



Australian Government

Department of Infrastructure, Transport,
Regional Development and Communications



➤ Guide to operating as an approved registered automotive workshop

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Director – Creative Services
Communication Branch
Department of Infrastructure, Transport, Regional Development and Communications
GPO Box 594
Canberra ACT 2601
Australia

Email: publishing@infrastructure.gov.au

Website: www.infrastructure.gov.au

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About the Guide to operating as an approved RAW

This guide has been prepared by the Department of Infrastructure, Transport, Regional Development and Communications (the department) to help registered automotive workshops (RAWs) carry out their role and meet their obligations under the Road Vehicle Standards (RVS) legislation. It describes the processes they must follow and how to comply with these obligations.

This guide does not cover every scenario and is not legally binding.

If you still have questions or concerns once you have read the guide, please contact the RVSA Implementation Team at:

Post: Communications Manager

RVSA Implementation Team

Department of Infrastructure, Transport, Regional Development and Communications

GPO Box 594

Canberra ACT 2601

Email: RVSAimplementation@infrastructure.gov.au

Introduction

To support the safety, environmental and anti-theft performance of all road vehicles being provided to the Australian market for the first time, the *Road Vehicle Standards Act 2018* (RVSA) replaced the *Motor Vehicle Standards Act 1989* (MVSA).

The operational aspects of the RVSA are contained in the Road Vehicle Standards Rules 2019 (the Rules). The RVSA, the Rules and other related legislation are collectively referred to as the Road Vehicle Standards (RVS) legislation.

What this guide covers

This guide outlines:

- the processes you (as a registered automotive workshop (RAW) approval holder) will follow when manufacturing or modifying vehicles in accordance with an approved Model Report
- your obligations as a RAW approval holder under the Rules when following the approved Model Report Work Instructions to manufacture or modify vehicles to meet the requirements are set out in the relevant [determinations](#)
- the conditions of your RAW approval, including presenting the vehicle for verification.



Important: A RAW approval holder must conduct operations to meet the requirements of the Road Vehicle Standards (Model Reports) Determination 2021, specifically, the Model Report Work Instructions that a RAW approval holder must follow. The Model Report Work Instructions must take account of all the requirements for the manufacture or modification of the specific vehicle to ensure the vehicle will meet the national road vehicle standards or requirements detailed in the Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021.

Why do we need approved RAWs?

Under the RVS legislation, certain vehicles cannot be entered on the [Register of Approved Vehicles](#) (RAV) through the [concessional RAV entry approval](#) pathway until:

- they have been modified or manufactured by the holder of a RAW approval in accordance with an approved [Model Report](#), and
- verified by an [authorised vehicle verifier](#) (AVV) approval holder.

To ensure a manufactured or modified vehicle can be entered on the RAV a RAW approval holder must follow the requirements specified in the Work Instructions of the approved Model Report for that vehicle, then complete and sign a RAW Declaration ([Appendix 1](#)) before presenting the vehicle to an approved AVV for verification.

[Figure 1](#) on page 6 shows when a RAW approval holder would be engaged and what is expected.

Vehicles a RAW approval holder may modify or manufacture

A RAW approval holder may modify or manufacture:

- a vehicle entered on the [Specialist and Enthusiast Vehicles Register](#) (SEVs Register), OR
- a used two-wheeled vehicle or a used three-wheeled vehicle, OR
- a road vehicle that:
 - is entered on the RAV via the type approval pathway, and

- has not been provided to a consumer for the first time in Australia, and
- has been, is currently undergoing, or will be subject to second stage of manufacture (SSM) before being provided to a consumer for the first time in Australia.

To be able to modify or manufacture one of these vehicles, the RAW must have, or be able to access, an approved Model Report that applies to that vehicle.



Important: All vehicles modified or manufactured by the holder of a RAW approval in accordance with an approved Model Report **MUST** be independently verified in Australia by the holder of an approved AVV before the vehicle can be entered on the RAV.

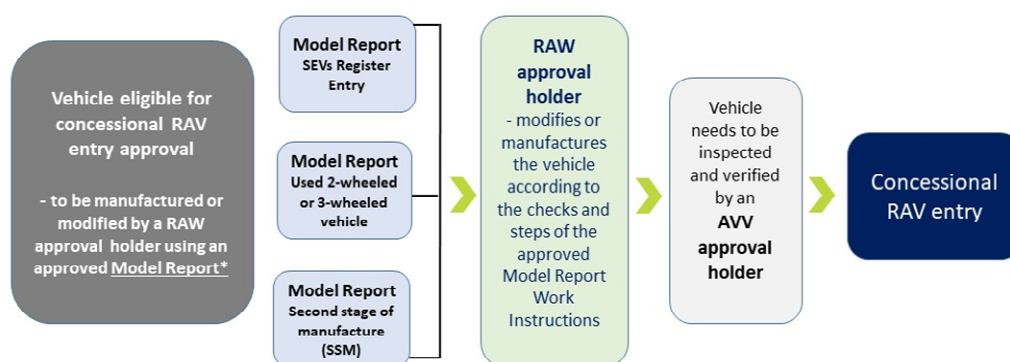
Who engages a RAW?

Unlike the framework under the *Motor Vehicle Standards Act 1989*, to be granted an approval to enter a vehicle modified by a RAW on the RAV under the RVS legislation, the applicant **must own or intend to own the vehicle**. A concessional RAV entry approval also serves as approval to import the vehicle into Australia.

It is the concessional RAV entry approval holder's responsibility to engage a RAW. A condition of the concessional RAV entry approval is that an approved RAW must manufacture or modify the vehicle in accordance with an approved Model Report for the vehicle. The concessional RAV entry approval holder is also required to have, or be able to access, the approved Model Report for the vehicle. The relevant approved Model Report may be accessed directly from the Model Report approval holder or via the RAW, which accesses it from the Model Report approval holder.

The department is required to publish certain details about RAW approvals on its website. To assist in selecting an appropriate RAW relevant to the type of vehicle to be manufactured or modified, the RAW approval holder's span of operations and vehicle categories will be publicly available. The department will also publish the business names and contact details of RAW approvals in force on the list of RAW approvals.

Figure 1 Types of vehicles requiring a RAW's services



*Model Report must be approved and apply to the vehicle seeking concessional RAV entry approval

What is a RAW approval holder required to do?

Once engaged by a concessional RAV entry approval holder, a RAW is required to manufacture or modify the relevant vehicle in accordance with the Work Instructions contained in an approved Model Report for the vehicle.

When the manufacture or modification is finished, the RAW must then complete and sign a RAW Declaration (see [Appendix 1](#)) and present the RAW Declaration, the vehicle, and other relevant supporting documentation to an AVV for inspection and vehicle verification.

Further specific requirements include:

- ensuring you have access to, and are using, the current version of the approved Model Report Work Instructions for the vehicle
- checking the vehicle relates to the concessional RAV entry approval
- checking the vehicle to be modified is the same vehicle that applies to the approved Model Report
- ensuring your RAW approval covers the type of vehicle to be modified, or if not, requesting a variation to your RAW approval to meet additional vehicle categories or span of operations
- notifying the department if you suspect non-compliance or fraud relating to the road vehicle
- notifying the department and discontinuing work on the vehicle if there is any damage or corrosion, or repair of damage or corrosion, that exceeds the limit thresholds detailed in the Road Vehicle Standards (Limit of Acceptable Damage or Corrosion) [Determination](#) 2021
- retaining all records relating to the operations conducted under your RAW approval for 7 years from the date a record was made
- retaining and maintaining procedures that ensure you have the equipment and trained personnel necessary to perform modification or manufacture work in accordance with an approved Model Report
- ensuring all procedures are kept up to date and are readily available to appropriate trained personnel
- notifying the department of any changes to the key management personnel or significant changes in control under your RAW approval as soon as practical
- notifying the department of any errors in approved Model Reports that you become aware of.



Important: All steps and checks must be followed in accordance with the approved Model Report Work Instructions before signing the RAW Declaration ([Appendix 1](#)) and presenting the:

- vehicle
- signed RAW Declaration, and
- all supporting material

to an AVV approval holder for inspection and vehicle verification.

Ministerial determinations relating to activities conducted under a RAW approval

The Rules provide for ministerial determinations to be made relating to the information that must be included in a Model Report. This includes the requirements relating to the standards applying to road vehicles manufactured or modified in accordance with a Model Report. These determinations are legal documents that provide details relating to sections of the Rules.

As a RAW approval holder you must operate in accordance with the Model Report that has been approved as meeting the requirements set out in these determinations. While your work is performed by using the Model Report Work

Instructions, it is important to understand how the Model Report you have accessed has been developed and why the Work Instructions require certain steps and checks to be performed.

The relevant determinations and details for how a RAW approval holder must operate are outlined below. Links to these determinations are available on the [Guides and resources](#) webpage.

Determination made under section 88 of the Rules – Road Vehicle Standards (Model Reports) Determination 2021

This determination includes the information a [Model Report](#) must contain. Division 3 – Work Instructions details the checks, steps, actions and required components the RAW approval holder needs to perform, including the required order they must be performed in.

Determination made under subsection 89(2) of the Rules – Road Vehicle Standards (Model Reports – Compliance with Standards) Determination 2021

This determination directs the Model Report author to the applicable national road vehicle standards that will need to be demonstrated or specific standards and additional requirements applying to vehicles, such as those meeting the mobility criterion or campervan and motorhome criterion on the SEVs Register.

Determination made under section 107 of the Rules – Road Vehicle Standards (Limit of Acceptable Damage or Corrosion) Determination 2021

This determination sets out the extent and types of damage or corrosion or repair of damage or corrosion that will not prevent a road vehicle from being verified by an AVV approval holder. It is also a condition of a RAW approval that before a road vehicle is modified the vehicle is inspected to ensure the threshold limits of acceptable damage or corrosion have been met.

Model Report Work Instructions to be followed by a RAW approval holder

The approved Model Report Work Instructions require the holder of a RAW approval to undertake certain checks and the order the checks must be performed. See also Division 3 – Work Instructions of the [Road Vehicle Standards \(Model Reports\) Determination 2021](#).

The approved Model Report Work Instructions include specific steps and checks depending on the type of vehicle and complexity of the manufacture or modification work.

All Model Report Work Instructions will include the following items that a RAW approval holder must follow:

Item 15 – order of implementation

- Order of the steps that must be followed:
 - perform the vehicle scope checks first, and
 - conduct recall checks before any modifications are made to the vehicle.

Item 16 – scope checks

- Check to be conducted before commencing work on the road vehicle to confirm the pre-modification specifications (not relevant if the vehicle is to be manufactured). The requirements may include returning a vehicle to pre-modification or original manufacture specifications, for example replacing an aftermarket exhaust system.



Stop: If the vehicle does not fall within the vehicle scope, the RAW approval holder must not continue to modify the vehicle – check with the vehicle owner or Model Report approval holder.

Item 17 – component checks

- Before modifying the vehicle you may be required to perform checks to confirm the vehicle is fitted with the components identified in the supporting information included at the time the Model Report was approved. Any unmodified vehicle of the same model or variant should be fitted with the identified components.

Item 18 – damage or corrosion checks

- Inspect the vehicle for damage or corrosion or repair of damage or corrosion, and retain all inspection results and records.
- If applicable, and where evidence of repair of damage or corrosion exists on the vehicle, the RAW approval holder may be required to:
 - conduct a body alignment test to assess if there is evidence of any reduction in the structural integrity due to the repair by following the requirements for how to conduct the test for that vehicle, and
 - seek information about the vehicle's history to assist in determining the structural integrity by following how to obtain that information for that vehicle.



Stop: If the vehicle does not pass the inspection, the RAW approval holder must not continue to work on the vehicle or declare the vehicle was modified in accordance with an approved Model Report, as detailed in the condition on your RAW approval under subparagraph 65(3)(b)(ii) of the Rules.

Item 19 – recall checks and rectification action

- These checks must be carried out for each vehicle manufactured or modified to identify all applicable recalls issued in the vehicle's source market and how to go about locating that information, for example, the manufacturer's website recall information site.
- These steps must be taken if identified recall action has not been undertaken in accordance with the recall action required for the vehicle, including:
 - Give written notice to the concessional RAV entry approval holder that the vehicle is affected by recall action and seek instructions to:
 - request the RAW approval holder to rectify the vehicle, or
 - make other arrangements to rectify the vehicle in accordance with the recall action required, including third party work, and
 - if rectification work has been performed by a third party, the RAW approval holder checks that the rectified vehicle meets the recall action requirements.
 - Notify the Model Report approval holder and the department if the rectification work to action the recall requires a departure from the Work Instructions and/or that the final specification will be impacted by the recall rectification work actioned.
 - Ensure that the vehicle is not presented to an approved AVV for verification if the vehicle subject to unrectified recall action.



Warning: The RAW approval holder must not proceed to the next stage of the Work Instructions unless, and until, the vehicle has been rectified in accordance with the recall action.

Item 20 – steps required to manufacture or modify the vehicle

- The order and relevant specifications for each step that must be taken to manufacture or modify the road vehicle to ensure it meets the final specification that would comply with, or to a certain extent, with the applicable national road vehicle standards or standards determined by the Minister under subsection 89(2) of the Rules, or both.
- Identify the qualifications, if any, of the personnel and the specific equipment required to carry out each step.

Item 21 – checks of the manufacture and modification work performed

- Follow the steps that must be performed to ensure the manufacture or modification work has been completed in accordance with the approved Model Report Work Instructions. These steps ensure:
 - each modification or stage of manufacture has been carried out correctly, and

- all systems of the vehicle are functioning correctly.
- Where the vehicle does not meet the final specification of the approved Model Report Work Instructions, the RAW approval holder must give written advice to the:
 - Model Report approval holder, and
 - the department



Warning: The RAW approval holder must not proceed to the next stage of the Model Report Work Instructions unless, and until, all stages of manufacture or modification have been carried out correctly and the vehicle meets the **final compliant specification**.

If any discrepancy exists, the RAW approval holder must provide written advice to the Model Report approval holder and the department that will result in directing the RAW approval to either use a new/updated approved version of the Model Report or to cease work on the vehicle.

Item 22 – deterioration checks and rectification action required

- Follow the checks that must be performed to ensure the vehicle does not exceed the deterioration limit. The Work Instructions for this item will have been drawn from the deterioration limits detailed in Schedule 6 of the [Road Vehicle Standards \(Model Reports\) Determination 2021](#).
- Where a vehicle exceeds the deterioration limit, you must follow the steps to:
 - rectify the vehicle where the deterioration has exceeded limits, for example, by replacing a cracked or faded lamp, cracked safety glazing or retreaded tyres, or
 - not proceed to the next steps in the Work Instructions.



Warning: The RAW approval holder must not present the vehicle to an approved AVV for verification if the non-compliance due to deterioration of the vehicle cannot be rectified.

Item 23 – odometer checks

- Follow the instructions that set out the checks in relation to each vehicle's odometer to ensure that the:
 - reading accurately reflects the distance the vehicle has travelled, taking account of the condition and service history of the vehicle that would indicate the reading recorded is an accurate reflection of the distance travelled, and
 - odometer has not been tampered with.
- Where a vehicle's odometer has been changed, the Model Report Work Instructions require the RAW approval holder to obtain supporting material that clearly demonstrates the new odometer accurately reflects the distance travelled by the vehicle.

Item 24 – consumer information notice for certain vehicles

- Follow any requirements where a certain vehicle covered by an approved Model Report is modified by the RAW approval holder to ensure the RAW approval holder:
 - prepares a consumer information notice that meets the following requirements:

- if a passenger vehicle – attach the notice to the passenger-side windscreen, or
- if a goods vehicle – place the notice in a document holder attached to the vehicle
- where a consumer information notice is required it must take the form as set out in Schedule 5 of the Road Vehicle Standards (Model Reports) Determination 2021, and
- be prepared on durable and fade-resistant material.



Warning: Where a consumer information notice is required for the vehicle, it must be placed as directed in the Model Report Work Instructions and **NOT REMOVED** from the vehicle.

Item 25 – records that must be kept

- Follow the requirements on what records and supporting material the RAW approval holder must keep, noting that it is also a condition on a RAW approval that the approval holder keep these records.
- The records that must be kept include:
 - the name of each person who performed each step of the modification or manufacture work as set out in the Model Report Work Instructions, and
 - supporting material (documents, photo images or video) that establishes the work performed and the order of each check and step as required by the approval Model Report Work Instructions.

Important: The type of records a RAW approval holder must keep include, but are not limited to:

- a) Photographs of the vehicle before and after manufacture or modification
- b) Photographs of all damage or corrosion, and repair of damage or corrosion
- c) Photographs of part numbers
- d) Results of tests undertaken during the manufacture or modification process.

Final step – providing the vehicle for verification by an approved AVV

- After all work has been performed on the vehicle in accordance with the Model Report Work Instructions, complete the [RAW Declaration](#) form with all of the required fields. This is a requirement under paragraph 65(2)(a) of the Rules.
- Make necessary arrangements with an appropriate approved AVV for the type of vehicle to conduct a vehicle verification.
- Ensure the completed and signed RAW Declaration is provided to the AVV, along with all relevant supporting documentation, when presenting the vehicle to the approved AVV.
- Ensure you have appropriate records including the:
 - evidence that you are Model Report approval holder, and
 - written evidence that you have authorised access to use the approved Model Report.
- Ensure record keeping responsibilities have been addressed, including retaining a copy of the RAW Declaration and all other supporting material and records that were made during the manufacture or modification work performed.

RAW approval holder responsibilities

A RAW approval holder has certain responsibilities for ensuring legislative requirements are met and vehicles modified or manufactured in accordance with the approved Model Report will comply with the applicable standards. These responsibilities appear as standard and specified conditions detailed in the approval notice, if granted.

Conditions relating to a RAW approval are in sections 64 to 67 of the Rules. These conditions ensure that legislative requirements can be controlled and to mitigate risks relating to the regulation of road vehicles. It is an offence under RVS legislation if these conditions are not met and penalties may apply.

Summary of responsibilities

Standard conditions that relate to all RAW approvals are:

- Manufacture and modification requirements
- Record keeping
- Providing information to the Secretary or an inspector

As well as standard conditions a RAW approval is also subject to conditions that may be specified under subsection 64(a) of the Rules, such as:

- The vehicle categories and Model Report types of manufacture or modification work that can be performed under the RAW approval.
- Maintaining effective arrangements to reduce conflicts of interest with the holder of an AVV approval, if considered necessary to manage an identified risk.

Expectations for conditions applied to a RAW approval

Condition detail	Expectations
Section 65 – condition about manufacture and modification requirements	
Each road vehicle manufactured or modified under the RAW approval is performed at premises where there is appropriate equipment and trained personnel as required in accordance with the approved Model Report for that vehicle.	<p>A RAW approval holder is expected to have, or have access to (via appropriate ongoing contractual arrangements with other parties) suitable premises.</p> <p>The premises must have, or the approval holder's procedures will have procedures about how and where to access, the necessary equipment and trained personnel to ensure the manufacture or modification activities can be performed in accordance with the approved Model Report.</p> <p>The requirements in the Model Report Work Instructions will need to be followed and the RAW approval holder's procedures and QMS documentation must cover how the requirements of a Model Report will be met.</p>
Before a road vehicle is modified under the RAW approval an inspection for damage or corrosion or repair of damage or corrosion must be performed.	<p>Before a road vehicle is modified, you must inspect the vehicle to ensure it is free from damage or corrosion, and repair of damage or corrosion.</p> <p>If during the inspection, or the course of modification, you find the vehicle has:</p> <ul style="list-style-type: none"> • damage or corrosion or repair of damage or corrosion that exceeds the threshold limit. The limits are found in the Road Vehicle Standards (Limit of Acceptable Damage or Corrosion) Determination 2021, or • the structural integrity has been reduced by damage or corrosion,

Condition detail	Expectations
	<p>then you must notify the department in writing of the facts, including the details of the vehicle, a description of the damage or corrosion or results of a body alignment test, where applicable.</p> <p>If damage or corrosion or repair of damage or corrosion above threshold limits is identified, you must not continue to work on the vehicle, do not sign the RAW declaration that it has been modified in accordance with the approved Model Report and do not present the vehicle to an AVV approval holder for verification.</p>
<p>Before presenting a vehicle, or modifications of a vehicle, to the holder of an AVV approval for verification a signed declaration must be provided.</p>	<p>As a RAW approval holder you must ensure that a road vehicle manufactured or modified under the approval is not presented to an AVV approval holder for verification unless the vehicle has been manufactured or modified in accordance with the requirements set out in an approved Model Report that applies to the vehicle.</p> <p>When you present of a road vehicle or modification of a road vehicle to an approved AVV for verification, you must also provide to the approved AVV a signed RAW declaration, which must include all of the details required and stating that:</p> <ul style="list-style-type: none"> the vehicle manufactured or modified was made in accordance with the latest version of the approved Model Report at the time the manufacture/modification was carried out, and as the RAW approval holder, you were authorised to use the latest version of the approved Model Report.
<p>Section 66 – condition about record keeping</p>	
<p>Records are held that each vehicle presented to an AVV approval holder has been manufactured or modified in accordance with an approval Model Report.</p>	<p>As a RAW approval holder you are required to record and retain for 7 years after the record is made specific records and information, including:</p> <ul style="list-style-type: none"> information that illustrates that each vehicle was manufactured or modified in accordance with an approved Model Report and subsequently provided to an AVV for verification copies of the signed declarations and all information, photos, videos and other supporting material provided to the holder of the AVV approval information about the RAW approval holder's authorisation to use the version of the approved Model Report records of the results of inspections and notices given in relation to damage or corrosion and repair to damage or corrosion, and <p>any other record or information specified in the Work Instructions of the approved Model Report that requires the RAW approval holder to keep.</p>
<p>Section 67 – condition about providing information to the Secretary or an inspector</p>	
<p>Written notification about:</p>	<p>As the holder of a RAW approval, you must give written notification to the Secretary of changes to information that you had previously submitted relating to the RAW approval. Any changes must be notified within 30 days of that change occurring, including:</p>

Condition detail	Expectations
<ul style="list-style-type: none"> • changes to key management personnel, and • where significant changes impact the control of the RAW approval holder. 	<ul style="list-style-type: none"> • any change in the key management personnel, and • any significant change in the control of the holder of the RAW approval. <p>Examples of changes that would require you to provide written notification to the Secretary include:</p> <ul style="list-style-type: none"> • details about an addition to, or deletion from, the corporation's key management personnel • the corporation being placed into liquidation or under administration • details about any member of the key management personnel that have been declared bankrupt or enter into a personal insolvency agreement.
<p>Provide information upon written request of the Secretary or an inspector.</p>	<p>As the holder of a RAW approval, you must provide, upon written request, any information that the Secretary or an inspector reasonably requires for the purposes of deciding whether the holder of the approval is complying with the Act, Rules, or an instrument made under the Act or Rules.</p> <p>The department aims to work with you to determine the time it may take to fulfil the request, including the type of information requested, the urgency and complexity of the request.</p> <p>When requested by the department, such records are expected to be made available and in English</p>
<p>Allow or arrange access to premises.</p>	<p>As the RAW approval holder, you are expected to comply with any written request and within a reasonable time to allow or arrange for the Secretary or an inspector to inspect premises for deciding whether you are complying with the RVS legislation and the conditions of your RAW approval.</p> <p>This includes premises operated by the RAW approval holder where vehicles are manufactured or modified under the approval, and also the premises occupied by the corporation.</p> <p>This condition also extends to arranging for the inspection of premises of third parties that provide goods or services to you in the operations performed under your RAW approval. This includes things, including documents associated your operations under the approval, QMS documents or IT systems.</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 you 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, you may be in breach of this condition.</p> <p>As a request may occur at any time during the period your approval is in force, you must ensure you can meet the requirements of the written request. This ensures</p>


Condition detail	Expectations
	the integrity of the information you have provided to satisfy eligibility criteria and maintaining effectiveness of the RAW approval process.
Paragraph 64(a) – specified condition in all RAW approvals	
The types of modifications and road vehicle categories	Your RAW approval will list the types of vehicle modifications and vehicle categories (and sub-categories, where applicable) that you are able to modify under your RAW approval. These will have been drawn from the selections you made and submitted in your application and/or that the decision maker has approved. These details will also appear with your details on the List of the RAW approvals on the department’s website. If you wish to update these details you will need to apply for variation of your approval.

Appendix A – RAW declaration

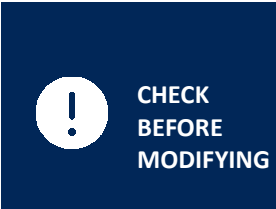
The following table details the requirements and rationale for each of the elements in the RAW Declaration.


Item	Description	Rationale
Required entity, vehicle and Model Report details		
RAW approval holder details		
Corporation who holds the RAW approval	Name of the corporation who was issued the RAW approval.	Provides a high level of confidence that the RAW approval holder is the same entity presenting the vehicle to the AVV for vehicle verification.
RAW approval number	The number of the RAW approval issued to the corporation who conducted the modification or manufacture of the vehicle requiring verification.	Provides a high level of confidence that the corporation presenting a vehicle for verification holds a RAW approval and the approval is in force.
Contact details of the RAW approval holder	Person or area of the RAW approval holder (corporation) that can be contacted in relation to the vehicle verification process.	Provides a contact point for the AVV to manage any issues at the time the declaration is presented, during the vehicle verification and afterwards for the department to request information under RVS legislation.
Concessional RAV entry approval details		
Concessional RAV entry approval number	Approval number for the Concessional RAV entry approval related to the vehicle verification.	Provides a high level of confidence that the concessional RAV entry approval details are the same as the vehicle modified and presented for verification.
Concessional RAV entry approval holder name and contact details	Name and contact details of the individual or company who holds the concessional RAV entry approval.	Provides a name and contact for any vehicle verification, including recall rectification issues.
Vehicle details		

Item	Description	Rationale
Make	Name of the road vehicle manufacturer.	Provides a level of vehicle detail.
Model	Name or number given by the road vehicle manufacturer to a version of that vehicle's make.	Provides a further level of vehicle detail.
Variant, where applicable	Name, number or other details given to the variant as a sub-set of the Make and Model.	Provides a further level of vehicle detail.
Vehicle Identification Number (VIN)	A unique identifier that is allocated to a road vehicle and permanently recorded on the vehicle.	Provides a further level of detail that identifies the vehicle and, if verified, must be entered on the RAV by the AVV approval holder.
Model Report identifiers		
Approved Model Report number	A unique number allocated to the approved Model Report.	Provides certainty that the vehicle manufactured or modified by the RAW is in accordance with an approved Model Report.
Approved Model Report version/date	The date the approved Model Report and any updated versions were approved.	Ensures the vehicle was manufactured or modified using the current version of the approved Model Report.
Approved Model Report Work Instructions document reference number, version and date	<p>The Work Instructions identifier, document reference number/version/date, that identifies the Work Instructions are from the current version of the approved Model Report.</p> <p>Where applicable, the Work Instructions identifier must also align to the vehicle variant.</p>	The Work Instructions of the approved Model Report must have the same identifiers, document reference number and version/date, as the current Verification Checklist provided to the AVV approval holder by the department to verify the vehicle.
AVV details		
Name of the corporation who holds the AVV approval	The corporation name of the AVV approval holder who will conduct the vehicle verification.	Establishes the details about which AVV approval holder

Item	Description	Rationale
		conducted the vehicle verification for the RAW approval holder.
AVV approval number	Approval number granted to the AVV who will complete the vehicle verification.	Establishes the details about the AVV approval holder who will conduct/conducted the vehicle verification.
Checks conducted by the RAW in accordance with the approved Model Report Work Instructions		
Pre-modification checks		
Scope check	<p>The RAW approval holder confirms the vehicle meets the Vehicle Scope (pre-modification specifications) of the approved Model Report.</p> <p>The Vehicle Scope includes the specifications of a vehicle before and after it has been modified.</p> <p>This check is required to be performed before modifying a vehicle in accordance with the Model Report Work Instructions.</p> <p>This check is not required where a vehicle is manufactured in accordance with an approved Model Report.</p>	Confirms that the RAW approval holder and vehicle owner have/had made appropriate decisions to proceed with the modification of the vehicle, before presenting the vehicle for verification by an AVV approval holder.
 CHECK FIRST	<p>This check may be required before modifying a road vehicle. If required the check must be performed to confirm that the components fitted are in accordance with the components that were identified in supporting information when the Model Reports was approved.</p> <p>An unmodified vehicle of the relevant model or variant should be fitted with the identified components.</p>	Confirms the components are the same as those identified, and that met the applicable national road vehicle standards, in the approved Model Report.
Deterioration check	The RAW approval holder must perform a check of the vehicle to ensure the vehicle does not exceed the deterioration limit, as indicated in the Model Report Work Instructions.	Ensures the vehicle's components are not worn, or otherwise deteriorated to an extent that compromises the safety of the vehicle, in accordance with the deterioration limits detailed in

Item	Description	Rationale
	<p>Action taken to rectify any deterioration that exceeds the limit must be recorded and presented to the AVV approval holder with this declaration.</p> <p>This check is not required where a vehicle is manufactured in accordance with an approved Model Report.</p>	Schedule 6 of the Road Vehicle Standards (Model Reports) Determination 2021.
Damage or corrosion, or repair of damage or corrosion check	<p>The RAW approval holder inspects the vehicle for damage or corrosion, or repair of damage or corrosion in accordance with the requirements of the Road Vehicle Standards (Limit of Acceptable Damage or Corrosion) Determination 2021, and to ensure the levels do not affect the safety of the vehicle.</p> <p>Where applicable, a body alignment test is conducted and information about the vehicle's history is obtained in accordance with the approved Model Report Work Instructions.</p>	<p>Provides a high level of confidence that the level of damage or corrosion, or repair of damage or corrosion are within the limits determined by the Minister under section 107 of the Rules so that the modification can commence and the vehicle is safe for road use.</p> <p>The limits are covered under section 6 of the Road Vehicle Standards (Limit of Acceptable Damage or Corrosion) Determination 2021.</p>
Odometer check	<p>The RAW approval holder must confirm that the odometer of the vehicle condition is consistent with the distance travelled and has not been tampered with.</p> <p>Where changes have been made to the vehicle's odometer, the RAW approval holder must present all supporting material that demonstrates the new odometer accurately reflects the distance travelled by the vehicle.</p>	Provides a degree of certainty for the vehicle owner or consumer that the vehicle's odometer is correct.
Theft check	<p>The RAW approval holder should, as soon as practicable after forming a reasonable suspicion that the vehicle may be stolen (possibly when checking the vehicle's history), make enquiries and/or report the theft to the police force in the relevant State or Territory.</p> <p>At a minimum, the RAW approval holder should advise the AVV approval holder if a reasonable suspicion was formed that the vehicle may be</p>	<p>The AVV approval holder is required to report the theft, fail the vehicle verification and provide a copy of the report to the department within one business day after the verification report is completed.</p> <p>It is therefore important that if the RAW approval holder believes</p>

Item	Description	Rationale
	<p>stolen, even if the subsequent enquiries assure the RAW approval holder the vehicle is no longer suspected of theft.</p> <p>Any supporting material should be presented to the AVV approval holder. This may be confirmation from an authority in the jurisdiction where the vehicle was reported stolen or recovered, documentation from the owner of the vehicle or other relevant entity.</p> <p>This will assure the RAW approval holder that modification work can continue.</p>	the vehicle may be stolen that action is taken before modifications commence or continue.
Manufacture or modification checks		
Recall checks and rectification action 	<p>Recall checks must be conducted to confirm:</p> <ul style="list-style-type: none"> • There are no adverse findings, or • Provide details of the rectification action undertaken and provide any supporting material. 	<p>If a recall relating to the vehicle in the market where it was manufactured has been rectified, this check ensures rectification action has been addressed before the vehicle is presented for verification to an AVV approval holder. This minimises vehicles provided to the Australian market with outstanding recalls.</p>
Required manufacture or modification checks	<p>The RAW approval holder must follow each step of the approved Model Report Work Instructions to ensure the modified or manufactured vehicle meets the final approved specification of the vehicle.</p> <p>The RAW approval holder must perform the checks and steps outlined in the Work Instructions to ensure the vehicle has been manufactured or modified correctly.</p> <p>Where the steps and checks followed do not meet the final approved compliant vehicle specification, the RAW approval holder must give written notice to the Model Report approval holder and the department.</p> <p>The RAW approval holder should not continue with the modification or manufacture until the Model Report has been updated.</p>	<p>The steps required to manufacture or modify the vehicle must be performed as set out in the order, and with the equipment and skilled personnel in accordance with the approved Model Report Work Instructions. This ensures all systems of the vehicle are functioning correctly and will meet the final approved specification of the vehicle.</p>

Item	Description	Rationale
	Where an update has occurred to the Model Report, the correct version of the Work Instructions must be referenced in this declaration.	
Consumer information notice for certain vehicles	<p>Where applicable, the RAW approval holder must ensure the consumer information notice is prepared and attached to the vehicle in accordance with the approved Model Report Work Instructions.</p> <p>A consumer information notice, signed by the RAW approval holder must be prepared on durable and fade-resistant material and meet the requirements as set out in Schedule 5 of the Road Vehicle Standards (Model Reports) Determination 2021.</p>	Where certain vehicles are modified in accordance with an approved Model Report, the Work Instructions will direct the RAW approval holder to prepare a consumer information notice and specify where and how the notice must be attached on the vehicle.
Final scope check  FINAL CHECK	The Raw approval holder must ensure the vehicle meets the final compliant specification as set out in the approved Model Report and Work Instructions.	Ensures that each system of the vehicle affected by the manufacture or modification is functioning correctly and the vehicle complies with the applicable standards.
Supporting material		
Supporting material	<p>The following are examples of the supporting material that must be attached with this declaration and provided to the AVV approval holder before the verification of the vehicle:</p> <p>Demonstrate access to the approved Model Report by:</p> <ul style="list-style-type: none"> material showing that the RAW approval and the approved Model Report were issued to the same entity, or written statement, invoice or other confirmation from the Model Report approval holder authorising the RAW approval holder to access and use the approved Model Report for the vehicle. 	<p>Ensures that the declaration completed by the RAW approval holder is supported by material to demonstrate:</p> <ul style="list-style-type: none"> actions taken evidence aligned to claims made, and any other checks conducted, in accordance with the approved Model Report Work Instructions. <p>Providing a complete declaration with all supporting material streamlines the vehicle</p>

Item	Description	Rationale
	<p>Relevant correspondence:</p> <ul style="list-style-type: none"> between the RAW approval holder and the AVV approval holder, including circumstances where the vehicle previously failed a verification between the RAW approval holder and the concessional RAV entry approval holder (owner of the vehicle), including permission for the RAW approval holder to perform recall rectification work on the vehicle, where applicable. <p>Relevant material supporting the required checks:</p> <ul style="list-style-type: none"> checklists completed as required by the approved Model Report Work Instructions photos, videos or other material to support the modification or manufacture work, in stages, undertaken in accordance with the approved Model Report Work Instructions images of the vehicle depicting identity, integral structures, condition, deterioration, damage, corrosion or repair of damage or corrosion relevant document(s) that supports use of the vehicle demonstrating an accurate reflection of the odometer reading relevant document(s) that supports recall rectification action, where applicable any other relevant document, for example an automotive engineering report that supports compliance with the standards despite minor variations from the specifications set out in the approved Model Report Vehicle Scope or Work Instructions. 	<p>verification process undertaken by the AVV approval holder.</p>

Declaration and acknowledgements		
Declaration	<p>A declaration made by the person (individual name) representing the RAW approval holder (corporation name) who has responsibility for completing the modification or manufacture, and stating the date the vehicle was completed:</p> <p>Declaring that:</p>	<p>Establishes the requirements under paragraph 65(2)(a) of the Rules and elements of an offence if compliance and enforcement action is required.</p>

Item	Description	Rationale
	<ul style="list-style-type: none"> the vehicle presented for verification has been manufactured or modified in accordance with requirements set out in the latest version of an approved Model Report before modifying the vehicle, the RAW approval holder confirmed the vehicle falls within the scope of the Model Report and recall checks and rectification action was undertaken, and all remaining steps followed the Model Report Work Instructions the RAW approval holder has modified or manufactured the vehicle in accordance with Work Instructions covered by the approved Model Report as detailed in this declaration and each system of the vehicle affected by the manufacture or modification is functioning correctly to meet the applicable national road vehicle standards or the standards determined by the Minister under subsection 89(2) of the Rules as in force at the time of the approved Model Report the RAW approval holder has permission to access the approved Model Report as detailed in this declaration and evidence of the authorisation to access the Model Report is attached with this declaration that the information in this declaration is true and accurate, and acknowledging that it is an offence or contravention under section 32 of the <i>Road Vehicle Standards Act 2018</i> to provide false or misleading information. 	
Name of the RAW representative presenting the vehicle for verification	Name of the authorised representative of the RAW approval holder, who, by signing this declaration, agrees to all of the above.	Requirement for audit purposes.
Signature and date	Signature of the authorised representative of the RAW approval holder and the date signed.	Requirement for audit purposes.