



# Road Vehicle Standards

## Guide to operating as an approved authorised vehicle verifier—Appendix 2

February 2024

### Details to include in a verification report

An authorised vehicle verifier (AVV) must complete a verification report for a vehicle manufactured or modified by a registered automotive workshop (RAW). The verification report should contain the details for the items listed in the table below.

Item	Description
AVV approval number	Your approval number under which you conducted the verification. For example, AVV-XXXXXX.
Booking reference number	The unique number allocated to the vehicle when it was booked in for an AVV verification.
Verifier's name	The person representing the AVV that verified the road vehicle.
Approval reference	The vehicle's RAW entry approval number, where applicable.
Make	The name of the road vehicle manufacturer.
Model	The name or number given by the road vehicle manufacturer to a version of that vehicle's make.
Vehicle Identification Number (VIN)	The unique identifier that was allocated to a road vehicle and permanently recorded on the vehicle.
Model Report approval number	A unique number allocated to the Model Report approval. For example, MRI-XXXXXX.
Model Report approval date	The date the Model Report was approved.
RAW approval number	Approval number of the RAW that completed the road vehicle manufacture or modifications. For example, RAW-XXXXXX.
Supporting material	The following material must be attached with the verification report: <ul style="list-style-type: none"><li>the Model Report Verification Checklist</li><li>if not already required by the Model Report Verification Checklist, digital images of the vehicle displaying:<ul style="list-style-type: none"><li>the identity of the vehicle (including the VIN)</li></ul></li></ul>

Item	Description
	<ul style="list-style-type: none"> <li>- the condition of the vehicle, including images from head-on, rear-on and each quarter</li> <li>- in circumstances where the AVV was required to inspect for damage or corrosion, include all damage or corrosion found on the vehicle</li> <li>- all modifications made to the vehicle.</li> </ul>
Verification outcome	<p>The verification outcome must be one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Verified:</b> Indicates the vehicle is suitable for entry on to the Register of Approved Vehicles (RAV).</li> <li>• <b>Not verified (failed Model Report Verification Checklist requirements):</b> Indicates the vehicle is not suitable for entry on the RAV in its current state.</li> <li>• <b>Not verified (not suitable for entry on to the RAV – exceeded damage or corrosion limit)</b></li> <li>• <b>Not verified – reported stolen:</b> You must indicate when and where you have reported the stolen vehicle.</li> </ul>
Fail details	<p>The reason(s) for the vehicle to be considered ineligible for entry on the RAV:</p> <ul style="list-style-type: none"> <li>• Not covered by Model Report Scope</li> <li>• Verification requirements for modification/manufacture</li> <li>• Deterioration limits for specified components exceeded</li> <li>• Odometer reading is inaccurate</li> <li>• Damage or corrosion prevents the road vehicle ever being suitable for entry on the RAV</li> <li>• Suspected stolen</li> <li>• Recalls check not completed.</li> </ul>
Declaration	<p>A declaration made by the person/s (individual name) and name of the AVV approval holder (corporation name) who has completed the verification, stating the date the verification was completed:</p> <ul style="list-style-type: none"> <li>• that neither the person/s undertaking the verification or the AVV approval holder have a conflict of interest with the RAW approval holder or vehicle owner (names to be provided)</li> <li>• that the information in the report and the Verification Checklist is true and accurate, and</li> <li>• acknowledging that it is an offence or contravention under section 32 of the <i>Road Vehicle Standards Act 2018</i> to provide false or misleading information.</li> </ul>

## Further information

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

## Quick links

- [Authorised vehicle verifiers](#)
- [Guide to the Register of Approved Vehicles for authorised vehicle verifiers](#)