

Repair Diary for Written-Off Vehicle inspections



Light Vehicle SA – Way ahead

As of 01 March 2012 a repair diary will be required for ALL repairable written off vehicles presented for inspection in South Australia.

Keeping a repair diary

When compiling the crash repair diary, each step should be documented with photos and cross referenced with the relevant data from the manufacturer's recommended method of repair or industry standard guidelines. A recommended outline of the crash repair diary should contain a detailed description and photos:

- before repair work during jiggling
- removed panels and pieces
- replacement panels and pieces
- method of attachment of replacement panels and pieces
- specialised equipment used in the repair.

Keeping a crash repair diary when repairing a vehicle creates visibility of the repair process and you will be less likely to encounter difficulty when presenting the vehicle for a Tier 3 inspection.

If the crash repair diary is done correctly, you may reduce the likelihood of the vehicle being requested to undergo further inspections. For example a 'Vehicle Damage and Structural Repair Report' may not be

required if the crash repair diary sufficiently documents the process of repair.

Note: All photographs must be presented as 'Hard Copy'. CD's, DVD's, and other storage devices are not acceptable and will not be downloaded/printed by DPTI inspectors.

Manufacturer's guidelines

A damaged vehicle must be repaired in accordance with the manufacturer's technical repair instructions. These instructions should be sourced through the vehicle manufacturer or their agent.

Where a manufacturer does not provide the required technical information, vehicle makers' technical information can be obtained from acceptable industry standard reference organisations. Two organisations supported by The Australian Motor Body Repair Association are I-Car Australia www.i-car.com.au and Thatcham www.thatcham.org Also, please refer to Vehicle Standards (1300 882 248) for further information.

The repairer is responsible for obtaining the manufacturer's guidelines from the vehicle manufacturer or an authorised dealer prior to repairing the vehicle. Some manufacturers may charge for this material.

Further information

Call: Tier 3 team on (08) 8400 8764

Email: dpti.wovr@sa.gov.au

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This material must be presented at the time of inspection and referenced in the repair diary.

In some rare cases, a manufacturer will not issue the guidelines and refer you to an authorised repairer of that vehicle make. In these cases the vehicle should be repaired at an authorised repairer as some manufacturers require specialist equipment and knowledge to conduct the repairs.

It is important for a potential buyer of a damaged vehicle to understand the risks associated with buying a damaged vehicle. The scope of repairs may expand quickly beyond the intended budget to repair the vehicle, and many unknown factors may come to light during the repair or inspection process.

Risks of not complying with manufacturer's guidelines or best industry practice

If you repair a vehicle without the guidelines or not to best industry practice, you run the risk of the compromising the vehicle's structural integrity. This may result in the area of repair being significantly weaker or stronger than originally intended by the manufacturer, leading to the crashworthiness of the vehicle being compromised and potentially catastrophic results if the vehicle is involved in an accident.

Photographs

Photographs are required as part of the repair diary. When taking photos it is best to take a number to ensure you describe the process properly. When dismantling a vehicle, take photos when components are being fitted or being repaired and refitted.

Photos from the auction house prior to sale are required. These must be obtained as hard copy from the auction house, not downloaded electronically.

Depending on the repair area, and how close the photo is taken, it may be difficult to interpret what part of the vehicle the photo is showing. In these cases it is best

to take a photo from a medium distance and then a close up. Sometimes it helps when scale is introduced to the photo - a tape measure can be pictured against the subject area to assist.

Fire affected vehicles

Generally, a fire damaged vehicle will usually be assessed as a Statutory Write-Off. In the case where the fire damage is minor and the vehicle is assessed as a repairable write-off, the fire damaged components must be replaced. It should be understood that the heat from the incident may not be limited to the immediate fire area and may have affected other components in the vehicle. This may include high strength light alloy steels in key structural components. Repairing such a vehicle may facilitate replacement of major components that have been heat affected and may become more costly than estimated.

If using components from a fire damaged vehicle to repair another vehicle you should exercise caution to ensure you do not utilise heat affected components. Doing so may compromise the structural integrity of the vehicle. Photographic evidence of the donor car (in this case the fire damaged vehicle) should be supplied to verify the extent of damage to the vehicle. You may then be required to obtain a report from a metallurgist experienced in modern steels stating the fire-affected components have not been adversely affected by heat. To understand what parts from a fire damaged vehicle can be used as replacement parts please refer to fact sheet *MR925*

Water damaged vehicles

A vehicle immersed in salt water for any period above the doorsill level, or fully immersed in the case of a motorcycle, is considered to be a Statutory Write-Off. If there is evidence at the Tier 3 inspection indicating that the vehicle has been immersed in salt water above the doorsill level, the vehicle will fail the Tier 3 inspection and is not eligible for registration in South Australia. Very limited components from a salt water affected vehicle may be used to repair other vehicles, given the likelihood of corrosion and lack of future serviceability.

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To understand what parts from a statutory write-off damaged vehicle can be used as replacement parts please refer to fact sheet *MR925*. Water immersed vehicles also require a completed *MR1419C* report.

Supplementary Restraint System reports (SRS)

SRS reports are required for all water immersed vehicles and for any vehicle that's SRS systems has been deployed as a result of impact damage, or if the SRS system has been compromised/disconnected due to repairs eg removal of seats/dash assemblies.

If a vehicle has been damaged by fresh/salt water and is assessed as a repairable write-off, as part of the Tier 3 inspection you will be required to obtain a Supplementary Restraint System (SRS) / Electronic Control Unit (ECU) report from an authorised dealer of the manufacturer. Use for *MR1419C* this report certifies that the ECU has been checked for contamination and/or replaced and all wiring links have been checked for contamination. The dealer is required to confirm that all integrated circuitry (ABS, Traction Control, Stability Control etc) are not compromised and the air bags and any seat belt pre-tensioners are not contaminated and are still serviceable.

If the ECU or other components are found to be contaminated, the dealer may require a replacement ECU to be fitted before the report is issued. A new or second hand ECU may be used. However, if utilising a second hand ECU the component must not be refurbished from another water damaged vehicle. Donor VIN details are required to be provided to the Tier 3 Inspector.

The SRS report is not a simple SRS diagnostic check. The cost to obtain this report should be noted as there is a significant labour component for a dealer of the manufacturer to undertake this work. If contamination is identified this will result in further costs to replace the affected components.

You must obtain the report prior to the Tier 3 Inspection, provided the *MR1419* report is fully completed and stamped by an authorised dealer of the manufacturer, and is accompanied by a tax invoice. This invoice is to detail all checks carried out and any parts replaced.

While the vehicle may function correctly on the day of the Tier 3 inspection and when the SRS report is obtained, it cannot be guaranteed the vehicle will remain serviceable in future. It is the responsibility of the owner/operator to ensure the ongoing roadworthiness of the vehicle.

A Supplementary Restraint Systems Report should be downloaded and printed so that the checking agent can sign-off on the SRS fitment and operational functions.

Please download the required Supplementary Restraint Systems Report for:

Impact damage or system failures vehicles

Conducted by approved Signatories ***MR 1419a***

Authorised Manufacturers' Agents ***MR 1419b***

Water Immersed / hail damaged ***MR 1419c***

NB: Second-hand seat belts and pre-tensioners can not be used to replace damaged components (as detailed in the *Road Traffic (Miscellaneous) Regulations 1999*).

Vandalised/cosmetically damaged vehicles

On occasion a vehicle may be entered on the WOVOR as a repairable write-off and bear only cosmetic damage which does not compromise the vehicle's crashworthiness or vehicle safety systems.

DPTI requires the damage which caused the vehicle to be entered on the WOVOR to be repaired, restored or replaced. Accordingly, cosmetically damaged vehicles (for example a motorcycle with scratched fairings or a vehicle with paint damage) must be repaired, restored or replaced in order to pass the Tier 3 inspection.

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This requirement is consistent with the objectives of the National Written-Off Vehicle Guidelines, and applies to all damage categories including hail/storm damage.

Hail damaged vehicles

Vehicles that have been hail damaged from storm events must have the assessed damage repaired. Any previous damage not recorded on the written-off vehicle register must also be repaired to manufacturer's standards.

Repair Diary document requirements

Items that will be required in your 'Repair Diary' when presenting a repaired vehicle for inspection include: Proof of identity of the person presenting the vehicle for inspection – driver's licence.

Proof of ownership – original tax invoice and receipt for the purchase of the vehicle. The invoice must include:

- name and address of the person/ business that sold the damaged vehicle
- the Australian Business Number (ABN) of the business that sold the damaged vehicle
- date of purchase
- purchase price
- vehicle, make, model, month and year of manufacture
- name and address of purchaser
- photographs of the damaged vehicle.
- Original tax invoices and receipts for the purchase of all major components. The invoice must include:
 - name and address of the person/ business that sold the parts
 - the ABN of the business that sold the parts
 - date of purchase
 - purchase price
 - description of component/s including vehicle type (Ford, Holden, Toyota etc), left/ right/ front/ rear, inner/ outer
 - second-hand parts require WOV serial number and if this is not available then the VIN/ chassis number of the donor vehicle
 - second-hand parts sourced from modifiable donor vehicles can only be used if that donor

vehicle is recorded as a WOV and the components are suitable for use

- name and address of purchaser where possible.
- Original tax invoice and receipts for the repair of the vehicle. The invoice must include:
 - name and address of the person/ business that repaired the damaged vehicle
 - the ABN of the business that repaired the damaged vehicle
 - date of repairs
 - name and address of owner of damaged vehicle
 - identification of vehicle being repaired
 - all repairs and replacement parts undertaken in the repair
 - list individually, the parts supplied by repairer and the parts supplied by customer
 - where the repairing or replacement of airbag/s is required, a report from an accredited agent that the system is complete and operational.

If second hand components have been utilised in the repair of the vehicle you will also be required to provide the vehicle identification numbers (VIN) of the vehicles from where the parts were sourced (Donor vehicles). If no donor VIN details are provided in this case, you will encounter difficulty during the inspection process.

If you bought the vehicle in a repaired condition, be aware that you are still required to obtain the required documents and tax invoices from the previous owner, and provide a statutory declaration to this effect.

If appropriate documentation cannot be provided or is considered suspect, the vehicle will fail the inspection and may be referred to South Australian Police (SAPOL) for further investigation.

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Inspection

Following the repair of the vehicle as per manufacturer's guidelines and the completion of a repair diary with relevant tax invoices, receipts and photos a booking can be made for the Tier 3 inspection.

To attend the inspection an unregistered vehicle permit can be used. The repairer may use own trade plate.

Tier 3 bookings for both metropolitan and country inspections can be made by calling 1300 882247. Bookings should not be made until the repairs to your vehicle have been completed and your vehicle is ready for inspection.

No payments for inspection are accepted at the Vehicle Identity Inspection station, payment should be made either over the phone or in person at any of the Service SA customer centres.

Remember to attend the inspection 10 minutes prior to inspection time to allow for the completion of required forms. For further information on the Tier 3 Vehicle Identity inspection phone (08) 8400 8764.

Vehicles with 'flat batteries' will not be inspected.

Important note: This fact sheet should be read in conjunction with fact sheet [MR925](#) 'Written-Off Vehicle Inspections'

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Vehicle Makers' Technical Information

Vehicle Brand	Website
Acura / Honda	www.serviceexpress.honda.com
Aston Martin	www.astonmartintechinfo.com
Audi	www.audi.ddsLtd.com
Audi	http://erwin.audi.de
Bentley	www.bentleytechinfo.com
BMW	www.bmwtechinfo.com
Chrysler/Dodge/Jeep	www.techinfo.com
Daewoo	information included in Daewoo service manuals
Ferrari	www.ferrariusa.com or service@ferrariusa.com
Ford/Lincoln/Mercury	www.motorcraft.com
General Motors	www.acdelcotds.com or www.goodwrench.com/gmgoodwrenchjsp/gmspo
Honda	www.serviceexpress.honda.com
Hyundai	www.hmaservice.com
Infiniti/Nissan	www.infinititechinfo.com
Isuzu	www.isuzutechinfo.com
Jaguar	www.jaguartechno.com
Kia	www.kiatechinfo.com

Repair methods for written-off vehicles

Vehicle Brand	Website
Land Rover	www.landrovertechinfo.com
Lexus	http://techinfo.lexus.com
Maserati	www.maseratitechinfo.com
Mazda	www.mazdatechinfo.com
Mercedes Benz	www.startekinfo.com
Mini	www.minittechinfo.com
Mitsubishi	www.mitsubishitechinfo.com/epacarb/
Nissan	www.nissan-techinfo.com
Porsche	http://techinfo.porsche.com
Rolls Royce	www.rrtis.com
Saab	www.saabtechinfo.com
Subaru	www.techinfo.subaru.com/html/index.jsp
Suzuki	www.suzukitechinfo.com
Toyota	www.techinfo.toyota.com
Volkswagen	www.vw.ddsLtd.com
Volkswagen	www.vw.com
Volvo	www.volvotechinfo.com

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