



Australian Government


Department of Infrastructure, Transport,  
Regional Development and Communications



# Road Vehicle Standards



Guide to component type approvals  
June 2021



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# Introduction

## What is the Road Vehicle Standards (RVS) legislation and how does it relate to road vehicle components?

The regulation of component type approvals is key to the Australian Government's ability to ensure Australians are provided with safe, secure and environmentally-friendly road vehicles.

The Road Vehicle Standards Act 2018 (RVSA) is replacing the Motor Vehicle Standards Act 1989 (MVSA) and is being implemented by the Department of Infrastructure, Transport, Regional Development and Communications (the department).

The detail of how the new regulatory framework will operate is contained in subsidiary legislation, the Road Vehicles Standards Rules 2019 (the Rules). The RVSA and other related legislation is collectively referred to as the Road Vehicle Standards legislation (RVS) legislation.

A component type approval is one of the options that may be used to demonstrate compliance with applicable national road vehicle standards by applicants for a road vehicle type approval or approval of a Model Report.

The regulation of component type approvals under the RVS legislation takes a new approach to the treatment of Component Registration Numbers (CRNs) and Sub-Assembly Registration Numbers (SARNs) registered in the Road Vehicle Certification System (RVCS).

When applying for a component type approval under the RVS legislation, it is important to note you will need to meet the [eligibility criteria](#) and have an appropriate [Quality Management System \(QMS\)](#) in place.

Additionally, a component type approval under the RVS legislation can include multiple national road vehicle standards in the one approval. A rear combination lamp that includes indicator, stop and position lamps can be approved as a single component.

## What is a road vehicle component?

Section 7 of the RVSA defines a road vehicle component as:

- a component used in the manufacture of a road vehicle, including an assembly.

Components that are road vehicle components under the RVSA are intended to cover:

- a component that is capable of being assessed for compliance with a national road vehicle standard (Australian Design Rule (ADR)) or an equivalent standard, or
- an assembly of one or more components that is capable of being assessed for compliance with the applicable national road vehicle standards or an equivalent standard.

Importantly, the component or assembly is of a kind that is capable of being assessed for compliance with a relevant standard only if the standard provides for the assessment of that particular kind of component or assembly and is independent from an assessment of a broader system of the vehicle.

**Examples of components that ARE road vehicle components (as it is a component that can be assessed against the requirements set out for that component in one or more ADRs):**

1. A reverse lamp that meets the test requirements of ADR 1/00 or the alternative standard set out in the ADR.
2. A bus seat that meets the requirements set out in ADR 68/00 for seats. The seat must meet the test requirements for the seat, the mountings, seat belts and child restraint anchorages (as applicable).
3. The control system, foundation brakes, and suspension system that may be used in conjunction to form a braking system that meets the test requirements of ADR 38/--, or as individual components.

Importantly, components that cannot be assessed for compliance with an applicable national road vehicle standard, or where there are no national road vehicle standards or equivalent standards that apply to a particular component, are not considered road vehicle components under the RVS legislation.

**Examples of components that are NOT road vehicle components:**

1. The retainers used to affix an ADR 1/00 compliant reverse lamp. These components cannot meet the test requirements of an ADR, so are not capable of being assessed for compliance.
2. An airbag assembly fitted to a vehicle that complies with the occupant protection ADRs. The airbag alone cannot satisfy the test requirements set out in the relevant ADRs, so are not capable of being assessed for compliance.
3. A brake pad set fitted to an ADR 31/-- 35/-- compliant vehicle. The pads alone cannot satisfy the test requirements set out in the relevant ADRs, so are not capable of being assessed for compliance.

An incomplete road vehicle may be eligible for a component type approval if it:

- is an assembled part of a vehicle
- resembles a vehicle that doesn't comply with all applicable standards. but could be made to comply with road vehicle standards with further components
- cannot obtain a road vehicle type approval on its own.


### Treatment of a cab chassis vehicle

A cab chassis vehicle is not eligible for a component type approval. Cab chassis vehicles must be entered on the RAV via the type approval pathway. A cab chassis vehicle may be granted a type approval on the basis that it substantially complies with the applicable national road vehicle standards and the vehicle's non-compliance is only in minor and inconsequential respects.

### What is a component type approval?

Under the RVS legislation, a person may apply to the Secretary for the grant of an approval (a component type approval) of a road vehicle component of a particular type that is intended for use in:

- the manufacture of a road vehicle that has a vehicle type approval, or
- the manufacture or modification of a road vehicle in accordance with an approved Model Report.



An application for the grant of a component type approval may be made in relation to a:

- single component, or
- system consisting of multiple components (assembly.<sup>1</sup>)

Component type approvals are not required for all components or systems that could be used in a road vehicle. For instance, if the component is intended primarily for general sale directly to consumers, the department would not expect the component to be approved under the RVS legislation.

A component type approval is not mandatory and is something that a manufacturer or supplier can choose to apply for. However, there are benefits to seeking a component type approval, as it will streamline applications for road vehicle type and Model Report approvals. Having a component type approval is one way you may demonstrate compliance with the applicable national road vehicle standards for vehicle components used in the manufacture or modification of a road vehicle.

Applicants for a vehicle type approval or approval of a Model Report who choose to demonstrate compliance with a component type approval will not be required to provide:

- the supporting information relevant to the component type approval, as it has already been addressed by the conformity of production details when assessed as part of the component type approval process, and
- access to premises to address issues with components covered by the approval.

A component type approval cannot be used to supply completed vehicles as a road vehicle component. Also, an approved road vehicle component cannot be added to the Register of Approved Vehicles (RAV).

Holders of CRNs and SARs in RVCS may apply for approval of a road vehicle component or system under the RVS legislation if they believe they meet the eligibility criteria.

## Who can apply for approval of a road vehicle component?

A person, being an individual or company, may apply for approval of a road vehicle component of a particular type. This can include a representative of the company or agent acting on behalf of the applicant, however they must have the authority to do so.

If an agent or representative submits the application on behalf of the applicant, they must have the relevant documents, authority to act, and information required for the application.

It is the named applicant, not the agent or representative, who will be the holder of the component type approval, and who remains responsible for meeting all of the conditions within the approval, if granted.

Penalties may be applied where false or misleading information is submitted or where the conditions of the component type approval are not met.

## What IT system do I need to access?

The department uses an online IT service, known as [ROVER](#) (the Road Vehicle Regulator system). It integrates all activities and approvals under the RVS legislation.

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<sup>1</sup> An assembly may be a combination of components that when combined constitute a road vehicle component.

## Creating a user account in ROVER

Before an application can be submitted, an applicant or their representative must first create an account in ROVER.

The process to create an account for agents or representatives also requires details about the company or individual they will be making the application on behalf of.

When an applicant's representative has an authority to act on behalf of the applicant, the representative must upload documentation (for example, a letter) that states that the agent or company employee is authorised to act on behalf of the applicant.

This verification process may occur at the time of creating an account in ROVER or when the representative first submits an application on behalf of an already registered applicant.

Further guidance will be made available about creating an account in ROVER when finalised.

## What information do I need to provide in the application?

To apply for a component type approval, you must complete the online application form and provide or upload the required information so that your application can be assessed.


### Meeting eligibility criteria

Importantly, the Secretary or delegated decision maker needs to be satisfied that the applicant meets all of the eligibility criteria under section 177 of the Rules. This means the applicant:

- can demonstrate compliance with the applicable road vehicle standards, or substantial compliance, and any non-compliance is only in minor and inconsequential respects
- has control over the design, componentry and manufacturing process or can demonstrate access to the same controls through a commercial agreement, including control over any changes relating to the design, componentry and manufacturing process
- can assure the design, componentry and manufacturing process will consistently produce the component or system
- can allow or arrange inspection of the premises or components used in the manufacturing process for the purposes of compliance with the applicable road vehicle standards and other requirements under RVS legislation
- will be able to access the original and subsequent versions of the **supporting information** for the approval and provide any required information about it to the Secretary for the period the approval is in force and for a further seven years after it expires
- will maintain accuracy and currency of the **supporting information** for the period the approval is in force
- will comply with all of the conditions that the approval will be subject and any other requirements under RVS legislation.

### Applying for a component type approval

The information submitted in your application, as required under paragraph 174(2)(a) of the Rules, is reviewed when considering whether to grant or refuse a component type approval.



When applying for a component type approval you are required to:

- declare that you meet the eligibility criteria
- provide supporting documentation relating to the eligibility criteria
- identify the applicable national road vehicle standards (ADRs) relevant to the road vehicle component or assembly/system
- provide supporting documentation and information to demonstrate compliance with the applicable national road vehicle standards (ADRs).

The information provided in your application enables the department to:

- identify the person who is applying and would be granted the approval
- assess whether you (or any key management personnel) have contravened, or may have contravened, road vehicle legislation
- assess the level of control, or access, you have for the design, componentry and manufacturing processes of the vehicle component type or assembly/system
- assess whether you are capable of complying with all of the standard and any specified conditions the component type approval will be subject
- if granted, use details provided to publish your component type approval on the department's website.

Please see [Appendix 1](#), which details the application process and the information you must have and expect to provide if asked, including the types of supporting documentation that you may need to upload when you submit and pay.

**Supporting information** — is defined under section 5 of the Rules. This includes information that sets out every aspect of vehicle component design and manufacture (including the source material, manufacturing process and equipment used in that process).

Details provided as supporting information for a road vehicle component type approval may include, but is not limited to:


- test reports, United Nations (UN) approvals or documents that assure compliance to meet an alternative standard listed in the ADRs certification compliance documentation
- manuals or overviews related to the facility that designs and manufactures the road vehicle component
- materials, invoices and specification documents for any materials used in the manufacture of the road vehicle component
- procedures for the manufacture and design of the road vehicle component
- design drawings and specification documentation for the road vehicle component.

## Supporting documents that demonstrate control

To meet the eligibility criteria, you must be able to demonstrate that you have full control over all stages of the design, componentry and manufacturing process, or, access to information about the design, componentry and manufacture of the road vehicle component.

The application process will require the upload of a supporting document that demonstrates the type of control you have indicated. Where an approval holder is using a previously approved component, covered by





a component type approval or United Nations (UN) ECE approval, the requirements of the control or access to information about control do not apply. The applicant's quality system would still need to ensure each component they fit or vehicle they modify continues to be covered by the approval and the approval is still in force.

### If you indicate you have full control

If you indicate that you have full control, we expect you to have processes documented and followed which allow you to have control over all stages of the design, componentry and manufacturing process. The processes may be documented as part of a Quality Management System (QMS) accredited by the relevant international certification body. This means you would hold a valid ISO 9001:2008 or ISO 9001:2015 certificate with relevant scope that covers the road vehicle component.

#### Relevant ISO 9001 accreditation certificate

The ISO 9001 series provides the quality assurance framework for the design and manufacturing processes within an organisation to operate effectively and ensure that all components will meet requirements, including design change control.

An ISO 9001 certificate is not a requirement under the RVS legislation, however where an ISO 9001 certificate is held and relied upon, you must ensure that it is current and the scope of the certification is relevant to the design and manufacture of the road vehicle component.

If you do not have an ISO 9001 series certificate, the department expects you to support your claim of having full control over the design, componentry and manufacture of the road vehicle component by providing:

- documentation incorporating all of the measures, stages, actions, methodologies, operating instructions and other operating practices and processes that ensure full control over the design, componentry and manufacture. Collectively, these form what the department refers to as the full QMS, or
- a summarised version of the QMS<sup>2</sup> as a more efficient document to upload at the time you submit your application, however you must still have available the full documented measures and operating instructions (QMS). This is because we may request this during the assessment process (after your application has been submitted).
- a certificate showing compliance with IATF 16949 can be provided in place of a QMS summary, the scope must be relevant to the design and manufacture of a road vehicle component. You may be required to provide a full QMS to further support the accreditation certificate.

For details about the expected content of a full QMS, please see [Appendix 2](#) at the end of this guide, noting that, although we expect that you have a full QMS, it is not required at the time of submitting your application.

The level of detail required in a summarised version of a full QMS may depend on the type and complexity of the road vehicle component, but in general it is a shorter version of the full QMS documentation. However, if the QMS Summary does not provide sufficient information to enable the decision maker to be satisfied that eligibility criteria can be met, a request will be made to submit the documentation that forms the full QMS.

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<sup>2</sup> The summarised version of the QMS is the department's preferred option for an applicant to upload at the time of submitting an application.

Details that may be included in a QMS Summary are provided in [Appendix 3](#) at the end of this guide.

### If you indicate that you have control through access to information

If you are not the design owner or manufacturer, you will need to upload a copy of the commercial agreement that allows you access to information about the design, componentry and manufacturing process for the road vehicle component. You also need to upload a copy of the commercial agreement, contract or written advice that confirms your agreed level of access with the manufacturer.

The features the department would expect within a written agreement to access the required information include:

- the component or system that the component type approval will cover
- the relevant parties to the agreement
- confirmation that the component or system will be manufactured by the other entity
- confirmation that the component type approval applicant has access to the design and manufacturing information, and the inclusion of design and manufacture change management oversight
- confirmation that the component type approval applicant has access to information and can arrange physical inspection of the design, componentry and manufacturing processes to support the component type approval holder's record keeping and to satisfy requests for information or inspection by the Secretary or delegated decision maker
- confirmation that the component type approval applicant has access to QMS documentation, engineering documentation, results of testing, change management processes and procedures that demonstrate (and ensure ongoing) compliance with the applicable ADRs
- confirmation that the component type approval applicant has access to documentation that demonstrates that the component will consistently comply with the applicable ADRs.

All documents that you are required to upload with the application or requested by the Secretary, after the application is submitted or after the approval is granted, must be in **English**.

## Compliance with applicable national road vehicle standards

Under paragraph 177(1)(a) and subsection 177(3) of the Rules the Secretary or delegated decision maker must be satisfied that the type of road vehicle component complies, or substantially complies, with the applicable national road vehicle standards that are in force at the time the approval is granted. If you nominate a future date for commencement of the approval, compliance must be demonstrated against the nominated ADRs applicable at that date.

To demonstrate compliance with the applicable road vehicle standards, we expect you to address requirements according to automated processes in ROVER when the application is made, or within the specific 'Component compliance information form' for each ADR. Where compliance cannot be demonstrated within each section of the compliance information form, additional information can be provided in the Comments section of each form.

Details about the requirements to demonstrate compliance with ADRs are covered in Table 1 below.

Table 1 How compliance against ADRs is demonstrated

Selection	How ROVER operates	What is expected of the applicant
Applicable ADR	<p>In the application form, the applicant will be able to select each of the applicable ADRs from menus.</p> <p>For each ADR, certain information will need to be provided to demonstrate compliance.</p> <p>The type of information provided will depend on the complexity of each ADR and may require more detailed and specific information, such as formulas, calculations, uploads and mandatory fields.</p> <p>Where an applicant seeks approval for a bus chassis (BC), diesel engine or vehicle braking system component types, the applicant must also provide the specifications that will form a datasheet that will be created and published with the approval, if granted.</p> <p>See also further details about <b>Bus chassis (BC) requirements</b> under the separate heading below.</p> <p>You will also need to select whether the road vehicle component is:</p> <ul style="list-style-type: none"> <li>fully compliant with the ADR, or</li> <li>substantially compliant with the ADR.</li> </ul> <p>If substantially compliant is selected then you must also indicate that the non-compliance is in only minor and inconsequential respects and provide supporting documentation that will be regarded on a case-by-case basis.</p>	<p>The applicant must be able to provide information that demonstrates compliance against each applicable ADR, through the selections made in the application and the information provided in the 'Component compliance information form' for each ADR selected.</p> <p>Results of testing must be from an approved testing facility under the RVS legislation. See also <b>Use of results of testing to demonstrate compliance</b>.</p> <p>If there are multiple variants of the road vehicle component, then results of testing must:</p> <ul style="list-style-type: none"> <li>cover all of the variants, or</li> <li>provide separate results of testing for each variant, or</li> <li>ensure results of testing have followed the worst case testing guidance.</li> </ul> <p>(Selection for testing must follow the detailed instructions of how to select the worst case. Further details will be on the department's website when finalised.)</p> <p>If you selected 'substantially compliant' you will need to upload relevant documentation that supports your case, that the non-compliance is in only minor and inconsequential respects, and consider the following:</p> <ul style="list-style-type: none"> <li>information directly relating to the specifics of the ADR and where the non-compliance has been identified</li> <li>detailed reasons or circumstances that support that the non-compliance is minor and inconsequential, or</li> <li>references to precedents about the nature of the minor and inconsequential consideration.</li> </ul>

Selection	How ROVER operates	What is expected of the applicant
		<p>Failing to provide relevant and sufficient information may result in the:</p> <ul style="list-style-type: none"> <li>• assessment process being extended due to the requirement to request further information</li> <li>• the application being refused to be considered, or</li> <li>• the approval being refused to be granted.</li> </ul>
1958 Agreement	<p>Within each 'Component compliance information form', the applicant can select that an approval under the 1958 Agreement is being used to demonstrate compliance and upload an extract of the approval document that demonstrates the UN approval number and the relevance of the approval to the road vehicle component. An upload of the ECE approval is not required where the approval is shown on the Database for the Exchange of Type Approval documentation (DETA).</p>	<p>The applicant must have a valid copy of the extract relevant to the road vehicle component from the approval issued by a contracting party under the 1958 Agreement. The extract must indicate the component complies with standards equivalent to the applicable national road vehicle standard.</p> <p>An extract of the UN approval may also be used to demonstrate partial compliance:</p> <ul style="list-style-type: none"> <li>• where the ADR selected is fully harmonised with a United Nations (UN) approval — the approval may demonstrate compliance for some variants, while the other variants will rely on results of testing (using worst case where applicable) to demonstrate compliance.</li> <li>• where the ADR is not fully harmonised with UN regulations, compliance information will need to be provided in accordance with the specific ADR requirements.</li> </ul>
Alternative standard	<p>Within each 'Component compliance information form', the applicant can select that an alternative standard listed in the ADR is the basis for compliance and must upload the documentation to support the alternative standard.</p>	<p>The applicant must have relevant documentation that supports the alternative standard listed in the ADR.</p> <p>Upload of all the relevant information will ensure the assessor is not required to pause the assessment of an application to request further information.</p>

## Use of results of testing to demonstrate compliance

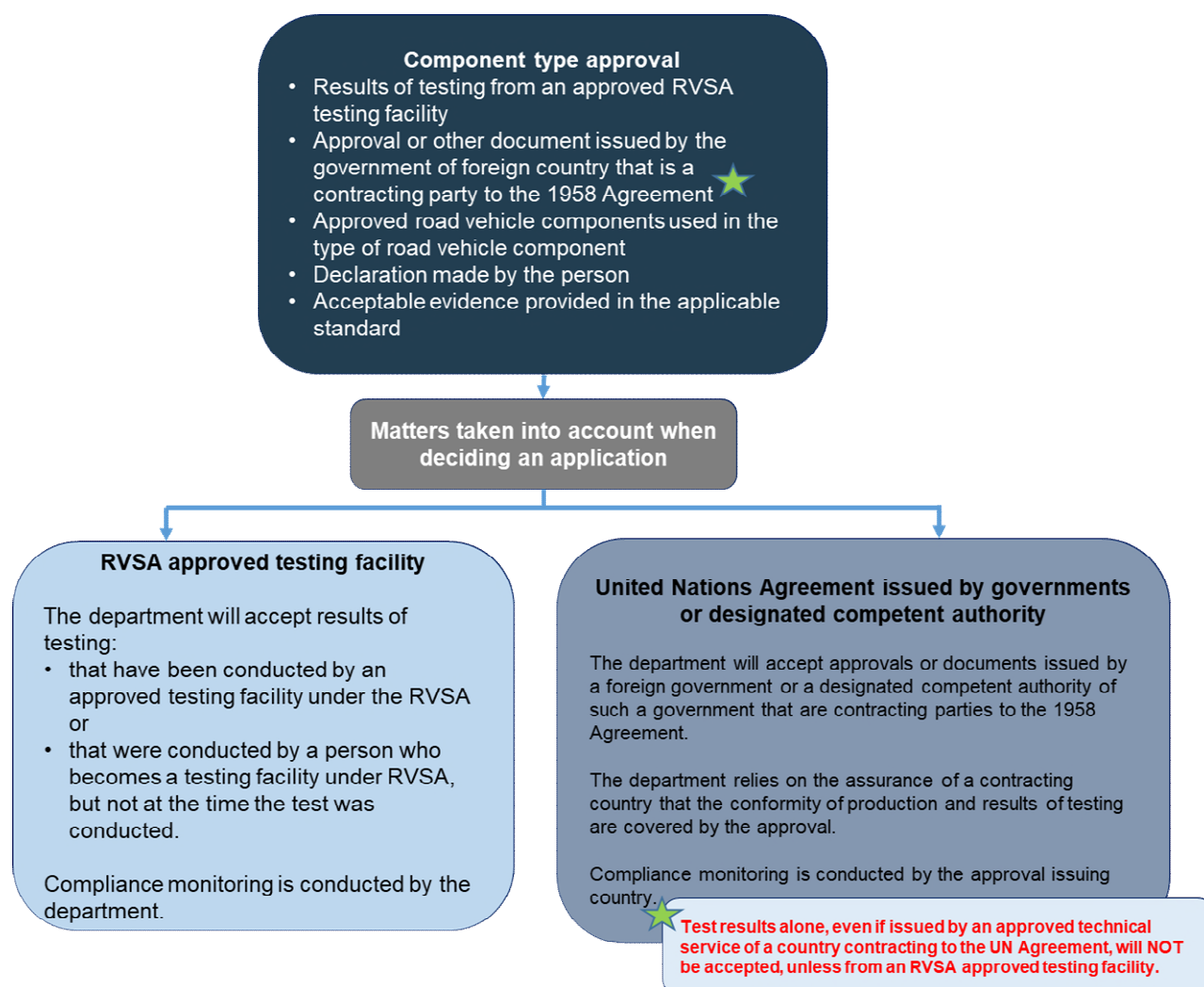
One of the options to demonstrate compliance is the results of testing. As detailed in Table 1 above, an applicant can either:

- provide the results of testing undertaken by an RVS approved testing facility (including results of testing that were undertaken by the test facility before they were granted a RVS testing facility approval), or
- provide an approval or other document issued by the government of a foreign country that is a contracting party to the 1958 Agreement, or by a person who is a competent authority of such a government for the purposes of that agreement.

Essentially, the matters that will be taken into account when assessing compliance with an ADR, in respect of testing, will be from either the test results from an RVS approved testing facility or a UN approval.

Figure 1 below summarises the options to demonstrate compliance and the matters taken into account.

Figure 1 Options to demonstrate compliance and matters taken into account





## Test results conducted under RVCS registration

As described above, one of the forms of information an applicant may provide to demonstrate compliance with applicable national road vehicle standards will be with test results conducted by an approved testing facility under the RVS legislation.

The results of testing and ECE approvals, as outlined above, are the primary methods set out in the Rules for demonstrating compliance of road vehicle components with the national road vehicle standards.

The Secretary (or delegated decision maker), in exercising the discretion whether or not to grant a component type approval, may also be satisfied that a road vehicle component complies with the national road vehicle standards on the basis of a declaration made by an applicant.

If an applicant is applying for a component type approval for a component covered by a CRN, or sub-assembly covered by a SARN registered in RVCS, and relying on results of testing, but is not able to provide results of testing from an RVS approved testing facility, the applicant must make a declaration at the time of application declaring that:

- the test facility that had performed the testing no longer exists or is otherwise unable to meet the criteria to become a RVS approved testing facility
- the information in the test report is current and includes all the information required by the relevant national road vehicle standards
- the road vehicle component complies with the national road vehicle standards (or substantially complies and the non-compliance is only in minor and inconsequential respects or to a minor and inconsequential extent)
- the road vehicle component being produced at the time of the application is identical to the component tested in the test report
- there is no safety benefit in re-testing the road vehicle component.

When making your application, the following information must be provided:

- a copy of the test report from the RVCS registered test facility
- information that demonstrates that the test facility that performed the testing is no longer operational or is otherwise unable to meet the criteria to become a RVS approved testing facility
- information that demonstrates that for the elements of the design that are relevant to compliance with the ADRs, the design of the component tested is identical to the component to be covered by the component type approval
- information that demonstrates that testing of the component by a RVS approved testing facility, in addition to the results of testing already undertaken, would not provide any additional safety, environmental or anti-theft benefits. This information must include a record of all field service feedback in relation to the road vehicle component and rectification action taken
- details of the cost and estimated timeframe for testing if undertaken by a RVS approved testing facility.

The decision maker will consider all information provided and decide if they are satisfied from the information provided that the road vehicle component complies, or substantially complies, with the national road vehicle standards. If a decision maker is not satisfied on the basis of the information provided, the decision maker may:

- request further information to assist in deciding whether to grant a component type approval — this may be results of testing from an RVS approved testing facility or additional information relevant to the matters declared in the declaration, or
- refuse to grant a component type approval.

## IMPORTANT

### Applying in ROVER for a component type approval using test results from an RVCS registered test facility

To apply in ROVER for a component type approval using test results from an RVCS registered test facility, your application must be in accordance with the position outlined in the [Position paper – Component type approval – test reports not completed by an RVS approved testing facility](#). You can find this position paper in the Component type approvals section of the [RVS legislation, guides and resources](#) web page.

If your application is in accordance with the position outlined in the position paper and you have all of the relevant information and supporting documentation outlined above, you may enter the exemption code **TFA 924328** as the testing facility number in the compliance information form in ROVER, shown below:

The screenshot shows a web form titled "Test report details". It has navigation arrows in the top right. The form contains the following fields and elements:

- Test Report Date (dd/mm/yyyy) \***: A date input field with a calendar icon.
- Test Report Number \***: A text input field.
- Testing Facility Number**: A text input field containing "TFA 020000".
- Validate**: A blue button.
- ☐ **Provide any further related supporting information**: A checkbox at the bottom.

### Bus chassis (BC) requirements

Manufacturers of vehicle category ME (heavy omnibus exceeding 5.0 tonnes) vehicles may use a bus chassis (BC) component type approval to demonstrate compliance with the applicable national road vehicle standards relevant to the chassis components of the bus.

To be granted a BC component type approval, an applicant must provide information that demonstrates compliance with the testing requirements of each ADR that is relevant to the bus chassis. The bus chassis will be treated as a road vehicle component. A road vehicle type approval applicant may then reference the BC component type approval number to demonstrate compliance with the ADRs covered by the component type approval for the completed vehicle type, along with supplemented information demonstrating compliance for other ADRs not related to the bus chassis.

The specific information that is required within an application for a BC component type approval includes details relating to:

- minimum mass and gross vehicle mass as specified by the applicant
- maximum permissible axle loads
- wheel base specifications

- engine make, typical number and location, and technical data
- transmission details.

By providing the above information, the holder of a BC component type approval will be able to supply applicants for a ME vehicle category type approval with the required compliance information to satisfy the road vehicle type approval process.

### Data sheets

For individual component type approvals, data sheets will be published by the department using the technical specifications entered in ROVER and submitted with the application.

Data sheets will generally be produced for a component type approval that will be used as part of a system. For example, individual component type approvals that are combined to construct a heavy trailer braking system, such as control systems, foundation brakes, suspension systems and total trailer brake systems.

### What if I had a CRN or SARN in the RVCS?

If you hold or held a CRN or SARN in the RVCS and you wish to supply approved road vehicle components to vehicle manufacturers, you may choose to apply for a component type approval under the RVS legislation. However, there will be circumstances where CRNs and SARNs can continue to be used for some RVS legislation approvals.

The Road Vehicle Standards (Consequential and Transitional Provisions) Act 2018 (transitional provisions) commences on the repeal of the MVSA. Under the transitional provisions, holders of certain approvals under the MVSA may 'opt-in' to have their MVSA approval taken to be a road vehicle type approval under the RVSA, in force for 5 years, without providing evidence that they meet type approval eligibility criteria.

A vehicle type approval holder under the RVSA who uses the opt-in concession may continue to reference CRNs and SARNs that were included in their MVSA approval.

Equally, a component type approval granted before the repeal of the MVSA can be used to demonstrate compliance under the MVSA, where necessary.

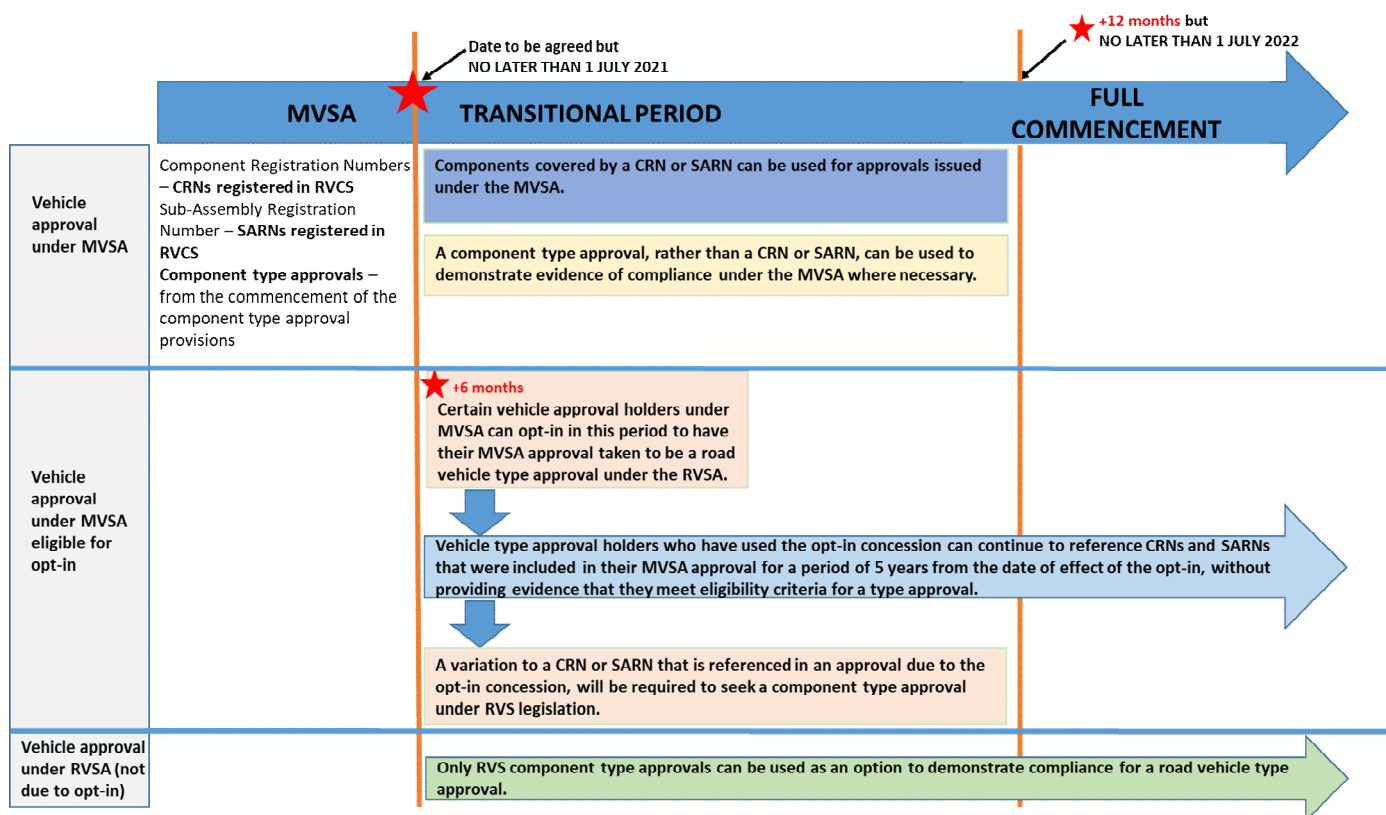
However, once the transitional provisions finish and the opt-in concession is no longer available, only RVS component type approvals will be able to be used as an option to demonstrate compliance by an applicant for a road vehicle type approval.

During the transitional period (12 months) until the MVSA ceases (no later than 1 July 2022), CRNs and SARNs can be used for approvals issued under the MVSA.

Importantly, where an opt-in road vehicle type approval has used CRNs or SARNs as evidence under the MVSA and a variation to the type approval is required due to the CRN or SARN no longer meeting the requirements of the standards, then a component type approval must be used to demonstrate compliance with the national road vehicle standards.

Figure 2 below provides more detail about the treatment of CRNs and SARNs before commencement, during the transition period and after full commencement of the RVSA.

Figure 2 Treatment of CRNs and SARNs under the RVSA



## How do I re-apply for a component type approval after it expires?

Component type approvals expire after 7 years from the date specified in the approval notice, unless revoked earlier. When the component type approval expires, the approval holder must not represent that the road vehicle component is an approved road vehicle component, unless a new component type approval is granted.


If you are a component type approval holder under the RVS legislation and your approval is due to expire, you will be sent a notification and be able to select an option to re-apply for a component type approval in ROVER.

If a subsequent component type approval is granted for a previously approved road vehicle component, it will retain the same RVS approval number and the approval notice will confirm the date it comes into force, as well as an updated expiry date. You will still have the option to request a future date of effect of the component type approval, noting that if the date you have specified is before a decision is made to grant your approval (decision date), the date of effect of the approval will be the decision date.

This approach provides a streamlined process and reduces the burden on approval holders seeking to re-apply for a component type approval before the 7-year expiry period.

## Personal information

The collection of personal details such as name and contact information has been considered under the Privacy Act 1988 and the department's Privacy Policy as reasonably necessary to administer the provisions



of RVS legislation, to assess your application and make decisions. Contact information associated with a component type approval is also required to maintain communication with applicants and approval holders.

Personal information, name and contact details, must be published on the department's website as required under section 228 of the Rules.

Further to this, disclosure of personal information to law enforcement agencies may be undertaken as required, including under subpoena or to support a law enforcement activity.

Requests from other government agencies to disclose personal information will be considered in conjunction with the requirements of the department's Privacy Policy.

Please contact the department's Privacy Officer for more information.

## Commercial information

You may need to upload additional information or documents as part of the application process, or when the department requests further information.

All information and documentation provided will be considered when deciding whether to grant, or refuse to grant, a component type approval.

The information and documentation will be treated as commercial-in-confidence at all times and any further disclosure will not be made without your consent unless it is required by law.

Only departmental staff with the appropriate authority will have the level of IT access required to assess or decide your application.

## Application fee

The Australian Government will continue to recover the costs of activities relating to the administration of RVS legislation from industry participants, consistent with the Australian Government Charging Framework.

The fee we charge for component type approval applications reflects the actual cost of processing applications. When an application is submitted, ROVER will prompt you to make a payment via the online payment system. The application's status will remain 'submitted-pending payment' until it is paid. If no payment is made after 30 days, the decision maker will refuse to consider the application. Confirmed payment will direct the application for assessment and the status will be updated to 'in progress'.

The following fee will apply:

Component type approval application fee: \$35.00

It is important to note that applications are not complete until the application fee has been paid and applications will not be considered until your payment has been received.

Payments can be made through a payment portal in ROVER.

Please note that the department currently only accepts payments via credit/debit card (Visa or MasterCard).

More information about fees is available at: [infrastructure.gov.au/vehicles/](https://infrastructure.gov.au/vehicles/)



## Can I change details in my application?

When you start a new application, ROVER will allow you to save your work, exit the system and return to your saved work as and when you need to. At any time before submission, you can change the details of your saved application.

If you need to make changes **after** submitting your application, the following scenarios cover how changes are managed:

- if the application has been submitted but not paid, you can withdraw the application and commence a new application
- if the application has been submitted and paid, it will return a status of 'in progress'. You can either:
  - notify the department that a change is required and provide further information when requested (noting this may delay the process), or
  - withdraw the application and start a new application (please note that a new application fee is payable in this instance), or
- if the assessment has been completed and an approval issued, then you need to apply for a variation of the approval and pay any applicable fees (see also [Can I change details in a component type approval?](#) covered later in this document).

If you withdraw an application that has already been submitted and paid, the application fee will not be refunded.

It is important that you ensure all aspects of your component type approval application are accurate and comprehensive, so that the assessment period is not delayed.

## Statuses and notifications

As you progress through the application creation, submission, payment and decision, you will be able to view the status of your application at certain stages, as described in Table 2 below.

**Table 2 Application stages and ROVER statuses**

Application stage	Status in ROVER	Options available	Fees
Started	Draft saved	Withdraw/delete	Not applicable
Completed	Saved	Withdraw/delete or submit	Not applicable
Submitted, not paid	Submitted – pending payment	Withdraw	Fee payable
Submitted, paid	In progress	Withdraw Email changes/errors	Paid No refund available
Withdrawn	Withdrawn	New application	No refund available
Request for information	On hold – query pending	Withdraw	No refund available
Refused to consider application	Refused to consider	Re-apply	No refund available
Refused grant of approval	Refused	Appeal <sup>3</sup>	No refund available
Review of decision	Under appeal	Withdraw appeal	No refund available
Approval granted	Approved	Vary Suspend Revoke	Fees may apply  Not applicable
Approval due to expire	Approved	Re-apply	Fees to be paid
Approval expired	Expired	New application	Fees to be paid

You will also receive notifications through ROVER at various stages of your application's progress, decision making and after the approval is granted.

Common notifications that you may receive are that:

- you have successfully saved your application
- you have an application fee to pay
- you have successfully submitted an application
- you have successfully withdrawn an application
- there is a request for further information or inspection that must be actioned
- an amended or new ADR may impact your component type approval, i.e. a variation may be required
- your approval is due to expire.

<sup>3</sup> Appeal is to the Administrative Appeals Tribunal (AAT), not the department.

# Decision making – granting or refusing an approval

## What does the department do with the information provided?

The department will assess the information submitted in your application against the eligibility criteria, as set out in section 177 of the Rules, in addition to other considerations and relevant matters under section 178 of the Rules.

A recommendation will then be provided to the Secretary or the delegated decision maker whether to grant, or refuse to grant, an approval.

The department will consider:

- who is seeking the approval and any previous CRNs or SARNs in the RVCS
- the vehicle component type or system of components (assembly)
- the level of compliance with the applicable standards (fully complies or substantially complies)
- the level of control over the design and manufacture of the component (full control or access to information through an agreement).

Providing insufficient or incorrect information with your application, or not complying with a request made by the department under section 175 of the Rules, may result in the application being refused to be considered.

## What do we expect to assess?


To ensure the decision maker is satisfied of the requirements to grant a component type approval, a consistent approach is used to assess:

- the declarations that have been made as required in the application
- all the information required and supporting documents submitted with the application
- technical information provided in the 'Component compliance information forms' to demonstrate compliance with the applicable ADRs
- any additional information provided by the applicant when requested by the department
- any other matter considered relevant to the specific application.

The assessment focuses on the information, declarations and supporting documents submitted with the application. It is therefore important that your application provides sufficient detail to enable the decision maker to decide whether to grant an approval.

In instances of testing, we expect the extent of testing to establish compliance will cover all vehicle component variants and that guidelines regarding selection of fleet will be followed, for example at least one worst case road vehicle component must have been physically tested for compliance with the applicable ADRs and the results of testing will be able to demonstrate the same compliance for each component produced.

Additionally, where there are multiple variants and each are different across a range of respects, there may need to be more than one worst case test undertaken and each of the test results will need to be provided to demonstrate compliance for each variant.



The department expects that you will have placed controls across all stages of the design, componentry and manufacture of road vehicle components, directly through your own controls, or indirectly through arrangements that allow you to have the appropriate processes in place. The ability to control all stages, or have access to information, ensures that the design, componentry and manufacturing process will consistently produce the road vehicle component that is subject of the approval.

More details about what the department expects an applicant to have in place to address all of the eligibility criteria and assessment considerations are detailed in [Appendix 1](#) at the end of this guide.

## Requests for further information or inspection

During assessment, you may be asked to provide more specific information relevant to your application under section 175 of the Rules, to help decide whether to grant an approval.

You may also receive a request to inspect premises where the component is designed or manufactured, or to inspect components used in the design or manufacture of the component, to further assess aspects of the application.

You will receive a notification, which will provide details about the request for information or inspection and will explain what information needs to be provided and when. The department will contact you to arrange a suitable time to inspect.

If you receive a request for further information (RFI) or inspection, you will be given a period of 30 business days, or a longer time as specified in the request, to respond, the time to decide the application is paused until all the requested information is supplied or the inspection is completed.

An example where a longer period may be allowed is where the RFI is complex or detailed, or where the inspection may be at premises located overseas.

While under an RFI, the status of the application will be updated to 'on hold-query pending'.

The assessment will resume once the request for additional information or an inspection has been completed and the application status will be updated to 'in progress'.


Responses to requests for further information will be taken into account when deciding whether to grant the approval.

**Example:** a request may be made for further information about the details provided in a QMS Summary document and seek a copy of the full QMS. The applicant will need to provide the relevant procedure or manufacturing document in order to comply with the request.

## Refuse to consider an application for a component type approval

Applications need to include all relevant information, must be in the approved form and accompanied by the application fee to be considered.

The decision maker may decide to refuse to consider an application, if the application does not provide the relevant information or if requests made by the Secretary or delegate have not been met.



This means that the application is not assessed and no decision is made to either grant an approval or refuse to grant an approval. You will be notified if the Secretary or delegated decision maker decides to refuse to consider your application.

Where a request for further information or an inspection has been made, you are able to submit relevant details or allow an inspection, to support your application.

This ensures all required information is made available for the decision maker to fully consider and decide the application.

If you fail to comply with a request for information or inspection within the time allowed, or fail to provide the relevant information requested, your application may be refused to be considered, under section 176 of the Rules.

Specifically, the decision maker may refuse to consider an application for a component type approval if:

- the application is not in the approved form, noting that the IT system automates this process, however the required documents may not have been submitted with the application (while an upload may have been made it may not contain the relevant information)
- the application fee has not been paid (if no payment is made within 30 business days of submission)
- the applicant has not complied with a request for further information or inspection within the 30 business days, or longer period if allowed.

If you disagree with the decision to refuse to consider your application, you may apply for a review of the decision and this will be explained in the refuse to consider application notice.

## How long will it take to decide an application?

The decision maker must decide your application for approval of a road vehicle component within 60 business days after receiving the application. This is a legislated requirement under section 179 of the Rules. The department aims to notify the applicant within the 60 business days, however if there is a need to request further information or an inspection of premises or components, then the time to make a decision may be longer.

At the time of making your application, you may specify a date for commencement of the approval. You can choose a date within the 60 business days, however if the decision to grant an approval is made after this date (decision date), then the decision date will become the date of commencement.


You may also specify a date of commencement of the approval beyond the 60 business days, allowing you to submit an application well in advance of the specified date that you would like the approval to become effective.

Definition of a **business day** under section 5 of the Rules: Means a day that is not a Saturday, Sunday or a public holiday in the Australian Capital Territory.

## Deciding an application for a component type approval

There are specific criteria that the decision maker will consider and must be satisfied with when deciding your application for a component type approval. These are set out in sections 177 and 178 of the Rules.





You will be informed of the decision to grant or refuse a component type approval with an appropriate notice. Where refusal decisions are made, the notices will include how you can seek a review of the decision.

The decision to grant a component type approval notice will clearly indicate the type of road vehicle component, the applicable standards and extent of compliance to which the approval applies, including the information and documents used to demonstrate evidence of compliance.

If the approval is decided under substantial compliance, then the approval notice will outline the extent and nature of the non-compliance that is in minor and inconsequential respects. This may also include a specified condition to address the nature of the non-compliance.

## Publishing component type approvals

Under section 228 of the Rules, for each road vehicle component type approval that is in force, the details will be published on the department's website, including:

- the name and contact details of the holder of the component type approval
- a copy of the current approval
- a copy of each previous version of the approval, if applicable.

## Approval numbering

If approval is granted, you will receive a component type approval number, which will be unique and generated automatically from ROVER.

If you indicated that you held a previous CRN or SARN in the RVCS for the same component and you want to maintain that number, then that number will be incorporated into the component type approval number under the RVS legislation. This will provide continuity of the existing numbering protocols.

If the submitted application is for a new component type approval then ROVER will generate a new approval number, allocated sequentially commencing from CTA060000.

If you re-apply for approval of a vehicle component type under the RVS legislation before the previous component type approval expires, and if granted, your component type approval will retain the same approval number. In this instance, the approval notice will indicate the date that it comes into force and updated expiry date.

## Approval holders' responsibilities

A component type approval holder under the RVS legislation has important responsibilities. These will appear as standard and specified conditions detailed within the approval notice, if granted.

Conditions relating to a component type approval fall under section 184 of the Rules. These conditions ensure that legislative requirements can be controlled.

It is an offence under the RVS legislation if these conditions are not met and penalties may apply.

See also the information provided under the heading [Complying with your responsibilities](#)

### Summary of responsibilities

Component type approval holders have certain responsibilities to ensure the following requirements are met by every approval holder for every road vehicle component or system type:

- the road vehicle component or system complies with the applicable road vehicle standards in force at the time it is provided for use or installation in a road vehicle
- conformity of production systems are maintained
- requested information or inspections are responded to appropriately
- records of the original and any subsequent versions of supporting information will be kept up to date for the period the component type approval is in force and for 7 years after it expires or is revoked
- installation instructions provided to an installer must be the latest version and appropriately detailed to ensure compliance with the applicable ADRs.

An approval holder must comply with all of the conditions within their approval. In addition to standard conditions, a component type approval holder may also need to satisfy any specified conditions under paragraph 183(a) of the Rules. These may appear separately on the approval notice and relate to the approval holder's specific or unique circumstances.

All component type approvals will be subject to the following specified conditions related to recall action of the approved road vehicle component:

- reporting recall action that you become aware of that is being undertaken outside of Australia to the department
- reporting systemic safety or non-compliance issues to the department.

More details about the department's expectations for each of the standard and specified conditions are listed in [Appendix 4](#) at the end of this guide.

### Can I change details in a component type approval?

A component type approval holder may wish to make administrative updates to the details previously provided to the department, such as contact name and address.

You may also apply for a variation of your component type approval where you need to:

- update the approval in response to a change to the national road vehicle standards
- update information about the supporting information or versions of documents previously submitted
- seek to have a specified condition varied, removed or added

- correct information relating to other aspects of the approval.

You can make your changes through the ROVER portal. Please also see [Appendix 5 – Application for variation of a component type approval](#) that details what can and can't be requested to be varied on a component type approval.

### What if there are changes to the technical specifications of the vehicle component?

There may be instances where a technical change to the vehicle component occurs where that component has been used in combination with other components or systems and results in:

- an increase or decrease in a specification or value that results in a new worst case
- a change to physical fitment/dimensions or change in material used in construction
- a change in compatibility with other components or interface (different voltage/plug type/sensor requirements).

An assessment must be made to decide if the technical changes affect compliance of the component as a whole when used in combination with other components or systems.

In these instances, a variation of an approval would not be granted and a new application for a road vehicle component type approval would need to be submitted.

#### **Example of an application for a component type approval variation being refused**

The component type approval applies to a control system for the purposes of ADR 38/XX. The control system combines with a suspension system and a foundation brake (and a component type approval has been granted in relation to those components) to provide evidence of compliance to satisfy the ADR.

Changes to input/output ratio or other performance characteristics of a control system would affect the compliance of the system as a whole. This is even though the changes to the individual component type approval may itself not make it non-compliant.

The approval holder of the control system component type approval may not be aware of all of the combinations where a particular approved road vehicle component is used and cannot be sure the change does not cause some applications of use to deviate outside compliance limits of the ADR.

### Application to suspend or revoke an approval


An approval holder may also seek to have their component type approval suspended or revoked. You can initiate to suspend, end a suspension or revoke an approval through the ROVER portal from your list of approvals. There is no associated fee for suspension or revocation of an approval.

If a suspension is requested, the specified time period for the suspension must be included.

The approval holder might request a suspension if they are making substantial changes to their business operations.

During the suspension period, the approval is not in force and, the published list of component type approvals will be highlighted as suspended.

A request to revoke an approval means that the approval is ceased.



A new application for a component type approval would need to be submitted if operations start up again after being revoked.

### Automatic suspension of a component type approval

An automatic suspension of a component type approval will occur if certain circumstances exist regarding new or amended national road vehicle standards (ADRs). These circumstances are listed in section 202 of the Rules, and include:

- an ADR is amended, or
- a new ADR is made, and
- the amended or new ADR would affect the requirements that apply to the road vehicle component covered by a component type approval, and
- the Secretary has not approved a variation of the approval (on application by the approval holder), or decided that a variation to the component type approval is not necessary.

You will be notified in advance of the applicable amended or new ADR at 12, 6 and 3 months before the applicability time of a new or amended ADR.

To maintain accuracy and currency of the component type approval you will need to:

- provide evidence that demonstrates compliance with the amended or new ADR, or
- apply to vary the component type approval in response to the change to the ADR, demonstrating that the component covered by the approval already complies with the new or amended ADR (see also [Can I change details in a component type approval?](#) above).

You will be notified in writing of the suspension, including the suspension start date, and again when the Secretary approves the variation of the component type approval, or has considered it is not necessary to vary the approval on the basis the component type approval already complies with the new or amended ADR.

If automatic suspension occurs, the component type approval will be marked as suspended on the publicly available list of component type approvals on the department's website, until it is varied or revoked.

### Recalling an approved road vehicle component

The RVS legislation sets out the framework for the voluntary or compulsory recall of approved road vehicle components due to safety issues, or where non-compliance with the national road vehicle standards, or any other standards as determined under RVS legislation is identified.

The primary objective of the recall provisions is to ensure that safety or non-compliance issues are resolved in a timely and effective manner. Circumstances for compulsory and voluntary recalls are covered in Table 3 below.

Table 3 — Voluntary and compulsory recall circumstances relating to approved road vehicle components

Recall type	Action	Reasons for recall	Responsibility
Voluntary	Must notify the Minister within two days of taking recall action	<ul style="list-style-type: none"> <li>an approved road vehicle component will or may cause injury to any person, or</li> <li>a reasonably foreseeable use of a road vehicle component may or will cause injury to a person, or</li> <li>the road vehicle component does not, or it likely does not meet the applicable national road vehicle standards.</li> </ul>	Supplier
Compulsory	Compulsory notice issued by the Minister	<ul style="list-style-type: none"> <li>an approved road vehicle component will or may cause injury to any person, or</li> <li>a reasonably foreseeable use of a road vehicle component will or may cause injury to a person, or</li> <li>the road vehicle component does not, or it likely does not meet applicable national road vehicle standards,</li> </ul> <p>AND either</p> <ul style="list-style-type: none"> <li>it appears that one or more suppliers of vehicles or components have not taken satisfactory action to prevent the vehicles or components from causing injury to a person, or</li> <li>it appears suppliers have not taken action to rectify any non-compliance with the national road vehicle standards when it has been identified that the road vehicle component does not, or it likely does not meet applicable national road vehicle standards.</li> </ul>	Minister

In the context of recall action, the **supplier** of an approved road vehicle component is generally the Original Equipment Manufacturer, or their Australian representative, as they are best placed to undertake recall action. However, in the case of approved road vehicle components, it may be the road vehicle component type approval holder who is best placed in the supply chain to undertake recall action.



## Complying with your responsibilities

The department monitors and enforces compliance with the RVS legislation under both the RVSA (applying penalties) and the Rules (obligations of an approval holder). The department aims to encourage voluntary compliance and undertakes informed risk-based compliance activities to confirm compliance with the RVS legislation. These compliance activities may involve:

- asking you to provide information in writing to assess whether you are complying with RVS legislation
- appointed inspectors physically entering premises to confirm compliance with RVS legislation (monitoring powers)

Appointed inspectors may also physically enter premises to gather material at your premises that is evidence of a contravention of RVS legislation (investigation powers).

### What if I don't comply?

Under the RVS legislation, offences and civil penalty provisions cover when a person (individual or company):

- breaches a condition of their approval
- breaches an obligation to provide records after an approval ceases to be in force
- provides a false or misleading declaration
- provides false or misleading information.

If the department identifies non-compliance, our response will be proportionate to the risk being managed. Our response may include issuing infringement notices, applying for civil penalty orders or injunctions, or entering into enforceable undertakings.

# Self-assessment check list – am I ready to apply?

## Before you create an account in ROVER


- ✓ Are you an agent or representative of the applicant? If yes, do you have an electronic copy of your authorisation to act on behalf of the applicant?
- ✓ Do you have relevant proof of identify documents as required by the ROVER account creation process?

## Before you start the application for a component type approval

- ✓ Do you have a unique make and model of the component including details for each variant, where required?
- ✓ Is the component registered with a CRN/SARN in the RVCS? If yes, and you would like to incorporate this number as part of your approval number (if granted), do you have your CRN or SARN?
- ✓ Do you have the required information (for example, results of testing from an approved testing facility or an approval issued by a contracting party to the 1958 Agreement) demonstrating the road vehicle component:
  - fully complies with the applicable ADRs, or
  - substantially complies with the applicable ADRs and that the non-compliance is only in minor and inconsequential respects? (Are you able to explain the way in which the road vehicle component does not comply and verify why it is in minor and inconsequential respects?).
- ✓ Do you have a list of all the ADRs that the road vehicle component complies with (or substantially complies with)?
- ✓ Do you have the relevant information to complete the associated 'Component Compliance Information forms' for each ADR applicable to the road vehicle component?
- ✓ Do you have electronic copies of documents to demonstrate that you:
  - have control over all stages of the design, componentry and manufacturing process, and
  - are able to ensure the design, componentry and manufacturing process will consistently produce the type of road vehicle component?

You will be required to upload either:

- a certificate, that shows you have a quality management system (QMS) that has been certified to ISO 9001:2008 or ISO 9001:2015, or
- a summary of the actions you take to control the design, componentry and manufacturing process and ensure conformity of production (QMS Summary). A certificate showing compliance with IATF 16949 can be provided in place of a QMS summary, the scope must be relevant to the design and manufacture of a road vehicle component. You should ensure that further detail can be provided in writing if requested.



If you are not the design owner or manufacturer, you will be required to upload a copy of the commercial agreement that allows you access to information about the design, componentry and manufacturing process for the road vehicle component.

- ✓ Do you have relevant record keeping processes in place to keep original and subsequent versions of supporting information up to date for the period the approval is in force, and for 7 years after the approval expires? Can you confirm these criteria if requested?
- ✓ If you do not have control over all stages of the design, componentry and manufacturing process for the road vehicle component, do you have a copy of the commercial agreement that allows you to access information relating to the design, componentry and manufacturing process?
- ✓ Have you identified who will be the primary contact for the approval and have their details?

## References and links

This section provides useful links and information relating to RVS legislation:

- [The Road Vehicle Standards Act 2018 \(RVSA\) as amended by the RVSLAA](#)
- [The Road Vehicle Standards \(Consequential and Transitional Provisions\) Act 2018 as amended by the RVSLAA](#)
- [The Road Vehicle Standards Legislation Amendment Act 2019](#)
- [The Road Vehicle Standards Charges \(Imposition – General\) Act 2018](#)
- [The Road Vehicle Standards Charges \(Imposition – Customs\) Act 2018](#)
- [The Road Vehicle Standards Charges \(Imposition – Excise\) Act 2018](#)
- [Road Vehicle Standards Rules 2019](#)

### Further information

For further information, please contact the department:

Visit: [infrastructure.gov.au/vehicles/](https://infrastructure.gov.au/vehicles/)

Email: [RVSAimplementation@infrastructure.gov.au](mailto:RVSAimplementation@infrastructure.gov.au) (for general RVSA information)

[ROVERinfo@infrastructure.gov.au](mailto:ROVERinfo@infrastructure.gov.au) (for ROVER assistance)

Phone: 1800 815 272 (Monday to Friday, 9am to 5pm AEST, within Australia)

Phone: +61 2 6274 7444 (calling from overseas)

## Glossary

Acronym	Detail	Meaning
1958 Agreement	1958 Agreement as in Australian Treaty Series 2000	<p>Latest revision (3) to the 1958 Agreement is:</p> <p>The Agreement concerning the Adoption of Harmonized Technical United Nations Regulations for Wheeled Vehicles, Equipment and Parts which can be Fitted and/or Used on Wheeled Vehicles and the Conditions for Reciprocal Recognition of Approvals Granted on the Basis of United Nations Regulations. Entered into force (including for Australia) on 14 September 2017.</p>
AAT	Administrative Appeals Tribunal	Conducts independent merits review of a wide range of administrative decisions made by the Australian Government.
ADR	Australian Design Rule	Legislation related to specific national standards for road vehicles and road vehicle components. The Secretary may determine national standards under section 12 of the RVSA, and ADRs will be determined to be national standards.
ECE	Economic Commission for Europe	<p>United Nations Economic Commission for Europe.</p> <p>Applicants seeking a component type approval may use ECE certification to meet eligibility criteria.</p>
M&I	Minor and Inconsequential	A component type approval may be granted even if the road vehicle component substantially complies with the national road vehicle standards (ADRs) and the non-compliance is considered minor and inconsequential.
Model Report	Model Report	<p>An approved Model Report is a series of instructions that a RAW or holder of a road vehicle type approval uses to modify or manufacture vehicles to comply with the national road vehicle standards, or certain specified concessions to these standards.</p> <p>Model Reports will include a verification checklist that must be authorised by an AVV when verifying modifications to a vehicle by the holder of a RAW approval. This is a tool to enable vehicles to meet the requirements of the type approval or concessional RAV entry pathway.</p>
MVSA	Motor Vehicle Standards Act 1989	An Act to provide for national motor vehicle standards, and for related purposes.
RAV	Register of Approved Vehicles	A publicly accessible online database of vehicles that comply with national road vehicle standards or are otherwise permitted for use on public roads under a



Acronym	Detail	Meaning
		concessional scheme. Generally, vehicles must be entered on the RAV with a type approval or concessional RAV entry approval before they are provided to the Australian market.
ROVER	Road Vehicle Regulator	The IT system that supports applications under the Road Vehicle Standards (RVS) legislation.
RVSA	Road Vehicle Standards Act 2018	An Act to provide for the regulation of road vehicles and road vehicle components, to set national road vehicle standards, and for other purposes.
RVCS	Road Vehicle Certification System	The departmental database for managing approvals for road vehicles and registrations for road vehicle components (under the Motor Vehicle Standards Act).
QMS	Quality Management System	A system that is employed by the manufacturer of a road vehicle component to ensure conformity of production and design change control.

# Appendices

## Appendix 1 — Information required to apply for a component type approval

Features of the application process	What do you need to do, provide or have in place?
Who is seeking approval of the road vehicle component?	<p>Name, address and contact details of the applicant. It is the named applicant who will be the holder of the component type approval, and responsible for meeting the conditions within the approval.</p> <p>If an individual is applying, the details will be populated from ROVER.</p> <p>If a company is applying, additional details such as ABN, ACN or certificate of incorporation (if located outside Australia) will be populated from the ROVER registration system.</p>
Who is completing the application?	If you are not the applicant, but a representative or agent of the applicant, you will need to have relevant documents authorising you to act on behalf of the applicant.
What is the address where the road vehicle component is designed and manufactured?	<p>Provide the location address of the place/s where the road vehicle component is designed and manufactured, or where other components are used in the design and manufacture of the road vehicle component.</p> <p>This will allow the department to contact the approval holder to arrange access to premises for inspection purposes in deciding the application and for ongoing compliance monitoring activities of the component type approval, if granted.</p>
Is the road vehicle component for a bus chassis, trailer braking system or diesel engine?	<p>Select from a drop down list of: (please note that this list is subject to ongoing review):</p> <ul style="list-style-type: none"> <li>• bus chassis</li> <li>• trailer braking system</li> <li>• diesel engine</li> <li>• other.</li> </ul> <p>Selection of one of the above will require specific technical information submitted with the application to enable creation of a data sheet and published (optional) with the component type approval, if granted, on the department's website.</p> <p>See also <a href="#">Bus chassis requirements</a> and <a href="#">Data sheets</a>.</p>
What are the identification details of the road vehicle component?	<p>Provide details about the road vehicle component:</p> <ul style="list-style-type: none"> <li>• make</li> <li>• model, and</li> <li>• a variant identifier if applicable.</li> </ul> <p>Note: if multiple variant details are provided, they must all meet the scope covered by results of testing and a data sheet may be required.</p>

Features of the application process	What do you need to do, provide or have in place?
<p>If you are the holder of a Component Registration Number (CRN) or Sub-Assembly Registration Number (SARN) in RVCS, do you wish to incorporate this CRN or SARN within your component type approval number?</p>	<p>Indicate if you would like to incorporate your CRN or SARN registration in your component type approval number, if granted.</p> <p>If you do not want to continue using your CRN or SARN, you will be given a component type approval number generated from ROVER.</p>
<p>What level of control do you have over all stages of design and production of the vehicle component?</p>	<p>You will need to indicate that you have one of the following:</p> <p><b>Full control</b> over all stages of design, componentry and manufacturing processes that will consistently produce the type of road vehicle component.</p> <p>If indicated, you must upload either:</p> <ul style="list-style-type: none"> <li>• a copy of your ISO 9001:2008 or ISO 9001:2015 accreditation, if held, issued by an authority and that has a scope relevant to the design and manufacture of the road vehicle component, or</li> <li>• a QMS Summary (see <a href="#">Appendix 3 — QMS Summary of actions used to demonstrate control</a>). Only a summary version of the quality management system in place is required to be submitted with your application. A certificate showing compliance with IATF 16949 can be provided in place of a QMS summary, the scope must be relevant to the design and manufacture of a road vehicle component. The full QMS must be available if requested by the Secretary after submitting your application or after the approval is granted.</li> </ul> <p>Or that you have:</p> <p><b>Access</b> to information relating to all stages of the design, componentry and manufacture, and to changes that may affect the component's compliance with applicable road vehicle standards.</p> <p>By indicating that you have <b>access</b> to information, we expect you will have a copy of the commercial agreement that you have in place with the manufacturer of the road vehicle component.</p> <p>Where indicated, upload a copy of the commercial agreement or contract with the manufacturer of the road vehicle component, including access to:</p> <ul style="list-style-type: none"> <li>• the manufacturer's QMS</li> <li>• engineering documentation that covers any design change control procedures and how they may affect compliance with the applicable national road vehicle standards</li> <li>• results of testing</li> </ul>

Features of the application process	What do you need to do, provide or have in place?
	<ul style="list-style-type: none"> <li>document/s that outline the process that is in place to ensure the applicant can identify when a change in design or manufacture has occurred and how the change is assessed to ensure ongoing compliance with the applicable national road vehicle standards.</li> </ul> <p>Please also refer to details about supporting documentation under the heading <a href="#">Supporting documents that demonstrate control</a>.</p>
Are you able to demonstrate compliance with the applicable national road vehicle standards, including the extent of the compliance, relating to the vehicle component?	<p>From a drop down list, choose each ADR that the vehicle component needs to comply with and indicate that the extent of the compliance either:</p> <ul style="list-style-type: none"> <li>fully complies with the applicable national road vehicle standards, or</li> <li>substantially complies with the applicable national road vehicle standards in force at the time.</li> </ul> <p>If you indicate the vehicle component substantially complies with the ADR, you will need to provide detailed information that the nature and extent of the non-compliance is in only minor and inconsequential respects.</p> <p>For each ADR selected, you will need to provide information and upload relevant documents as required, to demonstrate compliance with the applicable national road vehicle standards. The information you may need to provide may include:</p> <ul style="list-style-type: none"> <li>results of testing conducted or held by an approved testing facility under the RVS legislation</li> <li>an approval or other document issued by a contracting party to the 1958 Agreement (i.e. United Nations approvals)</li> <li>a document that confirms compliance to an alternative standard that is covered in the applicable ADR.</li> </ul> <p>See also <a href="#">Compliance with applicable national road vehicle standards</a>.</p>
Have you contravened, or may have contravened road vehicle legislation? <sup>4</sup>	<p>Indicate by ticking Yes or No whether the applicant has been found to contravene, or allegedly contravene RVS legislation.</p> <p>If Yes, then a statement about occurrences will need to be provided.</p>
Has any member of the key management personnel of the applicant contravened or may have contravened road vehicle legislation?	<p>Indicate by ticking Yes or No whether any member of key management personnel has been found to contravene, or allegedly contravene RVS legislation.</p> <p>If Yes, then details about the key management personnel member and a statement about occurrences will need to be provided.</p>

<sup>4</sup> Contravention of road vehicle legislation would include a court ruling being given, whereas 'may have contravened' is where the department has evidence that the person has contravened road vehicle legislation

Features of the application process	What do you need to do, provide or have in place?
	<p><b>Key Management personnel</b>, of a body corporate means persons who have authority and responsibility for planning, directing and controlling the activities of the body corporate (whether directly or indirectly) and includes any director (whether executive or otherwise) of the body corporate.</p>
Do you wish to specify a future date that the approval, if granted, will become effective?	<p>The applicant may wish to specify a date the component type approval, if granted, is to become effective.</p> <p>If the date you have specified you wish the approval to become effective is BEFORE the date the decision is made to grant you an approval (decision date), the date of the effect of the approval will be the decision date.</p>
<p><b>Declaration</b></p> <p>Do you understand the intended use of the vehicle component?</p> <p>Have you provided all of the information required to demonstrate compliance with the applicable national road vehicle standards?</p> <p>Will you be able to arrange for the Secretary or inspector to inspect the premises where the vehicle components are produced?</p> <p>Have you uploaded all of the required supporting information relevant to the application?</p> <p>Are you able to access the original and subsequent versions of the supporting information whilst the approval is in force and for 7 years after it expires, or is revoked?</p> <p>Are you able to keep the supporting information up to date whilst the approval is in force?</p>	<p>Indicate by ticking a declaration box that the applicant agrees to all of these questions and by checking the declaration box, you acknowledge that you have signed the declaration.</p> <p>You are expected have processes in place that address the eligibility criterion about record keeping, including:</p> <ul style="list-style-type: none"> <li>• access to the original and all subsequent versions of the supporting information throughout the period that the approval is in force, and for 7 years after the approval expires</li> <li>• an ability to make all information available when requested in writing by the Secretary, including the road vehicle component's design and componentry documentation, test reports, source materials and manufacturing procedures</li> <li>• an ability to keep all of the information up to date throughout the period the approval is in force</li> <li>• an ability to comply with all of the standard and specified conditions within the approval, if granted</li> <li>• an ability to meet all other requirements of the RVSA, the Rules or any instrument under the RVS legislation that applies to the applicant or the road vehicle component.</li> </ul> <p>Importantly, you are also expected to be able to demonstrate you meet the eligibility criterion about complying with conditions in an approval by ensuring that you have processes and procedures in place that assures the decision maker that the applicant has:</p> <ul style="list-style-type: none"> <li>• an ability to comply with all of the standard and specified conditions within the approval, if granted</li> </ul>

Features of the application process	What do you need to do, provide or have in place?
<p>Will you be able to provide further specified information to the Secretary when requested?</p> <p>Will you comply with the component type approval conditions that apply?</p> <p>Will you be able to comply with any specified conditions in the approval, if granted?</p> <p>If variants are specified on the application, if tested, would the results of testing result in a less favourable result than those results set out in the 'component compliance information form'?</p> <p>Do you understand the Secretary may refuse to consider the application, and that other considerations may be taken into account in deciding the application?</p> <p>Do you acknowledge that penalties are applicable for false or misleading information?</p> <p>Is the information contained in your application true and correct, and you have not omitted any matter or thing that would be misleading?</p>	<ul style="list-style-type: none"> <li>an ability to meet all other requirements of the RVSA, the Rules or any instrument under RVS legislation that apply to the applicant or the road vehicle component.</li> </ul> <p>Offence/civil penalty provisions under RVS legislation apply against a breach of a condition within a component type approval.</p> <p>See also what complying with the conditions of your approval means under the heading <a href="#">Conditions of approval</a>.</p> <p>See also the obligations of a component type approval holder under the heading <a href="#">Approval holder responsibilities</a>.</p> <p>See also the department's monitoring and enforcement responses under the heading <a href="#">Complying with your responsibilities</a>.</p> <p>If you have specified variants on your application, you will be expected to be able to justify why the results of testing of each variant would not result in a less favourable result than those set out in the applicable 'component compliance information form'.</p>



## Appendix 2 — Expected detail of a Quality Management System (QMS)

Included content heading	Expected detail
<b>QMS scope and function</b> — a brief description of the purpose of the QMS and the type of modifications covered by the document.	<b>Overview of the scope and function of the QMS</b> <ul style="list-style-type: none"> <li>The scope of the QMS should be relevant to the types of components or systems being manufactured.</li> <li>The function should specify the purpose of the QMS.</li> <li>The purpose of the QMS should be specific to the type of component or system being manufactured.</li> </ul>
<b>Responsibilities of personnel</b> — an overview of any personnel engaged by the applicant.	<b>Responsibilities of personnel</b> <p>The QMS should outline the responsibilities of personnel of the applicant.</p> <p>The following criteria as set out in the Rules, and the person(s) responsible, should be addressed:</p> <ul style="list-style-type: none"> <li>control over all stages of the design, componentry and manufacture of the road vehicle component or system</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>access to information regarding the design, componentry and manufacture, including any changes that may affect compliance with the applicable national road vehicle standards</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>conformity of production</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>record keeping, including keeping the information regarding the road vehicle component or system up to date for the life of the approval and for 7 years after its expiry.</li> </ul>
<b>Systems review</b> — A process that is embedded in the QMS to ensure that the systems outlined within the document are regularly reviewed to maintain effectiveness.	<b>Systems review</b> <ul style="list-style-type: none"> <li>The QMS should outline in detail the process of reviewing the systems that are contained within the document. For example, reviewing the process for ordering components or materials and ensuring this is still relevant and current to the design and manufacturing process.</li> <li>This process should be regularly undertaken on the QMS as considered necessary by the responsible person.</li> </ul>
<b>Internal audits</b> — a process that outlines the scope and frequency of internal audits to be carried out by the applicant.	<b>Internal audits</b> <ul style="list-style-type: none"> <li>The QMS should outline the procedure for conducting internal audits.</li> </ul>

Included content heading	Expected detail
	<ul style="list-style-type: none"> <li>It is expected that there will be a matrix of the individual departments or processes within the applicant's business, as well as scope of the audit to be carried out on each department.</li> <li>An internal audit schedule should be included in the process to ensure all departments or processes are audited on a regular basis.</li> </ul>
<b>Field service feedback and recall procedures</b> — the process that outlines how the applicant maintains records on faults/issues reported on vehicles they have provided components and the rectification processes undertaken, and a procedure for the recall of vehicles for safety or non-compliance issues.	<b>Field service feedback and recall procedures</b> <ul style="list-style-type: none"> <li>The applicant's process for the collection of data relating to failures of road vehicle components or systems in the field should be outlined in this section.</li> <li>Reference should be made to a faults register or process that enables recurring issues to be identified.</li> <li>If a safety related or recurring issue is identified, a procedure should be in place that outlines the rectification process, provides guidance on when a recall should be considered and outlines the process.</li> </ul>
<b>Engineering documentation</b> — the process for the management of engineering documentation such as drawings and specifications related to the component being manufactured. References to how design changes in the component are managed and how regard is given to such to ongoing compliance with the applicable national road vehicle standards.	<b>Engineering documentation</b> <ul style="list-style-type: none"> <li>The QMS should outline the process that the personnel of the applicant undertakes to ensure that the specified component or system has been tested to the national standards and is of an identical specification to the component or system being manufactured.</li> <li>The QMS should outline the process of numbering of drawings and subsequent revision processes.</li> <li>The QMS should detail how design change control is managed. It would outline how a change of design or specification is initiated and the process undertaken by the applicant to ensure that the change does not affect the component or system's compliance with the national standards.</li> </ul>
<b>Purchasing</b> — details of the system used by the applicant to control purchasing components or materials for the purpose of designing and manufacturing the road vehicle component.	<b>Purchasing</b> <ul style="list-style-type: none"> <li>The QMS should outline the process for purchasing components and materials for the manufacture of road vehicle components or assemblies.</li> <li>The QMS should address how the correct specification components or materials are ordered.</li> <li>Specific references to how a purchase order specifying the correct components or materials is created should be included, and how this process is updated and kept current.</li> </ul>

Included content heading	Expected detail
<b>Approved vendor register</b> — a register of suppliers from which the applicant sources goods or services. This register is generally compiled based on the quality and timeliness of supply of the goods or services.	<b>Approved vendor register</b> <ul style="list-style-type: none"> <li>The QMS should outline the process that the applicant undertakes to compile the approved vendor register.</li> <li>The QMS should clearly set out the criteria that will be used to rate suppliers of goods and services to determine whom the corporation will approve as a vendor.</li> </ul>
<b>Supplier quality assurance</b> — records held by the corporation that give an assurance that the quality of the goods or service provided by suppliers have been assessed on a regular basis. This information is generally used to develop and maintain the approved vendors register.	<b>Supplier quality assurance</b> <ul style="list-style-type: none"> <li>The QMS should outline the process used by the applicant to determine a supplier's quality assurance. This may be simply by requiring ISO certification or by establishing a supplier ranking based on a set of criteria. Factors that may be considered include: <ul style="list-style-type: none"> <li>quality of goods and services provided by individual suppliers</li> <li>timeliness of the supply goods and services provided</li> <li>identification of issues related to goods and services supplied once a vehicle has been provided</li> </ul> </li> <li>Once a ranking is established for the supplier, the process should link this information to the approved vendors register.</li> </ul>
<b>Manufacturing procedures</b> — detailed procedures outlining the manufacturing processes to be undertaken by the applicant to ensure that the road vehicle component or system manufactured are done so in accordance with the engineering documentation. This section of the QMS should also outline the types of tools and equipment that will be used in the manufacture of road vehicle components.	<b>Manufacturing procedures</b> <ul style="list-style-type: none"> <li>The QMS should outline the procedures to be undertaken for the manufacture of road vehicle components or systems.</li> <li>The QMS should outline the process that ensures that the engineering drawings and specifications are transferred into work instructions for use by the personnel that are manufacturing the road vehicle component or system.</li> <li>References to the tools and equipment, the required calibration and maintenance procedures should be included in this section.</li> </ul>
<b>Material control and storage</b> — details of the system used to ensure that only the specified components or materials are provided to the manufacturing plant for the road vehicle component or system being manufactured. The process for quarantine of non-conforming components or materials used in the	<b>Material control and storage</b> <ul style="list-style-type: none"> <li>A detailed system outlining the process of receiving components or materials used in the manufacture of road vehicle components.</li> <li>This process should outline the procedures that should be followed to ensure that the correct components or materials have been received and are in a condition</li> </ul>



Included content heading	Expected detail
manufacture of road vehicle component or system.	<p>that makes them fit to be used in the manufacture of a road vehicle component.</p> <ul style="list-style-type: none"><li>• The process should also outline how defective or incorrect components or materials are quarantined and how the applicant ensures that only the correct components and materials are used in the manufacture of the road vehicle component.</li></ul>

## Appendix 3 — QMS Summary of measures and actions used to demonstrate control

Summary heading	Expected content
Overview of the scope and function of the QMS	Provide a brief description about the purpose of the QMS. This needs to be specific to the road vehicle component or the assembly the subject of the application for approval.
Responsibilities of personnel	Provide an overview of any personnel engaged by the applicant and their responsibilities relevant to the control stages of the design, componentry and manufacture of the component or assembly.
Systems review	Provide a brief description of the processes that ensure systems are regularly reviewed to maintain effectiveness.
Internal audits	Provide a brief description of the process that outlines the scope and frequency of internal audits to be conducted by the applicant.
Field service feedback and recall procedures	Provide a brief description of the process that outlines how the applicant maintains records on faults or issues reported on vehicles/components and what rectification processes are undertaken, including procedures for the voluntary recall due to safety or non-compliance issues.
Engineering documentation	Outline the process for the management of engineering documents, drawings, specifications, relating to the manufacture of the component.
Purchasing	Provide brief details about the system used by the applicant to control the purchase of componentry and/or materials for the design and manufacture of the vehicle component.
Approved vendors register	Outline the process the applicant uses to register, including the criteria used to select the sources of goods and services related to the vehicle component or assembly.
Manufacturing procedures	Outline the manufacturing processes undertaken by the applicant that aligns with engineering documentation and the types of tools and equipment used to manufacture the vehicle component.
Material control and storage	Provide brief details about the system used by the applicant to ensure that only specified componentry or materials are provided to the manufacturing premises for the vehicle component or assembly being manufactured, including how defective, non-compliant or incorrect componentry is quarantined from the manufacture of the vehicle component or assembly.

## Appendix 4 — Expectations for the conditions applied to a component type approval

Rules reference	Condition detail	Expectations
Section 184 — condition about compliance with national road vehicle standards	<p>The holder of a component type approval must ensure that the road vehicle component complies with the national road vehicle standards in force at the time that it is provided for use or installation in a road vehicle.</p> <p>The holder of the component type approval must be able to produce evidence that:</p> <ul style="list-style-type: none"> <li>demonstrates that the road vehicle components covered by the component type approval comply with the national standards in force at the time the component is provided for use or installation, and</li> <li>could be taken into account for the purposes of subsection 177(2).</li> </ul>	<p>It is expected that the holder of a component type approval, and who continues to supply (sell, hire etc) their components, will ensure that the component continues to comply with the applicable standards at the point in time that it is made available for use or installation in a road vehicle.</p> <p>This will require relevant internal review procedures and processes that monitor developments and changes to ADRs or where non-compliance is able to be identified and addressed.</p> <p>This may include responding appropriately to messages sent by the department alerting the applicant well in advance to amended or new ADRs.</p> <p>You may be required to produce evidence that the road vehicle component continues to comply with the applicable ADRs.</p> <p>It is also expected that component type approval holders for components not required to comply with the national standards in certain respects or to a certain extent, have supporting documentation. They need to produce evidence to demonstrate the extent of the non-compliance and to the extent specified in the component type approval.</p>
Section 185 — condition about a conformity of production system	<p>The holder of the component type approval must implement a conformity of production system that:</p> <ul style="list-style-type: none"> <li>governs the manufacturing process detailed in the supporting information for the approval, and</li> <li>ensures that, at the time a component covered by the</li> </ul>	<p>It is expected the component type approval holder will be able to provide evidence that demonstrates their ability to manufacture the component or system of components, that exactly meets the design, and will produce components to the same requirements and in a consistent manner as the component used to test compliance with the applicable standards.</p>



Rules reference	Condition detail	Expectations
	<p>approval is manufactured, the component satisfies the applicable national road vehicle standards that is in force at that time in the respects, or to the extent, that the component is required to comply with those standards.</p>	<p>A conformity of production system can be a single document or series of documents and involves control over all stages of the design and manufacturing processes that becomes the supporting information for the road vehicle component type approval.</p> <p>At any point during the period the road vehicle component type approval, if granted, is in force, the department may request to undertake compliance activities that focus on any aspect of the conformity of production system, such as:</p> <ul style="list-style-type: none"> <li>inspection of the design facility and information relevant to the design of the component</li> <li>inspect instruction documentation used in the manufacturing processes</li> </ul>
Section 186 — condition about providing information etc. to the Secretary or an inspector	<p>The holder of a component type approval, when requested in writing by the Secretary or an inspector, and within such reasonable time as is specified in the request must:</p> <ul style="list-style-type: none"> <li>provide, or arrange for the Secretary or an inspector to access, the original and any subsequent versions of the supporting information for the approval, and</li> <li>provide any information that the Secretary or inspector reasonably requires for the purposes of assessing whether the holder of the approval is complying with the Act, this instrument, or an instrument made under the Act or this instrument, and</li> <li>provide any other information or documents specified in the request about road vehicle components to which the approval applies, and</li> </ul>	<p>The approval holder is expected to comply with the written request within a reasonable time as specified in the request.</p> <p>The department aims to work with the approval holder to determine the time it may take to fulfil the request, including the amount of information requested, the urgency of the request, the complexity of the request, whether information is already available and whether fulfilling the request requires a degree of consideration, research, collaboration or liaison.</p> <p>The approval holder is required to provide any information that the department reasonably requires for the purposes of assessing whether the holder of the approval is complying with RVS legislation in relation to an approved road vehicle component.</p> <p>The information requested is not limited to being provided as written material, but may also be made available in video or photographic format, or by other means.</p>

Rules reference	Condition detail	Expectations
	<ul style="list-style-type: none"> <li>provide written answers to questions, specified in the request, about road vehicle components to which the approval applies, and</li> <li>for the purposes of assessing whether road vehicle components or road vehicles containing road vehicle components to which the approval applies would comply with the applicable national road vehicle standards, to the extent that those standards relate to that component — allow or arrange for the Secretary or an inspector to inspect: <ul style="list-style-type: none"> <li>premises where the road vehicle components are designed or manufactured, or</li> <li>things, including documents, associated with the design or manufacturing process.</li> </ul> </li> </ul>	<p>When requested by the department, such records are expected to be made available and in English.</p> <p>The approval holder may also be required to allow or arrange for the Secretary or an inspector to inspect premises where the road vehicle component is designed or manufactured. This includes things, including documents associated with the component, QMS documents or IT systems.</p> <p>Inspection may also be required at third party premises, where components have been provided to the component type approval holder, to use in the manufacture of a component system or assembly.</p> <p>Access to third party premises, documents or things does not allow the department to directly enter premises of third parties without the consent of the approval holder or the third party.</p> <p>It is expected the component type approval holder will facilitate and make necessary arrangements with the third party, or at least provide relevant contact details when requested by the Secretary or an inspector. If the third party does not allow access, the approval holder may be in breach of this condition.</p> <p>As a request may occur at any time during the period the approval is in force, the approval holder must meet the requirements of the written request. This ensures the integrity of the evidence associated with the approved road vehicle components and the eligibility criteria provided by the approval holder maintaining effectiveness of the road vehicle component type approval process.</p>

Rules reference	Condition detail	Expectations
Section 187 — condition about keeping up-to-date records of supporting information	<p>A holder of an approval will be required to:</p> <ul style="list-style-type: none"> <li>keep a record of the original and any subsequent versions of the supporting information for the approval while the approval is in force, and for the period of 7 years after it expires or is revoked, and</li> <li>ensure that the supporting information for the approval is kept up to date while the approval is in force.</li> </ul>	<p>It is expected that the approval holder will have a records system in place suited to the capture of all information regarding design, componentry, manufacture, change processes, maintaining updated and version controlled material as required under the approval, including the capture and availability of:</p> <ul style="list-style-type: none"> <li>the original and subsequent versions of supporting information for the approval for the period the approval is in force and for a period of 7 years after the approval expires or is revoked</li> <li>the supporting information is kept up to date, supported by processes to maintain visibility of ADR changes or non-compliance detections and remedial action.</li> </ul> <p>When requested in writing by the department, such records are expected to be made available, in their most up to date form and in English.</p>
Section 188 — condition about providing instructions for use or installation of component	<p>The holder of a component type approval must:</p> <ul style="list-style-type: none"> <li>issue instructions for the use or installation of the component in a road vehicle that, if followed correctly, will ensure that the vehicle will comply with the applicable national road vehicle standards, as in force at the time that the holder of the approval provided the component for use or installation in a road vehicle, to the extent that those standards relate to that component, and</li> <li>as at the time the holder of the approval provides the component for use or installation in a road vehicle — make the latest</li> </ul>	<p>The approval holder must have processes in place that develop, capture and update the specific installation or fitting instructions. These may be requested by the department to support decision making, where required.</p> <p>Instructions for use or installation must be made available when the road vehicle component or assembly is supplied for use to industry sectors.</p> <p>Document reference numbers relating to instructions for use or installation of a component may be required when providing information in evidence forms, which may also be referenced in datasheets.</p> <p>When requested in writing by the department, the instructions are expected to be the latest version and made available in English.</p>

Rules reference	Condition detail	Expectations
	version of those instructions available to persons using or installing the component.	
Section 183(a) — specified condition about identifying recall action undertaken outside of Australia	The holder of an approval must advise the department, as soon as practicable, if recall action is being taken outside of Australia in relation to a component that is, or may be an approved road vehicle component, that the holder of the approval provides for use or installation in a road vehicle.	<p>The approval holder must remain vigilant of recall action being undertaken in another jurisdiction outside of Australia that relates to the same approved road vehicle component, which is also supplied to the Australian market.</p> <p>Advice must be provided to the department and voluntary recall action undertaken in a timely and effective manner.</p>
Section 183(a) — specified condition about identifying a systemic safety or non-compliance issue	The holder of an approval must advise the department when they have identified a systemic safety or non-compliance issue.	<p>The approval holder must maintain processes and practices that allow the identification of systemic safety or non-compliance issues related to the road vehicle component.</p> <p>Advice must be provided to the department and consideration of voluntary recall action may be required to rectify the risk in a timely and effective manner.</p>

## Appendix 5 — Applying to vary a component type approval

Application for variation element	Can I make changes?	Information required	Rationale
Approval holder ABN, ACN, or ARBN.	<b>No</b>	<p>If changes are required you will need to submit a new application for a component type approval.</p> <p>Please note: if you need to make changes to your individual or organisation business name, you will be able to use the update features of the ROVER user registration process.</p>	<p>The approval holder ABN, ACN or ARBN remains the same while the approval is in force.</p> <p>A change of name made using the update user registration process in ROVER will automatically link to your approval, so you will not need to request a name change as part of the variation process.</p>
Approval holder contact details.	<b>Yes</b>	You can update the name of the contact person, email and/or phone details, as applicable.	Staff turnover happens, so these details may need to be updated periodically to ensure the department can contact you.
Address where the component type is designed and/ manufactured.	<b>Yes</b>	You can update the location address of the place/s where the road vehicle component is designed and/or manufactured, where applicable.	Your business may expand, or consolidate premises and the department may need to plan access for inspection purposes.
The road vehicle component type.	<b>No</b>	If changes are required you will need to submit a new application for a component type approval.	Your approval is granted for a road vehicle component type.
Road vehicle make and model.	<b>No</b>	If changes are required you will need to submit a new application for a component type approval.	Your approval is granted for a make and model of the road vehicle component type.
Road vehicle component variant details.	<b>Yes, with dependency</b>	<p>You can request to add variant details providing they meet the overall compliance of your road vehicle component type approval.</p> <p>You cannot request to remove variants. Your business intentions, for example to halt manufacture of a variant, will not impact your approval.</p> <p><b><u>Important to note</u></b></p>	<p>Adding variants can impact the compliance of your approved component type.</p> <p>Your approval must continue to provide a level of assurance that only</p>

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		Adding a new variant must continue to meet the scope of the results of testing (worst case) subject of your approval. If the added variant is outside the original worst case test, you will need to submit a new application for a component type approval.	compliant road vehicle components are the subject of your approval and will be made available to the market.
Data sheet details	Yes	Where required to maintain accuracy, you may update the details of your datasheet associated with your vehicle component type.	Where required to publish a data sheet, the details should reflect accurate and up to date information for vehicle component type.
Level of control over all stages of design and production of the road vehicle component.	Yes	<p>You can request to update your level of control, from:</p> <ul style="list-style-type: none"> <li>➤ Full control to access to information, or</li> <li>➤ Access to information to full control.</li> </ul> <p>In either case you will also be required to provide the relevant supporting documentation demonstrating your changed level of control.</p> <ul style="list-style-type: none"> <li>➤ If full control, an ISO 9001 series certificate or QMS summary</li> <li>➤ If access to information, a copy of the commercial agreement or contractual arrangement.</li> </ul>	<p>Your business, or those of third parties you have a contractual arrangement with, may change over time. These details will need to be accurately reflected on your approval and align to the supporting information you need to retain.</p> <p>Maintaining accuracy of your approval is a condition that requires you to keep all records up to date.</p>
Compliance with applicable national road vehicle standards.	Yes, with dependency	<p>When an ADR is updated with a new ADR number, is registered and has commenced, you may be required to update compliance information in accordance with the requirements of the new ADR for your road vehicle component.</p> <p>You will have received ROVER notifications indicating whether you</p>	When national road vehicle standards are updated you may be required to add new/updated compliance information to ensure compliance of your road vehicle component type.



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		<p>are required to update compliance information for specific ADRs.</p> <p><b><u>Important to note</u></b></p> <p>You are NOT able to add or remove an ADR, nor the compliance information for any other purpose. If you need to add an ADR or compliance information, for example, to add seats to a bus chassis, then you will need to submit a new application for a component type approval.</p>	Changes to compliance information on your approval will alter the overall compliance of the road vehicle component type subject of your approval. While the approval is in force, market consumers need to be confident and able to identify or differentiate that they are accessing an approved vehicle component type to meet their needs.
Extent of compliance with the national road vehicle standards.	No	If changes are required you will need to submit a new application for a component type approval.	The extent of compliance is included on your approval, which is published on the department's website. The road vehicle component type subject of your approval is already available to the market consumers to the extent of compliance granted on the approval.
Whether you have, or may have, contravened road vehicle legislation.	Yes	You can update details about whether you, or any member of your key management personnel, have, or may have contravened road vehicle legislation.	<p>Maintaining accuracy of your approval is a condition that requires you to keep all records up to date.</p> <p>If contraventions have occurred the department will assess if any updates to your approval are required, for example, an additional specified condition to manage the circumstances.</p>
Specified conditions.	Yes	<p>If your approval is subject to an additional specified condition(s), you may request to vary, add or remove a specified condition.</p> <p>In each case you will need to justify any change to specified conditions.</p>	<p>The specified conditions of your approval may be varied or removed where the circumstances have been satisfied.</p> <p>Your business needs may also require you to request to add a specified condition for particular circumstances.</p>



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Specified commencement date of the varied approval.	Yes	You may specify the date you would like the approval, as varied, to commence.	Your business needs may require a future date for your vehicle component type approval, as varied to commence. The varied approval and the decision to vary notice will be published on the list of approvals as the current version.