



ROAD VEHICLE STANDARDS

# Guide to component type approvals—Appendix 1

## Information required in an application

August 2023

The table below has the questions you need to answer in the ROVER component type approval application in the left-hand column and explains the type of information you need to provide to answer the question in the right-hand column.

Question in the application	What information do you need to provide or have in place?
Is the component for a bus chassis, trailer braking system or diesel engine?	<p>You need to select bus chassis, trailer braking system, diesel engine or other.</p> <p>You will need to submit technical information with your application so a datasheet can be created and published (this is optional) on ROVER with the component type approval.</p> <p>Refer to 'Bus chassis requirements' and 'Data sheets' in the <a href="#">Guide to component type approvals</a></p>
What are the identification details of the component?	<p>You need to provide details about the component's make, model, and a variant identifier (if applicable).</p> <p><b>Note:</b> If multiple variant details are provided, they must all meet the scope covered by results of testing and a data sheet may be required.</p>

Question in the application	What information do you need to provide or have in place?
<p><b>If you are a Component Registration Number (CRN) or Sub-Assembly Registration Number (SARN) holder in RVCS, do you wish to incorporate this CRN or SARN within your component type approval number?</b></p>	<p>You can indicate that you want to incorporate your CRN or SARN registration in your component type approval number. If granted, your component type approval will include the same approval number. If you do not want to continue using your CRN or SARN, you will be given a component type approval number generated from ROVER.</p>
<p><b>Where is the component designed and manufactured?</b></p>	<p>Provide the address of the facilities where the component is designed and manufactured, this may be the same or different locations, and multiple of each location may be identified.</p>
<p><b>What level of control do you have over all stages of design and manufacturing of the vehicle component?</b></p>	<p>You will need to indicate that you have:</p> <ul style="list-style-type: none"> <li>• full control over all stages of design, componentry and manufacturing processes that will consistently produce the type of component, or</li> <li>• access to information relating to all stages of the design, componentry and manufacture, and to changes that may affect the component’s compliance with applicable road vehicle standards.</li> </ul> <p>You should read the <a href="#">Quality management system checklist for component type approvals</a>, you will need to indicate whether your QMS includes all elements identified in the checklist. The full QMS must be available if requested after your application is submitted or after the approval is granted. If you indicate that you have <b>access</b> to information, the department expect you to have a copy of the commercial agreement in place with the component manufacturer. You will need to upload a copy of the commercial agreement or contract with the component manufacturer, including access to:</p> <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>• results of testing</li> <li>• document/s 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> <p>Refer to ‘Supporting documents that demonstrate control’ in the <a href="#">Guide to component type approvals</a>.</p>

Question in the application	What information do you need to provide or have in place?
<p><b>Are you able to demonstrate compliance with the applicable national road vehicle standards, including the extent of the compliance, relating to the vehicle component?</b></p>	<p>From a dropdown list, choose each ADR the component needs to comply with and indicate that the extent of the compliance either:</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 national road vehicle standards in force at the time.</li> </ul> <p>If you indicate the component <b>substantially complies</b> with the ADR, you will need to provide detailed information that the nature and extent of the non-compliance is in only minor and inconsequential respects.</p> <p>For each ADR selected, you will need to provide information and upload relevant documents to demonstrate compliance with the applicable national road vehicle standards.</p> <p>The information may include:</p> <ul style="list-style-type: none"> <li>• results of testing conducted by an RVS approved testing facility</li> <li>• an approval or other document issued by a contracting party to the 1958 Agreement (i.e. United Nations approvals)</li> <li>• a document that confirms compliance to an alternative standard that is covered in the applicable ADR.</li> </ul> <p>Refer to ‘Your responsibilities as an approval holder’ In the <a href="#">Guide to component type approvals</a>.</p>
<p><b>Have you contravened, or may have contravened the RVS legislation?<sup>1</sup></b></p>	<p>Indicate whether you have been found to contravene, or allegedly contravene the RVS legislation. If yes, then a statement about occurrences will need to be provided.</p>
<p><b>Has any member of the key management personnel of the applicant contravened or may have contravened road vehicle legislation?</b></p>	<p>Indicate whether any member of key management personnel has been found to contravene, or allegedly contravene the RVS legislation. If yes, then details about the key management personnel member and a statement about occurrences will need to be provided.</p> <p><b>Note:</b> Key management personnel of a body corporate means people 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>

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

**Question in the application****What information do you need to provide or have in place?**

**Do you wish to specify a future date that the approval, if granted, will become effective?**

You may wish to specify a date the component type approval, if granted, will become effective. 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.

**Declarations**

Read the declaration. Tick the declaration box to indicate that you agree to all of the declaration questions and acknowledge that you have signed the declaration. You are expected to have processes in place that address the eligibility criterion about record keeping, including:

- 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
- an ability to make all information available when requested in writing by the Secretary, including the component's design and componentry documentation, test reports, source materials and manufacturing procedures
- an ability to keep all of the information up to date throughout the period the approval is in force
- an ability to comply with all of the standard and specified conditions within the approval, if granted
- an ability to meet all other requirements of the RVS legislation that applies to you or the component.

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 department that the applicant has:

- an ability to comply with all of the standard and specified conditions within the approval, if granted
- an ability to meet all other requirements of the RVS legislation that apply to you or the component.

Offence/civil penalty provisions under RVS legislation apply against a breach of a condition within a component type approval.

In the [Guide to component type approvals](#), see also:

- complying with the conditions of your approval under, Summary of responsibilities
- obligations of a component type approval holder under, Approval holder's responsibilities
- the department's monitoring and enforcement responses under, Your responsibilities as an approval holder.

If you have specified variants on your application, you will need to be able to justify why the results of testing for each variant would not result in a less favourable result than those set out in the applicable compliance information form.