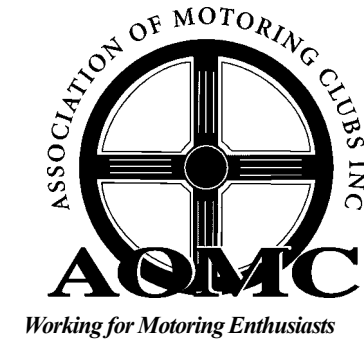


# The Victorian Club Permit Scheme

*(for vehicles over 25 years old)*



## Guidelines on Safety Testing

*Companion to the Club Permit Scheme Handbook*

*For use by VicRoads Authorised Clubs*

JULY 2004


**APPENDIX D**  
**SAMPLE CLUB CPS TEST LOG**

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<p align="center"><b>XYZ CAR CLUB</b> <i>Preserving the AutoChariot</i></p> 					
<b>Date Tested</b>	<b>Tester</b>	<b>Vehicle Model</b>	<b>VIN / Chassis</b>	<b>Owner</b>	<b>CH Plate</b>
1.3.04	A. Tester	AutoChariot Mark I	AC/789	O.W. Ner Vicwood	CH99999
6.4.04	A. Tester	AutoChariot Mark III	AC/1402	A. Nother Elsewhere	CH10001

**APPENDIX C**  
**SAMPLE SAFETY REPORT**



**XYZ CAR CLUB**  
*Preserving the AutoChariot*

**Safety Report**

Vehicle Make: *AutoChariot Mk I*  
Year of Manufacture: *Unknown*  
Reg. No. (if applicable):  
VIN / Chassis No: *AC 789*  
Engine No: *804/HE*  
Name of Owner: *O. W. Ner*  
Address of Owner: *Vicwood*

The above vehicle was inspected and assessed by the XYZ Car Club on *1.3.04* and in the opinion of the tester, found to be in a Safe Condition and able to be driven on public roads subject to the following conditions.

Conditions: *Vehicle must not be operated between sunset and sunrise*

Signed: *A Tester*  
Name: *A. TESTER*  
Authorised Vehicle Tester of the XYZ Car Club  
Date: *2.3.04*

Declaration by the owner:  
I understand that the final responsibility for the safe use of this Club Permit Vehicle rests with the owner/driver.

Signed: *O W Ner*  
Date: *2.3.04*

## The Victorian Club Permit Scheme

### GUIDELINES ON THE SAFETY TESTING OF VEHICLES

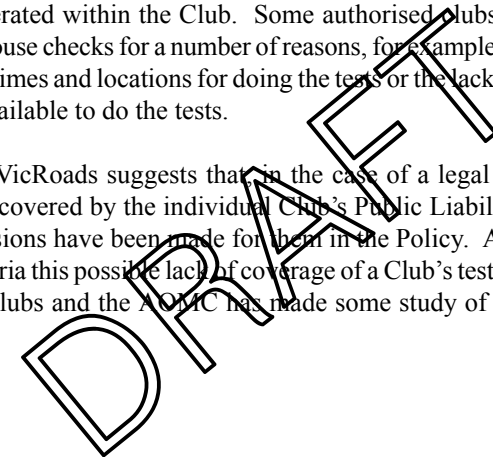
#### Background

The Victorian Club Permit Scheme (CPS) was introduced in 1986. The operation of the scheme is described in more detail in the Handbook and readers should be familiar with its contents.

The current procedures for placing a vehicle on the scheme allow for the owner to present a Victorian Roadworthy Certificate OR a statement from the Authorised Club that the Vehicle is in a "safe condition". This latter option has been accepted by VicRoads as it has been shown that the present (and previous) tests required for a formal RWC may not be directly applicable to some classic, historic, vintage and veteran vehicles.

The scope and procedures for performing Safety Checks have been left to the particular club. Generally, where checks have been undertaken within the club they have usually been done by responsible officers of the club who are experienced and familiar with the types of vehicles operated within the Club. Some authorised clubs have chosen not to use the option of in-house checks for a number of reasons, for example, to avoid difficulties in arranging suitable times and locations for doing the tests or the lack of suitably qualified or willing persons available to do the tests.

Recent advice from VicRoads suggests that in the case of a legal challenge, the Club Testers might not be covered by the individual Club's Public Liability Insurance Policy unless specific provisions have been made for them in the Policy. Although no incident has yet arisen in Victoria this possible lack of coverage of a Club's testing officers might be of concern to some clubs and the AOMC has made some study of the possible options open to clubs.



**The following information is offered as a guide for consideration by each Club's Executive Committee and must NOT be taken to be formal legal advice.**

1. Require all vehicles that are initially offered for operation under the CPS to undergo a formal Roadworthy check at a VicRoads Licensed Tester.

*This would appear to absolve the club of any liability but might not be appropriate for some special type vehicles.*

2. Allow vehicles to be assessed by a VicRoads Licensed Tester against the Club's test schedule (rather than the formal VicRoads tests).

*This avoids any problems with some vehicles being outside the scope of the formal RWC test schedule.*

3. Obtain an extension to the Club's insurance to cover their tester's liability and test in-house against the Club's test schedule.

*Ensures consistency in testing and the tests can be structured to be more applicable to the marque/model.*

4. Form an arrangement with another Club which has either appropriate insurance cover for their in-house testers or uses the services of a specialist VicRoads Licensed Tester who is familiar with the marque and uses a suitable test schedule.

*Ensures consistency in testing and the tests can be structured to be more applicable to the marque/model.*

5. Perform tests within the club using nominated Testing Officers.

*Ensures consistency in testing and the tests can be structured to be more applicable to the marque/model. Minimises costs to vehicle owners.*

These options are not exhaustive and Authorised Clubs are free to choose another provided the objectives of the CPS Scheme are met.

## AUTOCHARIOT TEST SCHEDULE



### Brakes

- Pedal Height Retention
- Pedal Reserve
- Pedal Surface
- Stopping Test
- Linings, Drums & Discs
- Hydraulic System, Hoses
- Mechanical Linkages
- Power Brake operation

### Service Brake

- Operation & Locking Device

### Wheels and Tyres

- Cracks
- Tread

### Steering

- Lash
- Steering box, Arms & Linkage
- Lock
- King Pins, Bushes, Trunnions

### Suspension

- Parts Wear
- Axles
- Shock Absorbers
- Cross Stabiliser
- Springs, Torsion Bars
- Shackles
- Bolts, Lock nuts & Pins

### Lamps

- Bulb
- Operation
- Lens
- Beam Colour
- Beam Indicator
- Aiming & Brightness

### Signals, reflectors

- Operation
- Lens
- Colour
- Effectiveness
- Brake Stop Lamp
- Reflector effectiveness
- Horn Operation & Audibility

### Seats, Seat Belts

- Fixing, Condition & Operation

### Exhaust

- Pipes, Joints & Muffler

### Windscreen and Windows

- Condition & Visibility

### Windscreen Wipers

- Operation & Effectiveness

### Fittings and Protrusions

- Body Fittings
- Door catches
- Bonnet catch
- Protrusions

### Rear Vision Mirror

- Condition
- Location & Size
- Attachment

### Modifications & Other Items

- Modifications
- Rust

Tested by: .....

Date: .....

These items are not exhaustive and Authorised Clubs may choose more or less provided a satisfactory assessment of safety can be made.

## APPENDIX A

### IN-CLUB TEST CRITERIA & INSPECTION NOTES

#### XYZ Car Club



#### AutoChariot Model Details

##### Mark I

Roadster  
4 Cylinder 1.5 litre  
Wheels - Wooden Spoke  
Braking - Hand operated on transmission  
Ignition - Magneto  
Lighting - Twin Acetylene Carbide H'lights  
Steering - Worm and roller

##### Mark II

Roadster and Tourer  
4 Cylinder 2 litre  
Wheels - Wire Spoke  
Braking - Front wheel foot operated  
Ignition - Battery and coil  
Lighting - Twin dipping Headlights  
Steering - Worm and roller  
Damping - 7 piece friction  
Electric horn

##### Mark III

Tourer and Saloon  
6 Cylinder 3 litre  
Steel Wheels  
Braking - Front wheel foot operated  
Steering - Worm and roller  
Damping - Hydraulic Lever on 4 wheels  
Lighting - Twin dipping Headlights  
Electric Horn

##### Mark IV

Tourer and Saloon  
6 Cylinder 3.2 litre  
Steel Wheels  
Steering - Rack and Pinion  
Braking - F. Hydraulic, R. Mechanical  
Damping - Telescopic on 4 wheel  
Lighting - Twin dipping Headlights  
Electric Horn

#### Inspection Notes *Mark I*

The wooden wheels are subject to failure and should be inspected carefully.

The braking system is marginal and must be correctly adjusted.

#### Modifications Accepted *Mark I*

The hubs and wire wheels from the Mark II may be fitted. The front axle assembly complete with brakes from the Mark II may be fitted. The brake pedal unit must be fitted to the chassis in the same manner as the Mark II.

#### Inspection Notes *Mark II*

The steering box mount is subject to cracking.

#### Modifications Accepted *Mark II*

The front hydraulic damper assembly can only be fitted with the complete Mark III axle.

The rear hydraulic damper assembly from the Mark III may be fitted.

#### Inspection Notes *Mark III*

The rear spring hangers are prone to rusting.

The LH engine mount is prone to cracking.

The fuel line is prone to chafing on the chassis.

#### Modifications Accepted *Mark III*

The front hydraulic damper assembly can only be fitted with the complete Mark IV axle.

The rear hydraulic damper assembly from the Mark IV may be fitted.

#### Inspection Notes *Mark IV*

The rear spring hangers are prone to rusting.

The LH engine mount is prone to cracking.

The fuel line is prone to chafing on the chassis.

#### Modifications Accepted *Mark IV*

The rear mechanical brakes can be replaced using the complete differential and axle assembly from a Morris 20 saloon. The brake master cylinder must also be replaced with the Morris unit

## TESTING WITHIN A CLUB

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If the tests are to be performed within the club (in-house) then the testing officers should have some relevant qualifications or experience. For example:

- Motor Mechanic or equivalent trade certificate or
- Industry accreditation, eg. brakes and suspension or
- Diploma or degree in Mechanical Engineering and have practised in the automotive industry or
- Extensive relevant experience with the marque/model.

To avoid possible disputes between Club Members later, some clubs might prefer to have two Club Testing Officers perform the tests together.

A test schedule and report need to be prepared suitable for the vehicles that the club wishes to cover. The schedule and report can consist of two parts.

#### Test Schedule

- Lists all items examined. (The depth of detail in the inspection and the need for a road test rests with the testing officer). (Appendix B).
- Produced in triplicate with a copy to be given to the owner, a copy for the tester and a copy retained in the Club records.
- Have provision for listing the testing officer's comments or items that (in the opinion of the testing officer) need to be rectified.

#### Test Report

- The formal report may be a separate sheet on the Club Letterhead with a simple statement similar to the example shown. (Appendix C).
- Produced in duplicate with a copy to be given to the owner for submission to VicRoads and a copy retained in the Club records.
- Have provision for listing any conditions that (in the opinion of the testing officer) need to be observed in the safe use of the vehicle.

The declaration by the owner shown on the example report is optional, but when the report is handed over, the owner/driver must be reminded that at the time of inspection the vehicle was considered to be in a Safe Condition but that the final responsibility for the safe use of the vehicle rests with the owner.

## TEST SCHEDULES

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Clubs may develop their own test schedules that are more applicable to the marques/models covered by the Club. As a first step, the Club test schedule could be based on the VicRoads RWC tests with variations. VicRoads Vehicle Standards Information Bulletins (VSI 8, 20 and 26) will be found useful. See References for a listing of relevant VicRoads VSIBs.

As a general principle where a vehicle was originally registered in Victoria (and other States) then it shall continue to be registered and be able to be re-registered in that same condition not withstanding the fact that it might not comply with current RWC standards.

### Modifications

The CPS allows classic and historic vehicles to be driven under limited conditions and any method that allows them to be used and enjoyed by the operator and the public to a greater extent should be encouraged. If some modifications make them easier to operate then generally they should be accepted. For example addition of electric starting to a hand crank start vehicle certainly makes for more pleasure in easier starting. Also better brakes might allow safer driving in daily traffic. However there must be a limit to the extent of modifications to avoid abuse of the scheme.

Whether such modifications are in the spirit of the classic and historic movement with the preservation of these vehicles is a separate issue. Most people would probably favour a vehicle being used and displayed rather than mothballed and never seen. It should be up to a club to consider whether such modifications are in the spirit and whether the vehicle still meets their Club conditions.

The number and degree of variations is up to the Club to decide and depend on the range and age of the vehicles covered. In many cases classic and historic vehicles have been modified in some way from their original manufacture. This is usually due to the unavailability of original equipment parts or the option of using other *superior* equipment. Other modifications may have been made to deliberately improve performance. Generally modifications should be restricted to those of the same era. The same era is not specified but can be considered to be  $\pm 5$  years.

It should be recognised that in assessing safety, other road users must be considered, not just the driver and passengers! For example RH dipping headlights can affect oncoming vehicles.

### Australian Design Rules

From 1 Jan 1969 the Australian Design Rules (ADRs) began to apply to passenger vehicles manufactured, sold and imported into Australia. The ADRs primarily related to safety issues or vehicle emission controls. Therefore it is appropriate that all locally manufactured vehicles continue to comply under the Club Permit Scheme.

## REFERENCES

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**Vehicle Standards Information Bulletins.** These are generally available from VicRoads Offices but the current index and the contents of the latest issue of each are more conveniently downloaded from [www.vicroads.vic.gov.au](http://www.vicroads.vic.gov.au). Directly relevant bulletins are:

- VSI3. Imported Vehicles
- VSI8. Guide for Modifications to Vehicles
- VSI 18. Left Hand Drive Vehicles
- VSI 22. Australian Design Rule Summary
- VSI 26. Roadworthiness Requirements
- VSI 28. Internal Roll Bars and Roll Cages

**Road Safety (Vehicles) Regulations 1999** - Victorian Government

**Business Rules** - VicRoads

**The Victorian Club Permit Scheme Handbook** - AOMC and FVV&CVC

## TESTING

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It is stressed that the Club Permit Scheme must not be considered as a method of allowing the use of vehicles which are potentially dangerous to the occupants or to other road users. Non compliance with applicable ADRs are grounds for failure. There are many other items relating the condition of the vehicle components that Clubs must consider rejecting. For example:

**Windscreen Glass:** Cracks, chips or scratches on the windscreen in the driver's field of view should be rejected as being unsafe. Likewise, extreme tints on the windscreen should be considered unacceptable.

**Wheels & Tyres:** Bald or fatigued road going tyres should be rejected; however, solid smooth tyres fitted as standard on tractors/trucks or specialist vehicles could be considered acceptable. Racing "slicks" should be considered unacceptable on a road going vehicle. Grossly wide wheels or wheels with extreme offset on standard hubs should be considered unacceptable. All vehicles capable of being driven at typical road traffic speeds should be fitted with mudguards.

**Stop and Turn Signal Indicators:** All vehicles should be fitted with at least one rear stop light. If a vehicle was originally delivered with flashing turn signals then these should be operational. It is also recommended that all other vehicles be fitted with similar indicators.

The above examples are not exhaustive and each Authorised Club operating their in-house testing should consider listing all possible variations and ensuring that the Club Safety Officers are familiar with all these variations to the make/model in making their assessments. See Appendix A.

## OTHER MATTERS

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To demonstrate duty of care in the operation of the CPS and In-house vehicle testing using Club Testing Officers, it is most desirable that each Club:

- Formally document its procedures and maintain them. Typically these would complement the Club Constitution and any separate By-Laws.
- Operate a separate log book listing the CPS vehicles operating in the Club and the dates tested and any other relevant information. See Appendix D.

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## MODIFICATIONS cont.

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Where vehicles have been commercially imported since 1969 the normal registration process would have required compliance with these ADRs and again they should continue to comply. Some privately imported vehicles that were built after this date may have been initially registered in Victoria (or other States) without full compliance with the relevant ADRs at the time. It is reasonable that they continue to operate in that condition provided the owner can prove the origin of the vehicle. See VSI 3 for details for the requirements of Imported Vehicles and VSI 18 for Left Hand Drive Vehicles.

Because of the increased complexity of the ADRs over time and the possible need for specialised test equipment to confirm compliance it is recommended that Clubs require vehicles built after 1 Jan 1972 (the implementation of ADR 26 - Engine Emission Controls) be subjected to a standard RWC. Note that other non passenger vehicles may have different dates of application of ADRs and Clubs may choose to have different cut off dates for in-house testing.

VicRoads has approved a range of more common modifications which generally do not affect the vehicle's continuing compliance. These are described in VSI 8. Generally an Approval Certificate is required for a modification to any part of a vehicle that is covered by an Australian Design rule (applicable at the time of manufacture). Where the relevant VSI does not cover an item or resolve an issue during a test then Clubs should consider requiring the vehicle to be assessed by a RWC tester or have an Engineer's Report. Some Clubs may choose to develop replacement parts and have them assessed by an Engineer; they therefore could then be considered to have an Engineer's Report as a suitable replacement.

### Engines

Engines of the same model and type and capacity as one fitted to a vehicle of that model as original equipment or as an option are acceptable. Engine overbores of up to 10%, camshaft reprofiling and blueprinting are acceptable. Engine changes from 4 to 6 or 8 and 6 to 8 require an Engineer's Report. Engine type changes, eg. reciprocating to rotary, petrol to diesel (or the converse) require an Engineer's Report. Where the chassis or frame has been cut or welded to fit the new engine an Engineer's report would be required. Where an uprated engine is fitted then braking and suspension components may need to be uprated to compensate for the increased performance.

- An acceptable change not requiring an Engineer's Report is a Holden 149 to 179.
- A Mazda rotary into an 1925 Essex is not acceptable without an Engineer's report.

## MODIFICATIONS cont.

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### Transmissions

Transmissions offered as an option for the model by the manufacturer may be fitted. For example, replacement of a manual with an auto transmission is acceptable provided the associated engine controls are fitted. Other transmissions may require an Engineer's report. Where the chassis or frame has been cut or welded to fit the new transmission an Engineer's report would be required. Some changes in transmission type may result in higher speeds and braking performance may need to be updated.

- Example of an acceptable transmission change: Triumph 4 speed to 5 speed.
- A Toyota Celica 5 speed in a 1926 Chev would require an Engineer's Report.

### Brakes

Some early vehicles might be equipped with two wheel or transmission type brakes only and the vehicle would probably fail any dynamic braking tests, yet because of their maximum speed and other design constraints, might only be capable of modest speeds in practical circumstances. This original braking system could therefore still be considered as adequate under the CPS.

In other vehicles the brakes might have been upgraded with suitably engineered items that substantially improve the braking performance. Under present RWC testing such upgrades might be deemed unacceptable if the components were not factory installed as an option on that model or other similar models. From experience with the marque and model the Club Testing Officer could consider this upgraded brake installation as being satisfactory. The upgraded system as a whole would need to be assessed.

- An acceptable brake change: Cooper disc brakes and master cyl. on a standard Mini.
- An unacceptable modification would be disc brakes used with wooden spoked wheels.

### Steering

Modifications to steering components are covered in VSI 8. Some changes to steering that occur through subsequent models could be considered acceptable without an Engineer's report provided there has been no welding or cutting of the chassis or frame.

- An acceptable steering modification: Cam and sector to rack and pinion from the next model.

### Front Suspension

Some vehicles may be fitted with suitably engineered upgraded suspension components generally from the same era eg. friction dampers replaced by hydraulic units. Additional or upgraded anti-roll bars or links might be fitted to the suspension to improve handling. From experience with the marque and model the Club Testing Officer could consider these variations as being satisfactory and that the vehicle is in a safe condition. An Engineer's Report will be required if welding or cutting of the chassis or frame was used.

## MODIFICATIONS cont.

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### Rear Suspension

Changes to the rear suspension need to be of the same era. Some vehicles may be fitted with suitably engineered upgraded suspension components generally from the same era. Differential ratios may be changed but the differential housing and axles cannot be modified without an Engineer's Report.

- Replacement of friction dampers by hydraulic units or lever arm with telescopic with suitable engineered mountings is acceptable.
- A Jaguar independent rear suspension in a 1934 Ford would require an Engineer's Report.

### Body

The body and chassis should generally be of the same era. Fibreglass replacement panels should not have dangerous protrusions and be able to pass an Engineer's inspection for their attachment.

- An engineered Austin Healey Sprite fibreglass bonnet would be acceptable.

### Safety Restraints

Vehicles involved in track competition events might be fitted with multi-point safety harnesses for the driver in addition to a standard 3 point item. Under present RWC tests the two restraints could not be fitted concurrently. The Club test schedule might permit the dual installation subject to further conditions, eg. that the restraint not in use might need to be stored in a safe manner so as not to impede the operation of the other.

### Lighting

Some LHD vehicles might be fitted with right hand dipping headlights. These could be considered acceptable for use under the CPS on the condition that the vehicle is not driven on public roads between the hours of sunset and sunrise.

### Replicas

All replicas require an Engineer's Report.