



BHCC CLUB INSPECTORS

Bathurst Historic Car Club
PO Box 254
Bathurst NSW 2795

GENERAL INFORMATION

The BHCC is authorised by Transport for NSW (TfNSW) to appoint Inspectors from within the club, to validate vehicles for NSW Concessional Registration.

The names of the appointed Inspectors should be sent to TfNSW Inspection Program Services (ais@transport.nsw.gov.au) annually after the AGM.

TfNSW/RMS AIS (Australian Inspection Station) documentation will be used as guidelines for BHCC Inspections and Inspections, with an emphasis on Safety.

These BHCC Club Rules for Inspectors have been developed over a number of meetings of appointed Inspectors and the Registrar.

Inspectors are covered by BHCC Insurance for the Historic Vehicle Inspection processes we conduct –

Policy details as at 01JUN22:

POLICY: BROADFORM LIABILITY POLICY (PUBLIC/PRODUCTS LIABILITY) - provided by SLE Worldwide Australia Pty Ltd

SECTION: @p7 - "ENDORSEMENTS"

ITEM: "REGISTRATION VEHICLE CHECKS" - "Cover is extended to include the undertaking of safety inspections on members' vehicles by appointed club inspectors for State Department of Road/Transport conditional registration requirement purposes only"

INSPECTORS COMMITTEE

There is a need for a BHCC Inspectors Committee to give a forum for discussions regarding Inspections and standardise the approach to vehicle Inspections

The BHCC Inspectors Committee will be chaired by the Registrar, or in their absence, the Senior Inspector, and include all BHCC registered Inspectors. There should be at least 2 Inspectors and the Chairman for a meeting.

The Registrar will organise meetings as required. Visitors who wish to observe should approach the Registrar if they wish to attend a meeting.



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CLUB INSPECTORS

BHCC Inspectors are appointed at the AGM for the period until the next AGM.

Prospective Inspectors should submit a nomination form as part of the formalities of the AGM. The nominations are not for election, but a formal expression of interest in becoming a club Inspector.

Outside the AGM, additional Inspectors can nominate and be appointed with agreement of other Inspectors, usually at an Inspector Meeting.

The BHCC prefer Inspectors have Trade Qualifications. Where practical, copies of the qualifications should be shown to the Registrar.

The list of Inspectors will be maintained in the Club Magazine.

If at any time an Inspector observes a BHCC vehicle appears not to be roadworthy or not eligible for Historic registration within the spirit of BHCC, concerns should be drawn to the attention of the vehicle owner and the Registrar advised.

Inspectors are not authorised to sign off Inspections for their own or family owned vehicles.

Inspectors are responsible

1. To ensure the Member is financial BEFORE inspecting vehicle.
2. For the accuracy of the details on the BHCC Member *Vehicle Verification Sheet* that is used as the prime document to pass information to Plate Registrar. The TfNSW require BHCC, as a registered club, to ensure our records are accurate and up-to-date.
3. To ensure the vehicles appear to be period specific with no obvious modifications.
4. To ensure the BHCC Member *Vehicle Verification Sheet* is passed to the Registrar as soon as practical after the inspection. The TfNSW require BHCC, as a registered club, to ensure our records are accurate and up-to-date.



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SENIOR INSPECTOR

The Senior Inspector position is appointed by consensus at Inspector Meeting. If there is no consensus, the Registrar will make the appointment.

The Senior Inspector and Registrar are points of reference for other Inspectors, to ensure we have a consistent approach to the examination of vehicles.

PRIMARY INSPECTORS

Primary Inspectors will be determined by the Registrar. There will be 5 Primary Inspectors appointed and listed in the Club Magazine.

Primary Inspectors will be issued with an Inspection Kit that includes

- Inspection Book
- Club Stamp
- Initial supply of BHCC Member Vehicle Verification Sheets

Primary inspectors may temporarily pass the kit to other inspectors for inspections, if they are confident in their ability to undertake the task. The Primary Inspectors must sign the inspections and are accountable for any inspections recorded in their assigned Inspection Book.

OTHER BHCC INSPECTORS

Inspectors have authority to conduct inspections if a Primary Inspector agrees, The Primary Inspector must sign-off documentation and is accountable for the inspection.

Inspectors will work together with other Inspectors to ensure we have an effective team to support the Clubs vehicle fleet.



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ANNUAL VEHICLE INSPECTION

The Registrar appoint 3 Primary Inspectors as Team Leaders for the Annual Inspection Day.

Primary Inspectors will organise Teams on the Annual Inspection Day. Other Inspectors will be approached by Team Leaders to assist where needed.

If a Primary Inspector is unavailable, they should advise the Registrar who may appoint a person that is considered suitably qualified.

All Inspectors and Club Officials attending Annual Inspection Day should wear Hi-Viz vests or equivalent

Seat Belt Mounts should be addressed specifically during inspections

QUERIES WITH MEMBERS INSPECTION

Any Member may obtain a Pink Slip as part of the registration process. Their vehicle must be inspected by a Primary Inspector, to validate eligibility to be part of BHCC.

If Members have a dispute with an inspection, they may

- Request the Senior Inspector to review the inspection. The Senior Inspector will decide the outcome and advise incident to the Registrar
- Request the Registrar to put the dispute before the Inspectors Committee, with at least 3 members in attendance. The BHCC Inspectors Committee will then decide on the issue. In the event of a tied opinion, the Registrar will have deciding vote.



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INSPECTOR MEETING RESOLUTIONS

24SEP18

- There is a need for a BHCC Inspectors Committee to give a forum for discussions regarding Inspections and help standardise the approach to vehicle Inspections
- The BHCC Inspectors Committee is chaired by the Plate Registrar and include all BHCC registered Inspectors
- The only registered Inspectors are those listed in the Club Magazine *The Spoke'n Word*
- Any application to become an authorised Inspector should be ratified by the BHCC Inspectors Committee
- The Senior Inspector is Peter Williams
- Peter Borland is to be added to the list of Inspectors
- The Committee should have at least 3 Inspectors in attendance
- The Meeting will be chaired by the Plate Registrar, or in their absence, the Senior Inspector
- Any Inspections of vehicles coming to the club for the first time should preferably have at least two Inspectors in attendance
- Inspectors must not sign off Inspections on their own vehicles
- All vehicles must be sighted by an Inspector before the paperwork for registration is signed
- Vehicles applying for BHCC vehicle registration must have their Historic Vehicle Declarations signed by the person inspecting the Vehicle
- Owner must be current member of BHCC
- Preferably 2 Inspectors will inspect a vehicle new to BHCC, with regard to safety and eligibility
- The Inspectors will ensure all paperwork is completed – Inspection Sheet, Historic Vehicle Declaration, Member Vehicle Verification, etc.
- The Inspectors are responsible for details from the paperwork is passed on to the Plate Registrar in order to update club records

03DEC18

- Members should use common registration date of 2nd December, to ensure rego papers are available for rego day, and encourage members to come to the November Registration Day.
- Registrar should have a meeting with the Inspectors within a month of the AGM if practical.
- Registrar will determine Primary Inspectors - who will hold Inspection Books and Stamps
- Registrar to appoint the 3 Team Leaders for the November Inspection DayRMS advise that vehicle owners do not have to live in NSW to have their vehicle registered in NSW. However, the vehicle must be garaged in NSW.



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INSPECTOR MEETING RESOLUTIONS (Cont'd)

06MAY19

- RTA/RMS AIS (Australian Inspection Station) documentation will be used as guidelines for BHCC Inspections.
- Inspections have an emphasis on Safety
- BHCC Inspectors must sign documentation for vehicles they have been responsible for inspecting.
- Members who have a dispute with the result of an Inspection may ask for a second Inspector to look at the issue. If the member still has a dispute, they may by-pass the BHCC Inspection and obtain a Blue/Pink Slip from an authorised Inspection Station.
- If a BHCC vehicle appears not to be roadworthy or not eligible for Historic registration within the spirit of BHCC, concerns should be drawn to the attention of the vehicle owner.
- Seat belt mounts should be addressed specifically during inspections
- Vehicles new to BHCC, either unregistered or on full registration should be inspected by 2 authorised BHCC Inspectors, where practical.
- Inspector Meetings should be at 7pm on either the 1st or 3rd Monday of the Month

05SEP22

- Post 1995 vehicles must have a Pink/Blue Slip for Historic Registration through the BHCC, due to complexities of modern vehicles. Eligibility Inspection for TfNSW Historic/Classic Vehicle Declaration Forms will still be complete by BHCC Inspectors.
- Any Historic Vehicles being registered through BHCC must use TfNSW Log Book system. Vehicles using the Day Book are not eligible for BHCC registration. This gives less Admin for BHCC Office Bearers and more flexibility when using vehicles.