



## INFORMATION BULLETIN

# EPA APPROVED VEHICLE EMISSIONS SYSTEMS TESTER PROGRAM INFORMATION PACK

Publication 1120 April 2007

Thank you for your interest in becoming an EPA Approved Vehicle Emissions Systems Tester. The following document explains the program, your role, and what skill and equipment is needed by you.

EPA Approved Vehicle Emissions Systems Testers are an important link in providing a peaceful and acceptable environment for Victorians.

Approved Vehicle Emissions Systems Testers are people appointed by the Environment Protection Authority with the responsibility for inspecting and testing vehicles for air and noise emissions. These vehicles have been reported by members of Victoria Police or officers of EPA as having emission controls which depart from the vehicle manufacturers specification. Additionally they may have an excessively noisy or faulty exhaust.

The owners of these vehicles will be required by legal notice to present their vehicle to an approved tester and obtain a certificate before a specified date. Approved testers conduct an inspection and test on the vehicle to determine if the vehicle complies with the *Environment Protection (Vehicle Emissions) Regulations 2003*. When the vehicle complies with the regulations, the tester can issue a certificate of compliance to the person presenting the vehicle.

Owners who fail to lodge that certificate with EPA can be fined and possibly have their vehicle's registration suspended.

Approved testers charge a set fee for each test and inspection they conduct.

The test, including the filling out of the certificate, is expected to take no more than an hour.

If you are interested in becoming an EPA Approved Vehicle Emissions Systems Tester or need further information, contact EPA on 9695 2675. We will arrange to meet you at your premises to discuss the program in further detail.

Prior to any appointment, you will need to successfully undertake a written and practical test. EPA will also perform an audit of your premises and business to ensure you have the capabilities to undertake the program. A list of the competencies and equipment requirements can be found later in this document. You will also be required to supply a police records check at your own expense. EPA will supply you with the application and consent forms. After appointment you will be required to attend the EPA Vehicle Inspection Station at Macleod for a number of days to obtain further 'hands-on' skills and training from EPA inspectors.

EPA will supply you with a copy of the current inspection and test guidelines and other documentation. EPA will also provide continued technical advice and support to enable you to participate in the program.

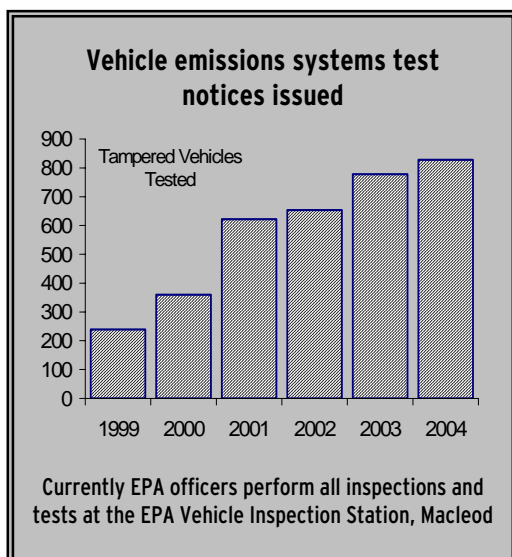
**You must be aware that it is an indictable offence for an approved tester to supply misleading or false information on a certificate of compliance with court imposed fine of up to \$257,632.**

## CONDITIONS OF APPOINTMENT

The following are the conditions under which you will be appointed.

Note – unless the context requires otherwise, all terms have the meaning given to them by the *Environment Protection Act 1970*.

1. Subject to these conditions and any other imposed by EPA Victoria ('the Authority') from time to time, you may make any inspection,



measurement or test in relation to a motor vehicle in order to determine whether the motor vehicle complies with the *Environment Protection Act 1970* ('the Act').

2. Any inspection, measurement or test undertaken pursuant to condition 1 must be conducted in accordance with the *Environment Protection (Vehicle Emissions) Regulations 2003* ('the Regulations') unless otherwise directed by the Authority in writing.
3. You may make any inspection, measurement or test pursuant to condition 1 in relation to passenger cars, passenger car derivatives, off-road passenger vehicles, forward control passenger vehicles, goods vehicles, motor cycles or motor tricycles (whether recreational, off-road or otherwise), and not otherwise.
4. Each inspection, measurement or test made pursuant to condition 1 must be made during business hours at the premises located at the approved location ('the test station') unless otherwise approved by the Authority in writing.
5. Your Certificate of Appointment and these conditions must be prominently displayed at the test station at all times.
6. In the event of loss or destruction of your Certificate of Appointment or these conditions you must apply in writing to the Authority for a copy of the relevant document.
7. You may obtain any assistance necessary to make any inspection, measurement or test in relation to any vehicle referred to in condition 3. However, any test undertaken pursuant to condition 1 must be conducted by you personally.
8. If and only if:
  - (a) the Authority has issued a person with a notice pursuant to section 55AC of the Act and
  - (b) as a result of any inspection, measurement or test made in relation to any vehicle referred to in condition 3, you are satisfied that the vehicle complies with the Act
 you must issue a certificate of compliance, in the form approved by the Authority, to the registered owner or to a person apparently in lawful possession of the relevant vehicle.
9. You must ensure that any certificate of compliance issued is personally completed in full and signed by you.
10. In consideration of any inspection, measurement or test made pursuant to condition 1, you may charge the registered owner or a person apparently in lawful possession of a vehicle, the fee fixed by the Authority pursuant to s55AB(2)(b) of the Act.
11. If you are of the opinion that a vehicle has been altered unlawfully to enable that vehicle to pass any inspection, measurement or test, you must provide all relevant details to the Authority in writing as soon as practicable.
12. An authorised officer may at any reasonable time and for the purposes of conditions 17 and 18 carry out an inspection of the test station and its testing facilities or an audit of the operations performed or both.
13. You must comply with any reasonable request of an authorised officer made pursuant to any inspection of the test station and its testing facilities or an audit of the operations performed.
14. You must be able to demonstrate an understanding of these conditions and the relevant provisions of the Act and the Regulations.
15. You are approved to:
  - (a) determine compliance with regulations 7, 8, 10, 11, 13, 14 and 15 of the *Environment Protection (Vehicle Emissions) Regulation 2003*
  - (b) use, calibrate and maintain noise measuring and any other equipment you use to determine compliance
 for the purposes of making any inspection, measurement or test in relation to a motor vehicle.
16. You must not install, replace, alter or modify any equipment fitted to a motor vehicle that will cause a non-compliance with the Regulations.
17. You must ensure that you have ready access to the necessary equipment and documents referred to in Regulation 10(6) and (7) and must ensure that all such equipment is maintained in good working order and is calibrated at all times.
18. You must ensure that there are readily accessible and current copies of the following publications and documents:
  - (a) *Environment Protection Act 1970*
  - (b) *Environment Protection (Vehicle Emissions) Regulations 2003*
  - (c) all current bulletins, information sheets, guidelines and procedures provided to you by the Authority
  - (d) evidence of full sound level meter and tachometer calibrations within the past 24 months

- (e) instrument manufacturers' instructions, manuals and calibration procedures for any equipment used to perform any inspection, measurement or test
  - (f) any publication, document or other means of ensuring that exhaust or emissions systems' parts to be installed are able to be identified and that the make and model of vehicle for which the part is suitable is able to be determined including, but not limited to, manufacturers' catalogues.
19. You may not purchase certificate books from any person other than the Authority and you must not transfer unused certificates to any person.
  20. You must not do any act that may prejudice the good name and standing of the Authority with any person nor omit to do any act which, by its omission, may prejudice the good name and standing of the Authority with any person.
  21. You must indemnify the Authority, its officers, agents and employees against all actions, claims, costs and expenses that may arise pursuant to any act or omission by you in your capacity as an approved tester.
  22. The Authority may revoke your appointment at any time as a result of any failure to comply with any condition of appointment.

## FREQUENTLY ASKED QUESTIONS

### What equipment and facilities do I need to have?

You must have sufficient facilities to enable a thorough inspection and test of the vehicle, including engine bay and underbody areas.

Other than noise test equipment and other minor items, EPA does not specify what equipment you should have to enable you to check the vehicle. Certain equipment will enable you to perform this task more easily and quickly. For example an engine interrogator will permit you to 'plug-in' to the on-board diagnostic system to ensure the correct engine management computer is fitted. Otherwise you would have to make a visual examination of the computer which would involve some panel removal.

You must have a clear area of at least 10 x 13 metres available for use to test passenger cars or motorcycles. If you intend to also test trucks and buses, you should have a clear area of at least 20 x 20 metres available. You must also have an approved sound level meter, tachometer, calibrator and some minor ancillary equipment.

Before appointment, applicants are required to undergo a written and practical examination as well as an audit of their capabilities.

### Why do I need internet access and a digital camera?

Many of the workshop manuals now come on CD-ROM with updates available via websites. The internet is also a valuable source of information where manuals are not available or the vehicle has not been released by the manufacturer in Australia.

In the near future EPA will also be moving to an on-line method of submitting certificates of compliance. This will entail the tester logging onto a special EPA website to submit the form. The tester will also be able to print a copy of the certificate for the client. Digital photographs will be used to confirm correct configuration of the vehicle.

### I don't have the area or equipment to do noise tests

This is a mandatory requirement for appointment.

### Do I have to be a licensed vehicle tester?

No, your appointment will be based on the skills, knowledge and capabilities to undertake the tasks. However you will be required to have a recognised formal qualification (for example, a degree, diploma, certificate or other such qualification acceptable to EPA). A list of the competencies required can be found later in the document.

### When can I charge for the test?

The only test and inspection you may charge for is the initial test or inspection to find out if the vehicle fails, and the last one you do to find that the vehicle complies, unless any repairs are being done by someone other than you as an Approved Tester. In the case when someone else is carrying out repairs, you may charge each time you test the vehicle.

### What can I charge ?

The amount to be charged for an inspection measurement and test is set by EPA. The test fee for the initial test is six fee units. (Currently one fee unit is \$10.75. The value of a fee unit is revised annually by the Victorian Government). This currently equates to \$71.00. If a vehicle fails the initial test and is returned to you for a retest you may only charge the 'retest fee'. This is three fee units (\$35.50 inclusive of GST). If the vehicle is presented to you as a 'retest' and you did not perform the initial inspection, you are entitled to charge the initial fee.

### Which vehicles can I test ?

You may test any vehicle you like, however you can only issue a certificate of compliance for the type of vehicle for which you are appointed and when the person presenting that vehicle has an EPA Emissions Control System and Noise notice.

### Can I test just for noise?

No, unless you are an EPA-approved noise tester. You must perform a full inspection and test of the vehicle and charge the appropriate amount. If a client wants only a noise test as a result of an Exhaust Noise notice issued to him, you must direct him to an EPA-approved noise tester.

### How do I know if it is the correct vehicle?

When presented with a vehicle for testing, you must ensure that it is the vehicle required by the notice. If there are any signs of tampering or changing of number plates, you should then check to see that the registration label matches the number plates. If this is not the case then you should request that the person presenting the vehicle supply you with some proof that it is in fact the vehicle required.

### What if someone presents a vehicle and you suspect that it is not the vehicle required by the notice?

Inform the EPA immediately.

### How do I go about testing a vehicle?

Having identified the vehicle as being the one required by the notice, you should first check the vehicle for safety issues that may impact on your conduct of the test and inspection process. If you consider it is unsafe to conduct an inspection or test on the vehicle, you must inform the owner and request they rectify it before any test is conducted.

There are seven main areas that you will need to check. In brief, these are:

#### **Visible emissions**

No visible emissions for more than 10 continuous seconds under any conditions. No exceptions for diesel vehicles. This is a visual observation.

#### **Carbon monoxide at idle**

Less than 4.5 per cent at idle. This will need to be determined by a measurement.

#### **Stationary exhaust noise**

Not to exceed the maximum levels set out in the regulations. This will require a measurement using appropriate instruments.

#### **Vertical exhaust for diesel trucks**

Applies to diesel powered trucks greater than 4.5 tonnes GVM. There are some generic exemptions. This is a visual inspection

#### **Defective exhausts**

No rust or other holes in the exhaust system. This is a visual inspection

#### **Sealed idle mixture control**

Manufacturers seal the idle mixture control. This should remain sealed. This is a visual inspection

#### **Maintenance of pollution controls (tampering)**

The vehicle must be in its 'as manufactured' configuration (that is, the standard system). The vehicle must be kept, maintained and repaired according to the manufacturer's specifications. All systems must be functioning correctly; for example, the catalytic converter(s) must be operational, a standard engine management system fitted, oxygen sensor operating. Some exceptions and variations are permitted. These are set out in the *Modified Vehicle Guidelines* document (EPA publication 1031) that will be supplied to you. It is primarily a visual test and inspection although it may require some measurements to confirm or facilitate the task.

#### **What if an engineer's certificate is supplied?**

If a vehicle has been modified and recertified by a Vicroads or a federal Department of Transport approved person, then it is acceptable. You should satisfy yourself by comparison with the report that the modifications are exactly as described in the report and the vehicle has not been modified again since the report was issued. The onus is on the owner to provide sufficient documentation for you to assess this.

#### **Do I have to have manuals for every vehicle?**

No, but you must be able to verify that the vehicle is configured correctly. You may have this information in hard copy, on a CD-ROM or via an internet resource. You must be able to show that, if you do come across a vehicle that you are not familiar with, you have the capability of sourcing the appropriate information.

#### **Who can I issue a certificate of compliance to?**

A certificate of compliance can only be issued to the person in possession of a Section 55AC Emissions Control Systems Notice and then only after the vehicle complies when it has been inspected and tested in accordance with the approved guidelines.

#### **AT NO TIME SHOULD A CERTIFICATE OF COMPLIANCE TO BE ISSUED FOR A VEHICLE WHICH FAILS THE TEST.**

If a vehicle fails, you can provide the person in possession with the list of the faults that is part of the inspection worksheet.

#### **Who is responsible for forwarding the certificate?**

It is the responsibility of the person to whom the Section 55AC Notice was sent to ensure that the certificate of compliance is forwarded to the Authority. The Approved Tester is only required to issue a certificate of compliance to the person presenting a vehicle for test.

## EXTRACT FROM THE ENVIRONMENT PROTECTION ACT 1970

### 55AB. Appointment of approved testers

- (1) The Authority may appoint any person to be an approved tester subject to any conditions the Authority considers appropriate and may at any time revoke the appointment.
- (2) An approved tester--
  - (a) may make any inspection, measurement or test in relation to a motor vehicle in order to determine whether the motor vehicle complies with this Act; and
  - (b) must charge the registered owner or person apparently in lawful possession of the motor vehicle the fee fixed by the Authority.

### 55AC. Certificate of Compliance

- (1) The Authority may by notice in writing given to the registered owner or a person apparently in lawful possession of a motor vehicle require that person to--
  - (c) deliver the motor vehicle to the approved tester or one of the approved testers specified in the notice to determine whether the motor vehicle complies with any provision of this Act specified in the notice; and
  - (d) obtain a certificate of compliance from the approved tester and lodge the certificate of compliance with the Authority before the date specified in the notice.
- (2) If an approved tester is satisfied that a motor vehicle complies with the provisions of this Act specified in the notice the approved tester must give a certificate of compliance to the registered owner or the person apparently in lawful possession of the motor vehicle.
- (3) A person who contravenes a notice under sub-section (1) is guilty of an offence against this Act and liable to a penalty of not more than 60 penalty units and to a daily penalty of not more than 15 penalty units for each day during which the offence continues after conviction or after service by the Authority on the defendant of notice of contravention of sub-section (1).
- (3A) It is a defence to a prosecution for an offence under sub-section (3) if the person charged shows that the person had advised the Authority in writing before the date specified in the notice under sub-section (1) that the motor vehicle would not be used after the specified date except for the purpose of obtaining a certificate of compliance.

- (4) If a certificate of compliance is not lodged with the Authority a motor vehicle affected by a notice under sub-section (1) must not be used after the date specified in the notice except for the purpose of obtaining a certificate of compliance.
- (5) Any person who--
  - (a) knows that a motor vehicle is affected by a notice under sub-section (1); and
  - (b) uses the motor vehicle in contravention of sub-section (4)--
 

is guilty of an offence against this Act.

**Penalty: 60 penalty units.**
- (6) A person who without permission in writing from the Authority sells any motor vehicle affected by a notice under sub-section (1) before--
  - (c) an authorised officer has determined that the motor vehicle complies with the provisions of this Act specified in the notice; or
  - (d) a certificate of compliance is received by the Authority--
 

is guilty of an offence against this Act.

**Penalty: 60 penalty units.**
- (7) Sub-section (6) does not affect the validity of a contract of sale made in contravention of that sub-section.



### EXAMPLE 55AC NOTICE

**ENVIRONMENT PROTECTION ACT 1970 - SECTION 55AC  
NOTICE TO HAVE VEHICLE TESTED  
EMISSION CONTROL SYSTEMS AND NOISE**

TO [Name]  
OF [AddressLine1]  
[AddressLine2]  
[Suburb ] [State] [Postcode] [ReportId]

being the registered owner or person in possession of the following vehicle:

MAKE: [Make]  
REGISTRATION NO: [RegNbr]

**WHEREAS** the vehicle was observed in [ObservedRoad] [ObservedSuburb] at approximately [TimeObserved] on [DateObserved]

**AND WHEREAS** a report has been lodged by [PersonTitle] indicating that the vehicle was considered not to comply with one or more of the regulations, made under the *Environment Protection Act 1970* ("the Act"), relating to the control of vehicle emissions

**NOW TAKE NOTICE** that pursuant to Section 55AC(1) of the Act, you, or someone on your behalf, must deliver this vehicle to one of the Approved Vehicle Emissions Systems Testers specified on the attached list to determine whether the vehicle complies with regulations 7, 8, 10, 11, 13, 14, and 15 of the *Environment Protection (Vehicle Emissions) Regulations 2003*

**AND TAKE FURTHER NOTICE** that you must obtain a Certificate of Compliance from the Approved Vehicle Emissions Systems Tester and lodge the Certificate of Compliance with the Environment Protection Authority at HWT Tower, 40 City Rd, Southbank by the due date below.

**DUE DATE:** [DateDue].

[SigFirstName] [SigFamilyName]  
[SigTitle]  
DELEGATE OF THE ENVIRONMENT PROTECTION AUTHORITY  
[DatePrinted]

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**THIS IS A LEGAL NOTICE - DO NOT IGNORE IT**

1. When the vehicle passes the test, the Tester will give you a Certificate of Compliance.
2. If the EPA does not receive the Certificate of Compliance from you by the due date, legal action will be taken against you. You may receive a penalty notice of \$524 (individual) or \$1048 (company) or if prosecuted in court a maximum fine of \$6289.
3. Additionally, your vehicle registration may be suspended.
4. It is **ILLEGAL** to
  - sell the vehicle without written permission before the Certificate has been lodged with EPA;
  - use the vehicle if the Certificate is not lodged by the due date.
5. If the vehicle has been sold before receiving this notice or is no longer registered or is no longer used on the road (temporarily or permanently), you must write to the EPA at the address shown below. **PROOF OF ANY CLAIM WILL BE REQUIRED.**
6. Further information can be found on the attached information sheet.



EXAMPLE CERTIFICATE OF COMPLIANCE.

Environment Protection Act 1970 Section 55AC  
**CERTIFICATE OF COMPLIANCE**

Reference No. .... T

I ..... of .....  
(NAME OF APPROVED TESTER) (INSERT BUSINESS ADDRESS)  
 being a vehicle emissions systems tester appointed under the *Environment Protection Act 1970* hereby declare that  
 on ...../...../..... I made an inspection, measurement or test in relation to the following vehicle:

Registration No.	<input type="text"/>	Make	<input type="text"/>	Model	<input type="text"/>
Body Type	<input type="text"/>	Engine No	<input type="text"/>		
Date of Manufacture	<b>MM / YYYY</b>	GVM	<input type="text"/>	(tonnes)	

(Enter ✓, N/A or value only)

R7 Visible Emissions	<input type="text"/>	Max 10 seconds
R8 Carbon Monoxide at Idle	<input type="text"/>	% Max 4.5%
R10 Noise Level	<input type="text"/>	dB(A) at <input type="text"/> rev/min.
R11 Vertical Exhaust	<input type="text"/>	
R13 Defective Exhaust	<input type="text"/>	
R14 Sealed Idle Mixture	<input type="text"/>	
R15 Maintenance of Emission Controls	<input type="text"/>	

Accordingly I am satisfied that this motor vehicle complies with the Environment Protection (Vehicle Emission) Regulations 2003.

Approved Tester: ..... Date: ..... Tester No: .....

CERTIFICATE NO. **T000001**

WHITE COPY MUST BE LODGED WITH EPA BY OWNER    YELLOW COPY RETAINED BY OWNER    BLUE COPY RETAINED BY TESTER

## TESTER COMPETENCIES AND EQUIPMENT REQUIREMENTS

These competencies and equipment will be used in the assessment of suitability to become an EPA Approved Vehicle Emissions Systems Tester.

M= Mandatory requirement, D = Desirable, O= Optional

Requirement	Assessment method
<b>Tester's competencies</b>	
Formal qualification in an automotive field for example, degree, diploma, certificate or alternate qualification acceptable to EPA	M Supply copy of document
Fit and proper person	M Police reports and references
Experience in undertaking vehicle identification	M Practical demonstration
Demonstrated knowledge of automotive emission systems	M Written examination
Demonstrated ability to undertake research to obtain detailed information on individual vehicle models and specifications sufficient to perform vehicle test and inspection	M Practical examination
Ability to interpret guidelines, procedures, standards as they relate the performance of the vehicle examination	M Practical examination
Demonstrated ability to undertake noise test and determine noise level	M Written exam Practical examination
Demonstrated ability to determine: <ul style="list-style-type: none"> <li>o Correct emission control configuration and operation</li> <li>o Engine management system status</li> <li>o Catalytic converter operation and status</li> <li>o State of engine tune</li> <li>o Noise level</li> </ul>	M Practical demonstration
Demonstrated safe working procedures	M Practical demonstration
<b>Workshop requirements</b>	
Approved tester must have the use of a workshop with the following:	
Clean and safe working environment to undertake vehicle inspection	M Visual inspection
Facility to inspect under body of vehicle (Hoist, pits or ramps)	M Visual inspection
Computer	M Visual inspection
Digital Camera	M Visual inspection
Noise Test Equipment <ul style="list-style-type: none"> <li>o Sound level meter (type 1 or class 1)</li> <li>o Calibrator</li> <li>o Tripod (car/motorcycle or truck type as required)</li> <li>o Positioning template</li> <li>o Microphone</li> <li>o Microphone extension cable</li> <li>o Tachometer</li> </ul>	M Inspection, test, check calibration Inspection, test, check calibration Visual inspection Visual inspection Inspection, test, check calibration Inspection, test Inspection, test, check calibration
Noise test area	M Visual inspection, measurement
Carbon monoxide/ hydrocarbon gas analyser	D Visual inspection, practical demonstration
Engine interrogator	D Visual inspection, practical demonstration



Engine analyser	D	Visual inspection, practical demonstration
Pyrometer	D	Visual inspection, practical demonstration
Vacuum tester	O	Visual inspection, practical demonstration
<b>Information sources</b>		
Internet access	M	Practical demonstration
Workshop manuals (hard copy or electronic)	M	Visual inspection, practical demonstration
Trade journals/text books	D	Visual inspection



### APPLICATION FOR APPOINTMENT

TO: Project Manager – Motor Vehicles, Environment Protection Authority, GPO Box 4395QQ, Melbourne 3001.

I hereby apply for appointment as an APPROVED VEHICLE EMISSIONS SYSTEMS TESTER and I furnish the following particulars:

DETAILS OF APPLICANT: (Note: Application may only be made in the name of an individual)

Family name		Given names	
Trading name (if any)			
Address of premises where testing is to be conducted	Postcode	Tel. No.(BH)	
		Fax. No (BH)	
Postal address (if applicable)	Postcode	E-mail address	
Registered company name		ABN	
Registered company address	Postcode	Tel. No.(BH)	
		Fax. No (BH)	

I PROPOSE TO TEST AND EXAMINE MOTORCYCLES AND CARS            YES / NO

I PROPOSE TO TEST AND EXAMINE BUSES AND TRUCKS            YES / NO

I hereby declare that to the best of my knowledge and belief the particulars stated above are true and correct.

I acknowledge that I have read and understood the *Conditions of Appointment* and in the event that this application is successful, agree to be bound by those conditions.

Signed: .....

Date: .....

