



# CIRCULAR 0-3-4

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## CERTIFICATION PROCEDURES FOR NEW MOTOR VEHICLES

### 1. INTRODUCTION

1.1 The Vehicle Safety Standards branch of the Department of Infrastructure and Transport is responsible for the administration of the *Motor Vehicle Standards Act 1989* (the Act).

1.2 This circular sets out the certification procedures for new motor vehicles to obtain approvals for the placement of identification plates in accordance with Section 10A(1) of the Act for fully compliant vehicles, and Section 10A(2) of the Act for vehicles with minor and inconsequential non-compliance.

1.3 In addition, this circular sets out the certification procedures to obtain approvals for supply to the market of non-standard motor vehicles under Section 14A(1)(a) of the Act, and Motor Vehicle Standards Regulation 20(1), conditional upon placing identification plates on these motor vehicles under Motor Vehicle Standards Regulation 20(2). The inclusion of these arrangements in this circular allows the withdrawal of Administrator's Circular 0-4-17; Certification of Over Dimension Vehicles. The arrangements for non-standard trailers contained in Administrator's Circular 0-4-17 have previously been transferred to Administrator's Circular 0-3-6; Certification Procedures for Trailers, in issue 3 of March 2009.

1.4 The certification procedures for non-standard new motor vehicles under the low volume arrangements to obtain approvals to place identification plates under Section 10A(3) of the Act are contained in Administrator's Circular 0-4-1 titled "Certification of Low Volume Motor Vehicles". These procedures allow for a lower level of compliance assurance for the certification of these vehicles to the applicable Australian Design Rules (ADRs).

1.5 The certification procedures for applications for Identification Plate Approval (IPA) for additions to, or modifications undertaken on, new motor vehicles that already have identification plates fitted are contained in Administrator's Circular 0-4-6 titled "Certification of Vehicles Which Have Undergone a Second-Stage-of-Manufacture".

1.6 This circular was previously titled "New Motor Vehicle Identification Plate Approval".

1.7 Identification Plates were formerly known as Compliance Plates.

### 2. THE ROAD VEHICLE CERTIFICATION SYSTEM (RVCS)

#### 2.1 ELECTRONIC APPLICATIONS

The department maintains an electronic application / approval system which provides applicants with the ability to make applications for IPA, see the status of applications in progress and communicate with the department about their applications. The RVCS uses electronic forms and the internet to collect sufficient information to allow the Administrator of Vehicle Standards to make a decision on whether an Identification Plate approval should be issued.



## 2.2 INTERNET PUBLICATION OF APPROVALS

Once an application is approved, details of the approval are made public on the RVCS website. This information is used by state and territory registration authorities to allow bulk registration of approved vehicles.

## 2.3 MANAGEMENT OF APPROVALS

As the requirements for approval change, e.g. because of the introduction of new Australian Design Rules, the RVCS alerts approval holders when they need to update their application so that an amended approval may be issued and the approval holder may continue to supply vehicles to the market.

# 3. REGISTRATION IN THE RVCS

## 3.1 LICENSEES

People or Corporations wishing to apply for approval to place Identification Plates on New Road Motor Vehicles must first register as a Licensee in the RVCS. The registration form for a Licensee can be downloaded from the RVCS website accessible from [www.infrastructure.gov.au](http://www.infrastructure.gov.au). Upon registration, a software licence key will be provided to enable the installation of the forms software used by RVCS (Desktop eForms). The forms software and forms templates can be downloaded from the RVCS website, or supplied on a CD-ROM upon request. A User Name and a password will also be issued to enable each participant to log on to the RVCS site to access information specific to their applications.

## 3.2 DESIGN AND PRODUCTION FACILITIES

At the time of registration each Licensee is required to register the production facilities and design facilities that have been used in the manufacture of the vehicles to which the application applies. This information will be used to schedule Conformity of Production (COP) audits.

## 3.3 AGENTS

Licensees may appoint one or more agents to lodge applications on their behalf. Agents can be added at any time by completing the relevant sections on the Licensee Registration Form.

## 3.4 DELEGATES AND SIGNATORIES

Licensees must appoint a Delegate who is authorised to act for the Licensee. The Licensee may also appoint people within their organisation other than the Delegate to act on behalf of the Delegate. Delegates and Signatories may be added or removed at any time by completing the relevant sections on the Licensee Registration form.

# 4. APPLICATIONS FOR IDENTIFICATION PLATE APPROVAL

## 4.1 SUBMISSION

Licensees or their Agents may make applications for identification plate approval by submitting an Application for Compliance Approval (CA) form. An application will not be considered complete until the applicant has also submitted Summary of Evidence (SE) forms for all of the applicable ADRs.



The information entered into each SE form must be identical to the design and test evidence held by the licensee. Test evidence must be developed by test facilities that are registered in the RVCS. Test facility registration forms are available from the RVCS website. These test facilities will be subject to audit; refer Administrator's Circular 0-12-0.

Where the vehicle model includes a range of variants, the application must include SE forms that cover each design configuration. Circular 0-2-11 sets out the procedures for test vehicle selection to reduce the number of vehicles that may otherwise need to be tested.

Applicable Summary of Fleet (SF) forms must be submitted to describe the designs tested even where no reduction in test vehicles is sought, as the SF forms provide some information not duplicated on the SE forms. Each of these forms are electronic forms available from the RVCS website.

#### 4.2 ROAD VEHICLE DESCRIPTORS (RVD)

For each application, RVD and RVD image forms relevant to the vehicle category must be submitted. The RVD information is published along with the approval and is used by State and Territory Registration Authorities for bulk registration purposes. The RVD describes the range of variants that may be supplied under the approval. The information contained in the RVD forms must be consistent with the information submitted in Summary of Evidence forms. RVD and RVD image forms are electronic forms and may be downloaded from the RVCS website.

#### 4.3 DOCUMENT REFERENCES

Each form must be uniquely identified by a manufacturer's reference number that is no longer than 12 characters including spaces, dashes, etc.

#### 4.4 FILENAMES

Each form must be saved with a filename of 20 characters or less including spaces, with no punctuation.

#### 4.5 AMENDING EVIDENCE

Where the applicant has identified errors in the application, they may amend the application by submitting replacement or additional evidence. Additional forms or replacement forms must be uniquely identified in accordance with 4.3 above.

#### 4.6 ACKNOWLEDGEMENT OF SUBMISSION

A successful lodgement of an application will generate an electronic advice back to the applicant advising the application number. Applicants may track the progress of their applications by logging onto RVCS using their user ID and password

#### 4.7 DISCUSSION ITEMS

Application queries will be transmitted back to applicants electronically as Discussion Items (DIs) viewable for each participant on the RVCS web site. Discussion items must be resolved before an application may be approved. Applicants are expected to monitor the progress of their submissions and resolution of DIs.



## 4.8 SECURITY

The RVCS encrypts all electronic submissions effectively preventing the inadvertent release of information. All applications are treated as “commercial-in-confidence”. Applicants may nominate an embargo date for information to be published to the RVCS website once an approval is issued. This can be used to coincide with an official launch of a new model. The embargo date is contained on the RVD form.

## 5. MAKE-MODEL AND VARIANT

5.1 Refer to Administrator’s Circulars 0-3-3 and 0-3-10 for details on motor vehicle make- model designations, and for specific guidance on completing RVD forms for make-model designations.

5.2 A separate Identification Plate Approval application must be made for each make-model. Variants of a model can be included in the application for that model.

## 6. PROCESSING TIME

An applicant should allow 32 calendar days processing time, from the date of receipt of the last piece of satisfactory evidence completing the application, to the date of issue of an Approval.

## 7. SINGLE UNIFORM TYPE INSPECTION (SUTI)

A complementary part of the approval process is the SUTI of the vehicle model. SUTI is the inspection of a production vehicle of the model for compliance with the applicable ADRs. An IPA may be issued before a SUTI is conducted.

## 8A. APPROVAL – STANDARD MOTOR VEHICLES

If the Administrator is satisfied, based on the evidence provided in the application, that a vehicle model complies with all of the applicable ADRs, an Identification Plate Approval will be granted under Section 10A(1) of the Act. This then allows identification plates (in accordance with Administrator’s Circular 0-3-2) to be fitted to those vehicles for which compliance with the applicable ADRs has been demonstrated.

Where the evidence provided shows that the vehicle does not comply with all of the applicable ADRs, but the non-compliance is of a “Minor and Inconsequential” nature, the Administrator may issue an Identification Plate Approval under Section 10A(2) of the Act.

Each approval may be subject to conditions which will be attached to the approval document. Contravention of those conditions may be an offence under Section 10A(6) of the Act.

A copy of the Approval document will be forwarded to the applicant for information and safe keeping. A copy is also placed on the RVCS website.

## 8B. APPROVAL – NON-STANDARD MOTOR VEHICLES

8B.1 Motor vehicles such as fire tenders, armoured vehicles, over-dimension motor vehicles and other special purpose motor vehicles, which cannot demonstrate compliance with the applicable ADRs, because if they were made to comply with the applicable ADRs they would be unable to operate as road vehicles in the manner or for the purpose for which they were designed and constructed, may be given an approval under Section 14A(1)(a) of the Act, and Motor Vehicle



Standards Regulation 20(1) as a non-standard motor vehicle. Such an approval permits supply to the market, conditional upon an identification plate being fitted to the motor vehicle under Motor Vehicle Standards Regulation 20(2).

8B.2 The application procedures for standard motor vehicles also apply to non-standard motor vehicles, but also include the procedures specified in the following two clauses.

8B.3 Applications for non-standard motor vehicles must include a description of the non-compliance against each relevant ADR clause number, together with reasons why that particular ADR requirement or requirements cannot be met.

8B.4 Written advice must be obtained from at least one of the State or Territory Registering Authorities that the non-standard motor vehicle will be registered for use on public roads, or will be allowed to be used on public roads. This advice must be provided on request.

## **9. AMENDING AND UPDATING APPROVALS**

Licensees and agents may submit amending applications to expand the range of vehicles covered by the approval or to ensure that the approval includes new or amended ADRs. All current Approvals must be updated prior to new ADR becoming applicable. Approvals that do not contain approved ADR evidence for all applicable ADRs are automatically lapsed on the date that the new ADR(s) come into effect. Lapsed Approvals can be restored to full Approved status when evidence for the appropriate ADRs is submitted and approved.

**Note:** It may be an offence under Section 10A(6) of the Act to place identification plates on vehicles where an approval is no longer in force.

## **10. CONFORMITY OF PRODUCTION**

10.1 All approval holders are subject to audit by inspectors appointed under section 25 of the Act. Audits are based on the quality assurance principles of ISO 9001:2000. Licensees are advised to ensure that a Quality Plan is operating in their organisation that ensures that Identification Plates are only placed on vehicles of the type approved. Licensees must be able to demonstrate that their design and manufacturing processes are controlled sufficiently to ensure that all vehicles are manufactured to the correct specifications.

## **11. PROVISIONAL APPROVALS**

11.1 Provisional approvals for a limited period will be considered by the Administrator in certain cases pending further supply of information confirming ADR compliance. When such information is received and found satisfactory an amending approval for the life of the vehicle model will be issued.

## **12. NOTIFICATION OF CESSATION OF SUPPLY TO THE MARKET**

12.1 When a Manufacturer ceases production of an approved Make-Model of vehicle for supply to the Australian market, the Manufacturer must notify the Administrator of Vehicle Standards.

12.2 This notification shall be submitted within 4 weeks of placing the last Identification Plate.