



Road Vehicle Standards

Quality management system checklist for vehicle type approvals

A legislative criterion for granting a vehicle type approval requires applicants to ensure the design, componentry and manufacturing process will consistently produce the type of vehicle covered by their approval.

An approval will also include a condition that the approval holder must implement a conformity of production system that governs the manufacturing process detailed in the approval's supporting information. This system must ensure the vehicle satisfies all the type approval pathway requirements when it is entered on the RAV.

Appendix 3 of the [Guide to vehicle type approvals](#) explains what the department expects from a quality management system (QMS) to address the above criterion and approval condition.

Use this checklist to help make sure your QMS includes all the information the department expects.

QMS checklist

- Identify the QMS owner.
- Include the location/address that the QMS covers.
- Include the contact details of the person responsible for the QMS.
- Identify the model or models covered by the QMS.

Scope and function

- Provide a brief description of the purpose and the type of modifications covered by the QMS. Make sure the scope of the QMS is relevant to the types of road vehicles being manufactured.

Responsibilities of personnel

- Provide an overview of any personnel engaged and using the QMS.
- Outline responsibilities of personnel.
- Include the following criteria as set out in the Road Vehicle Standards Rules 2019 and identify the responsible person(s):
 - control over all stages of the design, componentry and manufacture of the road vehicle type, or
 - access to information regarding the design, componentry and manufacture, including any changes that may affect compliance with the applicable national road vehicle standards, and
 - conformity of production, and
 - 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.

Systems review

- Explain the process the QMS uses to ensure the systems included in the document are regularly reviewed to maintain their effectiveness. The systems review section of the QMS should:
 - describe in detail the process for reviewing the systems included the document. For example, reviewing the process for ordering components or materials and ensuring this stays relevant and current to the design and manufacturing process, and
 - identify the timeframe of the review of each system.

Internal audits

- Outline the process, including the scope and frequency, of internal audits to be carried out by the applicant:
 - Outline the procedure for conducting internal audits.
 - Include a matrix of the individual sections or processes within the business, as well as the scope of the audit to be carried out on each section.
 - Include an audit schedule for all sections or processes that will be audited regularly.

Field service feedback and recall procedures

- Explain the procedure for maintaining records on faults/issues reported on vehicles you have provided, the resolution processes undertaken, and the procedure for recalling vehicles for safety or non-compliance issues:
 - Your data collection process relating to failures of road vehicle types in the field.
 - Refer to a faults register or process that identifies recurring issues.
 - If a safety-related or recurring issue is identified, describe the procedure and resolution process, provide guidance on when a recall should be considered and describe the process.

Engineering documentation

- Explain the process for managing engineering documentation such as drawings and specifications related to the road vehicle being manufactured. Include how the design changes in the road vehicle are managed and how ongoing compliance with the applicable national road vehicle standards is overseen:
 - Describe the process the applicant’s personnel 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.
 - Describe the process for numbering drawings and subsequent revision processes.
 - Detail how the design change control is managed. Describe how a change of design or specification is initiated and the process the applicant needs to complete to ensure the change does not affect the road vehicle’s compliance with the national road vehicle standards.

Purchasing

- Identify how you control purchasing of components or materials used in designing and manufacturing the road vehicle type:
 - Outline the process for purchasing components and materials for the manufacture of the road vehicle type.
 - Address how the correct specification of components or materials are ordered.
 - A description of how a purchase order specifying the correct components or materials is created should be included, including how this process is updated and kept current.

Approved vendor register

- Include a register of suppliers you source goods or services from. This register is generally compiled based on the quality and timeliness of supply of the goods or services:
 - Outline the process you undertake to compile the approved vendor register.
 - Clearly set out the criteria that will be used to rate suppliers of goods and services to determine who is approved as a vendor.

Supplier quality assurance

- Identify the records you keep to show the quality of the goods or service provided by suppliers have been assessed regularly. This information is generally used to develop and maintain the approved vendors register.
 - Outline the process used by the applicant to determine a supplier’s quality assurance. This may be requiring ISO certification or by establishing a supplier ranking based on a set of criteria. Factors that may be considered include:
 - quality of goods and services provided by individual suppliers,
 - timeliness of the supply of goods and services provided, and
 - identification of issues related to goods and services supplied once a road vehicle has been provided.
 - Once a supplier ranking is established, link this information to the approved vendors register.

Manufacturing procedures

- Include detailed procedures covering the manufacturing processes, ensuring the road vehicle types manufactured are completed according to the engineering documentation.
 - Outline the tools and equipment that will be used to manufacture the road vehicle types.
 - Outline how the engineering drawings and specifications are transferred into work instructions used by the personnel manufacturing the road vehicle.

Material control and storage

- Explain 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. Also explain the process for quarantining non-conforming components or materials used in the manufacture of road vehicle types:
 - A detailed description of the process for receiving components or materials used in manufacturing road vehicle types.
 - Describe procedures 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.
 - Describe 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.

Quick links

- [Vehicle type approvals](#)
- [Low ATM trailers \(4.5 tonnes ATM or less\)](#).
- [Quality management system requirements](#)

Further information

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