



CIRCULAR 0-3-6

CERTIFICATION PROCEDURES FOR TRAILERS

1. INTRODUCTION

1.1 This Circular sets out the preferred administrative arrangements for the certification of road trailers.

1.2 This Circular replaces:

- Circular No. 0-3-5 'Trailer Make and Model Designation';
- Circular No. 0-4-22 'Certification of Low Loader Trailers';
- Circular No. 38-1-2 'Approval by the Administrator of Running changes for ADR38 – Heavy Trailer Braking Systems'; and
- Circular No. 38-1-4 'Low Volume Assessment Scheme for Heavy Trailer Braking Systems'.

2. APPLICABILITY

2.1 This Circular applies to Identification Plate Approval (IPA) applications for all standard and *nonstandard* trailers over 4.5 tonnes Aggregate Trailer Mass (ATM).

2.2 This Circular also applies to *nonstandard* trailers up to 4.5 tonnes ATM, which do not comply with Vehicle Standards Bulletin No 1 – Building Small Trailers. (Refer to Administrator's Circular 0-2-7 'Certification of trailers up to 4.5 tonnes ATM' for standard trailers.)

2.3 This Circular provides guidance for IPA applications lodged from 1 August 2011. However Group 1 trailer Licensees (see Attachment 2) may use the provisions of the Circular immediately.

2.3.1 Compliance with this Circular should ensure compliance with IPA conditions.

Note 1: This Circular applies to both new IPA applications and applications for variants to current models.

Note 2: Licensees may continue to manufacture trailers in accordance with current IPAs. From 1 August 2011 all Licensees should ensure that submissions for new model applications include evidence in accordance with this Circular. From 1 August 2011 amendments (e.g., adding a new variant) to existing approvals held by Group 2 Licensees (see Attachment 2) that include an assurance of compliance with the lighting Australian Design Rules (ADRs) and ADR62/02 should include new Summary of Evidence (SE) forms in accordance with this Circular in particular clause 7.2.

Note 3: *Nonstandard* trailers are trailers that, when supplied to the market, cannot comply with all the ADR requirements in at least one configuration.

Note 4: *Nonstandard* trailers may be purpose-built heavy trailers that are designed and constructed for an intended purpose that makes it impractical to comply with the ADRs. These include, but are not limited to, purpose-built trailer mounted drilling rigs used in mining and drilling applications.

Nonstandard trailers may also be heavy trailers that are built to take advantage of state and territory mass or dimension concessions such that they do not comply with the ADRs.

3. MAKE and MODEL

3.1 To allow for restrictions in the Road Vehicle Certification System (RVCS) the trailer make and model name should be unique and should not exceed 30 characters each, including qualifiers and embodied spaces.

3.2 The make can be the name by which that range of trailers is popularly known. It can also be the person's name, business name, trading name, or trademark associated with the manufacturer.

3.3 The model name can be the particular name or code number of which trailers of the same type or style, made by a particular manufacturer, are identified for compliance purposes.

3.4 For the purposes of IPA, the following would result in a different model and would require a separate application for IPA:

- different ADR trailer category (i.e. TA, TB, TC or TD);
- different trailer type (i.e. semi-trailer, pig trailer or dog trailer (refer to Administrator's Circular 0-7-5 Trailer Categories));
- different number of axles; and
- *nonstandard* trailers.

3.5 If the trailer is *nonstandard*, the model designation should include the suffix OD (over-dimension, over mass or otherwise non-compliant) e.g., Triaxle Semi-trailer OD.

Note 5: For ADR compliance purposes pole trailers, timber jinkers, goose neck trailers and low loader dollies are deemed Type 1 rigid chassis semi-trailers.



4. VARIANT CODE

4.1 The variant code is the particular name or code number by which trailers of that variant are to be identified for compliance purposes. The variant code should be unique and only used in relation to the trailer model of which it is a variant.

4.2 All trailers within a variant must use the same brake sub-assemblies identified by Sub-Assembly Registration Numbers (SARNs) and have the same brake settings.

4.3 For the purposes of IPA, a change to the SARN combination such as Control System (CS), Foundation Brakes (FB) and Suspension System (SS) would result in a different variant. The following may also result in a different variant:

- changes in tyre size or radius, mass ratings, actuator sizes and settings; and
- changes in wheelbase and centre of gravity height of dog trailers.

5. APPLICATION FOR IPA for standard trailers

5.1 Manufacturers should first register as a Licensee in the RVCS before making an application. The registration form for a Licensee can be downloaded from the RVCS website <http://rvcs.infrastructure.gov.au>.

- Upon registration an applicant will be assigned a User Name and a password to enable the necessary application forms to be downloaded from the RVCS website.

5.2 Manufacturers should also register the production facility and the design facility using the forms provided on the RVCS website.

5.3 Manufacturers wishing to use an agent to lodge applications on their behalf should first lodge an Agent Registration form authorising the agent to act on their behalf.

5.4 A separate application for IPA should be made for each make-model of trailer. The application can cover:

- a range of variants; and
- a range of Gross Trailer Masses (GTMs) and ATMs.

5.5 Applications should be made on the electronic forms available from the RVCS website. A complete application for each make-model of trailer consists of:

- a RVCS Routing Slip form;
- an Application for Compliance Approval (Trailers) form;
- SE forms which are used as evidence for demonstrating compliance with the applicable ADRs;
- additional documentation, where applicable, may be attached to the relevant SE forms; and
- a RVCS Certification Fee Payment Advice.

5.6 Applications for standard trailers that also incorporate a design feature that, when engaged, would make the trailer *nonstandard* (e.g., extendible trailers) should include a description of the feature and the ADR clause number affected.

5.7 Each form should be uniquely identified by a manufacturer's reference number that should not be more than 12 characters including spaces, dashes, etc.

5.8 Replacement forms for forms that have already been lodged should also be uniquely identified.

5.9 Applications should be lodged electronically. A successful lodgement of an application will automatically generate an electronic advice back to the applicant advising the application number. Applicants may track the progress of their applications by logging onto RVCS.

5.10 Application queries will be transmitted back to applicants electronically as Discussion Items (DIs) which must be satisfactorily resolved before an application is processed further. Where resolution cannot be reached the Licensee may request the Administrator of Vehicle Standards' (the Administrator) decision on the application.

5.11 All applications and submissions of evidence are treated as "commercial-in-confidence".

5.12 Where the application and submission of evidence are made by an agent on behalf of a manufacturer, the manufacturer should obtain a copy of the application and submission of evidence lodged in RVCS from the agent.

Note 6: The design feature referred to in clause 5.6 above does not include mass variations at this time.

Note 7: The model name of the trailers, referred to in clause 5.6 above, should not include the suffix OD.

Note 8: To enable the application and payment to be matched, applicants should ensure payments are identified with the Licensee's identification number.

Note 9: An IPA will not be issued until the payment is cleared.

Note 10: Each State or Territory Registering Authority (STRA) issues the VINs for trailers built in its jurisdiction. Trailer manufacturers can, with the approval of the applicable STRA, obtain VINs in quantity, from the National Exchange of Vehicle and Driver Information System (NEVDIS) Administration Unit. Their contact number is 02 8588 5199.

6. APPLICATION FOR IPA for *nonstandard* trailers

6.1 The application procedures for *standard* trailers also apply to *nonstandard* trailers as well as the procedures specified in the following clauses.

6.2 Applications for *nonstandard* trailers must include a description of the non-compliance against each relevant ADR clause number together with reasons as to why that particular ADR requirement or requirements will not be met.

6.3 Written advice should be obtained from at least one of the State or Territory Registering Authorities that the *nonstandard* trailer will be registered for use on public roads or will be allowed to be used on public roads. This advice should be provided on request.

Note 11: For the purposes of clause 6.1, an application for a unique make-model of nonstandard trailers can cover a range of variants, GTMs and ATMs. (See also clause 5.4).

Note 12: For trailers of up to 4.5 tonnes ATM, the Administrator will not grant an IPA where the non-compliance(s) can be rectified to comply with the ADRs e.g., over dimension fifth wheel caravans.

7. ADR EVIDENCE

7.1 All evidence of compliance should be submitted using the appropriate SE form.

7.2 For those ADRs where the components used have a CRN (i.e. lighting and mechanical connections), each CRN should be noted on the applicable SE form.

7.2.1 For an application for IPA for *nonstandard* purpose-built heavy trailers that do not have SARNs (see clauses 7.3 and 9.6) the SE forms should show only the CRN of the components fitted to each trailer.

Note 13: For the purposes of clause 7.2 Group 1 trailer Licensees (See Attachment 2) should include on the SE form the document reference number of the document where compliance with the ADR is demonstrated instead of CRN details so that the document may be readily identified in the audit.

7.3 For trailers that do not use one or more SARN approved brake sub-assemblies, the following additional information about the braking system (where applicable) should also be submitted to allow assessment and confirmation of their compliance with ADR38/xx# requirements:

- drawings and specifications of the foundation brakes;
- drawing and parts list of the brake control system;
- engineering assessment of the performance parameters used in the calculations;
- performance calculation sheets and performance graphs;
- torque graphs for foundation brakes, etc.;
- test results if the braking system needs to be tested; and
- where relevant, an existing approved SARN (surrogate SARN) that may be used administratively towards assessing ADR38/xx# evidence.

7.3.1 Where the trailer has been issued with an approval to UNECE Regulation 13, the UNECE Regulation 13 approval number and evidence of compliance with clauses 6.7 and 8.2 of ADR38/03 should be submitted.

7.3.2 Where the trailer has not been issued with an approval to UNECE Regulation 13, the test report that confirms that the requirements of UNECE Regulation 13 are met together with evidence of compliance with clauses 6.7 and 8.2 of ADR38/03 should be submitted.

denotes the current edition of the ADR

8. PROCESSING TIME

8.1 An applicant should allow 32 calendar days processing time from the date of receipt of the last piece of satisfactory evidence to the date of issue of an IPA.

9. IDENTIFICATION PLATE APPROVAL (IPA)

9.1 Once an application is complete, the Administrator will make a decision on the application.

9.2 The Licensee must fit the identification plate only to trailers of the type that is specified in the IPA.

9.3 The IPA will expire on the 'Expiry date' shown on the IPA document.

9.4 The Administrator may grant a standard IPA to trailers that also incorporate a design feature that, when engaged, would make the trailer *nonstandard* (e.g., extendible trailers). In this instance, Schedule 5 of the IPA document will identify the design feature, the ADR clause number affected and include the following condition.

- These trailers can only be supplied to the market in their standard configuration, that is, with the design feature not fitted or disengaged.

9.5 The Administrator may grant an IPA to a *nonstandard* trailer of up to 4.5 tonnes ATM that does not comply with VSB 1. The following Schedule 5 conditions will be included in the IPA document.

- Each ADR non-compliance and the applicable ADR clause number(s).
- Use of the trailer is subject to conditions imposed by the relevant registering authorities.
- For new trailers up to 4.5 tonnes ATM, the vehicle plate must include the following statement in addition to the information shown on Vehicle Standards Bulletin No. 1 - Building Small Trailers. "This trailer was approved for supply to the market under the provisions of Section 14A(1) of the *Motor Vehicle Standards Act 1989* (the Act). It does not comply with Australian Design Rule..."

9.6 The IPA for *nonstandard* special purpose-built heavy trailers that do not have SARNs (see clause 7.3) will be on a vehicle by vehicle basis. The following Schedule 5 conditions, as well as the first two dot points of clause 9.5 above, will be included in the IPA document.

- The trailer VIN. The VIN of subsequent trailer variants of the same make-model will be added to the Schedule 5 of the amending IPAs.
- The make and model of the non-approved sub-assemblies, if fitted.

9.7 The original signed copy of the IPA document will be forwarded to the Licensee for information and safe keeping. A copy is also placed on the RVCS website.

Note 14: Approval of *nonstandard* trailers by the Administrator does not guarantee that they will be accepted for registration and use by State or Territory Registering Authorities.



10. IDENTIFICATION PLATE (commonly known as compliance plate)

10.1 The blank identification plates must be purchased from the Administrator's nominated plate supplier. The fee due to the Commonwealth is included in the price.

10.2 The identification plate must be permanently marked with the relevant information shown on Schedule 2 of the Approval document together with the ATM of the trailer. The VIN permanently marked on the identification plate must be identical to that located on the trailer.

10.2.1 Where Schedule 5 of the IPA documents specifies that the identification plate must be permanently marked by the Department's nominated plate contractor, the manufacturer must provide to the Department's nominated plate contractor, for each identification plate purchased, all of the information that is required to be permanently marked on the identification plate.

Note 15: The identification plate fee must be sent directly to the Department's nominated plate contractor whose details are:

Niddrie Nameplates Pty Ltd

P.O. Box 106

NIDDRIE VIC 3042

Note 16: Permanently marked means either embossed, indented, etched or engraved in accordance with Administrator's Circular 0-3-2 Identification Plates.

Note 17: Group 2 trailer Licensees can have their trailer identification plates permanently marked by the Department's nominated plate contractor.

10.3 The Sub-Assembly Registration Number boxes on the identification plate should be permanently marked as follows.

- The approved SARN of each brake sub-assembly.
- The words 'Schedule 5' for trailers using surrogate SARNs to show compliance with ADR38/xx#.
- The full United Nations Economic Commission for Europe (UNECE) Approval Number for trailers using an Approval to UNECE Regulation number 13 as showing compliance with ADR38/xx#.

10.4 The identification plate should be affixed to the trailer in accordance with Administrator's Circular 0-3-2 'Identification Plates'.

10.5 An identification plate must not be affixed to a trailer before an IPA or an amending IPA that covers all components fitted to that trailer has been granted.



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11. AMENDING APPROVAL APPLICATIONS

11.1 An amending IPA application must be lodged when adding variants to an IPA.

11.2 In making the application the RVCS Routing Slip should identify the IPA number granted to the make-model of trailer to which the new variant(s) are to be added.

11.2.1 Where the new variant has an ATM that exceeds the ATM shown on the current IPA documents, an Application for Compliance Approval (Trailers) form together with the SE38/xx form should be lodged.

11.3 The fee payable is determined by the number of variant(s) to be added.

11.4 All other evidence submissions (except for SE38/xx#) will be treated as running changes and do not incur a fee.

Note 18: For the purposes of clause 11.2.1 above the rated ATM of the new variant should be compatible with the calculated braking performance of the variant, the rated capacity of the AD62/xx components and the tyres fitted to the variant.

12. NEW ADRs OR NEW VERSIONS OF ADRs

12.1 All current IPAs must be updated by the implementation date of a new ADR or a new version of an applicable ADR (unless the previous version is an acceptable prior rule).

12.2 The amending applications (RTSLP and the relevant SE form) should be lodged with RVCS prior to the implementation date of the new ADR and allow for the processing time specified in Clause 8.

12.3 IPAs that do not contain up to date ADR evidence are considered to be lapsed on the date the new ADR(s) come into effect.

12.4 Manufacturers who place identification plates on trailers on or after the implementation date of a new applicable ADR, without their IPAs being updated to include the new ADR, will be in breach of the Act.

13. NON-COMPLIANT TRAILERS

13.1 Manufacturers should take recall action to rectify all non-complying trailers that have been supplied to the market in Australia.

Note 19: The ADRs are mandatory product safety standards under the provisions of The Australian Consumer Law which commenced on 1 January 2011. Consequently trailers that do not comply with the ADRs are liable to a recall.

Note 20: The procedures for vehicle recall are published in the Department's Recall Code of Practice which can be downloaded using the following link:

http://www.infrastructure.gov.au/roads/vehicle_regulation/vehicle/recalls/index.aspx



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14. QUALITY PLAN

14.1 Manufacturers of ten trailers or more in a calendar year should put in place a Quality Plan to ensure that identification plates are only placed on trailers of the type approved.

14.2 The Quality Plan should encompass the quality assurance principles of AS/NZ ISO 9001:2000 Quality Management Systems requirements and be supported by the necessary documentation, work instructions and records which, upon request, must be made available for inspection by Departmental inspectors.

14.2.1 A completed trailer final inspection form containing at least the details described in clause 14.5 below may be retained.

14.3 All trailer manufacturers are subject to a Conformity of Production (COP) audit as detailed in Administrator's Circular 0-13-1 - Conformity of Production.

14.4 As manufacturers of less than ten trailers in a calendar year cannot be considered Group 1 trailer Licensees under the terms of this Circular, they need not have a detailed Quality Plan as described in clause 14.2 above although they may still consider it desirable to do so.

14.5 With the exception noted in clause 14.6 all trailer Licensees should keep, for each trailer, a completed trailer final inspection form which should be made available for inspection by Departmental inspectors. The completed trailer final inspection form should include at least the following information:

- IPA, make-model, ATM, VIN and date of manufacture;
- for each applicable ADR, the make, model, CRN (if applicable) and part number (if available) of the ADR related components fitted to the trailer;
- if air actuated braking system, the applicable SARNs of the brake control system, foundation brakes, suspension system, service and park brake boosters sizes and the slack adjuster lengths; and
- the statement 'I (the delegate or signatory of the Licensee) certify that this trailer has been inspected and it conforms to the evidence submitted with the application for IPA, including the conditions specified on the IPA and all the information provided on this document is correct.'

14.6 Group 1 trailer Licensees are not required to comply with clause 14.5 above provided that their quality management system includes a provision to record the final specification of each trailer and can be verified at a COP audit.

Note 21: The example of a completed trailer final inspection form included as Attachment 1 may be used.



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15. RECORDS

15.1 A record of the identification plate placed on the trailer should be kept. This record should contain, at least, the identification plate serial number, IPA number, trailer make-model, VIN and the date of manufacture of the trailer.

15.2 All relevant documentation including purchasing records pertaining to the trailer design and build should be kept and should be made available for inspection by Departmental inspectors if requested.

15.3 All records supporting the applications for IPA should be retained for at least ten years.

15.4 All other records should be retained for at least seven years.

16. NOTIFICATION OF CESSATION OF SUPPLY TO THE MARKET

16.1 When a manufacturer ceases production of an approved make-model of trailer for supply to the Australian market, the manufacturer should notify the Administrator of Vehicle Standards.

16.2 It is generally expected that notification will be submitted within four weeks of placing the last identification plate on the relevant make-model trailer.



Completed trailer final inspection report form

Job number:

IPA number *	Make *	Model *	Vehicle category *	Date of manufacture *	VIN *

Plate serial number *	ATM *	Variant code	GTM (tonnes)	Body style

* This information is not required if an identification plate facsimile is attached to this form.

ADR13/xx: All lamps were installed in accordance with Lamps Installation Drawing number:

Lamps fitted	Manufacturer	Part number	Number fitted	CRN
End outline marker - front				
Front position				
Front reflectors				
Side marker				
Side direction indicator				
Side reflector				
End outline marker - rear				
Rear position				
Stop				
Rear direction indicator				
Registration plate				
Rear marker plate				
Rear reflector				
Additional lamps				

ADR38/xx	Front axle group (dog trailer only)		Rear axle group			
Axle group load						
Tyre size						
Control System SARN						
	F1	F2	R1	R2	R3	R4
Actuator manufacturer						
Actuator size code (service)						
Actuator size code (park)						
Slack adjuster length (mm)						
Foundation brakes SARN						
Suspension system SARN						

Dog trailer only	Wheel base:	Centre of Gravity Height:
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ADR62/xx couplings

Manufacturer	Part number	Function type	D rating/V rating	CRN

ADR63/xx couplings (if applicable)



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Manufacturer	Part number	Function type	D rating/V rating	CRN
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(If applicable the following statement and all the non-compliances should be stated.)

This trailer is over-dimension or capable of being over-dimension. The non-compliances are:

The overall width is mm.

The rear overhang is mm.

The distance from the point of articulation to the rear end is mm.

I certify that this trailer has been inspected and it conforms to the evidence submitted with the application for IPA, including the conditions specified on the IPA and all the information provided on this form is correct.

Name:

Delegate/Signatory:

Signature:

Date:

Group 1 trailer Licensees are trailer manufacturers or suppliers that:

- supply to the Australian market ten trailers or more a calendar year; and
- have a third party certified Quality Management or Business Management System and
- does not have any IPA varied as a result of an unsatisfactory COP audit.

Group 2 trailer Licensees are trailer manufacturers or suppliers that meet one or more of the following:

- supply to the Australian market less than ten trailers a calendar year; or
- do not have a third party certified Quality Management or Business Management System, or;
- have any IPA varied as a result of an unsatisfactory COP audit.

Note 22: Examples of acceptable quality management systems include ISO9001:2000, ISO9001:2008, ISO/TS16949:2002 and the 'trailer industry's QA system framework' (if deemed acceptable by the Administrator following consultation with industry and consideration of the framework). [VSS will include the name and number of this QA system framework when known.]