

# HVRAS Accredited Person Business Rules

December 2020

Heavy Vehicle Registration Assessment Scheme (HVRAS) accredited persons inspect heavy vehicles over 4.5 tonne gross vehicle mass and trailers over 0.75 tonne aggregate trailer mass to ensure they comply with dimensional limitations, approved load sharing axle systems guidelines, safe tyre limits and vehicle identifiers prior to registration in Queensland. The purpose of HVRAS is to provide a service to the public on behalf of the Department of Transport and Main Roads (TMR).

The HVRAS Business Rules provide the administrative requirements to be followed by a HVRAS accredited person in relation to the inspection and measuring of vehicles of more than 4.5 tonnes gross vehicle mass (GVM), and trailers of more than 750kg aggregate trailer mass (ATM).

As a HVRAS accredited person, you must comply with these requirements as a condition of your HVRAS accredited person accreditation.

## Business Rules

1. You cannot work as a HVRAS accredited person if your accreditation is expired, lapsed, suspended, surrendered or cancelled. It is your responsibility to know whether you have current accreditation before undertaking any vehicle inspections. To help you maintain your accreditation, TMR sends a renewal notice about 60 days prior to expiry.
2. You must produce your HVRAS accreditation document for inspection if asked by the owner or driver of the vehicle for whom you are undertaking a vehicle inspection, or an authorised officer (such as a transport inspector or police officer).
3. You can surrender your HVRAS accreditation at any time, but you must do so in writing to the HVRAS Administrator. The surrender will take effect from the date of the written notice, or at a later date specified in the written notice.
4. If you believe your HVRAS accreditation document has been lost, stolen or has been damaged, you must request a replacement document in writing as soon as practicable after becoming aware.
5. You must not possess another HVRAS accredited person's accreditation document.
6. You must not give your HVRAS accreditation document to another person if you know, or should reasonably know, the other person intends to use your HVRAS accreditation document to deceive someone.
7. Comply with TMR's 'Guide to Completing Inspection Documents' when conducting HVRAS inspections.

## Change of name and contact details

You must notify the HVRAS administrator in writing within 14 days of changing your name, email address, phone number, residential and postal address. A replacement HVRAS accreditation document will be issued (if necessary) free of charge.

**Note:** A HVRAS accredited person's accreditation will remain active and you can continue to sign inspection sheets while waiting for your replacement accreditation document.

## Contact us

<b>Phone</b>	13 23 80 <ul style="list-style-type: none"><li>• Ask for the HVRAS Administrator for accreditation information</li><li>• Ask for Vehicle Standards Unit for technical information</li></ul>
<b>Email</b>	Preferred contact method <ul style="list-style-type: none"><li>• HVRAS Administrator: <a href="mailto:hvras@tmr.qld.gov.au">hvras@tmr.qld.gov.au</a></li><li>• Vehicle Standards Unit: <a href="mailto:vehiclestandards@tmr.qld.gov.au">vehiclestandards@tmr.qld.gov.au</a></li></ul>
<b>Website</b>	<a href="http://www.tmr.qld.gov.au/hvras">www.tmr.qld.gov.au/hvras</a>
<b>Post</b>	HVRAS Administrator Department of Transport and Main Roads PO Box 673 Fortitude Valley Qld 4006