2, 3, 4, 5, 6, 7, 8, 9, 10.	17,18, 19, 20, 21, 23, 24

Codes LM2 and LM3 are not used in Queensland. Installation of all LPG and LNG are regulated by Queensland Mines and Energy. Vehicle Owners installing these systems should contact a licensed gas installer.

CODE LO – Vehicle Standards Compliance

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LO1	Australian Design Rule Compliance	1	17,18, 19, 20, 21, 23, 24
LO2	ICV Passenger Cars and Derivatives	1	17,18, 19, 20, 21, 23, 24
LO3	Personal Imported Vehicle Compliance	1	17,18, 19, 20, 21, 23, 24
LO4	ICV Tricycle LEM1	1	17,18, 19, 20, 21, 23, 24
LO5	ICV Tricycle LEP1	1	17,18, 19, 20, 21, 23, 24
LO7	ICV Motorcycle	1	17,18, 19, 20, 21, 23, 24
LO8	Pre 1972 Imported Vehicle Safety Compliance	1	17,18, 19, 20, 21, 23, 24

CODE LS – Suspension and Steering

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LS1	LHD Vehicle Steering Conversion (Design)	1	17,18, 19, 20, 21, 23, 24
LS2	LHD Vehicle Steering Conversion	1, 2, 3, 4, 5, 6, 7,	17,18, 19, 20, 21, 23, 24
LS3	Front Suspension and Steering Conversion (Design)	1	17,18, 19, 20, 21, 23, 24
LS4	Front Suspension and Steering Conversion	1, 2, 3, 4, 5, 6, 7,	17,18, 19, 20, 21, 23, 24
LS5	Rear Suspension Conversion (Design)	1	17,18, 19, 20, 21, 23, 24
LS6	Rear Suspension Conversion	1, 2, 3, 4, 5, 6, 7,	17,18, 19, 20, 21, 23, 24
LS9	High Lift – 50mm to 125mm (Design)	1	17,18, 19, 20, 21, 23, 24
LS10	High Lift – 50mm to 125mm (Modification)	1, 2, 3, 4, 5, 6,7	17,18, 19, 20, 21, 23, 24

CODE LT – Certified Tests

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LT1	Beam and Torsional Tests	1	17,18, 19, 20, 21, 23, 24
LT2	Lane Change Maneuvering Test	1	17,18, 19, 20, 21, 23, 24
LT3	Gaseous Emissions Test	1 plus 16	17,18, 19, 20, 21, 23, 24
LT4	Noise Test	1, 2, 3, 4, 5, 6, 7, 8, 9, 10,11,12,13,14,15	17,18, 19, 20, 21, 23, 24, 31

CODE LV – Installation of Electric Drives on Motor Vehicles

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
LV1	Installation of Electric Drives in Motor Vehicles	1	17,18, 19, 20, 21, 23, 24

Use of Heavy Vehicle Modifications on Light Vehicles (GVM not more than 4.5 tonnes)

Unless authorised in writing by the Chief Executive under section 13(2)(b) of the VSS Regulation, the NCOP and LH9, LH10, LL7 and LO8 sections of the QCOP are only to be used to certify modifications to light motor vehicles (GVM not exceeding 4.5t) and motorbikes.

Additionally, VSB6 and K6, S4, S5, S6, S10 and S13 sections of the QCOP are only to be used to certify modifications to heavy motor vehicles (vehicles with an ATM or GVM more than 4.5t).

1.2 Heavy Vehicle Modification Codes (Including stand alone Queensland Codes)

Information regarding qualifications, equipment, suppliers of equipment and vehicle category codes is included as Appendix 2 to 5 of these business rules.

All applicants for accreditation as an AP for these codes must submit evidence of at least five (5) years relevant industry experience within the last ten (10) in manufacture and/or maintenance and/or modifications for light vehicles and/or motorcycles and/or heavy vehicles. **This 5 year period may be a continuous 5 year period or made up of a number of periods within the last 10 years.**

CODE A – Engine Modifications

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
A1	Engine Substitution	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
A2	Air Cleaner Substitution or Additional Fitment	1, 2, 3, 4, 5, 6, 7, 10.	17, 18, 19, 21, 22, 23, 24
A3	Turbo Charger Installation	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24, 32
A4	Exhaust System Alterations	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24, 33
A5	Road Speed Limiter Installation	1, 2, 3, 4, 5, 6,	17, 18, 19, 21, 22, 23, 24, 36, 37, 38

CODE B – Transmission

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
B1	Transmission Substitution or Additional Fitment	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24

CODE C – Tailshaft

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
C1	Tail shaft Alterations	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24

CODE D – Rear Axle

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
D1	Rear Axle/s Installation	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
D2	Differential Substitution	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24

CODE E – Front Axles Steering and Wheels

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
E1	Front Axle Installation	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
E2	Steering System Alteration	1	17, 18, 19, 21, 22, 23, 24
E3	Fitting of Non-Standard Wheels and Rims and Tyre Componentry	1	17, 18, 19, 21, 22, 23, 24

CODE F - Suspension

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
F1	Suspension Substitution	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
F2	Trailer Suspension Modification	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24

CODE G - Brakes

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
G1	Air Brake System – Repositioning of Controls, Valves & Pipe work	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
G2	Fitting of Trailer Brake 10 plus Connections & Controls on Prime Movers	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
G3	Trailer Brake System Upgrading	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
G4	Brake System Certification	1	17, 18, 19, 21, 22, 23, 24, 35
G5	Auxiliary Brake Installation	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
G6	Air Operated Accessories	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
G7	Brake System Substitution	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
G8	Trailer Brake System Upgrade	1	17, 18, 19, 21, 22, 23, 24

CODE H – Chassis Frame

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
H	CHASSIS FRAME		
H1	Wheelbase Extension greater than 1 st Manufacturer's Option	1, 2, 3, 4,5,6,7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24
H2	Wheelbase Reduction less than 1 st Manufacturer's Option	1, 2, 3, 4,5,6,7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24
H3	Wheelbase Extension or Reduction within 1 st Manufacturer's Option	1, 2, 3, 4,5,6,7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24
H4	Chassis Frame Alteration other than Change in Wheelbase	1, 2, 3, 4,5,6,7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24
H5	Trailer Chassis frame Modification	1, 2, 3, 4,5,6,7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24

CODE J – Body Mounting

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
J1	Mounting of Body – Vehicles greater than 4.5 tonne GVM	1, 2, 3, 4,5,6,7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24

CODE K - Cabin

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
K1	Seating capacity Alteration & Seat Belt Alteration	1, 2, 3, 4, 5, 6, 7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24
K2	Seat belt Anchorage Certification	1	17, 18, 19, 21, 22, 23, 24
K3	Cabin Conversion	1, 2, 3, 4, 5, 6, 7, 10.	17, 18, 19, 21, 22, 23, 24
K5	Wheelchair restraint Installation	1, 2, 3, 4, 5, 6, 7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24, 25
K6	Child restraint Installation (Stand alone Queensland Code)	1, 2, 3, 4, 5, 6, 7, 10.	17, 18, 19, 21, 22, 23, 24

CODE M – Fuel Systems

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
M1	Fuel Tank repositioning or Additional Fitting	1, 2, 3, 4, 5, 6, 7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24

CODE P – Tow Couplings Fifth Wheels

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
P1	Tow Coupling Installation Vehicle greater than 4.5 tonne GVM	1, 2, 3, 4, 5, 6, 7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24, 26
P2	Fifth Wheel & King Pin Installation	1, 2, 3, 4, 5, 6, 7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24, 27

CODE Q – Truck Mounted Lifting Systems Slewing

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
Q1	Truck Mounted Crane Installation 1.0 to 10 meter tonne capacity	1, 2, 3, 4,5,6,7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24, 28

CODE R – Vehicle Mounted Lifting Systems – Non Slewing

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
R1	Goods Loading Device Installation	1, 2, 3, 4, 5, 6, 7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24
R2	Wheelchair Loader Installation	1, 2, 3, 4, 5, 6, 7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24, 29

CODE S – Vehicle Rating

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
S1	GVM Rating within Manufacturer's Specifications	1, 2, 3, 4, 5, 6, 7, 8, 10, 12.	17, 18, 19, 21, 22, 23, 24
S2	GVM Rating for Non Standard Vehicles	1	17, 18, 19, 21, 22, 23, 24
S3	Gross Combination Mass Rating	1	17, 18, 19, 21, 22, 23, 24
S4	Rigid Omnibus Mass Rating	1	17, 18, 19, 21, 22, 23, 24
S5	Articulated Omnibus Mass Rating	1	17, 18, 19, 21, 22, 23, 24
S6	Omnibus Evaluation	1, 2, 3, 4, 5, 6, 7, 8.	17, 18, 19, 21, 22, 23, 24
S7	Aggregate Trailer Mass Rating	1, 2, 3, 4, 5, 6, 7, 8.	17, 18, 19, 21, 22, 23, 24
S8	Road Train Prime Mover Rating	1	17, 18, 19, 21, 22, 23, 24, 34, 39
S9	B-Double Rating	1	17, 18, 19, 21, 22, 23, 24, 34, 39
S10	Concessional Livestock Loading Vehicle Rating	1, 2, 3, 4, 5, 6, 7,	17, 18, 19, 21, 22, 23, 24
S11	Road Train Trailer Rating	1	17, 18, 19, 21, 22, 23, 24
S12	Aggregate Trailer Mass Rating for Non Standard Trailers	1	17, 18, 19, 21, 22, 23, 24
S13	Bus Life Vehicle Rating	1	17, 18, 19, 21, 22, 23, 24

CODE T – Tow Trucks

CODE	MODIFICATION	QUALIFICATION (must be one of the following)	EQUIPMENT
T1	Construction of Tow Trucks	1, 2	17, 18, 19, 21, 22, 23, 24
T2	Design of Tow Trucks	1	17, 18, 19, 21, 22, 23, 24

Unless authorised in writing by the Chief Executive under section 13(2)(b) of the VSS Regulation, VSB6 and K6, S4, S5, S6, S10 and S13 sections of the QCOP are only to be used to certify modifications to heavy motor vehicles (vehicles with an ATM or GVM more than 4.5t).

Additionally, the NCOP and LH9, LH10, LL7 and LO8 sections of the QCOP are only to be used to certify modifications to light motor vehicles (GVM not exceeding 4.5t) and motorbikes.

Appendix 2 – Qualification Description for Modification Codes

All applicants for accreditation as an AP for these codes must be able to **verify at least 5 years relevant industry experience** in manufacture and/or maintenance and/or modifications for either/and/or light and/or heavy vehicles as being applied for.

Qualifications 4 to 13 are Engineering Tradespersons Certificate or an Australian Recognised Trade Certificates.

Trade Certificates issued since the introduction of nationally recognised qualifications. All trade certificates must be accompanied by the RTO issued Statement of Attainment.

Qualification Number	Description
1	A Registered Professional Engineer (RPEQ) as defined by the Queensland Professional Engineers Act 2002. Also required at time of application: <ul style="list-style-type: none"> evidence of current registration as an RPEQ a copy of your engineering degree
2	A recognised and acceptable Diploma or Degree in Mechanical Engineering A recognised and acceptable Diploma or Degree in Automotive Engineering
3	An “Approved Examiner” appointed under the provisions of the <i>Transport Operations (Road Use Management – Accreditation and Others Provisions) Regulation 2005.</i>
4	Cert III in Automotive Mechanical Technology (Light Vehicle) or equivalent
5	Cert III in Automotive Mechanical Technology (Heavy Vehicle) or equivalent
6	Cert III in Engineering – Mechanical Trade (Diesel Fitting) or equivalent
7	Cert III in Engineering – Mechanical Trade (Fitting & Turning) or equivalent
8	Cert III in Automotive (Vehicle Body Building) or equivalent
9	Cert III in Automotive Vehicle Body - or equivalent
10	Cert III in Engineering – Fabrication Trade - or equivalent
11	Cert III in Automotive Mechanical Technology – Motorcycle – or equivalent
12	Cert III in Engineering – Fabrication Trade – Boilermaker - or equivalent
13	Cert III in Automotive Electrical Technology – or equivalent
14	At least 5 years relevant industry experience in light vehicle manufacture and/or maintenance and/or modifications plus additional experience relevant to Street Rod vehicles sufficient to satisfy the Australian Street Rod Federation (Queensland Technical Advisory Committee) and a current member of the Australian Street Rod Federation. The Queensland Technical Advisory Committee must continue to support your street rod experience.
15	At least 5 years relevant industry experience in light vehicle exhaust maintenance and/or modifications and/or noise level testing in accordance with the requirements of the National Stationary Noise Test Procedures for In-Service Motor Vehicles – September 2006.
16	NATA Certified to conduct IM240 testing

Appendix 3 - Equipment Required by Approved Persons for Vehicle Modifications

The applicant for accreditation as an AP for these codes must demonstrate that they possess or has access to the following:

Equipment No.	Description
17	<i>Transport Operations (Road Use Management) Act 1995.</i>
18	<i>Transport Operations (Road Use Management - Accreditation and Other Provisions) Regulation 2005</i>
19	<i>Transport Operations (Road Use Management – Vehicle Standards and Safety) Regulation 2010</i>
20	National Code of Practice for Light Vehicle Construction and Modification – VSB 14
21	Queensland Code of Practice - Vehicle Modifications
22	National HEAVY Vehicle Regulators Code of Practice for the Approval of Heavy Vehicle Modifications.
23	Australian Design Rules for Motor Vehicle Safety – 2 nd Edition
24	Australian Design Rules for Motor Vehicle Safety and Trailers – 3 rd Edition
25	Australian Standard AS/NZS 10542.1 – 2009 Wheel Chair Tie-down and Occupant Restraint Systems
26	Australian Standards: <ul style="list-style-type: none"> • 2213.2-2008 50mm Pin Type Couplings and Draw Bar Eyes • 1110.1-2000 Metric Hexagon Precision Bolts and Screws • 1110.2-2000 Metric Hexagon Precision Bolts and Screws • 1554.1-2004 Welding of Steel Structures • 2321-2006 Short Link Chain for Lifting Purposes
27	Australian Standards: <ul style="list-style-type: none"> • 4968.1-2003 Installation of Fifth Wheel and Turntables • 4968.2-2003 Articulated Vehicles – Fifth Wheel Assemblies • 4968.3-2011 Articulated Vehicles King Pins • 2174.1- 2006 Non Dedicated Combinations • 2174.2- 2006 Dedicated Vehicle Combinations
28	Australian Standards AS 1418.1-2002 and AS 1418.5-2013 Cranes, hoists and winches – Mobile Cranes
29	Australian Standard AS 3856.1-1998 & AS 3856.2- 1998 Hoists and Ramps for People with Disabilities – Vehicle Mounted
30	Australian Street Rod Federation and Queensland Street Rod Guidelines
31	A sound level meter meeting the requirements of the National Stationary Noise Test Procedures for In-Service Motor Vehicles - September 2006.
32	Must have access to Smoke Measuring Apparatus as per ADR 30/00
33	Must have access to Sound Meter in accordance with AS 1259.1-1990
34	Must have access to a Precision Brake Response Timer
35	Must have access to a Fifth Wheel Distance and Speed Measuring Device
36	Stop Watch
37	Hand Held Engine Tachometer
38	Lead Seal Applicator identifying the Accreditation Number of the AP
39	Have attended a Heavy Vehicle Registration Assessment Scheme Training Course

Appendix 4 - Suppliers of Equipment Required by Approved Persons for Vehicle Modifications

Item No.	Supplier	Telephone No.
17, 18 & 19	Queensland Government for copies of the Act and Regulations http://www.legislation.qld.gov.au	13 74 68
20 & 21	Department of Transport & Main Roads website www.tmr.qld.gov.au download free of charge	13 23 80
22, 23, 24, 25, 26 & 27	Infrastructure Australia GPO Box 594 Canberra ACT 2601 Telephone: (02) 8114 1900 Fax: (02) 8114 1932 Email: mail@infrastructureaustralia.gov.au	(02) 6274 7684 Fax - (02) 6274 7979
25, 26, 27, 28 & 29	SAI Global (stockist of all Australian Standards) Internet: www.saiglobal.com	13 12 42 Fax - 1300 654 949
30	Queensland Street Rod Federation (John Kean) PO Box 4665 Loganholme DC Qld 4129	0409 627 336
33	Belcur Pty Ltd 93 Cumberland Drive Alexandra Hills Qld 4161	(07) 3376 1611
38	Myers Badges & Dies 512 Seventeen Mile Rocks Road Jindalee Qld 4074 Internet: www.photograde.com.au	(07) 3376 1611
39	Department of Transport and Main Roads To contact the HVRAS training officer in your area	13 23 80

Appendix 5 - Vehicle Category Codes

The Approved Codes of Practice cover modifications to the following vehicle categories.

Vehicle Category	Vehicle Type (3 rd Edition ADR)
LA - Moped - 2 Wheels	A 2-wheeled motor vehicle, not being a power-assisted pedal cycle, with an engine cylinder capacity not exceeding 50 ml and a 'Maximum Motor Cycle Speed' not exceeding 50 km/h; or a 2-wheeled motor vehicle with a power source other than a piston engine and a 'Maximum Motor Cycle Speed' not exceeding 50 km/h.
LB - Moped - 3 Wheels	A 3-wheeled motor vehicle, not being a power-assisted pedal cycle, with an engine cylinder capacity not exceeding 50 ml and a 'Maximum Motor Cycle Speed' not exceeding 50 km/h; or a 3-wheeled motor vehicle with a power source other than a piston engine and a 'Maximum Motor Cycle Speed' not exceeding 50 km/h.
LC – Motor Cycle	A 2-wheeled motor vehicle with an engine cylinder capacity exceeding 50 ml or a 'Maximum Motor Cycle Speed' exceeding 50 km/h.
LE – Motor Tricycle	A motor vehicle with 3 wheels symmetrically arranged in relation to the longitudinal median axis, with a 'Gross Vehicle Mass' not exceeding 1.0 tonne and either an engine cylinder capacity exceeding 50 ml or a 'Maximum Motor cycle Speed' exceeding 50 km/h.
MA – Passenger Car	A passenger vehicle, not being an off-road passenger vehicle or a forward-control passenger vehicle, having up to 9 seating positions, including that of the driver.
MB - Forward-Control Passenger Vehicle	A passenger vehicle, not being an off-road passenger vehicle, having up to 9 seating positions, including that of the driver, and in which the centre of the steering wheel is in the forward quarter of the vehicle's 'Total Length.'
MC - Off-Road Passenger Vehicle	A passenger vehicle having up to 9 seating positions, including that of the driver and being designed with special features for off-road operation. (See Definitions and Vehicle Categories for special features)
MD – Light Omnibus	An omnibus with a 'Gross Vehicle Mass' not exceeding 5.0 tonnes.
ME – Heavy Omnibus	An omnibus with a 'Gross Vehicle Mass' exceeding 5.0 tonnes.
NA - Light Goods Vehicle	A goods vehicle with a 'Gross Vehicle Mass' not exceeding 3.5 tonnes.
NB - Medium Goods Vehicle	A goods vehicle with a 'Gross Vehicle Mass' exceeding 3.5 tonnes but not exceeding 12.0 tonnes.
NC - Heavy Goods Vehicle	A goods vehicle with a 'Gross Vehicle Mass' exceeding 12.0 tonnes.
TC – Medium Trailer	A trailer with a 'Gross Trailer Mass' exceeding 3.5 tonnes but not exceeding 10 tonnes.
TD - Heavy Trailer	A trailer with a 'Gross Trailer Mass' exceeding 10 tonnes.