

**This information is for customers of Queensland Inspection Services (QIS) to ensure they present the required documents at the time of their Written-Off Vehicle Inspection (WOVI).**

**You must ensure you read these instructions very carefully especially if you have not conducted one of these inspections with QIS before. Repeat customers are expected to already be aware of all the inspection requirements and paperwork.**

**The documents required for a WOVI vary significantly from those needed to satisfy Queensland registration requirements. Receipts for ownership, repairs and parts must always be in the customers own name. Bookings must be made in the correct name of the actual owner of the vehicle.**

**Failure to provide any of the required information or documents, or any attempt to provide either false or misleading information or documents, will result in the vehicle not passing its inspection.**

**You must present the originals of all documents. Photocopies, scanned copies, faxed copies, or any other non-original copies are not accepted. You must ensure all details on all documents presented are correct.**

**Any vehicle which does not pass its inspection for any reason (including documents) at first presentation will be subject to the reinspection fee of \$55.**

**For any questions about what documents are required for your inspection please contact QIS Administration staff via email [adminqis@wovi.com.au](mailto:adminqis@wovi.com.au) with details of the queried documents and a return phone number.**

### **PARTS RECEIPTS**

You must correctly account for all parts at the time of the initial inspection, otherwise the vehicle will not be passed. Purchase and fitment of parts after the inspection is not acceptable.

For a WOVI do not buy second hand parts from private sellers, including those from swap meets and internet sites such as ebay and gumtree. You will not be able to obtain correct original proof of ownership of those parts from the seller, and you will require these for the vehicle to pass inspection.

Recognised legitimate parts suppliers will not only be licenced, but also operate a computer based parts stock tracking system including full details and Vehicle Identification Number (VIN) of the vehicle where the parts originate if the parts are second hand.

If second hand components from another vehicle you own have been used in the repair, you will be required to provide proof of purchase of that vehicle including the VIN.

Original overseas parts receipts must have name, address, postcode & phone number of the person the parts were purchased from. Owners should retain all import and customs documents for presentation to QIS

## **STATUTORY DECLARATIONS**

Statutory Declarations may be used as the repair document where the vehicle has been repaired by a private person, but cannot be used as an alternative to parts receipts.

QIS does not automatically accept the contents of a Statutory Declaration as true and correct, and reserves the right to request further information or documents in order to establish the true origins of the repaired vehicle.

All Statutory Declarations must be completed in the required format and signed by an authorised signatory, normally a Justice of the Peace (JP). If the Statutory Declaration is not signed and stamped by an authorised JP then QIS may request further details of the signatory and a delay may occur in the inspection process. The correct format for a Queensland Statutory Declaration may be found at [www.courts.qld.gov.au](http://www.courts.qld.gov.au) then search for 'stat dec'.

## **VEHICLE PURCHASE/OWNERSHIP DOCUMENTS**

Purchase receipts for vehicles need to include the make, model and VIN number of the vehicle, along with the purchaser's name, and the full details of the seller including name, address and contact phone numbers. Purchase receipts from licenced motor dealers and auction houses will always contain this information.

Purchase receipts in business/company names when the booking is for an individual will need to be accompanied by documentation from Australian Securities and Investment Commission ASIC or the Office of Fair Trading which show the two as the same entity, and the reverse is also applicable.

If the vehicle is purchased from a private person, additional document/s will be required which prove that the seller actually owned the vehicle which they have sold. These documents include previous registration certificates in their name, or a previous purchase receipt from a licenced motor dealer or similar. A complete chain of receipts from that person/dealer up to the applicant is required.

If the vehicle has been retained by its owner after being written off, then an insurance letter of salvage will be required which contains the vehicle's details, owner's details, and a listing of the insurance payout/salvage vehicle retention by the owner.

If the vehicle has been obtained as part of a deceased estate, then a copy of the certified will is required which shows the customer is the beneficiary of the estate.

If the vehicle has been obtained as a result of being abandoned such as unclaimed at a workshop, then ownership can only be ascertained after the provisions of the *Disposal of Uncollected Goods Act 1967* have been complied with.

## **VEHICLE REPAIRS AND DOCUMENTS**

Please note that in all cases a repair document of some nature will be required. In an instance where a vehicle has sustained no or very little visible damage a statutory declaration will still be required stating that no repairs have been effected.

Damaged vehicles must be repaired in accordance with the manufacturer's repair instructions and industry best practices. Some repairs require specialised equipment and knowledge. If not repaired correctly, the vehicle will not pass the WOVI.

QIS must be able to formally identify a repairable write-off as a particular vehicle in order to pass that vehicle. Vehicles which have had substantial repairs such that only a minor portion of the original repairable write-off vehicle remain, may not be passed. Vehicles which have had a cabin replaced on a chassis also may not pass. Queries in relation to either of these two types of repairs should be addressed with QIS Administration staff for further advice prior to the vehicle being booked for inspection.

The repairer must provide you with a valid tax invoice, with full details of the parts and labour to repair the vehicle. The repair invoice must list the details of the vehicle including the VIN number; plus full details of the removal and replacement of parts, repair of parts, refinishing (painting) of parts, full parts listing, labour content and a detailed parts listing for any parts from a donor vehicle with the VIN number of that vehicle (or vehicles) also listed.

Examples of the correct style of repair invoices are available via the internet, such as by googling 'images australia panel repair invoice sample estimate'. The repairer must provide all original receipts for parts or donor vehicles to you, to present at the inspection.

If you bought the vehicle in an already repaired condition, you will still be required to obtain the required documents and tax invoices from the previous owner/s where possible, and provide a statutory declaration to this effect.

Vehicles repaired by a private owner themselves will also require a statutory declaration to be completed, and must list the same details as above that a panel shop would provide.

Photographs of vehicles in their damaged state and during various stages of repair will always assist the inspection to proceed with less difficulty and these should be provided if available.

### **OLD SAFETY CERTIFICATE/DEFECTIVE VEHICLES**

All vehicles must be presented with a current Queensland Safety Certificate. Safety Certificates remain valid for 2 months following their issue for private individuals, and 3 months for licenced dealers.

A WOVI is a visual inspection to detect vehicle identity irregularities that require further investigation. It is not an inspection of the structural integrity of the vehicle or the quality of restoration work carried out (e.g. panel or suspension repairs), and does not purport to be a guarantee of such matters.

However, any vehicle inspected by QIS that is found to have any serious safety defects will be reported to Inspectors from the Department of Transport and Main Roads and not passed.

Any vehicle presented with a flat battery, flat tyre or in other non-driving condition will not be inspected.

### **AUTHORISATION LETTER**

If you are organising another person to deliver the vehicle, that person will need to present their driver's licence and a letter of authorisation from the owner granting permission to drop off/ pick up the vehicle. This person must have a Queensland Drivers Licence or Customer Reference Number (CRN).