



ROAD VEHICLE STANDARDS

Guide to registered automotive workshops—Appendix 1

Declaration to be provided to an authorised vehicle verifier

November 2024

Item	Description	Rationale
Required entity, vehicle and approved Model Report details		
Corporation holding the registered automotive workshop approval	The corporation name of the registered automotive workshop approval holder (RAW).	Provides a high level of confidence that the RAW is the same entity presenting the vehicle to the authorised vehicle verifier (AVV) for verification.
RAW approval number	The RAW approval number issued to the corporation that conducted the modification or manufacture of the vehicle to be verified. For example, RAW-000789.	Provides a high level of confidence that the corporation presenting a vehicle for verification holds an in-force RAW approval.
RAW approval holder's contact details	Person, or area of the RAW corporation, that can be contacted in relation to the vehicle verification process.	Provides a contact point for the AVV to manage any issues when the declaration is presented and during the vehicle verification process.

Item	Description	Rationale
Concessional RAV entry approval details		
Concessional RAV entry approval number	Approval number for the concessional RAV entry approval related to the vehicle verification. For example, CRE-006789.	Provides a high level of confidence that the concessional RAV entry approval details are the same as the vehicle modified and presented for verification.
Concessional RAV entry approval holder name and contact details	Name and contact details of the individual or company holding the concessional RAV entry approval.	Provides a name and contact for any vehicle verification, including recall rectification issues.
Vehicle details		
Make	The marque or brand name applied to each vehicle within the same range of vehicles, or the name of the 'Manufacturer'.	Provides a level of vehicle detail.
Model	The name given to the class or family of motor vehicles that is of the same make, and the same general type and appearance.	Provides a greater level of vehicle detail.
Variant, where applicable	Name, number or other details given to the variant as a sub-set of the vehicle make and model.	Provides a greater level of vehicle detail.
Approved Model Report identifier		
Model Report number	The unique number allocated to the latest version of the approved Model Report (Model Report). For example, MRE-000789.	Provides certainty that the vehicle manufactured or modified by the RAW is in accordance with the Model Report.
Model Report version/date	The date the Model Report and any updated versions were approved.	Ensures the vehicle was manufactured or modified using the current version of the Model Report.
Model Report Work Instructions reference number, version and date	The Work Instructions identifier, document reference number, version and date, that identifies the Work Instructions are from the current version of the Model Report.	The Work Instructions of the Model Report must have the same identifiers, document reference number, version and date, as the current Verification Checklist provided to the AVV by the department to verify the vehicle.

Item	Description	Rationale
AVV approval holder details		
Name of the Corporation holding the AVV approval	The corporation name of the AVV approval holder (AVV) conducting the vehicle verification.	To establish the identity of the AVV conducting the vehicle verification.
AVV approval number	Approval number of the AVV completing the vehicle verification. For example, AVV-000789.	To establish the identity of the AVV conducting the vehicle verification.
Checks conducted by the RAW in accordance with the Model Report Work Instructions		
Pre-modification checks		
Scope check [Check first]	<p>The RAW confirms the vehicle meets the Vehicle Scope (pre-modification specifications) of the Model Report. The Vehicle Scope includes the specifications of a vehicle before and after it has been modified. This check must be performed before modifying a vehicle in accordance with the Model Report Work Instructions.</p> <p>This check is not required where a vehicle is manufactured in accordance with an approved Model Report.</p>	Confirms that the RAW has proceeded following a check that the vehicle meets the Model Report scope.
Component check	<p>This check may be required before modifying a road vehicle. If required, the check must be performed to confirm that the components fitted are in accordance with the components identified in supporting information when the Model Report was approved.</p> <p>An unmodified vehicle of the relevant model or variant should be fitted with the identified components.</p>	Confirms the components are the same as those identified, and that met the applicable national road vehicle standards, in the Model Report.
Deterioration check	<p>The RAW must check the vehicle to ensure it does not exceed the deterioration limit, as indicated in the Model Report Work Instructions.</p> <p>Action taken to rectify any deterioration that exceeds the limit must be recorded and presented to the AVV with this declaration.</p>	Ensures the vehicle's components are not worn or otherwise deteriorated to an extent that compromises the safety of the vehicle, in accordance with the deterioration limits detailed in Schedule 6 of the Road Vehicle Standards (Model Reports) Determination 2021 .

Item	Description	Rationale
Damage or corrosion, or repair of damage or corrosion check	<p>The RAW inspects the vehicle for damage or corrosion, or repair of damage or corrosion in accordance with the requirements of the Road Vehicle Standards (Limit of Acceptable Damage or Corrosion) Determination 2021 (the Determination), and to ensure the levels do not affect the safety of the vehicle.</p> <p>Where applicable, a body alignment test is conducted and information about the vehicle’s history is obtained in accordance with the Model Report Work Instructions.</p>	<p>Provides a high level of confidence that the level of damage or corrosion, or repair of damage or corrosion are within the limits of the Determination made by the Minister under section 107 of the Rules so that the modification can commence and the vehicle is safe for road use.</p> <p>The limits are covered under section 6 of the Determination.</p>
Odometer check	<p>The RAW must confirm that the odometer condition of the vehicle is consistent with the distance travelled and has not been tampered with.</p> <p>The Work Instructions must require that, where changes have been made to the vehicle’s odometer, the RAW must present supporting material that demonstrates the odometer accurately reflects the distance travelled by the vehicle.</p>	<p>Provides a degree of certainty for the vehicle owner or consumer that the vehicle’s odometer is correct.</p>
Theft check	<p>The RAW should, as soon as practicable after forming a reasonable suspicion that the vehicle may be stolen (possibly when checking the vehicle’s history), make enquiries and/or report the theft to the police in the relevant state or territory.</p> <p>At a minimum, the RAW should advise the AVV if a reasonable suspicion was formed that the vehicle may be stolen, even if the subsequent enquiries assure the RAW the vehicle is no longer suspected of theft.</p> <p>Any supporting material should be presented to the AVV.</p> <p>This may be confirmation from an authority in the jurisdiction where the vehicle was reported stolen or recovered,</p>	<p>The AVV is required to report the theft, fail the vehicle verification and provide a copy of the report to the department within one business day after the verification report is completed.</p> <p>It is therefore important that if the RAW believes the vehicle may be stolen that action is taken before modifications commence or continue.</p>

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	<p>documentation from the owner of the vehicle or other relevant entity.</p> <p>This will assure the RAW that modification work can continue.</p>	
Manufacture and modification checks		
<p>Recall checks and rectification action</p> <p>[Check before modify]</p>	<p>Recall checks must be conducted to confirm:</p> <ul style="list-style-type: none"> • there are no adverse findings, or • details of the rectification action undertaken and any applicable supporting material have been provided to the AVV. 	<p>If a recall relating to the vehicle in the market where it was manufactured has been rectified, this check ensures rectification action has been addressed before the vehicle is presented to the AVV for verification. This minimises vehicles being provided to the Australian market with outstanding recalls.</p>
<p>Required manufacture or modification checks</p>	<p>The RAW must follow each step of the Model Report Work Instructions to ensure the modified or manufactured vehicle meets the final approved compliant vehicle specification.</p> <p>The RAW must perform the checks and steps outlined in the Work Instructions to ensure the vehicle has been manufactured or modified correctly.</p> <p>Where the steps and checks followed do not meet the final approved compliant vehicle specification, the RAW must give written notice to the Model Report approval holder and the department.</p> <p>The RAW should not continue with the modification or manufacture until the Model Report has been updated.</p> <p>Where the Model Report has been updated, the correct version of the Work Instructions must be referenced in the declaration.</p>	<p>The steps required to manufacture or modify the vehicle must be performed as set out in the order, and with the equipment and skilled personnel in accordance with the Model Report Work Instructions. This ensures all systems of the vehicle are functioning correctly and will meet the final approved compliant vehicle specification.</p>
<p>Consumer information notice for certain vehicles</p>	<p>Where applicable, the RAW must ensure the consumer information notice is prepared and attached to the vehicle in accordance with the Model Report Work Instructions. A consumer information notice, signed by the RAW must be prepared on</p>	<p>Where certain vehicles are modified in accordance with a Model Report, the Work Instructions will direct the RAW to prepare a consumer information notice and specify where and how the notice must be attached on the vehicle.</p>

Item	Description	Rationale
	durable and fade-resistant material, and meet the requirements as set out in Schedule 5 of the Road Vehicle Standards (Model Reports) Determination 2021	
Final scope check [Final check]	The RAW must ensure the vehicle meets the final compliant specification as set out in the Model Report and Work Instructions.	Ensures that each system of the vehicle affected by the manufacture or modification is functioning correctly and the vehicle complies with the applicable standards.
Supporting material		
Supporting material	<p>The following are examples of the supporting material that must be attached with this declaration and provided to the AVV before the verification of the vehicle:</p> <p>Demonstrate access to the Model Report by:</p> <ul style="list-style-type: none"> • providing material to show that the RAW and the Model Report approval holder are the same entity, or • a written statement, invoice or other confirmation from the Model Report approval holder authorising the RAW to access and use the Model Report for the vehicle. <p>Relevant correspondence:</p> <ul style="list-style-type: none"> • between the RAW and the AVV, including circumstances where the vehicle previously failed a verification • between the RAW and the concessional RAV entry approval holder (owner of the vehicle), including permission for the RAW to perform recall rectification work on the vehicle, where applicable. <p>Relevant material supporting the required checks:</p> <ul style="list-style-type: none"> • checklists completed as required by the Model Report Work Instructions 	<p>Ensures the declaration completed by the RAW is supported by material to demonstrate:</p> <ul style="list-style-type: none"> • actions taken • evidence aligned to claims made, and • any other checks conducted, in accordance with the Model Report Work Instructions. <p>Providing a complete declaration with all supporting material streamlines the vehicle verification process undertaken by the AVV.</p>

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	<ul style="list-style-type: none"> • photos, videos or other material to support the modification or manufacture work, in stages, undertaken in accordance with the Model Report Work Instructions • images of the vehicle depicting identity, integral structures, condition, deterioration, damage, corrosion or repair of damage or corrosion • relevant document(s) supporting use of the vehicle and demonstrating an accurate reflection of the odometer reading • relevant document(s) supporting recall rectification action, where applicable • any other relevant document, for example, an automotive engineering report supporting compliance with the standards despite minor variations from the specifications set out in the Model Report Vehicle Scope or Work Instructions. 	

Declaration acknowledgements

Declaration	<p>A declaration made by the person (individual name) representing the RAW (corporation name) responsible for completing the modification or manufacture, and stating the date the vehicle was completed:</p> <p>Declaring that:</p> <ul style="list-style-type: none"> • the vehicle presented for verification has been manufactured or modified in accordance with requirements set out in the latest version of a Model Report • before modifying the vehicle, the RAW confirmed the vehicle falls within the scope of the Model Report and recall checks and rectification action was undertaken, and all remaining steps followed the Model Report Work Instructions • the RAW has modified or manufactured the vehicle in accordance with Work Instructions covered by the Model 	Establishes the requirements under paragraph 65(2)(a) of the Rules and elements of an offence if compliance and enforcement action is required.
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	<p>Report as detailed in this declaration. In addition, each system of the vehicle affected by the manufacture or modification is functioning correctly to meet the applicable national road vehicle standards or the standards determined by the Minister under subsection 89(2) of the Rules, as in force at the time of the Model Report</p> <ul style="list-style-type: none"> the RAW has permission to access the Model Report as detailed in this declaration and evidence of the authorisation to access the Model Report is attached with this declaration that the information in this declaration is true and accurate, and 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. 	
Name of RAW representative presenting the vehicle for verification	Name of the authorised representative of the RAW, who, by signing this declaration, agrees to all of the above.	Requirement for audit purposes.
Signature and date	Signature of the authorised representative of the RAW and the date signed.	Requirement for audit purposes.