



## **ANDRA Extended Scrutineering Programme**

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| <b>POLICY TITLE:</b>     | ANDRA Extended Scrutineering Programme                   |
| <b>PURPOSE:</b>          | Detail scrutineering requirements for Drag Racing Events |
| <b>INTRODUCED:</b>       | August 2003  |
| <b>REVIEWED:</b>         | August 2019  |
| <b>REVIEW FREQUENCY:</b> | Bi-Annually  |
| <b>RESPONSIBLE:</b>      | ANDRA  |

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## 1.0 Overview

The ANDRA Extended Scrutineering Programme (ESP) was introduced in 2003 after trials at major events. The system is intended to place more emphasis on the Entrant/ Driver/ Rider to present a vehicle that complies with all relevant vehicle and class regulations, and to make the pre-race scrutineering process more efficient. A sample of the entrants must undergo inspection by the Scrutineers.

The overall goal of the ESP is to ensure race meetings are efficient, vehicle requirements as well as class compliance requirements are met and is not in place to prevent vehicles from competing.

## 2.0 Definitions

|                                   |   |
|-----------------------------------|---|
| Agent                             | A party engaged by the Competitor to inspect an entered vehicle on behalf of that Competitor.   |
| Cat 1 Infringement                | An item identified during a Compliance Audit that directly effects the Competitors' ability to participate and/or a non-legal performance advantage modification.   |
| Cat 2 Infringement                | An item identified during a Compliance Audit that does not directly affect the Competitors' ability to participate and/or non-legal, non-performance advantage modification.  |
| Cat 3 Infringement                | A non-compliance identified during a Compliance Audit that relates to class and/or not meeting other necessary minimum requirements.  |
| Chief Scrutineer                  | The nominated head of the Scrutineering Officials.  |
| Competitor                        | The ANDRA Licence holder who participates in motor racing activity conducted by or under the auspices of ANDRA.   |
| Competitor Declaration            | The documentation to be completed and signed by the Competitor declaring compliance to minimum vehicle, personal protective equipment and class eligibility requirements as detailed in the ANDRA Rulebook.<br>Junior Competitors will require the noted Parent or Guardian to sign the Competitor Declaration on their behalf. |
| Compliance Audit                  | The process of verifying an entered vehicle and associated equipment for compliance to minimum vehicle, personal protective equipment and class eligibility requirements as detailed in the ANDRA Rulebook, as declared by a Competitor on the Competitor Declaration Form.   |
| ESP                               | The Extended Scrutineering Program.   |
| Acknowledgement of risk Statement | A document signed by the Competitor stating that they are fully aware of, and accept the risks and dangers associated with Drag Racing participation.   |
| Logging                           | The recording of a non-compliance to ANDRA regulations in the Competitor Logbook.   |
| Non-Compliant                     | An item or component found to not meet the minimum vehicle, personal protective equipment and class eligibility requirements as detailed in the ANDRA Rulebook.   |
| Scrutineer                        | An Official who is responsible for the conducting of Compliance Audits, under the direction of the Chief Scrutineer.  |
| Technical Inspection              | A periodical detailed chassis and component inspection to scrutinise compliance to vehicle regulations as specified in the ANDRA Rulebook.  |
| Track                             | An ANDRA sanctioned Drag Racing facility  |



## 3.0 Administration

Facility Management are responsible for the identification of Competitors requiring a Compliance Audit at pre-entry events and will also require a process for random selection at events with entry on the day.

### 3.1 ENTRY ADMINISTRATION

The competitor entry process can be managed at a designated area, with easy access for all Competitors and Crews, to handle tasks such as entry form confirmation, Indemnity statement and wrist band issue, credentials check, Competitor Declaration receipt and issue of the designated compliance sticker, where appropriate.

### 3.2 FUNCTION OF ENTRY ADMINISTRATION OFFICIALS

The Entry Administration Officials must be fully conversant with the parameters and obligations associated with signing the required disclaimer and be able to answer queries from persons signing the Indemnity Statement.

The functions of the Entry Administration Officials are to;

- Confirm the entry details of all Competitors.
- Assist Competitors, Officials and Crews with completion of the Acknowledgement of Risk Statement, issue the appropriate wrist bands and/or credentials, scrutinise ANDRA Licences, Competitor passbooks and Vehicle Logbooks, and confirm that all documents, where required, are;
  - Valid and current,
  - Appropriate for the application
    - e.g. a GOL endorsed for Top Fuel for an entrant in the Top Fuel Bracket,
    - Junior competitors have participated in track orientation and licencing requirements have been completed
  - Free from outstanding Logbook/ competitor passbook entries - (where the most recent Logbook entry states "To be Audited", a Compliance Label should not be issued, and the Competitor should be referred to the designated Scrutineering Area and/or Official for a Compliance Audit/ Inspection.
- Witness the signing of the Competitor Declaration and advise Competitors on the parameters and obligations associated with signing the required documentation if requested.
- Ensure Parent/ Guardians have co- signed Competitor Declaration for all competitors under 18 years
- Identify Competitors who have been randomly selected for a Compliance Audit and advise them to present to the Scrutineering Area and /or an Official for Inspection.
- Issue a compliance sticker, where appropriate.

**NOTE: Entries are to be made in Vehicle Logbook for ALL Competitors, regardless of being audited at the event.**

### 3.3 OTHER EVENT OFFICIALS ADMINISTRATION

All relevant Track Officials must be advised of the format of compliance sticker for that event. They must then ensure that all Competitors have the appropriate compliance sticker before taking part in competition or qualifying time trials.

## 4.0 Competitors' Declaration

The Competitor or their Agent will be required to complete and sign a declaration at any ANDRA event. The declaration should include a checklist of declared vehicle and class compliance items as required under the rules and regulations of ANDRA for the particular vehicle.

The declaration can be incorporated into the Entry Form or alternatively a separate form can be used. When a Competitor is selected for a Compliance Audit, a declaration must be presented to the Compliance Auditor at the time of inspection.

**NOTE: All items on the Competitor Declaration MUST be marked with either a tick (✓), which indicates that the item is declared as checked by the Competitor, or a cross (X) which indicates that the item is "Not Applicable" to the Competitor's vehicle.**

**NOTE: Parent/ Guardian signature required on Competitor Declaration for all Competitors under the age of 18**

## 5.0 Audit Procedure

The Extended Scrutineering Program (ESP) places the responsibility for vehicle preparation and maintenance with the Competitor.

- The ESP system also;
  - Allows Scrutineers more time to perform more in-depth inspections, without the pressure of processing a large volume of vehicles.
  - Reduces the amount of time required at the start of an event.
  - Frees Track Officials to perform other duties.
  - Requires competitors to declare their vehicles are fit for competition

### 5.1 RANDOM AUDIT

A process of random selection is required for this process. The use of a simple Microsoft Excel program or simply pulling the numbers out of a hat is the most efficient way to ensure a random process. A random selection procedure ensures fair application of the audit process, without the suggestion of victimisation.

**NOTE: The random audit figure is a MINIMUM. Facilities may choose to audit 100% of entry, while still operating within this policy.**

**NOTE: MINIMUM audit rate for Junior Competitors is 25% of Junior entries.**

**NOTE: All vehicles with logbook entries are required to present vehicle for scrutineering**

Class Eligibility Audits may also be performed during an event. Any vehicle found to be non-compliant will be logged and potentially disqualified from the event, for the infringement, along with further action as identified in Section 7 of this document, depending on the severity of the offence.

When logging an item in a Competitor's Logbook, the wording should be; **"To be Audited"**. Consistency in this wording will help in the administration process in identifying Competitors that require a Compliance Audit at their next event.



## 5.2 REASONABLE GROUNDS AUDIT

In circumstances where a vehicle is displaying poor handling, or it is observed that a vehicle clearly does or may not comply to one or more of the relevant minimum vehicle, personal protective equipment or class eligibility requirements as detailed in the ANDRA Rulebook, the Senior ANDRA Steward or Meeting Director may direct the Competitor to the Scrutineering Area for a Compliance Audit.

In this circumstance, the issued compliance sticker must also be removed at the time of advising the relevant Competitor. The vehicle may take no further part in the event until scrutinised at a Compliance Audit and a new compliance sticker issued if appropriate.

**NOTE: It is the responsibility of the Senior ANDRA Steward or the Meeting Director or their appointed representatives only to advise the Competitor.**

Audits may also be requested where the vehicle has a known history of either being involved in an incident/ accident, or when the team involved are known to make alterations to their vehicle without the use of best practice.

## 5.3 AUDIT DOCUMENTATION

The documentation used for Compliance Audits must provide a record of all the audits that were carried out during the course of an event. The records must give a clear paper trail showing compliance with all relevant minimum vehicle, personal protective equipment and class eligibility requirements as detailed in the ANDRA Rulebook, and most importantly be easy to complete.

The minimum documentation required is;

- A record of audits carried out.
- A record of non-compliances for the event.



## 6.0 Event Levels (ESP Requirement)

The application of this policy in its entirety is subject to event level and track grading.

The following applies;

| EVENT LEVEL                   | AUDIT SAMPLE  |
|-------------------------------|---|
| National Championship Events  | 10% of permanent licence holders or 20 vehicles minimum |
| Regional Championship Events  | 10% of permanent licence holders or 20 vehicles minimum |
| Sportsman Championship Events | 10% of permanent licence holders or 20 vehicles minimum |
| National Open Events          | 10% of permanent licence holders or 20 vehicles minimum |
| Pro Am Events                 | 10% of permanent licence holders or 20 vehicles minimum |
| Bracket Events                | 10% of permanent licence holders or 20 vehicles minimum |
| Test and Tune Events          | 10% of permanent licence holders or 20 vehicles minimum |

| TRACK GRADING | AUDIT SAMPLE                        |
|---------------|-------------------------------------|
| International | 10% of entry or 20 vehicles minimum |
| National      | 10% of entry or 20 vehicles minimum |
| Regional      | Limited to 100% of entry            |
| Temporary     | Limited to 100% of entry            |

### **IMPORTANT NOTES:**

- Regional Standard and Temporary sites are required to audit 100% of entries unless otherwise approved by ANDRA. Requests for exemptions should be made in writing to the ANDRA Office.
- MINIMUM audit rate for Junior Competitors at all events is 25% of Junior entries.
- **100% of non-permanent licence holders must be audited, regardless of the Event Level and/or Track Grading.**



## 7.0 Penalties

Vehicles found with a non-compliance during an inspection, irrespective of whether it was selected for the audit or not, must be acted upon. Where a defect could have reasonably been missed by the Competitor, and can be rectified within a reasonable timeframe, then the Scrutineer has the discretion to allow this with no further action.

### 7.1 MINOR INFRINGEMENT

Where a Category Two or Three non-compliance is identified and found to be easily rectified, the Competitor will have the infringement briefly noted in their Logbook along with the statement; **“TO BE AUDITED”**.

**NOTE: This Logbook statement will also result in the Competitor to being required to present to the Scrutineering Area at the next event for a Compliance Audit.**

### 7.2 MAJOR INFRINGEMENT

Where a non-compliance is either re-occurring, or a Category One Infringement, the following should apply;

- The Chief Scrutineer and the Senior ANDRA Steward should be advised as soon as practical.
- All Major Infringements should be referred to the Chief Steward or ANDRA Division Director for possible further action under the ANDRA Disciplinary Procedures outlined in the ANDRA Rulebook.

**8.0 Event Administration Flowchart**

