



Australian Government

Department of Infrastructure, Transport,  
Regional Development and Communications



# ➤ Guide to operating as an approved authorised vehicle verifier

July 2022

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Director – Creative Services  
Communication Branch  
Department of Infrastructure, Transport, Regional Development and Communications  
GPO Box 594  
Canberra ACT 2601  
Australia

Email: [publishing@infrastructure.gov.au](mailto:publishing@infrastructure.gov.au)

Website: [www.infrastructure.gov.au](http://www.infrastructure.gov.au)

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## About the Guide to operating as an approved AVV

This guide has been prepared by the Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) to help authorised vehicle verifiers (AVVs) carry out their role and meet their obligations under the Road Vehicle Standards (RVS) legislation.

It describes the processes they must follow and how to comply with these obligations.

The guide does not cover every scenario and is not legally binding.

If you still have questions or concerns once you have read the guide, please [contact us](#).

# What this guide covers

This guide outlines:

- the processes you (as an AVV) will follow when conducting a road vehicle verification
- your obligations as an authorised vehicle verifier approval holder under the [Road Vehicle Standards Rules](#) 2019 (the Rules) when inspecting a vehicle
- the conditions of your approval, including how to conduct verifications to meet the requirements set out in [the determinations](#) made under the Rules:
  - Determination made under section 106 of the Rules – Verification of Road Vehicles
  - Determination made under section 107 of the Rules – Limit of Acceptable Damage or Corrosion.

## What is an authorised vehicle verifier and when do they verify a road vehicle?

An AVV's role is to assure vehicle owners, and the Australian public more broadly, that road vehicles are manufactured or modified in accordance with an approved [Model Report](#) by a [registered automotive workshop](#) (RAW).

Under the Rules, if you are granted an approval to be an AVV, you will be able to provide an independent road vehicle verification service in certain circumstances.

Under the RVS legislation, certain road vehicles cannot be entered on the [Register of Approved Vehicles](#) (RAV), or provided for the first time in Australia, until they have been verified by an AVV approval holder. This includes vehicles manufactured or modified by a RAW approval holder in accordance with an approved Model Report.

In some instances, an AVV approval holder may be engaged to verify a vehicle as a condition of an RVS approval or because verification is required before a specific vehicle can be provided in Australia.

**Note:** An AVV approval holder **does not** generally verify vehicles that meet the requirements of the type approval pathway.

For information on applying for an AVV approval, please refer to the [Authorised vehicle verifiers](#) page on the department's website.

## What does it mean to be an AVV approval holder?

As an AVV approval holder, you will verify road vehicles in accordance with the verification checklist/s of an approved Model Report or by following specified requirements of a condition on an RVS approval. All AVV approval holders will:

- ensure procedures are kept up-to-date and made readily available to appropriate staff
- notify the department of any changes to key management personnel as soon as possible
- complete vehicle verification reports and notify the department of the outcome of a verification within 3 business days of completing the verification
- provide the verification report to the department within one business day of completing the report if the vehicle or modifications are not verified
- keep all verification reports and records relating to verification services for 7 years from the date they are made.

## Approval holder's responsibilities

An AVV approval holder has certain responsibilities for ensuring legislative requirements are met and that a vehicle manufactured or modified by an approved RAW meets the required standards.

These responsibilities will appear as standard and specified conditions in the approval notice, if granted.

Conditions relating to AVV approvals are at sections 99 to 105 of the Rules. It is an offence under the RVS legislation if these conditions are not met and penalties may apply.

Standard conditions relating to all AVV approvals refer to:

- conducting verifications
- compliance with the [Verification of Road Vehicles Determination](#) made under section 106 of the Rules
- quality assurance and location of verifications
- conflicts of interest
- record keeping
- providing information to the Secretary of the department or a departmental inspector, when requested
- notifying the Secretary of errors in RAV entries.

In addition to the standard conditions, your approval is also subject to other conditions that may be specified under section 99(a) of the Rules, including, but not limited to notifying the department of any change of key management personnel.

You must comply with all the conditions of your approval. For further information, please refer to the Details of AVV approval conditions, available on the [Authorised vehicle verifiers](#) webpage.

## How is a verification conducted?

There are 2 types of verifications:

- of a road vehicle manufactured or modified by a RAW in accordance with an approved Model Report, or
- undertaken as a condition of an approval relating to a concessional RAV entry approval, non-RAV entry import approval or reimportation import approval.

## Safety requirements for inspections

An AVV needs to ensure inspections are performed safely. Inspections must not endanger the health or safety of staff carrying out inspections or of any other person employed or engaged by the AVV, or any other person present during a verification, such as the RAW or vehicle owner.

Inspections should be undertaken according to your state or territory's workplace health and safety legislation and the *Work Health and Safety Act 2011* (Commonwealth).

## Location of noise testing

To test a vehicle for noise as part of a verification, you must use a site that complies with the applicable standard in the Australian Design Rule (ADR) concerning stationary noise testing:

- Vehicle Standard (ADR 28/01 – External Noise of Motor Vehicles) 2006
- Vehicle Standard (ADR 83/00 – External Noise) 2005
- ADR 28 for Motor Vehicle Noise
- ADR 39 for Motorcycle and Moped Noise.

## Keeping procedures up-to-date

As part of your approval, you must maintain up-to-date procedures designed to ensure verifications are carried out in accordance with requirements in the Verification of Road Vehicles Determination. Please refer to the Checklist for AVV Procedures available from the available on the [Authorised vehicle verifiers](#) webpage.

## Supporting material used in a verification

During a verification, you may need to rely on supporting material including:

- information provided by the RAW
- results of testing or analysis conducted:
  - under a testing facility approval (if you are satisfied that it was carried out correctly) or
  - by a person who holds a testing facility approval but did not at the time the testing was done (if you are satisfied that it was carried out correctly) or
  - by the RAW. Only use material from the RAW if you have taken reasonable steps to be satisfied that it is true and accurate
- visual or audio-visual material, such as photographs or videos of the vehicle.



Other types of supporting information not included in this list may also be used. However, you will need to record the information's source and why you are using it.

## Entry of road vehicle on to the RAV

Following verification, you will be able to enter vehicles manufactured or modified by a RAW on the RAV.

Further information on entering vehicles on the RAV is available in the [Guide to the Register of Approved Vehicles for authorised vehicle verifiers](#).

**Note:** You can read more about the RVS framework on the [Road Vehicle Standards laws](#) page, and also refer to the [RVS Glossary of Terms](#).

# How to verify a vehicle manufactured or modified by a RAW

To conduct a verification for a vehicle manufactured or modified by a RAW in accordance with an approved Model Report, you need to use the current version of the Model Report's verification checklist (which can be found on [ROVER](#), the department's IT system).

The [Road Vehicle Standards \(Model Reports\) Determination 2020](#), contains more details about the verification checklist.

You must confirm that the version of the checklist provided by the RAW (with a unique identifier) is the same version provided by the department. If you find any discrepancies, please contact the department.

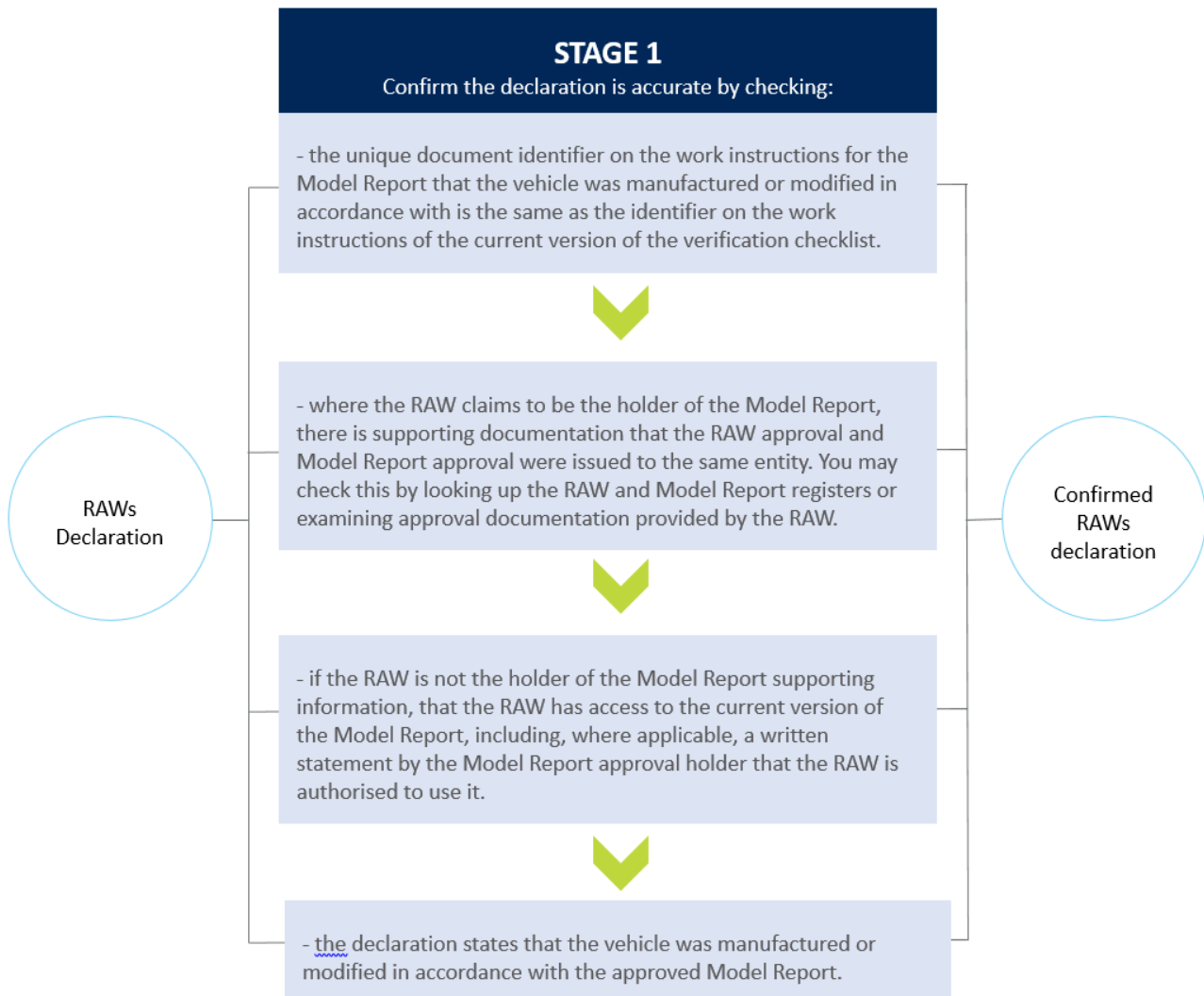
Verifying a vehicle manufactured or modified by a RAW has 3 main stages. These are outlined in the diagram below.

**Figure 1: How to verify a road vehicle (for a vehicle manufactured or modified by a RAW)**



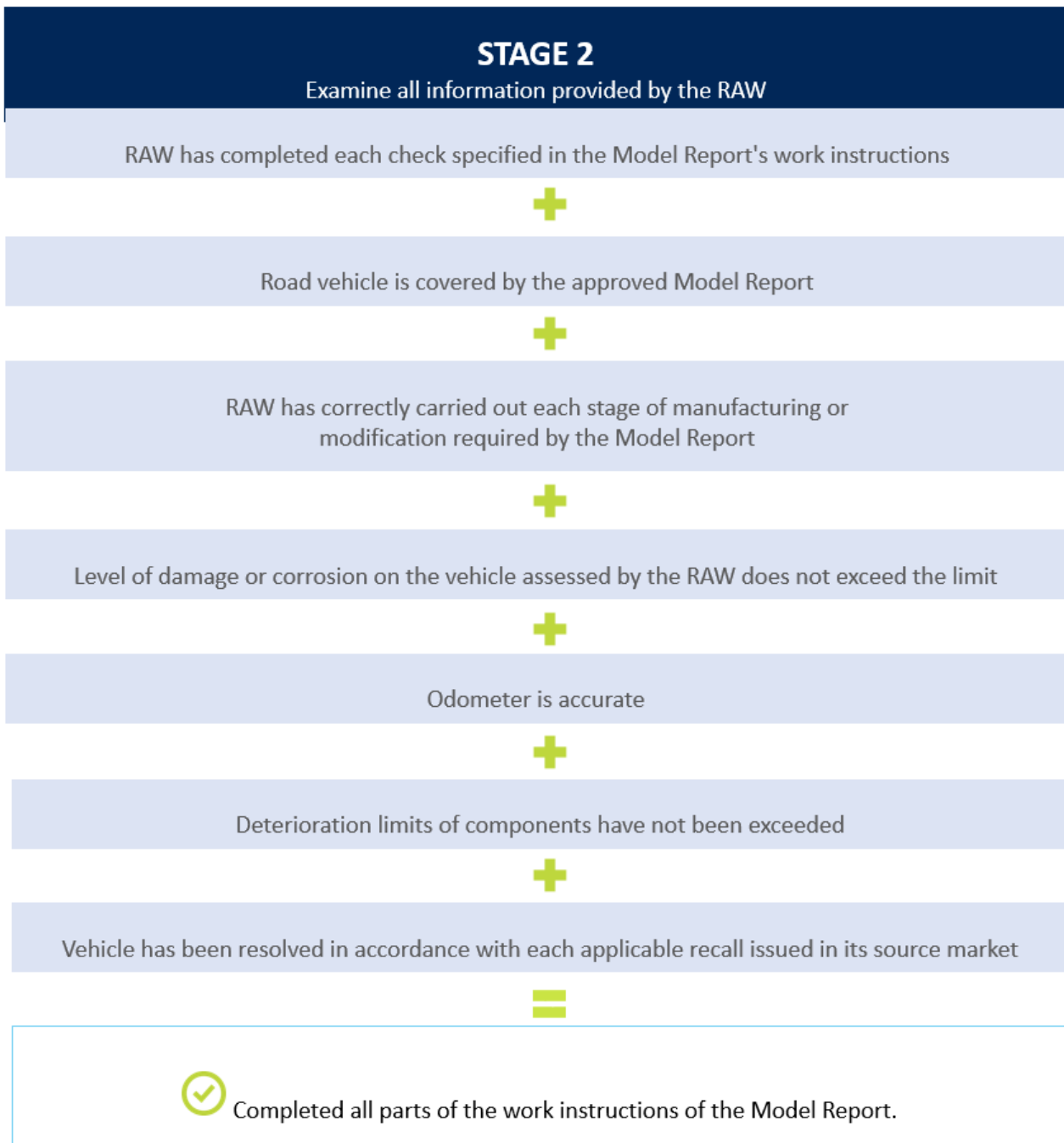
## Stage 1 – Confirm the RAW approval holder’s declaration

When presenting a road vehicle for verification, the RAW approval holder must give you a declaration.



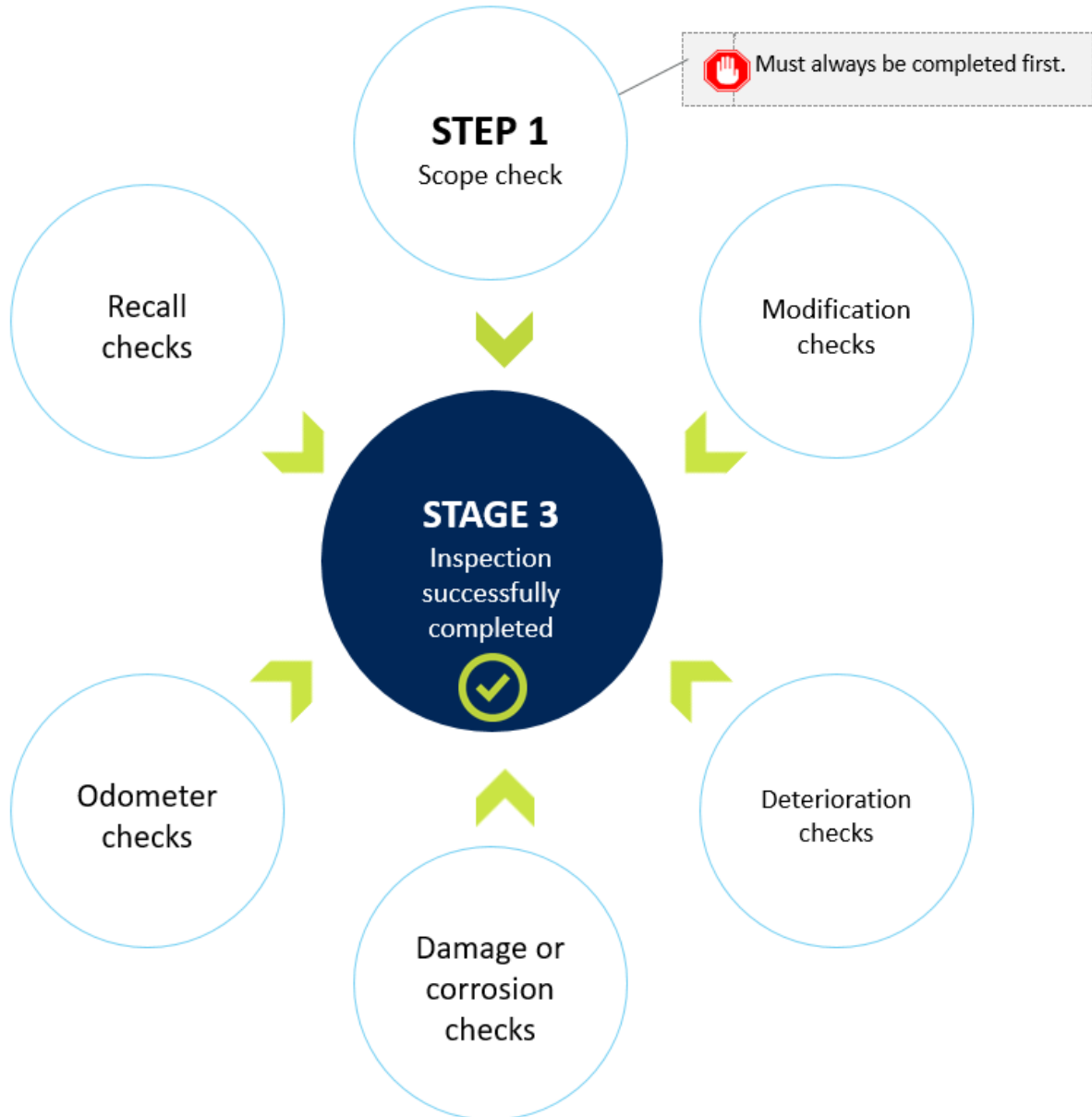
**Stop:** If you are not satisfied that details in the declaration are true and correct, you must make a record of the reasons why you are not satisfied and **DO NOT** proceed with the next stage of verification. You may either seek further information from the RAW to clarify the identified issues with the declaration OR complete your verification report with a result that you are not verifying the vehicle, depending on the circumstances.

## Stage 2 – Examine information provided by the RAW



**Stop:** If you are not satisfied with the information or documentation presented to you by the RAW, you must record the reasons why on the verification checklist and DO NOT proceed with the next stage of the verification. You may either seek further information from the RAW to clarify the issues around the declaration OR complete your verification report with a result that you are not verifying the vehicle, depending on the circumstances.

## Stage 3 – Inspect the road vehicle



**Note:** If any of the verification checks are too difficult to perform, you may, in some instances, rely on other information sources to complete them (see: [Supporting material used in a verification](#)).

## Scope check – is the vehicle covered by the Model Report?

The scope check **must** be performed as the **first** step in inspecting the road vehicle.

A scope check is fundamental to confirming whether the vehicle you are verifying is also covered by the approved Model Report scope.

You must complete each scope check set out in the verification checklist. To satisfy yourself that the vehicle is covered by the Model Report, check that the vehicle specifications are the same as specifications listed in the Vehicle Scope for a vehicle manufactured or modified in accordance with a Model Report. Tolerances are listed in 'major dimensions' in [Appendix 1](#).

The Vehicle Scope of the Model Report sets out the vehicle's specifications both before and after it has been manufactured or modified in accordance with the Model Report. You must ensure you check the vehicle meets the specifications after it has been manufactured or modified.

Where 2 or more alternative specifications are set out in the Vehicle Scope (in relation to a vehicle characteristic) the vehicle's relevant characteristic can fall within 1 of those alternatives. For example, if the report gives 2 different tyre size options, then at least 1 of the options in the vehicle scope must match the vehicle.

If there are differences resulting from rectification action, the vehicle may still be within scope of the Model Report. Rectification action is explained further in the Model Reports Determination in section 15.

If you are not satisfied the vehicle is covered by the Model Report, you must record the reasons why on the verification checklist and continue with the verification.

Full details and items forming the scope checks are in [Appendix 1](#).

## Manufacture or modification checks

Modifications are a critical aspect of compliance for road vehicles manufactured or modified by a RAW. If a modification, or stage of manufacture, has not been performed correctly in accordance with the Model Report, then it is likely the vehicle will not comply with the applicable standards.

You must:

- complete each modification check in the verification checklist
- confirm whether the RAW has correctly carried out each modification (or stage of manufacture) required by the Model Report
- check that each system of the vehicle affected by the modification is functioning correctly.

If you are not satisfied that modifications have been carried out correctly, you must record the reasons why on the verification checklist and continue with the verification.

## Deterioration checks

To determine whether any vehicle components exceed the deterioration limit, complete each deterioration check in the verification checklist. This is a necessary process, as a vehicle with deteriorated components may not comply with the applicable standards. If you base any part of your assessment on information sources other than by a physical inspection, you must be satisfied the information is true and correct.

If you are satisfied that a vehicle component exceeds the deterioration limit, you must record the reasons on the verification checklist and continue with the verification.

## Damage and corrosion checks

When inspecting vehicles for corrosion or damage, you must examine both internal and external areas. Where a verification requires parts of vehicles to be removed, you can ask the RAW to remove those parts.

### Does the vehicle exceed the damage and corrosion limit?

The Limit of Acceptable Damage or Corrosion Determination provides the limits for damage or corrosion. The extent and types of damage or corrosion on the vehicle must not exceed the limit set out in the Determination, as shown in Table 1 below.

**Table 1: Limits for damage or corrosion**

Type of damage or corrosion	Limits
One or more dents	Less than 25mm deep
Distortion of a structural component of the vehicle	5mm or less, as determined by a body alignment test
Distortion of the vehicle structure	5mm or less, as determined by a body alignment test
Damage or corrosion of a vehicle or vehicle structure	Repaired by replacing damaged structural components with new components as per original specifications, and repairs did not involve cutting or welding the component or the vehicle structure
Variations in the size of gaps between adjacent panels	<p>Were:</p> <ul style="list-style-type: none"> <li>not the result of damage to the vehicle structure, and</li> <li>if a body alignment has not been conducted, a body alignment test would not be required under the Verification of Road Vehicles Determination by reason of the variations, and</li> </ul> <p>if a body alignment has been conducted, the difference in the length or corresponding lines is 5mm or less.</p>
Corrosion	Not resulting in flaking or pitting
Alterations that result in damage to a structural component of the vehicle	<p>Where:</p> <p>alterations did not involve bending, distorting, drilling, cutting or heating the metal of the structural component</p> <p><b>OR</b></p> <p>alterations were carried out in accordance with the approved Model Report that applies to the road vehicle.</p>
<p>Regardless of the above, <b>it is not acceptable</b> if the damage or corrosion results in:</p> <ul style="list-style-type: none"> <li>a seam or joint between panels splitting, or</li> <li>a spot weld failing.</li> </ul>	

**Example:** the vehicle sustained damage that resulted in dents less than 25mm deep but also resulted in a spot weld failing. This level of damage would prevent you from verifying the vehicle.



**IMPORTANT:** If you are satisfied that a component of the vehicle exceeds the damage or corrosion limit, you must record the reasons on the verification checklist and continue with the verification.

**Note:** A **structural component** is any component intended to carry a load or force in the operation of the vehicle (including a load or force imposed as a result of a crash), other than components only used to support trim and lamps. For examples: Door structures, hinges, latches, anchorages, airbag mounts and suspension mounts. The **vehicle structure** is the parts of a vehicle that are integral to the vehicle, including the vehicle chassis, vehicle frame and the monocoque frame.

## Has structural integrity been reduced?

Where no damage or corrosion limit has been determined under the Limit of Acceptable Damage or Corrosion Determination, you must assess whether the level of damage or corrosion on the vehicle has reduced its structural integrity. Record all damage and corrosion and indications of repairs to damage and corrosion found on the vehicle and whether this has reduced its structural integrity, on the verification checklist.



**IMPORTANT:** If you consider that any damage or corrosion has reduced the vehicle's structural integrity, you must record each element of the damage or corrosion, and the reasons why, and continue with the verification.

## Body alignment tests

If you find indications of repairs to damage or corrosion, you must conduct a body alignment test, except where the RAW has provided you with information about the vehicle's history, including each body alignment test they conducted.

A body alignment test is required where you need to determine distortion of a structural component of the vehicle or distortions of the vehicle's structure. It is conducted by measuring between specific points or locations on the vehicle's frame or body and comparing the results with an undamaged vehicle. The Model Report's verification checklist will explain how to conduct the body alignment test.

You can determine how much damage a vehicle has sustained by comparing the known dimensions of an undamaged vehicle, provided within the verification checklist, to the actual measurements taken from a damaged vehicle. The limit to this damage is provided in the [Limit of Acceptable Damage or Corrosion Determination](#). This limit is verified by measuring the length of corresponding diagonal lines determined by a body alignment test. The difference in these diagonal lines must be 5 mm or less.

If the vehicle exceeds the limits in the Determination, you must record reasons for the failure on the verification checklist and continue with the verification.

## Odometer checks

The odometer check must confirm the odometer reading accurately reflects the number of kilometres travelled. This will indicate whether or not the odometer has been tampered with or if the odometer reading has been changed. The odometer check is undertaken in accordance with the specifications in the Model Report.

During the specified odometer checks, if you become aware the odometer has been replaced to comply with the Model Report, you must obtain satisfactory information from the RAW that the new odometer's reading reflects the distance travelled by the vehicle (information meeting the requirements of the check specified in the Model Report).

When conducting an odometer check, electronic tools or physical inspection will only be required if the Model Report does not include an assessment of vehicle history information.



For second stage of manufacture road vehicles requiring an AVV verification, information about the odometer reading is unlikely to be available because the vehicle is new. For such vehicles you must record that the vehicle is new and there is no registration history.



**IMPORTANT:** If you are not satisfied that the odometer reading reflects the distance travelled, or there is evidence of tampering, you must record the reasons for failure on the verification checklist and continue with the verification.

## Recall checks – is the vehicle the subject of an unrectified recall?

Recall checks ensure vehicles are not added to the RAV with unresolved recalls from their source market.

You must complete each recall check in the verification checklist, as you need to be satisfied that the RAW has correctly undertaken the checks specified in the work instructions of the Model Report.

These checks help you identify applicable recalls and determine if the vehicle has been resolved in accordance with the recall action.

The RAW may hold information indicating their customer (the concessional RAV entry approval holder, or the RAW themselves if they are the approval holder) has decided that the recall issue will not be rectified by the RAW.

When a recall issue is identified, the RAW needs to provide the AVV with the relevant information confirming all necessary rectification action has been taken.

If you are not satisfied with a particular aspect of the recall resolution, including if the RAW has not provided relevant information confirming a recall issue has been rectified, you must record the reasons on the checklist and continue with the verification.

# How to verify a vehicle with a specified approval condition

In some cases, an approval will include a condition stating that an AVV verification is required. The condition will set out what is required in the verification. In these cases, you cannot verify the vehicle unless you have inspected it in accordance with the requirements specified in that condition. These verifications may apply to the following approvals if specified in the conditions of approval:

- [concessional RAV entry](#) – for vehicles other than vehicles to be modified by the holder of a RAW approval where the vehicle or applicant meet the criteria specified in the Rules (for example, personal import or older vehicle)
- [non-RAV entry import](#) – for vehicles that will not be used on a public road (except in exceptional circumstances) and are being imported for a specific purpose (for example, race/rally or public exhibition) or temporary period
- [reimportation import](#) – for vehicles fitted with an identification plate under the *Motor Vehicle Standards Act 1989* or on the RAV and meet reimportation criteria.

The 2 main stages for these kinds of verifications are outlined in the diagram below.

**Figure 2: How to verify a vehicle when required by a condition in an approval**



\*Condition refers to the condition (or conditions) of a concessional RAV entry, non-RAV entry import or reimportation import approval that requires an AVV verification.

## Stage 1 – Examine conditions on the approval

The relevant approval holder will supply you with a copy of their approval. You will need to examine the specified conditions of the approval before starting the vehicle inspection to ensure you conduct an appropriate verification.

## Stage 2 – Inspect the vehicle

You must inspect the vehicle in accordance with conditions of the approval.

The guide, [How to add your road vehicle to the Register of Approved Vehicles once specified conditions have been met](#), provides further information.

# Reporting requirements

You must comply with reporting requirements in the Verification of Road Vehicles Determination.

**For road vehicles manufactured or modified by a RAW**, the verification report must be completed by the AVV approval holder stating whether or not the road vehicle or any modifications to the vehicle are verified.

[Appendix 2](#) contains a list of requirements for the verification report. You may also include any other information you consider to be relevant in your verification report. However, you must include the minimum requirements set out in the list of requirements.

**For verifications conducted as an approval condition of a concessional RAV entry, non-RAV entry import or reimportation import approval**, complete a verification report. [Appendix 3](#) contains suggested content for the verification report.

You may include other information in your report and should check the requirements of the condition of the approval as it may require further specific information.

For all verifications, the reporting requirements are:

- when you complete a verification:
  - notify the department within 3 business days of **completing the verification** (positive or negative result)
  - provide a copy of the report to the department within 1 business day **of completing the verification report**, if the verification is not confirmed ('negative' result only)
- in relation to a stolen vehicle:
  - if you have formed a reasonable suspicion that a vehicle was stolen, you must report this to the police in the state or territory where you operate
  - you must include in the verification report that the vehicle is suspected of being stolen and this has been reported to the police in the state or territory where you operate
  - the outcome of the verification is, 'not verified – reported stolen'.

## Equipment and technology

The list of required equipment and technology must include the following in accordance with Part 4 of the [Road Vehicle Standards \(Verification of Road Vehicles\) Determination 2020](#) and outlined in Table 2 below.

**Table 2: Verification equipment and technology requirements**

Equipment	Requirements
<b>Audio-visual equipment</b>	Cameras or smart phones may be used to take a comprehensive series of photographs or video for each verification. The photographs and videos must be high resolution, to clearly show damaged and corroded areas, part numbers and other matters that need checking in accordance with the verification checklist.
<b>Bore scope camera</b>	A bore scope with camera for inspecting damage or corrosion on the inside of vehicle components. The bore scope must be an appropriate size that allows modifications to be fully inspected without having to dismantle the vehicle.
<b>Dimensional measuring equipment</b>	Measuring equipment to confirm vehicles are of the correct specifications, including (but not limited to): <ul style="list-style-type: none"> <li>• tape measures</li> <li>• rulers</li> <li>• vernier callipers</li> <li>• micrometres.</li> </ul>
<b>Exhaust 5-gas analyser</b>	A 5-gas analyser for assessing compliance with deterioration requirements for certain vehicles. The analyser must record the gases listed by the vehicle manufacturer for assessing the idle emissions of the vehicle.
<b>Headlamp aiming equipment</b>	Equipment for confirming the dipped beam cut off assessment in accordance with Annex 6 of ADR 13/00 (2005–Amendment 6) (as amended from time to time).
<b>Hoist or pit</b>	<p>All verifications must be performed using an appropriately rated and correctly maintained hoist or vehicle pit. A vehicle must be hoisted (or alternatively driven over a pit) to a level that permits the inspector to walk under the vehicle without stooping. Mopeds and motorcycles, may be lifted just to the point where the inspector can inspect these vehicles without stooping (but not over head-height).</p> <p>Hoists and pits must comply with any appropriate standards, including workplace health and safety requirements, and maintenance requirements (in the jurisdiction where they are located).</p>
<b>Portable lighting</b>	Strong portable lighting is required to enable verifications to be undertaken in poor light conditions. The lighting must be of sufficient brightness to provide good general illumination of the vehicle and enable detailed inspection of the confined spaces in the vehicle.
<b>Noise testing equipment</b>	Noise meter and calibration equipment suitable for testing to ADR 28/00, ADR 28/01, ADR 39/00 or ADR 83/00, as applicable to the vehicle. The AVV must ensure the location used for testing also meets relevant ADR requirements for stationary noise testing.
<b>Other equipment specified by the verification checklist</b>	The equipment must meet all requirements set out in the Model Report.

## Maintaining equipment and technology

Equipment and technology (owned, leased or borrowed) must be appropriately calibrated and maintained.

### AVV owns equipment/technology

You must ensure each piece of equipment or technology used to inspect a vehicle:

- is maintained according to the manufacturer's instructions
- where there are no instructions, it is kept fit for use and in good repair
- where it is capable of being calibrated, you are responsible for ensuring it is appropriately calibrated at the time the inspection is carried out.

### AVV hires or borrows equipment

Every time you hire or borrow equipment or technology to inspect a vehicle, you must be satisfied it is fit for use and in good repair before using it.

Where it can be calibrated:

- verify that it is appropriately calibrated before using it
- where the equipment/technology owner has a calibration certificate, keep a copy of the certificate as a record.

# Record keeping

You will keep records of the verification as outlined below:

**Table 3: Record keeping requirements**

Requirement	What you need to keep
<b>Declaration</b>	A record of the declaration provided by the RAW (for a period of 7 years from the day the record is made).
<b>Verification report</b>	The verification report completed for the vehicle, including, where applicable, the verification checklist.
<b>Equipment records</b>	<p>For each verification conducted:</p> <ul style="list-style-type: none"> <li>the type of equipment used</li> <li>the instrument identification details (if any).</li> </ul> <p>It is advisable to keep, (where possible):</p> <ul style="list-style-type: none"> <li>the equipment's calibration period</li> <li>when the equipment was used</li> <li>when the equipment was certified for use (copy of certificate if available).</li> </ul>
<b>Other types of records</b>	<p>For each verification conducted (unless already in the verification report):</p> <ul style="list-style-type: none"> <li>all correspondence between you and the RAW about the verification</li> <li>all correspondence between you and the owner of the vehicle</li> <li>digital images of the vehicle displaying: <ul style="list-style-type: none"> <li>the identity of the vehicle, including the VIN</li> <li>the condition of the vehicle, including images from head-on, rear-on and each quarter</li> <li>in circumstances where you were required to inspect damage or corrosion – all damage or corrosion found on the vehicle</li> <li>all modifications made to the vehicle.</li> </ul> </li> <li>name and qualifications of each AVV inspector involved in the verification.</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](#)
- [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?](#)
- [How to withdraw, amend and resubmit or delete an application in ROVER](#)
- [Guide to withdrawing, amending and resubmitting an application](#)
- [How is my personal and commercial information in ROVER managed?](#)

# Appendices

## Appendix 1 – Scope checks undertaken in accordance with Model Report

An AVV must check the following items to verify that the Model Report applies to the vehicle.

Information	AVV requirements	Model Report category where information is required		
<b>Vehicle make</b>				
The original marque or name that a range of vehicles, including the road vehicle, is popularly known.	Confirm the vehicle is the correct make.	SEVs	Used 2 or 3 wheeled	SSM
<b>Vehicle model</b>				
The name of a class or family of road vehicles of the same make and of the same general type or appearance that includes the road vehicle.	Confirm the vehicle is the correct model.	SEVs	Used 2 or 3 wheeled	SSM
<b>Vehicle build date range</b>				
The period that the model or, if applicable, the variant, was produced.	Confirm that the vehicle’s date of original manufacture is within the build date range set out in the scope information.	SEVs	Used 2 or 3 wheeled	SSM
<b>Vehicle type approval number</b>				
The approval number of the road vehicle type approval that applies to the first stage vehicle.	Confirm the VIN and first stage type approval number matches with the entry on RAV.			SSM
<b>Vehicle photograph or engineering drawings</b>				
Depending on the type of Model Report, photographs or engineering drawings of the following views: (a) front right view (b) left rear view (c) underbody view (d) interior view (e) engine compartment view.  Multiple photographs/drawings may be required to display a full underbody, interior or engine compartment view.	Compare the vehicle with each of the photographs, noting any additional features or any missing features. You must assess whether the differences affect compliance with standards and if they do, you must refuse to verify the vehicle.	SEVs	Used 2 or 3 wheeled	SSM



Information	AVV requirements	Model Report category where information is required		
<b>Description of modifications</b> A summary of modifications made to the vehicle in accordance with the Model Report.	Confirm the vehicle features align to modifications described in the scope information.			SSM
<b>Areas of non-compliance</b> A summary of any: <ul style="list-style-type: none"> <li>limits from the applicable standards that have been exceeded or not met and subsequently identifying the permissible limits the Model Report allows for.</li> <li>exemptions to the requirements of the applicable standards</li> <li>design feature or features that result in non-compliance.</li> </ul>	Areas of non-compliance to the standards specified in the Model Report Vehicle Scope information match with the vehicle.	SEVs	Used 2 or 3 wheeled	SSM
<b>Body shape</b> The style of the road vehicle to describe the shape of the vehicle.	Confirm that the vehicle is of the body shape as set out in the Model Report Scope.  This may be confirmed by checking that the vehicle matches with photographs or engineering drawings supplied in the Model Report Vehicle Scope.	SEVs	Used 2 or 3 wheeled	SSM
<b>Door information</b> The number of doors on the road vehicle and their location.	Confirm that each vehicle has the correct number of doors in the correct locations by checking that the vehicle matches with photographs or engineering drawings supplied in the Model Report Vehicle Scope.	SEVs	Used 2 or 3 wheeled	SSM

Information	AVV requirements	Model Report category where information is required		
<b>Vehicle category</b> A 2-character code for each category of vehicle, or a subcategory where referenced, to designate relevant vehicles in the vehicle standards, as represented by ADRs and in related documents.  Defined in Vehicle Standard (Australian Design Rule – Definitions and Vehicle Categories) 2005 Determination.	Confirm that each vehicle being verified is in the appropriate vehicle category set out in the checklist. This includes assessing the number of seats, carrying capacity, number of wheels and any other factors affecting the vehicle category definitions set out in the Vehicle Standard (Australian Design Rule – Definitions and Vehicle Categories) 2005 Determination.	SEVs	Used 2 or 3 wheeled	SSM
<b>Mass details</b> Unladen mass Gross vehicle mass.	You may be able to confirm that the vehicle is of the correct specification by checking documentation held by the RAW or by weighing the vehicle.  Examples of documentation are deregistration certificates, previous registration papers or manufacturers' specifications.  For SEVs motorhomes and campervans the mass of the vehicle must not exceed the GVM of the original vehicle as specified by the original manufacturer.	SEVs	Used 2 or 3 wheeled	SSM
<b>Seating positions</b> The number of seating positions within the vehicle.	Confirm each vehicle has the correct number of seating positions to be used while the vehicle is in motion.  For vehicles meeting the SEVs Motorhome and Campervan Criterion confirm each vehicle has the correct number of designated seating positions.	SEVs	Used 2 or 3 wheeled	SSM

Information	AVV requirements	Model Report category where information is required		
<b>Maximum motor cycle speed</b> Vehicle Standard (Australian Design Rule – Definitions and Vehicle Categories) 2005 Determination.	For all LA and LB vehicle categories ensure the vehicle is not capable of exceeding 50 km/h.  You may be able to determine this by visually inspecting for an engine governor or restrictor OR Checking the engine control unit or other electrical systems for any signs of tampering OR Inspecting the exhaust system or intake system for restrictors.	SEVs	Used 2 or 3 wheeled	
<b>Engine information</b> (as appropriate to the type of engine) Motive power Engine model or electric motor Engine configuration Engine capacity Engine induction method.	Confirm the vehicle has the correct engine type or electric motor.  For SEVs meeting the performance criterion these specifications must be as per the details entered on the SEVs register.	SEVs	Used 2 or 3 wheeled	SSM
<b>Transmission information</b> Transmission model Transmission type Drivetrain configuration.	Confirm that each vehicle is fitted with the correct transmission and drivetrain as described in the Model Report Vehicle Scope.	SEVs	Used 2 or 3 wheeled	SSM
<b>Specialist and Enthusiast Vehicles (SEVs) entry identification number (ID)</b>  The number assigned to each road vehicle approved as an entry on the SEVs Register.	For vehicles listed on the SEVs Register, you must confirm that the vehicle is covered by the SEVs ID listed in the Model Report Vehicle Scope information.	SEVs		
<b>SEVs eligibility criteria</b>  The eligibility criterion that was used to assess the variant of a make and model or a make and model of a road vehicle for entry on the SEVs Register.				

Information	AVV requirements	Model Report category where information is required
<p><b>Performance criterion</b></p> <p>Applicable only to SEVs vehicles in the ‘performance’ criterion.</p> <p>A variant of a model of road vehicle satisfies the performance criterion if the variant, as originally manufactured is above the required power to weight thresholds.</p> <p>See section 130 of the Rules for more information.</p>	<p>Confirm there is no evidence of modifications to the engine and the engine specifications of the vehicle are as described in the Vehicle Scope and align to the SEVs entry.</p>	<p>SEVs</p>
<p><b>Environmental criterion</b></p> <p>Applicable only to SEVs vehicles in the ‘environmental’ criterion.</p> <p>A variant of a model of road vehicle, as originally manufactured, satisfies the environmental criterion if:</p> <ul style="list-style-type: none"> <li>• it meets or exceeds applicable national road vehicle standards or other comparable standards determined by the Minister, and</li> <li>• it uses an alternative to an internal combustion engine as a means to propel the vehicle or meets other qualifying measurements.</li> </ul> <p>See section 131 of the Rules for more information.</p>	<p>Confirm there is no evidence of modifications to the vehicle’s propulsion system and the engine specifications of the vehicle are as described in the Vehicle Scope and align to any information available on the SEVs entry.</p>	<p>SEVs</p>

Information	AVV requirements	Model Report category where information is required
<p><b>Mobility criterion</b></p> <p>Applicable only to SEVs vehicles in the 'mobility' criterion and SSM vehicles in 'mobility' type.</p> <p>A variant of a model of road vehicle, satisfies the mobility criterion if:</p> <ul style="list-style-type: none"> <li>it was originally manufactured specifically with features designed to assist people with a disability, or</li> <li>it was modified with support from the original manufacturer, before it was first provided in any market in the world, with features designed to assist people with a disability.</li> </ul> <p>See section 132 of the Rules for more information.</p>	<p>Confirm the description of the mobility features in the vehicle scope matches the vehicle and there is no evidence features listed as being fitted by the original manufacturer or with the support of the original manufacturer have been added in at a later date.</p>	SEVs
<p><b>Left-hand drive criterion</b></p> <p>Applicable only to SEVs vehicles in the 'left-hand drive' criterion.</p> <p>A variant of a model of road vehicle satisfies the left hand drive criterion if the vehicle was not originally manufactured as a right hand drive vehicle in any market in the world.</p> <p>See section 133 of the Rules for more information.</p>	<p>Visually check that the vehicle has been converted to right hand drive, noting more detailed checks of the conversion will be undertaken when undertaking the modification checks.</p>	SEVs
<p><b>Campervans and motorhomes criterion</b></p> <p>Applicable only to SEVs vehicles in the 'campervans and motorhomes' criterion.</p> <p>A variant of a model of road vehicle, satisfies the campervan and motorhomes criterion if:</p> <ul style="list-style-type: none"> <li>it was originally manufactured as a campervan or motorhome or</li> <li>it is suitable to be modified as a campervan or motorhome.</li> </ul> <p>See section 134 of the Rules for more information.</p>	<p>Compare the vehicle to the photographs within the Model Report Vehicle Scope, noting more detailed checks of the vehicle will be undertaken when doing the modifications checks.</p>	SEVs

Information	AVV requirements	Model Report category where information is required		
<b>Rarity criterion</b> Applicable only to SEVs vehicles in the 'rarity' criterion. A variant of a model or a make and model, of road vehicle, satisfies the rarity criterion if the volumes of vehicle produced per year do not exceed the required thresholds. See section 135 of the Rules for more information.	Confirm that the vehicle remains consistent with the specifications listed on the SEVs register. This can be confirmed by comparing the vehicle to the photographs within the Model Report Vehicle Scope.	SEVs		
<b>Major dimensions</b> Length Width Height Wheelbase Rear overhang Running clearance.	Measurements may vary from the values set out for these dimensions by up to: <ul style="list-style-type: none"> <li>50 mm for a measurement in height</li> <li>10 mm for a measurement in length.</li> </ul>	SEVs	Used 2 or 3 wheeled	SSM
<b>Tyres and rim information</b> Tyre designation Rim size Rim offset.	Confirm that the wheels' and tyres' specifications are covered by the Model Report scope.	SEVs	Used 2 or 3 wheeled	SSM

## Appendix 2 – Verification report

For a vehicle manufactured or modified by a RAW, the AVV must complete a verification report. The verification report must, as a minimum, contain the details for all the items listed in the table below.

Item	Description
Your AVV approval number	The approval number of the AVV that conducted the verification.
Booking reference number	A unique number allocated to a vehicle when it is booked online for an AVV verification.
Name of AVV representative	Person representing the AVV that verified the road vehicle.
<b>Concessional RAV entry approval details</b>	
Approval reference	Reference number for the Concessional RAV entry approval.
<b>Vehicle details</b>	
Make	Name of the road vehicle manufacturer.
Model	Name or number given by the road vehicle manufacturer to a version of that vehicle's make.
Vehicle Identification Number (VIN)	A unique identifier that is allocated to a road vehicle and permanently recorded on the vehicle.
Model Report approval number	A unique number allocated to the Model Report approval.
Model Report approval date	The date the Model Report was approved.
<b>RAW details</b>	
RAW approval number	Approval number granted to the RAW that completed the road vehicle manufacture or modifications.
<b>Verification status</b>	
Supporting material	<p>The following material must be attached with the verification report:</p> <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> <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—all damage or corrosion found on the vehicle</li> <li>all modifications made to the vehicle.</li> </ul> </li> </ul>
Verified	Indicates the vehicle is suitable for entry on to the RAV.
Not verified (failed Model Report Verification Checklist requirements)	Indicates the vehicle is not suitable for entry on to the RAV in its current state.

Item	Description
Not verified (not suitable for entry on to the RAV – exceeded damage or corrosion limit)	Vehicle must be either exported or destroyed.
Not verified – reported stolen	You must indicate when and where you have reported the stolen vehicle.
Fail details	<p>The reason(s) for the vehicle to be considered ineligible for entry on to 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</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 holder of the RAW approval 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>



## Appendix 3 – Verification report where verification is undertaken as a condition specified in an approval

### AVV details

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- Name
- Approval number
- Booking reference number
- Contact details of authorised representative

### Vehicle details

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- Make, model, Vehicle identification number (VIN)
- Supporting material – attach images of the vehicle, including:
  - from head-on, rear-on and each quarter
  - in circumstances where the AVV was required to inspect for damage or corrosion—all damage or corrosion found on the vehicle
  - relevant modifications made to the vehicle (where applicable)

### Approval details

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- Approval number
- Approval type:
  - concessional RAV entry
  - non-RAV entry import
  - reimportation import
- Specified condition on approval requiring AVV verification:
  - (include the specified condition on the approval that required the verification and specified what was to be verified)

### Verification status

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- Verified – the vehicle meets the specified condition(s) of the approval (include description of findings)
- Not verified – include reasons why, for example:
  - The significant modifications described in the non-RAV entry approval differed from the modifications made to the vehicle, as inspected in the following aspects (detailed description of modifications)
  - Reported stolen (you must confirm that you have reported this to the police in the state or territory that you conducted the verification).