



Australian Government

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



# ➤ Guide to testing facilities

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Director – RVS Legislation, Policy and Partnerships  
Vehicle Safety Policy & Partnerships Branch  
Department of Infrastructure, Transport, Regional Development, Communications and the Arts  
GPO Box 594  
Canberra ACT 2601  
Australia

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

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

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# Testing facilities under the RVS legislation

The Road Vehicle Standards (RVS) legislation takes a different approach to regulating testing facilities than Road Vehicle Certification System (RVCS) registered test facilities under the *Motor Vehicle Standards Act 1989* (MVSA).

Only RVS approved testing facilities can test vehicles and vehicle components for compliance with the national road vehicle standards. RVS testing facility approval holders have important responsibilities to ensure ongoing compliance.

Test reports from RVS approved testing facilities can be used as test evidence in [vehicle type](#), [component type](#) and [Model Report](#) applications.

## What is an approved testing facility?

An approved testing facility undertakes vehicle and/or vehicle component testing and may include one or more testing locations. Testing provides evidence of compliance against the applicable national road vehicle standards and/or other standards, as determined under subsection 89(2) of the Road Vehicles Standards Rules 2019 (the Rules).

The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (the department) is authorised under the RVS legislation to, among other things, grant or not grant a testing facility approval.

The department needs to be satisfied that an approved testing facility either has, or has access to:

- technology and equipment to adequately test vehicles and/or vehicle components under the approval, and
- appropriately skilled personnel to carry out any testing under the testing facility approval.

### Testing under the 1958 Agreement

In deciding applications for a vehicle type approval, component type approval or Model Report approval, the department is able to consider:

- results of testing conducted under an RVS testing facility approval, or
- an approval or other document issued by a government (or competent authority of a government) that is a contracting party to the United Nations Economic Commission for Europe 1958 Agreement (1958 Agreement).

Accredited authorisation to perform testing under the 1958 Agreement is provided by the government of a foreign country that is a contracting party to the 1958 Agreement as defined in subsection 5(1) of the *Road Vehicle Standards Act 2018* (RVSA).

Contracting parties may appoint Designated Technical Services to perform testing under the 1958 Agreement. Examples include Technischer Überwachungsverein (TUV, Austria), RDW Europaweg (Netherlands) and Vehicle Certification Agency (VCA, UK).

However, results of testing by a Designated Technical Service alone cannot be considered by the department unless the Designated Technical Service has been granted a testing facility approval under the RVS legislation.

Alternatively, if results of testing by a Designated Technical Service has resulted in an approval being issued by a competent authority under the 1958 Agreement, the department can consider that approval.

## Who can apply for a testing facility approval?

An individual or company that conducts tests may apply, their representative may also apply on behalf of the applicant. If a representative applies on behalf of the applicant, they must have access to and be able to provide the relevant documents and information.

The named applicant, not the representative, is the testing facility approval holder and is responsible for meeting the conditions of an approval granted.

If false or misleading information is submitted or if conditions of the testing facility approval are not met, penalties may apply for the applicant and/or the representative.

## Why do I need a testing facility approval?

Applicants for [vehicle type approvals](#), [component type approvals](#) and [Model Reports](#) must obtain test reports from a RVS approved testing facility to demonstrate compliance with applicable national road vehicle standards.

Test reports from RVCS registered test facilities can continue to be used as evidence of compliance but only if the test facility has been granted a RVS testing facility approval. Therefore, if you were a test facility registered in RVCS, you need to apply for a RVS testing facility approval to be able to continue providing test reports for use with the RVS legislation.

In limited circumstances, a test report from a RVCS test facility may still be considered as evidence to satisfy the requirements under the RVS legislation.

**Example 1: Eligible MVSA approval holders could opt-in their approval to be a vehicle type approval.** This [opt-in arrangement](#) recognises prior evidence to meet the eligibility criteria under the RVS legislation.

**Example 2: When an opted-in approval holder re-applies for a vehicle type approval,** providing updated or re-tested evidence may impose a regulatory and financial burden. Therefore, previous test evidence may be considered case-by-case.

## How do I apply?

All applications must be submitted through [ROVER](#), the department's online applications and approvals portal.

Before an application can be submitted, the applicant or their representative must first create an account in ROVER. This process also requires identity documents to be uploaded and checked.

When agents or representatives create an account, they must also provide details about the organisation or individual they will be applying on behalf of. They also need to record an authority to act and upload documentation (for example, a company letter) stating that they are authorised to act on the applicant's behalf.

The department's website provides more information about [identity documents](#), establishing an [authority to act](#) and [creating a ROVER account](#).

The department should assess your application for a testing facility approval within [30 business days](#)<sup>1</sup> of receiving it. However, if a request for further information or an inspection of premises is needed, the timeframe may be longer.

<sup>1</sup> The definition of a business day under section 5 of the Rules is a day that is not a Saturday, Sunday or public holiday in the Australian Capital Territory.

You should note that draft applications older than 12-months that have never been submitted will be automatically deleted regularly.

The [fees charged](#) for approval applications, including testing facility approval applications, reflect the actual cost of processing applications.

In addition to the application fee, approved testing facilities must pay an annual levy which is payable when the approval is granted. The levy also reflects the actual related costs besides that of the processing of the application.

A testing facility approval does not come into force until the first annual levy has been paid. Annual levies become due and payable on the anniversary of the first levy payment date.

**Example:** An organisation wishes to become an approved testing facility and authorises an employee as its representative to submit an application on the organisation's behalf.

The employee must:

- have a copy of the document from the organisation stating they have the authority to act on its behalf
- create an account in ROVER, uploading all required identity documents
- establish a record of the authority to act in ROVER and upload the required document
- enter information and submit the application for a testing facility on behalf of the organisation.

The organisation, as the applicant for the testing facility, must:

- provide relevant details that the employee is authorised to act on their behalf
- provide all relevant information as required by the application to the employee
- take responsibility for all conditions of that the testing facility approval, if granted.

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

The department needs to be satisfied that the applicant:

- has, or has access to:
  - technology and equipment to adequately test vehicles and/or vehicle components under the testing facility approval
  - appropriately skilled personnel to carry out any testing under the testing facility approval
- will comply with each of the standard and specified conditions within the testing facility approval.

The information you provide in the application enables the department to:

- identify who is applying for the approval
- assess whether the applicant (or any key management personnel) has contravened, or may have contravened, RVS legislation
- assess the capabilities of the testing facility against the road vehicle standards (Australian Design Rules or ADRs) that will be tested
- assess the locations where the tests will take place
- assess whether the applicant is capable of complying with all conditions within an approval
- determine whether the applicant was previously a registered test facility in RVCS
- if agreed, publish testing facility details on the department's website.

The information submitted in your application is required under subsection 108(2)(a) of the Rules and is reviewed when considering whether to grant or refuse a testing facility approval. [Appendix 1](#) describes the information that must be provided in an application in greater detail.

Use the [Checklist for a testing facility application](#) to ensure you have everything you need to complete your application.

## What if I was a registered test facility in RVCS?

If you were a RVCS registered test facility and have a registration number, you will need to add your RVCS Test Facility Registration Number in your ROVER application when prompted.

If you held multiple RVCS Test Facility Registration Numbers, you may apply to have all of them under the one RVS testing facility approval.

If the details of your RVCS Test Facility Registration have changed, for example, you have additional capabilities, ROVER will prompt you to provide further information when completing your application.

## Can I change details in my application?

When you start an application, ROVER allows you to save, exit and return to your saved work at any time before you submit it. If you need to amend your application after it has been submitted, but before paying the fee, you can withdraw, amend and resubmit or delete it.

You can also [withdraw an application](#) and then amend and resubmit or delete it after you have submitted it and paid the fee if its status in ROVER is 'Paid—Awaiting Assessment', or 'Assessment in progress'.

The process for withdrawing, amending and resubmitting or deleting an application after the fee has been paid is explained in the guide [How to withdraw, amend and resubmit or delete an application in ROVER](#).

If an approval has been granted, you need to apply to vary the approval and pay any applicable fees (see [Can I change details in a testing facility approval?](#)).

It is important to ensure all aspects of your testing facility application are accurate and comprehensive to avoid delays with the assessment. Any changes made after the approval is granted may incur additional fees.

As you progress through the application creation, submission, payment and decision process in ROVER, you can view the [status of your application](#) at various stages.

## How do I re-apply for a testing facility approval?

Approvals for testing facilities expire 5 years from the date specified in the approval unless revoked earlier. When an approval expires, the approval holder must no longer operate as a testing facility, unless a new testing facility approval is granted.

If you are a testing facility approval holder and your approval is due to expire, you will be sent a notification and be able to re-apply through ROVER.

When you re-apply, questions will focus on whether you wish to seek additional capabilities or make other changes to the last version of your testing facility approval before it expires.

If granted, your testing facility approval will retain the same RVS testing facility approval number, and the approval notice will confirm the date it comes into force, as well as an updated expiry date.

# Decision making – granting or refusing an approval

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

We will assess the information submitted in your application against the eligibility criteria, as set out in section 111 of the Rules, in addition to other considerations and relevant matters under section 112 of the Rules.

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

Access to the technology, equipment and skilled personnel, details about accreditations held and whether a testing facility approval holder can meet the conditions of their approval, will all be assessed.

The department will also consider:

- who is seeking the approval and any previous capabilities registered for a test facility in RVCS
- the location/s for the testing facility to ensure they are suitable for the type of testing to be conducted and the standards selected.

Providing insufficient or incorrect information with your application or not complying with a request made by the department under subsection 109(1) of the Rules, may result in the application being refused for consideration.

## What do we expect to assess?

To ensure the decision maker is satisfied whether to grant a testing facility approval, there is a consistent approach to assessing:

- all the required information and supporting documentation has been submitted with the application
- any additional information provided by the applicant, when requested by the department
- any other matters considered relevant to the specific application.

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

If your application covers a large range of capabilities and standards, the information you provide for assessment will need to address all of the technology, equipment, locations and personnel to provide accurate and repeatable test outcomes.

To ensure the approval conditions will be met by the approval holder, the decision maker must be satisfied that the approval holder has:

- appropriate internal record keeping systems
- equipment calibration and maintenance processes
- skilled (certified and experienced) staff to conduct the tests
- effective communication practices.



**Table 1. Expectations against eligibility criteria and other considerations**

Eligibility criterion	What do you need to have in place?
<b>Technology and equipment to adequately test vehicles and vehicle components under the approval</b>	<ul style="list-style-type: none"> <li>• Is the technology and equipment that you have, or have access<sup>2</sup> to, suitable to test against the applicable road vehicle standard, i.e. the equipment testing requirements contained within an ADR or standard determined by the Minister under subsection 89(2) of the Rules?</li> <li>• Is the measurement, recording and calibration requirements of the technology and instrumentation clearly presented in procedures, instructions, checklists, test reports or other documents?</li> <li>• Do your record keeping processes cover the traceability and quality assurance of equipment, including labelling, serial numbers, calibration checks and maintenance data?</li> <li>• If partial testing has been approved, have the limitations been made clear in all procedures, communication processes with clients and will be clearly noted within test reports?</li> <li>• Is your record keeping systems maintained and accessible over the period that they must be kept (7 years) and available in English if required?</li> </ul>
<b>Appropriately skilled personnel to carry out any testing under the approval</b>	<ul style="list-style-type: none"> <li>• Do you have, or have access to, a range of academically qualified and experienced staff to conduct the testing under the approval?</li> <li>• Are technical supervisors suitably qualified with a proportionate number of trained personnel to cover the range and types of tests required under the approval?</li> <li>• Are staff able to demonstrate knowledge of testing procedures, maintenance of equipment and able to apply corrective factors where necessary?</li> <li>• Does your record keeping include maintaining details about the personnel employed to conduct the testing under the approval?</li> </ul>
<b>Other considerations and relevant matters</b>	<ul style="list-style-type: none"> <li>• Are the location addresses valid and match the type of testing to be conducted under the approval?</li> <li>• Do you hold relevant and acceptable accreditations?</li> <li>• Have you maintained records, if known, of any personnel who have, or may have, contravened road vehicle legislation?</li> </ul>

## Request for further information or inspection

During assessment, you may be asked to provide more specific information relevant to your application under section 109 of the Rules, to help the department decide whether to grant an approval.

We may also ask to inspect premises where testing under the approval is to be carried out, to further assess suitability of the capability being applied for.

<sup>2</sup> Having access to the relevant equipment or skilled personnel to carry out testing under the approval means an approval holder who does not own the equipment or employ the personnel, may be required to demonstrate how, by contract or other arrangements, the access is provided.

You will receive an email notification which will provide details about the request to inspect and will explain what information needs to be provided and when. We will contact you to arrange a suitable time to inspect.

If you receive a request for further information (RFI) or inspection, the time to decide the application is paused. You have 30 days to respond or a longer period if specified in the request.

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

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

The assessment will resume once the request for additional information or an inspection has been completed. The application status will be updated to 'in progress'. Responses to RFIs will be considered when deciding whether to grant the approval.

**Example:** The department may request further information about the applicant's procedures for calibrating equipment relating to testing. The applicant will need to provide the relevant documentation to comply with the request.

## Refuse to consider a testing facility application

We may decide to [refuse to consider](#) an application if the application does not provide the relevant information, or if requests made by the decision maker have not been met. This means that the application is not assessed and no decision is made to either grant or refuse to grant an approval. You will be notified if the department decides to refuse to consider your application.

Where a request for further information or an inspection has been made, you can submit relevant details or allow an inspection to support your application. This ensures all required information is made available for the decision maker to fully consider and decide the application.

If you fail to comply with a request for information or inspection within the time allowed, or with the relevant information, your application may be refused to be considered under section 110 of the Rules. Specifically, the department may refuse to consider an application for a testing facility approval if:

- the application is not in the approved form, for example, the documents uploaded may not contain the relevant information
- the application fee has not been paid (within 30 days of submission)
- the applicant has not complied with a request for further information or inspection within the 30 days or longer period if allowed.

If you disagree with the decision to refuse to consider your application, you may apply for a review of the decision.

## ROVER notifications during the application process

Throughout the process, you can expect a number of notifications from ROVER indicating what is happening with your application, including where a decision has been made to not consider your application, not grant an approval or that an approval has been granted. Common notifications that you may receive are that:

- you have an application fee to pay
- you have successfully submitted an application
- you have successfully withdrawn an application
- there is a request for further information or inspection that must be actioned

- you have been granted an approval for a testing facility and the approval will commence once the testing facility levy has been paid
- your approval is due to expire.

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

The decision to grant a testing facility approval notice will clearly indicate the scope of testing under the approval. The notice will confirm that testing is only conducted against one or more listed standards, within any specified requirements or limitations, and at the corresponding one or more testing location/s.

## Publishing approved testing facilities

The approved testing facility's contact information is required so that communication can be maintained with applicants and approval holders.

Under section 227 of the Rules, the department will publish the details of each testing facility approval on [ROVER](#). The details, including the approval holder's business name and contact details, will also be published. The approval number will not be published.

You will need to indicate in your application whether you agree for the approved testing facility's details to be published. If you do not want your details, including personal information, published in the list, you can indicate this through ROVER or [contact the department](#).

## Approval numbering

If an approval is granted, you will receive a unique testing facility approval number generated automatically by ROVER.

If you indicated that a previous test facility number was held in RVCS, that number will be incorporated into the testing facility approval number. This will provide continuity of the existing numbering protocols.

Where the submitted application is for a new testing facility, ROVER will generate a new approval number, allocated sequentially commencing from TFA-020000.

If you re-apply for and are granted a RVS testing facility approval before the previous approval expires, your testing facility approval will retain the approval number.

In this instance, the approval notice will indicate the date that it comes into force and the updated expiry date.

# Approval holder's responsibilities

As a testing facility approval holder, you have important responsibilities. These will appear as standard and specified conditions detailed within the approval notice. Conditions relating to a testing facility approval fall under section 117 of the Rules. These conditions ensure that legislative requirements can be controlled. If these conditions are not met, it is an offence under the RVS legislation and penalties may apply.

For further information please see [Your responsibilities as an approval holder](#)

## Summary of responsibilities

Testing facility approval holders have responsibilities to ensure the following requirements are met:

- testing is aligned to the requirements of the applicable road vehicle standard, the ADR or standard determined by the Minister under subsection 89(2) of the Rules
- testing is conducted using appropriate equipment and technology that is properly maintained and calibrated
- testing is performed by appropriately skilled personnel
- testing is recorded and reported accurately and in detail, sufficient to ensure accountability and repeatability
- errors will be corrected and communicated to relevant clients
- records of testing will be kept for 7 years
- when requested in writing by the department, information or documents will be provided.

An approval holder must comply with all of the conditions within their approval. Table 3 lists the standard conditions that will always be applied to a testing facility approval and what the department expects the approval holder do to maintain compliance.

**Table 2. Standard conditions applied to a testing facility approval**

Rules reference	Condition detail	Expectations
<b>Section 118 – Condition about testing</b>	<p>The testing facility approval holder must ensure that any test carried out is appropriate for assessing the extent to which a vehicle or vehicle component complies with the national road vehicle standards, standards determined by the Minister under subsection 89(2), or both, as applicable.</p> <p>Key considerations about compliance with this condition may extend to matters such as the scientific methods used, quality control and records of testing conditions, reporting of findings and the suitability of testing arrangements.</p>	<p>You must comply with the test requirements as specified in the ADR or other standards, which will always be the primary and most relevant reference.</p> <p>This ensures the test carried out by the approval holder is appropriate for assessing the extent to which a vehicle or vehicle component complies with the standards.</p>
<b>Section 119 – Condition relating to equipment used to carry out testing</b>	<p>The testing facility approval holder must ensure they have, or have access to, technology and equipment to carry out testing under the approval.</p> <p>For each test carried out under the approval, the equipment must be adequate</p>	<p>You must ensure that:</p> <ul style="list-style-type: none"> <li>• systems are in place that regularly calibrate and measure the equipment and technology used to test vehicles and components.</li> </ul>

Rules reference	Condition detail	Expectations
	<p>and appropriate for the test, and appropriately calibrated for the test.</p> <p>For each test carried out under the approval, the technology must be adequate and appropriate for the test.</p> <p>Any equipment to carry out testing under the approval must be maintained so that the proper functioning or calibration of the equipment can be verified.</p> <p>The approval holder must keep a record of this maintenance for a period of 7 years starting on the day the record is made, and the holder of the approval must provide a copy of the record, when requested in writing by the department.</p>	<ul style="list-style-type: none"> <li>• Equipment is labelled and calibration controls are maintained.</li> <li>• Equipment and technology is verified before each test.</li> <li>• Measurements and uncertainties are recorded.</li> <li>• Data records and procedures confirm equipment is appropriately calibrated, maintained to the required accuracy level and available to all testing personnel.</li> <li>• All calibration and maintenance data records are kept in a relevant IT system that can be maintained and accessed for the period it must be kept (7 years).</li> </ul> <p>When requested by the department, such records are expected to be made available in English.</p>
<p><b>Section 120 – Condition about appropriately skilled personnel</b></p>	<p>The approval holder must ensure appropriately skilled personnel carry out any testing under the approval.</p>	<p>Staff used to conduct the tests understand the requirements of each test and can carry out the tests commensurate with the extent of their training, qualifications, knowledge and experience. Supervisors of staff are suitably qualified to oversee the tests.</p> <p>A range of academically qualified and skilled staff are available to conduct the tests for the specific ADRs or standards under the approval.</p> <p>When requested by the department, details of the approval holder's skilled personnel are expected to be made available in English.</p>
<p><b>Section 121 – Condition about test reports</b></p>	<p>The approval holder must, after testing a vehicle or vehicle component under the approval:</p> <ul style="list-style-type: none"> <li>• complete a report on the results of the testing</li> <li>• retain the report (or a copy of it) for 7 years starting on the day that the report is made</li> <li>• provide the report, or a copy of the report, upon written request by the department.</li> </ul> <p>The report must accurately reflect the results of the testing and be sufficiently detailed so that the test could be repeated</p>	<p>The level of detail of each test report should include:</p> <ul style="list-style-type: none"> <li>• the ADR or standard tested against</li> <li>• which test location the test was conducted</li> <li>• the equipment used</li> <li>• method of testing used</li> <li>• the calibration status of the equipment used is to the manufacturer's specifications</li> <li>• any specific or adverse conditions under which the test was performed</li> </ul>

Rules reference	Condition detail	Expectations
	based on the information contained in the report.	<ul style="list-style-type: none"> <li>• any limitations due to partial standard testing</li> <li>• identification details of the vehicle or component being tested by part number or design feature</li> <li>• any alternate equipment used</li> <li>• the procedures followed</li> <li>• the results of each test</li> <li>• analysis of results.</li> </ul> <p>When requested by the department, such records are expected to be made available and in English.</p>
<b>Section 122 – Condition about notifying recipients of errors in testing reports</b>	<p>If the approval holder becomes aware of an error in a test report required under subsection 121(1) (see above), they must notify any person to whom the holder gave the report of the error as soon as practicable after becoming aware of it.</p>	<p>You are expected to have processes in place that would identify any errors in test reports, or becomes aware of the error. In either case it is the approval holder's responsibility to notify, as soon as practicable, all of the clients they have conducted testing for and provided the test reports to use as evidence.</p> <p>It is expected that procedures for the notification of clients or the steps necessary to fix the error can be undertaken. When requested by the department, such records are expected to be made available and in English.</p>
<b>Section 123 – Condition about record keeping</b>	<p>The testing facility approval holder must retain a record of all testing of vehicles or vehicle components conducted under the approval for a period of 7 years, starting on the day the record is made.</p> <p>When requested in writing by the department, the holder of the approval must provide such a record (or copy of the record).</p>	<p>It is expected the approval holder will have a records system in place that captures all information and test reports as required under the approval, including:</p> <ul style="list-style-type: none"> <li>• identification details of the vehicle or component being tested</li> <li>• worksheets, data sheets, full methodology, test equipment used and calibration status</li> <li>• sufficient information to ensure repeatability of the test</li> <li>• original or versioned results and analysis outcomes.</li> </ul> <p>When requested by the department, records are expected to be made available in English.</p>
<b>Section 124 – Condition about providing information etc. to the</b>	<p>The testing facility approval holder must provide, on written request by the Secretary</p>	<p>The approval holder is expected to comply with the written request within a reasonable time, as specified in the request.</p>

Rules reference	Condition detail	Expectations
<b>Secretary or an inspector</b>	<p>or an inspector, and within the reasonable time specified in the request:</p> <ul style="list-style-type: none"> <li>• the information or documents specified in the request about testing carried out under the approval</li> <li>• any information that the department reasonably requires for the purposes of assessing whether the holder of the approval is complying with the <b>RVSA</b>, the Rules, or an instrument made under that Act or the Rules.</li> </ul> <p>The testing facility approval holder must allow or arrange for the department to inspect any of the following:</p> <ul style="list-style-type: none"> <li>• premises where vehicle components of those vehicles are tested</li> <li>• premises where those vehicles are tested</li> <li>• premises where reports relating to testing under the approval are prepared</li> <li>• things, including documents, associated with the testing process.</li> </ul> <p>The requirement that the approval holder must allow or arrange for an inspection is subject to the limitation that the inspection must be for the purpose of assessing whether testing conducted under the approval is being carried out to adequately test vehicles for compliance with the national road vehicle standards, standards determined under subsection 89(2), or both, as applicable.</p>	<p>The department aims to work with the approval holder to determine the time it may take to fulfil the request. This includes the amount of information requested, the urgency, the complexity, whether information is already available and whether fulfilling the request requires a degree of consideration, research, collaboration or liaison.</p> <p>The approval holder must provide any information that the department reasonably requires to assess whether the approval holder is complying with the RVS legislation covering vehicle or component testing. The information requested is not limited to written material, but may also be video, photographs, or other means.</p> <p>The approval holder may also be required to allow or arrange for the department to inspect premises where testing is conducted. Inspection may also extend to things associated with the testing, documents or IT systems and including inspection at third party premises.</p> <p>Access to third party premises, documents or things does not allow the department to directly enter premises of third parties without the consent of the approval holder or the third party. It is expected the testing facility approval holder will facilitate and make necessary arrangements with the third party when requested by the department. If the third party does not allow access, the approval holder may be in breach of this condition.</p> <p>A request may occur at any time while the approval is in force. The approval holder is expected to meet the requirements of the written request. This ensures the integrity of the testing evidence provided by the approval holder and demonstrates the effectiveness of the testing facility approval process.</p>

In addition to standard conditions, a testing facility approval holder may also need to satisfy [specified conditions](#) under paragraph 117(a) of the Rules. These may appear separately on the approval, if granted, and relate to the approval holder's specific or unique circumstances.

**Example:** An approval has been granted and the scope of a test is only to part of an ADR or other standard. A specified **Part-standard testing condition** will be applied.

When a Part-standard condition is included in the approval notice, the approval holder is expected to do **all** of the following:

- communicate in writing to clients before testing that their capability is only to test to part of an ADR or other standard
- include the scope of the test they are approved for in the testing facility records
- clearly identify on each test report that the test only applies to part of the ADR or other standard.

## Can I change details in a testing facility approval?

A testing facility approval holder may wish to change details in a testing facility approval, including:

- adding or removing capabilities or locations of their testing facility
- amending contact details.

To make changes, an approval holder may apply for a variation of their approval through ROVER.

When seeking to [vary an approval](#), additional fees may apply, including for:

- updating the evidence provided for an approval that is found to be in error and requires assessment and a decision
- adding locations for where testing will occur
- adding capabilities under the testing facility approval, such as adding tests for new national road vehicle standards.
- seek to vary, remove or add a specified or unique condition within the approval.

Administrative changes that will **not** incur a fee when seeking to vary an approval include:

- removing locations where testing occurs
- removing capabilities under the testing facility approval
- updating administrative details, such as contact details.
- applying to suspend or revoke an approval.

When an approval holder seeks to have their approval suspended a specified time period for the suspension may be included. The approval holder might request a suspension if they are making substantial changes to their operations, capabilities or access to testing equipment.

During the suspension period, the approval is not in force and, if the testing facility's details are published on ROVER, they will be highlighted as currently suspended. A request to revoke an approval means the approval ceases and the testing facility's approval publication details will be removed permanently from ROVER. Once revoked, a new application for a testing facility approval would need to be submitted if operations resume.

## Your responsibilities as an approval holder

The department monitors and enforces [compliance with the RVS legislation](#) under both the RVS Act (applying penalties) and the Rules (obligations of an approval holder).

We encourage voluntary compliance and undertake informed risk-based compliance activities to confirm compliance with the RVS legislation. These activities may involve:

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



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

## What if I don't comply?

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

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

If the department identifies non-compliance, our response will be proportionate to the risk being managed.

Our response may include issuing infringement notices, applying for civil penalty orders or injunctions, or entering into enforceable undertakings.

## Further information

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

Details of amended or new ADRs that may impact your vehicle type will be released well before their applicability time. You can [subscribe](#) to receive new or amended ADR notifications.

## Quick links

- [ROVER application statuses and notifications](#)
- [RVS legislation fees, charges and payments](#)
- [What are RVS decision-making timeframes?](#)
- [How is my personal and commercial information in ROVER managed?](#)
- [Checklist for a testing facility application.](#)