



Australian Government

Department of Infrastructure, Transport,
Cities and Regional Development

Road Vehicle Standards

RVSA Implementation Consultation Framework

RVSA Tools Consultation Group

Discussion Paper TL4 – Model Report Checklist and AVV Verification

3 July 2019



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1.0 Introduction

The Road Vehicle Standards (RVS) legislation has been passed by both houses of Parliament and will come into effect on 10 December 2019. In preparation for commencement of the legislation, the department is currently undertaking policy and procedures development to ensure an effective transition.

The department has continued to consult with stakeholders and is aware that some industry participants remain concerned about how certain aspects of the legislation will work in practice. The RVSA Implementation Consultation Framework was established as a mechanism to continue to engage with the road vehicle industry and in-service regulators to identify and develop practical solutions to issues relevant to the administration of the RVS legislation.

This paper sets out the various elements the Department is considering be required to be included in each model report. It also explains the proposed requirements for Vehicle Verifications by Authorised Vehicle Verifiers (AVVs) using model report checklists.

The Department is seeking feedback from stakeholders about the suitability of these requirements generally. Specific opportunities for feedback are set out throughout the document.

This is a proposal only and for discussion at the RVSA Tools Consultation Group on 3 July 2019. It is expected that further development and consultation on the proposal will be undertaken following discussion at the RVSA Tools Consultation Group meeting.

2.0 Components of a Model Report

Each model report will include:

- Information about the scope of vehicles covered by the model report;
- A master work instruction setting out the steps a RAW or Type Approval Holder must follow.
- Modification instructions setting out details about each modification or assembly operation required to be followed;
- A Scope Checklist;
- A Modification Checklist;
- A Critical ADRs / Deterioration Checklist;
- A damage and corrosion checklist; and
- An odometer verification checklist.

2.1 Model Report Scope

Each model report will include scope information. This information will be published on the model report register. The information is very similar to information published in Road Vehicle Descriptors (RVDs) and is intended to give potential users of the model report the ability to determine if their vehicle is covered by the model report. The information may also assist State and Territory Registration Authorities to confirm vehicles haven't been modified between RAV entry and first registration.

The proposed scope information fields are set out in appendix 1 to this document. The mandatory fields will change depending on the type of vehicle and the type of model report.

Question 1a – Is the proposed model report scope information appropriate?

Question 1b – Is there any additional information about vehicles covered by a model report that should be included?

The Department recognizes that it is more efficient for a model report to cover more than one variant. It is proposed this will be catered for by allowing model reports to cover multiple variants within the same model, by allowing it to include separate master work instructions and verification checklists for each variant. Evidence and modification instructions could be used across variants where the specification of the vehicles is identical or potentially where the evidence relates to a worst case.

Question 1c – When should the Department accept worst case evidence for different variants within a model report?

2.2 The Master Work Instruction

The Master Work Instruction is the index to each model report. Its purpose is to direct RAWs or Type Approval holders on how to modify or manufacture vehicles of the type covered by the model report and to confirm each vehicle is of the same specification as the vehicle or design on which the model report is based.

The master work instruction template is designed to be flexible enough to deal with all model report types. The template at appendix 2 sets out the information required for each master work instruction step. The template will be repeated for each step.

The master work instruction must cover all steps to be undertaken on each vehicle from the time the RAW or type approval holder receives the vehicle, or the RAW or type approval holder commences manufacture.

Note:- where the vehicle requires assembly or modification in a way not covered by the applicable standards, the Department proposes not to assess the adequacy of those instructions. For example, a model report for a heavy trailer will need to include instructions for constructing the structure of the trailer, but as the requirements for trailer structure are not included in the ADRs, the Department will not assess if the structure of the trailer is adequate for example to support the loads likely to be seen in use.

Question 2 – What level of detail should be expected in model reports covering the manufacture of vehicles where those manufacturing operations are not covered by the applicable standards?

The logic of the master work instruction

The order of steps in the master work instruction is critical to ensuring each vehicle ends up being the same. The steps must follow a logical flow so that the RAW or type approval holder doesn't modify things it has already checked. For example the model report shouldn't require the engine to be removed and replaced multiple times when performing a left to right hand drive conversion.

Mandatory Steps

The first step for vehicles to be modified by a RAW is always to complete the damage and corrosion checklist. The details of this checklist is covered later in the document, but the master work instruction must require the RAW to complete the damage and corrosion checklist. It must explain what the RAW must do in the event signs of damage, corrosion or damage repair are found, including:

- that structural components may be replaced if this can be performed without cutting, welding, heating or bending of the material;
- that replaced components must be of the correct specification;
- that if evidence of damage repair is found, the RAW must conduct further assessment to determine the extent of the damage, including:
 - obtaining vehicle history information to show if the vehicle had been previously written off;

- conducting a body alignment test to determine if the vehicle structure is within acceptable tolerances.
- If the damage or corrosion exceeds the limits set out in a determination under section 107 of the Rules, the RAW must stop work on the vehicle and advise the Department.

The Department has included the damage and corrosion checks as part of the model report even though it is a condition of RAW approval to inspect each vehicle for damage and corrosion before commencing work. It is believed this approach will mean inspections are more consistent and the Department will have the ability to approve the checks contained in each model report. The damage and corrosion checks will be specific to each vehicle and the more detailed checks for damage repair can be performed by the RAW rather than the AVV.

Question 3 – Should the damage and corrosion checks be incorporated into the model report or should they be handled separately through the section 106 determination? Why?

2.3 Modifications and confirmation of vehicle component specifications

As part of the model report approval process, the applicant will submit evidence showing the vehicle complies with the applicable standards. This evidence must include the specification of the components or systems relevant to that standard. In some cases components will be identified by obvious component markings including part numbers and E marks. In other cases components will be identified by photographs or diagrams.

Where the evidence demonstrating compliance to a standard is “equivalent standard”, the work instruction must require the RAW to confirm the vehicle was required to comply with the equivalent standard, for example by confirming the vehicle was first supplied to the market where the standard applied. Where there are multiple standards relying on the same country of origin information, it is acceptable for the model report to only confirm this once.

Note: Acceptable evidence types will be included in the section 89(2) determination

Each master work instruction will include a series of steps for the RAW or type approval holder to confirm each vehicle is of the correct specification, and as a result complies with the evidence submitted in support of the model report application. These steps will rely on the specification of components provided in the evidence.

In some cases, the model report approval holder will have modified the vehicle prior to preparing its evidence. Modifications change the specification of the base vehicle into the correct final specification. The master work instruction must require the RAW or Type approval holder to follow modification instructions before confirming the final specification of the components relevant to the affected standards.

The master work instruction must include guidance to the RAW on what to do in the event a vehicle is not of the same specification as set out in the master work instruction after modifications have been performed. This may be because:

- The vehicle isn’t covered by the model report;
- The vehicle had been modified by a previous owner;

- The model report contains errors.

The purpose of the requirement to include instructions on what to do if the vehicle does not match is to avoid the model report having dead ends where the RAW or type approval holder is left to decide the course of action. In turn this should mean that vehicles are not incorrectly modified to make them comply. It is also expected that some model report approval holders may use a different specification as a way to solicit money from a desperate owner to have their vehicle added to the RAV. Having the steps to follow in the event of the model report not covering the vehicle is meant to ensure the model report approval holder has responsibility in making the model report cover the vehicles set out in the scope.

Question 4 – Should the model report include steps on what the RAW should do in the event the vehicle does not match the approved specification?

Requirement for RAW and Type Approval Holder to complete checklists

As final confirmation to the RAW that everything is ok, the master work instruction must require the user to:

- Complete the scope checklist;
- Complete the modification checklist;
- Complete the critical component and deterioration checklist; and
- Complete the odometer verification

This is intended to reduce the likelihood of a RAW taking a vehicle to an AVV that does not comply and allow the RAW an opportunity to address issues in advance of verification.

Question 5a – Should the model report require the RAW to complete each of the checklists?

Question 5b – For model reports used to support type approvals, should the checklists be used to form part of the type approval holders conformity of production requirements?

2.4 Modification Instructions

For each modification step in the Master Work Instruction, the model report must include modification instructions explaining in an appropriate level of detail how to modify or, in the case of new vehicles, manufacture the vehicle.

Modification instructions must set out any special qualifications or skills required to perform the modification and must be appropriately targeted to people with those qualifications and skills. The instruction would also set out any special equipment required to perform the modification and also set out each of the steps to be followed.

For example, a modification to the electronic stability control and ABS system while performing a left to right hand drive conversion might require the modification of the wiring loom. An appropriate skill set would be an automotive electrician. The equipment might include wire of the right specification, connector pins to add the wire to the loom and a special crimping tool.

Modification instructions must be presented in a standard format using the template at appendix 3.



Question 6 – When should modification instructions be broken into separate modification tasks? For example if a vehicle requires a left to right hand drive conversion, would it be acceptable to cover this in a single conversion manual or should each aspect be handled separately in a separate modification instruction?

2.5 Verification Checklists

Each model report must include the following verification checklists:

- Damage and Corrosion Checklist (not required for trailers)
- Scope Checklist
- Modifications Checklist
- Deterioration / Critical Component Checklist and
- Odometer checklist (not required for trailers)

Question 7 – Should the model report include any other checklists?

Damage and Corrosion Checklist

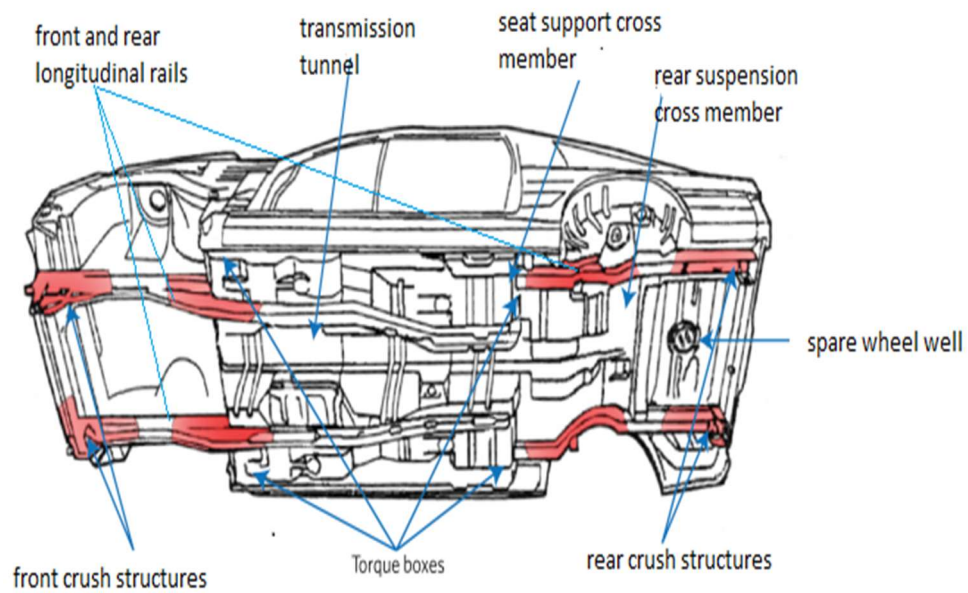
This checklist must include a check for each feature of the vehicle to be inspected, including:

- Underbody Features
- Exterior Features
- Interior Features
- Features specific to two and three wheeled vehicles

Underbody features

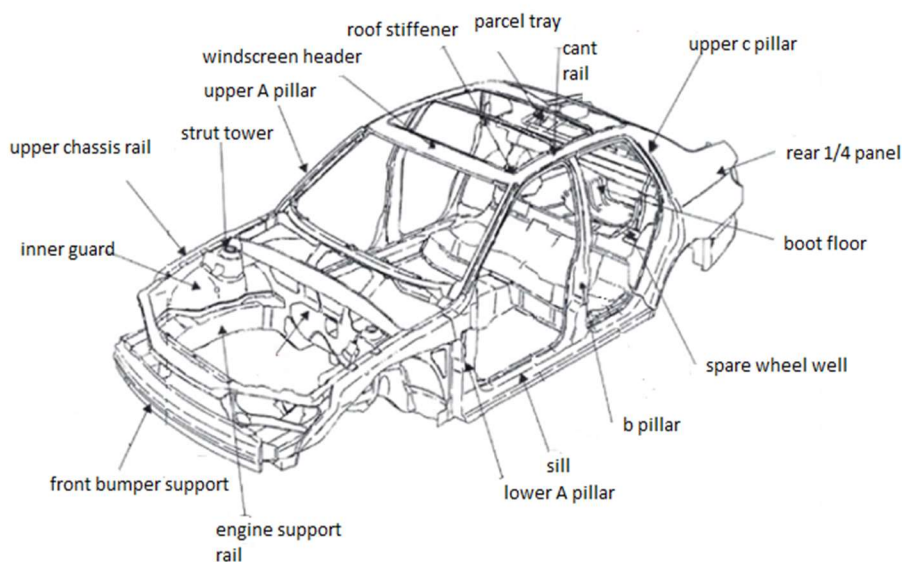
The model report must include the features from the following list in the damage and corrosion checklist unless they are not fitted on this type of vehicle:

- Left and right front crush structures
- Left and right front longitudinal rails
- Floor pan stiffening members
- The transmission tunnel
- Torque boxes
- Rocker panels (Sills)
- Left and right rear longitudinals and
- Left and right rear crush structures
- For vehicles that have a separate chassis, the whole of the chassis is considered structural and so must be separately checked;



Exterior Features

1 Inner guard	8 Cant rail	15 Rear seat floor	22 Front bumper support
2 Upper chassis rail (reinforcer)	9 Roof (not shown)	16 B pillar	23 Spare wheel well
3 Strut tower	10 C pillar (upper)	17 Floor	24 Tunnel (longitudinal)
4 A pillar (upper)	11 Rear panel	18 Sill (rocker panel)	25 Rear seat cross beam
5 Windscreen header	12 Rear ¼ panel	19 A pillar (lower)	26 Rear suspension cross beam
6 Roof stiffener	13 Boot floor	20 Bulkhead	
7 Parcel tray	14 Rear seat back	21 Lower (engine) chassis rail	





Interior Features

- Seat and Seatbelt anchorages
- Roof pillars
- Floor
- Roof
- Door sills
- Airbags and airbag mounting points
- Doors including:
 - Side door intrusion beams
 - Door hinge mounts
 - Door latch mounts
 - Airbags and airbag mounting points

Features Specific to two and three wheeled vehicles

Frame including:

- Steering head
- Suspension mounting points
- Engine/gearbox mounting points
- Fuel tank

Components including:

- Front forks
- Fuel tank
- The engine block (if structural)
- Rear swing arm

Question 8 – Are the items to check for damage and corrosion appropriate? What should be added, what should be removed?



Scope Checklist

Each model report must include a scope checklist that includes sufficient checks to confirm each vehicle using the model report is covered by the information in the model report scope; and Includes sufficiently detailed images of the vehicle from a range of angles including:

- Front View
- Front ¾ view
- Side View right / left
- Rear View
- Rear ¾ view
- Engine Bay view
- Underbody view
- Interior view

The objective of this checklist is to allow an AVV to perform higher level checks on the vehicle than would be performed by the RAW. The checks are designed to ensure the vehicle was covered by the model report, and the assessment of the photos of the vehicle are to allow the AVV to perform a negative check and identify if any of the features on the vehicle they are verifying are different to those covered by the model report.

Modifications Checklist

For each modification instruction the model report must include a check to confirm:

- The modification or assembly operation has been performed properly
- The correct components were fitted; and
- The system is operating correctly.

The modification checks must align with the evidence supporting compliance with standards, the master work instructions and the modification instructions.

It is proposed to use the template at appendix 4 for modification checks.

The purpose of the modification checks is to require the AVV to confirm each modification has been performed properly.

Question 9 – Does the proposed approach satisfy the desire for a less randomized inspection by the AVV requested by stakeholders at the last consultation forum?

Deterioration / Critical Components Checklist

Most of the Australian Design Rules assume the vehicle is in as new condition when tested. As a result the Department is proposing to vary the applicable standards for used vehicles to allow for used components and systems. Where the Department considers a component subject to wear will not comply with the ADR requirements it is proposed to add a deterioration factor. If an individual vehicle is of the same specification as a new vehicle would have been when it complied with the relevant ADR but for the components or systems being used, it will be considered to be acceptable if the component is within certain deterioration limits. For example, brake pads of the same specification will be acceptable as long as they are thicker than the manufacturers recommended minimum thickness. More detail about deterioration factors will be in the section 89(2) determination.

Deterioration checks are relevant to all used vehicles, they are intended to confirm each component on a vehicle that is subject to a deterioration factor is within the required tolerance. Some checks for deterioration are simple, such as the brake example above, but others may require testing on each vehicle. For example to confirm the emissions control system is functioning correctly, the AVV must confirm on vehicles with an on board diagnostics system that the warning tell tale is functioning, but that no warning is present. For pre on board diagnostic vehicles, the AVV must confirm that each vehicle's idle emissions do not exceed the manufacturers recommended idle emissions levels.

Critical component checks are relevant to all vehicles other than heavy trailers. Details of critical component check will be set out in the section 89 determination, and may include things like checks for warning tell tales.

Each applicable model report must contain a checklist to confirm:

Components subject to deterioration are within the manufacturers specification or are operating correctly

Critical components are operating correctly

This checklist will use a repeating template and a proposed version is included in appendix 5

Question 10a – Is this approach to confirming deterioration is within acceptable limits ok?

Question 10b – Recognising that all modifications will be checked, what other items not subject to wear should be covered in the critical components

Odometer Checklist

Odometer verification is a function of vehicle verification and is set out in section 100 of the Rules. However it is the Department's view that this is best covered as part of the model report because the method for confirming an odometer reading is accurate will be model report specific.

Each model report must include steps to confirm the odometer reading is accurate these steps must include:

- A check of all available service records/documents (Registration records, service books, RWC, etc) for verification of the odometer reading; and
- A check national databases of the country of origin of the vehicle for odometer records.



Where documentation is not available:

- how to interrogate the vehicle's computer systems to confirm if the odometer has been tampered with or shows a value that is different to the number of kilometers travelled by the vehicle. or
- For older mechanical odometers, the steps must include how to check for mechanical tampering

For second stage of manufacture vehicles, the steps must explain how to check for evidence the vehicle has not been used in transport.

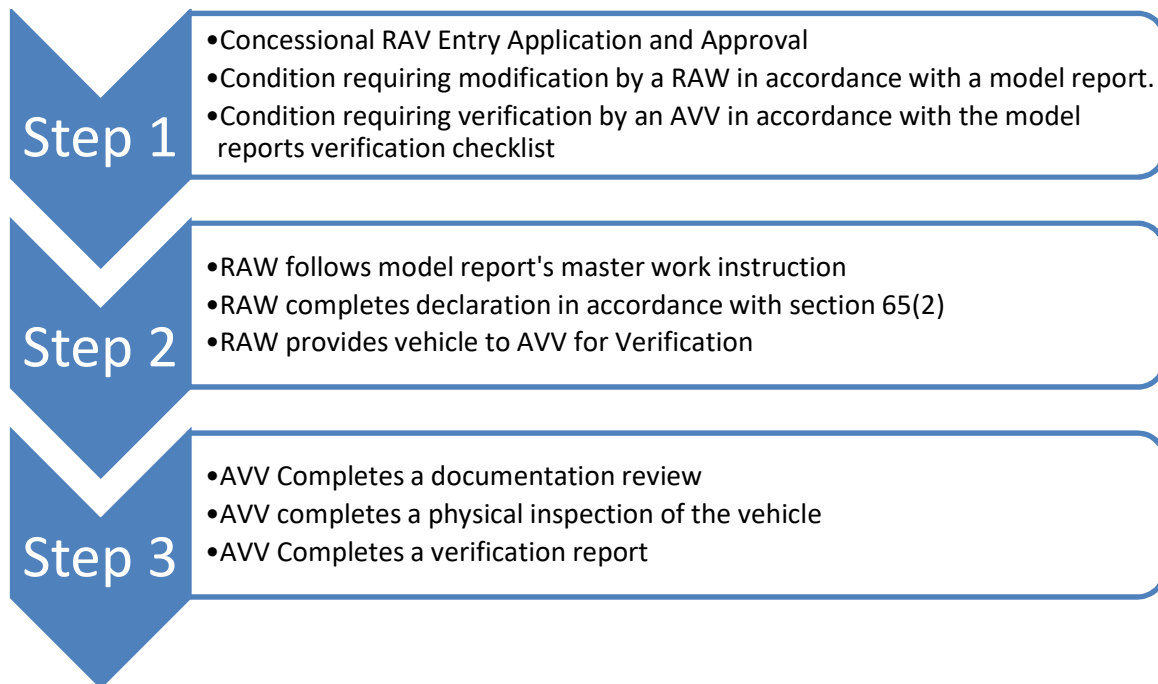
Where the odometer reading is not accurate, the model report must include a work instruction setting out how to correct the odometer reading, including the records that must be kept.

RAW must collate and provide all original specification and verification documents the vehicle to AVV.

Question 11 – Recognising that some vehicles must replace speedometer assemblies for ones showing speed in km/hr, what should be done when the odometer shows an incorrect value? Should the vehicle be permanently refused verification, should the vehicle be permitted to be modified?

3.0 The RAWs Vehicle Process

The Road Vehicle Standards Legislation sets out a high level process for vehicles to be modified by a RAW.



3.1 Step 3 – AVV Verification

The requirements for vehicle verification are set out in section 100 of the Rules. Section 100 is a condition on AVV approvals, requiring certain things to have been satisfied before the AVV verifies a vehicle. The requirements are:

- The AVV has received the signed declaration mentioned in section 65(2)(a) from the RAW;
- The AVV is satisfied on reasonable grounds that the declaration is true and accurate;
- The AVV has inspected the vehicle and:
 - The AVV is satisfied the vehicle has been manufactured or modified in accordance with the latest version of the model report mentioned in the declaration;
 - The level of damage or corrosion on the vehicle does not exceed the limits set out in the section 107 determination; and
 - The vehicle's odometer is accurate.
- The AVV must complete a verification report on the approved form; and
- Must provide a copy of the report to the Department in the event the vehicle is not verified.

The section 65(2)(a) Declaration

Section 65(2)(a) requires the RAW to make a declaration in the approved form that:

- The vehicle was manufactured or modified in accordance with the latest version of an approved model report; and
- The RAW was authorised (by the model report approval holder) to use the model report.

The declaration must be accompanied by information to support that the RAW was authorised to use the model report.

It is proposed the Section 106 determination will set out that the AVV will be satisfied the vehicle was modified or manufactured in accordance with the latest version of the approved model report if the verification checklist used by the RAW was the same version as provided by the Department to the AVV;

Similarly, the AVV will be satisfied the RAW was authorised to use the model report if it is accompanied either with a letter authorising the use of the model report by the RAW for unlimited numbers of vehicles, authorising the use of the model report for vehicles specified by VIN and one of the VINs corresponds to the VIN on the vehicle, or if the RAW is also the model report approval holder, a copy of the approval showing the approval holder details are the same as the RAW.

How an AVV will perform a vehicle inspection

The purpose of the vehicle inspection is to allow the AVV to confirm each vehicle is in accordance with the verification checklist. The verification checklist includes:

- The Scope Checklist;
- The Modification Checklist;
- The deterioration and critical components checklist;
- The damage and corrosion checklist; and
- the odometer checklist.

The inspection will consist of the following steps

- Documentation Assessment
- Physical Inspection
- Completion of verification report

The Document Assessment

The AVV must request the RAW to provide the following documentation prior to the commencement of the physical inspection:

- A copy of the completed scope checklist for the vehicle;
- A copy of the completed modification checklist for the vehicle;
- A copy of the completed deterioration / critical components checklist;
- A copy of the damage and corrosion checklist;
- A copy of the completed odometer checklist for the vehicle; and
- Any records required to be collected by the RAW by the checklists.



The AVV would confirm that each of the checklists have been completed correctly prior to commencing the physical inspection.

It is proposed that if any of the checklists are not completed, the AVV must refuse to verify the vehicle; If the checklists indicate the vehicle does not comply with the model report, the AVV must refuse to verify the vehicle; If the damage and corrosion checks indicate the vehicle has damage exceeding the limits set out in the section 107 determination the AVV must refuse to verify the vehicle and If the odometer checklist indicates the odometer reading is not accurate, the AVV must refuse to verify the vehicle.

The purpose of the documentation check is to allow the AVV to perform an initial assessment before the vehicle is present. This provides for a more cost effective screening process and allows the RAW to correct its documentation without the pressure of a vehicle being involved.

Question 12 – Is the documentation check approach an appropriate way to commence the vehicle inspection?

3.2 Vehicle Inspection

Model Report Scope Checks

Each model report will include a scope checklist, the AVV must complete the model report scope checklist.

The AVV must refuse to verify the vehicle if any of the checklist items are not met, for example, the vehicle is a different variant, has a different tare mass, has different major dimensions(within a tolerance).

Where the scope checklist includes photographs of various aspects of the vehicle, the AVV must compare those with the vehicle it is inspecting. If the AVV notices any of the following it must refuse to verify the vehicle:

- Additional components such as lamps, seats etc
- Different components –eg different exhaust different steering wheel etc

The principle here is that the evidence, demonstrating vehicles modified in accordance with a model report will comply with standards, is based on a particular type of vehicle. While other vehicles may be similar, they have different specifications and require different evidence.

Question 13 – Should the AVV consider other factors when deciding if a vehicle is covered by a model report?

Modification Checks

The AVV must inspect the vehicle to complete the modification checklist. The AVV must refuse to verify the vehicle if the vehicle does not pass any of the modification checklist items.



As agreed in the last consultation forum, the Department is now requiring the AVV to check all modification items for all vehicles. Based on this feedback, the Department has significantly increased the focus of the AVV verification onto modification items. This means that model reports which require more modifications, such as left to right hand drive conversions, kit cars, campervans and motorhomes and other second stage of manufacture vehicles will result in more extensive verification processes.

Question 14 – Does this refinement to the verification process better achieve the objective that vehicles comply with standards before their details are added to the RAV?

Deterioration and Critical Component Checks

The AVV must inspect the vehicle and complete the deterioration and critical component checklist. The AVV must refuse to verify the vehicle if the vehicle does not pass any of the checklist items.

The deterioration factors as discussed earlier are critical to ensure used vehicles meet the applicable standards. On the other hand, the government committed to reducing the number of components that needed to be replaced on used vehicles, as long as those components are in serviceable condition. So, as a trade off for replacing components on all vehicles, RAWs can keep the used components as long as they are shown to be within appropriate wear tolerances and functioning properly.

As part of these checks, AVVs will need to carry out tests on each vehicle, including a stationary noise test. It will also require dismantling parts of the vehicle, such as removing wheels to check the thickness of brake pads and rotors.

Question 15 – An alternative approach to this assessment would be for the RAW to conduct the tests, and provide the results to the AVV. This would reduce the cost of verification, but it is unclear how the AVV would confirm the test results are based on genuine testing. Should the Department consider this alternative?

Damage and Corrosion Checks

The AVV must inspect the vehicle and complete the Damage and Corrosion checklist. It must record all signs of damage, corrosion and damage repair on the components or structures set out in the checklist.

Where there are signs of damage or corrosion, the AVV must compare these against the limits set out in the section 107 determination. If the damage or corrosion exceeds these limits, it must refuse to verify the vehicle.

If the vehicle has evidence of damage repair, the AVV must check the vehicle history information and the results of the body alignment test provided by the RAW. If the RAW did not provide this information, the AVV must refuse to verify the vehicle.

The rationale around this checklist is for the AVV to perform the more basic checks, but to rely on the RAW to perform the more difficult body alignment checks and obtain vehicle history information. There are a range of options on how this could be managed, but the proposed approach is thought to be the most balanced. The objective is for the AVV to be satisfied the RAW has done its checks



properly. If the RAW did not identify damage repair in its inspection, then the AVV should not be relied upon.

Question 16 – Should the AVV perform the body alignment checks as well as the RAW?

Odometer Checks

The AVV must complete the odometer checklist, comparing the actual odometer reading with the information provided by the RAW. The AVV must refuse to verify the vehicle if the odometer reading is lower than the information says the vehicle has done;

If there is no information available, the AVV must inspect the odometer for signs of tampering. It must refuse to verify the vehicle if there is evidence the odometer has been tampered with;

The odometer check is the most difficult to perform because the information is generally unreliable and physical or electronic checks are difficult to perform if not impossible. The approach taken is to rely mostly on vehicle history information identified by the model report approval holder and collected by the RAW. We know that in some cases this information will take time to obtain. It is more appropriate it is obtained by the RAW than the AVV. In some cases information will not be available. We are hoping to rely on an ability to check for tampering using electronic tools for more modern vehicles and physical checks for older vehicles.

Question 17 – Should electronic tools or physical checks for signs of tampering be considered?

3.3 Completion of Verification Report

At the conclusion of the inspection, the AVV must complete the verification report on the approved form. The Department proposes that the verification report must be completed while the vehicle is still available to the AVV for inspection. This will limit the possibility of delays in preparing negative reports allowing RAWs to find alternate AVVs to carry out a second verification and potentially miss the things the vehicle originally failed on.

A copy of the completed report must be provided to the RAW giving the RAW advice on why the vehicle failed verification and whether those things can be corrected and a subsequent verification attempted. The AVV must indicate that the reasons can not be corrected if:

- the reasons include that the vehicle has structural damage or corrosion exceeding the limits set out in the section 107 determination and the damage cannot be corrected by replacing components without the use of cutting or heat. or
- The vehicle had been written off.

If the report indicates the verification is refused, a copy of the verification report must be provided to the Department within 1 business day of completing the report.

Appendix 1 – Model Report Scope Information Fields

1.0	<i>Model Report Details</i>	Model Report Approval ID Model Report Version Model Report Approval Date Model Report Assessment
2.0	<i>SEVS Details</i>	SEVS Approval ID Date Range SEVS Eligibility Criteria
3.0	<i>Make / Model Details</i>	Make Model Marketing Designation Variant Name Typical VIN Typical VIN Location VIN AMVCB Grid Location
4.0	<i>Category Details</i>	Vehicle Category Category Code
5.0	<i>Vehicle Details</i>	Vehicle Condition Country of Origin Steering Position Body Style / NSW Body Shape Axle Code Seating Options No. of Doors No. of Side Doors No. of Rear Doors Fuel Capacity B-Double Capable Road Train Capable
6.0	<i>Trailer Details</i>	Trailer Type Number of Axles Nominal Axle Group Load Permit Axle Group Load Tyre Radius
7.0	<i>Dimensional Details</i>	Length



		Width Height Wheelbase Rear Overhang Running Clearance
8.0	<i>Mass Details</i>	Tare Mass Unladen Mass Gross Vehicle Mass (GVM) Gross Combination Mass (GCM) Unladen Trailer Mass (UTM) Gross Trailer Mass (GTM) - Nominal Gross Trailer Mass (GTM) - Permit Aggregate Trailer Mass (ATM) - Nominal Aggregate Trailer Mass (ATM) - Permit Rated Towing Capacity (Braked Trailer) Rated Towing Capacity (Non-Braked Trailer)
9.0	<i>Engine Details</i>	Engine Family Code Typical Engine Number AMVCB Grid Location Engine Capacity Engine Configuration Motive Power NEP NEP Fuel Delivery Strokes / Cycle Induction
10.0	<i>Transmission Details</i>	Drivetrain Transmission Type Forward Gears Number of Driven Wheels
11.0	<i>Braking Details</i>	Braking System Actuation Type Power Assisted Brake Type Front Brake Diameter Front Brake Width Front Brake Type Rear Brake Diameter Rear Brake Width Rear



12.0	Tyre and Rim Details	Tyre Designation Options
		1
		2
		3
		4
		5
		6
		7
13.0	Suspension Details	
		Front
		Vertical measurement wheel centre to the top of wheel arch opening at "Unladen Mass"
		Vertical measurement wheel centre to the top of wheel arch opening at full bump
		Minimum acceptable vertical measurement wheel centre to top of wheel arch
		Rear
		Vertical measurement wheel centre to the top of wheel arch opening at "Unladen Mass"
		Vertical measurement wheel centre to the top of wheel arch opening at full bump
		Minimum acceptable vertical measurement wheel centre to top of wheel arch
14.0	Axle Load Ratings	(The sum of the axle loads must be greater than or equal to the Gross Vehicle Mass (GVM))
		Axle Number
		Axle Load Rating (kg) for the Variant
		Total Axle Loads
15.0	Standard Equipment or Options Affecting ADR Compliance	
16.0	Model Report - Author Details	
17.0	Contact Details	



Appendix 2

Master Work Instruction Template

Task Number

Revision Number

Task Type (specification confirmation, modification, assembly operation, deterioration assessment, damage or corrosion check, odometer check.)

Task Description

Explain what the RAW is required to do- for example,
confirm the vehicle is fitted with two reverse lamps with the following markings
E12-R23-000123 – or
Complete the Damage and Corrosion Checklist for the vehicle
Use an appropriate mix of text, photos and diagrams

Record Keeping

Explain what records the RAW must keep to demonstrate each aspect of the task
has been completed and shows the vehicle passes or fails the requirement.

Appendix 3

Modification Work Instruction Template

Work instruction number – Mxxxx Revision Number xx

Work Instruction Name: _____

Equipment Required

1. _____
2. _____
3. _____
4. _____

Add extra rows as required

Qualifications and skills expected to perform modification

1. _____
2. _____

Assumed Starting Specification

Describe the key features of the system to be modified prior to modification. The intent of this section is to ensure the RAW knows the vehicle has not been previously modified and the vehicle is appropriately covered by the model report. You can use photographs, text and drawings. Photographs must be of sufficient resolution that the user can understand what they are showing.

Drawings must use an appropriate technical drawing standard

Modification Steps

- Step 1 _____
- Step 2 _____
- Step 3 _____ etc

Appendix 4

Appendix 4

Modifications Check Items

Modification Number	ADR/s	Check item	Pass / issue number
Comments			

Repeat for each modification

For each check:

Modification Number – means the document reference of the modification instruction to be followed by the RAW/ type approval holder

ADR/s – means the ADRs or standards affected by the modification

Check item – means the process to be followed by the RAW/TA/AVV to confirm the modification has been performed correctly. Model report applicants must include enough check items for each modification instruction to cover all critical aspects of the modification. For example confirming components, assembly processes and function.

Pass/ issue number – Check box to confirm the check has been performed. The inspector is to initial that the check is verified.

Comments - In the event the vehicle fails the check the inspector must include details of why the vehicle has failed.

Appendix 5

Deterioration/Critical Component Checks

Component Name	ADRs affected	Key Specification/ tests	Pass Criteria	Pass / Fail

Repeat for all ADRs with deterioration factors or listed as critical components

Deterioration checks will be required for lamps (cracked or faded), brakes (wear), noise (stationary noise test), emissions (OBDII sensor working), Airbags (warning lamp not on), seatbelts (not frayed, locking retractor functions) etc