



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts



Guide to developing a Model Report for SEVs vehicles

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Contents

Introduction	4
A Model Report sets out how a vehicle is to be manufactured or modified to meet applicable national road vehicle standards. It also sets out how the finished vehicle is to be verified for compliance.	4
What is the Road Vehicle Standards legislation and how does it relate to a Model Report?	4
What is a Model Report?	5
Why is a Model Report required?	5
How will an approved Model Report be used?	6
Ministerial determinations relating to Model Reports	6
Determination made under section 88 of the Rules	6
Determination made under subsection 89(2) of the Rules	7
Developing a Model Report for SEVs Vehicles	8
What information is contained in a Model Report?	8
Identifying applicable standards	9
Compliance information for a Model Report	10
Identifying componentry on a vehicle	11
Vehicle Scope	12
Work Instructions	18
Verification Checklist	20
Consumer Information Notice	21
Deterioration limits	23
Damage and corrosion limits	27
Further information	28
Quick links	28

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Introduction

A Model Report sets out how a vehicle is to be manufactured or modified to meet applicable national road vehicle standards. It also sets out how the finished vehicle is to be verified for compliance.

Model Reports are primarily used by registered automotive workshops, but may also be used by second stage manufacturers or high ATM trailer manufacturers.

What is the Road Vehicle Standards legislation and how does it relate to a Model Report?

The *Road Vehicle Standards Act 2018* (RVSA) replaced the *Motor Vehicle Standards Act 1989* (MVSA) on 1 July 2021 and is being administered by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department).

The detail of how the new regulatory framework operates is contained in subsidiary legislation, the Road Vehicle Standards Rules 2019 ([the Rules](#)). The RVSA, the Rules and other related legislation are collectively referred to as the Road Vehicle Standards (RVS) legislation.

The RVS legislation regulates the first supply of vehicles to the Australian market and creates a framework for supplying certain vehicles imported from other markets by ensuring those vehicles are modified to meet Australia's national road vehicle standards.

A Model Report is a key feature of that framework as it sets out how a vehicle must be modified to meet the applicable national road vehicle standards, and how an independent body must verify that the modifications have been completed as required.

Model Reports will primarily be used by a [registered automotive workshop](#) (RAW) approval holder. They are permitted to modify vehicles listed on the [Specialist and Enthusiast Vehicle \(SEVs\) Register](#), used 2 or 3 wheeled vehicles and undertake [second stage of manufacture](#) (SSM), as long as the modifications are made in accordance with an approved Model Report. Following modification, the vehicle must be verified by an [authorised vehicle verifier](#) (AVV) approval holder before the vehicle is entered on to the [Register of Approved Vehicles](#) (RAV) and made available to the Australian market.

Model reports can also be used to demonstrate compliance with national road vehicle standards when applying for a [vehicle type approval](#) for SSM and by manufacturers of trailers with an aggregate trailer mass (ATM) of more than 4.5 tonnes ([high ATM trailer](#)).

This document provides guidance on developing a Model Report for use by a RAW when modifying a vehicle on the SEVs Register.

A detailed [Guide to applying for a Model Report approval](#) is also available. This guide may be updated from time to time in response to changing circumstances, feedback or to reflect changes to legislation or policy.

Important: Please see the [RVS Glossary of terms](#) on our website for a comprehensive list of RVS terms and their definitions.

What is a Model Report?

A Model Report must contain all of the information and be in the form required by the [Road Vehicle Standards \(Model Reports\) Determination 2021](#).

Four types of Model Report can be developed and approved, relating to:

- Specialist and enthusiast vehicles (SEVs) that are entered on the SEVs Register
- used two-wheeled and used three-wheeled vehicles that are not entered on the SEVs Register
- trailers with an aggregate trailer mass (ATM) of more than 4.5 tonnes (high ATM trailers)
- road vehicles that are entered on the RAV via the type approval pathway and will be subject to a second stage of manufacture (SSM).

A Model Report sets out how a road vehicle model, or one or more variants, may be manufactured or modified to meet the applicable national road vehicle standards.

This includes both the Australian Design Rules (ADRs) and standards set out in the [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#). Noting however, for a Model Report covering a high ATM trailer the vehicle must comply with the applicable national road vehicle standards.

Why is a Model Report required?

Road vehicles modified or manufactured in accordance with an approved Model Report will meet applicable national road vehicle standards (being the ADRs and/or the additional requirements specified in the Road Vehicle Standards (Model Report – Compliance with Standards) Determination 2021.)

Model Reports can be used to support a vehicle to be entered on the RAV via either one of the two [RAV entry pathways](#):

- the [type approval pathway](#) (Part 3, Division 2 of the Rules)
- the [concessional RAV entry approval](#) pathway (Part 3, Division 3 of the Rules).

A concessional RAV entry approval may be granted under section 37 of the Rules for certain road vehicles intended to be manufactured, or modified, by a RAW approval holder in accordance with an approved Model Report.

The concessional RAV entry pathway for vehicles to be modified by a RAW approval holder is only available for a road vehicle that is:

- covered by an entry on the SEVs Register, or
- a used two-wheeled vehicle or a used three-wheeled vehicle, or
- subject to second stage of manufacture.

Note: This guide focuses specifically on developing a Model Report for a vehicle covered by an entry on the SEVs Register.

How will an approved Model Report be used?

Once a Model Report is approved, the approval holder may provide access to the Model Report to a number of entities, including a RAW or AVV approval holder. Use and access to the Model Report is at the discretion of the Model Report approval holder.

Table 1: Model Report users

Model Report user type	Purpose of Model Report use
Registered automotive workshop (RAW)	<ul style="list-style-type: none"> Requires authorised access to or purchase of the approved Model Report, but may also be the Model Report approval holder. Access to the Model Report may be direct from the Model Report approval holder or via the concessional RAV entry approval holder for the vehicle, who has authorised access or is the approval holder of the Model Report.
Authorised vehicle verifier (AVV)	<ul style="list-style-type: none"> Required to access the Model Report Verification Checklist to conduct vehicle inspections and verification services before entering the vehicle details on the RAV.
General public	<ul style="list-style-type: none"> Members of public looking to import or seek approval of a vehicle under the eligibility requirements of section 37 of the Rules – vehicles to be modified by a RAW – via the concessional RAV entry approval pathway will need to ensure they have authorised access to the relevant approved Model Report for that vehicle. Authorised access to the approved Model Report may be direct from the Model Report approval holder, or from a RAW approval holder they have engaged to perform the modification or manufacturing work on the vehicle. Authorised access to the approved Model Report may also be arranged via an agent who offers those services.

Ministerial determinations relating to Model Reports

The Rules provide for Ministerial determinations to be made relating to the information that must be included in a Model Report, including requirements relating to the standards that apply to road vehicles manufactured or modified in accordance with an approved Model Report. These determinations are legal documents providing details relating to relevant sections of the Rules.

A Model Report must be developed in accordance with the requirements set out in these determinations. The relevant determinations and details that apply to a Model Report are outlined below. More information about these determinations is available on the department's [website](#).

Determination made under section 88 of the Rules—[Road Vehicle Standards \(Model Reports\) Determination 2021](#)

This determination includes the information a Model Report must contain, including:

- Division 1 – outlines what a Model Report must include
- Division 2 – outlines the details required in a Vehicle Scope
- Division 3 – outlines the requirements and order of checks and steps in the Work Instructions
- Division 4 – sets out what, and the order, that must be included in a Verification Checklist.

Determination made under subsection 89(2) of the Rules – [Road Vehicle Standards \(Model Reports – Compliance with Standards\) Determination 2021](#)

This determination directs the Model Report author to the applicable standards, ADRs that will need to be demonstrated, including specific or concessional standards, and additional requirements that apply to vehicles such as those meeting the mobility criterion or campervan and motorhome criterion for road vehicles covered by an entry on the SEVs Register.

Important: A Model Report must contain the information required in the Road Vehicle Standards (Model Reports) Determination 2021.

The development of the Model Report must take account of all the requirements for the manufacture or modification of the specific vehicle model to ensure the applicable standards, ADRs, and further standards or requirements detailed in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021.

Developing a Model Report for SEVs Vehicles

The following section details the preparatory steps required to develop a Model Report before submitting an application.

What information is contained in a Model Report?

In accordance with the Road Vehicle Standards (Model Reports) Determination 2021, a Model Report must contain the following:

- **Vehicle Scope** – to identify the road vehicle and variant(s) that are the subject of the Model Report and must contain the detailed information that applies to the specific Model Report type.
- **Work Instructions** – to provide information and the detailed steps and checks that must be undertaken by a RAW approval holder or high ATM trailer manufacturer to manufacture or modify a road vehicle covered by a Model Report. The Work Instructions provide a set of detailed and ordered instructions to ensure each road vehicle or variant manufactured or modified in accordance with the Model Report will comply with the same applicable standards on which the Model Report was approved.
- **Verification Checklist** (excluding Model Reports for high ATM trailers) – provides the detailed steps and order of checks that must be undertaken by an AVV when conducting inspection and verification services for a road vehicle that has been manufactured or modified in accordance with an approved Model Report. Once verified by following the Verification Checklist and a Verification Report has been made, the AVV will enter the road vehicle details on to the RAV.

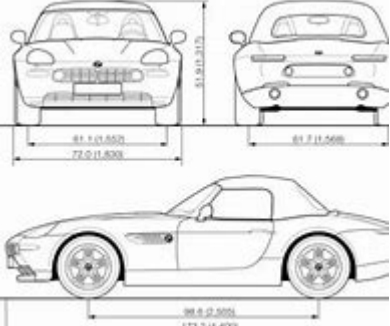


The level of detail in the Model Report must be sufficient to ensure road vehicles manufactured or modified in accordance with the approved Model Report will consistently comply with the applicable standards for that vehicle or one or more variants.

Any time an approved Model Report user becomes aware of an error in any information in the Model Report, the department and the Model Report approval holder must be notified. An identified error may result in a request for variation to the Model Report or require the Model Report approval be suspended or revoked.

A summary of the information that must be contained in the key elements of a Model Report are outlined in Table 2 below. More detail about the information contained in a Model Report can be found in the [Road Vehicle Standards \(Model Reports\) Determination 2021](#).

Note: All RVS applications must be submitted through [ROVER](#) the department's online application and approval portal.

Table 2: Information required in all Model Reports

Vehicle Scope	Work Instructions (used by a RAW)	Verification Checklist (used by an AVV) (not required for high ATM trailers)
		
<p>Make</p> <p>Model</p> <p>Description of variant(s)</p> <p>Date of manufacture or build date range</p> <p>Pre-modification specifications</p> <p>Final specifications after modification/manufacture</p>	<p>Vehicle scope checks</p> <p>Component checks</p> <p>Damage and corrosion checks</p> <p>Recall checks and rectification action</p> <p>Steps required to manufacture or modify the vehicle</p> <p>Checks of the manufacture and modification work performed</p> <p>Deterioration checks and rectification action required</p> <p>Odometer checks</p> <p>Consumer information notice for certain vehicles</p> <p>Records that must be kept</p>	<p>Vehicle scope checks</p> <p>Manufacture and modification checks</p> <p>Deterioration checks</p> <p>Damage or corrosion checks</p> <p>Odometer checks</p> <p>Recall checks</p>

← Model Report →

Identifying applicable standards

When developing a Model Report for a vehicle entered on the SEVs Register, the applicant is required to identify the national road vehicle standards applicable to that vehicle before applying for a Model Report approval. The reasons for identifying the standards applicable to a vehicle are to:

- determine what compliance information will be required during the application process
- identify if there are any additional standards or testing concessions applicable to the vehicle.

The standards applicable to a vehicle entered onto the SEVs Register are described in the determination made under section 89(2) of the Rules – Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021. They include:

- the ADRs applicable to a vehicle based on the vehicles sub category and date of original manufacture (Part 2, Division 2)
- additional or concessional standards that must be considered based on the vehicle type or SEVs eligibility criteria (Part 2, Division 3).

The 6 SEVs eligibility criteria are described in Table 3 below with their specific requirements highlighted.

Table 3: Specific requirements for SEVs criteria

SEVs criterion	Rules section	Specific requirements
Performance	Section 130	Vehicles entered on to the SEVs Register under this criterion must demonstrate compliance with the applicable ADRs and meet the requirements of the additional standards identified in Schedule 5 of the section 89(2) determination
Environmental	Section 131	Vehicles entered on to the SEVs Register under this criterion must demonstrate compliance with the applicable ADRs and meet the requirements of the additional standards identified in Schedule 5 of the section 89(2) determination.
Mobility	Section 132	Vehicles entered on to the SEVs Register under this criterion must demonstrate compliance with the applicable ADRs and meet the requirements of the additional standards identified in Schedule 2 and 5 of the section 89(2) determination
Left Hand Drive	Section 133	Vehicles entered on to the SEVs Register under this criterion must demonstrate compliance with the applicable ADRs and meet the requirements of the additional standards identified in Schedule 3 and 5 of the section 89(2) determination
Campervans and Motorhomes	Section 134	Vehicles entered on to the SEVs Register under this criterion must demonstrate compliance with the applicable ADRs and meet the requirements of the additional standards identified in Schedule 4 and 5 of the section 89(2) determination
Rarity	Section 135	Vehicles entered on to the SEVs Register under this criterion must demonstrate compliance with the applicable ADRs and meet the requirements of the additional standards identified in Schedule 5 of the section 89(2) determination, noting that concessions exist in regard to destructive testing for the purposes of compliance with certain standards (Part 2, Division 3)

By identifying the standards applicable to a vehicle, the Model Report applicant can determine the evidence requirements that will be needed when applying for a Model Report.

Compliance information for a Model Report

As part of the Model Report application, applicants are required to demonstrate compliance to all of the standards applying to vehicle model or variants. This may include test reports, analysis, approvals granted under the 1958 agreement (UN ECE) or other demonstration methods such as using component type approvals where necessary.

The acceptable methods of demonstrating compliance are in Part 3, Division 2 of the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021.

When developing a Model Report, applicants are required to demonstrate compliance for all applicable standards for each model or variant of vehicle that is part of the Model Report.

Where an applicable standard relates to a feature of the vehicle requiring modification before being entered on the RAV, detailed steps of the modification or manufacturing process should be documented and used as part of the Work Instructions in the Model Report.

Example: Before being entered onto the RAV, all vehicles must demonstrate compliance to ADR 61/03 – [Vehicle Marking](#). Vehicles imported into Australia, but not entered on the RAV will not comply with this standard.

A documented process of how the vehicle will comply with this standard and how an identifying marking is fixed to the vehicle must, therefore, be included in the Work Instructions of the Model Report.

It may be beneficial for a Model Report applicant to include additional information supporting a claim of compliance against a standard when applying.

This additional information may include attachments such as diagrams, test reports or analysis supporting a demonstration of compliance. This may aid an assessor in deciding your application.

Additionally, any documentation or test reports demonstrating a vehicle's compliance with a standard should be retained by the Model Report applicant, as this information can be requested by the department as part of ongoing compliance activities after a Model Report approval is granted.

Identifying componentry on a vehicle

As part of applying through [ROVER](#), applicants must identify components fitted to a typical vehicle to show compliance with the applicable standards. Identifying markings on components, when included in the Model Report application, allow a Model Report user to ensure the vehicle they are modifying has the same componentry as the vehicle the Model Report approval was based on.

Identifying markings on a component may be part numbers, UN ECE approval markings or any other information that specifically identifies a component.

Applicants should identify the specific components fitted to each variant and be prepared to enter this information as part of their application when they are preparing a Model Report for a model or variant of a road vehicle.

Where variation in componentry is available between variants, the Model Report applicant should identify the different components fitted to each variant and be able to enter this information against the relevant variants in the demonstration of compliance section of the Model Report application.

Example: A Model Report applicant wants to submit an application for a Model Report with 2 variants of the same model.

Both variants are substantially the same. However, the second variant includes headlamp assemblies that differ from the first variant, both headlamp assemblies can be identified by markings on the lens.

When submitting the compliance information for ADR 46/00 – Headlamps, the applicant is required to submit 2 pieces of compliance information and identify which variants the headlamps relate to.

Vehicle Scope

The Vehicle Scope identifies the road vehicle and variant(s) that are the subject of the Model Report.

It must contain the detailed information applying to the specific Model Report type. For a vehicle entered on the SEVs register the Vehicle Scope must contain:

- a unique document identifier relating to a Work Instruction to be used to modify a model or model variant, and
- the information required by Schedule 1 of the Road Vehicle Standards (Model Reports) Determination 2021 – noting that a pre and post modification specification may be required.
- any alternative specification for a characteristic of a road vehicle arising from a rectification action mentioned in section 19 of the Road Vehicle Standards (Model Reports) Determination 2021.

Information required in a vehicle specification (pre and post modification) can be found in Tables 4 and 5. The information is specific to the vehicle being modified and may not be relevant for all vehicle categories.

The Model Report applicant is required to identify the information relevant to their needs and provide the correct information accordingly, as part of a Vehicle Scope.

The pre-modification specification must include the information set out in the Table 4 for each model or variant of road vehicle that may be modified in accordance with each set of Work Instructions in the Model Report, as the model or variant will stand before the modification takes place.

The specification after modification must include the information set out in Table 5 for each model or variant of road vehicle that each set of Work Instructions in the Model Report applies to, as the model or variant will stand after it has been manufactured or modified in accordance with the Model Report.

Table 4: Pre-modification vehicle specification for vehicles on the SEVs Register

Item	Information that must be included	Details
1	Vehicle make	The vehicle make, as entered on the SEVs Register in accordance with paragraph 141(1)(b) of the Rules.
2	Vehicle model	The vehicle model, as entered on the SEVs Register in accordance with paragraph 141(1)(c) of the Rules.
3	Model Report type	To be described as 'SEVs'.
4	Build date range	The period over which the model or variant was originally manufactured.
5	Body shape	
6	Number of side doors	
7	Number of rear doors	Where there are no rear doors, the number of doors should be stated as 0.
8	Vehicle category	The vehicle category is to be determined using the maximum laden mass of the model or variant, as specified by the original manufacturer.
9	Unladen mass	

Item	Information that must be included	Details
10	Gross vehicle mass	Not required for a model or variant that is: (a) a two-wheeled vehicle or three-wheeled vehicle, or (b) a vehicle in the (MA), (MB) or (MC) vehicle category.
11	Number of seating positions per row	
12	Maximum motorcycle speed	Required only for a two-wheeled vehicle or three-wheeled vehicle.
13	Motive power	The type of motive power driving the engine or motor.
14	Model of engine or electric motor	Where this information is entered on the SEVs Register in respect of the model or variant, the information in the Vehicle Scope should match the entry on the SEVs Register.
15	Engine configuration	Where this information is entered on the SEVs Register in respect of the model or variant, the information in the Vehicle Scope should match the entry on the SEVs Register.
16	Engine capacity	Where this information is entered on the SEVs Register for the model or variant, the information in the Vehicle Scope should match the entry on the SEVs Register.
17	Engine induction method	Where this information is entered on the SEVs Register for the model or variant, information in the Vehicle Scope should match the entry on the SEVs Register.
18	Transmission model	Where this information is entered on the SEVs Register for the model or variant, the information in the Vehicle Scope should match the entry on the SEVs Register.
19	Transmission type	Where this information is entered on the SEVs Register for the model or variant, the information in the Vehicle Scope should match the entry on the SEVs Register.
20	Drive train configuration	Where this information is entered on the SEVs Register for the model or variant, the information in the Vehicle Scope should match the entry on the SEVs Register.
21	SEVs entry number	The number assigned by the Secretary to the entry of the model or variant of road vehicle on the SEVs Register.
22	Mobility criterion	Where the Model Report applies to a model or variant entered on the SEVs Register under the mobility criterion — a description of the mobility features of the model or variant.
23	Performance criterion	Where the Model Report applies to a model or variant entered on the SEVs Register under the performance criterion — the power to weight ratio of the model or variant (expressed in kilowatts per tonne).

Item	Information that must be included	Details
24	Rarity criterion	Whether the Model Report applies to a model or variant entered on the SEVs Register under the rarity criterion (yes/no).
25	Campervans and motorhomes criterion	Whether the Model Report applies to a model or variant entered on the SEVs Register under the campervans and motorhomes criterion (yes/no).
26	Left-hand drive criterion	Whether the Model Report applies to a model or variant entered on the SEVs Register under the left-hand drive criterion (yes/no).
27	Environmental criterion	Where the Model Report applies to a model or variant entered on the SEVs Register under the environmental criterion — details of: <ul style="list-style-type: none"> (a) the alternative motive power used by the model or variant for the purposes of subparagraph 131(b)(i) of the Rules, or (b) the qualifying measurements of the model or variant for the purposes of subparagraph 131(b)(ii) of the Rules.
28	Photographs	Photographs of the following views: <ul style="list-style-type: none"> (a) front right view (b) left rear view (c) underbody view (d) interior view (e) engine compartment view. Multiple photographs may be required to display a full underbody, interior or engine compartment view.
29	Major dimensions	The following dimensions: <ul style="list-style-type: none"> (a) length (b) width (c) height (d) wheelbase (e) rear overhang (f) running clearance.
30	Tyres and rim information	The following information in respect of each axle: <ul style="list-style-type: none"> (a) tyre designation (b) rim size (c) rim offset.
31	Steering location	‘Steering location’ refers to whether the vehicle is left-hand or right-hand drive.

Table 5: Vehicle specification following modification for vehicles on the SEVs Register

Item	Information that must be included	Details
1	Vehicle make	The vehicle make, as entered on the SEVs Register in accordance with paragraph 141(1)(b) of the Rules.
2	Vehicle model	The vehicle model, as entered on the SEVs Register in accordance with paragraph 141(1)(c) of the Rules.
3	Model Report type	To be described as 'SEVs'.
4	Build date range	The period over which the model or variant was originally manufactured.
5	Compliance level*	The compliance level is to be expressed as 'standard' or 'non-standard', as defined in clause 3 of this Schedule.
<p>* Item 5 above asks the applicant to provide information about the vehicle's compliance level. The compliance level is non-standard where Model Report approval is sought based a vehicle of the relevant model or variant, if manufactured or modified being in accordance with the Model Report:</p> <ul style="list-style-type: none"> • to the extent that a Determination made by the Minister under subsection 89(2) of the Rules applies to the vehicle — comply with those standards, as in force at the time the Model Report approval was sought, to an extent that would make it suitable for use on a public road in Australia; or • in all other respects — comply with the applicable national road vehicle standards to an extent that would make it suitable for use on a public road in Australia. <p>If the above conditions do not apply then the compliance level is standard.</p>		
6	Areas of non-compliance	<p>The areas of non-compliance are:</p> <p>(a) where approval of the Model Report is sought on the basis of the matter in subparagraph 72(2)(a)(ii) of the Rules (substantial compliance) — the respects in which, or the extent to which, a vehicle manufactured or modified in accordance with the Model Report will not comply with the applicable standards determined by the Minister under subsection 89(2) of the Rules, and</p> <p>(b) where approval of the Model Report is sought on the basis of the matter in subparagraph 72(2)(b)(ii) of the Rules (substantial compliance) — the respects in which, or the extent to which, a vehicle manufactured or modified in accordance with the Model Report will not comply with the applicable national road vehicle standards.</p>
7	Body shape	
8	Number of side doors in the vehicle	
9	Number of rear doors in the vehicle	Where there are no rear doors, the number of doors should be stated as 0.
10	Vehicle category	The vehicle category is to be determined:

Item	Information that must be included	Details
		<p>(a) in the case of campervans and motorhomes — using the maximum laden mass of the variant determined by the applicant for the Model Report approval, and</p> <p>(b) otherwise — using the maximum laden mass of the model or variant, as specified by the original manufacturer.</p>
11	Unladen mass	
12	Gross vehicle mass	
13	Number of seating positions per row	
14	Maximum motorcycle speed	
15	Motive power	The type of motive power driving the engine or motor.
16	Model of engine or electric motor	
17	Engine configuration	
18	Engine capacity	
19	Engine induction method	
20	Transmission model	
21	Transmission type	
22	Drive train configuration	
23	SEVs entry number	The number assigned by the Secretary to the entry of the model or variant of road vehicle on the SEVs Register.
24	Mobility criterion	Where the Model Report applies to a model or variant entered on the SEVs Register under the mobility criterion — a description of the mobility features of the model or variant.
25	Performance criterion	Where the Model Report applies to a model or variant entered on the SEVs Register under the performance criterion — the power to weight ratio of the model or variant (expressed in kilowatts per tonne).

Item	Information that must be included	Details
26	Rarity criterion	Whether the Model Report applies to a model or variant entered on the SEVs Register under the rarity criterion (yes/no).
27	Campervans and motorhomes criterion	Whether the Model Report applies to a model or variant entered on the SEVs Register under the campervans and motorhomes criterion (yes/no).
28	Left-hand drive criterion	Whether the Model Report applies to a model or variant entered on the SEVs Register under the left-hand drive criterion (yes/no).
29	Environmental criterion	Where the Model Report applies to a model or variant entered on the SEVs Register under the environmental criterion — details of: (a) the alternative motive power used by the model or variant for the purposes of subparagraph 131(b)(i) of the Rules, or (b) the qualifying measurements of the model or variant for the purposes of subparagraph 131(b)(ii) of the Rules.
30	Photographs	Photographs of the following views: (a) front right view (b) left rear view (c) underbody view (d) interior view (e) engine compartment view. Multiple photographs may be required to display a full underbody, interior or engine compartment view.
31	Major dimensions	The following dimensions: (a) length (b) width (c) height (d) wheelbase (e) rear overhang (f) running clearance.
32	Tyres and rim information	The following information in respect of each axle: (a) tyre designation (b) rim size (c) rim offset.
33	Steering location	‘Steering location’ refers to whether the vehicle is left-hand drive or right-hand drive

Work Instructions

Work Instructions provide information and the detailed steps and checks that must be undertaken by a RAW approval holder to manufacture or modify a road vehicle covered by a Model Report.

The Work Instructions provide a set of detailed and ordered instructions to ensure each road vehicle or variant manufactured or modified in accordance with the Model Report complies with the same applicable standards on which the Model Report was approved.

Each Work Instruction contained in a Model Report must have a unique document identifier. This unique identifier is used to ensure a vehicle is modified in accordance with the correct Work Instruction. This unique identifier is also referred to in the Vehicle Scope and the Verification Checklist used by an AVV to verify a vehicle.

The content of a Work Instruction is described in Division 3 of the Road Vehicle Standards (Model Reports) Determination 2021 and summarised in Table 6.

Table 6: Elements of a Model Report Work Instruction

Determination Section	Work Instruction name	Content description
15	Order of implementation	Describes the order in which steps of the Work Instruction are to be carried out.
16	Vehicle Scope check	Includes checks to be undertaken to confirm that the vehicle to be modified falls within the pre modification scope.
17	Component check	Includes checks the user will make to ensure the componentry fitted to the vehicle match those approved in the supporting information of the Model Report application.
18	Damage and Corrosion check	Sets out the steps a RAW approval holder must make to inspect a vehicle for damage and corrosion including any historical repairs the vehicle has undergone. See Damage or Corrosion Limits below for further information.
19	Recall checks and rectification	Sets out the necessary checks required to ensure that if a vehicle is the subject of a recall in the source market, a RAW approval holder can verify that a recall exists and what action is taken to carry out the recall before providing the vehicle to a customer.
20	Steps required to manufacture the vehicle	Sets out each step the user must take to manufacture or modify a road vehicle the Model Report applies to through to the final approved specification.
21	Manufacture or modification checks	Sets out the checks the user must perform on each vehicle manufactured or modified under the Model Report to ensure the vehicle has been manufactured or modified correctly.

Determination Section	Work Instruction name	Content description
22	Deterioration checks and rectification action	<p>Sets out the checks the RAW approval holder must perform on each used vehicle modified under the Model Report to ensure the vehicle does not exceed the deterioration limit, to the extent (if any) that the limit is applicable.</p> <p>See Deterioration Checks below for further information</p>
23	Odometer checks required	Includes checks a RAW approval holder must complete to ensure the odometer accurately reflects the distance the vehicle has travelled.
24	Consumer information notice for certain vehicles	<p>Where a vehicle is to be modified by a RAW approval holder, the Work Instruction must include the necessary steps to provide a Consumer Information Notice with the vehicle.</p> <p>See Consumer Information Notice below for further information</p>
25	Records that must be kept	The Work Instructions must specify the records the user must keep for each vehicle manufactured or modified under the Model Report.

Where a step in the Work Instructions cannot be performed by the RAW approval holder, the Model Report must include information allowing a person to contact the Model Report approval holder if amendment or clarification is needed.

Additionally, explicit instructions must be included instructing the RAW approval holder not to continue with the vehicle modification if certain steps of the Work Instructions cannot be completed.

Verification Checklist

The Verification Checklist provides the detailed steps and order of checks that must be undertaken by an AVV when conducting inspection and verification services for a road vehicle manufactured or modified in accordance with an approved Model Report.

Once verified by following the Verification Checklist and making a Verification Report, the AVV will enter the road vehicle details on to the RAV.

The Verification Checklist must contain the information described in Division 4 of the Road Vehicle Standards (Model Reports) Determination 2021. By providing clear and thorough verification checks, the Model Report approval holder allows an AVV to verify a vehicle with certainty that the Work Instructions have been followed correctly by the RAW approval holder. Table 7 describes the information required in a Verification Checklist and provides a brief summary of the content.

Table 7: Elements of a Model Report Work Instruction

Determination section	Work Instruction name	Content description
27	Unique identifier	The verification checklist must set out the document identifier for its related Work Instructions.
28	Vehicle Scope check	Sets out the checks required to compare the vehicle to the final specification and ensure the vehicle is covered by the applicable Work Instruction.
29	Manufacture or modification checks	Sets out the checks required to determine if the manufacturing or modification steps in the Work Instruction have been carried out correctly and whether the work has been carried out by qualified people with the correct equipment.
30	Deterioration checks	Where the vehicle is a used vehicle, the verification checklist must set out each check required to ensure that the vehicle does not exceed the deterioration limit. See Deterioration Checks below for further information
31	Damage or corrosion checks	Sets out each step required to inspect a vehicle for damage or corrosion and any repair work that has been undertaken. See Damage or Corrosion Limits below for further information. The Verification Checklist must also include how to perform a body alignment test and how to obtain information about a vehicle's history.
32	Odometer checks	Includes checks required to ensure the odometer accurately reflects the distance the vehicle has travelled.
33	Recall checks	Sets out the necessary checks required to ensure that if a vehicle is recalled in the source market, the RAW approval holder has verified that a recall exists and has acted to carry out the recall before providing the vehicle to a customer.

Consumer Information Notice

Where a vehicle will be modified in accordance with a Model Report by a RAW approval holder, the approval holder must prepare a consumer information notice on a durable, fade-resistant material.

When preparing this notice the RAW approval holder must:

- include the relevant information described in Schedule 5 of the Road Vehicle Standards (Model Reports) Determination 2021 on the consumer information notice
- ensure the notice is in the form described in Schedule 5 of the Road Vehicle Standards (Model Reports) Determination 2021
- attach the notice to the inside of the passenger side windscreen for goods and passenger vehicles or place the notice in a document holder for L category vehicles
- ensure that the notice is not removed from the vehicle.

As part of the Work Instruction, the Model Report approval holder must include steps to ensure the RAW approval holder can produce the consumer information notice.

The notice must include:

- all wording from Schedule 5 of Road Vehicle Standards (Model Reports) Determination 2021
- identifying information for the vehicle being modified (see figure 1).
- a list and description of all ADR-related modifications (see figure 2).
- descriptive wording of major modifications undertaken on the vehicle such as left to right hand drive conversions
- a Registered Automotive Workshop declaration, made by the RAW approval holder that the Work Instruction of the Model Report has been followed correctly, the vehicle does not have damage or corrosion, the odometer accurately reflects the distance travelled by the vehicle and all applicable recalls issued on the vehicle in its source market have been identified and rectified.

Figure 1. Consumer Information Notice, vehicle identifying information

Identifying information			
Make	<i>[The make of the vehicle listed on the Model Report]</i>	Registered automotive workshop	<i>[RAW name and ID]</i>
Model	<i>[The model of the vehicle listed on the Model Report]</i>	Model Report	<i>[Model Report ID]</i>
VIN <i>[enter 17-digit VIN below]</i>		Model Report Variant	<i>[Variant code]</i>
Engine number	<i>[engine number]</i>	Original build date	<i>[month and year the vehicle was originally completed]</i>
Odometer reading	<i>[Odometer reading at date of AVV verification]</i>		

Figure 2. List of ADR-related modifications and description

ADR number	Description of modification	Part number(s)
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[Insert a brief description of any modifications undertaken to meet the requirements applicable to the vehicle under the Determination made under subsection 89(2) of the Road Vehicle Standards Rules 2019, and any other applicable requirements of the national road vehicle standards.

The description must be sufficient to identify the modification on inspection of the vehicle. Part numbers must be listed where these are able to be confirmed on the vehicle. May be continued on reverse.]

Deterioration limits

Determination made under section 88 of the Rules – [Road Vehicle Standards \(Model Reports\) Determination 2021](#)

Schedule 6 of this determination sets out the limits of acceptable deterioration in used vehicles.

The Work Instruction in a Model Report must set out the checks the RAW must perform on each used vehicle modified under the Model Report to ensure the vehicle does not exceed the limits applicable.

Where a vehicle exceeds the deterioration limit, the Work Instruction must require the user to rectify the deterioration or stop modifying the vehicle.

The Checklist must also instruct the AVV to verify that the deterioration checks were carried out and where deteriorated components were identified, rectification has been undertaken.

Deterioration limit		
Item	ADR	Deterioration limit
1	01/00—Reversing Lamps	The vehicle's reversing lamps must not be cracked or faded.
2	The following: (a) ADR 04/00—Seatbelts (b) ADR 04/01—Seatbelts (c) ADR 04/02—Seatbelts (d) ADR 04/03—Seatbelts (e) ADR 04/04—Seatbelts (f) ADR 04/05—Seatbelts (g) ADR 04/06—Seatbelts.	The following: (a) the seatbelts must not be cut, frayed or damaged (b) seatbelts with Emergency Locking Retractors must lock when the seatbelt is rapidly withdrawn from the retractor.
3	06/00—Direction Indicators.	The vehicle's indicator lamps must not be cracked or faded.
4	The following: (a) 08/00—Safety Glazing Materials (b) 08/01—Safety Glazing Materials.	The following: (a) the safety glazing must not be cracked (b) the safety glazing must not be fitted with window tint film.
5	The following: (a) 13/00—Installation of Lighting and Light Signalling Devices on other than L-Group Vehicles.	The location of the vehicle's lamps must be within the following tolerances of a measurement specified by the applicant as the point at which the vehicle on which the Model Report was based was shown to comply with the ADR: (a) 50 millimetres of the value of a vertical measurement, and (b) 10 millimetres of the value of a horizontal measurement.
6	The following: (a) 23/00—Passenger Car Tyres (b) 23/01—Passenger Car Tyres (c) 23/02—Passenger Car Tyres	The following: (a) the tyres fitted to the vehicle must be of the same specification set out in the ADR evidence (b) the tyres may be used, but must not: (i) be retreaded, or (ii) have cuts or chips on the sidewall, or (iii) be worn beyond the tread wear indicators, or

Deterioration limit		
Item	ADR	Deterioration limit
	(d) 23/03—Passenger Car Tyres.	(iv) have puncture repairs, or (v) be more than 5 years old.
7	The following: (a) 31/00—Brake Systems for Passenger Cars (b) 31/01—Brake Systems for Passenger Cars (c) 31/02—Brake Systems for Passenger Cars (d) 31/03—Brake Systems for Passenger Cars (e) 31/04—Brake Systems for Passenger Cars.	The following: (a) the vehicle's brake fluid must be replaced with new brake fluid (b) the vehicle's brake pads and linings must exceed the manufacturer's minimum recommended thickness (c) the brake rotors and drums must exceed the manufacturer's minimum recommended thickness.
8	The following: (a) 42/03—General Safety Requirements (b) 42/04—General Safety Requirements (c) 42/05—General Safety Requirements.	The vehicle's brake hoses must not be cracked or perished.
9	The following: (a) 43/00—Vehicle Configuration and Marking (b) 43/01—Vehicle Configuration and Marking (c) 43/02—Vehicle Configuration and Dimensions (d) 43/03—Vehicle Configuration and Dimensions (e) 43/04—Vehicle Configuration and Dimensions.	The dimensions of the vehicle: (a) must fall within the dimensional limits set out in the ADR, and (b) may vary from the values set out in the ADR evidence by up to: (i) 50 millimetres for a measurement of height, and (ii) 10 millimetres for a measurement of width or length.
10	The following: (a) 45/00—Lighting and Light-Signalling Devices not Covered by ECE (b) 45/01—Lighting and Light-Signalling Devices not Covered by ECE Regulations.	The vehicle's lamps must not be cracked or faded.
11	46/00—Headlamps	The vehicle's lamps must not be cracked or faded.

Deterioration limit		
Item	ADR	Deterioration limit
12	47/00—Retroreflectors	The vehicle's lamps must not be cracked or faded.
13	48/00—Devices for Illumination of Rear Registration Plates.	The vehicle's lamps must not be cracked or faded.
14	49/00—Front and Rear Position (Side) Lamps, Stop lamps and End Outline Marker Lamps.	The vehicle's lamps must not be cracked or faded.
15	50/00—Front Fog Lamps.	The vehicle's lamps must not be cracked or faded.
16	51/00—Filament Lamps.	The vehicle's lamps must not be cracked or faded.
17	52/00—Rear Fog Lamps.	The vehicle's lamps must not be cracked or faded.
18	60/00—Centre High Mounted Stop Lamp.	The vehicle's lamps must not be cracked or faded.
19	69/00—Full Frontal Impact Occupant Protection.	The following: (a) the vehicle's airbag warning lamp: (i) must be functioning; and (ii) must not indicate that there are errors in the airbag system (b) the vehicle's seatbelt warning lamp must be functioning.
20	72/00—Dynamic Side Impact Occupant Protection.	The following: (a) the vehicle's airbag warning lamp: (i) must be functioning, and (ii) must not indicate that there are errors in the airbag system (b) the airbag must not be obstructed.
21	73/00—Offset Frontal Impact Occupant Protection.	The vehicle's airbag warning lamp: (a) must be functioning, and (b) must not indicate that there are errors in the airbag system.
22	74/00—Side Marker Lamps.	The vehicle's lamps must not be cracked or faded.
23	76/00—Daytime Running Lamps.	The vehicle's lamps must not be cracked or faded.
24	77/00—Gas Discharge Headlamps	The vehicle's lamps must not be cracked or faded.
25	The following: (a) 79/00—Emission Control for Light Vehicles; (b) 79/01—Emission Control for Light Vehicles; (c) 79/02—Emission Control for Light Vehicles; (d) 79/03—Emission Control for Light Vehicles; (e) 79/04—Emission Control for Light Vehicles.	The following: (a) the vehicle's emission control system must be serviced and tuned in accordance with the original manufacturer's instructions for a major service (b) if the vehicle is fitted with an on-board diagnostic system, the system: (i) must be in working order, and (ii) must not display any error codes (c) if the vehicle is not fitted with an on-board diagnostic system, the vehicle must not exceed the manufacturer's specified levels for idle emissions.
26	83/00—External Noise	The following:

Deterioration limit		
Item	ADR	Deterioration limit
		(a) the results of a stationary noise test conducted on the vehicle must not exceed the noise result set out in the ADR evidence (b) the specification of the exhaust system must be identical to that set out in the ADR evidence.
27	85/00—Pole Side Impact Performance	The vehicle's airbag warning lamp: (a) must be functioning, and (b) must not indicate that there are errors in the airbag system.
28	86/00—Parking Lamps	The vehicle's lamps must not be cracked or faded.
29	87/00—Cornering Lamps	The vehicle's lamps must not be cracked or faded.
30	93/00—Forward Field of View	The forward field of view of the vehicle's windscreen area must not be discoloured, pitted, damaged or cracked.
31	96/00—Commercial Vehicle Tyres	The tyres fitted to the vehicle: (a) must be of the same specification as set out in the ADR evidence, and (b) may be used, but must not: (i) have cuts or chips on the sidewall, or (ii) be worn beyond the tread wear indicators, or (iii) have puncture repairs, or (iv) be more than 5 years old.

Damage and corrosion limits

Determination made under section 107 of the Rules – [Road Vehicle Standards \(Limit of Acceptable Damage or Corrosion\) Determination 2021](#)

This determination sets out the limits or types of acceptable types of damage or corrosion (or repair of damage or corrosion). An AVV is not permitted to verify a vehicle that contains damage or corrosion exceeding those limits.

The Model Report must therefore set out the acceptable limit of damage and corrosion, including:

- (a) one or more dents on the vehicle structure, or a structural component of the vehicle, of 25 millimetres or less in depth
- (b) distortion of a structural component of the vehicle, or distortion of the vehicle structure, where the difference in the length of corresponding diagonal lines, as ascertained through a body alignment test, is 10 millimetres or less
- (c) damage to or corrosion of a structural component of the vehicle, or of the vehicle structure, where:
 - i. the damage or corrosion has been repaired by replacing damaged or corroded structural components with new components of the original specification, and
 - ii. the repairs did not involve the cutting or welding of a structural component, or of the vehicle structure
- (d) variations in the gaps between panels greater than 5 millimetres, where:
 - i. the variations are not the result of damage to the vehicle structure, and
 - ii. if a body alignment test has not been conducted on the vehicle—a body alignment test would not be required under the *Road Vehicle Standards (Verification of Road Vehicles) Determination 2021* by reason of the variations, and
 - iii. if a body alignment test has been conducted on the vehicle—the difference in the length of corresponding diagonal lines, as ascertained through the test, is 5 millimetres or less
- (e) corrosion that has not resulted in flaking or pitting
- (f) alterations that amount to damage to a structural component of the vehicle, where:
 - i. the alterations did not involve bending, distorting, heating the metal of, or drilling or cutting holes in, the structural component, or
 - ii. the alterations consisted of modifications carried out in accordance with an approved Model Report that applied to the vehicle.

The Work Instructions must also set out that where the following damage or repairs are found, the vehicle may not be verified by the AVV.

Where the damage or corrosion, or repair of damage or corrosion, has resulted in:

- (a) the splitting of a seam or joint between two panels, or
- (b) the failure of a spot weld.

The Work Instructions should contain space to record the location and description of any damage or corrosion. A line diagram of a vehicle may be helpful.

Further information

For further information, please visit the [department's website](#) or submit an [online enquiry](#).

Quick links

- [Model Reports](#)
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- [RVS legislation and determinations](#)
- [Guides and resources](#)
- [ROVER application statuses and notifications](#)
- [What are the RVS fees and charges?](#)
- [What are RVS decision-making timeframes?](#)
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- [Guide to withdrawing, amending and resubmitting an application](#)
- [How is my personal and commercial information in ROVER managed?](#)
- [ROVER guide: How to add your road vehicle to the Register of Approved Vehicles once specified conditions have been met](#)
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