



Guide to applying for a Model Report approval—Appendix 2

Expectations for the conditions applied to an approval

December 2023

Rules reference	Condition detail	Expectations
Section 82 – condition about keeping the Model Report accurate and up-to-date	Accuracy and form of a Model Report	<p>As a Model Report approval holder you must ensure the Model Report does not contain any errors and is in the correct form with all relevant information. When you become aware of an error or information that needs updating you must:</p> <ul style="list-style-type: none">• notify the department, and• apply to vary the Model Report approval, or• request suspension of the Model Report, or• request to revoke the Model Report approval.
	Keeping the Model Report up-to-date and compliant with the applicable standards	<p>This ensures vehicles manufactured or modified in accordance with the Model Report will consistently comply with the applicable standards as set out in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021, either fully or substantially, or to the extent, approved in the Model Report. If you become aware, or should have become aware, of an error in your Model Report and you have not acted as outlined above, you may be in breach of this condition.</p>

Rules reference	Condition detail	Expectations
Section 83 – condition about keeping records relating to distribution of an approved Model Report	Keeping records about who has been authorised to use or access the approved Model Report	<p>You must keep and maintain records about each person you have authorised, by way of a purchase transaction or other means, to use or access the Model Report under your approval.</p> <p>You are expected to have records of the:</p> <ul style="list-style-type: none"> • name and contact details • date • Model Report approval number • version of the Model Report. <p>These records ensure you can notify the person you have distributed the Model Report to when:</p> <ul style="list-style-type: none"> • an error is identified in the Model Report • a variation to a condition of approval, a suspension or revocation has been applied to the Model Report, or • a more recent version has been approved.
Section 84 – condition about allowing the department to use the Model Report	Allowing the department to use the Model Report to ensure compliance or provide the Verification Checklist to an authorised vehicle verifier (AVV).	<p>This condition allows the department to use the Model Report to assess whether:</p> <ul style="list-style-type: none"> • a vehicle has been manufactured or modified in accordance with the Model Report • a registered automotive workshop is complying with the RVS legislation • an AVV is complying with the RVS legislation. <p>If required, the department must also be able to provide the current version of the Model Report Verification Checklist to an AVV.</p>
Section 85 – condition about keeping records of certain testing results	Testing results from approved testing facilities to be kept while the Model Report approval is in force.	<p>You must ensure all records of test results are kept while the Model Report approval is in force and for 7 years after the day the Model Report approval is revoked (noting that a Model Report does not expire).</p> <p>Where test results have been used to demonstrate compliance when the Model Report application was submitted, the results must be from an RVS approved testing facility or by a person who holds a testing facility approval but did not at the time the testing was conducted.</p>

Rules reference	Condition detail	Expectations
<p>Section 86 – condition about providing information to the Secretary or an inspector</p>	<p>Provide information upon written request by the Secretary or an inspector.</p> <p>Allow or arrange access to premises.</p>	<p>You must provide, upon written request, any information about the Model Report the department reasonably requires to decide whether you are complying with the RVS legislation. The department aims to work with you to determine the time it may take to fulfil the request, including the type of information requested, and the urgency and complexity of the request. When requested, such records are expected to be made available and in English.</p> <p>You are expected to comply, within a reasonable time, with any written request from the Department to allow or arrange for premises to be inspected to determine whether you are complying with the RVS legislation and the conditions of your approval.</p> <p>This includes premises associated with developing the Model Report or where vehicles were used to develop the Model Report, and also the premises occupied by the approval holder.</p> <p>This condition also extends to arranging inspections at the premises of third parties that provide goods or services to you in the operations performed under your Model Report approval. This includes things such as documents associated with your operations under the approval, supporting documents and IT systems.</p> <p>Access to third party premises does not allow the department to directly enter premises of third parties without the consent of the approval holder or the third party. You are expected to facilitate and make necessary arrangements with the third party, or at least provide relevant contact details when requested by the department. If the third party does not allow access, you may be in breach of this condition.</p> <p>As a request may occur at any time while your approval is in force, you must ensure you can meet the requirements of the written request. This ensures the integrity of the information you provided to satisfy eligibility criteria and to maintain effectiveness of the Model Report approval process.</p>