

# Fact sheet

How to get an AIS manual inspection report book reissued

[transport.nsw.gov.au](https://transport.nsw.gov.au)

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The Authorised Inspection Station (AIS) manual inspection report book is an important component of an AIS station. The AIS Business Rules require a proprietor to ensure all inspection report books are securely stored at the AIS station.

## Background

- Inspection report books remain the property of Transport for NSW (Transport). The proprietor remains responsible for any manual inspection report book issued to them, including their safe and secure storage on site, proper approved use, and reporting to Transport if a manual inspection report book, or a reorder form, becomes lost, missing, stolen or destroyed.
- Rule 1.31 of the AIS Business Rules requires that a proprietor must immediately notify Transport by email to the Scheme Review Vehicle Programs unit ([sruvp@transport.nsw.gov.au](mailto:sruvp@transport.nsw.gov.au)) if an unused inspection report, inspection report book or re-order form is lost, missing, stolen or destroyed. Further information on the use of inspection report books can be found in the AIS Business Rules.

## Replacing a lost, missing, stolen or destroyed inspection report book

- 1) If a manual inspection report book, or a reorder form, is lost, stolen or destroyed, the proprietor must complete the below steps to be reissued a new inspection report book:
- 2) Submit a report to NSW Police to obtain a police event number. This can be completed online at the NSW Police Portal (see useful links), by phoning the NSW Police Assistance Line on 13 14 44 or in person at a local Police station.
- 3) Complete a statutory declaration explaining why the inspection report book or reorder form needs to be replaced. The declaration must be properly signed by an authorised witness and include:
  - a) The AIS station number and the proprietor's authority number

- b) The event number obtained from NSW Police
- c) The relevant type of inspection report book(s) that needs to be replaced (example: ASCIS, AUVIS, HVIS, etc)
- d) Any relevant events or information that resulted in the inspection book being stolen, lost or destroyed.

A copy of the statutory declaration can be found on the NSW Communities and Justice website (see useful links below).

- 4) Submit the statutory declaration to Vehicle Programs Scheme Review Unit at [sruvp@transport.nsw.gov.au](mailto:sruvp@transport.nsw.gov.au), requesting that a replacement inspection report book be issued.
- 5) Transport will carry out an audit to confirm if a replacement inspection report book can be issued. As part of this process, Transport may contact the proprietor to ask questions and request additional information.
- 6) If approved, Transport will issue a letter to the proprietor approving them to attend their nominated Service NSW centre and request a replacement inspection report book.
- 7) There is a cost associated with issuing a replacement inspection report book, please refer to AIS Notice 18 for further information.

## Useful links

### [AIS Business Rules](#)



### [AIS Fees, Notice 18 \(.pdf\)](#)



### [NSW Police Portal \(lodge an online report\)](#)



### [NSW Statutory Declaration](#)



For more information contact Transport's Scheme Review Unit on 02 8350 4736 or [sruvp@transport.nsw.gov.au](mailto:sruvp@transport.nsw.gov.au).