

INSPECTION REPORT FORM

Licence No	Class
Business Name	
Address	
Interviewed	Position

This inspection was carried out to determine if the repair business of the licence holder complies with the requirements of the Motor Vehicle Repairers Act 1980 and the Motor Vehicle Repairs Regulation 1999.

The following areas of compliance (marked by) or **non-compliance** (Marked by) were found

Regulation 15	Repairers sign displayed as per regulation
Regulation 16	Repairers licence displayed as per regulation
Regulation 5 to 12	Record of traceable parts kept as per regulation (see reverse)
Section 18B	Trading under an authorised business name.
Section 15	Conduct of repair work of a class permitted by the licence
Section 22	Conduct of repairs by a certified person or a supervised apprentice

Details of the area of non-compliance to be corrected:

Name of non certificated person	Date of birth	Name of non certificated person	Date of birth

Continuing to trade with section 18B, 22 or 15 defects will result in prosecution.

You are required to rectify the above deficiencies within _____ days of today's date. Failure to comply may lead to action against your licence. When you have complied with the requirements please complete the declaration and return this notice to the MVSU immediately.

Inspector: _____ Repairer/ Agent: _____ Date: _____

DECLARATION: I, (Name:) _____ being the (position) _____
 Sincerely declare and affirm that the above mentioned defects have now been rectified.

Signed: _____ Date: ____/____/____

Return to: PO Box 972 Parramatta NSW 2124 or Fax (02) 98950044

LICENCING OR TRADE CERTIFICATE INQUIRES PHONE NUMBER: (02) 96198650

RECORDING OF SPARE PARTS

Motor Vehicle Repairs Regulation, 1999 requires all repairers to keep records of traceable spare parts.

Records must be kept of the parts listed that are either purchased or otherwise obtained.

The main feature of the Regulation is that in most instances it utilises records already required for taxation purposes.

Each of the following parts of a motor vehicle is a traceable part, which must be recorded:

- a) body components:- chassis and major body sections, bonnets, right and left front doors, right and left front mudguards, front and rear bumper bars, front apron panels
- b) mechanical components: - engines and engine blocks, gearboxes and transmissions
- c) accessories:- car radio, tape or compact disc equipment

RECORDS OF PURCHASED PARTS,

which include new, used or reconditioned parts, eg. from a parts dismantler, reconditioner or other person.

These records are to consist of the following:

- The invoice, receipt or other document (or copy of it) issued to the repairer in respect of the purchase of a part by the repairer. A receipt should show any part identifying number and the name and address, of the person from whom the part was purchased, not just "cash sale".
- Details sufficient to identify the vehicle to which each part is fitted, or the person to whom the part is sold or otherwise disposed of, by the repairer, eg. job card or copy of the customer's invoice with parts itemised, and job number or customer's invoice number listed on the purchase invoice or receipt.

RECORDS OF PARTS ACQUIRED OTHERWISE THAN BY PURCHASE,

which include parts removed from a vehicle or given to the repairer.

Records are to consist of details sufficient to identify:

- the vehicle from which each part was removed, eg job number marked on the part, or the person from whom the part was acquired, eg. name and address on part, or in a book cross referenced to a number on the part;
- the date on which the part was so removed or acquired;
- the vehicle to which the part was fitted or the person to whom the part was sold or otherwise disposed of.

The required information must be entered in the record within one business day of the event or transaction.

Records may be kept in writing or by means of data processing equipment.

Records kept in writing must be in English and readily decipherable. They must not be torn, defaced or otherwise mutilated and must not have any erasures. Alterations may be by a line drawn through the word, which still leaves it decipherable.

Records kept by data processing equipment must use software which ensures that the information in the record is capable of being displayed and printed at each place of business to which the licence relates. It must be readily understandable when displayed or printed and include the date on which each record was made. If any information is amended or deleted then a record of the information prior to the amendment or deletion and the date of the change must be kept.

RETENTION OF RECORDS – a record, either in writing or kept by data processing equipment, must be retained for at least six (6) years after the date on which the last entry was made in it.

Failure to maintain the records under the Regulation is an offence. The penalty is a fine of up to twenty penalty units (\$2,200).

Note: This information sheet is not for use as a legal document. For a detailed statement of the law you are advised to obtain a copy of the Motor Vehicle Repairs Regulation, 1999