



BUILDING TRAILERS OVER 4.5 TONNES ATM

FACTSHEET



As a trailer supplier you are now registered as a licensee for the Road Vehicle Certification System (RVCS). Please take the time to read this factsheet. The information supplied may save you time and money.

What is certification and how can a licensee obtain an approval to supply trailers to market?

The Federal Government's system for certifying new trailers over 4.5 tonnes Aggregate Trailer Mass (ATM) is called RVCS. The certification process in Australia is administered by Vehicle Safety Standards (VSS) at the Department of Infrastructure and Regional Development. As part of the certification process, you are required to submit evidence to VSS for each of the Australian Design Rules (ADRs) that the trailer is required to comply with. This is done through an application process using an online portal. The online portal is accessed with a program called Informed Filler. This program can be downloaded for free at the following link: <http://rvcs-prodweb.dot.gov.au/FormDownload.html>

As a licensee you are able to submit Summary of Evidence (SE) forms to RVCS to demonstrate compliance with the ADRs. As this process can be quite involved, some licensees choose to use an agent. An agent is able to provide assistance with the certification process. Licensees 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. A list of agents can be found at the following link: http://rvcs-prodweb.dot.gov.au/pls/wwws/PubRVCS.List_Agents

As a licensee the ultimate responsibility of each vehicle's compliance with the relevant ADRs sits with you, even if you use an agent.

Licensees can log on to a secure area of the RVCS website to check the status of their applications. Here you are able to view if a lodged application has been assessed and if any Discussion Items (DIs) have been raised. A DI is the way the Department will raise any queries, problems or requests for further information when assessing an application. This can be accessed with the following link: <http://rvcs-prodweb.dot.gov.au/logon.html>

Administrator's Circulars are used to provide guidance on applications. For trailer licensees the most relevant Administrator's Circular is Circular 0-3-6, Certification Procedures for Trailers. Please take the time to read through this. The list of Administrative Circulars can be found with the following link: https://infrastructure.gov.au/vehicles/administrators_circulars/index.aspx



The ADRs that a trailer is required to comply with is dependent upon what vehicle category the trailer will fall under. For trailers over 4.5 tonnes ATM the vehicle categories are as follows:

| VEHICLE CATEGORY: | DESCRIPTION: |
|---------------------|--|
| TC - MEDIUM TRAILER | A trailer with a GTM exceeding 3.5 tonnes but not exceeding 10 tonnes. |
| TD - HEAVY TRAILER | A trailer with a GTM exceeding 10 tonnes. |

A list of the ADRs each trailer category needs to comply with can be found here:

<http://rvcs-prodweb.dot.gov.au/applicability/ADRapplic.html>

The Australian Design Rules can be found here:

https://infrastructure.gov.au/roads/motor/design/adr_online.aspx

States and Territories may have additional requirements to the ADRs for particular trailer types. It is advised that you check with the relevant authorities as to what these additional requirements may be prior to supplying any trailers.

Once an application is complete, the Administrator of Vehicle Standards (or an Associate Administrator) will make a decision on the application. If an approval is granted you will be issued with an Identification Plate

Only 'plate' vehicles that are covered by your approval(s). Placing an Identification Plate on a vehicle that is not covered by a valid Approval is a breach of the standard approval conditions and therefore an offence under the Act.

Approval (IPA). An IPA is identified by a unique reference number referred to as an IPA number. This number can be found on the IPA documentation that will be sent out to you and also online within RVCS. An Identification Plate can only be placed on a trailer once an IPA has been granted. Once you receive your IPA, read the conditions of the approval to ensure you understand your responsibilities. Breaching a condition of an IPA is an offence under the *Motor Vehicle Standards Act 1989* (the Act).

It is important to note that a licensee can only place an identification plate on a vehicle that is covered by a valid approval. If different

components are going to be used to those specified in the original approval, then a variation must be submitted online to RVCS using Informed Filler. For example, if a different kingpin or lighting component is fitted, even though they may be an ADR approved component, you are still required to inform the Department. Likewise, if a different axle or braking component is fitted to a trailer, you must provide evidence to the Department that the new brake system complies to ADR 38/.. When fitting trailers with registered braking components that have been issued with an RVCS Sub Assembly Registration Number (SARN), ensure the components are fitted as per the SARN installation instructions.

Plan ahead - allow up to 32 calendar days processing time, from the date of receipt of the last piece of satisfactory evidence to RVCS to the date of issue of an IPA. This 32 day target may be exceeded in times of high demand.

How can a licensee supply Over Dimension (OD) Trailers to market?

Where a licensee wants to supply a trailer to the market that does not comply with all the relevant dimension requirements of ADR43/.. they may apply for a non-standard vehicle approval. Before a non-standard vehicle approval can be issued, the licensee must provide an in-principle support letter from the relevant heavy vehicle regulator.

If issued, a non-standard vehicle approval will list all applicable exemptions from the relevant dimensional requirements of ADR 43/.. in the Schedule 5 of the IPA. In-service, over dimension vehicles can only be used on roads in accordance with an approval issued by the relevant heavy vehicle regulator.

A licensee is only permitted to supply OD trailers for the specific clauses of the ADR for which exemptions have been granted. For example, holding a nonstandard approval for an over width trailer does not mean you can then supply a trailer with a non-compliant rear overhang. Updated evidence can be submitted to RVCS to allow for additional exemptions under an IPA. Where a licensee wishes to supply a trailer that is non-compliant beyond the exemptions listed in the approval, they must either submit a variation or apply for a new non-standard vehicle approval. For both a variation and a new approval, the licensee must provide a revised in-principle support letter from the relevant heavy vehicle regulator that covers all dimensional non-compliances.

What happens if a licensee supplies non-conforming or non-compliant vehicles?

Supplying a trailer that either does not comply with the approval it is being supplied under or does not comply with the ADRs are offences under the Act. Licensees are required to take recall action to rectify all non-complying trailers that have been supplied to the market in Australia.

Trailers that either do not comply with their approval or the ADRs will be refused registration and/or prohibited from operating on roads until such time as the licensee obtains the necessary variations to their approval or undertakes work to make the trailers comply. Non-conformances or non-compliances will also be reported by the relevant heavy vehicle regulator to VSS and may result in audit or enforcement action being taken against the licensee.

Why should a licensee keep records?

Keeping appropriate records is important for a number of reasons, particularly in the event that one of your trailers is involved in an accident or fatality you may be asked to provide evidence that the trailer you supplied to the market was compliant with the ADRs. Evidence of compliance may also be required following in-service inspection of vehicles, particularly if potential non-compliances are found. Effective record keeping will be able to show compliance with relative ease.

A licensee shall keep records that contain at least the following information for each trailer built:

- the identification plate serial number,
- IPA number,
- trailer make-model,
- Vehicle Identification Number (VIN),
- the date of manufacture of the trailer,
- all relevant documentation including purchasing records pertaining to the trailer design and build; and
- final inspection record, an example of which can be found in Attachment 1 of Administrator's Circular 0-3-6.

Additionally, ensure you keep a copy of all evidence submitted to the Department including SE Forms. If you are using an agent, ask them to supply you with these forms.



Why does the Department conduct Conformity of Production (COP) Audits?

Audits are an integral part of the Australian vehicle certification system. VSS uses an audit process to confirm that all trailers supplied to the market by licensees comply with the ADRs and the relevant IPAs. The records discussed above should be made available for inspection by Departmental inspectors if requested and will be looked at if your facilities are inspected by the Department during a COP audit. More information about COP audits can be found in Administrator's Circular 0-13-1.

A recent review of the Act and its regulations has identified a number of areas where the Act and the associated administrative arrangements can be improved and modernised. As a result of this review the Australian Government has announced a number of proposed changes to the Act. If you would like to find out more information on these changes, please see the MSVA Reforms page at the following link:
www.infrastructure.gov.au/vehicles/mv_standards_act

What are the requirements for Vehicle Identification Numbers (VINs)?

Every trailer must have a unique VIN. The VIN must comply with the requirements of ADR 61/.., Vehicle Marking. More information about VINs can be found in Administrators Circular 0-3-9, Provision of Vehicle Identification Numbers.

What are the fees associated with certification?

The fee associated in lodging an application for a trailer IPA is \$99.00, which includes one ADR 38/.. braking variant. For existing approvals, the fee to apply for a 38/.. braking

variant is \$33.00. All other evidence submissions to existing approvals will be treated as running changes and will not incur a fee. Licensees must obtain all Identification Plates from the plate contractor approved by the Administrator. Currently the contractor approved by the Administrator for the supply of Identification Plates is Niddrie Nameplates Pty Ltd. The fee payable to the Commonwealth to place an Identification Plate on a road trailer is \$22.50. This fee is included in the price Niddrie Nameplates Pty Ltd charges for a plate. More details about all these fees can be found in Administrators Circular 0-3-6.

Why is it important to update your contact details with us?

Occasionally we may wish to contact you to pass on important information relating to changes to the Act or the ADRs. Please ensure your contact details are kept up to date with us. Additionally, licensees are required to register all design and production facilities where the trailers are manufactured to RVCS.

Who should I contact for more information?

If you have any queries relating to trailer certification do not hesitate to contact the RVCS Helpdesk on Ph: (02) 6274 7766 or email rvcs@infrastructure.gov.au.