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Position Paper TL4P – Model Report Format and AVV Verification

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Introduction

The *Road Vehicle Standards Legislation Amendment Act 2019* has postponed the commencement of the substantive provisions of the Road Vehicle Standards (RVS) legislation to a date to be fixed by Proclamation, or 1 July 2021 if not fixed before this date. In preparation for commencement of the legislation, the department is developing policy and procedures 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 position the Department has settled on in relation to the information to be included in each model report and the requirements for vehicle verifications by Authorised Vehicle Verifiers (AVVs) using model report checklists. The rationale for each element of this paper sets out why the Department settled on the final position in this paper after taking into account stakeholder responses to the questions asked in discussion paper TL4 which was presented to the RVSA Tools consultation group on 3 July 2019 in Brisbane.

Background

The Road Vehicle Standards Rules 2018 (the Rules) establish a new regulatory tool called a Model Report. The purpose of Model Reports is to collect the information about a specified vehicle model needed to ensure that when the model report is followed the vehicle will comply with applicable standards. Each model report will be approved by the Department in accordance with criteria set out in the Rules and two determinations made under the Rules. The model report tool will work in conjunction with Concessional RAV Entry Approvals for vehicles to be modified by Registered Automotive Workshops (RAWs), the Specialist and Enthusiast Vehicles Register (SEVs), Authorised Vehicle Verifiers (AVVs) and Type Approvals.

This paper explains what is to be contained in each model report and explains how parts of the model report will be used by AVVs when verifying vehicles.

The information to be contained in a Model Report.

Components of a Model Report

Each model report will include:

- Information about the scope of vehicles covered by the model report;
- A series of work instructions setting out the steps a RAW or Type Approval Holder must follow; and
- With the exception of model reports for heavy trailers, a Verification Checklist.

Rationale

The Department has made slight changes in this area as a result of further work to develop drafting instructions for determinations. It decided not to introduce the concept of a master work instruction and as a result of feedback from consultation has added a requirement for a recalls check into the verification checklist. Details of the checklists are set out later in this document.

Vehicle Scope

Scope information will be published on the model report register to assist potential users of the model report to understand what is covered. The scope information will also be referenced in the verification checklist. The information is 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.

Where model reports cover more than one variant, each variant will have its own scope information. Where a model report variant includes multiple versions of vehicle, the scope will identify the variable features available through the model report.


Rationale

The Department decided to not make changes to the vehicle scope information as the feedback received was generally supportive. Further refinement of the detailed fields has occurred as part of development of drafting instructions for determinations. The Department will not include any specific provisions for worst case assessment of model reports in determinations as it is already intended to be covered in a general sense in evidence provisions. Where necessary this will be addressed in assessment procedures.

Work Instructions

Each model report will include work instructions to be followed by the RAW or Type Approval holder.

The work instructions provide information regarding checks that must be conducted and the steps that must be taken to, manufacture or modify a vehicle so that a vehicle covered by the model report will comply with





the same standards against which the Model Report was approved. The work instructions must include the following:

- (a) The sequence in which each task of the manufacture or modification are to be undertaken. To ensure that tasks are followed in a logical order, particularly in complicated manufacturing or modification processes.
- (b) Before any other work is undertaken on the vehicle the RAW must confirm that the Model Report covers the vehicle that is to be manufactured or modified, to minimise the likelihood of the RAW modifying a vehicle similar to those covered by the model report only to realise at the end of the process that the particular variant or version is different and needing to find a different model report and undo modifications.
- (c) For vehicles other than heavy trailers, that before commencing modification the RAW must inspect all structural areas of the vehicle for signs of damage, corrosion and damage repair. To ensure the RAW complies with the requirements of subsection 65(3) of the Rules.
 - i. The RAW must record all evidence of damage, damage repair or corrosion and must assess it to establish if it exceeds the limits set out in the determination under section 107 of the Rules. Putting these things in the model report is intended to ensure each RAW follows the same damage and corrosion inspection process for vehicles covered by the model report, but to allow the inspection to be tailored to suit the particular vehicle. Guidance will be provided about the things expected to be included in model reports for different types of vehicle.
 - ii. If there is evidence of damage repair the RAW must conduct a body alignment test and obtain vehicle history information (if available) to establish if, following the repair, the vehicle exceeds the limits set out in the determination under section 107 of the Rules. The work instructions must set out how to conduct the body alignment test and how to obtain the vehicle history information. Body alignment tests will vary from vehicle to vehicle, model report authors will be expected to identify the relevant points on the vehicle structure from which to measure equivalent diagonals. Having this information in the model report will minimise the likelihood a vehicle will pass a RAW check but subsequently fail an AVV check.

[Note: the body alignment test will determine distortion of a structural component of the vehicle, or distortion of the vehicle structure, for assessment in line with the requirements of the Determination made under s107 of the Rules. The Draft section107 determination specifies a limit of 5mm difference between equivalent diagonals on a vehicle. The model report author will need to identify consistent points on the vehicle structure from which to make these measurements. Methods of body alignment checks requiring vehicle specific data were considered but dismissed because of concerns around the availability of the data.]

- iii. Where the damage or corrosion or repair exceeds the limits, the RAW will be required to stop work on the vehicle and advise the Department, as required by subsection 65(3) of the Rules. Although it is noted that replacement of damaged structural components is permitted under the section 107 determination if that replacement does not involve cutting or welding. The RAW is expected to repair any such structural components before presenting the vehicle to an AVV.

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- (d) Modifications or assembly operations necessary to take the vehicle from its original specification to the final compliant specification. These are the core of each model report. They must be sufficiently detailed so that a person with the appropriate skills and experience set out in the instruction can perform the modification in a consistent and repeatable fashion to achieve a compliant result.
 - i. Checks to confirm all modifications have been performed correctly and systems are functioning in accordance with the modification part of the verification checklist. Each modification or manufacture operation will need some sort of checks to confirm it was done properly. The level of detail required in the checks will depend on the complexity of the modification or manufacture operation. The intent is that the RAW or type approval holder will have a record that the modification was successfully performed. In some cases this evidence will be used by the AVV for its verification as it may not be possible to carry out the checks once the vehicle is completed.
 - (e) Checks to confirm the vehicle is of the correct final specification for all areas of the vehicle covered by the standards on which the Model Report approval was based, including those areas not affected by the manufacture or modification set out in the work instructions. If the vehicle does not match the specification, the RAW must advise the holder of the Model Report approval in writing and copy the department into the correspondence (if there is an error in the model report, the model report approval holder is obliged to correct the error). Prior to reporting an error, it is expected the RAW or type approval holder has doubled checked their work and identified if the vehicle had been modified prior to the RAW commencing work. If the vehicle had been previously modified it may be necessary for the RAW to undo those modifications to revert the vehicle back to its original specification or seek an amendment to the model report to confirm that this new final specification is compliant with the applicable standards.
 - (f) Checks required to ensure that components in used vehicles are within the deterioration limits set out in the determination made under section 89 of the Rules. Where the components are not within the limits of acceptable deterioration, they are to be replaced with compliant components. This applies only to components for which limits of acceptable deterioration are specified in a determination made under section 89 of the Rules. This will include things like ensuring brake linings and rotors are within manufacturer limits, that lamps are not cracked or faded and that supplementary restraint systems are not showing failure lamps. It may involve testing such as stationary noise testing or idle emissions testing for pre OBD vehicles to confirm that those systems are functioning properly even though the correct components are fitted to the vehicle.
 - (g) Except in the case of heavy trailers, checks required to ascertain the accuracy of the odometer. These checks will mostly involve the RAW obtaining vehicle history information and comparing that with the odometer reading. The RAW would share this information with the AVV for verification, rather than the AVV having to obtain the information itself. It should be noted that the AVV will be obliged to confirm the source of this evidence. If the odometer reading is lower than that set out in the information the RAW is expected to correct the reading to reflect at least the vehicle history information. Where vehicle history information is not available the model report will set out options for confirming if the odometer has been tampered with, including interrogation of vehicle computers or signs of physical tampering.
 - (h) Checks to confirm all rectification action as set out in recalls relating to the vehicle have been completed and the steps to be taken to identify any recalls relating to the vehicle.
 - i. This will also need to include instructions that the RAW advise the holder of the concessional RAV entry approval if any recalls are identified that require rectification and advise the holder of the



Model Report approval and the Department where the rectification affects the Work Instructions or the vehicle scope.

- ii. The Model Report is to include a direction that the final specifications may be altered as a result of rectifying a recall action. This does not constitute a variation from the final specification. This has been included in the event that a recall rectification will change the final approved specification of the vehicle which would otherwise prevent the RAW completing the declaration to the AVV under subsection 65(2) of the Rules and may prevent the AVV from verifying the vehicle.
- (i) The records that must be kept as evidence that the Work Instructions have been completed in the manner and order required by the Model Report must include the name of the person that completed the work as well as evidence to demonstrate each task has been completed in accordance with the instructions. The records required to be kept will vary from model report to model report. It is expected that the records will be sufficient for the Department to confirm during audit the RAW has correctly followed the model report and complied with any conditions of approval related to following model reports.

Work instruction format


The Department will provide templates for preparation of model reports in guidance material. Additionally each work instruction must include (where relevant to the Model Report):

- (a) a unique document identifier provided by the Model Report author;
- (b) the description of each task to be undertaken to complete the Work Instructions;
- (c) the minimum equipment required to undertake each task in the Work instructions;
- (d) the qualifications (if any) required to undertake each task;
- (e) the expected specifications of the vehicle (relevant to the task), prior to the manufacture/modification;
- (f) the expected specifications of the vehicle (relevant to the task), following the manufacture/modification and
- (g) the description of each step to be taken to complete the Work Instructions.

The templates and these requirements will ensure that model reports use a consistent style for ease of use and contain the necessary information to allow them to be followed by a RAW or Type Approval holder and achieve a compliant result.

Rationale

As a result of feedback, the Department will not set out requirements for work instructions related to aspects of vehicles that are not covered by the applicable standards. Some of the vehicle scope information will require model report applicants to specify features of the vehicle not covered by ADR requirements or other standards.



The Department has decided to incorporate the damage and corrosion checking required by subsection 65(3) of the Rules into the format of model reports. This will align with the verification checklist and provide a consistent approach for inspecting and assessing vehicles under each model report. It will give the Department an opportunity to confirm if the procedures are adequate. It will reduce the likelihood of vehicles being presented to AVVs for verification that have structural damage or corrosion and will allow an easier transfer of information from the RAW to the AVV where damage repair is identified.

The Department has decided to not include detailed steps on what the RAW must do if the vehicle does not match the approved specification. RAWs are expected to double check their own work before escalating issues with model report approval holders or the Department.

The Department has decided to embed each of the checking requirements from the checklists into the work instructions. This will ensure the process to be followed by the RAW is consistent with other work instructions, the checks are done in the correct order and are consistent with the verification checklist to be followed by the AVV.

The Department has decided not to require verification checklists for heavy trailers, but to require verification checklists for SSM model reports as they may be used for both type approval and concessional RAV entry applications. Where model reports are used for type approval applications, the model report will be considered like any other evidence of compliance.

Based on feedback from consultation the Department has decided to leave control of the extent of work instructions to guidance, assessment processes and market forces.

Verification Checklists

Except for model reports relating to heavy trailers, each model report must include a verification checklist. The checklist must include the details of checks for the following:

- confirm the vehicle is covered by the model report
- to inspect all structural areas of the vehicle for evidence of damage, damage repair and corrosion;
- to confirm all manufacture or modification operations have been completed properly and that the system being manufactured or modified is functioning correctly;
- for used vehicles to confirm that components subject to deterioration are within acceptable limits set out in the determination under section 89 of the Rules and are functioning correctly;
- to confirm that for vehicles with an odometer, the odometer reading accurately reflects the number of kilometers the vehicle has travelled;
- To confirm that any recalls issued for the vehicle by its original manufacturer have been addressed.

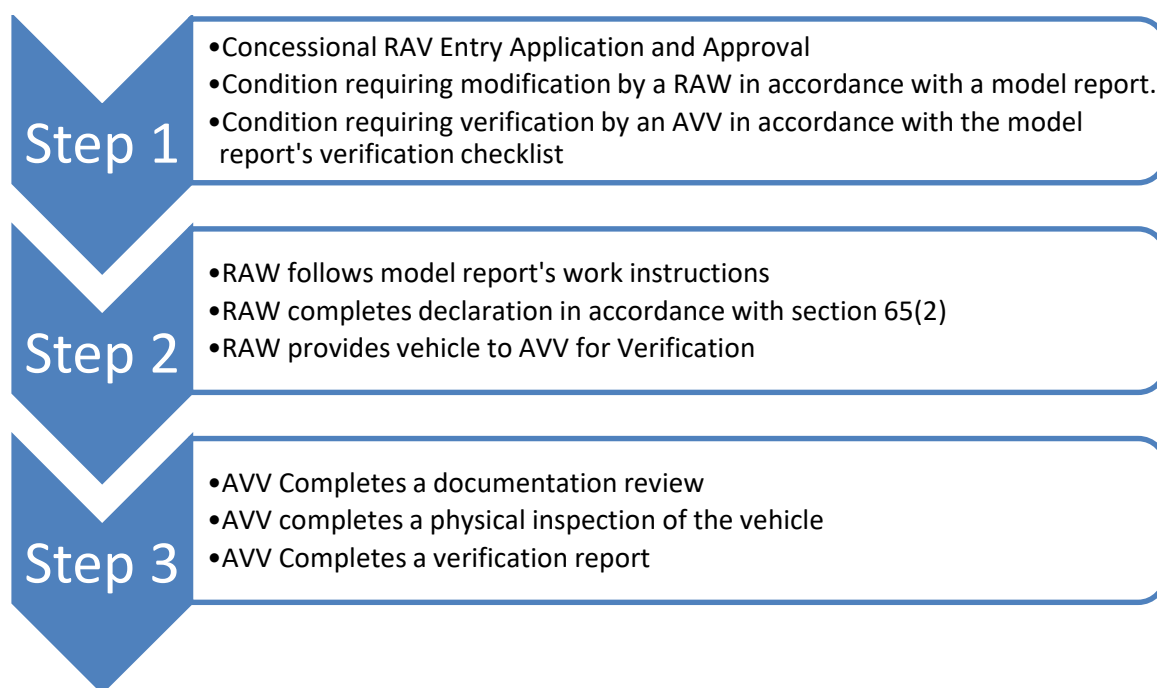
Rationale

The Department does not propose to specify in detail what must be included in each of these checklists, rather guidance will be provided on the format and assessment process. The checks to be included in the verification checklists must be consistent with the checks set out in the work instructions to be followed by the RAW.

For odometer verification, RAWs are expected to take the necessary steps to ensure the odometer reading on each vehicle reflects the distance travelled by the vehicle, rather than vehicles that have had their odometer altered at some stage being considered not eligible for RAV entry. This means a RAW can replace or correct the odometer reading to reflect the distance travelled by the vehicle.

The RAWs Vehicle Process

The Road Vehicle Standards Legislation sets out a high level process for vehicles to be modified by a RAW. The rest of this paper explores the steps to be taken by an AVV to verify a vehicle.



AVV Verification

The purpose of the AVV Verification is to provide a double check that the RAW has performed its job of following the model report correctly. The Department's objective for the approach is to achieve verifications at a reasonable cost that identify gross failures by the RAW. The verifications are not intended to identify if the RAW has completed every step correctly. This level of compliance checking may be done through risk based inspections or audits conducted by the Department.

Each vehicle verification will consist of four parts:

- declaration under subsection 65(2);
- documentation checks;
- vehicle inspection; and
- reporting.

S65(2) Declaration

The AVV must not commence any verification until the holder of the RAW approval has provided a declaration required under paragraph 65(2)(a) and subsection 100(1) of the Rules and the Department has released the verification checklist to the AVV.

The AVV must be satisfied the declaration is true and accurate before continuing with the verification, and must retain the declaration. The AVV may only be satisfied if the Model Report version used by the RAW is the same as the Model Report version that the verification checklist provided by the Department to the AVV relates to. The purpose of this requirement is to prevent the AVV from commencing the verification if the RAW has used the wrong version of the checklist. The additional requirements below are to confirm the RAW was authorised to use the model report. This is to ensure that vehicles are only verified if the RAW was authorised to use the model report.

- (a) if the RAW is the Model Report approval holder, there is evidence both approvals were issued to the same entity; or
- (b) if the RAW is not the Model Report approval holder, the declaration is accompanied by a letter from the Model Report approval holder authorising the use of the Model Report by the RAW for:
 - i. this specific vehicle:
 - ii. multiple vehicles for which this particular vehicle is identified: or
 - iii. unlimited vehicles.

DOCUMENTATION CHECKS

Before commencing the physical inspection, the AVV must undertake a check of RAWs documentation to determine if the RAW has completed all of the checks specified in the Work Instructions of the Model Report. These documentation checks are intended to prevent the RAW from presenting a vehicle without following the model report and then only correcting those issues raised by the AVV.

The AVV is not to proceed with the verification, and must refuse to verify the vehicle where:

- (a) the checks have not been completed; or
- (b) the checks indicate the vehicle:
 - i. is not covered by the Model Report;
 - ii. has not been modified correctly;
 - iii. exceeds the limits for damage or corrosion set out in the determination under section 107 of the Rules;
 - iv. has an odometer reading that is not accurate;
 - v. has components subject to deterioration that are not within the limits set out in the work instruction; or
 - vi. has un-rectified recalls from its source market.

Rationale

Based on feedback the Department has settled on a documentation check as being an appropriate part of each AVV Verification. The documentation check will allow AVVs to assess the completeness of each RAWs work before arranging to inspect the vehicle. It is expected this approach will streamline the verification process by allowing AVVs to not verify vehicles where there is evidence the RAW hasn't done its job properly.

VEHICLE INSPECTION

Once the AVV has completed the documentation check and all criteria have been met it must commence the vehicle inspection. The purpose of the vehicle inspection is to confirm the vehicle meets the check items in the verification checklist. These checklists will contain the same checks that the RAW must make when following parts of the work instructions in the model report. As some of the checks may be difficult to perform, the AVV can rely on evidence rather than completing the checks themselves. The acceptable evidence types are described later in this document.

Scope check

The Scope Check will be used to ensure that the vehicle being verified is covered by the Model Report being used. The scope checklist will only contain one question: is the vehicle covered by the model report scope? The AVV will compare the vehicle with the scope information published on the model report register.

The AVV may be satisfied the vehicle is covered by the Model Report if the vehicle specifications are the same as those listed in the Model Report scope. In some cases, the Model Report scope will allow options for specifications of the same characteristic. The AVV may be satisfied that the characteristic meets the specification if it matches any of the options available. For some of the specifications, such as dimensions, the AVV may be satisfied as long as the vehicle falls within a tolerance of the value set out in the scope. The tolerance will be 50mm for variations in height and 10mm for variations in length.

Where the vehicle being verified is not covered by the Model Report scope the AVV must record the reasons for failure on the Verification checklist and continue with the inspection.

The model report scope information also includes a range of photographs of the vehicles covered by the model report. The AVV is expected to compare these photographs with the vehicle and identify any differences between the photographs and vehicle. This is intended to identify if the vehicle has been modified from the original, either by fitting additional features or removing features.

Rationale

Based on general support of this approach the Department has not changed these requirements. Some refinements have been made as part of development of drafting instructions for determinations. The model report scope information is used by parties other than the AVV, so it was decided the verification checklist should reference the same publically available information rather than represent it.

Modifications check

The AVV must check that the vehicle being verified has had all of the modifications required by the Model Report performed correctly. Details of each check and how to perform them will be set out in the verification checklist and will be the same as the checks the RAW performed following the work instructions.

Where the vehicle being verified does not meet one or more of the modification checks the AVV must record the reasons for failure on the verification checklist and continue with the inspection.

Rationale

These checks are included as it was considered modification operations are the most critical aspect of compliance for RAWs vehicles. If a modification has not been performed correctly then it is likely the vehicle will not comply with the applicable standards.

Deterioration checks

The AVV must confirm the vehicle passes each deterioration check in the Model Report.

Where the vehicle being verified does not meet one or more of the deterioration checks on the checklist, the AVV must record the reasons for failure on the verification checklist and continue with the inspection.

Rationale

These checks are to confirm used vehicles are within appropriate deterioration limits. A vehicle with significantly worn components is unlikely to comply with applicable standards. A more general approach to allowing the AVV to base its assessment on various forms of evidence to limit the effort involved in assessing each vehicle. The AVV must still be satisfied the evidence it accepts is genuine.

Damage and corrosion check

The AVV must assess each area of the vehicle listed in the damage and corrosion checklist, for damage and corrosion. The AVV must record all evidence of damage and corrosion on the vehicle.


The AVV must assess any damage and corrosion against the limits identified in the Determination made under section 107 of the Rules.

Where any damage or corrosion exceeds the limits set out in that Determination the AVV must record any reasons for exceeding the damages and corrosion limits on the verification checklist and continue with the inspection.

For any evidence of damage repair, the AVV must check the RAW's records relating to a body alignment check and vehicle history information. If that evidence shows the vehicle exceeds the limits in the determination under section 107, the AVV must record the reasons for failure on the verification checklist and continue with the inspection.

Rationale

These checks are required by section 100 of the Rules. The additional detail to be added to the section 106 determination is intended to ensure consistency between the inspection conducted by the RAW and the inspection conducted by the AVV. A vehicle that has been found compliant by a RAW should also be found compliant by the AVV. AVVs will not be required to conduct their own body alignment checks and will be able to rely on information provided by the RAW. In the event the AVV is not satisfied the RAW has



conducted these checks properly or that the evidence provided by the RAW is false, the AVV may conduct the body alignment test itself.

Odometer check

The AVV must check the odometer of each vehicle in line with the procedures set out in the verification checklist for the vehicle. The inspection is to identify if the odometer has been tampered with or if the odometer reading has been changed. The odometer must reflect the distance travelled by the vehicle.

If the AVV is not satisfied that the odometer reading reflects the distance the vehicle has travelled or there is evidence of tampering, the AVV must record the reasons for failure on the verification checklist and continue with the inspection.

If the odometer in the vehicle has been replaced in order to comply with the Model Report the AVV must obtain evidence from the RAW that the new odometer's reading reflects the distance travelled by the vehicle.

Rationale

These requirements are intended to clarify the requirements in section 100 for the AVV to verify the odometer reading and to make the process consistent with the model report and the checks the RAW will make. Electronic tools or physical assessment will only be required if the model report does not include assessment of vehicle history information.

Recalls

The AVV must complete the recalls section of the verification checklist. If the RAW has not provided evidence to confirm each recall for the vehicle has been rectified, the AVV must record the reasons for failure on the verification checklist and continue with the inspection.

The objective of these requirements are to ensure vehicles are not added to the RAV with unrectified recalls from their source market. Guidance will be used to encourage Concessional RAV Entry approval holders to ensure rectification action is undertaken before export to Australia.

Verification


Where the AVV is satisfied the vehicle meets the requirements for all aspects of the vehicle inspection checks the vehicle must be added to the RAV by the AVV.

Where the vehicle fails any of the vehicle inspection checks, the AVV must refuse to verify the vehicle and must not enter the vehicle on the RAV through the concessional RAV pathway.

REPORTING REQUIREMENTS

Where the vehicle history report indicates the vehicle was stolen, the AVV should report this to the relevant state or territory police authority as soon as practicable.

The completion of a verification inspection must be notified to the Department within three-days of completing the inspection.



The AVV is to complete the Verification Report and where the AVV determines that the vehicle does not meet verification requirements, the AVV is to provide a copy of the Verification Report within one business day following its completion.

These requirements are needed to ensure verifications are completed in a timely fashion to prevent off system correction of vehicles.

TYPES OF EVIDENCE

The AVV may rely on a range of evidence types to support its verification, as appropriate to the vehicle and its circumstances. The AVV may choose to use one or more of the following types of evidence:

- (a) documentation provided by the RAW; or
- (b) results of tests undertaken; or
- (c) analysis; or
- (d) audio-visual, for example, photographic or video.

Where the AVV is relying on evidence provided by the RAW, it must take steps to confirm the evidence is true and correct. Where the AVV is not satisfied the evidence is true and correct it must not have regard to that evidence when deciding if the vehicle should be verified or not.

Rationale

Accepting various forms of evidence will make vehicle verification more flexible while potentially reducing costs. The Department will rely on other compliance management tools to ensure this flexibility is not abused.

Appendix 1 – Model Report Scope Information Fields

The model report scope is used both before a vehicle is manufactured or modified by potential users of the model report and after a vehicle is manufactured or modified by the AVV. As a result each model report (with the exception of trailers with an ATM exceeding 4.5 tonnes) will have different scope information provided for each variant before and after modification.

Vehicle Scope Information before modification

Make – In most cases each model report will only provide for one make of vehicle to be covered by the model report, unless the model report relates to vehicles that are badge engineered (vehicles of the same specification, but marketed under different makes for different markets).

- For model reports relating to vehicles listed on the SEV register, the make must be as described in the relevant entry on the SEV register.
- For used two and three wheeled vehicles, the make must be the make of the original vehicle.
- For trailers over 4.5 tonnes ATM, make will not be required because these model reports will only be used in type approvals, the type approval applicant will set the make.
- For second stage of manufacture vehicles, the make will be the make included in the type approval for the first stage vehicle to be modified.

Model- As for make above, in most cases each model report will only provide for one model.

- For model reports relating to vehicles listed on the SEV register, the model must be as described in the relevant entry on the SEV register.
- For used two and three wheeled vehicles, the model must be the model of the original vehicle.
- For trailers over 4.5 tonnes ATM, model will not be required because these model reports will only be used in type approvals, the type approval applicant will set the make.
- For second stage of manufacture vehicles, the make will be the make included in the type approval for the first stage vehicle to be modified.

Model Report Type- This must be either SEVs, Used 2 or 3 wheeled or SSM. Note that as heavy trailer model reports are for vehicles yet to be manufactured there is no requirement for a pre modification model report scope. The model report type is intended to give potential concessional RAV entry or type approval applicants information about how each model report may be used.

Build Date Range –

- For vehicles listed on the SEV register this must be the period for which the variant of the SEVs vehicle was produced.
- For used two and three wheeled vehicles, this must be the period for which the variant was produced.

- For vehicles subject to second stage of manufacture, this must be the period the variant of the vehicle to undergo the second stage of manufacture was produced.

Importantly, the build date range specified here should only cover the vehicles that are covered by the evidence that supports the model report application. The date range listed in the model report scope for SEV vehicles may be a subset of the date range for the variant listed on the SEV register. Model reports may also have multiple date ranges, for example where a SEV ruling includes a gap where the variant wasn't eligible.

Body Style – This will be the body style of the vehicle prior to modification, for example Sedan, Hatchback, Cab Chassis.

Number of Side Doors - This will be the number of side doors on both sides of the vehicle prior to modification. If the vehicle is not fitted with side doors it will be zero.

Number of rear doors – This will be the number of doors fitted to the back side of the vehicle. It will include top opening hatches as well as side opening doors, but will not include boot lids.

Vehicle Category-

- For vehicles listed on the SEV register this will be the vehicle category for the vehicles to be modified under the model report based on the ADR vehicle category definitions.
- For used two and three wheeled vehicles it will be the vehicle category for the vehicles to be covered by the model report, and
- for SSM vehicles it will be the category of vehicle to undergo a second stage of modification as described in the first stage type approval.

Unladen Mass – Unladen Mass is required to confirm the vehicle is of the correct initial specification. Each model report may cover multiple source vehicles with different unladen mass values. It is expected the model report would list each of them.

Gross Vehicle Mass-As for unladen mass, GVM is needed to confirm the correct initial vehicle specification. Each model report can cover multiple source vehicles with different gross vehicle mass values.


Number of seating positions / Row – As vehicles with a different number of configurations of seating positions will require different evidence to demonstrate compliance it is necessary the model report scope set out the configurations covered. Each model report variant may include multiple configurations.

Maximim Motorcycle Speed – Only required for two or three wheeled vehicles. This value is needed to confirm the vehicle category a particular variant falls into. Each model report could include multiple versions of the vehicle with different maximum motorcycle speeds as long as the vehicles don't end up in different vehicle categories.

Motive Power – This includes the fuel type or source, for example Petrol, diesel, electric, petrol/electric(hybrid). As vehicles with different motive power types will require different evidence of compliance this information is required to specify which types of motive power are covered.

Engine Model / Electric Motor Model – The original manufacturer's model name for the vehicle's powerplant. This information is necessary to distinguish versions of vehicle with different powerplant types. Different evidence of compliance will be required for different powerplants

Engine Configuration – This is only required for vehicles with internal combustion engines. The engine configuration will assist potential users of the model report to confirm their vehicle is covered.



Engine Capacity – this is only required for vehicles with internal combustion engines. Engine capacity is particularly important to determine which category two or three wheeled vehicles fall into but will also assist potential users of the model report to confirm their vehicle is covered.

Induction Method - This is only required for vehicles with internal combustion engines. The induction method will assist potential users of the model report to confirm their vehicle is covered.

Transmission Model – This will assist potential users of the model report to confirm their vehicle is covered.

Transmission Type – For example Manual, Automatic, Constantly Variable Transmission (CVT). This will assist users of the model report to confirm if their vehicle is covered.

Drivetrain Configuration – For example Rear Wheel Drive, Front Wheel Drive, All Wheel Drive, Four Wheel Drive. – This will assist users of the model report to confirm their vehicle is covered.

SEVs Entry Number – For vehicles entered on the SEV register only. Users of the model report must confirm the particular vehicle is also covered by the relevant SEV Entry.

SEVs Mobility Criterion – For Vehicles entered on the SEV Register under the mobility criterion, this information will specify the particular mobility features covered by the SEV Entry that must be included on the vehicle. As the mobility criterion limits eligibility to features either fitted by the manufacturer or supported by the manufacturer, the SEV information will specify how to confirm the mobility feature was fitted by the appropriate person and wasn't an after market modification.

SEVs Performance Criterion – For vehicles entered on the SEV register under the performance criterion, information to confirm the power to weight ratio of the vehicle. This will assist users of the model report to confirm the vehicle is covered.

SEVs Rarity Criterion – For vehicles entered on the SEV register under the rarity criterion. This will be a yes or no answer, and will indicate to potential users of the model report that the vehicle may be exempt from certain requirements.


SEV Campervans and Motorhomes Criterion- For vehicles entered on the SEV register under the Campervan and Motorhomes Criteria. This information will alert users of the model report that the vehicle must be converted into a campervan or motorhome.

SEV left hand drive criterion – For vehicles entered on the SEV Register under the left hand drive criterion. This will alert users of the model report that the vehicle must be converted from left to right hand drive.

SEVs Environmental criterion – For vehicles entered on the SEV register under the environmental criterion. It will include details of qualifying motive power sources or vehicle dimensions.

First Stage Vehicle type approval number – For SSM vehicles only, the first stage type approval number will assist users of the model report to confirm their vehicle is covered.

Vehicle Photograph(s) or Engineering Drawings – This will include a front right view, a left rear view, underbody views, interior views and engine compartment views. The photographs or drawings will allow users of the model report to confirm if there are differences between their vehicle and the vehicles covered by the model report.



Major Dimensions – Length, width, height, wheelbase, Rear Overhang, running clearance. This information will assist users of the model report to confirm if their vehicle is covered.

Tyre and Rim information for each axle – Tyre Designation, Rim Diameter, Rim Offset. This information will allow users of the model report to confirm the wheels and tyres fitted to the vehicle are covered by the model report.

Vehicle Scope Information after modification

In addition to the information required above, the model report scope information must set out each of the above features, but for the vehicle after modification in accordance with the model report.

Level of compliance with applicable standards – This will be Full Compliance, Minor and Inconsequential non compliance or Appropriate for use on public roads. It will link to the next question which details the areas of non-compliance.

Areas of non-compliance – Only for model reports that are not approved as fully complying with the applicable standards. The information will detail the requirements from the applicable standards not met by vehicles modified in accordance with the model report. (note, the applicable standards for vehicles modified in accordance with model reports varies from model report to model report. In some cases the Current applicable Australian Design Rules will be the applicable standards, in other cases it will be the ADRs that applied at the date the vehicle was originally manufactured. Concessions against ADR requirements are given in the applicable standards.)

Trailer type – For heavy trailers, this will give users of the model report information to assist them confirming if the model report will result in the type of trailer they want.

Trailer body Style – For heavy trailers, this will give users of the model report information to assist them confirming if the model report will result in the type of trailer they want.

Aggregate Trailer Mass - For heavy trailers, this will give users of the model report information to assist them confirming if the model report will result in the type of trailer they want.

Unladen Mass – For heavy trailers, this will be the unladen trailer mass of the completed trailer.

Gross Vehicle Mass – for heavy trailers this will be the gross trailer mass of the completed trailer.

Major Dimensions – For heavy trailers this will be the maximum length, maximum width, maximum height, minimum rear overhang, minimum running clearance and minimum wheelbase (dog trailers only)