



Australian Government

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

What's new? What's different? ROVER Portal Rebuild FOR INDUSTRY

Version 2, 30 May 2024



What's changing

The Register of Approved Vehicles (RAV) public search site and ROVER portal are being rebuilt on a new platform. You won't notice any difference when searching the RAV, but you will notice some changes in the rebuilt ROVER portal.

System-wide changes

Action buttons: It will be generally easier to view, edit and delete items in lists within an application. You will be able to click one button and choose what action you would like to take.

Mini-forms: It will be generally easier and take fewer clicks to add, edit and update information using mini-forms. After selecting the information you would like to add to or update, you will be able to enter the details directly into the mini-form that is generated.

Search filters: You will be able to search your lists more easily – specific applications, approvals or RAV submission information – using search filters.

Reference numbers: Reference numbers for draft applications and recall submissions will be provided earlier in the application process, making it easier to manage drafts.

Menus: The tabs in applications, approvals and recall submissions have been replaced. All pages will be listed in the menu on the left-hand side of the screen, making it easier to access specific information.

Save and Next buttons: You will be able to move to the next page of your application without losing information entered into fields.

Applications page: You will be able to manage your applications more easily. Your list of applications will be provided in a table view. Views that list draft, submitted or archived applications will be available.

New recalls: You will be able to save a draft recall. This will allow multiple users to add relevant information to the recall before submitting it.

Requests for information (RFI) and requests in writing (RIW): On the applications and recalls pages, a table will be pinned to the top of the page that lists applications or recalls with open requests. This will make it easier for you to identify and manage open requests.

Extent of compliance: It will be faster to select the extent of compliance against standards and all compliance information (CI) forms are generic - each CI form will include the same fields. You will be able to add multiple component type approval numbers to a CI form and you will add a UN Approval number via a free-text field.

Comments and other matters page: Available across all approval types, use this page to provide additional information or supporting evidence that does not have a designated field in your application.

And more...

Understanding this document

This visual guide shows what's changing in ROVER during this system release.

The following key identifies the nature of the change being made.



Current process/function



Different process/function in the rebuilt ROVER portal



New process/function in the rebuilt ROVER portal

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System-wide changes

ROVER portal banner

N Access your profile from any page in ROVER by clicking on **your name** in the top right-hand corner of the page.

When you click the **ROVER** home button from anywhere in the portal, you will be taken to the landing page of the section you were in last.

If you want to go to the **Sign in** page instead, click the **Applications** icon.

If you click the **ROVER** home button from an **Application** or **Enquiry** page, which will return you to the **Sign in** page.

The screenshot shows the top navigation bar of the ROVER portal. It includes the Australian Government logo, the Department of Infrastructure, Transport, Regional Development, Communications and the Arts, and the ROVER Road Vehicle Regulator logo. A red box highlights the 'ROVER' home button (a house icon) and the user's name 'User's name' in the top right corner. Below the navigation bar is a menu with icons for Applications, Approvals, Payments, Recalls, AVV, RAV, Authority to act, Profile, and Enquiry. Two buttons are visible: 'Report a vehicle safety or non-compliance concern' and 'Notify of SEV error'. The main content area shows a section for 'Applications requiring further information' with a table of application details and a 'Filter' button. Below this is a section for 'Applications' with a 'Draft Applications' dropdown and a 'New Application' button. A table of draft applications is also visible.

Application number	Applicant	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>

Application number	Applicant	Nickname	Status	Sent	Due
RFI-VTA-2023-0000319-2	VTA-2023-0000319	VTA Standard ME Omni	RFI Sent	26/11/2023 3:06 PM	26/12/2023

Application number	Created by	Nickname	Application type	Applicant	Status	Created By	Status Changed
AVV-2024-0000083	AVV-2024-0000083		New Approval	Rheec's Car and Trailer Company	Draft		

Searching for information

N **Filters** will replace search bars in tables.

You will be able to filter more fields, making it easier to search lists for individual or groups of items.

Some tables will also have **pre-set views**. When you click on the pre-set view above the table, a dropdown menu will display the available options.

Australian Government
Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

ROVER
Road Vehicle Regulator

ROVER User's name

Applications Approvals Payments Recalls AVV RAV Authority to act Profile Enquiry

Report a vehicle safety or non-compliance concern Notify of SEV error

Applications requiring further information

Applicant

Application number	Applicant	Nickname	Status	Sent	Due
RFL-VTA-2023-0000319-2	VTA-2023-0000319	VTA Standard ME Omni	RFI Sent	26/11/2023 3:06 PM	26/12/2023

Applications

Application number Applicant Status

[Draft Applications](#) New Application

Application number	Created by	Nickname	Application type	Applicant	Status	Created By	Status Changed
AVV-2024-0000083	AVV-2024-0000083		New Approval	Rheec's Car and Trailer Company	Draft		

Using action buttons

N Access action buttons in tables and mini-forms by clicking the **down arrow**.

Then select the action you want to take - **Edit, Delete** or **View**.

The action buttons will change depending on where you are in the portal.

Australian Government
Department of Infrastructure, Transport,
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ROVER
Road Vehicle Regulator

ROVER

User's name

Applications Approvals Payments Recalls AVV RAV Authority to act Profile Enquiry

Report a vehicle safety or non-compliance concern Notify of SEV error

Applications requiring further information

Application number	Applicant	Nickname	Status	Sent	Due
RFI-VTA-2023-0000319-2	VTA-2023-0000319	VTA Standard ME Omni	RFI Sent	26/11/2023 3:06 PM	26/12/2023

Applications

Application number Applicant Status

[Draft Applications](#) New Application

Application number	Created by	Nickname	Application type	Applicant	Status	Created By	Status Changed
AVV-2024-0000083	AVV-2024-0000083		New Approval	Rheec's Car and Trailer Company	Draft		

Adding and editing information

C To update information on a page, you may need to open a new form and an additional mini-form using the **Add** or **Edit** buttons before you can enter the information.

D Enter the information directly into free text fields and select from multiple choice options.

Some information will be entered into mini-forms by selecting the **Update** or **Add** button.

You will need to click the **Save and Next** button when you are ready to move to another page of the application, to ensure your information is saved.

C Current **D** Different **N** New

CURRENT ROVER PORTAL

Data sheet

This data sheet will not be assessed as part of your application and the accuracy of its contents published it will include the following disclaimer:

"If a data sheet has been provided by the holder of the component type approval, it is made other parties using the road vehicle component in the manufacture or modification of a road vehicle."

This information has not been assessed or approved by the Department of Infrastructure, Transport, Regional Development and Communications (the department). The department makes no statements or representations about the accuracy or completeness of this information. If you use or rely on the data sheet information, you do so at your own risk."

Filename
Supporting_evidence.PNG [Download](#)

Do you want the data sheet to be publicly available? *

Yes
 No

[Update Data sheet](#)

REBUILT ROVER PORTAL

Data sheet

CTA-2024-0000236

This data sheet will not be assessed as part of your application and the accuracy of its contents are your responsibility. If the data sheet is published it will include the following disclaimer:

"If a data sheet has been provided by the holder of the component type approval, it is made publicly available for the information of other parties using the road vehicle component in the manufacture or modification of a road vehicle."

This information has not been assessed or approved by the Department of Infrastructure, Transport, Regional Development and Communications (the department). The department makes no statements or representations about the accuracy or completeness of this information. If you use or rely on the data sheet information, you do so at your own risk."

[Upload New](#)

File Name ↑	Uploaded by	Uploaded On
Supporting_evidence.PNG	Lindsey White	19/04/2024 5:04 PM

Do you want the data sheet to be publicly available? *

No Yes

[Save and Next](#)

Removing criteria from follow-on fields

N

Follow-on fields are created when you select an option that requires additional information. You may select the option from a dropdown menu or by ticking the box next to the option.

When you select an option that creates follow-on questions and then provide answers or add additional records, the option you selected will be locked to prevent data from being unintentionally removed.

To unselect the option, you will first need to remove any answers and additional records from the follow-on fields.

Before you begin ✓

Applicant details ✓

Manage application ✓

Corporation eligibility ✗

Key management personnel details ✗

Intended operations of the corporation →

Contraventions of Road Vehicle Legislation

Approval details

Comments and any other matters

Declarations

Intended operations of the corporation

RAW-2024-0000068

Which types of manufacturing or modification do you intend to undertake in line with your QMS? Select all that apply.*

- Modification of a vehicle on the SEVs Register
- Modification of a used 2-wheeled or 3-wheeled vehicle that is not entered on the SEVs Register
- Second stage of manufacture (SSM) of a vehicle approved under a vehicle type approval

What is the criteria for the SEVs entry? Select all that apply.*

Add Criterion

Criterion
Performance Criterion

Reference numbers for applications and recalls

D Application and recall **reference numbers** will be generated earlier.

For a new application, the **reference number** will be assigned on the **Applicant** page.

For a new recall, the reference number will be assigned on the **Supplier details** page.

The image displays two screenshots of a web application interface. The top screenshot shows the 'Applicant' page, which is part of a 'Before you begin' sequence. A red box highlights the 'Applicant' step in the progress bar, and another red box highlights the reference number 'CTA-2024-0000234' in the top right corner. The main content area asks 'Who is this application for?' with radio button options for 'Someone else' and 'Myself'. The bottom screenshot shows the 'Supplier details' page, also in the 'Before you begin' sequence. A red box highlights the 'Supplier details' step in the progress bar, and another red box highlights the reference number 'REC-000097' in the top right corner. The main content area asks 'Who is the supplier for this recall?' with radio button options for 'Someone else' and 'Myself'. Below these options is a light blue informational box with text explaining the implications of each choice. At the bottom right, there is a 'Save and Next' button.

Error messages

C An error message appears above the **Save and Continue** button when you try to save a page with missing mandatory information or invalid information in fields.

An error message also appears under the fields with errors.

Design and manufacturing control VTA-2024-000080

Return without saving

You must have documentation in place to demonstrate you have a system to control the design and manufacturing process. This may include a certificate that shows you have a quality management system (QMS) that has been certified or a QMS that outlines the actions you take to control the design, componentry and manufacturing process and ensures conformity of production. Please ensure further detail can be provided in writing if requested.

Do you have full control over all stages of the design, componentry and manufacturing process of the road vehicle type that this application covers? *

Yes

This is a required field

Please review the [Department's QMS Checklist](#). Does your quality management system include all elements identified in the checklist? *

Yes

This is a required field

Design and manufacturing control page contains invalid answers. Please correct them before continuing.

Save and Continue

D When you click the **Save and Next** button, the page will automatically refresh and take you to the top of the page where you will see a list of errors.

When you click the hyperlink in the error message, you will be taken to the field that must be updated.

Design and manufacturing control VTA-2024-0000771

The form could not be submitted for the following reasons:

[Full control of all stages of design, componentry is a required field.](#)

[Complies with QMS Checklist is a required field.](#)

You must have documentation in place to demonstrate you have a system to control the design and manufacturing process. This may include a certificate that shows you have a quality management system (QMS) that has been certified or a QMS that outlines the actions you take to control the design, componentry and manufacturing process and ensures conformity of production. Please ensure further detail can be provided in writing if requested.

Do you have full control over all stages of the design, componentry and manufacturing process of the road vehicle type that this application covers? *

No Yes

Please review the [Department's QMS Checklist](#). Does your quality management system include all elements identified in the checklist? *

No Yes

Save and Next

Comments and any other matters page

N The **Comments and any other matters** page will be available in all application types.

To support your application, provide any additional information in the **comments box** or upload documents by clicking the **Upload New** button.

If you are seeking a Green Vehicle Guide rating, you will need to provide relevant information on this page.

Before you begin ✓

Applicant details ✓

Manage application ✓

Vehicle Type details ✓

Road vehicle descriptor ✓

Facility details ✓

Design and manufacturing control ✓

Extent of compliance ✓

Compliance information ✓

Contraventions of Road Vehicle Legislation ✓

Approval details ✓

Embargo of variants ✓

Comments and any other matters →

Declarations

Comments and any other matters

VTA-2024-0000771

Please provide any comments or additional information to support your application below. You may also upload any relevant supporting documentation, if required.

Upload New

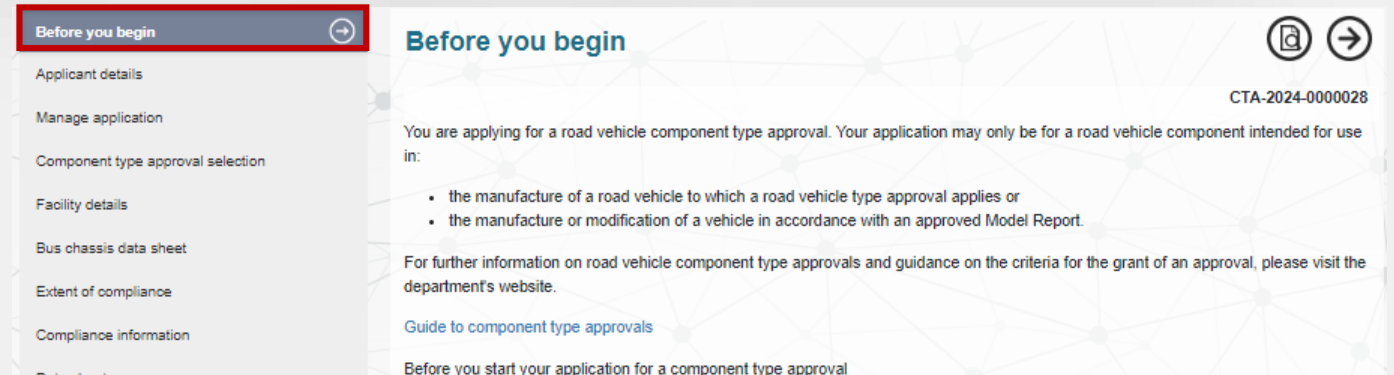
File Name	Uploaded by	Uploaded On
↑		

No files have been uploaded.

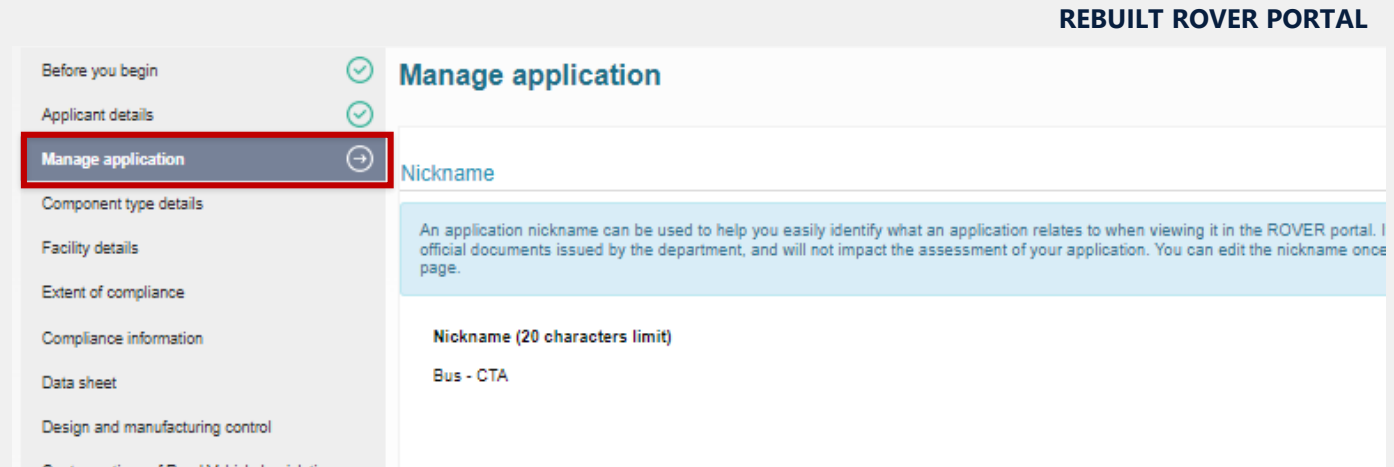
Save and Next

Managing drafts and assigning nicknames

C When you return to a draft application, the application opens on the **Before you begin** page and you need to go to **Manage application** to assign a nick name.



D When you return to a draft application, the application will open on the **Manage application** page, where you will be able to assign a nickname to your application.



Accessing decided applications that have been archived

C Archived applications (decided more than 6 months ago) is accessed via the **Archived Applications** hyperlink at the bottom of the **Current Applications** page.

D Archived applications (decided more than 6 months ago) will be available via the **Applications** page.

You will be able to select **Archived Applications** from the options in the dropdown menu above the list of **Applications**.

C Current **D** Different **N** New

CURRENT ROVER PORTAL

Applications Approvals Payments Recal

Current Applications New Applications

Select applicant

To see applications for someone else, select an applicant you have authority to act for

Draft Applications

Application number	Nickname	Application type
CTA-2024-000028	BUS - CTA	New Approval
SEV-2024-000013	SEVs Application	New Approval
VTA-2024-000079	VTA - Heavy trailer	New Approval
VTA-2024-000080	VTA	New Approval

Submitted Applications

Nothing

For applications decided more than six months ago [view Archived Applications](#)

REBUILT ROVER PORTAL

Applications Approvals Payments

Applications requiring further information

Application

Applicant

Filter

Applications

Application number

Applicant

[Draft Applications](#)

Draft Applications

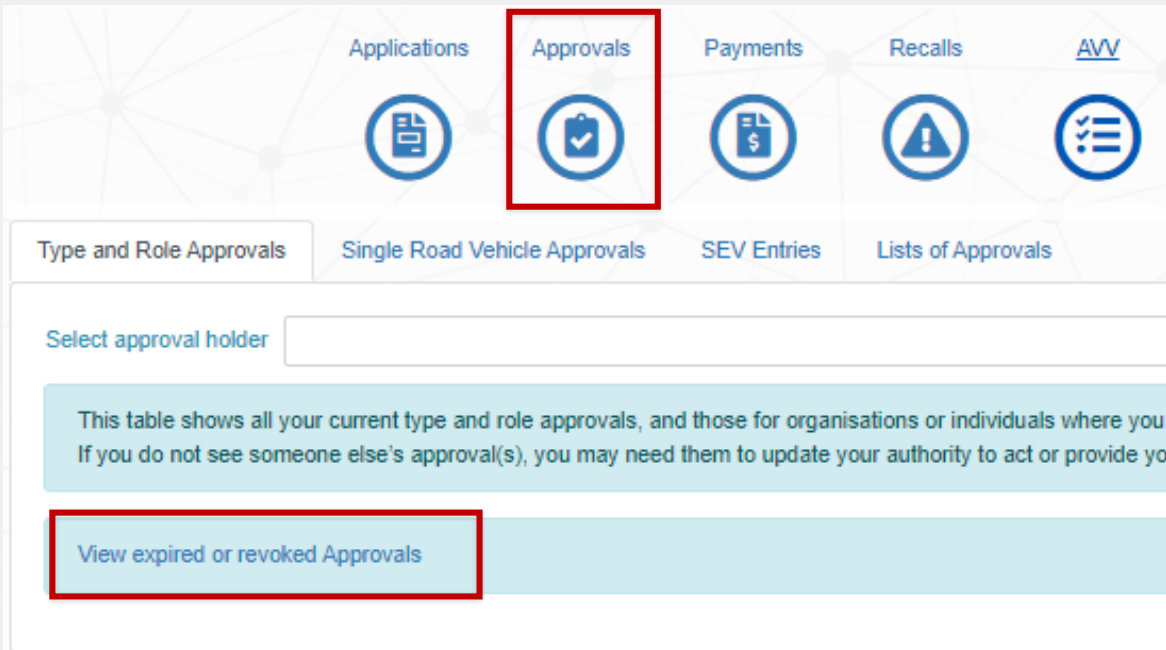
Submitted Applications

Archived Applications

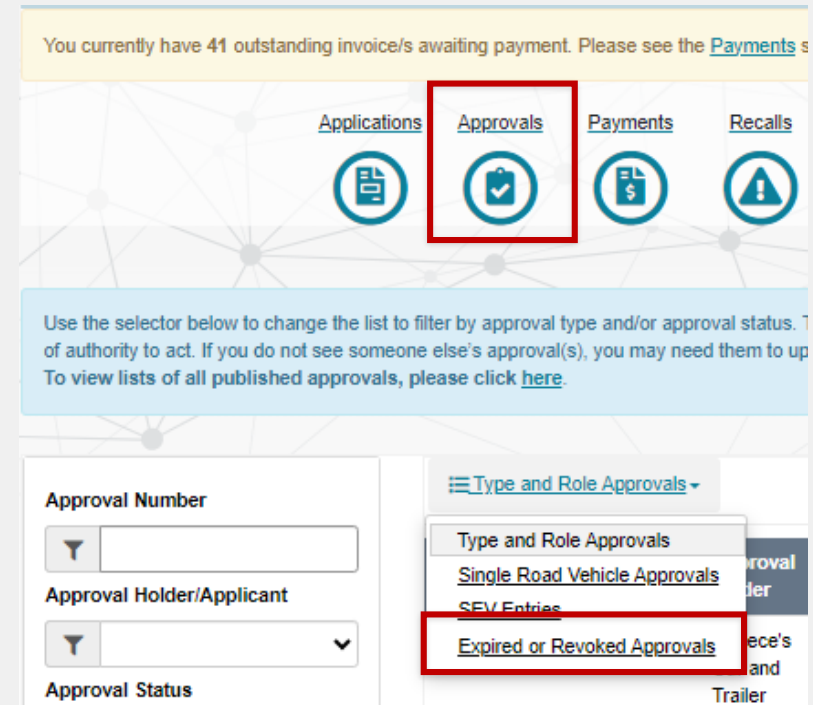
AVV-2024-000083

Accessing expired and revoked approvals

C Expired and revoked approvals are accessed via the **View expired or revoked Approvals** hyperlink at the bottom of the **Approvals** page.



D On the **Approvals** page, you will be able to select **Expired or Revoked Approvals** from the dropdown menu above your list of approvals.



Saving a record of your submitted application

D If you want to keep a record of your application you can take scrolling screen shots, which means you can capture all the information on the portal page, irrespective of its length, with ease when you access ROVER via one of the recommended browsers – Chrome, Microsoft Edge and Mozilla Firefox. The below instructions are for Windows computers.

CHROME

On your keyboard, press the **Ctrl + Shift + I** keys to open the **Inspect** panel.

Then press the **Ctrl + Shift + P** keys to open the **Command** menu.

In the **Command** box, type **Screenshot**, and click **Capture full-size Screenshot** from the results that appear. Next, a box will appear allowing you to save the **long screenshot on a computer** with your preferred name and location.

MOZILLA FIREFOX

On your keyboard, press the **Ctrl + Shift + S** keys which will open the **Web capture** panel.

Then click **Capture full page** from the panel.

Click the **Save** icon to automatically save the image to your computer. You can then rename the file and save it in your preferred location, if you wish.

MICROSOFT EDGE

Press the **Ctrl + Shift + P** keys on your keyboard.

A **Preview** screen will open. Click **Download** (top-right) and use the box that appears to save the **screen capture with scrolling** on your computer.

Saving a record of your submitted application

MICROSOFT EDGE

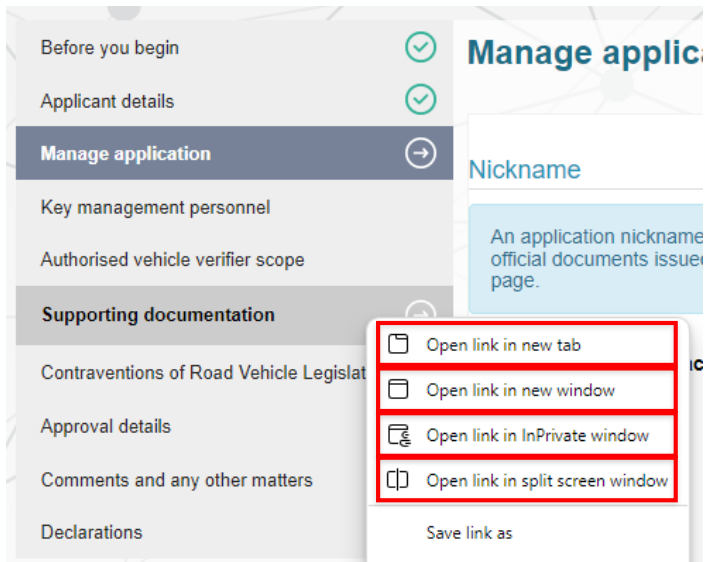
The image shows a Microsoft Edge browser window displaying the ROVER (Road Vehicle Regulator) website. The browser's address bar shows the URL: <https://rover.infrastructure.gov.au/Produce/wizard/2023aae4-30a7-4d15-8f77-cda459a6c0dd>. A screenshot tool is overlaid on the browser window, with a red box highlighting the 'Capture full page' button. The screenshot tool also shows a 'Capture area' button. The ROVER website content includes a header with the Australian Government logo and the text 'Welcome to ROVER'. The main content area features a 'Planned systems update' section with a yellow background, stating that ROVER and the new Register of Approved Vehicles (RAV) will be unavailable from 5 pm AEST on Friday 7 June until 9 am AEST on Wednesday 12 June 2024. Below this, there are sections for 'Getting started with ROVER' and 'How to use ROVER'. A 'Downloads' folder is open in the bottom right corner, showing a list of screenshot files with a red box highlighting the 'Screenshot_14-5-2024_12_...rastru...au.jpeg' file.

Opening one application in multiple screens

You can open multiple pages of an application in separate windows or tabs while completing it. Please note that you cannot open a mini-form in a new window or tab. To view a mini-form in a separate screen, you will first need to open the page the mini-form is on in a new window or tab and then open the mini-form.

The below instructions are for Windows computer and using a ROVER recommended browser – Chrome, Microsoft Edge or Mozilla Firefox.

Right-click



Using your mouse, **right-click** on the **section** of your application that you want to open in a new browser tab or window.

Then, **click** on your preferred option in the dropdown menu. The section will open according to your selection.

Middle-click

Using your mouse, hover over the **link** or **section** of your application that you want to open a new tab.

Then, click on the **middle (scroll-wheel)** button. This will automatically open the link or section in a new browser tab.

CTRL + left-click

Using your mouse, hover over the **link** or **section** of your application that you want to open in a new tab.

Then, press **CTRL + left-click** on your mouse. This will automatically open the link or section in a new browser tab.

Landing page and starting a new application

Landing page once signed in

N Your list of applications will include the name of the applicant. You will be able to **Filter** and sort your tables by applicant.

There will be a **Filter** on the left-hand side, which you can do a search using application information.

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Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

ROVER
Road Vehicle Regulator

ROVER User's name

Applications Approvals Payments Recalls AVV RAV Authority to act Profile Enquiry

Report a vehicle safety or non-compliance concern Notify of SEV error

Applications requiring further information

Applicant	Application number	Applicant	Nickname	Status	Sent	Due
<input type="text"/>	RFI-VTA-2023-0000319-2		VTA Standard ME Omni	RFI Sent	26/11/2023 3:06 PM	26/12/2023

Applications

Application number	Created by	Nickname	Application type	Applicant	Status	Created By	Status Changed
<input type="text"/>	AVV-2024-0000083	AVV-2024-0000083	New Approval	Rheece's Car and Trailer Company	Draft		

Starting a new application

C On the sign in page, when you click on the **New Applications** tab, a tile display appears for you to select the application type.

Once you select the application type, a new application is created.

D On the sign-in page, the tab has been replaced with a **New Applications** button which at the top of the page and above the **Applications** table.

Click on the **New Applications** button to start a new application. Then select the application type from the dropdown menu under **What would you like to apply for?**

C Current **D** Different **N** New

REBUILT ROVER PORTAL

Applications Approvals Payments Recalls AVV RAV Authority to act Profile Enquiry

New Application Report a vehicle safety or non-compliance concern Notify of SEV error

Applications requiring further information

RFI	Application number	Applicant	Nickname	Status	Sent	Due
RFI-CRE-2023-0000312-2	CRE-2023-0000312			RFI Sent	28/03/2023 3:17 PM	27/04/2023
RFI-CTA-2023-0000077-2	CTA-2023-0000077			RFI Sent	28/03/2023 3:05 PM	27/04/2023
RFI-CTA-2023-0000089-1	CTA-2023-0000089			RFI Sent	29/03/2023 1:04 PM	18/01/2024
RFI-MRE-2023-0000067-2	MRE-2023-0000067			RFI Sent	04/04/2023 2:23 PM	04/05/2023
RFI-TFA-2023-0000069-2	TFA-2023-0000069			RFI Sent	22/03/2023 8:42 AM	21/04/2023

Applications

Application number

Applicant

Status

Approval Type

New Application

What would you like to apply for? *

- Single Road Vehicle approval
- Advisory notice for a thing that is not a road vehicle
- Road vehicle type approval
- Component type approval
- Registered automotive workshop approval
- Model report approval
- Authorised vehicle verifier approval
- Testing facility approval
- Entry on the Specialist and Enthusiast Vehicle register

Application number	Nickname	Application type	Applicant	Status	Created By	Status Changed
		New Approval	Paul TEST Russell	Draft		
		New Approval	Paul TEST Russell	Draft		
		New	Hoang Vo	Draft		

ROVER Road Vehicle Regulator

New Application Lindsey White

CRE-2023-0000021	Variation	Prathyusha Seelam	Draft
CRE-2023-0000060	New Approval	Prathyusha Seelam	Draft

Green Vehicle Guide

rating

Seeking a Green Vehicle Guide rating

For vehicle type approval applications using test report details or UN approval numbers to demonstrate compliance with Australian Design Rule 79/04 – Emission Control for Light Vehicles

C You provide Green Vehicle Guide rating information in the **Compliance information form** for **ADR 79/04**.

Under **Are you seeking a higher Air Pollution Rating (“Euro 6” or “Beyond Euro 6”) for this vehicle on the Green Vehicle Guide (GVG)?**, select **Yes**. Then complete the fields on the **Test results for Type 1 test** page.

The screenshot shows the 'Green Vehicle Guide (GVG) rating' form. On the left, a navigation menu lists several sections: 'Compliance information-ADR 79/04-Emission Control for Light Vehicles' (checked), 'Compliance demonstration method' (unchecked), 'UN Approval' (unchecked), 'Green Vehicle Guide (GVG) rating' (selected and highlighted with a red box), 'Test results for Type 1 test' (highlighted with a red box), and 'Comments'. The main form area has a title 'Green Vehicle Guide (GVG) rating' and a reference number 'VTA-2024-000080'. A blue button labeled 'Return without saving' is visible. The question 'Are you seeking a higher Air Pollution Rating ("Euro 6" or "Beyond Euro 6") for this vehicle on the Green Vehicle Guide (GVG)? *' is followed by radio buttons for 'Yes' (selected and highlighted with a red box) and 'No'. A light blue information box states: 'In addition to submitting data to the GVG, you must also report the results from Type 1 test, corrected for deterioration under "Test results for Type 1 test" section'. At the bottom, there is a checkbox for 'Provide any further related supporting information'.

D You will need to provide Green Vehicle Guide rating information on the **Comments and any other matters** page of your application.

In the **comments box**, include the following:

- you are **seeking a Green Vehicle Guide rating**
- the **EC** or **UN type approval number**
- the **deteriorated Type 1 test results**.

Then, click **Upload New** to attach the **Type 1 test results**.

The screenshot shows the 'Comments and any other matters' page. On the left, a navigation menu lists various sections: 'Before you begin', 'Applicant details', 'Manage application', 'Vehicle Type details', 'Road vehicle descriptor', 'Facility details', 'Design and manufacturing control', 'Extent of compliance', 'Compliance information', 'Contraventions of Road Vehicle Legislation', 'Approval details', 'Embargo of variants', and 'Comments and any other matters' (selected and highlighted with a red box). The main content area has a title 'Comments and any other matters' and a reference number 'VTA-2024-0000771'. A blue instruction box says: 'Please provide any comments or additional information to support your application below. You may also upload any relevant supporting documentation, if required.' Below this is a large text input area containing the text 'Seeking GVG rating - Type 1 test results attached', which is highlighted with a red box. A blue button labeled 'Upload New' is located at the bottom right. At the bottom of the page, there is a table with columns for 'File Name', 'Uploaded by', and 'Uploaded On'.

Vehicle type approval applications

Adding and removing variants

C On the **Vehicle Type details** page, **Please specify the variants of the road vehicle** is a mandatory field.

You add variants by clicking the **plus** button and remove variants by **ticking the box** next the variant you want to remove and clicking the **minus** button.

Model *

Please specify the variants of the road vehicle *

Variant #1 *

+ - ↻

D On the **Vehicle Type details** page, the **Please specify the variants of the road vehicle** question will be optional.

Add a variant by clicking the **Add Variant** button, which opens a mini-form where you can enter the details.

To remove a variant, click the **down arrow** and select **Remove** from the dropdown menu.

Please specify the variants of the road vehicle

Add Variant

Name ↑	
Variant1	⌵
Variant2	⌵

Edit
Remove

Pre-release evaluation vehicle question

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C The **Is this application for a pre-release evaluation vehicle?** question is under the **Extent of compliance** page.

D The **Is this application for a pre-release evaluation vehicle?** question will be on the **Vehicle Type details** page.

Vehicle Type details

VTA-2024-0000771

What is the category of the road vehicle type?

MA - Passenger Vehicle

Is this application for a second stage of manufacture (SSM) vehicle?

No Yes

Make

Manufacturer
Toyota

Model

Test Model1

Variants

Name	Display Order	Page Complete
Test Variant1		Yes

Is this application for a pre-release evaluation vehicle?

No Yes

Are you going to use a U-IWVTA to demonstrate compliance against all harmonised ADRs applicable to this vehicle type?

Using U-IWVTA to demonstrate compliance?

No Yes

Save and Next

C Current **D** Different **N** New

Adding facility details

C On the **Facility details** page, you need to identify the **Facility type**.

When you select **Both**, ROVER creates 2 records – one as a **Design facility** and another as **Manufacturing facility**.

The screenshot shows the 'Facility details' form for application CTA-2024-000028. It includes fields for Address, Address Line 1, Address Line 2, Town/Suburb, Country, State/Territory, and Postcode. A 'Return without saving' button is located at the top right. The 'Facility type' section, highlighted with a red box, contains three radio buttons: 'Design facility', 'Manufacturing facility', and 'Both'. A 'Save and Continue' button is at the bottom center.

D Enter design and manufacturing facilities separately.

Click **Add Design Facility** or **Add Manufacturing Facility** on the **Facility details** page. Then click the **Add** button to enter the details in a mini-form.

The screenshot shows the 'Facility details' page for application CTA-2024-000028. A sidebar menu on the left lists various sections, with 'Facility details' selected. The main content area is divided into two sections: 'Design facilities' and 'Manufacturing facilities'. Each section has a 'Location address' field and an 'Add' button. The 'Add Design Facility' button in the 'Design facilities' section is highlighted with a red box. A 'Save and Next' button is at the bottom right.

Adding an embargo date for a variant

C You add an embargo date for variants on the **Approval Details** form.

D The **Approvals details** form has been separated into individual pages.

You go directly to these pages via the menu on the left-hand side.

Add an embargo date to variants on the **Embargo of variants** page.

The screenshot displays the ROVER Road Vehicle Regulator portal. The top navigation bar includes the ROVER logo and the text 'Embargo of variants'. A left-hand menu lists various application stages, with 'Embargo of variants' highlighted in red. The main content area is titled 'Embargo of variants' and contains two sections: 'Variants with embargo date' and 'Variants with no embargo date'. The 'Variants with embargo date' section shows an empty table with columns for 'Name' and 'Embargo Date'. A yellow message box indicates 'There are no records to display.' The 'Variants with no embargo date' section shows a table with one record, 'Test Variant1', under the 'Name' column.

Removal of the MVSA IPA question

C Provide an IPA number, in the **Approval details** page, to be incorporated into your approval number for that application, if granted.

D The **MVSA IPA number** page has been removed as it is no longer relevant.

CURRENT ROVER PORTAL

Approval details

Off-shore RAV entry

MVSA IPA number

MVSA IPA number

VTA-2022-000054

Return without saving

Would you like to incorporate an existing IPA number for this vehicle type as part of your new vehicle type approval number under the RVS legislation?

Yes
 No

What is the MVSA IPA number you would like to use?

Save and Continue

Component type approval applications

Adding a CRN or SARN number

C In the **Approval details** section, on the **Previous CRN/SARN** page, you can add your previous CRN or SARN number.

Approval details

Previous CRN/SARN

CTA-2021-000024

Return without saving

Does this application for a component type approval relate to a road vehicle component that is described in a CRN or SARN, issued under administrative arrangements before the RVS legislation commenced? *

Yes
 No

What is the CRN or SARN number? *

Validate

Would you like to incorporate this CRN or SARN as part of your new component type approval number, if granted? *

Yes
 No

Save and Continue

D The **What is the CRN or SARN number?** question has been removed.

Add CRN and SARN numbers in the **Comments and any other matters** page.

Comments and any other matters

CTA-2024-0000236

Please provide any comments or additional information to support your application below. You may also upload any relevant supporting documentation, if required.

SARN: 12345

Upload New

File Name	Updated by Portal User	Created On
No files have been uploaded.		

Save and Next

Bus chassis data sheet

C Use the bus chassis data sheet tool to create the data sheet.

Application - Component Type Approval

Bus chassis data sheet

You are required to submit a bus chassis data sheet as part of your component type approval application. If you do not submit a data sheet, a decision may be made to refuse to consider your application. Click on the 'Edit bus chassis data sheet' button below to edit your data sheet. This data sheet will be published if your application for an approval is granted, unless you have elected not to publish your data sheet.

You may download a copy of your bus chassis data sheet to print or save for your own records, by clicking on the 'Download bus chassis data sheet' button below.

Bus Chassis Sub-Assembly Data Sheet

Applicant's reference * Date (dd/mm/yyyy) *

Applicant's name * Marketing designation *

Make * Model *

Information plate location (optional)

D Download and complete the **ROVER template: Bus chassis sub assembly data sheet** provided on the department's website.

On the **Data** sheet page, click **Upload New** to upload the completed template to the application.

Australian Government
Department of Infrastructure, Transport, Regional Development, Communications and the Arts

ROVER
Road Vehicle Regulator

Data sheet User's name

Data sheet

CTA-2024-0000236

This data sheet will not be assessed as part of your application and the accuracy of its contents are your responsibility. If the data sheet is published it will include the following disclaimer:

"If a data sheet has been provided by the holder of the component type approval, it is made publicly available for the information of other parties using the road vehicle component in the manufacture or modification of a road vehicle.

This information has not been assessed or approved by the Department of Infrastructure, Transport, Regional Development and Communications (the department). The department makes no statements or representations about the accuracy or completeness of this information. If you use or rely on the data sheet information, you do so at your own risk."

Upload New

File Name	Uploaded by	Uploaded On
↑		

C Current **D** Different **N** New

Adding facility details

C On the **Facility details** page, you need to identify the **Facility type**.

When you select **Both**, ROVER creates 2 records – one as a **Design facility** and another as **Manufacturing facility**.

The screenshot shows the 'Facility details' form for application CTA-2024-000028. The form includes fields for Address, Address Line 1, Address Line 2, Town/Suburb, Country, State/Territory, and Postcode. A 'Return without saving' button is located at the top right. The 'Facility type' section is highlighted with a red box and contains three radio button options: 'Design facility', 'Manufacturing facility', and 'Both'. A 'Save and Continue' button is at the bottom center.

D Enter design and manufacturing facilities separately.

Click **Add Design Facility** or **Add Manufacturing Facility** on the **Facility details** page. Then click the **Add** button to enter the details in a mini-form.

The screenshot shows the 'Facility details' page for application CTA-2024-000028. A sidebar on the left lists navigation options, with 'Facility details' selected. The main content area is divided into 'Design facilities' and 'Manufacturing facilities' sections. Each section has a 'Location address' field and a message 'There are no records to display.' The 'Add Design Facility' button in the Design facilities section and the 'Add Manufacturing Facility' button in the Manufacturing facilities section are both highlighted with red boxes. A 'Save and Next' button is at the bottom right.

Demonstrating compliance

Selecting the extent of compliance

C On the **Applicable ADRs** page, click the **down arrow** and select the relevant **Extent of compliance** option from the dropdown menu for each ADR.

D On the **Extent of compliance** page, you will be able to set all ADRs to **Full compliance** by clicking the **Set Remaining to Full Compliance** button.

You can save time by clicking **Set Remaining to Full Compliance** first and then changing any ADRs that are not fully compliant to the correct option, or set the extent of compliance for ADRs that are not fully compliant first and then select **Set Remaining to Full Compliance** to fill in the rest.

REBUILD ROVER PORTAL

MRE-2024-0000190

Before you begin ✓

Applicant details ✓

Manage application ✓

Model Report details ✓

Vehicle Scope ✓

Work Instructions ✓

Verification Checklist ✓

Extent of compliance →

Model Report Standards - Extent of Compliance

Concessions to testing available to Model Reports

Compliance information

Model Report Standard Compliance Information

Contraventions of Road Vehicle Legislation

Approval details

Published Model Report details

Comments and any other matters

Declarations

Extent of compliance

Please provide the extent of compliance for each standard applicable to this application. If there is not full compliance, you must provide information that supports your application, including where available the following:

- Information directly relating to the specifics of the standard and where the non-compliance has been identified
- Detailed reasons or circumstances that support that the non-compliance is minor and inconsequential
- References to precedents about the nature of the minor and inconsequential consideration
- Letter of support from an on-road regulator indicating that the vehicle would be considered suitable for use on a public road in Australia

Set Remaining to Full compliance

Applicable ADRs

ADR	Extent of compliance	Substantial - non-compliance is minor and inconsequential	Substantial - otherwise suitable	Model Report full standard concession	Not applicable ADR Exemption
ADR 01/00 - Reversing Lamps	Full compliance				
ADR 06/00 - Direction Indicators	Full compliance				
ADR 08/01 - Safety Glazing Materials	Full compliance				Not applicable ADR Exemption
Please provide information about why the ADR is not applicable.					
ADR 14/02 - Rear Vision Mirrors	Full compliance				
ADR 18/03 - Instrumentation	Full compliance				

Documents **Manage documents**

C Current **D** Different **N** New

Providing information about why an ADR is not fully compliant

N Where you are indicating that the vehicle is not fully compliant with an ADR, a **Manage documents** button and free-text field will appear below the ADR.

Add information about why the ADR is not fully compliant in the free-text field and click **Manage documents** to upload supporting information.

If can also click on the **Manage documents** button to delete any files that you no longer wish to provide.

REBUILT ROVER PORTAL

MRE-2024-0000190

Extent of compliance

Please provide the extent of compliance for each standard applicable to this application. If there is not full compliance, you must provide information that supports your application, including where available the following:

- Information directly relating to the specifics of the standard and where the non-compliance has been identified
- Detailed reasons or circumstances that support that the non-compliance is minor and inconsequential
- References to precedents about the nature of the minor and inconsequential consideration
- Letter of support from an on-road regulator indicating that the vehicle would be considered suitable for use on a public road in Australia

[Set Remaining to Full compliance](#)

Applicable ADRs

ADR	Extent of compliance	Substantial - non-compliance is minor and inconsequential	Substantial - otherwise suitable	Model Report full standard concession	Not applicable	ADR Exemption
ADR 01/00 - Reversing Lamps	Full compliance					
ADR 06/00 - Direction Indicators	Full compliance					
ADR 08/01 - Safety Glazing Materials	Full compliance				Not applicable	ADR Exemption

Please provide information about why the ADR is not applicable.

Documents [Manage documents](#)

Adding additional applicable ADRs

- C** Add additional ADRs on the **Additional applicable ADRs** page in the **Extent of compliance** section.

First, select **Yes** to **Would you like to add any additional ADRs?** Then choose the ADR from the dropdown menu.

Applicable ADRs

Additional applicable ADRs

VTA-2024-0000079

Return without saving

Additional ADRs may be relevant to the vehicles covered by this application. Please nominate all additional applicable ADRs and the extent of compliance. Guidance on ADR applicability is available on the department's website.

Would you like to add any additional ADRs? * Yes No

Please add each ADR below and nominate the extent of compliance.

ADR	Extent of compliance
<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>

- ADR 01/00 - Reversing Lamps
- ADR 02/00 - Side Door Latches and Hinges
- ADR 02/01 - Side Door Latches and Hinges
- ADR 03/00 - Seats and Seat Anchorages
- ADR 03/01 - Seats and Seat Anchorages

- D** Add any additional ADRs by scrolling to the bottom of the **Extent of Compliance** page and clicking the **Add additional ADRs** button.

You can also delete any additional ADRs you added by clicking the **red bin** icon.

When you click **Save and Next**, they will be removed from the page.

ADR 93/00 - Forward Field of View	Full compliance	Substantial - non-compliance is minor and inconsequential	Substantial - otherwise suitable	Not applicable	ADR Exemption
ADR 94/00 - Audible Warning	Full compliance	Substantial - non-compliance is minor and inconsequential	Substantial - otherwise suitable	Not applicable	ADR Exemption
ADR 95/00 - Installation of Tyres	Full compliance	Substantial - non-compliance is minor and inconsequential	Substantial - otherwise suitable	Not applicable	ADR Exemption

Additional ADRs

ADR	Extent of compliance	Action		
ADR 02/00 - Side Door Latches and Hinges	Full compliance	Substantial - non-compliance is minor and inconsequential	Substantial - otherwise suitable	<input type="button" value="Delete"/>
ADR 03/00 - Seats and Seat Anchorages	Full compliance	Substantial - non-compliance is minor and inconsequential	Substantial - otherwise suitable	<input type="button" value="Delete"/>

Add additional ADR

Save and Next

Compliance demonstration methods

C On the **Compliance demonstration method** page of an ADR's **Compliance information** form, you choose a method from the list under **How is compliance with this ADR demonstrated?**

Compliance information - Lighting ADR
01/00 - Reversing Lamps

Compliance demonstration method

Comments

Compliance demonstration method

VTA-2024-000080

Return without saving

How is compliance with this ADR demonstrated? *

- UN Approval
- Test report details
- Component type approval number
- Vehicle type approval number
- Model Report approval number
- Information supporting a declaration
- Any matter or thing specified in the national road vehicle standard

Which variants are covered by this compliance information form?*

Test Variant1

If required, please add any further details below about what this documentation covers

D On the **Compliance information** page, click **Complete compliance information** to open a mini-form. Then select the method from the dropdown list under **Compliance Demonstration Method**.

Add Compliance Information

If you are updating a compliance information form that has previously been submitted, please consider whether the 'Applicant's reference for this compliance information form' should be updated.

Applicant's reference for this compliance information form* Date (DD/MM/YYYY)*

Note: this reference may be published on any decision notice

Compliance Demonstration Method*

- UN Approval
- Test report details
- Component type approval number
- Vehicle type approval number
- Model Report approval number
- Information supporting a declaration
- Any matter or thing specified in the national road vehicle standard

Add UN Approval

Number

Access to document confirmed

There are no records to display.

Provide any further related supporting information

ADR 03/04 - Seats and Seat Anchorages
Extent of compliance: Full Compliance

Compliance information forms for Model Report applications

C **Compliance information** forms are completed over multiple pages.

On the **Compliance demonstration method** page, an additional page is created when you select **Other method determined under RVS legislation**. Then select the other method you are using to demonstrate compliance from the list provided.

D The **Compliance information form** is one page.

The options for **Other methods determined under RVS legislation** will be included within the dropdown list of **Compliance Demonstration Methods**.

The screenshot shows two pages of the compliance information form. The first page, titled 'Compliance information - Lighting ADRs', has a breadcrumb trail: 'Compliance information - Lighting ADR' > '06/00 - Direction Indicators' > 'Compliance demonstration method'. The 'Compliance demonstration method' dropdown is highlighted with a red box. Below it, a list of radio button options is shown, with 'Other method determined under the RVS legislation' selected and highlighted by a red box. The second page, also titled 'Compliance information - Lighting ADRs', has a breadcrumb trail: 'Compliance information - Lighting ADR' > '06/00 - Direction Indicators' > 'Compliance demonstration method' > 'Other method determined under the RVS legislation'. The 'Other method determined under the RVS legislation' dropdown is highlighted with a red box. Below it, a list of radio button options is shown, with 'Other method determined under the RVS legislation' selected and highlighted by a red box.

The screenshot shows the 'Add Compliance Information' form. At the top, there is a blue notification box: 'If you are updating a compliance information form that has previously been submitted, please consider whether the Applicant's reference for this compliance information form should be updated.' Below this, there are two input fields: 'Applicant's reference for this compliance information form*' and 'Date (DD/MM/YYYY)*'. A note below these fields states: 'Note: this reference may be published on any decision notice'. The 'Compliance Demonstration Method*' dropdown menu is highlighted with a red box. The dropdown list is open, showing the following options: 'UN Approval', 'UN Approval', 'Test report details', 'Component type approval number', 'Information supporting a declaration', 'Any matter or thing specified in the national road vehicle standard', 'Design documentation verified by an approved testing facility', 'Compliance with an overseas standard', 'Vehicle or component marked with UN Approval Number (Emark)', 'Vehicle or component marked with EU Approval Number (emark)', 'Comparison with type approved vehicle', 'Technical analysis', 'Conversion design', and 'Other method determined under the RVS legislation'. At the bottom of the form, there is a blue button labeled 'Add UN Approval'.

Adding extent of compliance to Model Report Standards

C Select Model Report standards by **ticking the boxes** on the **Applicable Model Report standards** page on the **Extent of Compliance form**.

D The **Model Report Standards – Extent of Compliance** will be on its own page.

Click **Add Standard**. Then select the standards from a dropdown box to add them to the form.

To set all standards to **Full compliance**, click the **Set Remaining to Full Compliance** button. You can save time by clicking **Set Remaining to Full Compliance** first and then changing any standards that are not fully compliant to the correct option, or set the extent of compliance for standards that are not fully compliant first and then select **Set Remaining to Full Compliance** to fill in the rest.

REBUILT ROVER PORTAL

Model Report Standards - Extent of Compliance MRE-2024-0000190

Model Reports standards are determined under the RVS legislation. They apply to different types of vehicles and/or modifications. Guidance on the applicability of these standards is available on the department's website.

Please select all Model Report standards that are applicable to your Model Report.

Add Standard

Standard
Standards – mobility vehicles

The below standards may be applicable to the vehicle covered by your Model Report. Please nominate an extent of compliance for each of the applicable standards.
If the road vehicle substantially complies, you must upload information that supports your case that the non-compliance is in only minor and inconsequential respects or is otherwise suitable for use on a public road, including where available the following:

- Information directly relating to the specifics of the ADR and where the non-compliance has been identified
- Detailed reasons or circumstances that support that the non-compliance is minor and inconsequential
- References to precedents about the nature of the minor and inconsequential consideration
- Letter of support from an on-road regulator indicating that the vehicle type would be considered suitable for use on a public road in Australia

Set Remaining to Full compliance

Standard	Extent of compliance	Substantial - non-compliance is minor and inconsequential	Substantial - otherwise suitable	Non applicable/exempt
+ For vehicles with forward-facing portable wheelchair car seats: AS/NZS 3696.19:2009 (R2016)—Wheelchairs - Part 19. Wheeled mobility devices for use as seats in motor vehicles (ISO 7176-19:2008, MOD).	Full compliance			
+ For vehicles with a built-in hoist or built-in wheelchair ramp: AS/NZS 3856.1:1998 (R2016)—Hoists and ramps for people with disabilities – Vehicle-mounted – Product requirements	Full compliance			

Adding a UN approval number to a compliance information form

- C** Add the **UN Approval number** in the prescribed format or **tick the box** to add it via a free-text field.

UN Approval

E -

UN Approval: **E**

Input Approval details manually

- D** Click on the **Add UN Approval** button to open a mini-form. Add the **UN Approval number** into the free-text field.

UN Approval

Add UN Approval

Number ↑ Access to document confirmed

098765

123456

Add Compliance Information

Provide any fur

Add UN Approval Number

Number*

Ex*xRou/x*xxx*x

Can you confirm that you have access to the relevant UN approval document?*

No Yes

Add

Road Vehicle Descriptors

Road Vehicle Descriptor page

C To see any information entered on the **Road Vehicle Descriptor** form, you need to click **Edit**.

Each component or system has a separate page in the form.

D The **Road Vehicle Descriptor** form will be on a single page.

As you scroll down the page, components and systems are displayed in tables.

For heavy trailers, the form will include an additional grid for **Trailer braking variants**.

C Current **D** Different **N** New

REBUILT ROVER PORTAL

VTA-2024-0000771

Before you begin ✓

Applicant details ✓

Manage application ✓

Vehicle Type details ✓

Road vehicle descriptor →

Facility details

Design and manufacturing control

Extent of compliance

Compliance information

Contraventions of Road

Approval details

Embargo of variants

Comments and any other

Declarations

Road vehicle descriptor

General Information

Marketing designation

Is a cab chassis variant included?*

No Yes

Secure vehicle identifier location*

5-E-17 or 3-O-15

Update General Information

Varsiants

Name	Display Order
Test Variant 1	

Image Sets

Add Image Set

Image Set
Supporting_evidence.jpg_Supporting_evidence.jpg

Service Brakes

Add Service Brake

Name	Display Order
Brake system	

Engines

Add Engine

Name	Display Order
Engine	

Image Sets

Add Image Set

Image Set
Supporting_evidence.jpg_Supporting_evidence.jpg

Suspension configuration

Add Suspension Specification

Name	Display Order
Suspension	

Tyre & Rim

Add Tyre/Rim

Name	Display Order
Tyres	

Created On

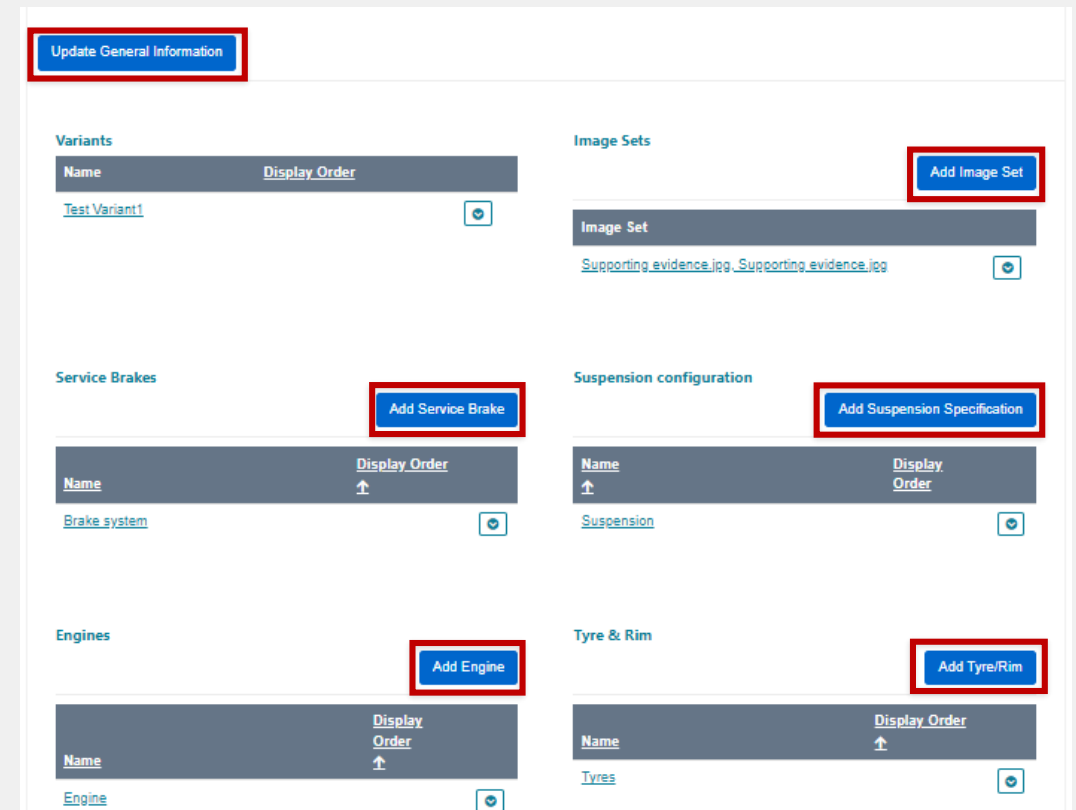
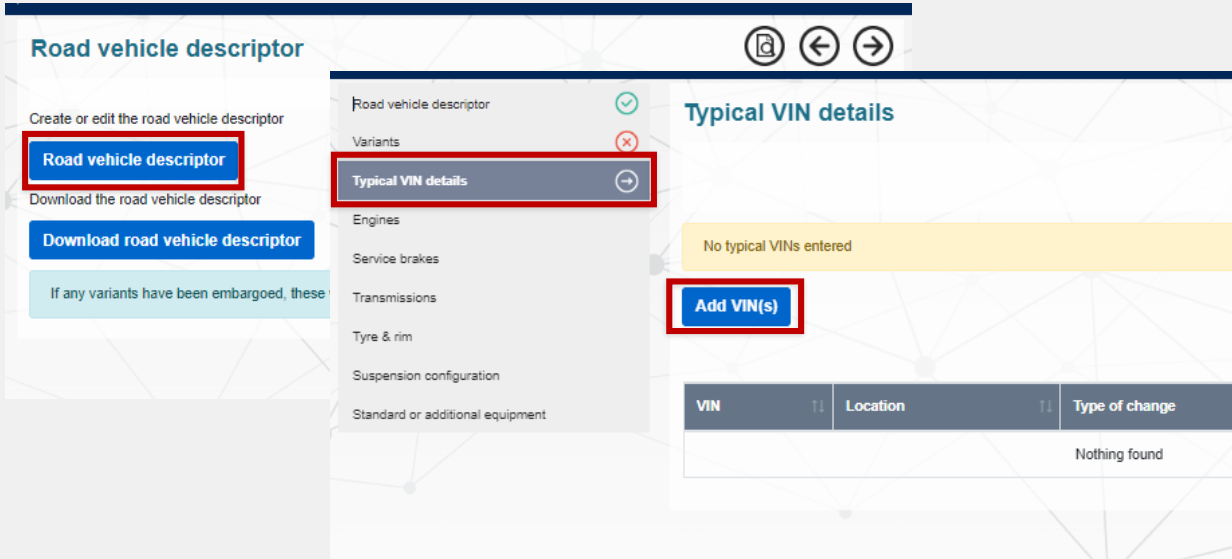
Adding Road Vehicle Descriptor information

C First, generate the RVD form by selecting **Road Vehicle Descriptor**. Each component or system has a separate page that can be accessed by clicking the page name from the menu on the left-hand side.

Clicking **Add** creates a new form to enter the component or system details.

D Clicking **Update General Information** will open a mini-form to enter information directly into the fields.

Scroll down the **Road Vehicle Descriptor** page and add information for other components and systems by clicking the **Add** button above the table.



C Current **D** Different **N** New

Selecting applicable variants

C In the **Road Vehicle Descriptor** form, variants are listed under **For which variant(s) is this [component] applicable and how is it available?**

Tick the box next to the applicable variant and then select the availability from the dropdown menu.

D On the **Road Vehicle Descriptor** page, open the components mini-form by clicking **Add** and scroll down to **For which variant(s) is this [component] applicable and how is it available?**

Select the availability from the options provided. Then, click **Update** to select the variant and then **Add**.

For **Suspension configuration, Typical VIN, Image Sets, Service Brakes, Transmissions, Engines, Tyre & Rim, Standard equipment and Additional equipment**, use the **arrow** buttons to move variants between the **Variants not covered** and **Variant covered** fields.

C Current **D** Different **N** New

The screenshot displays the REBUILT ROVER PORTAL interface. At the top right, it says "REBUILT ROVER PORTAL". Below this, a question asks: "For which variant(s) is this tyre and rim specification applicable and how is it available? *". There are six buttons: "Std Rear", "Std Front", "Std Front/Rear", "Opt Rear", "Opt Front", and "Opt Front/Rear". Below these is a table with columns "Variant ↑" and "Variant availability type". A yellow message box says "There are no records to display." Below the table is an "Add Variant" modal window. The modal has a close button (X), a dropdown for "Variant availability type" (set to "Std Front and Rear (SB)"), and a list for "Variant*" (containing "Test Variant1"). There are "Update" and "Add" buttons in the modal. Below the modal, there are "Update" and "Add" buttons on the main page. At the bottom, another question asks: "For which variant(s) is this suspension data applicable? *". Below this are two boxes: "Variants not covered" (containing "Test Variant1") and "Variants covered" (empty). There are arrow buttons between the boxes and an "Update" button at the bottom right.

Standard and additional equipment

C **Standard or additional equipment** is displayed on the same page of the road vehicle descriptor form.

You need to click **Add** or **Add additional equipment** to generate the form and select applicable components.

D **Standard equipment** and **Additional equipment** have been separated into individual tables on the **Road Vehicle Descriptor** page.

In the **Standard equipment** table, click the **down arrow** to change the applicability of a component to optional.

Click **Add Equipment** to open a mini-form where you can add additional equipment, and select all the applicable variants and availability.

Road vehicle descriptor

Variants

Typical VN details

Engines

Service brakes

Transmissions

Tyre & rim

Suspension configuration

Standard or additional equipment

Standard or additional equipment

VTA-2024-000080

Details of any equipment which may affect ADR compliance.

Standard equipment

Standard equipment not completed.

#	Name	Type of change
Nothing found		

Additional equipment

Standard equipment

Name	Display Order <input type="button" value="↑"/>	Affects ADR compliance
Air conditioning		No <input checked="" type="button" value="⌵"/>
Antilock brakes		No <input type="button" value="⌵"/>
Power windows		No <input type="button" value="⌵"/>
Power mirrors		No <input type="button" value="⌵"/>
Driver's airbag		No <input type="button" value="⌵"/>
Passenger's airbag		No <input type="button" value="⌵"/>
Central airbag		No <input type="button" value="⌵"/>
Central locking		No <input type="button" value="⌵"/>
Autonomous Steering		No <input type="button" value="⌵"/>

Additional equipment

Name	Display Order <input type="button" value="↑"/>
	<input type="button" value="⌵"/>
	<input type="button" value="⌵"/>

Testing facilities

Adding testing facility capabilities

C On the **Testing facility capability** page, click **Add capabilities** to open the **Testing facility capability** form. Then, select the relevant ADRs from the dropdown menu.

ADR's are categorised into 6 groups based on standard type.

D On the **Testing facility capability** page, you can add ADR and Model Report standard capabilities by clicking the relevant **Add** button. Then select the ADR or standard from the dropdown menu. ADR's are sorted in numerical order.

Once added, you can click **Manage locations** to select a capability, then click the **arrow** buttons to select the facility locations that can cover the capability.

Before you begin

Applicant details

Manage application

RVCS registration

Testing facility locations

Testing facility accreditations

Testing facility capabilities

Testing facility capabilities (continued)

Contraventions of road vehicle legislation

Publish testing facility details

Declaration

Testing facility capabilities

TFA-2024-0000023

Select the standards (national road vehicle standards (ADRs) and standards determined under section 89(2) of the Rules) that the testing facility tests/witnesses testing against.

You may select the standards grouped by type or otherwise from a numerically sorted list. If you choose the grouping option, you may select an entire group using the 'Select All' button (standards for one group are on multiple pages).

Please repeat the process of selecting capability for each subsequent testing facility location using the + button at the bottom of the screen. When complete, please continue to the next page.

Add capabilities

Location

Canberra Australia

Before you begin

Applicant details

Manage application

Testing facility locations

Testing facility accreditations

Testing facility capabilities

Testing facility capabilities (continued)

Contraventions of Road Vehicle Legislation

Approval details

Comments and any other matters

Declarations

Testing facility capabilities

TFA-2024-0000121

Australian Design Rules Capabilities

Add ADR Capabilities

ADR 01/00 - Reversing Lamps (Add) **Remove**

Locations **Manage Locations**

- Canberra Australia

Model Report Standard Capabilities

Add Model Report Standard Capabilities

Manage locations for ADR 02/01 - Side Door Latches and Hinges

Not covered by Locations

- Faketown Afghanistan
- West Faketown Afghanistan

Covered by Locations

Save and Next

Close

Managing testing facility location information

N

After selecting the Australian Design Rules capabilities on the **Testing facilities capability** page, the **Model Report standards** and **Australian Design Rules** for each location will be displayed on the **Testing facility location** page.

From the **Testing facility location** page, you can manage information related to that location by selecting **Edit Address**, **Edit Contact**, **Manage ADR Capabilities** or **Manage Standard Capabilities**. You can also chose to **Remove** a testing facility location from your application.

The screenshot displays the 'Testing facility locations' page. On the left is a navigation menu with items: 'Before you begin', 'Applicant details', 'Manage application', 'Testing facility locations' (selected), 'Testing facility accreditations', 'Testing facility capabilities', 'Testing facility capabilities (continued)', 'Contraventions of Road Vehicle Legislation', 'Approval details', 'Comments and any other matters', and 'Declarations'. The main content area is titled 'Testing facility locations' and includes a sub-header 'Add Testing Facility Location' (highlighted in red). Below this, there are two location entries. The first entry is 'Location: West Faketown Afghanistan (Add)'. It includes 'Testing Facility Contact: Jane Doe', 'Australian Design Rules' (ADR 02/01 - Side Door Latches and Hinges, ADR 04/04 - Seatbelts), and 'Model Report standards' (Standards - left-hand drive conversions, Design review for standards in Standards - left-hand drive conversions). Action buttons for this location are 'Edit Address', 'Edit Contact', and 'Remove' (all highlighted in red), and 'Manage ADR Capabilities' and 'Manage Standard Capabilities' (both highlighted in blue). The second entry is 'Location: Faketown Afghanistan (Add)' with 'Testing Facility Contact: John Smith2' and similar ADR and standards information. Its action buttons are 'Edit Address', 'Edit Contact', and 'Remove' (all highlighted in blue), and 'Manage ADR Capabilities' and 'Manage Standard Capabilities' (both highlighted in blue). A reference number 'TFA-2024-0000092' is visible in the top right corner.

C

Current

D

Different

N

New

RAV page

RAV submission information

C No information is displayed on the **RAV** page. You need to use the search fields to locate individual or batch submissions.

D The **RAV** page displays RAV submission information in three tables; **emails**, **batch information** and **detailed information**.

You can filter the tables by **status**, search for specific submissions, batches or VINs using the filters above each table.

RAV submissions - emails

Status Submitted from Submitted to Batch ID RAV Org Name
 RAV Org Id

RAV submissions - batch information

Invoice Number Batch submitted from Batch submitted to Status Approval Number
 RAV Org Name RAV Org Id Category

Batch created date	Batch completed on	Batch ID	Batch Status	Approval Number	Category	Description	Qty	Amount	Invoice Number	RAV Organisation ID
04/08/2023	04/08/2023	d00e1adb-	Complete	CRE-036105	MA -		1	\$109.00		RAV000110 -

RAV submissions - detailed information

Batch ID Approval VIN Category Submission from
 Submission to RAV Org Name RAV Org Id

Submission date	Batch ID	RAV Org ID	Approval	VIN	Category	Make	Model	Status
17/08/2023 4:17	433064af-c53c-	RAV000110 -	VTA-062057	RDFLC71J800010260	MC	Holden	Stateman	Invalid

Recalls

Accessing active, inactive and closed recalls

N On the **Recalls** page, click the menu above the **Recalls** table and click **Active recalls** or **Inactive and closed recalls** to view the relevant list of recalls in the table.

The screenshot shows the 'Recalls' page interface. At the top, there are navigation tabs: Applications, Approvals, Payments, Recalls (highlighted with a red box), AVV, RAV, Authority to act, Profile, and Enquiry. Below the tabs are three action buttons: 'Notify of a recall', 'Submit progress report', and 'Submit bulk report'. The main content area is titled 'Recalls' and features a dropdown menu (highlighted with a red box) with options for 'Active recalls' and 'Inactive and closed recalls'. To the right of the dropdown is another 'Notify of a recall' button. Below the dropdown is a table with the following columns: Recall Type, Campaign Number, Make, Model, and Next Report Due. The table contains one row of data: REC-000106, Road Vehicle, R0120A, CAR, CarModel, and a checkmark icon. A red note '(Additional details required)' is displayed below the first row.

Recall Type	Campaign Number	Make	Model	Next Report Due
REC-000106 (Additional details required)	R0120A	CAR	CarModel	<input checked="" type="checkbox"/>

Creating a recall without an authority to act

C When you select **I do not have an authority to act in ROVER for this supplier** on the **Supplier details** page, additional fields are generated for you to add the primary contact and entity details.

D When you select **I do not have an authority to act in ROVER for this supplier** on the **Supplier details** page, click **Add Supplier** to manually add the supplier's details into a mini-form.

You cannot submit the recall if you do not have an authority to act. However, you can **Save** it as a draft.

Before you begin Supplier details Recall overview Recall details Non-compliance with standards Comments

Supplier details Return without saving

Supplier contact details

I do not have an authority to act in ROVER for this supplier

Primary contact details

Email

Phone

Website

Details

Legal Entity Name

ABN

ACN

ARBN

Recall contact details

Who is the contact for this recall? * Myself Supplier as above Someone else

Before you begin Supplier details Recall overview Recall details Non-compliance with standards Comments

Supplier details REC-000106

Supplier contact details

I do not have an authority to act in ROVER for this supplier

Add Supplier

Add Supplier

Primary contact details

Email

Phone

Website

Details

Legal Entity Name

TEST 123

ABN

ACN

ARBN

Adding additional recall details

C On the **Recalls** page, recalls needing **Additional details** have an **Additional details** button in the **Action** column of the **Active recalls** table.

Additional recall details, Proposed communication and engagement strategy and Branding use consent are on 3 separate pages in the **Additional recall details** form. You can complete the form before submitting a new recall.

The screenshot shows the 'Active recalls' table with a red box around the 'Active recalls' tab and the 'Additional details' button in the 'Action' column. Below the table is the 'Additional recall details' form for recall REC-000024, with a red box around the 'Additional recall details' section and the 'Proposed communication and engagement strategy' and 'Branding use consent' checkboxes.

Recall ID	Recall type	Campaign number	Make	Model	Next report due	Action
REC-000024	Road Vehicle	R0120A	CAR	CarModel		Additional details

Additional recall details
REC-000024
Proposed communication and engagement strategy
Branding use consent
Return without saving
Please provide your recall strategy. Use the comment box or upload button below.
Strategy attached

D Recalls needing more information is listed on the table on the **Recalls** page. They will have **(Additional details required)** in red text underneath the recall number.

The **Additional recall questions** form is one page. You must first **Submit** the recall before the **Additional details** can be added.

The screenshot shows the 'Recalls' table with a red box around the recall ID 'REC-000106' and the text '(Additional details required)' underneath it.

Recall ID	Recall Type	Campaign Number	Make	Model	Next Report Due
REC-000106 (Additional details required)	Road Vehicle	R0120A	CAR	CarModel	

C Current **D** Different **N** New

Adding a progress report

C Click on the **Submit progress reporting** button on the **Recalls** page to open a form and provide a progress report in the form for one recall or upload a bulk report for multiple recalls.

The screenshot shows the top navigation bar with icons for Applications, Approvals, Payments, Recalls, AVV, RAV, Authority to act, Profile, and Enquiries. The 'Recalls' icon is highlighted with a red box. Below the navigation bar, there are two buttons: 'Notify of a recall' and 'Submit progress reporting', with the latter highlighted by a red box. Below the buttons is a section titled 'Active recalls' with a search bar. A table lists active recalls with columns: Recall ID, Recall type, Campaign number, Make, Model, Next report due, and Action. The first row shows a recall with ID REC-00024, type Road Vehicle, campaign R0120A, make CAR, and model CarModel. An 'Additional details' button is located in the Action column.

Recall ID	Recall type	Campaign number	Make	Model	Next report due	Action
REC-00024	Road Vehicle	R0120A	CAR	CarModel		Additional details

D On the **Recalls** page, update the progress of a recall by clicking the **down arrow** next to the recall you report on, or click the **Submit progress report** button.

Click the **Submit bulk report** button to report on multiple recalls at once.

The screenshot shows the top navigation bar with icons for Applications, Approvals, Payments, Recalls, AVV, RAV, Authority to act, Profile, and Enquiry. The 'Recalls' icon is highlighted with a red box. Below the navigation bar, there are three buttons: 'Notify of a recall', 'Submit progress report', and 'Submit bulk report', with the latter two highlighted by red boxes. Below the buttons is a section titled 'Recalls' with a dropdown menu for 'Active recalls' and a 'Notify of a recall' button. A table lists recalls with columns: Recall ID, Recall Type, Campaign Number, Make, Model, and Next Report Due. The first row shows a recall with ID REC-000106, type Road Vehicle, campaign R0120A, make CAR, and model CarModel. A 'Notify of a recall' button is located in the Next Report Due column.

Recall ID	Recall Type	Campaign Number	Make	Model	Next Report Due
REC-000106 (Additional details required)	Road Vehicle	R0120A	CAR	CarModel	Notify of a recall

**Multiple vehicles on
a single road vehicle
application**

Adding VINs for multiple vehicles in a single road vehicle application

C Add multiple VINs manually or by uploading a **CSV** file.

Upload a **CSV** file by clicking the **down arrow** button and selecting the file from your computer.

To add the VINs manually, click the **plus** button and enter the information into the fields provided.

D Add each VIN individually by clicking the **Add VIN** button. This opens a mini-form with the fields **VIN**, **Chassis**, **Year** and **Month**.

Once you have entered information into the relevant fields, click **Add**. Repeat this process to add multiple VINs.

Please provide the VINs or Chassis Numbers and build dates for each vehicle on this application. *

A maximum of 30 vehicles can be supplied as part of this application. Using the export and import buttons a CSV can be exported with the current data or imported to add new data.

VIN	Chassis number	Year	Month

If required, you may use the template provided by clicking on the export button or download it via the [ROVER Resources](#) pages found on the department's website to then use to upload the required data as a .csv, rather than manually entering the information.

Please provide the VINs or Chassis Numbers and build dates for each vehicle on this application. *

A maximum of 30 vehicles can be supplied as part of this application.

Add

VIN

Chassis

Year

Month

Add VIN

No VIN have been added.

Add

Payments page

Accessing payment information

C Access payment information on the **Payments** page in the **Active Payments** and **Past Payments** tabs.

The screenshot shows the top navigation bar with icons for Applications, Approvals, Payments, Recalls, AVV, RAV, Authority to act, Profile, and Enquiries. The Payments icon is highlighted with a red box. Below the navigation bar, there are two tabs: 'Active Payments' and 'Past Payments', both highlighted with red boxes. The main content area shows a table titled 'Payments for invoices' with a search bar and a table with columns: Invoice number, Date issued, Reference, Amount, Pay, and Due date. The table contains several rows of invoice data, including 'Overdue' status for some entries.

D Access payment information on the **Payments** page. In the menu above the table, click **Active Payments**, **Upcoming Payments** or **Past Payments** to view the relevant information in the table.

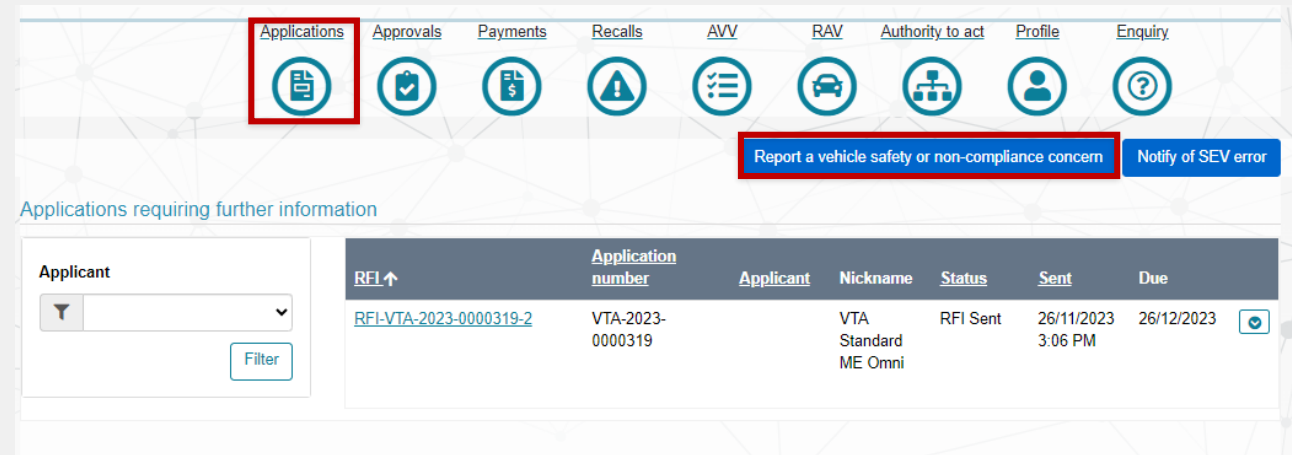
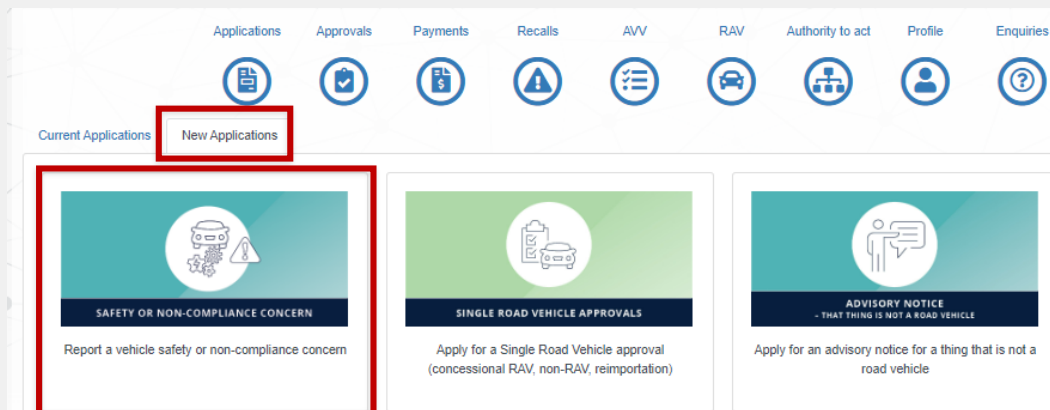
The screenshot shows the top navigation bar with icons for Applications, Approvals, Payments, Recalls, AVV, RAV, Authority to act, Profile, and Enquiries. The Payments icon is highlighted with a red box. Below the navigation bar, there is a dropdown menu with three items: 'Active Payments', 'Upcoming Payments', and 'Past Payments', all highlighted with a red box. The main content area shows a table with columns: Date issued, Reference, Amount, and Due date. The table contains several rows of invoice data, including 'Overdue' status for some entries.

**Reporting a vehicle
safety or non-
compliance concern**

Starting a reporting on a vehicle safety or non-compliance concern

C Click on the **New Applications** tab. Then click on the **Report a vehicle safety or non-compliance concern** icon to start a report.

D Start a report by clicking on the **Report a vehicle safety or non-compliance concern** button at the top of the **Applications** page.



For more information
visit the ROVER Portal Rebuild webpage