



Australian Government

Department of Infrastructure, Transport,  
Regional Development and Communications



# ➤ Guide to vehicle type approvals for low ATM trailers

(4.5 tonnes ATM or less)

July 2022

## Ownership of intellectual property rights in this publication

Unless otherwise noted, copyright (and any other intellectual property rights, if any) in this publication is owned by the Commonwealth of Australia (referred to below as the Commonwealth).

## Disclaimer

The material contained in this publication is made available on the understanding that the Commonwealth is not providing professional advice, and that users exercise their own skill and care with respect to its use, and seek independent advice if necessary.

The Commonwealth makes no representations or warranties as to the contents or accuracy of the information contained in this publication. To the extent permitted by law, the Commonwealth disclaims liability to any person or organisation in respect of anything done, or omitted to be done, in reliance upon information contained in this publication.

## Creative Commons licence

With the exception of (a) the Coat of Arms; (b) the Department of Infrastructure, Transport, Regional Development and Communications photos and graphics, copyright in this publication is licensed under a Creative Commons Attribution 4.0 Australia Licence.

Creative Commons Attribution 4.0 Australia Licence is a standard form licence agreement that allows you to copy, communicate and adapt this publication provided that you attribute the work to the Commonwealth and abide by the other licence terms.

Further information on the licence terms is available from <https://creativecommons.org/licenses/by/4.0/>

This publication should be attributed in the following way: © Commonwealth of Australia 2022

## Use of the Coat of Arms

The Department of the Prime Minister and Cabinet sets the terms under which the Coat of Arms is used. Please refer to the Commonwealth Coat of Arms - Information and Guidelines publication available at <http://www.pmc.gov.au>.

## Contact us

This publication is available in hard copy or PDF format. All other rights are reserved, including in relation to any departmental logos or trademarks which may exist. For enquiries regarding the licence and any use of this publication, please contact:

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)

# Contents

<b>Introduction</b>	<b>5</b>
What is the Road Vehicle Standards legislation and how does it relate to trailers 4.5 tonnes ATM or less?	5
Why do I need a vehicle type approval for a low ATM trailer?	6
Vehicle type approval pathway	6
Concessional RAV entry approval pathway	6
<b>Arrangements under the RVS legislation</b>	<b>7</b>
Meeting eligibility criteria	7
Who can apply for a vehicle type approval for a low ATM trailer?	8
When can I apply for a road vehicle type approval?	8
What IT system do I need to access?	8
Creating a user account in ROVER	8
What information do I need to provide in the application?	8
What sort of approval should I apply for in ROVER?	9
Low ATM trailer model information	9
Supporting information and documents that demonstrate control	10
If you indicate you have full control	10
If you indicate you have control through access to information	11
Compliance with applicable national road vehicle standards	11
What is minor and inconsequential non-compliance?	12
What is a non-standard low ATM trailer?	12
Personal and commercial information	13
Application fees	13
Can I change details in my application?	13
<b>Decision making – granting or refusing an approval</b>	<b>14</b>
What does the department do with the information provided?	14
What do we expect to assess?	14
Request for further information or inspection	14
Refuse to consider an application for a road vehicle type approval	15
How long will it take to decide an application?	15
Deciding an application for a vehicle type approval for a low ATM trailer	16
Publishing road vehicle type approvals	16
Approval numbering	16
<b>Approval holders' responsibilities</b>	<b>17</b>
Summary of responsibilities	17
Can I change details in a vehicle type approval for a low ATM trailer?	17
Application to suspend or revoke an approval	18
Automatic suspension of a vehicle type approval for a low ATM trailer	18

Recalling a road vehicle, including low ATM trailers	18
Electronic records and physical vehicle marking	19
<b>Transitional arrangements</b>	<b>21</b>
<b>Complying with your responsibilities</b>	<b>22</b>
What if I don't comply?	22
<b>Self-assessment check list – am I ready to apply?</b>	<b>23</b>
Before you create a ROVER account	23
Before starting your application for a vehicle type approval	23
<b>Further information</b>	<b>24</b>
Quick links	24
<b>Appendices</b>	<b>25</b>
Appendix 1 – Specific requirements included in an application for a low ATM trailer approval	25
Appendix 2 – Level of detail expected in a Quality Management System	29
Appendix 3 – Quality Management System summary of measures and actions used to demonstrate control	32
Appendix 4 – Expectations for the conditions applied to a vehicle type approval	33

First published March 2021

Updated August 2021 – Transitional arrangements section updated.

Updated January 2022 – Vehicle type approval opt-in details removed and Vehicle Identification Number information added.

Updated February 2022 – Clarification for requirements that should be met before making a vehicle type approval application.

Updated April 2022 – New transitional period end dates added.

Updated July 2022 – withdraw, amend and resubmit or delete information added.

# Introduction

This guide explains how to apply for a vehicle type approval for a trailer of 4.5 tonnes ATM or less (low ATM trailer).

## What is the Road Vehicle Standards legislation and how does it relate to trailers 4.5 tonnes ATM or less?

Regulating road vehicle type approvals is key to the Australian Government's ability to ensure Australians are provided with safe, secure and environmentally-friendly road vehicles.

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

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

Under the MVSA, Identification Plate Approvals (IPAs) were required, however the RVS legislation takes a different approach.

It is important to note that, when applying for a vehicle type approval for a **trailer with an aggregate trailer mass (ATM) of 4.5 tonnes or less (a low ATM trailer)** under the RVS legislation, you need to meet the eligibility criteria for a [vehicle type approval](#).

You are also required to make declarations that the criteria have been met. You will need to retain all relevant documentation and information supporting your declarations.

**Note:** Details of transitional arrangements from MVSA to the RVSA are in the [Transitional arrangements section](#) below.

A low ATM trailer is defined as a road vehicle that:

- is a trailer or other vehicle (including equipment or machinery equipped with wheels) designed to be towed on a public road by a road vehicle or another trailer, and
- meets one of the following vehicle category code definitions:
  - **TA – Very light trailer** – single axled trailer with gross trailer mass (GTM) not exceeding 0.75 tonne
  - **TB – Light trailer** – trailer with GTM not exceeding 3.5 tonnes, other than a trailer of category TA
  - **TC – Medium trailer** – trailer with GTM exceeding 3.5 tonnes but not exceeding 10 tonnes. Where a trailer fits into the TC category, to apply under the light trailer vehicle type, it must have an aggregate trailer mass (ATM) less than or equal to 4.5 tonnes.



This document is applicable to low ATM trailers with an aggregate trailer mass (ATM) of no more than 4.5 tonnes.

The [high ATM trailers](#) webpage provides information about how to apply for a type approval for a high ATM trailer (more than 4.5 tonnes).

The [vehicle type approval](#) webpage has guides about vehicle type approvals. The Guide to vehicle type approvals will be relevant if:

- the trailer's ATM is more than 4.5 tonnes
- the trailer does not fit into one of the vehicle category codes described above
- you need more information about vehicle type approvals in general.

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

## Why do I need a vehicle type approval for a low ATM trailer?

Before a low ATM trailer is provided to another person for road use for the first time in Australia, it must be entered on the [Register of Approved Vehicles](#) (RAV). There are two pathways for entering road vehicles on the RAV:

### Vehicle type approval pathway

Under the RVS legislation, trailer manufacturers supplying more than 4 trailers weighing 4.5 tonnes ATM or less to the Australian market in a 12-month period will need to obtain a [vehicle type approval](#) for that type of low ATM trailer. To meet the requirements of the type approval pathway and to be able to enter a road vehicle type on the RAV, a vehicle type approval applicable for a type of trailer must be in force.

### Concessional RAV entry approval pathway

Manufacturers or importers supplying 4 or fewer trailers weighing 4.5 tonnes ATM or less to the market in a 12-month period may apply for a [concessional RAV entry approval](#). These vehicles will be entered on the RAV on behalf of an approval holder vehicle-by-vehicle.



**Note:** If granted, the approval for a low ATM trailer type under the RVS legislation is a vehicle type approval.

A vehicle type approval allows unrestricted provision of a type of vehicle to the Australian market, in this case, a type of low ATM trailer. A vehicle type approval may be granted by the Secretary or delegated decision-maker (the decision-maker) for a type of low ATM trailer that:

- fully complies with all the applicable national road vehicle standards, as outlined in the Australian Design Rules (ADRs), or
- does not fully comply with the applicable national road vehicle standards, but the non-compliance is only in minor and inconsequential respects, or
- does not fully comply with the applicable road vehicle standards, however, the trailer type complies to an extent that makes it suitable for use on a public road in Australia (regarded as non-standard).

Under the RVS legislation, vehicle type approval holders must ensure that the type of low ATM trailer covered by the approval complies with the relevant national road vehicle standards in force at the time of the approval **before** it is made available to the market (unless the approval identifies the extent that a vehicle does not need to comply with the applicable national road vehicle standards).

# Arrangements under the RVS legislation

Granting a vehicle type approval for a low ATM trailer is covered under section 19 of the Rules. It states that the decision-maker must be satisfied the eligibility criteria have been met.



**Note:** The vehicle standards for trailers remain the applicable Australian Design Rules (ADRs). However, Vehicle Standards Bulletin 1 (VSB 1) provides easy-to-read information about the ADR requirements for most common trailers and the most common ways to demonstrate compliance. Some manufacturers may need to refer directly to the ADRs to confirm compliance. VSB 1 (Revision 5) (relating to the MVSA) is available on the department's [website](#). **VSB 1 (Revision 6)** (relating to the RVSA) is also available on the [Low ATM trailers](#) webpage.

## Meeting eligibility criteria

The decision-maker needs to be satisfied that the applicant meets all eligibility criteria. This means you (the applicant):

- can demonstrate compliance with the applicable road vehicle standards, or substantial compliance, and any non-compliance is only in minor and inconsequential respects or to an extent that is suitable for use on a public road in Australia (non-standard), and
- have control over all stages of the design, componentry and manufacturing process and are able to demonstrate compliance with the applicable national road vehicle standards, or
- can demonstrate (if you are not the manufacturer of the low ATM trailer) that you have access to the information, including change control processes, about the design, componentry and manufacture of the trailer. This ensures a level of control over any change in the design, componentry and manufacturing processes so they can be identified and assessed as to whether it may affect compliance with the applicable national road vehicle standards, and
- can ensure the manufacturing processes you have in place will consistently produce the type of trailer subject of the approval, and
- can allow or arrange inspection of the premises used, or to be used, in the manufacturing process so they can be assessed for compliance with the applicable national road vehicle standards and other requirements under the RVS legislation, and
- will be able to access the original and subsequent versions of the **supporting information** for the approval and provide any required information about it to the Secretary for the period the approval is in force and for a further 7 years after it expires, and
- will maintain accuracy and currency of the **supporting information** for the period the approval is in force, and
- will comply with all of the conditions that the approval will be subject and any other requirements under the RVS legislation.

## Who can apply for a vehicle type approval for a low ATM trailer?

Since the RVSA fully commenced on 1 July 2021, a person (being an individual or company) has been able to apply for a vehicle type approval for a low ATM trailer. This can include a representative of the company or agent acting on behalf of the applicant. However, they must have the authority to do so.

If an agent or company representative applies for a low ATM trailer on behalf of the applicant, they must have the relevant documents, [authority to act](#), and the information required for the application.

**Note:** The named applicant, **not** the agent or representative, will hold the vehicle type approval. They will also be responsible for meeting all of the conditions within the approval, if granted.

Penalties may be applied where false or misleading information is submitted or where the conditions of the vehicle type approval for the low ATM trailer are not met.

## When can I apply for a road vehicle type approval?

As part of applying for vehicle type approval you will need to make certain declarations.

The declarations include that the vehicle type identified in the application complies or substantially complies with the national road vehicle standards and at the time of the application the applicant is able to provide the supporting information for the road vehicle type approval.

If an applicant cannot accurately make those declarations, for example if a completed vehicle is yet to undergo any necessary testing, then it is too early to submit a vehicle type approval application.

## What IT system do I need to access?

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

### Creating a user account in ROVER

Before submitting an application, an applicant or their representative must [create an account](#) in ROVER, including uploading identification documents.

Agents or representatives creating an account are required to include details about the company or individual they are applying on behalf of.

When acting on behalf of an applicant, the representative must upload documentation (for example, a company letter) stating that the agent or company employee is authorised to act on behalf of the applicant.

Identity documents and an [authority to act](#) are verified when you are creating an account in ROVER. You will have limited access to, and will not be able to submit, applications until your user account details have been verified.

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

To apply for a vehicle type approval for a low ATM trailer, you must complete the online application form and provide the required information and declarations so your application can be assessed.



## What sort of approval should I apply for in ROVER?

A low ATM trailer requires a vehicle type approval, so you will need to sign in to [ROVER](#) and launch the 'Vehicle type approval' application. The application will ask you to enter the vehicle category code for the type of road vehicle you want approved.

Once you select vehicle category code of TA, TB or TC and confirm the ATM is 4.5 tonnes or less, ROVER will generate the required fields, selections and declarations you need to complete to apply for a low ATM trailer vehicle type approval.

## Low ATM trailer model information

When seeking an approval for a low ATM trailer, the approval may extend to the one make, vehicle category code and level of compliance with standards. That is multiple models of the same vehicle category code and make may be covered by the one approval.

Where a model of a low ATM trailer type is also considered as non-standard (see: [What is a non-standard low ATM trailer](#)), a separate type approval will be required with the suffix 'NS' with the model name of the low ATM trailer.

Information you need to provide in your application

The information submitted in your application is required under paragraph 16(2)(a) of the Rules. It is reviewed when considering whether to grant or refuse to grant a vehicle type approval.

When applying, you are required to:

- confirm your details
- provide details about the low ATM trailer
- provide design and manufacturing location details
- select your level of control over design, componentry and manufacturing
- select whether the low ATM trailer meets applicable national road vehicle standards, and to what extent
- declare that you meet the eligibility criteria
- declare that you have supporting information and documentation relating to the eligibility criteria
- declare that you can meet all of the conditions that the approval will be subject to.

The information in your application enables the department to:

- identify the person applying and would be granted the approval
- assess whether you (or in the case of a company, any key management personnel) have contravened, or allegedly contravened, road vehicle legislation
- assess the level of control, or access, you have declared for the low ATM trailer's design, componentry and manufacturing processes
- assess whether the low ATM trailer type will meet the applicable national road vehicle standards
- assess whether you are capable of complying with all of the standard and any specified conditions the vehicle type approval for a low ATM trailer will be subject to
- if granted, use details provided to publish your vehicle type approval on the department's website, including all previous versions and, if applicable, the low ATM trailer's vehicle description.

Please see [Appendix 1](#) for details of the application requirements and information you are expected to have before submitting and paying the application fee.

## Supporting information and documents that demonstrate control

To meet the eligibility criteria, you must be able to demonstrate you have full control over all stages of the design, componentry and manufacturing process, **or** access to information about the design, componentry and manufacture of the road vehicle. You are not required to upload supporting documentation when submitting your application. However, you may be asked to provide relevant documents, either after submission or after the approval is granted.

### If you indicate you have full control

If you indicate that you have full control, we expect you to have processes documented and followed allowing you to control all stages of the design, componentry and manufacturing process. The processes may be documented as part of a Quality Management System (QMS) accredited by the relevant international certification body. This means you would hold a valid ISO 9001 series certificate with a scope relevant to the manufacture of your type of low ATM trailer.



#### Relevant ISO 9001 accreditation certificate

The ISO 9001 series provides the quality assurance framework for the design and manufacturing processes within an organisation to operate effectively and ensure that all vehicles will meet requirements, including design change control. An ISO 9001 certificate is not a requirement under the RVS legislation, however where an ISO 9001 certificate is held and relied upon, you must ensure that it is current and the scope of the certification is relevant to the design and manufacture of the road vehicle (trailer type).

If you do not have an ISO 9001 series certificate, the department expects you to support your claim of having full control over the design, componentry and manufacture of the low ATM trailer type by holding (and providing if requested):

- documentation covering all of the measures, stages, actions, methodologies, operating instructions and other operating practices and processes ensuring full control over the design, componentry and manufacture of the type of low ATM trailer. Collectively, these form what the department refers to as the full QMS, or
- a summarised version of the QMS, which is a more efficient document you can provide when submitting your application. Please note, you must still have the full documented measures and operating instructions (QMS) available as we may request this during the assessment process.

For details about the expected content of a full QMS, please see [Appendix 2](#) at the end of this guide. Please note, although we expect that you have a full QMS, it is not required unless requested by the department.

The level of detail required in a summarised version of a full QMS may depend on the type and complexity of the type of trailer, but in general it is a shorter version of the full QMS documentation. If the requested summarised QMS does not provide sufficient information to satisfy the department that eligibility criteria can be met, the full QMS will be requested.

Details expected in a summarised QMS are provided in [Appendix 3](#).



**Supporting information:** is defined under section 5 of the Rules. This includes information setting out every aspect of road vehicle design and manufacture (including the source material, manufacturing process and equipment used in that process). Supporting information for a vehicle type approval may include, but is not limited to:

- test reports, United Nations (UN) approvals or documents that assure compliance to meet an alternative standard listed in the ADRs certification compliance documentation
- manuals or overviews related to the facility that designs and manufactures the road vehicle
- materials, invoices and specification documents for any materials used in the manufacture of the road vehicle
- procedures for the manufacture and design of the road vehicle
- design drawings and specification documentation for the road vehicle.

## If you indicate you have control through access to information

If you are not the design owner or manufacturer, you will need to have in place a commercial agreement allowing you access to the information about the design, componentry and manufacturing process for the type of low ATM trailer.

You may be asked to provide a copy of the commercial agreement, contract or written advice confirming your agreed level of access with the manufacturer.

A written agreement to access the required information should include:

- the low ATM trailer the vehicle type approval will cover
- the relevant parties to the agreement
- confirmation the low ATM trailer type will be manufactured by the other entity
- confirmation the applicant has access to the design and manufacturing information, and the inclusion of design and manufacture change management oversight
- confirmation the applicant has access to information and can arrange physical inspection of the design, componentry and manufacturing processes to support the trailer type approval holder's record keeping and to satisfy requests for information or inspection by the department
- confirmation the applicant has access to QMS documentation, engineering documentation, results of testing, change management processes and procedures demonstrating (and ensuring ongoing) compliance with the applicable ADRs
- confirmation that the applicant has access to documentation demonstrating the type of low ATM trailer will consistently comply with the applicable ADRs.



**Stop:** All documents retained under the record keeping condition or as requested by the department – after the application is submitted or after the approval is granted – must be in **English**.

## Compliance with applicable national road vehicle standards

For many vehicle type approval applicants for low ATM trailers, the components (for example, lighting, braking and couplings) will be accessed as vehicle [component type approvals](#). This means the component type is approved under the RVS legislation. Therefore, separate compliance information will not need to be retained by the applicant for the vehicle type approval for a low ATM trailer.

To meet the eligibility criteria, you need to indicate whether the type of low ATM trailer complies with the applicable national road vehicle standards and if not fully compliant, to what extent any non-compliance is considered. Under the RVS legislation, non-compliance is accepted under the eligibility criteria when it is:

- in only minor and inconsequential respects, or
- suitable for use on a public road in Australia (non-standard).

## What is minor and inconsequential non-compliance?

Where the type of low ATM trailer does not fully comply with the applicable national road vehicle standards, a certain level of non-compliance is acceptable for some situations under the RVS legislation. You must be able to explain – usually with supporting engineering reports or other documentation – that the non-compliance is only in minor and inconsequential respects.



**Examples of where minor and inconsequential non-compliance would be considered acceptable are a trailer that is:**

- more than 6 metres long and requires side marker lamps. An application for minor and inconsequential non-compliance with minimum or maximum height requirements from ground level could be considered where it is impractical because of the body type structure to meet these limits
- compliant with an ADR by meeting a harmonised United Nations (UN) regulation, however, the particular ADR has not been updated to reflect the harmonisation. This information might not be identified at the time the application is made
- based on a component type approval that was granted with minor and inconsequential non-compliance. In this case, the minor and inconsequential non-compliance of the component type approval used in the low ATM trailer may result in the vehicle type approval for a trailer also being granted on the basis of minor and inconsequential non-compliance.

## What is a non-standard low ATM trailer?

A non-standard low ATM trailer type may be granted a vehicle type approval if it complies substantially with the ADRs, and the non-compliance is not minor and inconsequential but is compliant to an extent that makes it suitable for use on a public road in Australia. To allow a low ATM trailer to be used on a public road in Australia, it is expected the trailer type would:

- not pose an unacceptable risk to public safety, and
- be appropriate for such use.

This level of flexibility allows unusual or one-off cases to be considered. The supporting documents you need to provide must include sufficient information, engineering reports or other documentation supporting appropriate use and no public safety risk, to enable the department to decide whether to grant the vehicle type approval.

When seeking approval of a non-standard vehicle type approval for a low ATM trailer, the department will consider:

- that a state or territory authority (but not the National Heavy Vehicle Regulator) agrees that the low ATM trailer type is suitable for use on a public road. It will be your responsibility to seek written agreement from the relevant authority and maintain the validity of the circumstances that it is issued
- that you can provide documentation describing the extent of the non-compliance and details justifying how the non-compliance will be minimised for suitable use on a public road.

An example of a non-standard trailer type is a glider trailer, that does not meet the standard for rear overhang due to the length of the glider it is built to carry, but is suitable for use on a public road in Australia.

## Personal and commercial information

Collecting personal details such as name and contact information has been considered under the *Privacy Act 1988* and the department's Privacy Policy as reasonably necessary to administer the provisions of the RVS legislation, to assess your application and make decisions. Contact information associated with a concessional RAV entry approval is also required to maintain communication with applicants and approval holders.

Further information on [how your personal and commercial information is managed in ROVER](#) is available.

## Application fees

The Australian Government continues to recover the costs of activities relating to the administration of the RVS legislation from industry participants, consistent with the Australian Government Charging Framework.

The [RVS legislation fees, charges and payments](#) for applications, including Low ATM trailer vehicle type approval applications, reflects the actual cost of processing applications.

The decision maker must decide on your application within [legislated timeframes](#) under section 21 of the Rules.



**Important:** applications are not complete until the application fee has been paid through ROVER. Applications will not be considered until your payment has been received.

## Can I change details in my application?

When you start an application, ROVER allows you to save it, exit and return to your saved work in ROVER at any time before you submit it.

If you need to amend your application after it has been submitted, but before you've paid the fee, you can withdraw, amend and resubmit it, 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](#).

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.

# Decision making – granting or refusing an approval

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

The department will assess the information and declarations made in your application against the eligibility criteria, as set out in [section 19 of the Rules](#), in addition to other considerations and relevant matters under [section 20 of the Rules](#)

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

The department will consider:

- who is seeking the approval and any previous MVSA approvals
- the low ATM trailer type
- the level of compliance with the ADRs (fully complies, minor and inconsequential or non-standard)
- the level of control over the design and manufacture of the component (full control or access to information through an agreement).

Providing insufficient or incorrect information with your application, or not complying with a request made by the department under [section 17 of the Rules](#), may result in the application being refused to be considered.

## What do we expect to assess?

To ensure the decision-maker is satisfied on whether to grant a vehicle type approval for a low ATM trailer, there is a consistent approach to assessment:

- the declarations that have been made as required in the application
- all the information required with the application
- any technical or additional information provided by the applicant when requested by the department
- any other matter considered relevant to the specific application.

The assessment focuses on the information, selections, declarations made on the application and supporting documents requested during assessment. It is important that your application provides enough detail, and all supporting information is available when requested, to enable the decision-maker to grant an approval.

## Request for further information or inspection

Under [section 17 of the Rules](#), during the assessment you may be asked to provide specific information or supporting documentation relevant to your application, to help decide whether to grant an approval.

To further assess specific aspects of the application, you may also receive a request to inspect:

- premises where the low ATM trailer type is designed or manufactured
- vehicles of the low ATM trailer type identified in the application
- components used in the design or manufacture of the low ATM trailer type.

You will receive a notification outlining details of the request for information or inspection and explaining what information or supporting documentation is needed and when. The department will contact you to arrange a suitable inspection time.

If you receive a request for further information (RFI) or inspection, you will be given 30 business days, or longer – as specified in the request – to respond. The time to decide the application is paused until all the requested information is supplied or the inspection is completed.

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

While under an RFI, the application's status 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's status will be updated to 'in progress'. Responses to requests for further information will be considered when deciding whether to grant the approval.

**Example:** You may be requested to provide your summarised QMS document to confirm your level of control over the design, componentry and manufacture of the low ATM trailer type. You will need to provide the relevant QMS document in order to comply with the request.

## Refuse to consider an application for a road vehicle type approval

To be considered, applications must include all relevant information, be in the approved form and accompanied by the application fee.

The decision-maker may [refuse to consider](#) an application, if the application does not include the relevant information or if requests made by the decision-maker have not been met by the applicant.

This will result in the application not being assessed and no decision made to grant or refuse to grant an approval. You will be notified if the decision-maker refuses to consider your application.

Where a request for further information or an inspection has been made, you are able to 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 do not fulfil a request for further information or inspection within the time allowed, or fail to provide the relevant information requested, your application may be refused to be considered, under section 18 of the Rules.

Specifically, the decision-maker may refuse to consider an application for a vehicle type approval for a low ATM trailer if:

- the application is not in the approved form, noting that the IT system automates this process, however the required information or selections may not have been made correctly
- the application fee has not been paid (if no payment is made within 60 business days of submission)
- you have not complied with a request for further information or inspection within the 30 business days, or longer period if allowed.

If you disagree with the decision to refuse to consider your application, you may apply for the decision to be reviewed. This will be explained in the refuse to consider application notice.

## How long will it take to decide an application?

The decision-maker must decide your application for approval within 60 business days after receiving the application. This is a [legislated requirement](#) under [section 21 of the Rules](#). The department aims to notify the applicant within the 60 business days. If further information or an inspection of premises or vehicles is requested, the time needed to decide may be longer.

When making your application, you may specify a starting date for the approval. You can choose a date within the 60 business days, however if the decision to grant an approval is made after this date (decision date), the decision date will become the starting date.

You may also specify a starting date for the approval beyond the 60 business days, allowing you to apply well in advance of when you would like the approval to start.

**Note:** The definition of a business day under section 5 of the Rules is a day that is not a Saturday, Sunday or a public holiday in the Australian Capital Territory.

## Deciding an application for a vehicle type approval for a low ATM trailer

The decision-maker must consider, and be satisfied with, specific criteria before deciding on your application for a type approval for a low ATM trailer. These are set out in sections 19 and 20 of the Rules.

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

The decision to grant a vehicle type approval notice will clearly indicate the type of trailer, the applicable standards and extent of compliance the approval applies to, including the information and documents used to demonstrate compliance.

If the approval includes minor and inconsequential or non-standard compliance, the approval notice will outline the extent and nature of the non-compliance that is in minor and inconsequential respects, or where it is a non-standard approval. This may also include specified conditions addressing the non-compliance or the specific conditions associated with the low ATM trailer type.



**Important:** Where a model of a low ATM trailer demonstrates compliance with a non-standard ADR, you will need to make a new application to cover the trailer type for which a vehicle type non-standard approval will be issued.

## Publishing road vehicle type approvals

Under [section 223 of the Rules](#), the details for each road vehicle type approval in force, will be published on the department's website, including:

- the name and contact details of the holder of the vehicle type approval
- a copy of the current approval
- a copy of each previous version of the approval, if applicable, and
- the vehicle descriptor (if applicable to your low ATM trailer type) covered by the approval.

## Approval numbering

If approval is granted, ROVER will automatically generate your unique low ATM trailer vehicle type approval number. The new approval number will be allocated consecutively from VTA-060000.

If you re-apply for approval of a low ATM trailer type under RVS legislation before the previous approval expires – and if granted – your trailer type approval will retain the same approval number. In this instance the approval notice will indicate the date it comes into force and the updated expiry date.



# Approval holders' responsibilities

Under the RVS legislation, a vehicle type approval holder for a low ATM trailer has important responsibilities. These will appear as standard and specified conditions detailed in the approval notice, if granted.

Conditions relating to a vehicle type approval for a low ATM trailer fall under [section 25 of the Rules](#). These conditions ensure that legislative requirements can be controlled. It is an offence under the RVS legislation if these conditions are not met and penalties may apply. For further information, please see [Complying with your responsibilities](#).

## Summary of responsibilities

Vehicle type approval holders (including for low ATM trailers) have responsibilities to ensure the following requirements are met:

- vehicles covered by the approval must comply with the applicable road vehicle standards in force at the time the vehicle is added to the RAV (unless the approval specifies vehicles of the type are not required to comply with applicable national road vehicle standards in certain respects)
- conformity of production systems are maintained
- requested information or inspections are responded to appropriately
- records of the original and any subsequent versions of supporting information will be kept up to date for the period the component type approval is in force and for 7 years after it expires or is revoked.

An approval holder must comply with all of the conditions in their approval. As well as standard conditions, a vehicle type approval holder for a low ATM trailer may also need to satisfy any specified conditions under paragraph 25(a) of the Rules. These may appear separately on the approval notice and relate to the approval holder's specific or unique circumstances. The guide, [How to add your road vehicle to the Register of Approved Vehicles once specified conditions have been met](#), provides further information.

All vehicle type approvals for a low ATM trailer will be subject to the following specified conditions related to recall action of road vehicles:

- reporting recall action that you become aware is being undertaken outside of Australia to the department
- reporting systemic safety or non-compliance issues to the department.

More details about the department's expectations for each of the standard and specified conditions are listed in [Appendix 4](#).

## Can I change details in a vehicle type approval for a low ATM trailer?

An approval holder may apply to change details of an approval, including:

- updating administrative details, such as contact name and details
- adding or removing model information
- seeking to have a specified condition varied, removed or added
- amending information relating to other aspects of the approval.

To make changes, an approval holder may apply to [vary an approval](#) through ROVER. Depending on the circumstances of this variation, there may be an associated fee.

## Application to suspend or revoke an approval

An approval holder may also seek to have their approval suspended or revoked. There is no associated fee for suspending or revoking an approval.

When an approval holder requests a suspension, they may specify the timeframe of the suspension or select a date when the suspension should start and when it should end. An approval holder can also make further edits to the suspension timeframe. The decision-maker may also specify a timeframe for the suspension that is different to what you request.

The approval holder can request a suspension if they are making substantial changes to their business operations.

During the suspension period, the approval is not in force and the published list of vehicle type approvals will show that the relevant trailer approval is 'Suspended'.

A request to revoke an approval means the approval is ceased and shown as no longer in force on the list of published vehicle type approvals on the department's website.

If you want to resume operations they have been after being revoked, a new application would need to be submitted.

## Automatic suspension of a vehicle type approval for a low ATM trailer

An approval will be automatically suspended if certain circumstances exist regarding new or amended national road vehicle standards (ADRs). These circumstances are listed in section 202 of the Rules, and include:

- an ADR is amended, or
- a new ADR is made, and
- the amended or new ADR would affect the requirements applying to the low ATM trailer covered by an approval, and
- the Secretary has not approved a variation of the approval (on application by the approval holder), or after considering the application for variation decided that a variation to the vehicle type approval for a low ATM trailer is not necessary.

When there is a new or amended ADR that may impact your low ATM trailer type, you will be notified in advance of the applicable amended or new ADR's starting date.

To ensure your approval is accurate and current, you will need to:

- have information demonstrating compliance with the amended or new ADR, and/or
- apply to vary the approval in response to the changed ADR.

The approval holder will be notified in writing of the suspension, and its start date. And again, when the Secretary approves the variation of the approval, or has considered it is not necessary to vary the approval on the basis the low ATM trailer vehicle type approval already complies with the new or amended ADR.

If automatic suspension occurs, the approval will be marked as 'Suspended' on the publicly available list of vehicle type approvals on [ROVER](#) until it is varied, revoked or expired.

## Recalling a road vehicle, including low ATM trailers

The RVS legislation sets out the framework for voluntarily and compulsorily recalling approved road vehicles and approved road vehicle components. This may be due to safety issues, or where non-compliance with the applicable road vehicle standards, or any other applicable standards as determined under the RVS legislation has been identified.

Circumstances for voluntarily and compulsorily recalling a road vehicle, including low ATM trailer types, are covered in the table below.

### Voluntary and compulsory recall circumstances for road vehicles

Recall type	Action	Reason for recall	Responsibility
<b>Voluntary</b>	Must notify the Minister within two (2) days of taking recall action	<ul style="list-style-type: none"> <li>a road vehicle will or may cause injury to any person, or</li> <li>a reasonably foreseeable use of a road vehicle will or may cause injury to a person, or</li> <li>the road vehicle does not, or it is likely that it does not, meet the applicable national road vehicle standards.</li> </ul>	Supplier
<b>Compulsory</b>	Compulsory notice issued by the Minister	<ul style="list-style-type: none"> <li>a road vehicle will or may cause injury to any person, or</li> <li>a reasonably foreseeable use of a road vehicle will or may cause injury to a person, or</li> <li>the road vehicle does not, or it likely does not meet applicable national road vehicle standards, AND either</li> <li>it appears that one or more suppliers of vehicles or components have not taken satisfactory action to prevent the vehicles or components from causing injury to a person, or</li> <li>it appears suppliers have not taken action to resolve any non-compliance with the national road vehicle standards when it has been identified that the road vehicle does not, or it likely does not meet applicable national road vehicle standards.</li> </ul>	Minister



**Important:** In the event of recall action, the supplier of a road vehicle is generally identified as:

- the vehicle type/trailer approval holder
- the Original Equipment Manufacturer, or
- their Australian representative.

It is important to consider who is best placed in the supply chain to undertake recall action.

## Electronic records and physical vehicle marking

Vehicle type approval holders, including for low ATM trailers, are responsible for generating their own [Vehicle Identification Number](#) (VIN). It must accord with the international VIN structure, generally 17 characters in length, and allowing selected characters only.

If you don't currently have an approved VIN structure, including a [World Manufacturer Identifier](#) (WMI), you will need to contact the [National Exchange of Vehicle and Driver Information Service](#) (NEVDIS) if it is an Australian vehicle.

For vehicles made overseas you should contact the equivalent issuing authority to obtain a WMI and VIN structure for VINs to be added to vehicles covered by a vehicle type approval.

For concessional RAV entry vehicle applications, the department is able to issue a VIN with the WMI '6ZZ'\* where one is not present.

The VIN recorded on your vehicle approval is sent to the NEVDIS Administration Unit (NAU) so it can be validated, decoded and uploaded for registration purposes.

The [Guide to submitting VINs to NEVDIS](#) provides more details.

To comply with the RVS legislation, before each approved low ATM trailer is provided, it must have an entry on:

- the pre-existing VIN database held by NEVDIS and accessible by state and territory registering authorities, and
- the Register of Approved Vehicles (RAV).

Vehicle Standard ([Australian Design Rule 61/03 – Vehicle Marking](#)) 2020 requires [secure vehicle identification](#) (SVI) for new vehicles, including vehicle categories TA, TB and TC.

# Transitional arrangements

On 1 July 2021, a [transitional period](#) began with some MVSA arrangements continuing in parallel to the RVSA.

In the case of low ATM trailers, a person can continue to apply to import low ATM trailers that comply with, or could be modified to comply with the requirements set out in [Vehicle Standards Bulletin 1 \(Revision 5\)](#).

Applications can be made up until 11:59pm on 30 April 2023 through the [Vehicle Import System \(VIS\)](#).

However, you should note that the department cannot provide an approval after 31 May 2023. So please ensure all the required information is provided with your application to assist with the assessment process.

## Complying with your responsibilities

The department monitors and enforces compliance with the RVS legislation under the RVSA (applying penalties) and the Rules (obligations of an approval holder). The department encourages voluntary compliance and undertakes informed risk-based compliance activities to confirm compliance with the RVS legislation. These compliance activities may involve:

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

Appointed inspectors may also physically enter premises to gather material evidence of a contravention of the 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.

# Self-assessment check list – am I ready to apply?

## Before you create a ROVER account

- ✓ Are you an agent or representative of the applicant? If yes, do you have an electronic copy of your authorisation to act on behalf of the applicant?
- ✓ Do you have the relevant proof of identify documents required to create a ROVER account?

## Before starting your application for a vehicle type approval

- ✓ Have you identified who will be the primary contact for the approval and have their details?
- ✓ Have you identified the contact details you wish to have published with the approval on the department' website?
- ✓ Do you have the trailer type details, including vehicle category code, make and model(s)?
- ✓ Do you have the location, address details for both the design and manufacturing facilities?
- ✓ Do you have in place a conformity of production process?
- ✓ Do you have relevant information to support your level of control over the design, componentry and manufacture of the low ATM trailer? (these may be requested after you submit your application)
- ✓ Have you read VSB 1 and understand the ADR requirements for your low ATM trailer type?
- ✓ Do you have relevant supporting documentation to confirm the low ATM trailer type complies with the applicable ADRs, including for minor and inconsequential or non-standard? (these may be requested after you have submitted your application)
- ✓ Do you have processes and procedures in place to ensure you will be able to comply with all of the conditions the approval will be subject to, including keeping all records up to date for the period the approval is in force, and for 7 years after it expires?
- ✓ Do you have access to VINs and an ability to enter vehicle details on to the RAV?
- ✓ Do you have processes in place to address relevant Secure Vehicle Marking requirements under ADR 61/03?

## Further information

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

### Quick links

- [Low ATM trailers](#)
- [VSB1 \(Revision 6\)–Trailers with an Aggregate Trailer Mass of 4.5 tonnes or less](#)
- [Guides and resources](#)
- [How to create a user account in ROVER.](#)
- [ROVER portal](#)
- [RVS legislation and determinations](#)
- [How is my personal and commercial information in ROVER managed?](#)
- [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](#)
- [Guide to varying an approval in ROVER](#)
- [How to add your road vehicle to the Register of Approved Vehicles once specified conditions have been met](#)
- [Industry guide to refuse to consider powers](#)



# Appendices

## Appendix 1 – Specific requirements included in an application for a low ATM trailer approval

Feature of the application	What information do you need to provide or have in place?
<p><b>Applicant details—the person or company who will be the approval holder</b></p>	<p>Applicant details require the following information, (these are largely populated from the ROVER user account, but can be edited as required):</p> <p><b>If an individual</b></p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone number(s)</li> <li>• Email.</li> </ul> <p><b>If a company</b></p> <ul style="list-style-type: none"> <li>• Name of company</li> <li>• Principal place of business address and/or registered office address</li> <li>• Contact details – contact person, telephone, email</li> <li>• Australian Business Number (ABN), Australian Company Number (ACN), or Australian Registered Body Number (ARBN).</li> </ul>
<p><b>Vehicle information</b></p>	<p>Select which vehicle category code the trailer type is defined as:</p> <ul style="list-style-type: none"> <li>• TA</li> <li>• TB</li> <li>• TC.</li> </ul> <p>Confirm that the vehicle type has an ATM of 4.5 tonnes or less.</p> <p>Specify the:</p> <ul style="list-style-type: none"> <li>• make – the marque or name by which the range of trailer type is popularly known or the trading name or business name of the manufacturing company, and</li> <li>• model(s) – the particular name or code number by which the trailers are identified (a model will be different between a standard or non-standard trailer).</li> </ul>
<p><b>Design and manufacturing control</b></p>	<p>You will need to show that you have one of the following:</p> <ul style="list-style-type: none"> <li>• <b>Full control</b> over all stages of design, componentry and manufacturing processes that will consistently produce the type of road vehicle.</li> </ul> <p>If indicated, you must provide a document reference number for either:</p> <ul style="list-style-type: none"> <li>• your ISO 9001:2008 or ISO 9001:2015 accreditation, if held, issued by an authority that has a scope relevant to the design and manufacture of the road vehicle component, or</li> </ul>

Feature of the application	What information do you need to provide or have in place?
	<ul style="list-style-type: none"> <li>• a summarised QMS (<a href="#">see Appendix 3</a>).</li> </ul> <p>Or that you have:</p> <ul style="list-style-type: none"> <li>• <b>Access</b> to information relating to all stages of the design, componentry and manufacture, and to changes that may affect the road vehicle’s compliance with applicable road vehicle standards.</li> </ul> <p>By indicating that you have <b>access</b> to information, we expect you will have a copy of the commercial agreement you have in place with the manufacturer of the trailer type available and be able to provide it if requested.</p> <p>Please provide a document reference number for the commercial agreement.</p> <p>A commercial agreement or contract with the manufacturer of the trailer type, must include access to:</p> <ul style="list-style-type: none"> <li>• the manufacturer’s QMS</li> <li>• engineering documentation that covers any design change control procedures and how they may affect compliance with the applicable national road vehicle standards</li> <li>• results of testing</li> <li>• document/s that outline the process that is in place to ensure the applicant can identify when a change in design or manufacture has occurred and how the change is assessed, to ensure ongoing compliance with the applicable national road vehicle standards.</li> </ul> <p>Any of these supporting documents must be provided if requested by the Secretary after submitting your application or after the approval is granted.</p> <p>Please also refer to details about supporting documentation under the heading <a href="#">Supporting documents that demonstrate control</a></p>
<b>Design facility location details</b>	Provide the address details for where the design facility(s) are located.
<b>Manufacturing facility location and relationship details</b>	<p>Provide the address details for where the manufacturing facility(s) are located. You will also need to select the type of relationship you have with the manufacturer(s):</p> <ul style="list-style-type: none"> <li>• You are the manufacturer</li> <li>• You contract the design and build of the low ATM trailer with the manufacturer</li> <li>• You purchase completed low ATM trailers from the manufacturer</li> <li>• You purchase completed low ATM trailers from a wholesaler.</li> </ul>
<b>Compliance, and extent, with the applicable national road vehicle standards</b>	For each ADR, you will need to have all required compliance information and relevant documents as required, to demonstrate compliance with the applicable national road vehicle standards. The information you may need

Feature of the application	What information do you need to provide or have in place?
	<p>to provide for a low ATM trailer are detailed in <a href="#">Vehicle Standards Bulletin 1 (VSB 1)</a>.</p> <p>You will need to select whether the low ATM trailer type:</p> <ul style="list-style-type: none"> <li>• complies with the national road vehicle standards for a trailer, or</li> <li>• does not fully comply with the national road vehicle standards, but the trailer does comply to the extent that the non-compliance is only in minor and inconsequential respects, or</li> <li>• does not fully comply with the national road vehicle standards, but the trailer does comply to the extent that it makes it suitable for use on a public road in Australia (non-standard).</li> </ul> <p>Where you have indicated the low ATM trailer does not fully comply, you must either:</p> <ul style="list-style-type: none"> <li>• upload a copy of documents that outline the extent of the non-compliance and why it is minor or inconsequential, or</li> <li>• insert text to explain the non-compliance.</li> </ul> <p>Where you have indicated the low ATM trailer does not fully comply and the non-compliance is non-standard, you must select the trailer type from a drop-down list and the example, as referenced in VSB 1 Chapter 3.2. Examples of trailers. See VSB 1 (Revision 6) on the <a href="#">Low ATM trailers</a> webpage.</p> <p>See also <a href="#">Compliance with applicable national road vehicle standards</a></p>
<p><b>Have you or, in the case of a body corporate, any member of the key management personnel, contravened or may have contravened road vehicle legislation?<sup>1</sup></b></p> <p>Key Management personnel of a body corporate means, persons who have authority and responsibility for planning, directing and controlling the activities of the body corporate (whether directly or indirectly) and includes any director (whether executive or otherwise) of the body corporate.</p>	<p>Indicate by ticking Yes or No whether you or any member of the key management personnel of the company been found to have contravened, or allegedly contravened the RVS legislation.</p> <p>If Yes, then a statement about occurrences will need to be provided by inserting or by uploading an appropriate supporting document explaining the circumstances of the contravention(s).</p>
<p><b>Do you wish to specify a future date that the approval, if granted, will start?</b></p>	<p>You may wish to specify a date the vehicle type approval for a low ATM trailer, if granted, is to start. If you proposed a date for the approval to start that is BEFORE the date the decision is made to grant you an approval (decision date), the start date of the approval will be the decision date.</p>

<sup>1</sup> Contravention of road vehicle legislation would include a court ruling being given, whereas ‘may have contravened’ is where the department has evidence that the person has contravened road vehicle legislation

Feature of the application	What information do you need to provide or have in place?
<p><b>Declaration</b></p> <p>That you have all of the supporting information about the level of control you have over the design, componentry and manufacture of the trailer type.</p> <p>That you have documentation that ensures the design, componentry and manufacturing processes will consistently produce the type of trailer.</p> <p>That you have all of the information required to demonstrate compliance with the applicable national road vehicle standards.</p> <p>That you be able to arrange for the Secretary or inspector to inspect the premises where the low ATM trailer type is manufactured.</p> <p>That you have retained all of the required supporting information relevant to the application.</p> <p>That you are able to access the original and subsequent versions of the supporting information whilst the approval is in force and for 7 years after it expires, or is revoked.</p> <p>That you are able to keep the supporting information up-to-date while the approval is in force.</p> <p>That you will be able to provide further specified information to the Secretary when requested.</p> <p>That you will comply with the vehicle type approval conditions that apply.</p> <p>That you will be able to comply with any specified conditions in the vehicle type approval for a low ATM trailer, if granted.</p> <p>That you understand the Secretary may refuse to consider the application, and that other considerations may be taken into account in deciding the application.</p> <p>That you acknowledge that penalties apply for false or misleading information.</p> <p>That the information contained in your application is true and correct, and you have not omitted any matter or thing that would be misleading.</p>	<p>Indicate by ticking a declaration box that you agree to all of these questions. By checking the declaration box, you acknowledge that you have signed the declaration.</p> <p>You are expected to have processes in place that address the eligibility criterion about record keeping, including:</p> <ul style="list-style-type: none"> <li>• access to the original and all subsequent versions of the supporting information throughout the period that the approval is in force, and for 7 years after the approval expires</li> <li>• an ability to make all information available when requested in writing by the Secretary, including the road vehicle's (trailer's) design and componentry documentation, test reports, source materials and manufacturing procedures</li> <li>• an ability to keep all of the information up to date throughout the period the approval is in force</li> <li>• an ability to comply with all of the standard and specified conditions within the approval, if granted</li> <li>• an ability to meet all other requirements of the RVSA, the Rules or any instrument under the RVS legislation that applies to the applicant or the road vehicle (trailer).</li> </ul> <p>Importantly, you are also expected to be able to demonstrate you meet the eligibility criterion about complying with conditions in an approval by ensuring that you have processes and procedures in place that assures the decision-maker that the applicant has:</p> <ul style="list-style-type: none"> <li>• an ability to comply with all of the standard and specified conditions within the approval, if granted</li> <li>• an ability to meet all other requirements of the RVSA, the Rules or any instrument under the RVS legislation that apply to the applicant or the road vehicle component.</li> </ul> <p>Offence/civil penalty provisions under the RVS legislation apply against a breach of a condition within a vehicle type approval.</p> <p>See also what complying with the conditions of your approval means under <a href="#">Appendix 4: Expectation of the conditions of approval</a></p> <p>See also the obligations of a vehicle type approval holder under the heading <a href="#">Approval holder responsibilities</a></p> <p>See also the department's monitoring and enforcement responses under the heading <a href="#">Complying with your responsibilities</a></p>

## Appendix 2 – Level of detail expected in a Quality Management System

Included content heading	Expected detail
<p><b>Scope and function</b> — a brief description of the purpose of the Quality Management System (QMS) and the type of modifications covered by the document.</p>	<p><b>Overview of the scope and function of the QMS</b></p> <ul style="list-style-type: none"> <li>• The QMS’s scope should be relevant to the types of road vehicles being manufactured.</li> <li>• The function should specify the QMS’s purpose.</li> </ul> <p>The QMS’s purpose should be specific to the road vehicle type being manufactured.</p>
<p><b>Responsibilities of personnel</b> — an overview of any personnel engaged by the applicant.</p>	<p><b>Responsibilities of personnel</b></p> <p>The QMS should outline the responsibilities of the applicant’s personnel. The following criteria, as set out in the Rules, and the person(s) responsible, should be addressed:</p> <ul style="list-style-type: none"> <li>• control over all stages of the design, componentry and manufacture of the road vehicle type</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>• access to information regarding the design, componentry and manufacture, including any changes that may affect compliance with the applicable national road vehicle standards</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• conformity of production</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>• record keeping, including keeping the information regarding the road vehicle type up to date for the life of the approval and for 7 years after its expiry.</li> </ul>
<p><b>Systems review</b> — A process that is embedded in the QMS to ensure that the systems outlined within the document are regularly reviewed to maintain effectiveness.</p>	<p><b>Systems review</b></p> <ul style="list-style-type: none"> <li>• The QMS should outline in detail the reviewing process for the systems contained in the document. For example, reviewing the process for ordering components or materials and ensuring this is still relevant and current to the design and manufacturing process.</li> </ul> <p>This process should be undertaken regularly on the QMS by the responsible person, as needed.</p>
<p><b>Internal audits</b> — a process outlining the scope and frequency of internal audits to be carried out by the applicant.</p>	<p><b>Internal audits</b></p> <ul style="list-style-type: none"> <li>• The QMS should outline the procedure for conducting internal audits.</li> <li>• It is expected there will be a matrix of the individual departments or processes within the applicant’s business, as well as scope of the audit to be carried out on each department.</li> </ul>

Included content heading	Expected detail
	<p>An internal audit schedule should be included in the process to ensure all departments or processes are audited regularly.</p>
<p><b>Field service feedback and recall procedures</b> — the procedure outlining how the applicant maintains records on faults/issues reported on vehicles they have provided components for, rectification processes undertaken, and a procedure for recalling vehicles for safety or non-compliance issues.</p>	<p><b>Field service feedback and recall procedures</b></p> <ul style="list-style-type: none"> <li>• The applicant’s process for collecting data relating to failures of road vehicle types in the field should be outlined in this section.</li> <li>• Reference should be made to a faults register or process that enables recurring issues to be identified.</li> </ul> <p>If a safety-related or recurring issue is identified, a procedure should be in place outlining the resolution process, guidance on when a recall should be considered and the process.</p>
<p><b>Engineering documentation</b> — the management process for engineering documentation such as drawings and specifications related to the road vehicle being manufactured. References to how design changes in the road vehicle are managed and how ongoing compliance with the applicable national road vehicle standards is overseen.</p>	<p><b>Engineering documentation</b></p> <ul style="list-style-type: none"> <li>• The QMS should outline the process the applicant’s personnel undertake to ensure the specified road vehicle has been tested to the national standards and is of an identical specification to the road vehicle type being manufactured.</li> <li>• The QMS should outline the numbering process for drawings and subsequent revision processes.</li> </ul> <p>The QMS should detail how design change control is managed. It would outline how a change of design or specification is initiated and the process the applicant uses to ensure the change does not affect the road vehicle’s compliance with the national standards.</p>
<p><b>Purchasing</b> — details of the system used by the applicant to control purchasing components or materials for the purpose of designing and manufacturing the road vehicle type.</p>	<p><b>Purchasing</b></p> <ul style="list-style-type: none"> <li>• The QMS should outline the process used for purchasing components and materials for manufacturing the road vehicle type.</li> <li>• The QMS should address how the correct specification of components or materials are ordered.</li> </ul> <p>Specific references to how to create a purchase order detailing the correct components or materials and how this process is updated and kept current, should be included.</p>
<p><b>Approved vendor register</b> — a register of suppliers the applicant sources goods or services from. This register is generally compiled based on the quality and timeliness of supply of the goods or services.</p>	<p><b>Approved vendor register</b></p> <ul style="list-style-type: none"> <li>• The QMS should outline how the applicant will compile the approved vendor register.</li> </ul> <p>The QMS should clearly set out the criteria that will be used to rate goods and services suppliers to determine who will be approved by the corporation as a vendor.</p>
<p><b>Supplier quality assurance</b> — records held by the corporation that give an assurance that the quality of the goods or service provided by suppliers have been regularly assessed. This</p>	<p><b>Supplier quality assurance</b></p> <ul style="list-style-type: none"> <li>• The QMS should outline the applicant’s process to determine a supplier’s quality assurance. This may simply be requiring ISO</li> </ul>

Included content heading	Expected detail
<p>information is generally used to develop and maintain the approved vendors register.</p>	<p>certification or establishing a supplier ranking based on a set of criteria. Factors that may be considered include:</p> <ul style="list-style-type: none"> <li>○ quality of goods and services provided by individual suppliers</li> <li>○ timeliness of the supply goods and services provided</li> <li>○ identification of issues related to goods and services supplied once a road vehicle has been provided</li> </ul> <p>Once a ranking is established for the supplier, the process should link this information to the approved vendors register.</p>
<p><b>Manufacturing procedures</b> — detailed procedures outlining the manufacturing processes to be undertaken by the applicant to ensure that the road vehicle types are manufactured in accordance with the engineering documentation. This section of the QMS should also outline the types of tools and equipment to be used in the manufacture of road vehicle types.</p>	<p><b>Manufacturing procedures</b></p> <ul style="list-style-type: none"> <li>● The QMS should outline the procedures to be undertaken for the manufacture of road vehicle types.</li> <li>● The QMS should outline the process that ensures the engineering drawings and specifications are transferred into work instructions for use by the personnel who are manufacturing the road vehicle.</li> </ul> <p>References to the tools and equipment, the required calibration and maintenance procedures should be included in this section.</p>
<p><b>Material control and storage</b> — details of the system used to ensure that only the specified components or materials are provided to the manufacturing plant for the road vehicle type being manufactured. The process for quarantining non-conforming components or materials used in the manufacture of road vehicle types.</p>	<p><b>Material control and storage</b></p> <ul style="list-style-type: none"> <li>● A detailed system outlining the process of receiving components or materials used in manufacturing of road vehicle types.</li> <li>● This process should outline the procedures that should be followed to ensure the correct components or materials have been received and are in a fit condition to be used to manufacture a road vehicle type.</li> </ul> <p>The process should also outline how defective or incorrect components or materials are quarantined and how the applicant ensures that only the correct components and materials are used in the manufacture of the road vehicle type.</p>

## Appendix 3 – Quality Management System summary of measures and actions used to demonstrate control

Summary heading	Expected content
<b>Overview of the scope and function of the Quality Management System (QMS)</b>	Provide a brief description about the purpose of the QMS. This needs to be specific to the road vehicle type subject of the application for approval, including all variants, where applicable.
<b>Responsibilities of personnel</b>	Provide an overview of any personnel engaged by the applicant and their responsibilities relevant to the control stages of the design, componentry and manufacture of the road vehicle type.
<b>Systems review</b>	Provide a brief description of the processes that ensure systems are regularly reviewed to maintain effectiveness.
<b>Internal audits</b>	Provide a brief description of the process outlining the scope and frequency of internal audits to be conducted by the applicant.
<b>Field service feedback and recall procedures</b>	Provide a brief description of the process outlining how the applicant maintains records on faults or issues reported on vehicles/components and what resolution processes are undertaken, including procedures for voluntary recall due to safety or non-compliance issues.
<b>Engineering documentation</b>	Outline the process for managing engineering documents, drawings and specifications relating to the manufacture of the road vehicle.
<b>Purchasing</b>	Provide brief details about the system used by the applicant to control the purchase of componentry and/or materials for the design and manufacture of the road vehicle.
<b>Approved vendors register</b>	Outline the process the applicant uses to register vendors, including the criteria used to select the sources of goods and services related to the road vehicle.
<b>Manufacturing procedures</b>	Outline the manufacturing processes undertaken by the applicant that aligns with engineering documentation and the types of tools and equipment used to manufacture the road vehicle.
<b>Material control and storage</b>	Provide brief details about the system used by the applicant to ensure only specified componentry or materials are provided to the manufacturing premises for the road vehicle being manufactured, including how defective, non-compliant or incorrect componentry is quarantined from the manufacture of the road vehicle.



## Appendix 4 – Expectations for the conditions applied to a vehicle type approval

Condition detail	Expectation
<b>Rules reference: Section 26 – condition about compliance with national road vehicle standards</b>	
<p>The approval holder must ensure that vehicles covered by the approval, at the time they are entered on the RAV, comply with the applicable national road vehicle standards in force at the time.</p> <p>For standard – fully compliant vehicles – the approval holder must be able to produce evidence that:</p> <ul style="list-style-type: none"> <li>• demonstrates vehicles covered by the approval comply with the national standards in force at the time they are entered on the RAV, and</li> <li>• the Secretary could consider for the purposes of subsection 19(2) of the Rules.</li> </ul> <p>For minor and inconsequential and non-standard vehicles – the approval holder must:</p> <ul style="list-style-type: none"> <li>• comply with the applicable national road vehicle standards in force at the time, except in the respects, or to the extent, mentioned in the approval, and</li> <li>• demonstrate that the vehicles covered by the approval comply with those standards to the extent mentioned in the approval, and</li> <li>• the Secretary could consider for the purposes of subsection 19(2) of the Rules.</li> </ul>	<p>It is expected that the vehicle type approval holder will ensure the road vehicle continues to comply with the applicable standards when it is entered onto the RAV.</p> <p>This will require relevant internal review procedures and processes monitoring developments and changes to ADRs or where non-compliance is identified and addressed.</p> <p>This may include responding appropriately to messages sent by the department, alerting the applicant well in advance to amended or new ADRs.</p> <p>You may be required to produce information or supporting documentation that the road vehicle continues to comply with the applicable ADRs.</p> <p>Where the vehicle does not fully comply with the national standards in certain respects, or to a certain extent, as mentioned in the approval, vehicle type approval holders are expected to have up to date supporting documentation about the non-compliance, and the extent of the non-compliance as specified in the approval.</p>
<b>Section 27 – condition about a conformity of production</b>	
<p>The vehicle type approval holder must implement a conformity of production system that:</p> <ul style="list-style-type: none"> <li>• governs the manufacturing process detailed in the supporting information for the approval, and</li> <li>• ensures that, at the time a road vehicle covered by the approval is entered on the RAV, it satisfies the applicable national road vehicle standards in force at that time, and in the respects, or to the extent that the road vehicle is required to comply with those standards.</li> </ul>	<p>It is expected the vehicle type approval holder will be able to provide evidence demonstrating their ability to manufacture the road vehicle type, that exactly meets the design, and will produce the vehicle to the same requirements and in a consistent manner to comply with the applicable national road vehicle standards at the time it is entered on the RAV.</p> <p>A conformity of production system can be a single document or series of documents. It involves control over all stages of the design and manufacturing processes that becomes the supporting information for the road vehicle type approval</p> <p>At any point during the period the road vehicle type approval, if granted, is in force, the department may request to</p>

Condition detail	Expectation
	<p>undertake compliance activities focusing on any aspect of the conformity of production system, such as:</p> <ul style="list-style-type: none"> <li>inspecting the design facility and information relevant to the design of the road vehicle</li> <li>inspecting instruction documentation used in the manufacturing processes.</li> </ul>

**Section 28 – condition about notifying the Secretary about errors in RAV entries**

<p>If the approval holder becomes aware of an error in information entered on the RAV for a road vehicle under their approval, they must notify the Secretary of the error as soon as possible after becoming aware of the error.</p>	<p>The approval holder must ensure they have procedures in place to ensure that entering details on the RAV is supported by review processes to identify any errors of information.</p> <p>Errors may include anything from data entry mistakes to fraudulent entries. This condition ensures the currency and accuracy of the information on the RAV.</p> <p>It is also expected that when an error has been identified, the approval holder has a procedure in place to notify the department as soon as possible.</p>
---	--

**Section 29 – condition about providing information etc. to the Secretary or an inspector**

<p>The holder of a vehicle type approval, when requested in writing by the Secretary or an inspector, and within such reasonable time as is specified in the request must:</p> <ul style="list-style-type: none"> <li>provide, or arrange for the Secretary or an inspector access to, the original and any subsequent versions of the supporting information for the approval, and</li> <li>provide any information that the Secretary or inspector reasonably requires, for the purposes of assessing whether the holder of the approval is complying with the Act, this instrument, or an instrument made under the Act or this instrument, and</li> <li>provide any other information or documents specified in the request about the road vehicle that the approval applies to, and</li> <li>provide written answers to questions, specified in the request, about the road vehicle that the approval applies to, and</li> <li>for the purposes of assessing whether the road vehicle to which the approval applies would comply with the applicable national road vehicle standards, to the extent that those standards relate to that road vehicle—</li> </ul>	<p>The approval holder is expected to comply with the written request within a reasonable time as specified in the request.</p> <p>The department will work with the approval holder to determine how long it will take to fulfil the request. This includes the amount of information requested, the urgency of the request, the complexity of the request, whether information is already available and whether fulfilling the request requires a degree of consideration, research, collaboration, liaison or testing.</p> <p>The approval holder must provide any information the department reasonably requires to assess whether the approval holder is complying with the RVS legislation covering an approved road vehicle.</p> <p>The information requested is not limited to written material. It may also be made available in video or photographic format, or by other means.</p> <p>When requested by the department, such records are expected to be made available and in English.</p> <p>The approval holder may also be required to allow or arrange for the Secretary or an inspector to inspect premises where the road vehicle is designed or manufactured. This includes things, including supporting documents associated with the vehicle, QMS documents or IT systems.</p> <p>Inspection at third party premises may also be required, where components have been provided to the vehicle type approval holder, to use in manufacturing a road vehicle.</p> <p>Access to third party premises, documents or things does not allow the department to directly enter premises of third</p>
---	---

Condition detail	Expectation
<p>allow or arrange for the Secretary or an inspector to inspect:</p> <ul style="list-style-type: none"> <li>○ premises where the road vehicle components of those vehicles are designed or manufactured, or</li> <li>○ premises where those vehicles are designed or manufactured, or</li> <li>○ things, including documents and componentry associated with the design or manufacturing process.</li> </ul>	<p>parties without the consent of the approval holder or the third party.</p> <p>It is expected the vehicle type approval holder will facilitate and make necessary arrangements with the third party, or at least provide relevant contact details when requested by the Secretary or an inspector. If the third party does not allow access, the approval holder may be in breach of this condition.</p> <p>As a request may occur at any time during the period the approval is in force, the approval holder must meet the requirements of the written request. This maintains the effectiveness of the road vehicle type approval process by ensuring the integrity of the information associated with the approved road vehicle and the eligibility criteria provided by the approval holder.</p>

**Rules reference: Section 30 – condition about keeping up to date records of supporting information**

<p>An approval holder will be required to:</p> <ul style="list-style-type: none"> <li>● keep a record of the original and any subsequent versions of the supporting information for the approval while the approval is in force, and for the period of 7 years after it expires or is revoked, and</li> <li>● ensure that the supporting information for the approval is kept up to date while the approval is in force.</li> </ul>	<p>The approval holder is expected to have a records system in place able to capture all information regarding design, componentry, manufacture, change processes and maintaining updated and version controlled material as required under the approval, including the capture and availability of:</p> <ul style="list-style-type: none"> <li>● the original and subsequent versions of supporting information for the approval for the period the approval is in force and for a period of 7 years after the approval expires or is revoked, and</li> <li>● the supporting information is kept up to date, supported by processes to maintain visibility of ADR changes or non-compliance detections and remedial action.</li> </ul> <p>When requested in writing by the department, records are expected to be made available, in their most up to date form and in English.</p>
---	--

**Specified condition under subsection 25(a) of the Rules – about advising when voluntary recall action may be required**

<p>The approval holder must advise the department when they have identified a systemic safety or non-compliance issue.</p>	<p>The approval holder must maintain processes and practices allowing systemic safety or non-compliance issues related to the road vehicle to be identified.</p> <p>Advice must be provided to the department and a voluntary recall action may be required to resolve the risk in a timely and effective manner.</p>
--	---

Condition detail	Expectation
<p><b>Specified condition under subsection 25(a) of the Rules – about notifying of recall action being taken outside of Australia</b></p>	
<p>An approval holder must advise the department, as soon as practical, if recall action is being taken outside of Australia in relation to a road vehicle that is, or may be an approved road vehicle, being provided by the approval holder for use in trade or commerce.</p>	<p>The approval holder must remain vigilant of recall action initiated in a jurisdiction outside of Australia that is related to the same approved road vehicle supplied to the Australian market.</p> <p>Advice must be provided to the department and voluntary recall action undertaken in a timely and effective manner.</p>
<p><b>Specified condition under subsection 25(a) of the Rules – about entry on the RAV when the vehicle is outside of Australia</b></p>	
<p>The approval holder must provide a report to the department every 3 months, outlining details of every vehicle that was outside of Australia at the time it was entered on the RAV under the approval.</p>	<p>The approval must be able to capture RAV entry details for vehicles that have been entered when the vehicle is outside of Australia and provide those details to the department every 3-months.</p> <p>Information outlining the required details, and where to send the details, will be included in the approval notice, if granted.</p>