

➤ ROVER guide: How to complete compliance information forms

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Updated April 2022 – Information on validating data on CI forms added. Updated December 2023 – CI form changed to reflect the updates made in ROVER Release 8C.

How to complete compliance information forms in ROVER

Compliance information (CI) forms need to be completed in vehicle type approval, component type approval, Model Report and some concessional RAV entry approval applications, such as high ATM trailers and special purpose vehicles.

What are compliance information forms?

CI forms are used by the department to collect information about compliance with applicable national road vehicle standards or Australian Design Rules (ADRs).

CI forms vary in complexity depending on the ADR they relate to. Some CI forms are simple and link to an applicant's information showing compliance with the relevant standard. Other CI forms are complex and collect specific information about how the vehicle is configured to comply with the relevant ADR.

Validating data in CI forms

In some compliance information forms (see list below) you can run a data validation check by clicking the **Validate** button after entering your data.

Clicking the **Validate** button checks the data you have inserted against the expected values for that data field. However, in some ADRs, validating your data is not necessary for you to proceed with your application.

If you choose to validate your data, a message will appear near the **Validate** button notifying you of any validation warnings on any page of the form. Any validation messages will remain until the data is changed and the **Validate** button is clicked again.

We recommended you use the validation function to reduce the risk of entering unacceptable data. For example, if you entered 60 kg in a weight field that would normally be expected to be greater than 600 kg, ROVER will show a warning message when you click the **Validate** button.

CI forms in ROVER

These forms have a data validation button:

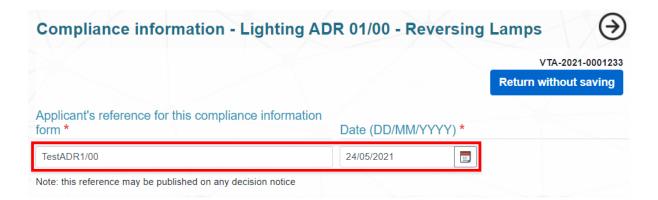
- ADR 13-00 Installation of lighting and light signalling devices on other than L-group vehicles
- ADR 65-00 Maximum Road Speed Limiting for Heavy Goods Vehicles and Heavy Omnibuses
- ADR 67-00 Installation of lighting and light-signalling devices on three-wheeled vehicles
- ADR 80-03 Component Compliance Information Emission Control for Heavy Vehicles
- Compliance information ADR 03-04 Seats and Seat Anchorages
- Compliance information ADR 04-06 Seatbelts
- Compliance information ADR 05-06 Anchorages for Seatbelts
- Compliance information ADR 10-02 Steering Column
- Compliance information ADR 18-03 Instrumentation
- Compliance information ADR 19-02 Installation of Lighting & Light-signalling Devices on L-Group
- Compliance information ADR 30-01 Smoke Emission Control for Diesel Vehicles
- Compliance information ADR 34-03 Child Restraint Anchorages and Child Restraint Anchor Fittings
- Compliance information ADR 35-06 Commercial Vehicle Brake Systems
- Compliance information ADR 38-05 Trailer Brake Systems
- Compliance information ADR 38-05-CS Control System Sub-Assembly
- Compliance information ADR 38-05-FB Foundation Brake Sub Assembly
- Compliance information ADR 38-05-SS Suspension System Sub-Assembly
- Compliance information ADR 42-05 General Safety Requirements
- Compliance information ADR 62-02 Mechanical Connections Between Vehicles
- Compliance information ADR 68-00 Occupant Protection in Buses.

What information is required in a CI form?

There are mandatory fields in all CI forms (marked with *) in ROVER. All CI forms also include optional fields for you to provide comments or upload documents. This allows you to provide extra information to support or clarify your response.

Unique document reference

The first section of a CI form requires you to nominate a unique document reference for the form and a date. The date of the form defaults to the completion date. Some approval types require the approval to be published. This means the document reference may be published.

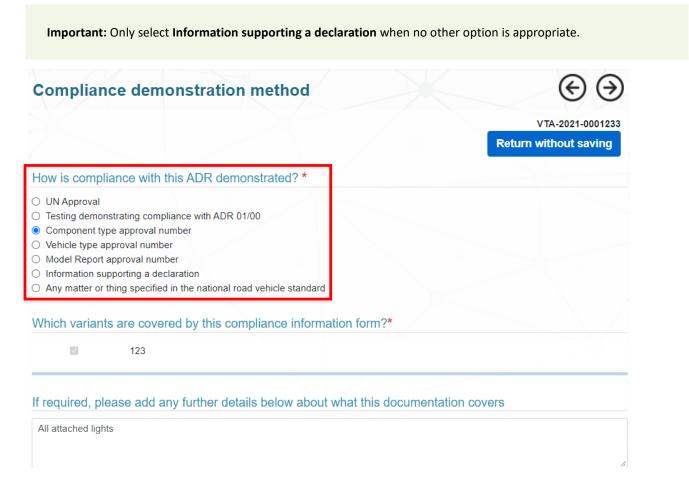


Selecting a compliance demonstration method

The second section of the CI form collects information about how you have assured yourself of compliance and the type of information you hold to demonstrate compliance. Different application types may see different options in this list.

Most application types are restricted to information that may be considered to show compliance with applicable standards. The options available in the **Compliance demonstration method** section reflect the options available in the RVS legislation, but may not be appropriate in all cases.

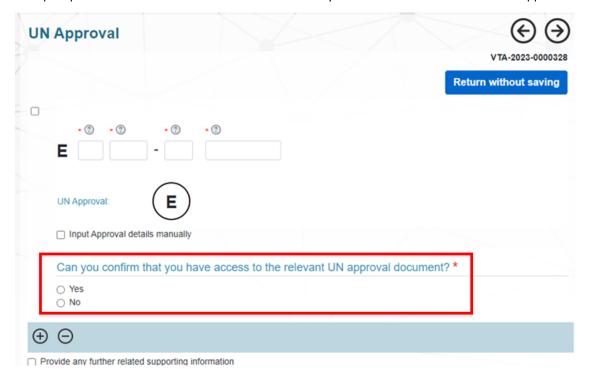
You should choose the most appropriate method to reflect the compliance information you hold.



The information you need to provide in the next part of the form will change depending on the method you select to demonstrate compliance. The specific information requirements for each method are shown below.

Demonstrating compliance using a UN approval

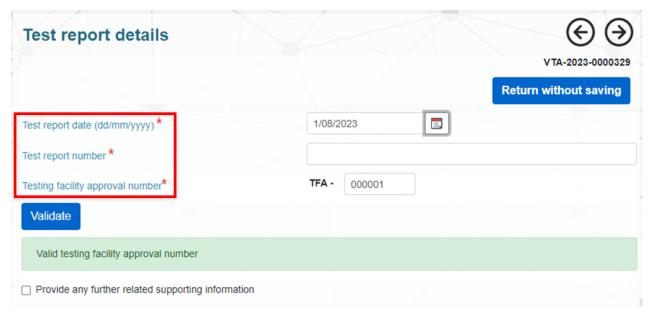
When using a United Nations (UN) approval, the form collects information about the approval number or numbers if multiple options are available. You must confirm whether you have access to the relevant UN approval.



Demonstrating compliance using a test report

When testing has been performed by an approved testing facility, the form will require basic information about the test report and the facility that performed the testing. The form will confirm whether the testing facility approval number is valid.

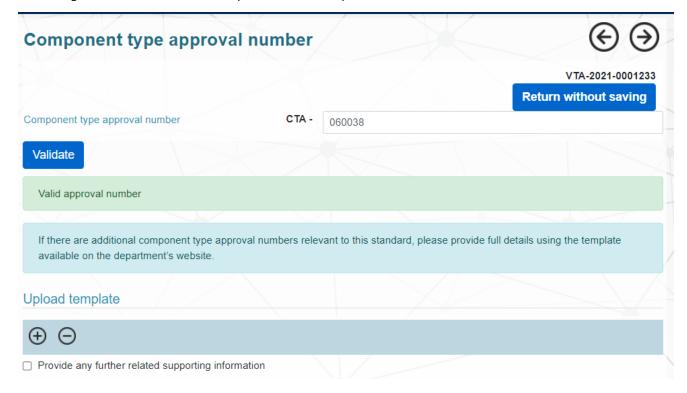
If you are applying for a component type approval, you may be eligible to provide test results from a testing facility that is not currently approved. Further information is available in the <u>Guide to component type approvals</u>.



Demonstrating compliance using a component type approval number

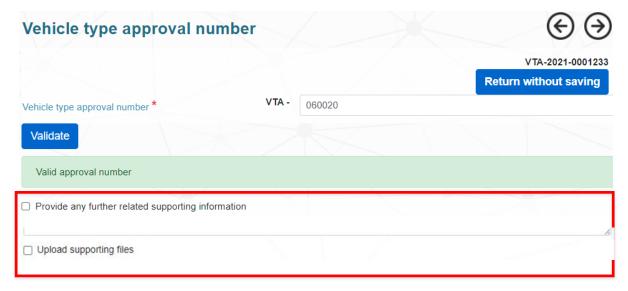
When you use a component type approval to demonstrate compliance, ROVER will check whether the component type approval number is valid.

If you are using multiple component type approvals to show compliance with one ADR, you can upload additional information (in a .pdf or .jpg document) listing the components that may be used. This <u>template</u> can be completed or used as a guide to the information we expect to see in the uploaded document.



Demonstrating compliance using a vehicle type approval number

Where the vehicle type is based on an approved vehicle type, compliance may be demonstrated by referring to the original vehicle type approval number. The checkbox at the bottom of the page or the comments section on the CI form allows justification, where required, that the compliance information is still valid, regardless of the modification performed as part of a second stage of manufacture.



Demonstrating compliance using a Model Report approval number

Where the vehicle type approval is covered by an approved Model Report, the Model Report's approval number can be entered and any further justification included, if required.

Information supporting a declaration

This demonstration method should only be used where no other options are suitable. It allows for free text justification and uploads to substantiate the claim of compliance. For example, ADR 13/00 – Installation of Lighting and Lightsignalling Devices on other than L-Group Vehicles, where a lighting layout drawing is used but not needed to be prepared by an approved testing facility.

Any matter or thing specified in the national road vehicle standard

This option allows for other approval types or methods specified in the applicable national road vehicle standard. For example, ADR 80/04 – Emission Control for Heavy Vehicles section 7 allows many different approvals, such as European, United States and Japanese approvals.

Demonstrating compliance with specific ADRs

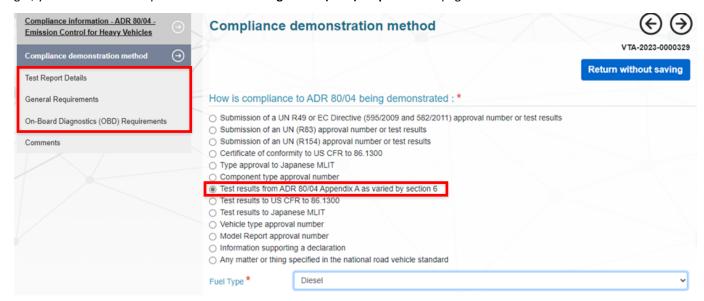
ADR 80/03 – Emission Control for Heavy Vehicles

If you are demonstrating compliance with <u>ADR 80/03 – Emission Control for Heavy Vehicles</u> using test results, you only need to complete the **Test Reports Details** and **General Requirements** pages.



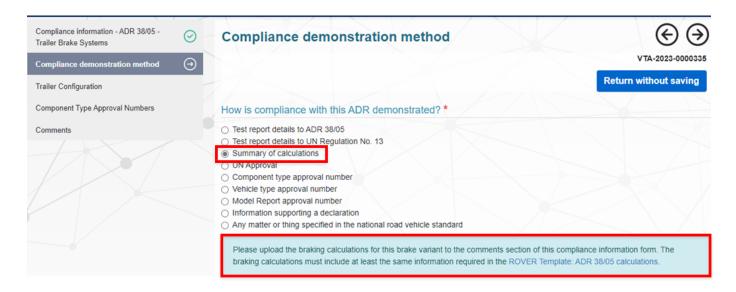
ADR 80/04 - Emission Control for Heavy Vehicles

If you are demonstrating compliance with <u>ADR 80/04 – Emission Control for Heavy Vehicles</u> using test results, you only need to complete the **Test Reports Details** and **General Requirements** pages. However, if the fuel type is diesel or natural gas, you will need to complete the **On-Board Diagnostics (OBD) Requirements** page as well.



ADR 38/05 – Trailer Brake Systems

If you choose to demonstrate compliance with <u>ADR 38/05 – Trailer Brake Systems</u> using **Summary of calculations**, you only need to upload braking calculations for the vehicle in the comments section. The calculations must include at least the same information as in the <u>ROVER Template: ADR 38/05 calculations</u>.



More information

For further information, please visit the <u>department's website</u> or submit an <u>online enquiry</u>.