



Proactive compliance checklist – Motor Vehicle Repair Business (MRB)

The following checklist will help you prepare for a proactive compliance visit:

GENERAL

Is your licensed business name, MRB licence number and Certificate of Authorised Premises clearly displayed on the outside of your business?

Is your business operating out of an authorised premises?*

ADMINISTRATION

Is the repair work being carried out, or appropriately supervised, by someone who holds a certificate for that class of repair work?*

Are you aware that you are required to notify the Commissioner for Consumer Protection (the Commissioner) within 14 days if a person:

- ceases to be a qualified repairer with you; or
- becomes a qualified repairer with you.

Changes for notification:

For a firm or body corporate:

Have any/all changes to the composition of the firm or body corporate been approved by the Commissioner for Consumer Protection?

DISCIPLINARY OR COURT MATTERS

Are you aware, without prior consent from the Commissioner a person who has been disqualified under disciplinary orders cannot:

- be employed in any capacity on authorised premises; or
- be allowed to frequent authorised premises?

Are you aware that you must notify the Commissioner within seven days, of any conviction of a relevant offence by:

- you or any licensees;
- a person concerned in the management or conduct of a body corporate that is a licensee?

ADVERTISING

Is your licensed business name and licence number shown on all published advertisements?

Is your licensed business name and licence number on all your business materials, e.g. quotes, invoices?

* For further information visit: www.dmirs.wa.gov.au/MVrepairproactive

Disclaimer – The information contained in this fact sheet is provided as general information and a guide only. It should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations, you should obtain independent legal advice.

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