



# Road Vehicle Standards

## Tips on how to complete your vehicle or component type approval application

Here is a list of the most common issues and how to avoid them.

### Compliance Information forms

People often submit an application thinking they've provided all the required information, only to find out later that more information is needed for it to be assessed.

Compliance Information (CI) forms are central to submitting a complete application. If CI forms are not attached or completed correctly, your application will be considered incomplete.

All CI forms need to be completed in ROVER. When you start and save a CI form in ROVER, it will automatically attach it to your application.

### Blank fields

When completing your CI forms, please do not leave any fields blank. When you click the **save** button, all blank fields will turn **red** if information is required. Please check the CI forms and fill in the required information before submitting your application.

### Adding ECE approval numbers

If you are adding an ECE approval number, please double check that the number matches the extract of the approval that you are attaching to the same form.

### Claiming the extent of compliance for an applicable ADR as Not Applicable

If you are claiming the extent of compliance for an applicable ADR as **Not Applicable**, please include a valid reason in the comments section for that ADR. For example, 'This feature is not fitted to the vehicle' could be used for ADR 62 if a connection between vehicles is not fitted to the vehicle.

If you are claiming the ADR as **Not Applicable** because you are certifying the vehicle to an applicable prior rule, please confirm the applicable prior rule is listed in the ADR applicability table.

You should state the correct applicable prior rule in the comments section and add the prior rule to your ADR list.

For second stage of manufacture applications you may need to state the extent of compliance for an ADR as **Not Applicable** if the first stage vehicle has not been certified to that version of the ADR. For more information please refer to page 20 of the [Guide to vehicle type approvals](#).

## Testing facility exemption code

If you are applying for a component type approval and the component was tested by a facility that has not been granted an approval under the Road Vehicle Standards legislation you may be eligible to use an exemption code.

Please do not use the exemption code if you do not know the test facility's RVCS registration number.

Please refer to the [position paper](#) – *Component Type Approval – test reports not completed by an RVS approved testing facility* for when this can be used.

## Demonstrating full control over design, componentry and the manufacturing process

### Who has full control of all stages of design?

If you have full control of all stages of design of the component or vehicle, you can answer **yes** to this question. You only need to answer **no** if:

- you are purchasing the component or vehicle from another organisation that designed or manufactured the component or road vehicle
- you are an agent completing an application on behalf of an organisation (the applicant) that does not have control over design or manufacturing\*
- you do not have control of the facility that manufactures the component or vehicle.

**Note:** An agent is answering questions on behalf of the applicant when completing the application form.

### Supporting your claim without an ISO 9001 certificate or equivalent

If you don't have an ISO 9001 or equivalent certificate, you still need to support your claim of having full control over the design, componentry and manufacture of the component or road vehicle by providing:

- documentation incorporating all of the measures, stages, actions, methodologies, operating instructions and other operating practices and processes that ensure full control over the design, componentry and manufacture. Collectively, these form what the department refers to as a full quality management system (QMS), or
- a summarised version of the QMS (this is the department's preferred option for an applicant to upload when submitting an application). However, you must still have the full documented measures and operating instructions (QMS) available, as we may request this during the assessment process (after your application has been submitted).

## Using a CRN or SARN

You can reference a CRN or SARN in your component type approval application, however, the department cannot issue more than one component type approval that references the same CRN or SARN.

Please do not reference the same CRN or SARN in multiple component type approval applications.

## Can I change details in my application?

When you start an application, ROVER allows you to save it, exit and return to your saved work in ROVER at any time before you submit it. If you need to amend your application after it has been submitted, but before you've paid the fee, you can withdraw, amend and resubmit it, or delete it.

You can also [withdraw an application](#) and then amend and resubmit or delete it after you have submitted it and paid the fee if its status in ROVER is 'Paid—Awaiting Assessment', or 'Assessment in progress'. The process for withdrawing, amending and resubmitting, or deleting an application after the fee has been paid is explained in the guide, [How to withdraw, amend and resubmit or delete an application in ROVER](#).

As you progress through the application creation, submission, payment and decision process in ROVER, you can view the [status of your application](#) at various stages.

## Requests for further information

Once you've submitted your application, you may receive a request for further information (RFI). To ensure assessment of your application is completed as quickly and smoothly as possible, please respond to any RFIs within the specified timeframes. We are unable to continue assessing your application until we receive an acceptable response to an RFI.

## Further information

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