



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development and Communications**



# ➤ **Guide to vehicle type approvals**

September 2021

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# Introduction

This guide explains how to apply for a vehicle type approval and describes the supporting information and documentation you will need to retain to as a condition of your approval, if granted.

## What is the Road Vehicle Standards legislation and how does it relate to road vehicles?

The Road Vehicle Standards Act 2018 (RVSA) replaced the Motor Vehicle Standards Act 1989 (MVSA) on 1 July 2021.

The new laws will ensure all road vehicles meet safety, security, environmental and anti-theft performance requirements to help keep Australians safe on our roads.

The Department of Infrastructure, Transport, Regional Development and Communications (the department) manages the RVSA.

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 is collectively called 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 road vehicle type approval under the RVS legislation you need to meet the [eligibility criteria](#) and have an appropriate [quality management system \(QMS\)](#) in place to ensure your design, componentry and manufacturing process consistently produces the approved vehicle type.

This guide may be updated from time to time in response to changing circumstances or feedback or to reflect changes to legislation or policy.



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

## What is a road vehicle?

Section 6 of the RVSA provides the meaning of a road vehicle as a:

- a) motor vehicle designed solely or principally for use in transport on public roads
- b) trailer or other vehicle (including equipment or machinery equipped with wheels) designed to be towed on a public road by a motor vehicle covered by (a)
- c) vehicle that is within a class determined under paragraph 6(5)(a), being classes of vehicles that are road vehicles (examples in the first box below), and not determined under paragraph 6(5)(b), that is classes of vehicles that are not road vehicles (examples in second box below)
- d) vehicle determined under paragraph 6(6)(a), that is a specified vehicle, as required to be notified
- e) partly completed or unassembled vehicle that would otherwise be covered by any of (a) to (d) above.

The Road Vehicle Standards (Classes of Vehicles that are Road Vehicles) [Determination](#) 2021 is made under paragraph 6(5)(a) of the RVSA. It provides that the Secretary of the department may, by legislative instrument, determine classes of

vehicles that are road vehicles. This determination captures vehicles that may not be typically designed for use in transport but makes it clear that they are road vehicles.



Some examples of (but not all) classes of vehicles that **ARE** road vehicles, include:

- airport service vehicles
- campervans or motorhomes
- mobile cranes
- concrete pumpers
- food and catering vans
- dual purpose motorcycles.

## What is not a road vehicle?

The Road Vehicle Standards (Classes of Vehicles that are not Road Vehicles) [Determination](#) 2021, made under section 6(5)(b) of the RVSA, explains the classes of vehicles that are not road vehicles. This Determination helps reduce the burden on industry and the public seeking to import non-road vehicles by providing clarity and certainty.

Other vehicles not covered by the Determinations (that may or may not be road vehicles) will be considered by the department on their physical and operational features, to determine if they are road vehicles or not.



Some examples of (but not all) classes of vehicles that are **NOT** road vehicles, include:

- agricultural machines
- personal mobility devices
- golf carts
- quad bikes
- tracked vehicles
- miniature motorbikes
- motorised recreational devices
- power-assisted pedal cycles.

## What is a vehicle type approval and why do I need one?

Before a road vehicle can be provided to another person for road use for the first time in Australia, it must be entered on to the [Register of Approved Vehicles](#) (RAV). The only exception is where a vehicle is provided for a purpose identified as an exception in subsection 24(3) of the RVSA (see details in the box below).



**Note:** Exceptions for requiring a vehicle type approval would include when a road vehicle is provided to another person to:

- have work done on it
- protect it
- store it
- transport it to the importer
- transport it to the exporter.

A vehicle type approval will allow a type of vehicle to be provided to the Australian market in unlimited volume.

Essentially, a vehicle type approval may be granted if the Secretary is satisfied that the applicant can meet the eligibility criteria for [deciding an application](#) under section 19 of the Rules.



## Opt-in arrangements under transitional provisions

Items 5 and 12 of Schedule 3 of the *Road Vehicle Standards (Consequential and Transitional Provisions) Act 2018* enables certain approval holders under the MVSA and Motor Vehicle Standards (MVS) Regulations to apply for a vehicle type approval under RVS legislation with associated concessions.

Opt-in arrangements are available from **1 July 2021 until 11:59 pm Australian Eastern Standard Time (AEST), 31 December 2021**. More information about how to apply for an opt-in vehicle type approval is detailed in the [Guide to the Opt-in arrangements](#).

### What is the opt-in arrangement?

Certain eligible approval holders (listed below) can have their existing approval taken to be a vehicle type approval under the RVS legislation. This will remain in force for 5 years, beginning on the day the new approval is taken to be granted.

To be eligible for the opt-in concession, a person must have held an approval that was in force and up to date immediately before the start of the RVS transitional period, and not suspended or have a status of 'surrendered'. Eligible MVSA approvals must be in force under:

- Section 10A(1) of the MVSA – standard road vehicles
- Section 10A(2) of the MVSA – minor or inconsequential non-standard road vehicles
- Section 14A of the MVSA – non-standard road vehicles
- Regulation 20 of the MVS Regulations – non-standard road vehicles.

Holders of the above approvals are able to submit an application for a vehicle type approval under the opt-in arrangement that include:

- an acknowledgement that the applicant must comply with conditions as set out in the Rules of the road vehicle type approval
- an acknowledgement that failure to comply with the conditions of the approval is an offence
- an acknowledgement that if a condition of the eligible MVSA approval is inconsistent with a new condition of the vehicle type approval under the Rules, then the new condition applies to the extent of the inconsistency
- a declaration that as a vehicle type approval holder the applicant will comply with all those conditions while the approval is in force, and
- pay the \$20 opt-in application fee.

### Before opting-in

Eligible approval holders under the MVSA should ensure their approval is up to date before opting-in. Any applications to vary approvals – granted under the MVSA (via Compliance Approval (CA) and Road Vehicle Description (RVD) forms), or updates to evidence of compliance with ADRs (via Summary of Evidence (SE) forms) for those approvals – should be completed in the Road Vehicle Certification System (RVCS) well before applying to opt-in. This will ensure that CA, RVD and SE forms can be assessed, and variations made to the eligible MVSA approval, before the opt-in date of effect.

Generally, this should be at least 30 days before your new vehicle type approval takes effect. To reduce administrative challenges it should also be before submitting your opt-in form. This will also ensure that RVS legislation requirements for variations (for example, any need for testing by a testing facility approval holder) do not apply.



**Important:** If your eligible MVSA approval is not up to date by the date of effect for your vehicle type approval, the department may suspend your approval.

## Maintaining accuracy of the Road Vehicle Descriptor

Eligible approval holders under the MVSA must also ensure the accuracy of their Road Vehicle Descriptor (RVD), which will be published on the department's ROVER website in accordance with RVS legislation. It is important that any errors are addressed before opting-in.

If, after your MVSA approval has been taken to be granted as a vehicle type approval, your RVD needs to be updated or corrected, you will need to request to vary your vehicle type approval in ROVER and manage the necessary changes.

## Applying for a vehicle type approval under the opt-in arrangement

Applications for a vehicle type approval under opt-in arrangements are only available in [ROVER](#) for the 6-month opt-in period from **1 July 2021 until 11:59 pm AEST, 31 December 2021**.

The application form requires details:

- about opt-in eligibility
- the MVSA approval number to be included within the new RVS vehicle type approval number
- vehicle details, make and model
- contact details for publishing on the department's website
- plain English location details of the Secure Vehicle Identification, (see New Australian Design Rule (ADR) 61/03)
- declarations, including that you will comply with all of the conditions of your approval, and
- an optional specified start date within the 6-month opt-in period, if required.

The existing evidence of the MVSA approval will be taken to satisfy requirements under the RVS legislation. Test evidence from an approved testing facility holder under RVS legislation will not be required at the time of opt-in. However, exceptions to the use of existing evidence include where:

- the evidence is found to be false, misleading or omits relevant information, or
- a variation to the new approval is sought and where the existing evidence used for the MVSA approval will not be sufficient to the extent of the variation.

Under the opt-in arrangements, the department will **not** assess details against the eligibility criteria for a vehicle type approval for the approval to be taken to be granted. However, after the vehicle type approval advice letter has been given, the department may request information demonstrating that the approval holder is complying with the conditions of their approval. See also details under the heading [Complying with your responsibilities](#).



**Important:** You are not required to submit compliance information for applicable national road vehicle standards, including ADR 61/03, at the time of opting-in. However, under section 26 of the Rules, it is a condition of your approval, that you have all the required information ensuring the type of vehicle covered by your approval complies with all of the applicable national road vehicle standards, in force at the time.

## New Australian Design Rule (ADR) 61/03

A new standard – ADR 61/03 'Vehicle Marking' – is in force for all vehicle type approvals under the RVS legislation, including opt-in approvals. It requires vehicles covered by a vehicle type approval to have a Secure Vehicle Identification (SVI) marking affixed to them in accordance with ADR 61/03 **before** they are entered on to the RAV.

The SVI marking records the manufacturer's name or trademark and the Vehicle Identification Number (VIN) as a security measure to deter vehicle rebirthing and support state and territory registration authorities to conduct vehicle checks. The SVI replaces the previous requirement to affix an identification plate.

Other ADRs applying to the MVSA approval will be carried over and apply to the RVSA opted-in road vehicle type approval.

The location details of the SVI marking is required with your opt-in application to ensure it is available to other regulators when the opt-in vehicle type approval and vehicle descriptor are published on the department's website. The description should be in plain English, and in line with current practice for Identification Plate location.

## Will I have the same obligations if I opt-in for a vehicle type approval?

If you hold an opt-in vehicle type approval, you will be issued a letter of advice with an approval number, date of effect and expiry date. Please note that an opted-in vehicle type approval is valid for 5 years, unless revoked earlier. The letter of advice will also include the standard conditions applying to a vehicle type approval, as well as the conditions that applied under your MVSA approval that remain in force.

If a condition of the MVSA approval is inconsistent with a new condition of the vehicle type approval under the Rules, then the new condition applies.

## Ensuring no disruption to provision of road vehicles

Failing to keep your approval up to date and maintaining compliance with the applicable national road vehicle standards may require the department to suspend your approval.

While your approval is suspended you will not be able to add vehicles to the [Register of Approved Vehicles](#) (RAV) and therefore unable to provide road vehicles of the type covered in your approval to the Australian market.

It is important to note, that you will **not** be able to supply vehicles to the market under the MVSA (i.e. by fitting an Identification Plate) once the opted-in road vehicle type approval comes into effect.

## Timeline for the opt-in arrangement.

The opt-in arrangement period for a vehicle type approval is from **1 July 2021 until 11:59 pm AEST, 31 December 2021**.

The diagram at Figure 1 below provides details about what an eligible MVSA approval holder will be required to do to apply for a vehicle type approval under the opt-in arrangement.

Figure 1: Opt-in eligibility, requirements and provisions



## Differences between opt-in and new vehicle type approval application

The opt-in option allows an easy transition of an identification plate approval to a vehicle type approval. The new approval will last for 5 years rather than a new vehicle type approval applications lasting for 7 years.

Opt-in approvals will allow the evidence that was used for the old approval to be used for the period of the new approval. Updates to the type approval will require the approval holder to demonstrate compliance using information of the type identified in table 2 below.

This means an approval that opts in can continue to use a Component Registration Number (CRN) and Sub Assembly Registration Numbers (SARNs) as evidence of compliance for the period of the new approval. If a variation was made the approval holder would not be able to use components covered by a CRN or SARN that were not on the approval at the time of opt-in and would need to use components covered by a component type approval or other items allowed by the RVS legislation.

New applications would be treated the same as variations, CRNs and SARNs cannot be used.

An opt-in approval will continue to link to the RVCS search for the purpose of publishing the RVD, at the point of the first variation to the vehicle type approval, the applicant will provide some information that would normally be collected with a new application. New type approval applications would complete this information as part of the application.

An opt-in approval can request consideration to use test results from an MVSA registered test facility as identified later in this guide, new applications will not be considered where the approval holder has not opted in.

When completing the variation, the applicant will be required to:

- include information about the level of control of the design and manufacture for the vehicles covered by the approval
- supply a quality management system summary or certificate
- enter the location of the design and manufacturing facilities
- complete the RVD
- update the extent of compliance for any ADRs not previously on the approval, this may include identifying the standards as not applicable because the vehicle is not a new model for the purpose of the applicable ADR.
- add new compliance information forms for new ADRs or information not covered by previous MVSA approval.

The applicant can, but is not required to:

- remove any document references against applicable ADRs that are no longer applicable
- remove any ADRs that are no longer applicable
- update the variants that are applicable to each document reference.

# Applying for a vehicle type approval

Granting a vehicle type approval is provided under section 19 of the Rules. You must complete the online application form in [ROVER](#) and provide or upload the required information before your application can be assessed.



Applications for a vehicle type approval commenced on 1 July 2021.

## Criteria for deciding an application

Importantly, the Secretary or delegated decision maker (decision maker) needs to be satisfied the applicant meets all of the eligibility criteria under section 19 of the Rules. This means that you (the applicant):

- can demonstrate that the vehicle complies with the applicable national road vehicle standards, or
  - substantially complies, and any non-compliance is only in minor and inconsequential respects, or
  - substantially complies and is not in minor and inconsequential respects but complies to an extent that is suitable for use on a public road in Australia (non-standard), and
- either have:
  - control over the design, componentry and manufacturing process, or
  - (if you are not the manufacturer of the vehicle type) can demonstrate access to the same controls through a commercial agreement, including control over any changes relating to the design, componentry and manufacturing process, and
- can assure the design, componentry and manufacturing process will consistently produce the road vehicle type, and
- can allow or arrange inspection of the premises used, or to be used, in the manufacturing process for the purposes of assessing 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 for a further 7 years after it expires, and
- will comply with all of the conditions that the approval will be subject and any other requirements under the RVS legislation.



Where you indicate non-standard compliance, ROVER will direct you to apply for a separate vehicle type approval. Standard and non-standard road vehicles cannot be on the same approval.



**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.

## Who can apply for a road vehicle type approval?

A person (being an individual or company) may apply for approval of a road vehicle of a particular type. This can include a company representative or an agent acting on behalf of the applicant. However, they must have the authority to do so.

If an agent or company representative submits the application on behalf of the applicant, they must have the relevant documents, an authority to act, and the information required to satisfy the application's eligibility criteria.

The named applicant, not the agent or representative, will hold the vehicle type approval and remain responsible for meeting all the conditions in the approval, if granted.

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

## What IT system do I need to access?

The department's online IT system [ROVER](#) integrates all applications, activities and approvals under the RVS legislation.

### Creating a user account in ROVER

Before submitting an application, an applicant or their representative must first create an account in ROVER, including uploading certain identification documents.

Creating an account for agents or representatives also requires details about the company or individual they are representing.

When an applicant's representative has an [authority to act](#) on their behalf, 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.

Verification of identity documents and an authority to act happens when creating an account in ROVER. You may have limited access to, and will not be able to submit, applications until your user account details have been verified.

A guide to [creating an account in ROVER](#) is available on the department's website.

## Information you need to provide in your application

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

When applying for a vehicle type approval you are required to:

- demonstrate that you meet the eligibility criteria
- provide supporting documentation relating to the eligibility criteria
- identify the applicable national road vehicle standards (ADRs) relevant to the road vehicle type and variants
- provide supporting information and required documentation to demonstrate compliance with the applicable national road vehicle standards (ADRs).

The information provided in your application enables the department to:

- identify the person who is applying and would be granted the approval
- assess whether you (or any key management personnel) have contravened, or may have contravened, road vehicle legislation
- assess the level of control, or access, you have for the design, componentry and manufacturing processes of the road vehicle type and variants
- assess whether you are capable of complying with all of the standard and any specified conditions the vehicle type approval will be subject
- if granted, use details provided to publish on the department's website your road vehicle type approval, including all previous versions of the approval, the road vehicle descriptor (RVD) and contact details.

Please see [Appendix 1](#), for details of the application process and the information you must have and are expected to provide if requested. This includes the type of supporting documentation you may need to upload when you submit and pay.

## Applicability of ADRs

ROVER displays all ADRs that may be applicable based on the selected vehicle category. It is up to the applicant to identify which of those ADRs are applicable and the level of compliance that their vehicle type complies with each applicable ADR. In some cases an ADR may not be applicable because a feature or system has not been fitted to the vehicle. ROVER enables the applicant to identify an ADR as 'Not Applicable/exempt' but will require the applicant to include a satisfactory reason to justify this. For example, an ADR could be marked as 'Not applicable/exempt' where the applicability is identified for:

- ADR 62, but the vehicle is not fitted with a tow bar.
- ADR 52, but the vehicle is not fitted with rear fog lamps
- ADR 80, but the vehicle is fitted with a hydrogen fuel cell or electric motor and there are not requirements for these engine types in the ADR
- Other ADRs that are not yet applicable to all vehicles and your vehicle type is an existing model (this is applicable for variations/renewals or some second stage of manufacture vehicles).

## Additional type approval considerations

Additional considerations and treatments are taken into account before granting a vehicle type approval. These considerations and treatments vary depending on the:

- type of road vehicle
- modifications carried out before provision to the market



- state of completion the road vehicle may be in when imported into Australia.

Separate guidance is provided below to explain these considerations, and linked to other guides where indicated.

## Trailers with an aggregate trailer mass (ATM) of 4.5 tonnes or less

A low ATM trailer has an aggregate trailer mass (ATM) of 4.5 tonnes or less and meets 1 of the following vehicle category codes:

- **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 vehicle category, it must also have an ATM of 4.5 tonnes or less for you to be able to apply for a vehicle type approval using the different application process.

When applying for a vehicle type approval for a trailer with ATM of 4.5 tonnes or less (a low ATM trailer) you will be directed to provide required information and declarations. However, you may only be required to upload supporting documentation when requested, after submitting the application or after an approval is granted.

More detailed information about applying for a vehicle type approval for a low ATM trailer with an ATM of 4.5 tonnes or less is available at [Guide to vehicle type approval for trailers with an ATM of 4.5 tonnes or less](#).

## Pre-release evaluation road vehicles

Applications for a vehicle type approval for a pre-release evaluation vehicle are only available to existing type approval (or identification plate approval) holders and available to vehicles in the categories:

- MA – passenger vehicle
- MB – forward-control passenger vehicle
- MC – off-road passenger vehicle
- MD – light omnibus (Gross vehicle mass (GVM) not exceeding 5.0 tonnes)
- NA – light goods vehicle (GVM not exceeding 3.5 tonnes)
- NB – medium goods vehicle (GVM exceeding 3.5 tonnes but not exceeding 12.0 tonnes)
- NC – heavy goods vehicle (GVM exceeding 12.0 tonnes).



**Please note:** Pre-production and development prototype vehicles will **not** be considered for a vehicle type approval for a pre-release evaluation vehicle.

Applications for a pre-release evaluation vehicle will require specific criteria to be met and have different requirements as outlined under [Differentiated application requirements for specific road vehicle types](#).

Compliance information forms will not need to be completed for certain ADRs. However, you will need to make a declaration that the vehicle type complies, or substantially complies with the applicable national road vehicle standards and you have the relevant supporting information. You will need to keep information demonstrating that compliance has been met with all applicable ADRs, for a pre-release evaluation vehicle, the information may be in the form of computer aided engineering analysis or pre-certification testing.

Pre-release evaluation vehicles will be subject to conditions in the approval notice, including specified conditions to:

- restrict the use and transfer of ownership of the vehicle
- ensure compliance information is submitted to the department within 6 months of the date the approval comes into force, and

- ensure that any vehicles imported under the approval are exported or destroyed if the compliance information is not supplied within 6 months of the approval date and vehicles will not be manufactured in accordance with the final approved design.

You will need to request to vary the approval to include submitting support information to show the vehicle complies with the national road vehicle standards and removing the pre-release approval conditions.

## Non-compliant chassis cab road vehicles

A chassis cab (often referred to as a cab chassis or half truck) is recognised as a non-compliant road vehicle, but is not eligible for a component type approval under the RVS legislation. However, instead of providing a completed vehicle, a chassis cab can be customised for specific needs vehicles completed under a:

- vehicle type approval for a chassis cab, or
- vehicle type approval for second stage of manufacture (SSM).

Chassis cab vehicles must be entered on to the RAV via the type approval pathway and may be granted a type approval on the basis that it substantially complies with the applicable national road vehicle standards and the vehicle's non-compliance is only in minor and inconsequential respects. Hence it is a non-compliant chassis cab until work is performed on it, and before it can be provided to a consumer as a completed new vehicle.

An application for a vehicle type approval that includes a chassis cab variant(s) that does not meet all applicable national road vehicle standards will be treated as non-compliant in minor and inconsequential respects. In this case, if the decision is made to grant the approval, the approval notice will include a condition that the approval holder must ensure instructions for completing the road vehicle are available to the person completing the work on the road vehicle before providing it to a consumer.

Additionally, the approval holder is expected to supply fitting instructions, guidelines and references against the relevant national road vehicle standards that must be met, to ensure the person taking responsibility for completing the chassis cab vehicles will provide a compliant vehicle.

Additional work to complete a chassis cab may be conducted in accordance with the instructions provided by the vehicle type approval holder or under a vehicle type approval for SSM. An application for a vehicle type approval can include multiple variants of differing 'body-style' of the same basic type of vehicle.

Applications for a chassis cab vehicle will require specific criteria are met and have different requirements as outlined under [Differentiated application requirements for specific road vehicle types](#).

## Second stage of manufacture road vehicles

An application for a vehicle type approval may include additions to, or modifications undertaken on, a new vehicle (the base vehicle) already added to the RAV (but not yet provided to a person for the first time) under an existing vehicle type approval. Such arrangements are identified as a second stage of manufacture (SSM) vehicle type approval.

It is possible for multiple SSM activities to be undertaken on a base vehicle. For example, a completed chassis cab may be modified to be dual-steer under an SSM approval. The completed dual-steer chassis cab vehicle may then have its gross vehicle mass ([GVM](#)) upgraded under a further SSM approval. An application for a type approval for SSM can only be made using 1 base vehicle. Therefore separate applications for SSM are required for each different base vehicle approval. For example the cab-chassis modified to dual-steer, then the new SSM dual-steer base vehicle modified with a GVM upgrade is subject to separate SSM applications.

We expect that you will have support and access to required information from the vehicle type approval holder of the base vehicle. If you do not have the support of the base vehicle's approval holder, you must have a detailed system in

place to verify that the base vehicle's design has not changed and any testing performed to demonstrate the SSM still complies with the national road vehicle standards.

In either case (whether you have the necessary support from the base vehicle's approval holder or not), the [quality management system](#) you have in place must describe how you will continually monitor the design changes from the base vehicle so you can ensure the SSM vehicle will meet the applicable national road vehicle standards.

## SSM only applies to new vehicles

SSM arrangements only apply to new vehicles. This means a vehicle that has not been used in transport on a public road in Australia or outside Australia. (Unless it meets an exemption under the Rules – please refer to the note under [What is a vehicle type approval and why do I need one?](#))

SSM arrangements may apply to vehicle types (make/model) via the type approval pathway. Alternatively, you may wish to use the concessional RAV entry pathway where a vehicle is modified by a [registered automotive workshop](#) (RAW) in accordance with an approved Model Report. See [Approval pathways diagram](#) for more information.



**Please note:** SSM arrangements do **NOT** apply to road vehicles:

- built on, or based on, a component type approval not yet entered on the RAV
- not yet added to the RAV, for example an imported vehicle that has not been assessed against compliance with the applicable national road vehicle standards.

You do not need to apply for a vehicle type approval for SSM if you intend to modify your road vehicle after it has been entered on the RAV and provided to a consumer for the first time in Australia. Please note also, it is a contravention of the RVS legislation if modifications occur after the vehicle is entered on the RAV and before being provided to a consumer for the first time in Australia, unless the modification is allowable under section 51 of the Rules. Where state or territory regulations prevent certain modifications being accepted, the use of SSM arrangements under the RVS legislation may provide you with an option to demonstrate compliance.

### Examples of modified new vehicles that may use SSM arrangements

- passenger vehicle cut and stretched to become a limousine or hearse
- ambulance, motorhome or fire tender added to a chassis cab
- vehicle modified to carry wheel chair passengers or additional seats
- vehicle subject to an engine/fuel replacement
- vehicles modified from 1 ADR vehicle category to another vehicle category.

## SSM vehicle make and model details

When completing an SSM application you will be required to use a unique make and model combination different from the base and other approved vehicle types.

The make must include a prefix representing the second stage manufacturer (for example **ABC**), followed by the make of the base vehicle (for example **ALPHA**). So in this case an SSM modified **ALPHA**, would be designated as '**ABC ALPHA**'

To further define the SSM vehicle type, the model (**Beta**) could include further qualifications.

So an SSM modified '**ALPHA Beta**', might be designated '**ABC ALPHA Beta Ambulance**', or '**ABC ALPHA Beta Motorhome**' or **ABC ALPHA-Beta Campervan**, for example.

The application in [ROVER](#) will also require you to provide the type of modification to be performed. Please see the list of modification types in Table 1 under [Different application requirements for specific road vehicle types](#).

## Applicability of national road vehicle standards for SSM vehicles

Applications for a vehicle type approval for a SSM vehicle will be expected to demonstrate compliance with all national road vehicle standards applicable on the date of issue of the SSM vehicle type approval.

Also, as a condition of approval, if granted, the SSM vehicle must comply with the national road vehicle standards applicable and in force at the time the SSM vehicle is [entered on the RAV](#) (other than any non-compliance specified in the approval notice).

For the purpose of national road vehicle standard applicability, the vehicle model is not considered a 'new model' if the Original Equipment Manufacturer (OEM) base vehicle is not a new model for the purpose of applicability of a particular ADR. The SSM vehicle can continue to comply with the standard against which the OEM base vehicle has complied with until the applicability of the 'all vehicles' date.

Where your SSM activities change the vehicle category from the original completed base vehicle, the SSM vehicle must comply with all of the national road vehicle standards applicable to the completed SSM's new vehicle category, and at the date of the issued vehicle type approval, subject to the above paragraph.

## Important ADR applicability considerations for SSM

If a vehicle type approval for your SSM road vehicle is granted, one of the approval conditions stipulates that the vehicle must comply with the applicable national road vehicle standards in force at the time the vehicle is entered on to the RAV (other than any non-compliance specified in the approval).

For the purpose of ADR applicability, the model of the SSM is not considered a 'new model' where you select to use an existing vehicle type approval to demonstrate compliance. (See [Compliance with applicable national road vehicle standards](#) below).

**Example:** If the base vehicle was not a new model for the purpose of ADR applicability, the SSM vehicle model will not need to meet the updated ADR until the 'all vehicles' date.

Where the base vehicle's ADR vehicle category changes as a result of the SSM modifications, all of the ADRs applying to the completed SSM vehicle's category are the applicable national road vehicle standards as at the date of the approval.

**Example:** If the base vehicle changes from NB (medium goods vehicle) to MD (light omnibus) the modified vehicle must meet:

- ADR 58 – Requirements for Omnibuses Designed for Hire and Reward and
- ADR 68 – Occupant Protection in Buses, but would need to meet compliance with
- ADR 3/03 – Seats and Seat Anchorages if the base vehicle only met ADR 3/02.

## Compliance information required against the national road vehicle standards

Where the SSM modification does not affect compliance with a national road vehicle standard, the compliance information required will reflect the base vehicle type approval. A declaration will be made when submitting the application that the compliance information carried over from the base vehicle has been subject to appropriate examination and remains consistent and unaffected by the SSM.

Where the SSM has an indirect effect on the compliance information provided for the base vehicle, you must ensure the compliance information carried over from the base vehicle and applied to the SSM vehicle remains sufficient to demonstrate compliance with the national road vehicle standards.

Modifications changing compliance with the applicable national road vehicle standard will require Vehicle Compliance Information forms to be submitted clearly identifying the information held to show the SSM vehicle complies.

**Example:** A second stage manufacturer modifies a road vehicle's suspension, changing the height of the modified vehicle. This impacts compliance with ADR 13 – Installation of Lighting and Light-signalling Devices on other than L-Group Vehicles. However, the original information demonstrating compliance with ADR 13 would still be acceptable if justification is also provided.

## Vehicle emission control

If the reference mass of the vehicle (see Emission Control ADR 79/04 - for the definition) is not changed by the SSM modification, then ADR79/.. or ADR80/.. required information demonstrating compliance is unaffected by the SSM vehicle and normal carry-over of compliance information arrangements can continue.

If the reference mass is increased as part of the SSM modification, Economic Commission for Europe (ECE) Regulation 83 clause 7.1.1.1 limits the extension to vehicle types of a 'reference mass' requiring the use of the next 2 highest equivalent inertias above that of the vehicle tested.

Table 1 of ECE Regulation 83 limits the extension to vehicles having a 'reference mass' not more than 2,840kg. When seeking a vehicle type approval, the completed second stage vehicle will be considered the same vehicle type as the completed base vehicle, apart from the differences in their reference mass.

If the base vehicle was certified to ADR 79 and the SSM vehicle is required to meet ADR 80, the extension provision above still applies, as long as the reference mass is below 2,840kg.

## GVM upgrade

Where a base vehicle is fitted with or is required to be fitted with an Electronic Stability Control (ESC) system and is subject to modifications under SSM, you can use ESC test reports arranged by other GVM upgrade SSM vehicle type approvals for the same make and model. This is only applicable where the test covers all of the variants to be covered by the approval.

You must have, and be able to provide, the test results/test report and any information applicable to the specification of the tested vehicle if requested at any time by the department (supporting information). Coverage of variants is to be demonstrated using a 'worst case' assessment.

No ADRs require the gross combination mass (GCM) of a light vehicle to be certified by testing or evidence from a manufacturer. Therefore, the department does not assess, approve or endorse any purported change to light vehicles' GCM specifications by second stage manufacturers. State or territory laws may impose requirements relating to changes to a vehicle's GCM specifications, so you will need to ensure you can meet the requirements of all regulators.



**Road Vehicle Descriptor** for SSM road vehicles must include:

- all variants and options to be offered with the SSM
- a brief description of the SSM additions/modifications
- identification details of the base vehicle – the type approval number and variants.

Applications for a SSM vehicle will require specific criteria to be met and different requirements, as outlined in Table 1 under [Different application requirements for specific road vehicle types](#).

## SSM vehicle types during the transitional period

There may be instances where the base vehicle may be eligible for SSM activities under a vehicle type approval, even if the base vehicle is not covered by a vehicle type approval or has details entered on the RAV.

This will likely occur during the 12-month transitional period from 1 July 2021 to 30 June 2022. The department will only consider an application for a SSM vehicle type approval using a base vehicle not covered by a vehicle type approval during the 12-month transitional period. In these circumstances, the vehicle type approval application will require certain details and declarations to account for the base vehicle not covered by a vehicle type approval. After the transitional period ends, the base vehicle used for the SSM activities must be entered on the RAV.



**Vehicles that have undergone SSM** where the base vehicle is not entered on the RAV will need to be entered on that RAV as 'type approval – standard' or 'type approval – non-standard' as applicable. The validation of the RAV submission will reject a vehicle using the sub-category 'type approval – second stage of manufacture' if the vehicle is not already on the RAV

The holder of the type approval for SSM will need to ensure the requirements of ADR 61/03 have been met in regard to the secure vehicle identifier. In the case that the base vehicle has been added to the RAV, the second stage of manufacture must be performed in accordance with an RVSA approval.

## Motorhomes and campervans

A vehicle type approval may be issued for a motorhome, either as an originally built motorhome or as a SSM to a completed vehicle. In the context of a vehicle type approval, the term motorhome applies to campervans and motorhomes.

A motorhome is a road vehicle manufactured to include accommodation space containing at least the following:

- seat and table
- sleeping accommodation that may be by converting seats, and
- cooking facilities.

The vehicle category of a completed motorhome is identified using the Vehicle Standard (Australian Design Rule – Definitions and Vehicle Categories) 2005. Seating positions do not include seats only intended for use while the vehicle is stationary. The manufacturer needs to be clear about which seats are intended to be used in transport. A motorhome may have additional seats provided for purposes other than to be used in transport.

The 'Make-Model' designation of the motorhome must be unique from all other vehicle type approvals.

## Seating

Generally, motorhomes will be configured to provide a number of seating positions in addition to the driver's and front passenger seats. These seats may double as seats for dining or recreation and in some cases, convert to sleeping-berths. They may also be capable of swivelling to better suit their intended multiple use function.

When applying, the applicant will be required to acknowledge that they will comply with the condition of approval (if granted) and to fix a durable and permanent label or plaque to the motorhome in a readily visible location (and included in the owner's manual for the vehicle). The content of the label is set out below. The condition of the approval will require it be in 6mm high lettering. If multiple seating layout variations are included in the vehicle type approval, then as appropriate, multiple labels/ plaques must be provided.

**THIS MOTORHOME IS DESIGNED FOR THE CARRIAGE OF ( insert number of passengers ) PERSONS**

{ Insert the seating plan showing all provided seats, with an " X " shown on all seating positions that are NOT intended for use while the vehicle is in motion }

**WARNING : THE SEATING POSITION(S) SHOWN BY " X " ON THIS LABEL**

**MUST NOT BE OCCUPIED WHILE THE VEHICLE IS IN MOTION**

When applying, the applicant will be required to acknowledge that if an approval is granted, they will comply with the following conditions of approval:

- any seats provided that are intended for use solely while the vehicle is stationary must not be provided with seatbelts, child-restraint anchorages or any other equipment that may imply they are for use in transport
- if a swivelling seat is a seat (or seating position) that is intended for use in transport, then:
  - it must be easily lockable without the use of tools in position(s) as intended for use in transport and ADR compliance must be appropriate to that locked position(s)
  - a durable and permanent label is to be provided in a visible position adjacent to the seat (and included in the owner's manual for the vehicle), in 6mm high lettering as follows:

**WARNING : THIS SEAT IS ONLY TO BE USED IN THE ( FORWARD/ REARWARD/ etc \* – as appropriate)**

**FACING POSITION WHILE THE VEHICLE IS IN MOTION**

## Appropriate gross vehicle mass for a motorhome

The department expects that in an application for a vehicle type approval for a motorhome, the vehicle will have a gross vehicle mass ([GVM](#)) appropriate for its purpose.

In determining whether the vehicle's GVM is appropriate for its purpose, the motorhome must have a GVM that includes the following allowances within the vehicle's laden mass, regardless of the determined vehicle category:

- all supplied equipment such as a toilet, refrigerator, shower, gas-bottle etc. including the mass of full fluids/gas. Where waste (grey and black) water tank(s) are provided, their mass may be reduced by the mass of the water stored in any fresh water tank(s).



- a personal effects allowance, to cover cooking utensils, bedding, luggage and other such items, of 60kg for each of the first 2 sleeping berths, and 20kg for each sleeping berth more than 2.

The department expects you to have confirmed that the laden mass is distributed appropriately for the build of the motorhome. The personal effects allowance must be distributed 50/50 per axle group. The gross axle load rating (GALR) must not be determined when the vehicle is loaded.

## ADR applicability

The ADR applicability for a motorhome is consistent with the standard ADR applicability rules unless the SSM applicability rules apply.

## Specific ADR requirements

The following specific ADRs apply to motorhomes and must be taken into consideration:

- **ADR 8/xx – Safety Glazing Material**

Specifies certification requirements for all glazing material used in the external and internal construction of a motor vehicle.

- Other than for all vehicle windows, glazing material outside the head impact area may be considered minor and inconsequential non-compliance if it is restricted to glazing that is essential to the vehicle's use or where separated from all seats (or seating positions) that are intended for use in transport by room or cupboard doors, and must be identified within the ADR 8/xx form. It is the responsibility of the applicant to provide appropriate justification that the non-compliance is minor and inconsequential respects.

- **ADR 34 – Child Restraint Anchorages (CRAs)**

Must be provided and certified if required by the applicable version of ADR 34 for the vehicle category.

- If additional CRAs are provided (whether required or not for the vehicle category) they must also be included within the Vehicle Compliance Information forms.

- **ADR 42/xx – General Safety Requirements**

Covers various general safety requirements relevant to motorhomes, with certification requirements determined by vehicle category above.

- In addition to the tyre placard requirements of ADR 42/xx the approval holder will acknowledge the additional condition that the tyre placard (or an additional supplementary placard) must display the Gross Axle Load Rating (GALR) of each Axle or Axle Group.

- **ADR 44/xx – Specific Purpose Vehicle Requirements**

Specifies certification requirements for LPG used both as a fuel for motor vehicles and for installed equipment, such as stoves and refrigerators. Motorhome manufacturers should also establish any additional requirements regarding LPG installations with the relevant State and Territory registration authorities.

- The requirement for doors in clause 44.8.1 of ADR 44/xx does not mandate dimensions, however an applicant may use ADR 58/00 clauses 58.5.3 and 58.5.4, and for access steps clauses 58.7.2.3, 58.7.2.4, 58.7.3 and 58.7.4, as a best practice guide.

There are other requirements that motorhome manufacturers should establish with the relevant state and territory registration authorities. You should keep updated about information relating to electrical power systems and remote connections, smoke detectors, fire blankets and similar types of equipment.



## Supporting information and documentation

Your application must provide certain information demonstrating the accuracy of the declarations you make, including the following mass and load details attached to the RVD form:

- details of the declared GVM, as detailed above, for each RVD variant
- calculations of the individual axle group loads and the corresponding GALR and GVM for each variant
- information to show that all tyre ratings and manufacturer's axle ratings are suitable for the GALR and GVM for each variant
- the motorhome's unladen mass
- a copy of a weigh-bridge certificate showing axle loads of each motorhome variant at its unladen mass
- a copy or example of the tyre placard including information about the gross axle load ratings of each axle or axle group for each variant.

You must also provide additional information with the ADR 44/xx Compliance Information form:

- a motorhome floor/ seating plan, including drawings or sketches supported by photographs, showing all seating positions and provided seats, identifying type/ purpose of seat, whether being a seat (or seating position) that is intended for use in transport or not, and if so, type of seatbelt assembly provided. This plan drawing should also show fitment position of label(s) below.
- a copy or example of the label(s) identifying seating capacity and positions of all seats (or seating positions) that are intended for use in transport, as required as a condition of approval.
- a copy or example of label(s) regarding swiveling seats as required by conditions of approval, if fitted.

Applications for a motorhome or campervan will require specific criteria to be met and different requirements as outlined under **Different application requirements for specific road vehicle types** (below).



### Road Vehicle Descriptor for motorhomes must include:

- a description of the motorhome
- for a SSM motorhome, a description of the SSM modifications
- the individual axle group ratings for each variant (if not the same)
- calculations to confirm the vehicle category, declared within the vehicle type approval application, and which must cover each variant, and the number of seats intended for use in transport.

## Different application requirements for specific road vehicle types

Specific road vehicle types or processes, i.e. opt-in, will have different requirements as part of the vehicle type approval application. Depending on the details selected, ROVER will direct the required information and specific declarations for submission and generate the associated application fee. Table 1 provides more detail about the different road vehicle types and application requirements.

Table 1. Different application requirements for specific road vehicle types

Road vehicle type	Criteria	Additional or specific application requirements
Opt-in	Eligible MVSA approvals.	The applicant is required to provide:

Road vehicle type	Criteria	Additional or specific application requirements
	(See: <a href="#">What is the Opt-in arrangement?</a> above)	<ul style="list-style-type: none"> <li>the eligible MVSA approval details</li> <li>road vehicle details, make and model</li> <li>contact details for publishing on the department's website</li> <li>option to specify a date of effect for the approval, within the 6-month opt-in period</li> <li>details about certain compliance information</li> <li>declarations that acknowledge: <ul style="list-style-type: none"> <li>the conditions of the RVS approval will be met and the conditions of the MVSA approval continue to apply from the date of effect</li> <li>that a breach of a condition is an offence under the RVS legislation</li> <li>that the vehicle type approval will be taken to be granted from the date of effect when the application is submitted (or specified date).</li> </ul> </li> </ul> <p>More detail is available in the <a href="#">Guide to the Opt-in arrangements</a></p>
<b>Trailer with an aggregate trailer mass (ATM) of 4.5 tonnes or less</b>	<p>A trailer with an ATM of 4.5 tonnes or less.</p> <p>See also <a href="#">Treatment of trailers with an ATM of 4.5 tonnes or less</a> above.</p>	<p>The applicant is expected to read guidance material (<a href="#">Vehicle Standards Bulletin (VSB) 1 – Building trailers with an ATM of 4.5 tonnes or less</a>) make acknowledgments or declarations and pay the application fee, without the need to upload supporting documentation at the time of submission.</p> <p>The application requires confirmation that:</p> <ul style="list-style-type: none"> <li>the applicant has: <ul style="list-style-type: none"> <li>control over all stages of the design, componentry and manufacturing process, or</li> <li>is able to access information, including information about any changes, relating to the design, componentry or manufacturing process for the trailer type that may affect compliance with the applicable national road vehicle standards</li> </ul> </li> <li>the applicant is able to ensure that the design, componentry and manufacturing process will consistently produce the type of trailer</li> <li>the trailer type covered by the approval, if granted, complies or substantially complies with the applicable national road vehicle standards, and the non-compliance is only in minor and consequential respects.</li> </ul> <p>While there is no requirement to upload supporting documents when the application is made, the applicant will declare that they will comply with all of the conditions, so that at any time, if requested by the Secretary, they must have available the relevant documents and are expected to provide them when requested.</p> <p>More detail about trailers with an ATM of 4.5 tonnes or less is available on the <a href="#">Low ATM trailers web page</a>.</p>

Road vehicle type	Criteria	Additional or specific application requirements
<b>Pre-release evaluation vehicle</b>	<p>Only available to applicants already holding a vehicle type approval or a full volume IPA under the MVSA, but NOT for a development prototype road vehicle.</p> <p>Allows an approval with additional conditions so that the evaluation is performed while in Australia.</p> <p>Not available to motorcycles or ME (heavy omnibus, GVM exceeding 5.0 tonnes) category vehicles.</p> <p>See also <a href="#">Treatment of pre-release evaluation road vehicles</a> above.</p>	<p>The applicant is required to indicate that the road vehicle type is being used for pre-release evaluation at the time the vehicle details are provided in the application.</p> <p>The applicant is then required to make a declaration that:</p> <ul style="list-style-type: none"> <li>the road vehicle type fully complies with the applicable national road vehicle standards, or</li> <li>the road vehicle type complies with applicable ADRs and has information available, if requested, to support the declaration. However, the information does not need to be in respect of subsection 19(2), but must be sufficient to support the declaration.</li> </ul> <p>The applicant will not be required to complete the associated Vehicle Compliance Information form/s at the time the application is made.</p> <p>The applicant must declare they will meet additional specified conditions within the approval, if granted, including specified conditions to:</p> <ul style="list-style-type: none"> <li>limit the use and transfer of ownership</li> <li>submit Vehicle Compliance Information to support their declaration of compliance within 6 months of the date the approval becomes effective</li> </ul> <p>export or destroy any imported vehicle where the compliance information demonstrating compliance has not been supplied to the department within 6 months of the approval date.</p>
<b>Chassis cab</b>	<p>Manufactured as a partially completed road vehicle that will require additional work to be performed before the vehicles can be provided to a consumer as a completed road vehicle.</p> <p>See also <a href="#">Treatment of a non-compliant chassis cab road vehicle</a> above.</p>	<p>The applicant is required to indicate that the road vehicle type approval is intended to be added to the RAV as a non-compliant chassis cab road vehicle when providing details about the road vehicle.</p> <p>By indicating Yes, and if granted, the approval will reflect that it is a vehicle type approval for a non-compliant chassis cab with minor and inconsequential non-compliance.</p> <p>The applicant is required to declare that they will comply with additional specified conditions of approval relating to a non-compliant chassis cab road vehicle, including:</p> <p>to supply instructions, guidance and references to the relevant ADRs that must be met, for whoever will be responsible to do the work required to complete the chassis cab vehicle(s).</p>
<b>Second stage of manufacture (SSM)</b>	<p>A new road vehicle type that has been approved and added to the RAV, that has not already been used in transport on a public road (base vehicle) with the intention of having additions and/or modifications</p>	<p>The applicant is required to apply for a SSM vehicle type approval based on 1 base (first stage) vehicle type approval. Separate SSM vehicle type approval applications will be required for each different base vehicle type approval.</p> <p>The applicant is required to provide:</p> <ul style="list-style-type: none"> <li>unique make and model details for the SSM, including variant details, if applicable</li> <li>the type of addition or modification being performed, including (but not exhaustive):</li> </ul>

Road vehicle type	Criteria	Additional or specific application requirements
	<p>made to it is known as a second stage of manufacture (SSM).</p> <p>The applicant must have access to the base vehicle details, or include a detailed system of verification in place to ensure any changes to the design of the base vehicle or that any testing performed to support the SSM is still valid.</p> <p>See also <a href="#">Treatment of SSM</a> above.</p>	<ul style="list-style-type: none"> <li>○ campervan or motorhome conversion</li> <li>○ GVM upgrade</li> <li>○ conversion to an emergency vehicle</li> <li>○ heavy vehicle to special purpose conversion</li> <li>○ omnibus with modified seating or accessibility modifications</li> <li>○ omnibus conversion</li> <li>○ passenger vehicle cut and stretched to become a limousine or hearse</li> <li>○ engine/fuel/motive power upgrade</li> <li>○ performance modifications</li> <li>○ 2wd to 4wd or 4wd to 2wd conversion</li> <li>• Vehicle Compliance Information forms demonstrating compliance against applicable national road vehicle standards, where modification has changed the ADR compliance or resulted in a change to the vehicle category</li> <li>• declarations that confirm the SSM does not affect compliance with applicable national road vehicle standards, where compliance with the base vehicle is confirmed by appropriate examination processes as unaffected and can be carried over to the SSM</li> </ul> <p>declaration that, if granted an approval, the applicant will comply with a specified condition to ensure compliance will be met with the applicable national road vehicle standards at the time the SSM is entered on to the RAV (other than any non-compliance specified on the approval).</p>
<b>Motorhomes and campervans</b>	<p>A road vehicle type manufactured to include accommodation space and equipment such as:</p> <ul style="list-style-type: none"> <li>• seats and table</li> <li>• sleeping accommodation</li> <li>• cooking facilities.</li> </ul> <p>See also <a href="#">Treatment of motorhomes and campervans</a> above</p>	<p>The applicant is required to either:</p> <ul style="list-style-type: none"> <li>• select the vehicle type approval is SSM and that it has the characteristic of a motorhome and campervan, or</li> <li>• indicate the vehicle has an additional characteristic of being a motorhome and campervan when providing the road vehicle details.</li> </ul> <p>The applicant is required to demonstrate compliance with ADR 3/xx, ADR 4/xx and ADR 5/xx for all seating positions which have been used to determine the motorhome vehicle category.</p> <p>The applicant is required to provide:</p> <ul style="list-style-type: none"> <li>• details about the unique make and model in accordance with SSM requirements</li> <li>• declarations covering additional specified conditions of approval, if granted, including conditions about: <ul style="list-style-type: none"> <li>○ permanent labels affixed to the vehicle, identifying seating positions not to be used while the vehicle is in motion</li> <li>○ labelling of swivelling designated seats</li> </ul> </li> <li>• additional information that covers;</li> </ul>

Road vehicle type	Criteria	Additional or specific application requirements
		<ul style="list-style-type: none"> <li>○ mass and load details</li> <li>○ details of the GVM, for each road vehicle descriptor (<a href="#">RVD</a>) variant</li> <li>○ calculations of the individual axle group, loads and the corresponding gross axle load rating (GALR) and GVM for each variant</li> <li>○ details that all tyre ratings and manufacturer's axle ratings are suitable for the GALR and GVM for each variant</li> <li>○ unladen mass details</li> <li>○ upload a copy of a weigh bridge certificate showing axle loads at its unladen mass for each variant.</li> </ul>

## Supporting documents that demonstrate control

To meet the eligibility criteria, you must be able to demonstrate that you have either:

- 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.

The application process will require you to upload supporting documentation demonstrating the type of control you have indicated. Where an approval holder is using a previously approved component, covered by a component type approval or United Nations (UN) ECE approval, the requirements of the control or access to information about control do not apply. The applicant's quality system would still need to ensure each component they fit or vehicle they modify continues to be covered by the approval and the approval is still in force.

### If you indicate you have full control

If you indicate that you have full control, we expect you to have processes documented and followed that allow you to have control over 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 relevant scope covering the design and manufacture of road vehicles.



#### 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.

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 road vehicle by providing:

- documentation incorporating all of the measures, stages, actions, methodologies, operating instructions and other operating practices and processes that ensure full control over the design, componentry and manufacture. Collectively, these form what the department refers to as the full QMS, or
- a summarised version of the QMS<sup>1</sup>, which is a more efficient document you can provide when submitting your application. However, please note you must still have available the full documented measures and operating instructions (QMS) as we may request this during the assessment process (after your application has been submitted).

For details about the expected content of a full QMS, please see [Appendix 2](#) at the end of this guide, noting that, although we expect that you have a full QMS, it is not required when submitting your application.

The level of detail required in a summarised version of a full QMS may depend on the type and complexity of the road vehicle, but in general it is a shorter version of the full QMS documentation. However, if the summarised QMS does not provide sufficient information to satisfy the decision maker that the eligibility criteria can be met, a request will be made to submit the documentation forming the full QMS.

[Appendix 3](#) at the end of this guide provides details that may be included in a summarised QMS.

<sup>1</sup> The summarised version of the QMS is the department's preferred option for an applicant to upload when submitting an application.

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

If you are not the design owner or manufacturer, you will need to upload a copy of the commercial agreement allowing you access to information about the design, componentry and manufacturing process for the road vehicle. You will also need to upload a copy of the commercial agreement, contract or written advice confirming your agreed level of access with the manufacturer.

The features the department will expect in a written agreement to access the required information include:

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



All the documents you are required to upload with the application, requested by the department after submitting the application or that must be retained under the record keeping condition after the approval is granted, must be in English.

## Compliance with applicable national road vehicle standards

Under paragraph 19(1)(a) and subsection 19(3) of the Rules the Secretary must be satisfied that the type of road vehicle complies, or substantially complies, with the applicable national road vehicle standards in force at the time the approval is granted. If you nominate a future start date for the approval, compliance must be demonstrated against the nominated ADRs applicable at that date.

To demonstrate compliance with the applicable national road vehicle standards, we expect you to address requirements according to automated processes in [ROVER](#) when the application is made, or in the specific 'Vehicle Compliance Information form' for each ADR. Details of the compliance information requirements are covered in Table 2 below.

## Using an IWVTA to show compliance with national road vehicle standards

The Rules allow an applicant to use an International Whole Vehicle Type Approval (IWVTA) to demonstrate compliance with relevant ADRs. If the applicant is using the IWVTA to demonstrate compliance to the maximum extent (i.e. that a vehicle complies with all applicable ADRs that the IWVTA is capable of demonstrating compliance with), then the applicant should reflect this in the application form and include the relevant IWVTA number.

The Rules also set a separate application fee for applicants using an IWVTA to demonstrate compliance to the maximum extent possible. Only universal IWVTAs (U-IWVTA) attract this lower fee. Applicants using a limited IWVTA (L-IWVTA) will not be using the IWVTA to the maximum extent possible and will be required to pay the full application fee to reflect the additional assessment required.

An applicant may still use a L-IWVTA, or a U-IWVTA that does not demonstrate compliance to the maximum extent possible. The IWVTA can be entered in the compliance information form for each ADR the IWVTA is capable of demonstrating compliance with.

Table 2. How compliance against ADRs is demonstrated

Selection	How ROVER operates	What is expected
<b>Applicable ADRs</b>	<p>In the application form, you will have provided vehicle details that will return a list of applicable ADRs. You will be able to add to or delete ADRs from the list.</p> <p>For each ADR, information demonstrating compliance will need to be provided.</p> <p>The type of information provided will depend on the complexity of each ADR and may require more detailed and specific information, such as formulas, calculations, uploads and mandatory fields.</p>	<p>You must be able to provide information demonstrating compliance against each applicable ADR, through the selections made in the application and the information provided in the 'Vehicle Compliance Information' form for each ADR.</p> <p>Where ADRs are marked as not applicable, a reasonable justification for each ADR must be provided, this may be that "the vehicle is not a new model and therefore the ADR is not yet applicable" or "the feature is not fitted to the vehicle therefore the ADR not applicable". The ROVER resources webpage also includes information about completing compliance information forms.</p>
<b>Extent of compliance</b>	<p>You will also need to select the extent of compliance, whether the road vehicle is:</p> <ul style="list-style-type: none"> <li>• fully compliant with the ADR, or</li> <li>• substantially compliant with the ADR and the non-compliance is minor and inconsequential, or</li> <li>• substantially compliant with the ADR and the non-compliance is not minor and inconsequential but is suitable for use on a public road in Australia (non-standard).</li> </ul> <p>If substantially compliant is selected then you must provide supporting documents that will be assessed case-by-case.</p> <p>For specific types of vehicles you may also be able to select compliance options, for example 'Substantial compliance declared with supporting information pending'</p> <p>For non-standard compliance, ROVER will direct you to apply for a separate vehicle type approval.</p>	<p>If you selected 'substantially compliant', in either circumstance you will need to upload relevant documents supporting your case, that the non-compliance is either:</p> <ul style="list-style-type: none"> <li>• in only minor and inconsequential respects, or</li> <li>• the non-compliance is suitable for use on a public road in Australia (non-standard), which will require a <b>separate application for a vehicle type approval</b>.</li> </ul> <p>You will need to consider the following:</p> <ul style="list-style-type: none"> <li>• information directly relating to the specifics of the ADR and where the non-compliance has been identified</li> <li>• detailed reasons or circumstances supporting that the non-compliance is minor and inconsequential, or</li> <li>• references to precedents about the nature of the minor and inconsequential consideration, or</li> <li>• detailed reasons or circumstances that support the use of the vehicle on a public road in Australia, and</li> <li>• any other relevant information.</li> </ul> <p>Failing to provide relevant and sufficient information may result in the:</p> <ul style="list-style-type: none"> <li>• assessment process being extended because a request for further information is required</li> </ul>



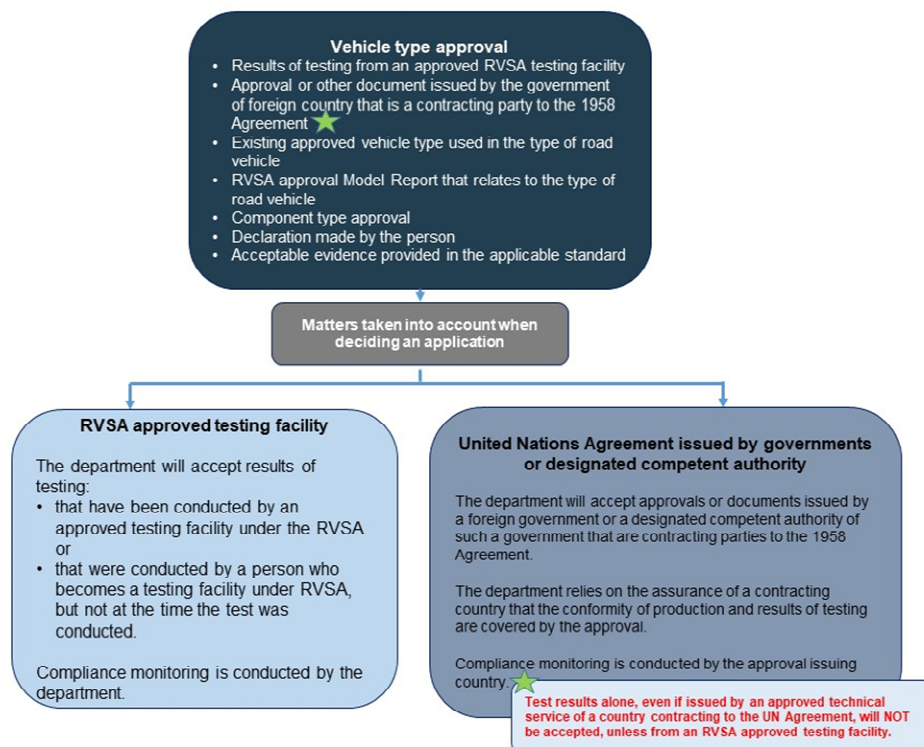
Selection	How ROVER operates	What is expected
		<ul style="list-style-type: none"> <li>the application being refused to be considered, or</li> <li>the approval being refused to be granted.</li> </ul>
<b>Results of testing</b>	Results of testing must be from an approved testing facility under the RVS legislation. See also <a href="#">Use of results of testing to demonstrate compliance.</a>	<p>If there are multiple variants of the road vehicle, then results of testing must:</p> <ul style="list-style-type: none"> <li>cover all of the variants, or</li> <li>provide separate results of testing for each variant, or</li> <li>ensure results of testing have followed the worst case testing guidance</li> </ul> <p>Selection for testing must follow the detailed instructions of how to select the worst case. Further guidance is available in ADR specific circulars on the department's website.</p>
<b>1958 Agreement</b>	Within each Vehicle Compliance Information form, the applicant can select that an approval under the 1958 Agreement is being used to demonstrate compliance and upload an extract of the approval document demonstrating the UN approval number and the relevance of the approval to the road vehicle type, an upload of the ECE approval is not required where the approval is shown on the Database for the Exchange of Type Approval documentation (DETA).	<p>You must have a valid copy of the extract relevant to the road vehicle type from the approval issued by a contracting party under the 1958 Agreement. The extract must indicate the road vehicle complies with standards equivalent to the applicable national road vehicle standard. An extract of the UN approval may also be used to demonstrate partial compliance:</p> <ul style="list-style-type: none"> <li>where the ADR selected is fully harmonised with a UN approval — the approval may demonstrate compliance for some variants, while the other variants will rely on results of testing (using worst case where applicable) to demonstrate compliance.</li> <li>where the ADR is not fully harmonised with UN regulations, compliance information will need to be provided in accordance with the specific ADR requirements.</li> </ul>
<b>Declaration</b>	For particular ADRs it may be more appropriate to seek a declaration that the road vehicle complies by completing minimum fields as required by the ADR and by you making a declaration that those details are correct.	For some ADRs it may be more appropriate to provide declarations. In these instances you must ensure you have supporting information or required documentation to support your declarations. The Secretary or decision maker may request you provide certain information or documentation, either after submission or after the approval is granted.
<b>Component type approval</b>	Where components are used in the manufacture of the road vehicle, you can demonstrate compliance for the ADRs associated with the component by using the RVS component type approval number.	Where an approved component type approval number is used to demonstrate compliance for ADRs in a vehicle type approval, you will need to ensure it is relevant and in force.
<b>Approved Model Report</b>	For higher ATM trailer vehicles, vehicle category TD, or SSM vehicles you may reference an approved Model Report to	Where an approved Model Report approval number is used to demonstrate compliance for ADRs in a higher ATM trailer (TD) or SSM vehicle type approval, you will

Selection	How ROVER operates	What is expected
	demonstrate compliance for all ADRs applicable for the heavy trailer vehicle	need to ensure the approved Model Report is in force and the higher ATM trailer or SMM vehicle has been manufactured in accordance with the approved Model Report work instructions.
<b>Any matter or thing specified in an applicable national road vehicle standard</b>	In each 'Vehicle Compliance Information form', the applicant can select that the ADR specifically allows for something – for example other information or approval – to be used as the basis for compliance. You must upload documentation supporting the claim.	<p>The applicant must have relevant documents supporting the requirement specifically listed in the ADR.</p> <p>Uploading all the relevant information will ensure the assessor is not required to pause the application's assessment to request further information.</p>

## Using results of testing to demonstrate compliance

One option for demonstrating compliance is results of testing. As detailed in Table 2 above, an applicant can choose from a number of options to demonstrate compliance with the applicable national road vehicle standards. Figure 1 below summarises the options to demonstrate compliance and the matters taken into account.

**Figure 1** Options to demonstrate compliance and matters taken into account



## How we will manage test results conducted under an MVSA approval

As described above, one form of information an applicant may provide to demonstrate compliance with applicable national road vehicle standards will be with test results conducted by an approved testing facility under the RVS legislation.

The result of testing and UN approvals, as outlined above, are the primary methods set out in the Rules for demonstrating a road vehicle's compliance with the national road vehicle standards.

The Secretary or delegated decision maker, in exercising the discretion whether or not to grant a vehicle type approval, may also be satisfied that a road vehicle complies with the national road vehicle standards based on a declaration made by an applicant.

It is likely that some test facilities registered under the MVSA will not apply to become approved testing facilities under the RVS legislation. Vehicle type approval applicants seeking to cover vehicles with long model lifespans, and are not able to provide results of testing from an RVS approved testing facility, may find difficulty, and incur high costs, to seek re-testing of road vehicles by a RVS approved testing facility.

However, any allowance to accept an alternative form of testing information to demonstrate compliance with the applicable ADR would require detailed justification to satisfy the Secretary to make a decision to grant an approval. The department will consider, case by case, a request from you, as the vehicle type approval applicant to use older information that demonstrates compliance.

To have your application considered you must meet the following criteria:

- that you are/were the holder of a MVSA approval under 10A(1), 10A(2) or 14A, and
- you hold a vehicle type approval taken to be granted under the opt-in arrangements, and
- you are seeking to re-apply for a vehicle type approval AFTER the 5 year opt-in period has ceased.



**IMPORTANT:** you will NOT have your application considered under this arrangement if:

- you are re-applying for a vehicle type approval that covers a new vehicle model, or
- you did not use the opt-in arrangement during the opt-in period

In either of the above cases, you will not have your request considered and you will need to provide required test results from a RVS approved testing facility, (or by a person who has been granted a testing facility approval but did not when the original test was conducted), to demonstrate compliance with the applicable national road vehicle standards.

At the end of the opt-in approval, 5 years after it was taken to be granted, you will be able to submit required information as directed by the relevant compliance information forms, using MVSA registered test facility details. ROVER will recognise the details are not valid as an RVS approved testing facility, which will require you to do the following:

- submit a signed declaration with your application that the test results from the previous MVSA test facility meets the required information to demonstrate compliance, and that:
  - the original test evidence is still applicable and continues to demonstrate the road vehicle's compliance with the national road vehicle standards
  - the original test results are accurate
  - retesting for compliance with the applicable national road vehicle standards will impose a significant and unreasonable financial burden on your business
  - retesting would not provide any additional safety, environmental, or anti-theft benefits to the Australian community
  - you accept responsibility for the accuracy of the test evidence and the road vehicle's compliance with the applicable national road vehicle standards, AND
- upload the following supporting documentation:
  - a copy of the original test report/evidence, and
  - a quote for the cost of retesting provided by a RVS approved testing facility, and
  - a statement about the financial burden of retesting, and
  - a statement about why retesting does not provide the community with any additional safety, environmental, or antitheft benefits.

The decision maker will consider all of the information provided and, from the information provided, decide if they are satisfied that the road vehicle complies, or substantially complies, with the national road vehicle standards. If a decision maker is not satisfied on the basis of the information and declaration provided, the decision maker may:

- request further information to assist in deciding whether to grant a vehicle type approval – this may be a request to provide results of testing from an RVS approved testing facility or additional information relevant to the matters declared, or
- refuse to grant a vehicle type approval.

If the decision maker is satisfied with the information and declaration provided, the road vehicle type approval will be granted and will remain in force for 7 years, unless revoked earlier. If granted a vehicle type approval under the above arrangements, and after the approval has expired, to re-apply again for a vehicle type approval, you will be required to submit test results only from a RVS approved testing facility, regardless of any continuing imposition or financial burden to satisfy this criterion.

## How do I re-apply when my vehicle type approval expires?

Vehicle type approvals expire after 7 years (5 years if the opt-in arrangements are used) from the date specified in the approval notice, unless revoked earlier. When the vehicle type approval expires, the approval holder must no longer provide the vehicle or enter a vehicle type covered by the expired approval on to the RAV. It is an offence under the RVSA to enter a vehicle while a vehicle type approval is not in force.

If you are a vehicle type approval holder under the RVS legislation and your approval is due to expire, you will be sent a notification and be able to select an option in ROVER to re-apply for a vehicle type approval.

If a subsequent vehicle type approval is granted for a previously approved vehicle type, it will keep the same RVS approval number. The approval notice will confirm the date it comes into force and an updated expiry date. You will still have the option to request a date of effect of the road vehicle type approval. Please note, the date must be at least 60 business days after the date the application is submitted.

This approach provides a streamlined process and reduces the burden on approval holders seeking to re-apply for a vehicle type approval before the 7-year expiry period.

## Personal 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 vehicle type approval is also required to maintain communication with applicants and approval holders.

Personal information, name and contact details, must be published on the department's website as required under section 223 of the Rules. Further to this, disclosure of personal information to law enforcement agencies may be undertaken as required, including under subpoena or to support a law enforcement activity.

Requests from other government agencies to disclose personal information will be considered in conjunction with the requirements of the department's [Privacy Policy](#).

Please contact the department's Privacy Officer for more information.

## Commercial information

You may need to upload additional information or documents when applying, or when the department requests further information.

All information and documentation provided will be considered when deciding whether to grant, or refuse to grant, a vehicle type approval.

The information and documentation will be treated as commercial-in-confidence at all times and any further disclosure will not be made without your consent unless it is required by law.

Only departmental staff with the appropriate authority will have the level of IT access required to assess or decide your application.

## Application fees

The Australian Government will continue to recover the costs of activities relating to the administration of RVS legislation from industry participants, consistent with the Australian Government Charging Framework. The fee we charge for vehicle type approval applications reflects the actual cost of processing applications. Fees are also applied to a variation of your approval, if granted and the variation is material to the approval. See Part 10, Cost Recovery of the Rules for more details about fees for approvals and variations of approvals and definitions (section 239 of the Rules) and the criteria to meet the specific application fees payable.

When your application is submitted, ROVER will prompt you to pay via the online payment system. The application's status will remain 'submitted-pending payment' until it is paid. If no payment is made after 60 days you will be sent an email.

Confirmed payment will direct the application for assessment and the status will be updated to 'in progress'.

It is important to note that applications are not complete until the application fee has been paid and applications will not be considered until your payment has been received.

Payments can be made through a payment portal in ROVER. Please note that the department currently accepts payments via credit/debit card (Visa or MasterCard). More [information about fees](#) is available on the department website.

## Timeframe to decide your application

The decision maker must decide on your application for approval of a road vehicle within 60 business days after receiving the application. This is a legislated requirement under section 21 of the Rules.

### The following general differentiated application fees apply to type approvals:

Opt-in (6-month transition period only)	AUD	\$20
Based on an International Whole Vehicle Type Approval (IWVTA)	AUD	\$650
Non-IWVTA passenger vehicle	AUD	\$950
Non-IWVTA 2 or 3 wheeled vehicle	AUD	\$440
Non-IWVTA goods vehicle	AUD	\$330
Non-IWVTA trailer with ATM of more than 4.5 tonnes	AUD	\$370
Non-IWVTA trailer with ATM of more than 4.5 tonnes with Model Report	AUD	\$25
Non-IWVTA trailer with ATM of 4.5 tonnes or less	AUD	\$50
Variation of Non-IWVTA, passenger, goods, 2/3 wheeled vehicle	AUD	\$140
Variation of Non-IWVTA trailer with ATM of more than 4.5 tonnes	AUD	\$85
Variation of Non-IWVTA trailer with ATM of 4.5 tonnes or less	AUD	\$50
Variation of approval based on an IWVTA	AUD	\$0

The department aims to notify the applicant within the 60 business days. However, if a request for further information or an inspection of premises or vehicles is needed, the time to make a decision 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), then 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 submit an application well in advance of the specified date that you would like the approval to become effective.

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

## Can I change details in my application?

When starting a new application, [ROVER](#) will allow you to save your work, exit the system and return to your saved work as and when you need to.

You can change the details of your saved application at any time before you submit it.

If you need to make changes **after** submitting your application, one of the following will apply:

- a) If the application has been submitted but not paid, you can withdraw the application and start a new application, or
- b) If the application has been submitted and paid, it will return a status of 'in progress'. You can either:
  - notify the department that a change is required and provide further information when requested, or
  - withdraw the application and start a new application (please note that a new application fee is payable in this instance), or
- c) If the assessment has been completed and an approval issued, then you need to apply for a variation of the approval and pay any applicable fees (see also: [Can I change details in a road vehicle type approval?](#)).

If you withdraw an application that has already been submitted and paid, the application fee will not be refunded.

It is important that you ensure all aspects of your vehicle type approval application are accurate and comprehensive, so the assessment period is not delayed.

As you progress through the application creation, submission, payment and decision, you will be able to view the status of your application at certain stages, as described in Table 3 below.

Table 3 Application stages and ROVER statuses

Application stage	Status in ROVER	Options available	Fees
Started	Draft saved	Withdraw/delete	Not applicable
Completed	Saved	Withdraw/delete or submit	Not applicable
Submitted, not paid	Submitted – pending payment	Withdraw	Fee payable
Submitted, paid	In progress	Withdraw Email changes/errors	Paid No refund available
Withdrawn	Withdrawn	New application	No refund available
Request for information	On hold – query pending	Withdraw Respond to query	No refund available
Refused to consider application	Refused to consider	Re-apply	No refund available
Refused grant of approval	Refused	Appeal <sup>2</sup>	No refund available
Review of decision	Under appeal	Withdraw appeal	No refund available
Approval granted	Approved	Vary Suspend Revoke	Fees may apply  Not applicable
Approval due to expire	Approved	Re-apply	Fees to be paid
Approval expired	Expired	New application	Fees to be paid

<sup>2</sup> Appeal is to the Administrative Appeals Tribunal (AAT), not the department.



## Decisions made against your application

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

The department will assess the information submitted 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 road vehicle type
- the level of compliance with the applicable standards (fully complies or substantially complies as either 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), and
- if the manufacturing processes will consistently produce the same vehicle type
- whether you, on request, will be able to ensure access or arrange access to information or premises
- whether you will be able to comply with the conditions the approval is subject to, if granted.

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 whether to grant a vehicle type approval, there is a consistent approach to assessing:

- the declarations that have been made as required in the application
- all the information required and supporting documents uploaded and submitted with the application
- technical information provided in the 'Vehicle Compliance Information' forms to demonstrate compliance with the applicable ADRs
- any additional information provided by the applicant when requested by the department

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

### Testing to cover each road vehicle or variant

In instances of testing, we expect the extent of testing to establish compliance covering all variants covered by the vehicle type approval. We also expect that guidelines regarding selection of fleet will be followed. For example, at least one worst case road vehicle must have been physically tested for compliance with the applicable ADRs with the results of testing able to demonstrate the same compliance for each road vehicle produced.

Also, where there are multiple variants and each is different across a range of respects, more than one worst case test may need to be done. All of the test results will need to be provided to demonstrate compliance for each variant.



## Expectations against eligibility criteria

The department expects you to have placed controls across all stages of the road vehicle's design, componentry and manufacture, directly through your own controls, or indirectly through arrangements allowing you to have the appropriate processes in place. The ability to control all stages, or have access to information, ensures that the design, componentry and manufacturing process will consistently produce the road vehicle type covered by the approval.

More details about what the department expects an applicant to have in place to address all of the eligibility criteria and assessment considerations are detailed in Table 4 below.

**Table 4. Expectations against eligibility criteria and other considerations**

Eligibility criterion	What do you need to have in place
<b>Compliance with the applicable national road vehicle standards, as in force at the time the Secretary decides the application is:</b> <ul style="list-style-type: none"> <li>fully compliant.</li> </ul>	<p>Fully compliant would require you to have:</p> <ul style="list-style-type: none"> <li>evidence demonstrating the road vehicle component complies with each of the applicable national road vehicle standards</li> <li>provided the relevant information. This may require uploading documents including: <ul style="list-style-type: none"> <li>results of testing from approved <a href="#">testing facilities</a>.</li> <li>a valid extract of a 1958 Agreement (UN) approval, noting that this will be afforded a more streamlined assessment approach. However, there may be occasions when additional scrutiny is applied to ensure the validity and appropriateness of the UN approval</li> <li>if you base compliance on a specified requirement listed in the ADR, you must provide relevant documentation</li> </ul> </li> </ul> <p>See also <a href="#">Table 2, How compliance against ADRs is demonstrated</a>.</p>
<b>Compliance with the applicable national road vehicle standards, as in force at the time the Secretary decides the application is:</b> <ul style="list-style-type: none"> <li>substantially compliant and the non-compliance is in minor and inconsequential respects</li> <li>substantially compliant and the non-compliance is not minor and inconsequential but is suitable for use on a public road in Australia (non-standard).</li> </ul>	<p>Substantially compliant would require you to have:</p> <ul style="list-style-type: none"> <li>information available that supports the non-compliance being considered minor and inconsequential e.g. documentation provided by an engineering expert or other form of justification to demonstrate: <ul style="list-style-type: none"> <li>the non-compliance is due to a version of an alternative standard not accepted by the ADR at the time of the application, but there is an intention to update an ADR that will include the standard in the future</li> <li>any exemptions or limits to the requirements under a specific clause of the ADR that have been exceeded or not met</li> <li>test results from an approved testing facility under the RVS legislation demonstrating the intent of the test has been achieved, but was subject to minor environmental or technology variance preventing certain test requirements</li> <li>the component's design specifications can't meet all of requirements of the applicable road vehicle standard.</li> <li>why a non-compliant vehicle is suitable for use on a public road in Australia, including any support from a state or territory registration authority, where appropriate.</li> </ul> </li> </ul>

Eligibility criterion	What do you need to have in place
	<p>Substantially compliant (non-standard) would, in addition to the above, require you to have justification or supporting documentation to demonstrate that:</p> <ul style="list-style-type: none"> <li>○ despite the non-compliance, the vehicle is suitable for use on a public road in Australia</li> <li>○ a relevant registering authority has provided support for the vehicle's use on a public road in Australia.</li> </ul> <p>(see also the treatment of differentiated vehicle types under <a href="#">Additional type approval considerations</a>)</p>
<p><b>Control of all stages of the design, componentry and manufacturing processes of the component, by having:</b></p> <ul style="list-style-type: none"> <li>• full control.</li> </ul>	<p>To demonstrate that you have full control you would need to have either:</p> <ul style="list-style-type: none"> <li>• an ISO 9001 accreditation certificate, a copy will need to be submitted with your application, or</li> <li>• a full quality management system, noting that only the QMS Summary document is required to be submitted with the application (see also <a href="#">If you indicate you have full control</a>). A certificate showing compliance with IATF 16949 can be provided in place of a QMS summary, the scope must be relevant to the design and manufacture of a road vehicle.</li> </ul> <p>Please note that in limited circumstances, you may be required to provide a full QMS to further support an ISO 9001 accreditation certificate.</p>
<p><b>Control of all stages of the design, componentry and manufacturing processes of the component, by having:</b></p> <ul style="list-style-type: none"> <li>• access to information, including about any design changes.</li> </ul>	<p>Access to information about the design, componentry and manufacturing processes, including any changes, would require you to have:</p> <ul style="list-style-type: none"> <li>• A copy of the written commercial agreement or contract with the manufacturer of the road vehicle, outlining the type of information the applicant will have access to that will ensure they have control over all stages of the design, componentry and manufacturing of the road vehicle, including: <ul style="list-style-type: none"> <li>○ the manufacturer's QMS</li> <li>○ engineering documentation covering any design change control procedures and how they may affect compliance with the applicable national road vehicle standards</li> <li>○ test results</li> <li>○ documentation outlining the process in place to ensure you 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> </li> </ul> <p>(see also <a href="#">If you indicate you have control through access to information</a>)</p>
<p><b>Conformity of production system to ensure the design, componentry and manufacturing processes will consistently produce the type of road vehicle.</b></p>	<p>You must have a conformity of production system available. To support this system, it would be expected you have either:</p> <ul style="list-style-type: none"> <li>• A quality management system (QMS), or</li> <li>• ISO 9001 accreditation certificate, issued by an authorised authority and which includes the scope relevant to the design and manufacture of a road vehicle. Where an ISO 9001 accreditation certificate is provided, generally a QMS or a QMS Summary document would not be required to be provided.</li> </ul>

Eligibility criterion	What do you need to have in place
	<p>A full QMS <sup>3</sup>is not expected to be submitted with the application. However, a QMS Summary document would be expected to be submitted. See <a href="#">Appendix 3</a> about the expected content of a QMS Summary document.</p> <p>A certificate showing compliance with IATF 16949 can be provided in place of a QMS summary, the scope must be relevant to the design and manufacture of a road vehicle.</p> <p>Please note that in limited circumstances, you may be required to provide a full QMS to further support an ISO 9001 accreditation certificate.</p>
<b>Location details of design and manufacturing facilities to enable access and inspection by the department.</b>	<p>You must provide valid and updated details of the location of the primary design and manufacturing facilities.</p> <p>This may include the locations where the design, manufacture or where other components are used in the design and manufacture of the road vehicle.</p> <p>You will also need to indicate the type of commercial arrangement you have with the manufacturer, if you are not the manufacturer of the road vehicle. For example, you purchase completed vehicles through a wholesaler.</p>
<b>Record keeping</b>	<p>You are expected to have:</p> <ul style="list-style-type: none"> <li>• Access to the original and all subsequent versions of the supporting information throughout the period 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 design and componentry documentation, test reports, engineering documentation, source materials and manufacturing processes</li> <li>• An ability to keep all of the information up to date throughout the period the approval is in force.</li> </ul>
<b>Ability to comply with all of the conditions in an approval, if granted</b>	<p>You are expected to demonstrate:</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 RVSA that apply to the applicant or the road vehicle.</li> </ul>

## Requests for further information or inspection

During assessment, you may be asked to provide more specific information relevant to your application under section 17 of the Rules, to help decide whether an approval is granted. To further assess specific aspects of the application, you may also receive a request to inspect:

- road vehicles of the type identified in the application
- premises where the road vehicle is designed or manufactured
- components used in the design or manufacture of the road vehicle type.

<sup>3</sup> The information to be included in a Full QMS is described in detail in Attachment A to this guide

You will receive a notification providing details about the request for information or inspection and explaining what information needs to be provided and when. The department will contact you to arrange a suitable time to inspect.

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

Examples of where a longer period may be allowed are 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 and the application status will be updated to 'in progress'.

**Example:** a request may be made for further information about the details provided in a summarised QMS document or ISO 9001 accreditation certificate and seek a copy of the full QMS. 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 need to include all relevant information, must be in the approved form and accompanied by the application fee.

The decision maker may decide to refuse to consider an application, if the applicant does not provide the relevant information or if requests made by the decision maker have not been met.

This means the application is not assessed and no decision is made to either grant an approval or refuse to grant an approval. You will be notified if the decision maker 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 on the application.

If you fail to comply with 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 if:

- the application is not in the approved form, while the IT system automates this process, the required documents may not have been submitted with the application (while an upload may have been made it may not contain the relevant information)
- 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 30 business days, or a longer period if allowed.

Throughout these processes ROVER will prompt you with email notifications and you will be able to monitor the status of your applications in the ROVER portal at any time. See [Table 3 – Application stages and ROVER statuses](#) above.

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

## Deciding an application for a road vehicle type approval

The decision maker will consider, and must be satisfied with, specific criteria when deciding your application for a vehicle type approval. 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 road vehicle, the applicable standards and extent of compliance the approval applies to, including the information and documents used to demonstrate compliance.

If the approval is decided, including 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, (note, this will require a separate application for a vehicle type approval). This may also include specified conditions to address the nature of the non-compliance or the specific conditions associated with the road vehicle type.

## Publishing road vehicle type approvals

Under section 223 of the Rules, the details for each road vehicle type approval that is in force, will be published on the department's website, including:

- the name and contact details of the vehicle type approval holder
- a copy of the current approval
- a copy of each previous version of the approval, if applicable, and
- the vehicle descriptor for the type of vehicle covered by the approval.

## Approval numbering

If approval is granted, you will receive a unique vehicle type approval number, which is generated automatically from [ROVER](#).

If you use the opt-in concession to seek approval under RVS legislation your vehicle type approval number will incorporate the 5 digit MVSA approval number – VTA012345.

If you apply after the 6-month opt-in concession period and have selected the option to use the approval number from your MVSA to be incorporated into your vehicle type approval, your vehicle type approval number will incorporate the 5 digit MVSA approval number – VTA012345.

If the submitted application is for a new vehicle type approval, ROVER will generate a new approval number, allocated sequentially commencing from VTA060000.

If you re-apply for approval of a road vehicle type under RVS legislation before the previous vehicle type approval expires, and if granted, your vehicle type approval will retain the same approval number. The approval notice will indicate the date it comes into force and an updated expiry date.

## Approval holders' responsibilities

As a vehicle type approval holder under the RVS legislation, you will have important responsibilities. These will appear as standard and specified conditions detailed within the approval notice, if granted.

Conditions relating to a vehicle type approval fall under section 25 of the Rules. These conditions ensure 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

Every vehicle type approval holder for every road vehicle type has certain responsibilities to ensure the following requirements are met:

- the road vehicle complies with the applicable road vehicle standards in force at the time it is entered on to the RAV, unless approved in respects, or to the extent that the vehicles covered in the approval are not required to comply
- 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 vehicle type approval is in force and for 7 years after it expires, or is revoked.

As an approval holder you must comply with all of the conditions within your approval. In addition to standard conditions, you 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 your specific or unique circumstances.

All vehicle type approvals will be subject to the following specified conditions related to recall action of road vehicles:

- reporting recall action you become aware of that 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](#) at the end of this guide.

## Can I change details in a road vehicle type approval?

A vehicle type approval holder may wish to change details of an approval, including:

- updating administrative details, such as contact name and details
- updating the approval to include additional variants or options for the vehicle type
- updating the approval in response to a change to the national road vehicle standards
- updating information about the supporting information or versions of documents previously submitted
- seeking to have a specified condition varied, removed or added
- correcting information relating to other aspects of the approval.

To make changes, an approval holder may apply to vary their approval through the ROVER portal. An application to vary your approval may require assessment. This may incur an application fee to recover the cost of assessing and deciding the application for variation.

A variation fee will be charged where the approval holder is increasing the scope of the approval. Increasing the scope of an approval may include:

- adding a variant, including adding engine or braking options
- removing a condition or restriction on the approval

Variations that are only to include new national road vehicle standards or to reduce the scope of an approval will not be charged a variation fee.

## Request 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 to suspend an approval, they may specify the timeframe of the suspension or select a date when the suspension should start and when the suspension should end. The approval holder is also able to make further edits to the suspension timeframe. However, the department's decision maker may specify a different timeframe for the suspension to what you request.

The approval holder might 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 approval is 'Suspended'.

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

A new application for a vehicle type approval would need to be submitted if operations start again after being revoked.

## Automatic suspension of a vehicle type approval

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

- an ADR is amended
- a new ADR is made
- the amended or new ADR would affect the requirements that apply to the road vehicle covered by a vehicle type approval
- the decision maker has not approved a variation of the approval (on application by the approval holder), or decided that a variation to the vehicle type approval is not necessary.

You will be notified in advance of the applicable amended or new ADR 12, 6 and 3 months before the applicability time of a new or amended ADR that may impact your vehicle type. To ensure your approval is accurate and current, you will need to:

- provide required information demonstrating compliance with the amended or new ADR, or
- apply to vary the vehicle type approval in response to the change to the ADR, demonstrating that the road vehicle covered by the approval already complies with the new or amended ADR (see also [Can I change details to a road vehicle type approval?](#)).

The approval holder will be notified in writing of the suspension, including the suspension start date. Then again when the decision maker approves the variation of the vehicle type approval, or has considered it is not necessary to vary the approval on the basis the vehicle type approval already complies with the new or amended ADR.

If automatic suspension occurs, the vehicle type approval will be marked as 'Suspended' on the publicly available list of vehicle type approvals on the department's website, until it is varied or revoked.

## Recalling a road vehicle

The RVS legislation sets out the framework for the voluntary or compulsory recall of road vehicles due to safety issues, or where non-compliance with the applicable national road vehicle standards is identified.

The prime objective of the recall provisions is to ensure that safety or non-compliance issues are resolved in a timely and effective manner. Circumstances for compulsory and voluntary recalls of a road vehicle are covered in Table 5 below.

**Table 5 – Voluntary and compulsory recall circumstances relating to road vehicles**

Recall type	action	Reasons for recall	responsibility
<b>Voluntary</b>	Must notify the Minister within 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 may or will cause injury to a person, or</li> <li>the road vehicle does not, or 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,</li> </ul> <p>AND either</p> <ul style="list-style-type: none"> <li>it appears that 1 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 rectify 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



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

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

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



## Electronic records and physical vehicle marking

Vehicle type approval holders are responsible for generating their own vehicle identification number (VIN), which must be in accordance with international VIN structure, generally 17 characters in length, and allowing selected characters only.

Vehicle type approval holders must obtain a unique world manufacturer index (WMI) for the first 3 digits and also comply with other requirements of the VIN structure. Depending on where the vehicle type is manufactured, National Exchange of Vehicle and Driver Information Service (NEVDIS) may be able to assist in this process.

To be provided with road registration and to comply with the RVS legislation, road vehicles approved under vehicle type approval must be entered on both:

- the pre-existing VIN database held by NEVDIS and accessible by State and Territory Registering Authorities, and
- the Register of Approved Vehicles (RAV).

## Entering road vehicles on to the RAV

One of the core elements of the RVS legislation is the introduction of the [Register of approved vehicles](#) (RAV), an online, publicly searchable database of road vehicles that have met the requirements of the RVS legislation and been approved for provision to the Australian market.

A record for each vehicle approved for road use will be required to be entered on the RAV. Data elements must be provided to NEVDIS, which will host the RAV when the RVSA starts.

The RAV will replace the need to fit road vehicles with identification plates containing compliance information and a certification statement from the manufacturer.

A road vehicle is only taken to be on the RAV if all of the information is submitted as set out under section 8 of the Rules and as specified in the determination made under section 12 of the Rules.

Importantly, a submission on to the RAV can only occur when the:

- vehicle is covered by a road vehicle type approval
- vehicle is in Australia (except when the type approval specifically allows the vehicle to be outside of Australia at the time it is entered on the RAV)
- vehicle complies with the requirements of the RVS legislation
- VIN submission has occurred.

For more information, please see the [RAV guide](#) for vehicle type approval holders, available on the department's website.

## Cost recovery for entering a road vehicle on the RAV

In line with the cost recovery implementation statement for the RVS legislation, a charge is applicable for each road vehicle entered on the RAV under your vehicle type approval.

The charges for the entry of vehicle on RAV are identified in the [Road Vehicle Standards Charges \(Imposition—General\) Regulations 2021](#), there are different charges for different vehicle categories.

More information about applicable charges and the remission to the RAV charges is available in the [Cost Recovery Implementation Statement](#) on the department's website.

The RAV entry charge for the vehicle must be paid before the date of entry on the RAV can be completed. Following NEVDIS data validation, RAV submissions will be routed to ROVER for payment unless the following is applicable.

The RAV entry charge can be paid after the date of entry on the RAV if the approval holder has entered into a written agreement that agrees to the terms for payment of RAV entry charges. Failure to meet the terms in the agreement may

result in the written agreement being revoked, resulting in the approval holder having to pay for each vehicle before entry on the RAV is completed.

A copy of the agreement can be downloaded from the ROVER Resources website, the approval holder will need to agree to the terms of agreement and send the signed agreement to the [ROVER.info@infrastructure.gov.au](mailto:ROVER.info@infrastructure.gov.au) email to be processed.

## Complying with your responsibilities

The department monitors and enforces compliance with the RVS legislation under both 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 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 your premises to gather material that is 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 cover 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 register in ROVER

- ✓ 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 relevant proof of identify documents as required by the ROVER registration process?

## Before you start your application for a vehicle type approval

- ✓ Have you identified who will be the primary contact for the approval and for publishing on the list of approvals on the department's website? Do you and have their details?
- ✓ Do you have a unique make and model of the road vehicle including details for each variant, where required?
- ✓ Do you have the required information (for example, test results from an approved testing facility or an approval issued by a contracting party to the 1958 Agreement) demonstrating the road vehicle:
  - fully complies with the applicable Australian Design Rules (ADRs), or
  - substantially complies with the applicable ADRs and that the non-compliance is only in minor and inconsequential respects (Are you able to explain the way in which the road vehicle component does not comply and verify why it is in minor and inconsequential respects or non-standard?), or
  - substantially complies with the applicable ADRs, the non-compliance is not minor and inconsequential and complies to an extent that makes it suitable for use on a public road in Australia? (Are you able to explain the way in which the vehicle type does not comply and explain why it is suitable for use on a public road?)
- ✓ Do you have a list of all the ADRs the road vehicle complies with (or substantially complies with)?
- ✓ Do you have the relevant information to complete the associated 'Vehicle Compliance Information forms' for each ADR applicable to the road vehicle?
- ✓ Do you have electronic copies of documents demonstrating that you:
  - have control over all stages of the design, componentry and manufacturing process, and
  - are able to ensure the design, componentry and manufacturing process will consistently produce the type of road vehicle component?

You may be required to upload either:

- a certificate, that shows you have a quality management system (QMS) that has been certified to ISO 9001:2008 or ISO 9001:2015, or
- a summary of the actions you take to control the design, componentry and manufacturing process and ensure conformity of production (QMS Summary).

You should ensure that further detail can be provided in writing if requested.

If you are not the design owner or manufacturer, you may be required to upload a copy of the commercial agreement allowing you access to information about the design, componentry and manufacturing process for the road vehicle.

- ✓ Do you have relevant record keeping processes in place to keep original and subsequent versions of supporting information up to date for the period the approval is in force, and for 7 years after the approval expires? Can you confirm these criteria if requested?

## References and links

This section provides useful links and information relating to the RVS legislation:

- [The Road Vehicle Standards Act 2018 \(RVSA\) as amended by the RVSLAA](#)
- [The Road Vehicle Standards \(Consequential and Transitional Provisions\) Act 2018 as amended by the RVSLAA](#)
- [The Road Vehicle Standards Legislation Amendment Act 2019 \(RVSLAA\)](#)
- [The Road Vehicle Standards Charges \(Imposition – General\) Act 2018](#)
- [The Road Vehicle Standards Charges \(Imposition – Customs\) Act 2018](#)
- [The Road Vehicle Standards Charges \(Imposition – Excise\) Act 2018](#)
- [Road Vehicle Standards Charges \(Imposition—General\) Regulations 2021](#)
- [Road Vehicle Standards Charges \(Imposition—Customs\) Regulations 2021](#)
- [Road Vehicle Standards Charges \(Imposition—Excise\) Regulations 2021](#)
- [Road Vehicle Standards Rules 2019](#)
- [Road Vehicle Standards \(Information on the Register of Approved Vehicles\) Determination 2021](#)
- [Australian Government Charging Framework](#)
- [Road Vehicle Standards \(Verification of Road Vehicles\) Determination 2020 \(in relation to section 106 of the Rules\)](#)
- [Road Vehicle Standards \(Limit of Acceptable Damage or Corrosion\) Determination 2020 \(in relation to section 107 of the Rules\)](#)
- [Corporations Act 2001](#)
- [Privacy Policy – Department of Infrastructure, Transport, Regional Development and Communications](#)

## Further information

For further information, please contact the department:

Visit: [RVS legislation implementation](#) webpages

Email: [RVSAimplementation@infrastructure.gov.au](mailto:RVSAimplementation@infrastructure.gov.au) (for general RVSA information)

[ROVERinfo@infrastructure.gov.au](mailto:ROVERinfo@infrastructure.gov.au) (for ROVER assistance)

Phone: 1800 815 272 (Monday to Friday, 9am – 5pm AEST, within Australia)

Phone: +61 2 6274 7444 (calling from overseas)

## Glossary of terms

Acronym or term	detail	meaning
<b>1958 Agreement</b>	1958 Agreement as in Australian Treaty Series 2000	The Agreement concerning the Adoption of Uniform Technical Prescriptions for Wheeled Vehicles, Equipment and Parts which can be fitted and/or used on wheeled vehicles and the conditions for reciprocal recognition of Approvals granted on the basis of these prescriptions, done in Geneva on 20 March 1958, as amended and in force for Australia from time to time.
<b>AAT</b>	Administrative Appeals Tribunal	Conducts independent merits review of a wide range of administrative decisions made by the Australian Government.
<b>ADR</b>	Australian Design Rule	National road vehicle standards put into effect by legislative instruments pertaining to specific standards for vehicle and road vehicle components.
<b>ATM</b>	Aggregate trailer mass	The total mass of a laden trailer when carrying the maximum load recommended by the manufacturer, and includes any mass imposed when the towing vehicle and trailer are connected and resting on a horizontal surface.
<b>ECE</b>	Economic Commission for Europe	United National Economic Commission for Europe.
<b>GVM</b>	Gross vehicle mass	The maximum laden mass of a motor vehicle as specified by the manufacturer.
<b>M&amp;I</b>	Minor and inconsequential	A vehicle type approval may be granted even if the road vehicle component substantially complies with the national road vehicle standards (ADRs) and the non-compliance is considered minor and inconsequential.
<b>Model Report</b>	Model Report	<p>A Model Report is the mechanism that allows certain road vehicles, or 1 or more variants to be:</p> <ul style="list-style-type: none"> <li>• manufactured by the approved holder of a type approval, or</li> <li>• modified by the approved holder of a registered automotive workshop (RAW)</li> <li>• in accordance with the work instructions contained within the approved Model Report, and</li> </ul> <p>verified against the Model Report checklist by an approved Authorised Vehicle Verifier (AVV) to enable the vehicle or variant to be entered onto the Register of Approved Vehicles (RAV).</p>
<b>MVSA</b>	<i>Motor Vehicle Standards Act 1989</i>	An Act to provide for national motor vehicle standards, and for related purposes.

Acronym or term	detail	meaning
<b>NEVDIS</b>	National Exchange of Vehicle and Driver Information Services	Enables exchange of information about vehicles across Australian state borders through a national database of all registered vehicles in Australia. One of its primary purpose is to prevent fraud and theft by ensuring 1 vehicle is identified by 1 unique vehicle identification number (VIN).
<b>QMS</b>	Quality management system	A system that is employed by the manufacturer of a road vehicle to ensure conformity of production
<b>RAV</b>	Register of Approved Vehicles	A publicly accessible online database of vehicles that comply with national road vehicle standards or are otherwise permitted for use on public roads under a concessional scheme. Generally, vehicles must be entered on the RAV with a type approval or concessional RAV entry approval before they are provided to the Australian market.
<b>ROVER</b>	Road Vehicle Regulator	The IT operating system for implementing the RVSA.
<b>RVSA</b>	<i>Road Vehicle Standards Act 2018</i>	An Act to provide for the regulation of road vehicles and road vehicle components, to set national road vehicle standards, and for other purposes.
<b>RVCS</b>	Road Vehicle Certification System	The departmental database for managing approvals for road vehicles and registrations for road vehicle components (under the Motor Vehicle Standards Act).
<b>RVD</b>	Road Vehicle Descriptor	The road vehicle details and specifications, including variants for vehicle types covered by a vehicle type approval granted and in force under the RVS legislation.

# Appendices

## Appendix 1 — Information required to apply for a vehicle type approval

Features of the application	What information do you need to provide or have in place?
Who is seeking approval of the road vehicle type?	<p>Name, address and contact details of the applicant. The named applicant will be the holder of the vehicle type approval, if granted, and be responsible for meeting the conditions within the approval.</p> <p>If an individual is applying, the details will be populated from <a href="#">ROVER</a>.</p> <p>If a company is applying, additional details such as Australian Business Number (ABN), Australian Company Number (ACN) or certificate of incorporation (if located outside Australia) will be populated from the ROVER authority to act section.</p> <p>If you are not the applicant, but a representative or agent of the applicant, you will need to have relevant documents authorising you to act on behalf of the applicant.</p> <p>Further information about creating an account and recording authority to act is available on the <a href="#">ROVER resources website</a>.</p>
What are the identification details of the road vehicle?	<p>Provide details about the road vehicle type:</p> <ul style="list-style-type: none"> <li>• vehicle category code (<a href="#">VCC</a>)</li> <li>• vehicle sub category, if required</li> <li>• make</li> <li>• model</li> <li>• a variant identifier, if applicable (see note below)</li> <li>• specific vehicle characteristic type, if applicable <ul style="list-style-type: none"> <li>- pre-release evaluation</li> <li>- chassis cab</li> <li>- second stage of manufacture</li> <li>- motorhome and campervan.</li> </ul> </li> </ul> <p><b>Please note:</b> the make and model for the road vehicle must be unique, not already approved, submitted or saved in another application for a vehicle type approval.</p> <p>See also <a href="#">Differentiated application requirements for specific road vehicle types</a></p> <p>Note: if multiple variant details are provided, they must all meet the scope covered by results of testing. (Variants will not be available for vehicles with VCC of TA, TB OR TC, these can use multiple models only).</p>



Features of the application	What information do you need to provide or have in place?
<p><b>Provide further vehicle scope details and images for completion of your Road Vehicle Descriptor (RVD).</b></p>	<p>You will need to provide vehicle scope information describing the vehicle type to the variant level. The RVD, will identify all available variants including body styles, engine options and distinct trim levels.</p> <p>The RVD includes fields similar to those currently published in RVCS. However, ROVER will require additional information such as improvements that:</p> <ul style="list-style-type: none"> <li>• capture more than 1 motor for electric vehicles and</li> <li>• level of vehicle automation to assist state and territory regulators.</li> </ul> <p>ROVER will enable you to provide an embargo date to allow the details and photos of a variant/s to be withheld until your business needs dictate. Please note, however that the RVD must be published before vehicle types are entered on to the RAV.</p> <p>Please note: if you choose to select an embargo date, your approval, if granted, will contain an additional condition that you must publish the RVD before you enter road vehicle details on to the RAV.</p> <p><b>RVD for SSM</b></p> <p>If the application is for vehicles subject to SSM, you are required to include:</p> <ul style="list-style-type: none"> <li>• a brief description of the SSM additions/modifications, and</li> <li>• identify the vehicle type approval and variant information of the completed base vehicle.</li> </ul> <p><b>RVD for motorhomes</b></p> <p>If the application is for a campervan or motorhome, you are required to attach documents (such as the calculations to confirm the GVM is appropriate and copies of placards fitted to the vehicle) to the RVD to support the declaration of meeting the conditions of approval applicable to a campervan/motorhome.</p> <p><b>RVD for trailers</b></p> <p>Trailers will have a simplified version of a RVD to identify the range of vehicles covered by the approval.</p> <p><b>Upload of vehicle images</b></p> <p>You will need to upload front and rear high contrast, cropped to size image files.</p>
<p><b>What is the location address where the road vehicle is designed and manufactured?</b></p>	<p>Provide the location address of the main or principle place/s where the road vehicle is designed and manufactured, or where other components are used in the design and manufacture of the road vehicle.</p> <p>This will allow the department to contact the approval holder to arrange access to premises for inspection purposes in deciding the application and for ongoing compliance monitoring activities of the vehicle type approval, if granted.</p>

Features of the application	What information do you need to provide or have in place?
<p><b>What level of control do you have over all stages of design, componentry and manufacture of the road vehicle?</b></p>	<p>You will need to indicate that you have 1 of the following:</p> <p><b>Full control</b> over all stages of design, componentry and manufacture processes that will consistently produce the type of road vehicle.</p> <p>If indicated, you must upload either:</p> <ul style="list-style-type: none"> <li>• a copy of your ISO 9001:2008 or ISO 9001:2015 accreditation, if held, issued by an authority and that has a scope relevant to the design and manufacture of the road vehicle, or</li> <li>• a QMS Summary (see <a href="#">Appendix 3 — QMS Summary of actions used to demonstrate control</a>). Only a summary version of the quality management system in place is required to be submitted with your application. The full QMS must be available if requested by the Secretary after submitting your application or after the approval is granted.</li> </ul> <p>Or that you have:</p> <p><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 national road vehicle standards.</p> <p>By indicating that you have <b>access</b> to information, we expect you will have a copy of the commercial agreement that you have in place with the manufacturer of the road vehicle type and be able to provide it if requested.</p> <p>Where indicated, upload a copy of the commercial agreement or contract with the manufacturer of the road vehicle type, including 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 outlining the process 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>Please also refer to details about supporting documentation under the heading:</p> <p><a href="#">If you indicate you have control through access to information.</a></p>
<p><b>Do you have a conformity of production process in place that ensures the road vehicle type will be consistently produced?</b></p>	<p>Confirm that you have a conformity of production process in place and upload additional supporting documentation if not already uploaded.</p> <p>If you have indicated that you have full control over all stages of design, componentry and manufacturing, you will not be asked to upload additional information.</p>

Features of the application	What information do you need to provide or have in place?
	<p>If you have indicated that you have access to information to demonstrate control, then you will be required to upload a QMS Summary (see <a href="#">Appendix 3 – QMS Summary of actions used to demonstrate control</a>).</p> <p>Only a summary version of the quality management system in place is required to be submitted with your application.</p> <p>The full QMS must be available if requested by the Secretary after submitting your application or after the approval is granted.</p>
<p><b>To what extent does the road vehicle comply with the applicable national road vehicle standards?</b></p>	<p>For each ADR selected you will also need to indicate the extent of compliance, showing the road vehicle:</p> <ul style="list-style-type: none"> <li>• fully complies with the applicable national road vehicle standards, or</li> <li>• substantially complies with the applicable road vehicle standards and the non-compliance is considered in minor and inconsequential respects, or</li> <li>• substantially complies with the national road vehicle standards and complies to an extent that makes it suitable for use on a public road in Australia.</li> </ul> <p>Some additional options may be available to select depending on the vehicle details:</p> <ul style="list-style-type: none"> <li>• fully compliant with supporting information pending</li> <li>• substantially compliant with supporting information pending</li> <li>• otherwise suitable with supporting information pending</li> <li>• not applicable (will require explanation).</li> </ul> <p>See also <a href="#">Compliance with applicable national road vehicle standards</a>.</p>
<p><b>Are you able to demonstrate compliance with the applicable national road vehicle standards?</b></p>	<p>A list of applicable ADRs will be populated by ROVER as a result of the road vehicle details selected in the application. You will be able to add or remove an ADR as required.</p> <p>For each applicable ADR you select, you will need to provide all required compliance information and upload relevant documents as indicated by the form to demonstrate compliance with the applicable national road vehicle standards. The information you may need to provide may include:</p> <ul style="list-style-type: none"> <li>• test results conducted or held by an approved testing facility under the RVS legislation</li> <li>• an approval or other document issued by a contracting party to the 1958 Agreement (i.e. United Nations approvals)</li> <li>• an approved component type approval</li> <li>• an approved Model Report</li> <li>• a document confirming compliance to a specified requirement covered in the applicable ADR.</li> </ul> <p>See also <a href="#">Compliance with applicable national road vehicle standards</a>.</p>

Features of the application	What information do you need to provide or have in place?
<p><b>Have you or, in the case of a body corporate, any member of the applicant's key management personnel contravened or may have contravened road vehicle legislation?</b></p>	<p>Indicate by ticking Yes or No whether you or any key management personnel member been found to contravene, or allegedly contravene road vehicle legislation.</p> <p>If Yes, then details about you or the key management personnel member and a statement about occurrences will need to be provided.</p> <p>If you answer - unsure, we may ask for further information about you or the key management personnel to decide the application.</p> <p><b>Key management personnel</b>, 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><b>Do you intend to add road vehicles to the RAV before the vehicles are in Australia?</b></p>	<p>Indicate by ticking Yes or No whether you intend to add the vehicle type to the RAV before it is in Australia.</p> <p>If Yes, suitable justification will need to be provided to ensure the vehicle is in a suitable condition to be added to the RAV, primarily for the purposes of second stage of manufacture without the vehicle being imported first.</p>
<p><b>Do you wish to specify a future date that the approval, if granted, will become effective?</b></p>	<p>You may wish to specify a date the vehicle type approval, if granted, is to become effective.</p> <p>If the date you have specified is BEFORE the date the decision is made to grant you an approval (decision date), the date of the effect of the approval will be the decision date.</p>
<p><b>Do wish to place an embargo on one or more variants covered by the approval</b></p>	<p>This allows an applicant to nominate the RVD details and images of a particular variant/s to not be published until a specified date.</p> <p>The variant name will still be included in the approval notice.</p>
<p><b>If you are the holder of an Identification Plate Approval (IPA) under the MVSA, do you wish to incorporate this approval number within your vehicle type approval number?</b></p>	<p>Indicate if you would like to incorporate your MVSA IPA number in your vehicle type approval number, if granted.</p> <p>If you do not want to continue using your IPA number, you will be given a vehicle type approval number generated from ROVER.</p>
<p><b>Declaration</b></p> <p><b>That you have provided all of the information required to demonstrate compliance with the applicable national road vehicle standards.</b></p> <p><b>That you will be able to arrange for the Secretary or inspector to inspect the</b></p>	<p>Indicate by ticking a declaration box that the applicant agrees to all of these questions and 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> </ul>

Features of the application	What information do you need to provide or have in place?
premises where the road vehicle type is produced.	
That you have uploaded all of the required supporting information relevant to the application.	<ul style="list-style-type: none"> <li>an ability to make all information available when requested in writing by the Secretary, including the road vehicle's design and componentry documentation, test reports, source materials and manufacturing procedures</li> </ul>
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.	<ul style="list-style-type: none"> <li>an ability to keep all of the information up to date throughout the period the approval is in force.</li> </ul>
That you are able to keep the supporting information up to date whilst the approval is in force.	<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> </ul>
That you will be able to provide further specified information to the Secretary when requested?	<ul style="list-style-type: none"> <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.</li> </ul>
That you will comply with the conditions that the vehicle type approval will be subject.	
That you will be able to comply with any specified conditions in the vehicle type approval, if granted.	<p>Offence/civil penalty provisions under the RVS legislation apply against a breach of a condition within a vehicle type approval.</p>
That if variants are specified on the application, and if tested, that the results of testing would not result in a less favourable result than those results set out in the 'Vehicle Compliance Information' forms	<p>See also what complying with the conditions of your approval means under <a href="#">Appendix 4: Expectations for the conditions applied to a vehicle type approval</a>.</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>See also the obligations of a vehicle type approval holder under the heading <a href="#">Approval holder responsibilities</a>.</p>
That you acknowledge that penalties apply for false or misleading information.	<p>See also the department's monitoring and enforcement responses under the heading <a href="#">Complying with your responsibilities</a>.</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>If you have specified variants on your application, you will be expected to be able to justify why the results of testing of each variant would not result in a less favourable result than those set out in the applicable 'Vehicle Compliance Information form'.</p>

## Appendix 2 — Expected detail of a quality management system (QMS)

Included content heading	Expected detail
<b>QMS scope and function</b> – a brief description of the purpose of the QMS and the type of modifications covered by the document.	<b>Overview of the scope and function of the QMS</b> <ul style="list-style-type: none"> <li>- The scope of the QMS should be relevant to the types of road vehicles being manufactured.</li> <li>- The function should specify the purpose of the QMS.</li> <li>- The purpose of the QMS should be specific to the road vehicle type being manufactured.</li> </ul>
<b>Responsibilities of personnel</b> – an overview of any personnel engaged by the applicant.	<b>Responsibilities of personnel</b> <p>The QMS should outline the responsibilities of personnel of the applicant.</p> <p>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>
<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.	<b>Systems review</b> <ul style="list-style-type: none"> <li>- The QMS should outline in detail the process of reviewing the systems that are contained within 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> <li>- This process should be regularly undertaken on the QMS as considered necessary by the responsible person.</li> </ul>
<b>Internal audits</b> – a process that outlines the scope and frequency of internal audits to be carried out by the applicant.	<b>Internal audits</b> <ul style="list-style-type: none"> <li>- The QMS should outline the procedure for conducting internal audits.</li> <li>- It is expected that 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
	<ul style="list-style-type: none"> <li>- An internal audit schedule should be included in the process to ensure all departments or processes are audited regularly.</li> </ul>
<b>Field service feedback and recall procedures</b> – the procedure that outlines how the applicant maintains records on faults/issues reported on vehicles they have provided and the resolution processes undertaken, and a procedure for the recall of vehicles for safety or non-compliance issues.	<b>Field service feedback and recall procedures</b> <ul style="list-style-type: none"> <li>- The applicant's process for data collection 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> <li>- If a safety-related or recurring issue is identified, a procedure should be in place outlining the resolution process, providing guidance on when a recall should be considered and outlining the process.</li> </ul>
<b>Engineering documentation</b> – the process for managing 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.	<b>Engineering documentation</b> <ul style="list-style-type: none"> <li>- The QMS should outline the process that personnel of the applicant undertake to ensure the specified road vehicle has been tested to the national road vehicle standards and is of an identical specification to the road vehicle type being manufactured.</li> <li>- The QMS should outline the process for numbering of drawings and subsequent revision processes.</li> <li>- 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 undertakes to ensure the change does not affect the road vehicle's compliance with the national road vehicle standards.</li> </ul>
<b>Purchasing</b> – details of the system used by the applicant to control purchasing components or materials used in designing and manufacturing the road vehicle type.	<b>Purchasing</b> <ul style="list-style-type: none"> <li>- The QMS should outline the process for purchasing components and materials for the manufacture of the road vehicle type.</li> <li>- The QMS should address how the correct specification of components or materials are ordered.</li> <li>- Specific references to how a purchase order specifying the correct components or materials is created should be included, and how this process is updated and kept current.</li> </ul>
<b>Approved vendor register</b> – a register of suppliers that 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.	<b>Approved vendor register</b> <ul style="list-style-type: none"> <li>- The QMS should outline the process the applicant undertakes to compile the approved vendor register.</li> <li>- The QMS should clearly set out the criteria that will be used to rate suppliers of goods and services to determine who the corporation will approve as a vendor.</li> </ul>
<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 assessed on a regular basis. This information is	<b>Supplier quality assurance</b> <ul style="list-style-type: none"> <li>- The QMS should outline the process used by the applicant to determine a supplier's quality assurance. This may simply be requiring ISO certification or by establishing a supplier ranking</li> </ul>

Included content heading	Expected detail
generally used to develop and maintain the approved vendors register.	<p>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 of 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>
<b>Manufacturing procedures</b> — detailed procedures outlining the manufacturing processes to be undertaken by the applicant to ensure that the road vehicle types manufactured are done so in accordance with the engineering documentation. This section of the QMS should also outline the types of tools and equipment that will be used in the manufacture of road vehicle types.	<p><b>Manufacturing procedures</b></p> <ul style="list-style-type: none"> <li>- The QMS should outline the procedures to be undertaken when manufacturing road vehicle types.</li> <li>- The QMS should outline the process that ensures the engineering drawings and specifications are transferred into work instructions used by the personnel 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>
<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 quarantine of non-conforming components or materials used in the manufacture of road vehicle types.	<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 road vehicle types.</li> <li>- This process should outline procedures that should be followed to ensure the correct components or materials have been received and are in a condition that making them fit to be used in manufacturing a road vehicle type.</li> <li>- The process should also outline how defective or incorrect components or materials are quarantined and how the applicant ensures only the correct components and materials are used in manufacturing the road vehicle type.</li> </ul>



## Appendix 3 — QMS Summary of measures and actions used to demonstrate control

Summary heading	Expected content
<b>Overview of the scope and function of the 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 ensuring 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 recalls due to safety or non-compliance issues.
<b>Engineering documentation</b>	Outline the process for the managing engineering documents, drawings, specifications, relating to manufacturing 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 designing and manufacturing the road vehicle.
<b>Approved vendors register</b>	Outline the process the applicant uses to register, including the criteria used for selecting 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 that 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

Rules reference	Condition detail	Expectations
<b>Section 26 – condition about compliance with national road vehicle standards.</b>	<p>A vehicle type approval holder must ensure the road vehicle complies with the applicable national road vehicle standards in force at the time it is provided for entry on to the RAV.</p> <p>The vehicle type approval holder must be able to produce evidence that:</p> <ul style="list-style-type: none"> <li>demonstrates the road vehicle type covered by the approval complies with the national standards in force at the time the vehicle is entered on the RAV, and</li> <li>could be taken into account for the purposes of subsection 19(2).</li> </ul> <p>The vehicle type approval holder must not give instructions, for the purposes of paragraph 51(e), that would result in a vehicle covered by the approval ceasing to comply with the applicable national road vehicle standard, except in the respects or to the extent (if any) that vehicles of that type are not required to comply with those standards in order to be entered on the RAV under the approval.</p>	<p>It is expected that a vehicle type approval holder who continues to enter their vehicles on the RAV, will ensure the vehicles continue to comply with the applicable national road vehicle standards at the point in time it is entered on to the RAV (or in the respects or the extent on non-compliance approved).</p> <p>This will require relevant internal review procedures and processes that monitor developments and changes to ADRs or where non-compliance is able to be 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 evidence that the road vehicle type continues to comply with the applicable ADRs.</p> <p>It is also expected that vehicle type approval holders for vehicle types not required to comply with the national standards in certain respects or to a certain extent, have supporting documentation. They need to produce evidence demonstrating the respects of the non-compliance and to the extent specified in the vehicle type approval.</p> <p>Approval holders issued a non-standard approval must also ensure that supporting information or documentation is available to support that the vehicle is suitable for use on a public road in Australia.</p>
<b>Section 27 – condition about a conformity of production.</b>	<p>The holder of the vehicle type approval 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> </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</p>

Rules reference	Condition detail	Expectations
	<ul style="list-style-type: none"> <li>ensures that, at the time a road vehicle covered by the approval is entered on the RAV, the vehicle 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>manner to comply with the applicable 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 and 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 undertake compliance activities focusing on any aspect of the conformity of production system, such as inspecting:</p> <ul style="list-style-type: none"> <li>the design facility and information relevant to the design of the road vehicle</li> <li>instruction documentation used in the manufacturing processes.</li> </ul>
<b>Section 28 – condition about notifying the Secretary about errors in RAV entries.</b>	<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 practicable 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>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 after the error is identified.</p>
<b>Section 29 – condition about providing information etc. to the Secretary or an inspector.</b>	<p>The vehicle type approval holder, 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 to access, the original and any subsequent versions of the supporting information for the approval, and</li> <li>provide any information the Secretary or inspector reasonably requires for the purposes of assessing whether the approval holder is complying with the Act, this instrument, or an instrument made under the Act or this instrument, and</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 aims to work with the approval holder to determine the time it may take to fulfil the request, including 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 or liaison.</p> <p>The approval holder is required to provide any information that the department reasonably requires when assessing whether the approval holder is complying with RVS legislation in relation to an approved road vehicle.</p>

Rules reference	Condition detail	Expectations
	<ul style="list-style-type: none"> <li>provide any other information or documents specified in the request about the road vehicle to which the approval applies, and</li> <li>provide written answers to questions, specified in the request, about the road vehicle to which the approval applies, 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 — allow or arrange for the Secretary or an inspector to inspect: <ul style="list-style-type: none"> <li>premises where the vehicle components of the vehicle type are designed or manufactured, or</li> <li>premises where the vehicles are designed or manufactured, or</li> <li>things, including documents and componentry associated with the design or manufacturing process.</li> </ul> </li> </ul>	<p>The information requested is not limited to being provided as written material, but 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 documents associated with the vehicle, QMS documents or IT systems.</p> <p>Inspection may also be required at third party premises, 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 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 ensures the integrity of the evidence associated with the approved road vehicle and the eligibility criteria provided by the approval holder maintaining effectiveness of the road vehicle type approval process.</p>
<b>Section 30 – condition about keeping up-to-date records of supporting information.</b>	<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> </ul>	<p>It is expected that the approval holder will have a records system in place suited to capturing all information regarding design, componentry, manufacture, change processes, maintaining updated and version controlled material as required under the approval, including the capture and availability of:</p>

Rules reference	Condition detail	Expectations
	<ul style="list-style-type: none"> <li>ensure that the supporting information for the approval is kept up to date while the approval is in force.</li> </ul>	<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</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, such records are expected to be made available, in their most up to date form and in English.</p>
<b>Specified condition under subsection 25(a) of the Rules – about notifying of recall action being taken outside of Australia.</b>	An approval holder must advise the department, as soon as practicable, if recall action is being taken outside of Australia in relation to a road vehicle that is, or may be an approved road vehicle, that the approval holder provides for use in trade or commerce.	<p>The approval holder must remain vigilant of recall action being undertaken in another jurisdiction outside of Australia that relates to the same approved road vehicle, which is also 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>
<b>Specified condition under subsection 25(a) of the Rules – about advising when voluntary recall action may be required.</b>	The approval holder must advise the department when they have identified a systemic safety or non-compliance issue.	<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 consideration of voluntary recall action may be required to rectify the risk in a timely and effective manner.</p>
<b>Specified condition under subsection 25(a) of the Rules – about RVD embargo date, if applicable.</b>	A road vehicle covered by an approval must not be entered on to the RAV before the RVD has been published on the department's website.	The approval holder must have processes in place to ensure they do not enter road vehicles covered by their approval on to the RAV until they have confirmed the road vehicle descriptor (RVD) has been published with the approval in force on the department's website.
<b>Please note: other additional specified conditions may be provided under subsection 25(a) in certain circumstances, including where the road vehicle approval covers a chassis cab, motorhome or pre-release evaluation vehicle.</b>		