



Australian Government

Department of Infrastructure and Regional Development

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# GUIDE TO THE REGISTERED AUTOMOTIVE WORKSHOP SCHEME

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VERSION: 4 – June 2008

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**Disclaimer:** The Department of Infrastructure, Transport, Regional Development and Local Government (the Department) has endeavoured to ensure the material in this document is technically accurate and reflects legal requirements. However, the document does not override the governing legislation and must be read in conjunction with it. If the user of this document is unsure as to whether the material is correct, they should make direct reference to the relevant legislation and contact the Department.

# Guide to the Registered Automotive Workshop Scheme

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## ABOUT THIS GUIDE

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### A-1 A Quick Overview

Most people don't bother to read manuals or instructions until they get hopelessly stuck or it's too late. We suggest that you take the time to read through this guide to give you an idea of what you need to do under the Registered Automotive Workshop (RAW) Scheme; it will save you a great deal of time, confusion, and frustration.

This guide is intended to explain how to go about importing and supplying imported used vehicles to the Australian market. Throughout the guide references to the *Motor Vehicle Standards Act 1989*, the Motor Vehicle Standards Regulations 1989, and Determinations will be provided so you may refer to the legislation.

The guide is intended to give you information on what you need to do, to get into, and operate under, the RAW Scheme. To assist you, each section covering a major step in the RAW Scheme processes includes a list of things that you should consider before proceeding with that step.

Only the administrative requirements about the RAW Scheme are dealt with in this guide. The technical information that you must understand, and comply with, can be found in other documents and you will be directed to these as necessary.

This guide is a 'living' document, and will be amended as necessary to keep it up to date with legislation, business policy and procedural changes, and to maintain clarity of information. Be aware that if you reference this document in your procedures or documentation, that the information could be amended at any time and this may render the referencing procedures or documents invalid. If you are reading this in hard copy, you should check that the version number on the front page is the same as the version number on the on-line version of the document.

### A-2 Steps to becoming a Raw

1. To register as a participant in the Registered Automotive Workshop Scheme (RAWS) you can either use an existing company or set up a new company to operate the workshop. The application can only be made in the name of a proprietary limited company. The company must be registered with [Australian Securities Investment Commission](#) (ASIC), once registered the company will be supplied with an Australian Company Number (ACN). The company must also have an Australian Business Number (ABN) from the [Australian Tax Office](#).
2. You will need to complete the [Participant Registration Form](#) and either facsimile or mail it to Vehicle Safety Standards (VSS). Once the registration has been processed the workshop will receive notification from The RAWS Team which will include the Participant Identification Number and password which then allows access to the RAW secure website.
3. In order to become a RAW, your company must be certified to ISO 9001:2000 "Quality Management Systems" in addition your ISO certification must be endorsed as meeting the requirements of procedure 24. Information on ISO 9001-2000 may be obtained from Standards Australia, details of procedure 24 may be obtained from the [JAZ-ANZ website](#). Once you have prepared a quality manual to document your proposed system you must engage a procedure 24 approved certification body and undergo a Stage 1 Audit. If your company is already certified to ISO 9001:2000 a Stage 1 Audit is not required.

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4. Once a Stage 1 Audit has been completed or you have existing ISO certification, the workshop application can then be lodged electronically with the appropriate fee (a pre-filled workshop application is available when you log into the RAWS secure website). In addition to the workshop application you will need to supply: a copy the notification of completion of Stage 1 Audit; fit & proper persons check list and a copy of Police checks for all key personnel; copy of Vic signatories' qualifications. These can be mailed, faxed or emailed to the RAWS team.
5. Once this information is provided, a letter will be sent from the Administrator of Vehicle Standards (Administrator) advising that the workshop application has been accepted and that your company is now a RAW applicant. The workshop can then lodge an application to import a sample vehicle together with the import application fee.
6. The workshop must then import a vehicle, modify the vehicle as required to meet the requirements of the *Motor Vehicle Standards (Approval to Place Used Import Plates) Guidelines 2006* and prepare all required documentary evidence to show that the vehicle meets these requirements. When you are satisfied that you have evidence to show that the vehicle complies (and the vehicle conforms with the evidence) you must then arrange for a Stage 2 Audit inspection by your certification body.
7. Once the certification body is satisfied that the Quality Management Systems will ensure that subsequent vehicles comply with the RAWS requirements they will issue a Stage 2 Audit report. The RAW applicant should then submit a Vehicle Inspection Certificate (VIC) for the vehicle via the online system. The VIC must reference evidence for each ADR applicable to the vehicle. The RAWS team will schedule an inspection of the vehicle, the documentation and the workshop.
8. When the inspection and documentation have been accepted as meeting the RAWS requirements, the RAWS Administration will write to the workshop recommending ISO approval the RAW must forward a copy of this letter to the ISO certification body.
9. When the RAW applicant receives final certification to ISO 9001:2000 a copy of the documentation must be sent to the RAWS Team. A final assessment will be made and a decision to approve or refuse the application will be made.
10. If an approval is issued the RAW applicant may then lodge an application to fit a used import plate, together with the appropriate fee (for first vehicle: \$115.00 to plate the vehicle). The applicant must also arrange with the plate contractor for the supply of the used import plate including payment of the relevant fee.
11. **For importing any vehicle models on your schedule:** The RAW must lodge an application to import and plate the vehicle.
12. **To add a new vehicle model to your schedule:** Lodge an application to import a sample vehicle and import and modify the vehicle and prepare evidence as required to by the legislative requirements, lodge a Vehicle Inspection Certificate (VIC). VSS inspectors may then conduct an inspection on the vehicle and documentation. The workshop will be notified within 10 days of submission of the VIC if an inspection is required. Once the Inspection (if required) has been conducted and any evidence has been accepted, the RAW must lodge an application to fit a used import plate. The fees for this process are: \$1,500.00 for cars and \$1,300.00 for motorcycles to add the vehicle to the RAWS schedule and \$115.00 for cars and \$3.75 for motorcycles to plate the vehicle.

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## A-3 The Guide and the Legislation

Think of this Guide as a roadmap to the RAW Scheme, but it does not override the governing legislation, and must be read in conjunction with it. If you are unsure if the information is correct, you should refer to the legislation and then contact the Department. The *Motor Vehicle Standards Act 1989*, and the Regulations and Determinations made under that legislation will always be the governing documents.

### Not Covered by This Guide

This Guide does not deal with new vehicles, produced in either full or low volumes, personally imported vehicles, vehicles that were manufactured before 1 January 1989, vehicles imported for racing, etc. For information on these and other categories of vehicle imports refer to Vehicle Standards Bulletin Number 10 – Importing Vehicles to Australia, available on the Departments website ([www.infrastructure.gov.au](http://www.infrastructure.gov.au)).

### Information available on the Internet

- Department of Infrastructure, Transport, Regional Development and Local Government  
<http://www.infrastructure.gov.au>
- Registered Automotive Workshop Scheme <http://raws.infrastructure.gov.au/>
- the RAWS website will provide you with various links to information listed below as well as other information ADR Applicability Tables: <http://rvcs-prodweb.dot.gov.au/>
- Legislation: <http://raws.infrastructure.gov.au/legislation.htm>
- Requirements for Bodies Undertaking Assessment and Certification of Automotive Workshops for the purposes of ISO9001 certification: <http://www.jas-anz.com.au/>
- Register of Specialist and Enthusiast Vehicles:  
<http://rvcs-prodweb.dot.gov.au/sevs/sevsindex.htm>
- RAWS Vehicle Recall Code of Practice (HTML format):  
<http://dynamic.infrastructure.gov.au/recalls/CodeOfPractice2003/index.htm>
- RAWS Vehicle Recall Code of Practice (PDF format):  
[http://dynamic.infrastructure.gov.au/recalls/RAWS\\_Recall\\_Code\\_2003.pdf](http://dynamic.infrastructure.gov.au/recalls/RAWS_Recall_Code_2003.pdf)
- Vehicle Standards Bulletins: <http://www.infrastructure.gov.au/roads/safety/bulletin/index.aspx>

# Guide to the Registered Automotive Workshop Scheme

## Glossary of terms, abbreviations and acronyms

ABN .....	Australian Business Number
ACN .....	Australian Company Number
the Act .....	<i>Motor Vehicle Standards Act 1989</i>
the Administrator .....	The Administrator of Vehicle Standards; the Delegate of the Minister for the administration of the <i>Motor Vehicle Standards Act 1989</i>
ADR(s) .....	Australian Design Rule(s)
CB.....	Certification Body
CPA .....	Compliance Plate Approval
Determinations.....	Determinations made under the Motor Vehicle Standards Regulations 1989 for the administration of the RAW Scheme
the Department.....	Department of Infrastructure, Transport, Regional Development and Local Government
DI .....	Discussion Item
ISO .....	International Standardisation Organisation
JAS-ANZ.....	Joint Accreditation System of Australia and New Zealand
LVS .....	Low Volume Scheme
the Minister .....	Minister for Infrastructure, Transport, Regional Development and Local Government
OE .....	Original Equipment
RAW .....	Registered Automotive Workshop
RAWS .....	Registered Automotive Workshop Scheme
the Register .....	The Register of Specialist and Enthusiast Vehicles
the Register of Specialist and Enthusiast Vehicles.....	The register kept by the Minister of vehicle makes and models which have been shown to meet the Specialist and Enthusiast Vehicle Scheme eligibility criteria
the Regulations.....	Motor Vehicle Standards Regulations 1989

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ABN.....	Australian Business Number
RVCS.....	Road Vehicle Certification System
SEVS.....	Specialist and Enthusiast Vehicle Scheme
Specialist and Enthusiast Vehicle .....	A vehicle that is listed on the Register of Specialist and Enthusiast Vehicles.
NEVDIS.....	National Exchange of Vehicle and Driver Information System – a national register of vehicle and driver information that may be referenced as part of the registration of a vehicle.
New vehicle .....	A locally made vehicle, or a new imported vehicle, that has been neither (a) supplied to the market; nor (b) used in transport in Australia by its manufacturer or importer. This includes a locally made vehicle, or a new imported vehicle, that has been supplied to the market but not yet used in transport in `Australia.
New imported vehicle .....	An imported vehicle that has not been used in transport outside Australia.
Used import plate.....	In relation to a used imported vehicle, means a plate approved to be placed on the vehicle by an approval in force under section 13D of the Act.
Used imported vehicle .....	An imported vehicle that has been used in transport outside Australia
VIC.....	Vehicle Inspection Certificate
VSS.....	Vehicle Safety Standards (a Branch in the Maritime and Land Transport Division of the Department of infrastructure, Transport, Regional Development and Local Government).

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## A-4 Client Service Targets

The amount of work coming into the RAW Scheme is wholly related to the number of vehicles being imported and modified by workshops, and the amount of documentation being submitted to the RAWS Team for examination and approval. There are targets being aimed at for functions and we will be trying to meet these when and where possible; these targets will provide you with an approximation of turn around times.

Remember:

- when you submit any application form there will be an associated fee, and processing times will not begin until the fee has been paid;
- if a Discussion Item is raised against a form, the processing time will begin again against the new or replacement form.

Process	Target
Examination of Workshop Application Form	5 working days
Examination of Import & Plate Application Form	5 working days
Issuing of Vehicle Import Approval document	17 working days from acceptance of Import & Plate Application Form
Examination of Vehicle Inspection Certificate (VIC)	5 working days
Issuing of an Approval to Place a Used Import Plate	2 working days from acceptance of the VIC (or Plate Application Form in the case of a 'Plate Only' application)
Advice of whether a Vehicle Inspection is required	10 working days from the acceptance of a correct VIC
Vehicle Inspection	Within 6 weeks from the acceptance of a correct VIC Form (if inspection is to be conducted)
Posting of Discussion Items on secure RAWS website post-inspection	2 working days from the return of the inspectors to the Department offices
Notification that inspection satisfactory and ISO 9001 Certificate can be issued	2 working days of completion of inspection report and/or closure of all DIs
Issuing of RAWS Approval	5 working days of receipt of ISO 9001 Certificate

You should check the RAWS secure website regularly to follow the processing of your forms and vehicles through the system. Many notifications listed above are communicated through the RAWS secure website and will not be advised separately in writing. This is explained further on in this Guide.

## A-5 Vehicle Registration

Vehicle registration is a matter for the State and Territory governments. Where a particular registering authority requires that they inspect the vehicle, or that you provide particular documents or information to gain registration for your vehicle, it will be necessary that you meet these requirements; the Department does not have involvement in the registration of the vehicles. For queries regarding vehicle registration you should contact the registration authority in the State or Territory in which the vehicle is to be first registered.



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The Vehicle Identification Number (VIN) and vehicle details of every vehicle approved through the RAWs processes are provided to the National Exchange of Vehicle and Driver Information System (NEVDIS), which is referenced during the registration of vehicles. This information is regularly provided to NEVDIS, but workshops must be aware that there may be some delay for vehicle data to be downloaded to the NEVDIS system; the Department has no influence on this policy.

## Test and Evaluation (Sample) vehicles

All VINs for vehicles imported under 'Test and Evaluation' import approvals (ie 'sample' vehicles) are automatically 'blocked' when uploaded to NEVDIS. When the vehicle is then approved through RAWs it may be that the VIN does not appear as being valid when registration is sought. In these cases you must approach the RAWs Team who can arrange for the VIN to be 'unblocked'.

## Motor Vehicle Registration Authorities

State/Territory	Registration Authority	Contact Number	Internet Address
New South Wales	Roads and Traffic Authority	(02) 9218 6888	<a href="http://www.rta.nsw.gov.au">www.rta.nsw.gov.au</a>
Victoria	Vic Roads	13 11 71	<a href="http://www.vicroads.vic.gov.au">www.vicroads.vic.gov.au</a>
Queensland	Queensland Transport	13 23 80	<a href="http://www.transport.qld.gov.au">www.transport.qld.gov.au</a>
South Australia	Dept of Transport, Energy and Infrastructure	13 10 84	<a href="http://www.transport.sa.gov.au">www.transport.sa.gov.au</a>
Western Australia	Dept for Planning and Infrastructure	13 11 56	<a href="http://www.dpi.wa.gov.au">www.dpi.wa.gov.au</a>
Tasmania	Dept of Infrastructure, Energy and Resources	1300 135 513	<a href="http://www.transport.tas.gov.au">www.transport.tas.gov.au</a>
Northern Territory	Dept of Planning and Infrastructure	1300 654 628	<a href="http://www.dpi.nt.gov.au">www.dpi.nt.gov.au</a>
Australian Capital Territory	Territory and Municipal Services	(02) 6207 7000	<a href="http://www.tams.act.gov.au/move">www.tams.act.gov.au/move</a>

## THE RAW SCHEME – OVERVIEW

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This section contains a brief overview of the Registered Automotive Workshop Scheme (RAWS) and the order that is followed from registering as a Workshop Applicant to fitting Used Import Plates to vehicles. Following is an overview of the responsibilities of Workshops Approved in the Scheme.

### B-1 The Registered Automotive Workshop Scheme

RAWS is based on only approved Registered Automotive Workshops (workshops) being able to fit used import plates to used imported vehicles.

RAWS is setup to allow the importation of Specialist vehicles that are not available to the Australian market.

Vehicles that are eligible under the RAWS that meet the criteria are:

- **Used vehicles** – vehicles that have been used in transport outside Australia
- **Date of Manufacture** - first manufactured after 31 December 1988
- **Eligible under the Specialist and Enthusiast Vehicle Scheme** - Model eligible under the Specialist and Enthusiast Vehicle Scheme

RAWS does not cover the importation of personally imported vehicles or vehicles not imported to be registered, such as racing vehicles.

In RAWS limits are applied to the number of vehicles that can be imported and plated.

In addition, the RAWS covers certain used imported two-wheel and three-wheel vehicles in unrestricted volume, which have different eligibility criteria and compliance.

### B-2 Process of Becoming a Registered Automotive Workshop and Plating the First Vehicle

This guide covers the following major steps in becoming an Approved Registered Automotive Workshop. The steps are outlined sequentially.

Function	Section
Registering as a workshop in the RAW Scheme	C
RAWS Online System	D
ISO Certification	E
Applying for Approval as RAW – the Workshop Application	F
Specialist and Enthusiast Vehicles Scheme	G
Applying to Import a Vehicle – the Import Application	H
Complying the Vehicle	I
Completing the VIC – the VIC form	J
Vehicle Inspection	K

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Function	Section
Approval as a RAW	L
Approval to Fit a Used Import Plate	M
Renewal of RAW Approval	O

## B-3 Process of Plating a Vehicle

Once an existing Registered Automotive Workshop, many of the steps outlined for Approval as a Workshop do not need to be repeated. The following steps are required for plating subsequent vehicles.

Function	Section
Applying to Import a Vehicle – the Import Application	H
Complying the Vehicle	I
Completing the VIC – the VIC form	J
Vehicle Inspection (if required)	K
Approval to Fit a Used Import Plate	M

## B-4 Responsibilities of Workshop and Administration of the Scheme

RAWS gives Approval to Registered Automotive Workshops to fit Used Import Plates to vehicles. With this Approval the workshop accepts responsibilities set out in the *Motor Vehicle Standards Act 1989 (the Act)* the Motor Vehicle Standards Regulations 1989 (the Regulations) and any Determinations made under *the Act* and the Regulations.

RAWS is a vehicle by vehicle approval system. It is the responsibility of a workshop to ensure compliance of each vehicle to which workshop fits a Used Import Plate.

*The Act* gives powers to the Administrator of Vehicle Standards as a Delegate to the Minister. The Administrator has powers to make decisions as covered by the *Act*, the Regulations and Determinations given power under *the Act*.

If a workshop disagrees with a decision of the Administrator, the workshop may appeal the decision to the Administrative Appeals Tribunal (AAT). More information as to the process can be found at <http://www.aat.gov.au/>.

RAWS is administered by Vehicle Safety Standards (VSS) using an audit and compliance approach. The RAWS team and VSS inspectors conduct inspections of vehicles, workshops and forms submitted.

For every vehicle that a workshop makes application to fit a Used Import Plate the Workshop must hold evidence which demonstrates that the vehicle meets the Australian Design Rules (ADR) as communicated by the *Motor Vehicle Standards (Approval to Fit a Used Import Plate) Guidelines 2006 (No. 1)*. The guidelines (Evidence guidelines) are amended from time to time.

Inspections on vehicles and checks on forms are conducted by members of the RAWS team. If the *Evidence Guidelines* are not met, or incorrect information is supplied, action may be taken to vary, cancel or suspend a workshop's approval.

# Guide to the Registered Automotive Workshop Scheme

When inspecting vehicles, the vehicle and supporting evidence to demonstrate compliance is reviewed. It is always the responsibility of the workshop to ensure that the vehicle meets the requirements of the Evidence Guidelines. VSS officers are tasked with working in or conducting inspections for the RAWs are able to give guidance of requirements of the Scheme. However, they will not direct workshops on how to conduct their businesses or manage their responsibilities.

Under RAWs, evidence is not 'approved', and where information becomes apparent that evidence previously reviewed is shown to be incorrect, invalid or does not match a vehicle for which it is supplied, it is the workshop's responsibility to take corrective action.

The policy for certification of vehicles under the RAW Scheme is consistent with the policy for new full volume and new low volume vehicle certification, taking into consideration issues that arise for demonstrating compliance for used vehicles.

In addition to responsibilities of modifying the vehicle, a workshop is responsible for ensuring that it has adequate:

- **Workshop Personnel** – Including the character of the key company personnel qualifications
- **Quality Management Systems** – Independently audited by a certified body
- **Modification Facilities** – Adequate to modify the vehicle for compliance.

Company Delegates and signatories have responsibilities as listed in *the Regulations* to ensure that the workshop complies with the provisions of *the Act*, the Regulations, Determinations and conditions of the Workshop's Approval.

Company Delegates, signatories, Vehicle Inspection signatories and all key personnel have to meet the criteria for Approval as specified in the Regulations including association with other workshop's, solvency and meet the fit and proper person requirements. It is the responsibility of workshop's to ensure that they continue to meet these requirements.

## STARTING OFF IN THE RAW SCHEME

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The first step in becoming an approved Registered Automotive Workshop is to register as a participant. This section details the information that is required to be supplied for registering as a participant.

Once accepted as a participant, the next stage is becoming a Registered Automotive Workshop applicant, which is outlined in section F.

### C-1 Starting in the Registered Automotive Workshop Scheme

#### Company

Application to become an approved workshop in the Registered Automotive Workshop Scheme can only be made in the name of a corporation. Either an existing corporation or a new corporation can be set up to operate in the Registered Automotive Workshop Scheme.

On registration of the corporation an Australian Company Number (ACN) will be provided by the Australian Securities and Investment Commission (ASIC). The company must also have an Australian Business Number (ABN).

Family trusts with an ABN are not able to be used for Workshops, as they are not ACN based. For more information on registration of companies see the Australian Securities and Investment Commission website at [www.asic.gov.au](http://www.asic.gov.au).

#### Sponsor Company

Workshops operating overseas must appoint a sponsor corporation within Australia. It will be the sponsor's responsibility to ensure the applicant corporation complies with the legislation and conditions of the RAW approval, once issued.

### C-2 Registering in the Registered Automotive Workshop Scheme

Workshops must complete and submit a Participant Registration Form to be registered in the Scheme and to be able to use the online processes. The form is available from the RAWS website at [http://raws.infrastructure.gov.au/becoming\\_raw/application.aspx](http://raws.infrastructure.gov.au/becoming_raw/application.aspx). This is the only form that must be sent to the RAWS team either by facsimile or mail.

The applicant must ensure that company details are correct and match those held by ASIC. Checks of the initial details provided are made against ASIC records, and if the information is not in line the workshop will be required to clarify or correct. If the workshop has asked for the ASIC records to be amended, but these changes are not yet reflected on the ASIC records, workshops can forward copies of the ASIC change requests to the RAWS Team.

#### Delegates and Signatories

The Delegate is a key person in the organisation who can sign on behalf of the organisation, and is responsible for ensuring adherence to the terms and conditions of the RAW Approval. Each workshop must nominate a Delegate.

A Signatory is a person authorised by the Delegate to act on behalf of the organisation. For application the workshop can nominate a Signatory to act on behalf of the workshop.

The Delegate and signatory may be one and the same person. If this is the case then you need only enter details as the Delegate and leave the signatory details blank.

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## **Discussing workshop matters**

Matters relating to a workshop's business can only be discussed with Key personnel that are listed on the workshop application, so special attention should be paid to who is appointed to these roles. The RAWS team cannot discuss matters with the directors of a company if they are not nominated as key personnel. Discussing your business matters with limited personnel protects your commercially sensitive information and ensures that the information we receive is from a known and reliable source.

## **C-3 Following Registration**

Workshops will be advised if the registration has been successful. If successful, a workshop will receive a Participant Identification Number (PIN), a User Identification Number, and a Participant Registration Password. The PIN is a unique identifying number that should be quoted in all communication or correspondence.

A User Identification Number (user ID) is provided to both the applicant Delegate and signatory, if nominated. This, together with the password will permit access to the RAW secure website, where information relating to your workshop will appear. This number is unique and cannot be changed.

A Participant Registration Password is provided to both the Delegate and signatory, if nominated, and, together with the user identification number will permit access to the RAW secure website. This password can be changed to one of your choosing once you have entered the secure site.

Next you can make an application for approval as a Registered Automotive Workshop.

## **C-4 Things to consider**

- ✓ Do you have a company established?
- ✓ Do you have an Australian Business Number for that company?
- ✓ Are your company details up to date with the Australian Securities and Investments Commission (ASIC)?
- ✓ If your workshop is going to be operating outside Australia, do you have a Sponsor?

## THE RAWS ONLINE SYSTEM

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### D-1 Overview

Before moving on to make an application for approval as a Registered Automotive Workshop it is worth introducing you to the fundamentals of the RAWS Online System. No names or acronyms have been dreamt up for the system, so it will only be referred to as the online system or the RAWS System.

In line with a government decision to conduct business, wherever possible, by electronic means, the RAWS form submission processes, application progress and status information have been made available directly online. Using these facilities improves data handling, accuracy and speed:

- forms are submitted directly to us;
- payments for applications can be made online;
- there is no need for us to enter data, overcoming delays and transcription errors;
- you can view the progress and status of your forms and vehicles.

There is one noticeable terminology change when talking about forms submitted online; the forms are referred to as 'e-forms', short for 'electronic forms'. The terms are interchangeable, so if reference is made to a form it also includes the e-form version of the form, and vice versa. References to documents, other than those that may be submitted online, will be referred to in terms other than forms or e-forms.

E-forms are prepared using Informed Filler® and submitted online; you can then save the e-form for your records and print it at any time. Note that during system development, it was identified that there were very small numbers of Macintosh computer users so, for this reason, the e-forms have only been developed in PC format.

You can only submit Informed Filler® type forms online; any other documents, such as test reports or supplementary information, must be forwarded by mail, facsimile, or e-mail attachment, depending on the information being supplied.

You must be aware that by accepting the conditions on any of the e-forms and submitting that e-form, it is the same as you having signed such a form and your responsibilities are identical to that as if you had signed the form. For this reason you should be cautious in providing other persons with your login and password details and/or having other parties submit forms on your behalf. You will be accountable for the information contained on the form submitted.

### Do I have to use the online process?

No. You may submit forms by mail or facsimile, but this process will be slower than if you submit online due to: the time for the form to arrive; data entry by staff, increasing the possibility of transcription errors; manual processing of payments; manual system updating; initial communications by facsimile or mail. Each manual process can cause delays and errors with your paperwork. For these reasons we encourage all participants in the Registered Automotive Workshop Scheme to use the online processes.

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## On the computer for the first time

Now that you have your user ID and password you can enter the RAW secure website.

Open the public website at <http://raws.infrastructure.gov.au/>, and then click on the quick link 'Participant Logon'.

When the participant logon screen appears, enter your Used ID and password and click 'Logon'.

The ID and password are not case sensitive.

From the RAWS main page you have the options to carry out many tasks. At this stage we will focus on **changing your password** and **downloading the necessary software and templates**. Without the software and templates you will not be able to submit the necessary forms online.

## Changing your password

If wish to change your password to one of your choice, click on the 'Change Password' link and enter your existing and new passwords. Click the 'Submit New Password' button.

Note, your password must consist of from 6 to 26 characters with a minimum of two alpha and one non-alpha characters.

## D-2 Downloading the computer software

The software and templates have been developed so that you can complete forms on your computer and submit them directly to us; all that you will need is to have the software operating and an Internet connection open when you submit a form. The software application used is Informed<sup>®</sup> Filler developed by Shana Corporation of Canada.

Note, that during system development, it was identified that there were very small numbers of Macintosh computer users so, for this reason, the e-forms have only been developed in PC format.

From the RAW main page click on the 'Download Informed Filler' link.

The next screen instructs you how to download and install the software. Follow these steps carefully and keep to the default installation unless there is a need to do otherwise (eg a network installation).

Remember *downloading* is the first step only; complete the process by *installing* the software.

Next you must download and install the Informed Filler templates and the lists file. The templates give you the pro-forma forms you must complete and submit along the way. The lists file provides you with 'drop down' choices available in the various e-forms.

Again, go to the RAWS main page and this time click on the 'Download E-forms' link.

The page that appears provides you with links to the 'RAW E-form Templates' and the 'RAWS E-form Lists'. Information about the link to the 'RAW Workshop Application' is explained in the next section.

The page also explains how to download and install both the templates and lists files. Follow these steps carefully and keep to the default installation unless there is a need to do otherwise (eg network installation). Remember *downloading* is the first step only; complete the process by *installing* the software.



# Guide to the Registered Automotive Workshop Scheme

What's next? Now that you have registered in the Scheme as a participant and have installed the software have a look around both the public and secure RAWS websites so that you see what is where. Also have a look at Informed Filler so you get the feel of how it works (but don't submit any forms yet).

## D-3 Forms used in the RAW Scheme

There are five forms that we need from you for the administration of the RAW Scheme. How to complete and submit of each of the forms will be covered elsewhere in this Guide:

- **Participant Registration** – covered earlier and can only be sent to us by facsimile or mail; gives us initial workshop registration details;
- **Workshop Application** – e-form which gives us corporate information on your workshop, including key personnel, corporate structure, location, application scope, and quality system certification;
- **Application to Import and Plate a Used Imported Vehicle** – e-form which gives us details of the vehicle you intend to import and fit a used imported plate;
- **Payment Form** – can only be sent us by facsimile or mail; gives us information of the payments you are making. Note that payments can now be made online using a direct transaction process;
- **Vehicle Inspection Certificate** – e-form that gives us technical information for a particular vehicle modified in accordance with the RAWS requirements.

## D-4 Document Reference Numbers

Every form submitted into the RAWS system must have its own unique document reference number. This applies whether you submit directly online or submit a form by facsimile or mail. This enables each form to be traced in your document system, and we can trace it in ours. If you duplicate a reference number the electronic system is unable to accept receipt of the form and it will be rejected.

Likewise, each document that you prepare and hold as evidence of compliance (such as ADR test reports) or as evidence that procedures have been met (such as the incoming Vehicle Inspection report), must have its own unique document reference number. This maintains the integrity of your referencing system and should maintain the traceability of particular documents.

## D-5 Submitting e-forms online

Each e-form capable of being submitted electronically has inbuilt 'Save' and 'Submit' buttons. It is recommended that you save a form prior to submitting. Remember when saving the file and naming it prior to submission, DO NOT include dots, back slashes or forward slashes in the file name when submitting. Because these symbols are used as part of the file naming protocol, the system will not be able to identify the file type when it arrives. For example, if you give a file the name of ABC.001.ifm The system identifies the file type after the dot. In this case it will identify the file type a '001' file type, rather than identifying it as an 'ifm' file (an Informed Filler® data file). The system will not be able to accept the file because it does not know what a '001' file type is.

To submit an e-form you must be logged into the Internet; there is no need for you to be logged into the RAWS secure website. Clicking the 'Submit' button will open a dialogue box indicating the submit process is in action. When the e-form has been successfully transmitted you will receive a message indicating the submit process was successful.

# Guide to the Registered Automotive Workshop Scheme

## **D-6 Submitting e-forms when the online process fails**

There are rare occurrences where the submit process fails. If you continue to try to submit but the process continues to fail, contact the RAWS Team staff for advice. In these cases you can submit the e-form by attaching it to an e-mail to [RAWS.Info@infrastructure.gov.au](mailto:RAWS.Info@infrastructure.gov.au). When such an e-form arrives, the RAWS Team staff can save the e-form as though it has been submitted directly via the online process. Because this takes manual intervention by staff there can be a delay in the receipt of the form and its final saving into the system.

## **D-7 The public website – a quick tour**

The RAWS front page is the public site and gives links to general information on the RAW Scheme, such as: information about the RAWS; the legislation; this Guide; the fit and proper person questionnaire; participant registration; and the Specialist and Enthusiast Vehicles Scheme. Important information and bulletins are also broadcast on the public site.

The options of most use to the general public, that is your potential customers, are the options to search for workshops or approved vehicles.

### **Workshop and vehicle searches**

Clients may wish to find out workshops that are approved, and the makes/models of each vehicle that is approved to import and modify. From the public site they can use 'Search for a RAW' to find these details.

A customer might want to find out the details of a specific vehicle which has had a plate approval issued. Or, a registering authority might want to check the technical details of a vehicle prior to first registration. From the public site they can use the 'Search for approved vehicles' option.

Let's have a quick look at each of these search options.

### **Search for a RAW**

By selecting this option someone can search for workshop or vehicle details based on basic, publicly available, information.

The results give details for a workshop, find all approved workshops, or those in a state, see the vehicles a workshop is approved to comply, and see which workshops hold approvals for selected vehicles.

### **Search for approved vehicles**

With this option someone can search for vehicle details based on either the VIN, or the plate approval number, of a specific vehicle.

The information found gives contact details on the workshop that plated the vehicle, and descriptive and technical details of the vehicle from the Vehicle Inspection Certificate (details on this process are described later in the Guide).

## **D-8 The secure site – a quick tour**

The RAWS secure site is accessible to you when your user identification number and password has been issued and activated by us. By logging onto the secure site you will be able to access information relating only to your workshop.

# Guide to the Registered Automotive Workshop Scheme

As seen earlier, this is where you initially install the necessary system software. You can also see the current status of forms and vehicles, view any queries that have been raised against particular e-forms, make payments online, and see the number of import applications and plate applications that are in process and approved over the previous twelve month period.

By clicking on the 'Application/Vehicle Status' link from the main page you will enter a screen which gives you access to the status of all your forms and vehicles in the system.

Rather than try to explain all the details you should expect to see at different phases, these will be explained through the Guide when each step is dealt with.

The concept of form records versus vehicle records can, at first glance, appear confusing, and is worth explaining now. If you can grasp this, then knowing what to look at when will be easier.

A vehicle entry is created in the system once the 'application to import' form is accepted. The entry in the 'Forms/Import & Plate' folder would disappear and an entry will appear in the 'Vehicle' folder relating to the vehicle you will be importing. Likewise, if you submit a VIC for a vehicle imported under the previous low volume scheme, the form and vehicle records would be, similarly, progressed.

## **Here's an example to explain further:**

You submit an application form to import a vehicle; the form details will appear in the 'Import & Plate' folder indicating the status of the form.

Once the form has been accepted by us, it will disappear from that folder and a vehicle record will be created in the 'Vehicles' folder; the details against the vehicle entry will now indicate the status of the vehicle.

# Guide to the Registered Automotive Workshop Scheme

## D-9 Online terms explained

When you are looking at the details of your workshop, your e-forms, and your vehicles, there will be a status displayed against each, depending on its progress through the system.

### Workshop status

Participant	participant registration received and accepted; workshop application not yet received and/or accepted.
RAW Applicant	workshop application has been accepted and you may apply to import your first sample vehicle.
RAW	approval as a Registered Automotive Workshop has been granted.

### Form status

Rejected	<p>the system has rejected a form because it has not satisfied at least one of the following criteria:</p> <ul style="list-style-type: none"><li>• form is not an Informed Filler type form, ie does not have a <i>.ifm</i> extension;</li><li>• form cannot be opened by Informed Filler, ie may be corrupt;</li><li>• electronic file received has a zero file size, ie there is no data;</li><li>• the participant has been withdrawn or cancelled;</li><li>• Participant Identification Number is not on the form;</li><li>• Participant Identification Number does not exist;</li><li>• document reference number is not on the form;</li><li>• document reference number already exists in the system against this participant;</li><li>• the type of form submitted is not appropriate for the workshop status, eg submitting an application to import before RAW Applicant status is granted;</li><li>• an out of date form template has been used;</li><li>• when replacing a previous form, the 'Replaced Form Document Reference' does not exist in the system;</li><li>• when replacing a previous form, the form is of a different type to the original, eg trying to replace an Import and Plate form with a VIC form;</li><li>• when replacing a previous form, the earlier form has already been accepted by us, ie you cannot replace any form that has been accepted.</li></ul>
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# Guide to the Registered Automotive Workshop Scheme

## Form status (continued)

Fee Pending	a fee is pending which must be paid before further processing will be performed
Validate	form has been received into the system, and is now under examination.
Validate – DI	form has been examined and Discussion Item(s) has been raised which needs your attention.
Form has disappeared	form has been accepted and a vehicle record will be created/updated.

## Vehicle status

Import Approval Pending	application to import has been accepted through RAWs and has been forwarded to Imported Vehicles Approvals System (IVAS) for processing.
Import Approval – IVAS	application to import has been accepted into IVAS for processing (note: separate queries can be raised at this stage relating to import matters, eg if records show an import approval has previously been granted for the vehicle on the application).
VIC Pending	import approval has been granted and a Vehicle Inspection Certificate is to be submitted.
Vehicle Inspection Pending – Schedule	VIC has been accepted and an inspection will be scheduled.
Vehicle Inspection Pending – Inspection	an inspection has been scheduled and confirmed.
Vehicle Inspection – Fee Pending	in the case of a re-inspection, a fee for the re-inspection must be paid prior to the re-inspection being scheduled.
Plate Application Pending	in the cases of a sample vehicle or a transition vehicle, all previous processes are satisfactory and an application to plate must now be submitted.
Plate Approval Pending	application to plate has been accepted and a plate approval document is being issued.
Vehicle record has disappeared	plate approval document has been issued. Vehicle details will now appear on the public website.

# Guide to the Registered Automotive Workshop Scheme

## D-10 What to do if an e-form does not appear

When you submit an e-form online the system does not update immediately, and you will not be able to see details on the form until some time later; the form must firstly proceed through security firewall checks, and then through periodic acceptance checks, before arriving in the RAWS system. The actual delay between submission and the display of information will depend on the time of day when you submit the form. Regardless of the specific timing, the details of any form should be available by the next business day.

So what if an e-form hasn't appeared? There may be a number of reasons, but as with any online data transmission process, there are random occasions where an e-form may not arrive in the system. By the next business day, if you don't see evidence of the arrival of a form, then simply re-submit the e-form again; there is no need to change any of the data, including the document reference. The worst that can happen in this case is that both will arrive, and the system will reject one because it is a duplicate of the other; but at least your form is here with little delay.

## D-11 What to do if an e-form is rejected

When you check the status of your forms through the 'Application/Vehicle Status' screen you may notice a form status of 'Rejected'. This means that the system has not accepted the form because it has not met at least one of the acceptance criteria shown in the previous 'Form status' table.

By clicking on the 'Rejected' button a message box will appear giving the reasons for rejection. In the example shown, the form rejected because the participant had attempted to submit an import application form before RAW Applicant status had been granted. Another common reason for rejection is because the document reference is not unique for the participant, ie has already been used.

Because there may be one or more reasons for rejection, some of the messages may be unclear (this will be rectified in later system enhancements). If necessary, contact the RAWS Team for clarification.

Where a form has been rejected, simply correct the errors, provide a new unique document reference number and submit the corrected form. There is no need to include the 'Replaced Document Reference Number' because the original form has not progressed in the system.

## Period that rejection information is displayed

Note that information relating to e-form rejections is only displayed for five working days from receipt. After this time the form details will disappear from the site; this is to ensure that the web system does not become clogged with historical rejection information.

You should check form and vehicle progress regularly, particularly when you have submitted new forms into the system. We suggest that you check every day or two.

## D-12 Online payments

By opening the 'Fee Pending' folder, lists will be displayed showing the forms and/or Vehicle Inspections that are still awaiting payment.

If you have only paid the first instalment for your workshop application, this form will continue to display as fee pending until you make the second instalment payment against it.

Clicking the 'Make Payment' button will open the online payment facility. Here you will select those forms and/or inspection you wish to pay for, and proceed through the steps to make the payment. Receipt details will be issued once payment has been successful.

# Guide to the Registered Automotive Workshop Scheme

If there is a problem with the transaction, a default screen will appear advising there has been a problem and to contact the RAWs Team. Because of personal and commercial confidentiality, the reasons for a transaction failure are not transmitted to us by your financial institution, so we can only display a default message. If you receive this message, in the first instance please check your credit card details with your financial institution. After checking if the problem persists then contact the RAWs Team for further information.

## D-13 Discussion Items

If we have any queries against any of your forms or vehicles, we will raise Discussion Items (DIs) that you will be able to see through the secure site. Note that you cannot respond to the queries directly through this site.

When you login to the secure site, the main page will display 'Discussion Item Alerts' to indicate if you have any items requiring your attention.

DIs may be generated by the system and/or created by the Departments staff. The system generated DIs are initially for the attention of the RAWs team, and staff will decide to either close a DI or to publish a DI on the website. There may be occasions where the system indicates that there are Discussion Items open, but you cannot locate any forms or vehicles with a Discussion Item against them. This is because the DIs have been raised by the system but have not yet been either closed or published on the website.

We'll follow the process through as if the DI has been published on your secure site.

You login and see that the 'Discussion Item Alert' indicates there is an open item. Click on the 'Discussion Items' link and you will see a list of the discussion items.

There are two folders 'Open' and 'Pending'. The open folder is the most commonly used and holds items requiring attention, or where your answer is still under consideration. The pending folder holds items where you have provided the required information, but this information needs in depth consideration, analysis, or discussion.

Details of active DIs are displayed, including the date opened, contact person, and text relating to each item. Where the text is larger than the area provided in this screen, a button will appear in the 'Expand' column. By clicking this button a further screen will open showing the full text of the DI.

### How to answer a Discussion Item

If the DI relates to errors on the form submitted you can make the corrections and submit a replacement form. If the DI requires other information to be provided, such as evidence of VIC Signatory qualifications for example, you will have to send these by mail or facsimile.

Generally, the DI will indicate what information is required and/or the action you must take. The specific DI raised will require specific actions from you; some examples are, you may have to submit a replacement form with corrections, provide some further information, or forward a test evidence report.

Remember that a Discussion Item requires some action from you. Speedy closure of these items will depend on how quickly you take the necessary action, together with the accuracy and completeness of the information you provide in response. It is in your interests to take a little time to make sure the responses you provide are correct and complete. Rather than rush to give an answer, check what you are submitting for accuracy and completeness, otherwise a further DI may be generated; this will call for more action on your part. Successive DIs and replies for a particular form or vehicle can cause extended delays in the overall processing of a form or vehicle.

# Guide to the Registered Automotive Workshop Scheme

## **D-14 Replacing an e-form**

It is important to note that you cannot replace a form once we have accepted it. This is to maintain the integrity of the information that we have examined and accepted. If a form's details have 'disappeared' from the secure website, you can assume that it has been accepted. If there is a need to replace an accepted form then you must submit a new form, and advise RAWs Team that the earlier form must be withdrawn.

A replacement form is generally submitted for one of two reasons; in response to a DI to correct errors, or you realise there is an error in a submitted form and want to replace the incorrect form.

To replace an earlier form, you complete the new e-form, including a new unique document reference number. You must include the 'Replaced Document Reference Number', that is, the reference number of the form you want replaced. Submit the e-form as normal.

The system will match the new form with the earlier one, and when the replacement form is accepted the earlier form will be withdrawn. If there is a fee associated with the type of form, where you have paid the fee against the earlier form, this payment will carry over to the replacement form.

If it is necessary to submit a further replacement form, that is, a replacement of a replacement, the system is unable to then carry across the payment, and this requires intervention by the RAWs Team staff. If it appears that the system is expecting payment for a replacement form by listing it in the 'Fee Pending' folder, then contact the RAWs Team staff.



## ISO CERTIFICATION

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### E-1 Purpose

An essential component of the Registered Automotive Workshop Scheme is the assurance that each Workshop has in place an approved set of procedures and standards that lays down its methods and controls for processes under the RAWs, that is, each workshop will have a Quality Management System in place.

*ISO9001:2000 Quality Management Systems – Requirements*, published by the International Standards Organisation (ISO), has been adopted as the standard to be applied under the Registered Automotive Workshop Scheme. It sets out the requirements that must be met by an organisation, in this case a workshop, where it is involved in design, development, production, installation, and/or servicing.

### The benefits of a Quality Management System

The benefits that can come from a properly developed and implemented ISO9001 Quality Management System can be many including;

- effective business plan;
- improved business efficiency, document and product control;
- improved and/or consistent product quality;
- economic benefits, such as, waste reduction and reduced turn around times; and
- increased credibility.

### E-2 Setting Up a Quality Management System for a Business

There are a number of different ways that workshop's can get a Quality Management System in place. Each method may have its own advantages and/or disadvantages, where it is up to workshop's to shop around for the method that best suits the business needs. Some commonly available methods for setting up a quality system are:

- Workshop designs own system, which gives the advantage that will be involved from the ground floor and can build the system so that it suits the business needs, but may involve a significant amount of research and time;
- Workshop's have a quality systems professional design a system for the business needs, which has the advantage of a professional working on the workshop's system, but costs may be a factor;
- Purchase an 'off the shelf' system that is already available, which has the advantage of current usage by others, but may not be entirely compatible with the Workshop's operations.

Workshops should bear in mind a couple of things along the way with the development of a quality system:

- unless it becomes obvious that the workshop must change the way the business operates, the quality system should be designed to fit and compliment the business and methods of operation;
- Workshops must understand how the quality system operates and how your business operates under it, because it will be the workshop that is accountable if the system, and, potentially, product quality fails.

# Guide to the Registered Automotive Workshop Scheme

## E-3 ISO certification audits for the Registered Automotive Workshop Scheme

Under RAWS there will be two audits performed by independent Certification Bodies accredited by the Joint Accreditation System of Australia and New Zealand (JAS-ANZ). The Certification Bodies permitted to perform these audits can be found through the JAS-ANZ website at [www.jas-anz.com.au](http://www.jas-anz.com.au). JAS-ANZ has developed Procedure 24 as guidance to the Certification Bodies for the purpose of conducting audits for the RAW Scheme. This document can also be sourced through the JAS-ANZ website.

Remember that if a workshop engages a quality systems professional who is part of a JAS-ANZ accredited Certification Body to develop the quality system, that Certification Body can not perform the ISO certification audits.

### Stage 1 Audit

This audit is intended to ensure that the workshop has developed and addressed a system meeting the requirements of ISO9001:2000 and this Guide. The audit is conducted by the Certification Body, and comprises, but is not restricted to, a document review. If the requirements are met, the CB will give to you evidence of the completion of a satisfactory Stage 1 Audit. A copy of this must be provided to the RAWS Team before the Workshop application can be accepted.

### Stage 2 Audit

This audit is held at the workshop itself, when the finished vehicle is available for inspection, and is intended to ensure that the quality system is complete, can be readily used by staff, provides the correct procedures, and meets the requirements of ISO and the RAW Scheme. This audit is conducted by the Certification Body.

If the requirements are met, the Certification Body will give the workshop evidence of the completion of a satisfactory Stage 2 Audit. A copy of this must be provided to the RAWS Team before the vehicle and supporting evidence documents will be scheduled for inspection by the Departments officers.

### Getting the ISO Certificate

Once the workshop, vehicle and supporting documents have been examined by the Departments inspectors, and have been accepted as being satisfactory, the workshop will receive advice from us that your ISO Certificate may be issued by your Certification Body.

When a workshop receives this advice, it is the workshops responsibility to forward it to your Certification Body so that the ISO Certificate can be issued. The Department does not advise the Certification Body directly.

On receipt of the ISO Certificate the workshop should forward a copy to the RAWS Team by facsimile or mail, so that the RAW Approval can proceed. The RAW Approval can not be issued until this advice has been received by the RAWS Team.

### Frequency of audits

To maintain your ISO certification, the Certification Body will conduct surveillance audits of Workshops every six months. If there are no major non-conformities in two consecutive audits, the frequency of audits may be reduced to annual.

ISO certification is for three years, and a reassessment will be conducted by the Certification Body at that time.

# Guide to the Registered Automotive Workshop Scheme

## **Non-conformities**

Any major non-conformity detected by the Certification Body during surveillance or reassessment audits will be reported to the Department, who may then issue such instructions as necessary to the workshop to deal with the major non-conformity. The workshop must comply with such instructions, including any and all rectification actions necessary, to maintain their ISO Certification and RAW Approval.

Where a major non-conformity is found the Certification Body will reinstate six monthly visits.

## **E-4 Change of the Workshop Location**

When a workshop changes its location there will need to be related changes made to the ISO Certification and documentation. The ISO Certification has been assessed on many factors, including some relating to the location and the premises; where the location and premises change there must be a reassessment that the workshop still meets the ISO requirements. The Workshop must contact your Certification Body to ascertain the procedures you need to follow to have any reassessment and/or reissue of documents undertaken.

Vehicle Safety Standards will require evidence of the acceptance by your Certification Body of the changes to your ISO Certification and its related documentation.

# APPLYING FOR APPROVAL AS A REGISTERED AUTOMOTIVE WORKSHOP

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## F-1 Introduction

Applications for Approval as a workshop are made through a Workshop Application Form. A Workshop Application can be made only after the workshop is registered as a participant. Details for registering as a participant are listed in section C.

The Workshop Application form includes details regarding:

- Company and Delegate details
- Vehicle Inspection Signatory details
- Application scope
- Quality Management System Certification

The Workshop application form includes all information that identifies the workshop to the Department.

## F-2 Submitting a New Workshop Application

The Workshop Application form must be downloaded from the RAWS secure website, the completed form must then be submitted online. If attempts are made to create a new application with Informed Filler it will not be possible to enter your Participant Identification Number on the form, and the form will advise there is an error.

At first, this downloaded e-form is partially completed, based on the information provided at the participant registration stage, so you will not have to repeat information already provided. Of course, if any information has changed since participant registration, or has been entered incorrectly, the workshop will be able to make corrections.

The Workshop Application is fifteen pages in length to allow for large corporate structures, and a number of relationships between a company and other parties. At first the form may appear daunting, but most applicants will only need to complete details on about five of the pages.

# Guide to the Registered Automotive Workshop Scheme

## **Downloading your workshop application form**

First you must login to the RAWS secure site using your User ID and Password. Once you have successfully logged in, the RAWS Main Page will display.

Click the 'Download E-forms' link. The page that appears gives you a link to your 'RAWS Workshop Application'.

By clicking this link, a dialogue box will open giving you the options of either opening the form from its current location or downloading and saving it to disk. It is preferable to save the file to disk so that you can continue working on the form at any time. You can open the file from location and continue to work on it, but if you lose contact with the Internet you may also lose any details you have amended.

Make sure you know where the file is saved so that you can locate it for completion. If you have not altered the defaults, Informed Filler files save in the 'C:\Informed\Data' folder. It is advisable that you save this file in that folder or in the nominated folder, if you have changed the default settings in Informed Filler.

## **Completing the workshop application form**

Here information will be provided to explain how to complete some sections on the applications form. Many fields are self-explanatory so will not be covered in detail.

Important information as to the items in the Workshop Application is listed in section F-3.

## Guide to the Registered Automotive Workshop Scheme

Field Name	Explanation	Notes
New Application / Amendment Application	Purpose of the Workshop Application form being completed.	Defaults to 'New Application' for your first application. Once accepted the form will then default to 'Amendment Application' for any subsequent changes made.
RAWS Participant ID No.	The Participant Identification Number provided to you at registration.	You can not alter this number.
Your Document Reference No.	The unique document reference number you have given to this document.	Maximum of 12 characters.
Replaced Form Document Reference No.	Only used when you are replacing a previously submitted (but not yet accepted) workshop application form.	Maximum of 12 characters.
Company Details	As per your participant registration.	
Delegate Details	Details of the person nominated as Delegate in your participant registration.	
Signatory Details	Details of the person nominated as applicant signatory.	Leave blank if no signatory is nominated. No need to repeat Delegate's information if there is no separate signatory.
Australian Sponsor Details / Sponsor Representative	Details of the sponsor organisation and representative, if appointed.	Only used if workshop is to operate outside Australia.
Application Scope	The type(s) of vehicles you intend to be working on.	You may change your scope after approval. See section dealing with changes to company details.
Quality Management System Certification	Details of the ISO9001 Stage 1 Audit conducted by the JAS-ANZ accredited Certification Body.	
Registered Office	Details of your registered office.	Must be the same as the ' <i>Registered Office</i> ' details held by ASIC.

## Guide to the Registered Automotive Workshop Scheme

Field Name	Explanation	Notes
Workshop Address	Physical address of your workshop.	Generally the same as the <i>'Principal Place of Business'</i> details held by ASIC (exceptions may require explanation).
Corporate Personnel (fields provided for eight personnel)	Details of all key personnel in the company, as outlined below.	If any name has been changed, through marriage or by deed poll for example, this information must be provided.
VIC Signatory (fields provided for four VIC signatories)	Details of all personnel meeting the VIC Signatory requirements and qualifications, and undertaking this role in the workshop. Details of the qualifications must also be provided.	If any name has been changed, through marriage or by deed poll for example, this information must be provided.
Interested Party (fields for the details of four interested party relationships)	Details of all partnerships or companies that have an interest in the running of the workshop. Also show the details of any other companies that the key personnel of the workshop have an interest in.	Do not list the workshop applicant company as an <i>'Interested Party'</i>
Interested Party Personnel (fields for the details of sixteen interested party personnel)	Details of the corporate structure of the Interested Parties listed in the previous section. Also show details of any individual having a controlling interest in the workshop.	Use <i>'Company Name'</i> dropdown to associate people against a listed company or partnership. If an individual has an interest leave the <i>'If Applicable'</i> fields blank. If any name has been changed, through marriage or by deed poll for example, this information must be provided.

# Guide to the Registered Automotive Workshop Scheme

## **Submitting the workshop application form**

Once all fields have been completed you can save the form by clicking the 'Save' button on page 14. Once saved you may then submit the form.

To submit you must have an Internet session running. When connection has been made, you can click the 'Submit' button on page 14 of the workshop application form. A dialogue box should open indicating that it is 'Building Submit', and a subsequent message should be received advising that 'Submit was successful'.

If you are having difficulties submitting by this method, you can attach the workshop application form to an email and forward to [raws.info@infrastructure.gov.au](mailto:raws.info@infrastructure.gov.au). When received by email, the RAWs Team will move the form into the appropriate area for further system processing.

You will be able to ascertain the status of the application within a few hours, or by the morning of the next working day depending on the time you submitted the form, by entering the RAWs secure website and seeing the information against this form. See the section on the RAWs Online System (section D) for more information.

By directly accessing, in this way, the 'live' workshop data in the RAWs system, you can view the information held at any time, and can maintain that information as necessary.

## **Payment**

Even though your form may have arrived into the RAWs system, no action will be taken in examining this form and its information until payment has been made. This is because the fees are for 'application' and not for 'approval', so you must pay the necessary fee at application stage.

All fees are detailed in Schedule 2 of the Motor Vehicle Standards Regulations 1989. The workshop application fee may be paid in two instalments of half the full amount, with the first being payable when making the application, and the second being payable on or before the first anniversary of when your RAW approval was granted.

You may make the payment either online (see the section on the RAWs Online System for more information), by forwarding to Vehicle Safety Standards a completed RAWs Payment Form, or by cheque or money order. Note that cheques and money orders are first processed through the Departments Receiver of Public Monies before notification of the payment is received by Vehicle Safety Standards (VSS); this may cause delays in a payment being shown against your application. This is Departmental policy which VSS cannot change.



# Guide to the Registered Automotive Workshop Scheme

## Supporting Documentation to the Workshop Application

There are certain documents that you must provide in support of a workshop application. At the application stage workshop's can forward copies of these documents by mail or by facsimile, but workshops must have the originals available for examination during the inspection phase.

Documents Required	Purpose	Notes
Fit and Proper Person Questionnaire Must be completed by each of the key personnel in the company.	To establish compliance with the Fit and Proper Person requirements.	Available from the RAWS website at <a href="http://raws.infrastructure.gov.au">http://raws.infrastructure.gov.au</a>
Australian Federal Police Criminal History Checks Must be provided for each of the key personnel in the company.	To establish compliance with the Fit and Proper person requirements.	Details on how to get these checks are at the RAWS website. Some State or Territory police can perform AFP checks, but you must ensure you request and get the results of an AFP search. A local police check does not meet the requirements. If you have changed your name in the previous ten years you must also provide a search under your previous name.
VIC Signatory Qualifications Copies of certificates, licenses, etc showing the qualifications gained.	To establish that each VIC Signatory meets the necessary qualification requirements.	
Evidence of ISO9001 Stage 1 completion.	To prove that your Stage 1 certification has been undertaken and completed.	Once completed, your JAS-ANZ Certification Body will provide you with evidence of a successful Stage 1 Audit.

If these documents are not provided, Discussion Items will be raised to indicate the information required from Workshops to show that your personnel meet the Fit and Proper Person requirements, and have the experience and qualifications necessary. Until this information is provided and accepted, your workshop application can not be finalised and your workshop can not be accepted as a RAW Applicant.

## Acceptance of the Workshop Application

If there are discrepancies found, or if further information is required, a Discussion Item will be raised against the workshop application submitted.

Once the workshop application and the supporting information has been examined and found to be satisfactory, the workshop will be granted 'RAW Applicant' status, which will be shown against the status when logged in to the RAWS secure website. The Workshop will also receive a letter from the Administrator of Vehicle Standards advising of acceptance and that the workshop may now apply to

# Guide to the Registered Automotive Workshop Scheme

import your first sample vehicle. The Workshop must apply to import the first sample vehicle within three months from the date of the notice of acceptance from the Administrator.

Before applying to import the first vehicle, the workshop must understand the requirements of the Specialist and Enthusiast Vehicles Scheme (SEVS), which are detailed in the next section, and ensure the vehicle you intend to import meets the SEVS eligibility requirements. Once sure it is understood that the vehicle will meet the SEVS requirements the workshop may go ahead and apply to import, which is covered further on in this Guide in the section dealing with applying to import and plate vehicles.

As mentioned earlier, once the workshop application has been accepted, the full details can be downloaded and viewed at any time, so that you can see if they are up to date and can make amendments when necessary.

## F-3 Details of the Workshop Application

Information that is provided in the workshop application form is identified in the Motor Vehicle Standards Regulations 1989, it is recommended that this guide be read in conjunction with *the Regulations*. As outlined in section A, this guide is prepared to assist Workshops in understanding of their responsibilities. If any discrepancies are identified it remains that workshop's are always required to comply with *the Regulations* over the guide.

Requirements for workshop's are outlined in the following sections relating to (1) the company and (2) the workshop personnel.

## F-4 Company Requirements

### Company

Workshops must provide as part of the application details of the company and details of the corporate structure, names of persons having key personnel functions in the organization and names of other officers or other shareholders in a position to influence the management of the organization.

The Regulations define persons with a key personnel function as either:

- Director, manager or executive officer of the organization
- Vehicle Inspection Signatory
- Persons with management responsibilities for the activities of personnel in the Workshop (taking into account nature of activities and responsibilities in the organization)
- Shareholder who owns 20% or more of the shares of the workshop

Company details provided as part of the workshop application will be checked against the records held by the Australian Securities and Investments Commission (ASIC) for the company.

The workshop must advise of changes to company information, further details on this can be found in the section relating to company changes. There may be delays in having the ASIC details updated, in these cases you can provide evidence of a change request having been forwarded to ASIC for their action.

Companies are required to meet the criteria of Approval as outlined in the Motor Vehicle Standards Regulations 1989 and as a corporation meet the criteria of fit and proper person, outlined further below.

*Motor Vehicle Standards Regulation 1989 – clause 40 & 42*

# Guide to the Registered Automotive Workshop Scheme

## *Motor Vehicle Standards (Registered Automotive Workshops – Fit and Proper Persons) Determination 2002*

### **Sponsor Corporation**

The Sponsor Corporation is responsible to ensure that the RAW Applicant complies with the provisions under the *Motor Vehicle Standards Act 1989*, Motor Vehicle Standards Regulations 1989 and the RAWS Approval.

Sponsor Corporations are required to meet the criteria for Approval outlined in the Motor Vehicle Standards Regulations 1989, specifically clause 50 which covers Sponsors for overseas applicants.

## *Motor Vehicle Standards Regulation 1989 - clause 50*

### **Interested parties**

Workshops must provide details of other parties with an interest in the applicant company, such as individuals who hold a controlling interest, other companies, and partnerships. This includes details of companies where directors and other office holders in the applicant corporation hold shares or executive positions in another company.

## *Motor Vehicle Standards Regulation 1989 - clause 40*

### **Association with other Workshops**

Applicants in the RAW Scheme must not be associated with another RAW. Approval to become an approved workshop will not be issued if it is found that an applicant is associated with an approved workshop. Where any such associations are found, Workshops will be required to provide clarification or undertake rectification action before approval can be issued.

In summary, a RAW applicant is associated with a RAW:

- if a director, officer or shareholder of the applicant has a shareholding of more than 5% in the approved RAW company, or
- if the applicant is acting in concert with the RAW, or
- if the applicant is able to control or influence the activities of the RAW, or
- if the applicant has a financial interest in the RAW, or
- if the applicant acts as an agent for the RAW.

Workshops must ensure that no such associations exist, or are terminated prior to RAW approval being issued.

## *Motor Vehicle Standards Regulation 1989- clause 43*

# Guide to the Registered Automotive Workshop Scheme

## F-5 Company Personnel Requirements

Personnel identified in the Workshop Application and defined in the Motor Vehicle Standards Regulations 1989 are:

- Delegate
- Workshop signatory
- Key corporate personnel
- Vehicle Inspection Signatory
- Interested personnel
- Sponsor

### Delegate

The Delegate for a workshop is responsible for ensuring the applicant complies with the legislation, and with the conditions of the RAW approval, once issued. The Delegate is the primary contact between the Department and the Workshop.

Each workshop is required to nominate a single Delegate. Workshop's can nominate additional Signatories as outlined below. The Delegate must have a key corporate personnel function in the organization, with responsibilities as outlined below.

*Motor Vehicle Standards Regulation 1989- clause 46*

### Workshop Signatories

The Delegate may authorise a Signatory, another key personnel in the organisation to act on behalf of the applicant in making application and gaining approval as a RAW. Once the workshop is given Approval the Signatory can continue to act on behalf of the Delegate in dealing with workshop matters within the Registered Automotive Workshop Scheme.

The Signatory has the powers and responsibilities as per the Delegate. Workshop must have a key corporate personnel function in the organization, with responsibilities as outlined below.

*Motor Vehicle Standards Regulation 1989 - clause 41*

### Vehicle Inspection Signatories

The Vehicle Inspection Signatory is an important function in the Registered Automotive Workshop Scheme. The Vehicle Inspection Signatory is nominated as responsible for ensuring vehicles plated under the Scheme meets the Scheme requirements. At least one person in the workshop must be nominated as the Vehicle Inspection Signatory.

The Vehicle Inspection Signatory must be an officer or employee of the workshop or engaged on contract. The Vehicle Inspection Signatory as outlined below is part of the workshops key company personnel and cannot be a key personnel in another Registered Automotive Workshop.

The Vehicle Inspection Signatory must have the necessary knowledge and understanding, together with acceptable qualifications, to be able to hold this position. The functions of the Vehicle Inspection Signatory are explained further on in this guide when detailing the complying of the vehicle, the Vehicle Inspection Certificates, and the inspection processes.

# Guide to the Registered Automotive Workshop Scheme

The Vehicle Inspection Signatory can be the Delegate or a Workshop signatory.

The minimum criteria for qualifications are listed in the Motor Vehicle Standards Regulations 1989 clause 49 (3) (c):

- (i) have a certificate III in Automotive, a certificate IV in Automotive or a diploma in Automotive as developed by Automotive Training Australia Limited and endorsed by the Australian National Training Authority, or an equivalent qualification; or
- (ii) be a member of the Institution of Engineers Australia in either the Professional Engineer or Engineering Technologist category; or
- (iii) be a member of the Society of Automotive Engineers Australasia at the Technician, Advanced Technician, Associate Member, Member or Fellow grade.

Application can be made to the Administrator for demonstration of equivalent qualifications.

*Motor Vehicle Standards Regulation 1989 - clause 49*

## **Key Corporate Personnel**

Key corporate personnel are those in a workshop's organization that are either:

- Director, manager or executive officer of the organization
- Vehicle Inspection Signatory
- Workshop Delegate and signatories
- Persons with management responsibilities for the activities of personnel in the workshop (taking into account nature of activities and responsibilities in the organization)
- Shareholder who owns 20% or more of the shares of the workshop

Key Corporate personnel must meet minimum requirements of:

- Must be over the age of 18;
- In the case of a director, manager, nominated Delegate or other officer of the organization, not be an undischarged bankrupt;
- Must not have a key corporate personnel function with another Registered Automotive Workshop;
- Fit and Proper Person (as outlined below).

*Motor Vehicle Standards Regulation 1989 - clause 42*

# Guide to the Registered Automotive Workshop Scheme

## Key Corporate Personnel - Fit and Proper Person Requirements

The Minister makes decisions on all persons and companies fitting the fit and proper person requirements, in making decision the Minister can consider criteria identified in the *Motor Vehicle Standards (Registered Automotive Workshops – Fit and Proper Persons) Determination 2002 (Fit and Proper Persons Determination)*.

The criteria outlined in the *Fit and Proper Persons Determination* are:

- (1) Without limiting the matters to which the Minister may have regard, the Minister may consider any 1 or more of the following criteria:
  - (a) whether a director or officer of the applicant corporation meets the statutory and other obligations of directors and office holders under the Corporations Act 2001;
  - (b) whether, in the 10 years immediately preceding the application, the applicant corporation, or a director, officer or shareholder of the applicant corporation has been convicted of an offence, or served part of a term of imprisonment (including a suspended sentence), for an offence against the Commonwealth, a State or Territory, or another country, involving fraud or dishonesty;
  - (c) whether the applicant corporation, director, officer or shareholder has a charge pending for an offence involving fraud or dishonesty at the time the application for approval as a registered automotive workshop is made;
  - (d) whether the applicant corporation, director, officer or shareholder has been convicted of an offence under the Act, Australian customs law, corporations law, trade practices legislation, or the fair trading legislation of a State or Territory;
  - (e) whether the applicant corporation, director, officer or shareholder has technical and management experience in the motor vehicle industry;
  - (f) whether the applicant corporation, director, officer or shareholder has been barred from, or refused membership to, the Institution of Engineers Australia, the Society of Automotive Engineers, or any other similar body;
  - (g) the reputation of key personnel engaged by the applicant corporation.

Each key person in the company must provide copies of the following to support the fit and proper person requirements:

- A completed Fit and Proper Person questionnaire (available for download from the RAWS website); and
- The results of an Australian Federal Police check (advice on how to apply is available from the Registered Automotive Workshop Scheme)

# Guide to the Registered Automotive Workshop Scheme

In making decisions as to whether the fit and proper person requirements are met the *Fit and Proper Person Determination* includes detail of further information that the Minister may request to be supplied. The following is able to be requested:

- |     |  |
|-----|--|
| (a) | records from the Australian Securities and Investment Commission in respect of the corporation;  |
| (b) | the results of a criminal history character check from the Australian Federal Police in respect of the director, officer or shareholder;                   |
| (c) | evidence about the technical and management experience of the corporation, director, officer or shareholder, and reputation in the motor vehicle industry. |

*Motor Vehicle Standards (Registered Automotive Workshops – Fit and Proper Persons) Determination 2002*

## Interested Personnel

In addition to company personnel who do not meet the specific requirement of key company personnel, the workshop is required to list interested personnel that have a legal or beneficial association with the workshop. This includes individuals acting in a consulting or agents role for the workshop.

## Sponsor Representative

Where the workshop operates overseas, a sponsor representative must be nominated. The sponsor will be responsible for ensuring the workshop complies with the legislation, and with the RAW approval, once issued. The sponsor representative must be part of the sponsor corporation.

## Communication with Workshop Personnel

It must be noted here that the Administrator of Vehicle Standards, and Vehicle Safety Standards staff will only communicate with the persons nominated in the roles of Delegate, Signatory and VIC Signatory. We cannot discuss workshop matters with any other persons regardless of their relationship to the workshop. For instance, we will not discuss RAW issues with a director or major shareholder of a workshop unless they are shown to be in one of the previously mentioned roles.

This provides less opportunity for 'mixed messages' to flow through, and provides a more consistent understanding and approach to issues on both sides. So consider carefully who will be appointed to fill these roles.

## F-6 Making Changes to the Workshop Application

As part of the workshop approval, the workshop must ensure that contact details and details of the key company personnel or changes in control must be communicated to the Department. The Motor Vehicle Standards Regulations 1989 specifies that notification must be made within 30 days of the change.

Changes to workshop details require a new workshop application form to be submitted and accepted in the RAW system. To make changes to an application a new Workshop application form (with new reference number) must be prepared. The replaced document reference must be left blank for the new form to be accepted.

*Note: The replaced document reference number for the workshop application form should only be used when the form being replaced has not been accepted.*

*Motor Vehicle Standards Regulation 1989 - clause 57*

# Guide to the Registered Automotive Workshop Scheme

## F-7 Things to Consider

- ✓ Are any of the key persons in the applicant corporation associated with another Registered Automotive Workshop or RAW Applicant?
- ✓ Does any other person, company or partnership have an interest in, or have control of, the operation of the applicant company? If so, do they also have an association with another RAW or RAW Applicant?
- ✓ Do all of the key persons in the applicant company meet the Fit and Proper Person requirements?
- ✓ If your workshop will be operating outside Australia, you must have appointed a sponsor. Does this sponsor company, and its key personnel, meet the Fit and Proper Person requirements?
- ✓ Do you have premises suitable to conduct the business of a Registered Automotive Workshop?
- ✓ Do you have the equipment necessary to conduct the business of a Registered Automotive Workshop?
- ✓ Have you had an ISO 9001 Stage 1 Audit conducted by a Certification Body authorised by JAS-ANZ?



# THE SPECIALIST AND ENTHUSIAST VEHICLE SCHEME

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## G-1 Purpose

The intent of the Specialist and Enthusiast Vehicle Scheme (SEVS) is to make new or used motor vehicles available in Australia that cater for specialist and enthusiast needs. Under SEVS, these vehicles can be provided to the Australian market under concessional arrangements in limited volumes. Such vehicles may not otherwise be viable because the high costs associated with full volume certification could only be spread over a small number of vehicles.

SEVS is a process for determining the eligibility of vehicle makes and models according to specified criteria. All determinations for eligibility are based on the vehicle in its originally manufactured specification.

SEVS does not apply to full volume vehicles of all categories, full volume used motorcycles (L-Group), and trailers (T-Group).

SEVS covers applicability for the Registered Automotive Workshop Scheme and for the new low volume Scheme. Only vehicles that are SEVS eligible can be fitted with a Used Import Plate under the Registered Automotive Workshop Scheme.

## G-2 The Register of Specialist and Enthusiast Vehicles

Where a decision has been made that a particular vehicle make/model meets the SEVS requirements, its details will be entered on the Register of Specialist and Enthusiast Vehicles (the Register). The Register is available online at <http://rvcs-prodweb.dot.gov.au/>.

Entries on the Register cover all vehicle models assessed as eligible under the SEVS criteria. Vehicle models that have been assessed as ineligible are not included on the Register but are listed in the 'Table of Not Eligible Vehicle Models for SEVS', also available through the RAWS website.

*MVSA paragraphs 21(2)(a) and (d)*  
*MVS Regulations 22 to 38*

### Eligibility

Where a vehicle, that has been granted an import approval, is found not to meet the details or conditions of the Register entry applicable, the Administrator may revoke the import approval and determine that the vehicle be re-exported or destroyed at the importer's cost. Contact the Department if you have any doubts about the eligibility of a particular vehicle against a particular Register entry.

The eligibility of a particular vehicle is determined by relating it in its 'originally manufactured' condition to the Register entry. For example, if a particular vehicle is not eligible because of the engine fitted, the engine can not be changed to one that meets the eligibility requirements; the vehicle in its 'originally manufactured' condition does not meet the details on the entry and so it is not eligible under SEVS.

From time to time an entry's status, details, or conditions may change. In these instances, important details for the entry may have been amended which could affect the eligibility of the vehicle you are intending to import and comply. If you apply to import a vehicle that does not meet the details of the latest entry, your application for import can be refused.

**Note:** It is in the Workshops interests to check the Register for up to date information.

# Guide to the Registered Automotive Workshop Scheme

The fact that a vehicle is included on the Register of Specialist and Enthusiast Vehicles does not guarantee it will be able to gain approval to be plated. A vehicle may not be able to satisfy specific ADR requirements even though it meets the SEVS eligibility requirements.

## **Approval in full volume**

An entry on the Register will be affected when an Identification Plate Approval is granted for supply of the vehicle to the Australian market under full volume procedures. On the date that the full volume approval is granted, the Register entry will be amended to show a 'Last Build Date', being the month and year of the approval under full volume. Only those vehicles with a build date prior to that date will remain as eligible.

## **Vehicles manufactured before 1 January 1989**

The RAW Scheme does not deal with vehicles manufactured before 1 January 1989. Entries on the Register will only cover vehicle models and variants manufactured on or after this date.

## **About entries on the Register**

When you first enter the Register, important information relating to the entry of details is displayed. While much of this information has been detailed in this section of the guide, it is important that you read and understand the conditions relating to entries on the Register.

When you first view the Register you are provided with an index of the entries, this includes the vehicle make and model and the eligible build dates for each. Do not determine the eligibility of the vehicle you are considering purely on the information provided at the index level; you must examine the details of the entry to ensure your vehicle meets any specifications and/or conditions that may be included.

## **Details of a Register entry**

By clicking on the entry number you can view and download further details of the vehicle entry. For an entry to apply to a particular vehicle you wish to import, the vehicle must:

- be of the Make, Model, Model Code and Vehicle Category specified in Schedule 1 of the entry; or
- be of an alternative Make and/or Model than specified but determined by the Administrator of Vehicle Standards to be of the same design as described in Schedule 2 of the entry; and
- have a Build Date within the specified range, where given in Schedule 1 of the entry; and
- meet all conditions or restrictions specified in Schedule 2 of the entry; and
- have the same vehicle features as those that met the criteria as detailed in Reasons for Decision.

The reasons for the eligibility of the Make/Model of vehicle are specified in Reasons for Decision, attached to the entry.

If there is no entry for your vehicle, or if a current entry requires amendment to cover your vehicle variant, you may make an 'SEVS Application for Eligibility'.

## **G-3 SEVS Application for Eligibility**

Where there is no entry for the vehicle make/model you want to import, you may make application to have an entry made. The applications form to have an entry considered can be downloaded from the RAWS website.

# Guide to the Registered Automotive Workshop Scheme

You should refer to Circular 0-2-12, available via the 'SEVS Information' link, together with Regulation 24 of the Motor Vehicle Standards Regulations 1989, to make sure you understand the criteria for determining a vehicle's eligibility.

Decisions are made as a result of assessment of information provided in support of the application, together with other information available during the course of the assessment. It is up to you to provide all available information necessary to show the vehicle meets those criteria.

When assessment has been made, you will receive advice from the Department of the vehicle's eligibility or non-eligibility. Once the assessment is finalised an entry will be added to the Register, if the vehicle meets the criteria, or in the 'Table of Not Eligible Vehicle under SEVS', if the vehicle does not meet the criteria.

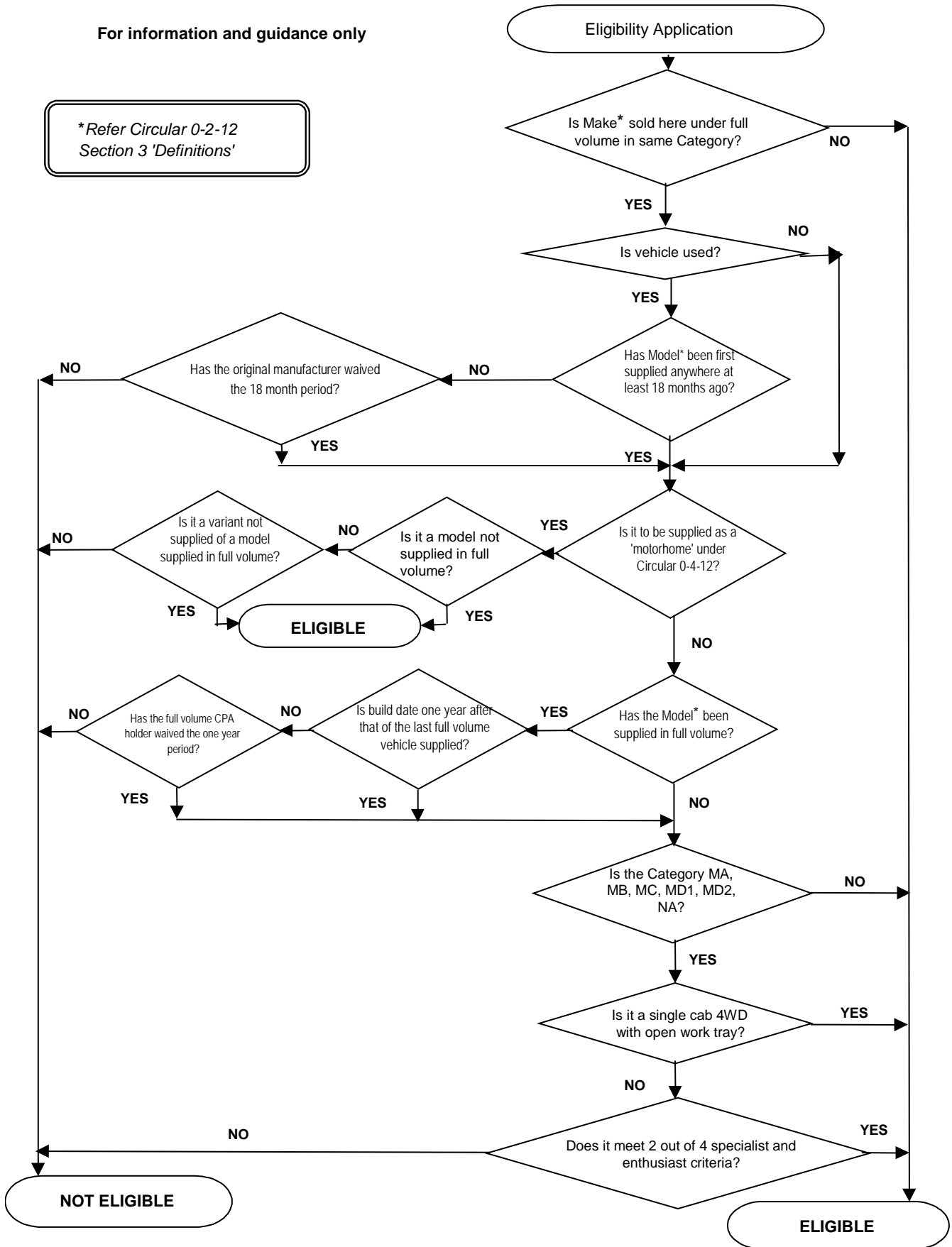
## **Criteria**

The eligibility criteria for the Specialist and Enthusiast Vehicle Scheme are provided in Regulation 24 of the Motor Vehicle Standards Regulations 1989, and also in Administrator's Circular 0-2-12. The following flowchart gives you an indication of the decision-making processes against the criteria.

# Guide to the Registered Automotive Workshop Scheme

For information and guidance only

*\*Refer Circular 0-2-12  
Section 3 'Definitions'*



# Guide to the Registered Automotive Workshop Scheme

## Changing an entry

Where a vehicle does not match an entry as detailed, or cannot meet a condition or restriction on an entry, a new Register decision can be sought. A SEVS Application for Eligibility is to be submitted to the Administrator. Application forms are available through the RAWS website at <http://raws.infrastructure.gov.au> 'SEVS Information'.

If a vehicle's entry does not exactly cover your vehicle variant, you must not apply to import the vehicle until a decision has been made on the variant, and the Register entry amended. To have an entry amended, you must submit a 'SEVS Application for Eligibility', together with the supporting information. For example, an entry does not cover the engine fitted to the vehicle you want to import. You must then submit the application, together with supporting information for consideration. If the variant eligibility is accepted, the entry would be amended.

From time to time the Administrator may decide that entries in the Register can be amended. This is where new or additional information has come to hand that indicates an entry requires amendment.

## Table of not eligible vehicles

Where assessment has been made of a vehicle's details and supporting information against the eligibility criteria, and it has been found that, based on the evidence available, the vehicle does not meet the criteria, an entry will be made in the 'Table of Not Eligible Vehicles Under SEVS'. You will receive advice letting you know of this outcome.

As shown earlier, if you believe you have evidence to show a vehicle meets the eligibility requirements, you can provide this together with a 'SEVS Application for Eligibility' for consideration. If this subsequently shows that the vehicle meets the requirements, the entry will be removed from the Table and an entry made in the Register.

## G-4 Things to consider

- ✓ Is the vehicle in its 'originally manufactured' condition?
- ✓ Is there an entry in the Register of Specialist and Enthusiast Vehicles for the vehicle make/model you are intending to import?
- ✓ Does the vehicle, in its 'originally manufactured' condition, match the details of the entry in all respects?
- ✓ If there is no entry in the Register, is there an entry in the 'Table of Not Eligible Vehicles under SEVS'?
- ✓ Will you need to submit an 'SEVS Application for Eligibility' to have a new entry created, or an existing entry changed?

# APPLYING TO IMPORT AND PLATE VEHICLES

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## H-1 Overview

Vehicle importing and plating is progressed and approved on a vehicle-by-vehicle basis, that is, workshop's must apply to import and apply to plate each vehicle, and each vehicle will have issued against it an import approval and an approval to plate.

Information on importing vehicles to Australia is listed on the Departments website at [http://www.infrastructure.gov.au/roads/vehicle\\_regulation/bulletin/importing\\_vehicles/index.aspx](http://www.infrastructure.gov.au/roads/vehicle_regulation/bulletin/importing_vehicles/index.aspx)

Application for import approvals are processed in the Registered Automotive Workshop Scheme with notification to the Imported Vehicle Approval System (IVAS), where the import approval is generated.

The process to follow to make an import application depends on the status of the Workshop, and the type of vehicle to be imported. The three basic types of applications are:

- Unrestricted volume L-Group vehicles

For all other vehicles:

- Import a vehicle not on the workshop's schedule of approved vehicles
- Import a vehicle on the workshop's schedule of approved vehicles

**Note:** It is possible for import approvals to be given for vehicles not eligible under the Registered Automotive Workshop Scheme, it is the responsibility of workshop's to ensure the vehicle to be imported is suitable to be fitted with a Used Import Plate.

### **Unrestricted volume L-group vehicles**

Where it is established that a workshop dealing with unrestricted L-group vehicles is importing significant numbers of these vehicles, the Administrator can decide to issue the workshop with a 'blanket import approval' for L-group vehicles. It would then not be necessary for the workshop to apply to import each individual unrestricted volume L-group vehicle. Applications for a blanket import approval are required to be addressed to the Administrator.

The workshop is still required to apply separately to import any sample vehicle for the purpose of gaining workshop approval, or having vehicle make/models added to their schedule of approved vehicles. A separate Vehicle Import Approval would be issued for the sample vehicle, and once a plate approval is subsequently issued for that vehicle, the make/model would also be included on the 'blanket import approval'.

Where a 'blanket import approval' is in place, an application to plate must be submitted for each unrestricted volume used L-group vehicle, so that an approval to plate can be issued against each vehicle.

### **Applying to import a vehicle not on the Workshop Schedule of Approved Vehicles (Sample Vehicle)**

This category is for applications for vehicles to be added to the workshop's schedule, and applications to import the first vehicle for RAW Applicants. Vehicles that are not on the workshop's schedule are designated 'Sample Vehicles'.

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A Sample vehicle is imported for the purposes of establishing ADR compliance for that make/model of vehicle or so that a RAW can have the make/model added to their schedule of approved vehicles.

A RAW Applicant is permitted to apply to import one sample vehicle.

Workshops may request approval to import an additional sample vehicle for particular circumstances, for instance, to conduct comparative or back-to-back testing of variants. A request for an additional sample vehicle must be made to, and accepted by, the Administrator of Vehicle Standards prior to the application to import being submitted.

For sample vehicles an application is made for import approval, then when the Vehicle Inspection Certificate for the vehicle is accepted a further application is required (using the same form) to apply to plate the vehicle.

## **Applying to import a vehicle on the Workshop's Schedule of Approved Vehicles (subsequent vehicles)**

This category covers vehicle make / model which are on the workshop's schedule of approved vehicles, designated 'subsequent vehicles'. The application form for subsequent vehicles covers both importing and plating the vehicle.

The application is made at the same time, such that when the Vehicle Inspection Certificate for the vehicle is completed a separate application to plate the vehicle is not required.

## **H-2 The Application Form**

The form used for making applications to import a vehicle and to plate a vehicle under the RAW Scheme is the 'Application to Import and Plate a Used Imported Vehicle'. This form has a number of options available and can be used for several different purposes, depending on the status in the Scheme and on the intended purpose for the vehicle as outlined above.

This form may be used for:

- **Sample Vehicles**
  - (1) apply to import, and
  - (2) when VIC is accepted, apply to plate
- **Subsequent Vehicles** - import and plate a vehicle

### **Sample Vehicles**

For Sample Vehicles the application must be made first to '*import a sample vehicle*'. The '*RAWS Schedule Number*' field must be left blank, do not anticipate a number, this is provided when the vehicle is added to the workshop's schedule.

Once the Vehicle Inspection Certificate is accepted for a sample vehicle and the vehicle is ready to be fitted with a Used import plate the same form is used with an application to '*plate a vehicle*' including the import approval number as per the original import approval.

### **Subsequent Vehicles**

For subsequent vehicles that are listed on the workshop's schedule of Approved Vehicles the application must be for '*import and plate a used vehicle*'. The '*RAWS Schedule Number*' must match that of the Workshops Schedule.

# Guide to the Registered Automotive Workshop Scheme

## Unrestricted Volume L-Group Vehicles

Where a blanket approval is held by a workshop for full volume used L-group vehicles with acceptance of the Vehicle Inspection Certificate an application is made to plate the vehicle. The import and plate a used vehicle form must state approval is sought for full volume used L-group vehicle and the application must be to 'plate a vehicle' with the import approval number the blanket approval.

## Completing and Submitting the Application

There are some points in completing and submitting the 'Application to Import and Plate a Used Imported Vehicle' form that you should bear in mind. Getting these points correct on your form will avoid it being rejected by the system, and will also assist during the examination processes.

- All entries on the form should be made in capital letters rather than a mixture of upper and lower case letters.
- Except for the requirement of all capitals, the vehicle make, vehicle model, and vehicle model code details must be exactly as shown in the entry in the Register of Specialist and Enthusiast Vehicles and, where you are a RAW, as shown on your Schedule of Approved Vehicles.
- The 'Vehicle Identification Number' must not contain any spaces, dashes, slashes or other such symbols; if anything other than capital letters and numbers are entered a Discussion Item will be raised and you will have to replace the form. In transcribing the original VIN on the form, be careful that the information is correct or this can cause flow-on errors to appear on other documents, such as your Vehicle Import Approval. Remember, that the original VIN will not contain any of the letters I, O or Q.
- The entry in the '*RAWS Schedule Number*' must be correct, if it is entered incorrectly a Discussion Item will be raised and you will have to replace the form. If the vehicle make, model, and model code is not yet on your schedule of approved vehicles leave the '*RAWS Schedule Number*' field blank; do not anticipate a number.
- Make sure you have chosen the correct options. If you select the wrong option this may cause the form to be rejected for a variety of reasons, or can cause the system to impose a different application fee than the one actually required. The use of the options and the effects on the fees are explained further in this section.
- If you are submitting the form in response to discussion Items, you must include the '*Replaced Form Document Reference No*'.

You may now save and submit the form. Remember that you must pay the required application fee before any action can take place on your application form. Details on the saving, submission, and payment processes are in the section dealing with the RAWS online system.

## H-3 Import Conditions

### Number of Vehicles a Registered Automotive Workshop Applicant Can Import

As a workshop applicant you are permitted to apply to import only one vehicle as the sample vehicle.

There may be exceptional circumstances where an application for another sample vehicle, may be submitted. This concession would only be granted where there are extraordinary circumstances that are generally out of the control of the applicant. Prior to submitting any such application the workshop must first receive acceptance from the Administrator of Vehicle Standards, by forwarding your request with the full details of the circumstances for consideration. Approval to apply to import a further sample vehicle as a RAW applicant will not generally be given.



# Guide to the Registered Automotive Workshop Scheme

## **Number of Vehicles an Approved Workshop Can Import**

For workshops importing and plating unrestricted volume L-group vehicles there is no restriction on the number of vehicles that may be imported. Workshop's dealing with these vehicles may also be issued with a 'blanket import approval' document permitting them to import any number of vehicles listed on their schedule of approved vehicles without the need for separate import applications.

Workshops dealing with other categories of vehicle or with restricted volume L-group vehicles, are permitted to apply to import up to 130 vehicles per vehicle category in any period of 12 consecutive months. As explained, the system can accept applications in excess of this number but it will not permit approval documents to be issued until such time as the number is below the 130 limit.

The term 12 consecutive months is used in reference to the number of import approvals that can be granted, and the number of plate approvals that can be granted in this period. The concept can be explained as a count-back performed over a 'rolling' 365 day period taken from the current day. The following example is shown for import approvals, but the concept is identical for plate approvals of 100 per vehicle category per 12 consecutive months.

**Example:** On day one of your RAW Approval, 5 import approvals are issued. On day 360 after your RAW Approval you reach the permitted 130 imports approvals (for that vehicle category). The system may accept further applications but, at this stage, will not permit the approvals to be issued. The system continues to perform the count-back on each subsequent day, but the 130 limit is still reached. On day 366 the system performs the count-back over the previous 365 days and finds that 125 have been issued in that period. This is because 'day one' is no longer in the equation. Up to five further import approvals can now be issued. And so on for each day.

## **Number of Vehicles an Approved Workshop Can Plate**

If you are a RAW importing and plating unrestricted volume L-group vehicles there is no restriction on the number of approvals to plate vehicles that can be issued.

A RAW dealing with other categories of vehicle or with restricted volume L-group vehicles, can have 100 plate approvals issued per vehicle category per 12 consecutive months. See '*Definitions*' earlier on in this section for an explanation of this term. As explained the system can accept applications in excess of this number but it will not permit approval documents to be issued until such time as the number is below the 100 limit.

## **If an Approval to Import is refused**

Where a Vehicle Import Approval is refused for a particular vehicle, details for the reason(s) for refusal will be provided, together with conditions indicating what action must be taken in regard to the vehicle. If the vehicle lands in Australia without a valid import approval it may be that it will not be released from the docks, and it may have to be re-exported or destroyed.

Any refusal of a Vehicle Import Approval will include information on how you may make submission for an appeal of the decision.

## **If an Approval to Plate a Vehicle is refused**

Where a vehicle plate approval is refused, the refusal document will indicate the reason(s) for refusal, together with conditions indicating what action must be taken in regard to the vehicle. It is a condition of RAW approval that a vehicle which cannot be plated is exported or destroyed. This is likely to be the case where an Application to Import and Plate a Used Imported Vehicle is refused.

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Any refusal of a plate approval for a vehicle will include information on how you may make submission for an appeal of the decision.

## **H-4 Eligibility of Vehicles with Import Approval**

### **SEVS Eligibility**

Vehicles imported under RAWS must be eligible under the SEVS. As noted in section G eligibility for a model must cover the particular variant in the model.

### **Vehicle damage**

While vehicle damage is not strictly a matter dealt with under the import of a vehicle, the Department recommends that, where at all possible, you have in place processes to gauge any vehicle damage prior to the vehicle being shipped.

This would serve to ensure imported used vehicles meet the damage and corrosion criteria under the RAW Scheme prior to export from their country of origin. More details on the specifics of vehicle damage and corrosion are provided in the section dealing with the vehicle compliance processes.

Under the RAWS requirements, all vehicles must have an initial inspection performed prior to the workshop commencing work on the vehicle, and any damage must be noted. If any such damage exceeds the limits specified in the Determination, the vehicle must either be re-exported or destroyed.

An inspection prior to shipping would also provide the importer with some details should they claim a vehicle has been damaged in transit.

## **H-5 Things to consider**

- ✓ Is the vehicle eligible under SEVS?
- ✓ How many vehicles have you applied to import and plate over the preceding year?
- ✓ Have you applied before shipping the vehicle?
- ✓ Is the vehicle damaged or corroded?

## I. MODIFYING THE VEHICLE

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### I-1 Overview

The Registered Automotive Workshop Scheme (RAWS) is based around workshops making an application for each vehicle that a workshop seeks Approval to fit a Used Import Plate. This section outlines the steps in modifying a vehicle in which a valid import approval has already been given and the workshop has received the vehicle to be modified. As noted in previous chapters, for a vehicle to be eligible to be modified it must be SEVS eligible.

When a workshop makes an application to fit a Used Import Plate the workshop is making the statement that the vehicle to be fitted with a Used Import Plate demonstrate compliance to the Australian Design Rules (ADRs), consistent with all vehicles supplied to the Australian market.

RAWS differs from Full Volume and Low Volume new vehicle certification, which allows type approvals, as vehicles certified under the Registered Automotive Workshop Scheme are used vehicles.

A decision on an application to fit a Used Import Plate is made against guidelines as allowable under the *Motor Vehicle Standards Act 1989*. Current Determinations and Guidelines, which are referenced throughout this section are shown below. These Guidelines and Determinations are available from the RAWS website at <http://raws.infrastructure.gov.au/legislation.htm>.

**Evidence Guidelines** - *Motor Vehicle Standards (Approval to Place Used Import Plates) Guidelines 2006 (No. 1) – (Including Amendment 1)*

**Inspection and Testing Determination** - *Motor Vehicle Standards (Procedures for Inspecting and Testing Used Imported Vehicles) Determination 2002*

**Placement of Plates Determination** – *Motor Vehicle Standards (Placement of Used Import Plates) Determination 2004 (No. 1)*

**Vehicle Inspection Certificate Determination** - *Motor Vehicle Standards (Used Imported Vehicle Report) Determination 2006 (No. 1)*

This section is presented as a guide as to the requirements workshops must fulfill to comply a vehicle for fitment of a Used Import Plate. To modify a vehicle the *Evidence Guidelines* and *Inspecting and Testing Determination* are the major documents.

The following steps are required for the Registered Automotive Workshop Scheme to demonstrate that the vehicle is suitable for fitment of a Used Import Plate.

- **Perform an Incoming Vehicle Inspection** – report as to the initial condition of the vehicle to ensure is suitable to be fitted with a Used Import Plate.
- **Prepare Evidence and Vehicle to Demonstrate Compliance to the Australian Design Rules** – preparation of documented evidence of claims of the vehicle condition meeting the *Evidence Guidelines* as well as any modifications required to the vehicle to match the documented evidence.

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Once all applicable evidence for the vehicle is held and the vehicle is modified to be in accordance with the evidence then application can be made to VSS for approval to place a Used Import Plate on the vehicle.

For approval to be given the workshop must prepare:

- **Vehicle Inspection Certificate** – Final summary electronic document which summaries the vehicle and evidence held for the vehicle. Document is presented as a final assurance by the workshop that the vehicle is suitable to be plated with a Used Import Plate. Details as to the Vehicle Inspection Certificate are outlined in section J.
- **Consumer Information Notice** – as part of the RAWs approval every vehicle that a workshop places a Used Import Plate is required to fit a Consumer Information Notice. The Consumer Information Notice is prepared for the customer of the vehicle.

### I-2 Incoming Vehicle Inspection

#### Preparing the Incoming Vehicle Inspection Report

An incoming vehicle inspection must be conducted by the workshop on every used vehicle on receipt of the vehicle workshop. The requirements for inspecting are detailed in the *Inspecting and Testing Determination*.

The purpose of the Incoming Vehicle Inspection is to inspect and prepare a condition report of the imported vehicle to ensure that the vehicle is suitable for the fitment of a Used Import Plate. It is a condition of the workshop approval that the workshop does not place a Used Import Plate on a vehicle in which the structural integrity has ever been reduced by damage or corrosion, even after repair.

The incoming vehicle inspection must be carried out by the workshop's Vehicle Inspection Signatory and an Incoming Vehicle Inspection Report (IVIR) must be completed and signed off by the Vehicle Inspection Signatory. The report constitutes part of the evidence of compliance of a vehicle and must be retained by the workshop.

The incoming vehicle inspection must cover the entire vehicle and inspect the vehicle for any crash damage, damage repair or corrosion. Any damage or corrosion must be noted in the Incoming Vehicle Inspection Report (IVIR) (see below).

Any damage or corrosion must be assessed as to whether it impinges on the structural integrity of the vehicle. The *Inspecting and Testing Determination* outlines the minimum criteria that must be assessed which must form part of the IVIR checks. The *Inspecting and Testing Determination* details that in inspecting, as a minimum, consideration must be given to:

- a. underbody damage evidenced by crushed floor-pan stiffening members, split seam welds or torn metal;
- b. damage to rocker panels (or outer sill) evidenced by dents with a depth of more than 25 mm, creasing, or distortion of the sill weld;
- c. distortion to longitudinal rails affecting the front and rear crush zones;
- d. collision damage to steering or suspension components;
- e. damage to the vehicle's outer body panels, which affects the integrity of any seams or joints;
- f. corrosion evidenced by perforation, flaking or pitting of the metal;
- g. cracks, repairs, modifications, rust, deterioration or distortion of any structural component of the vehicle.

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## Damage to the Vehicle after the Vehicle is Received

Any damage (and repairs) to the vehicle that occurs after the vehicle has had the incoming vehicle inspection and before the vehicle is fitted with a Used Import Plate is required to be listed as an amendment to the IVIR.

Damage that affects the structural integrity of the vehicle is required to be assessed against the criteria outlined above from the *Inspecting and Testing Determination*.

## The Incoming Vehicle Inspection Report (IVIR)

There is no standard format for the Incoming Vehicle Inspection Report (IVIR), however as a guide the following information as a minimum must be included:

- **Report Details** – All details to identify the inspection, including the report (unique) reference number, date of inspection, name(s) of persons performing inspection
- **Vehicle Details** – Identify the vehicle including VIN and engine number
- **Damage / Corrosion Details** – Sufficient scope to allow the person conducting the inspection to record all damage, damage repair and / or corrosion for the entire vehicle (for example multiple schematic diagrams)
- **Check of Structural Integrity** – Sufficient scope to check all the mandatory checks as listed in the *Inspecting and Testing Determination*

## If the vehicle does not meet the criteria

Where a vehicle does not meet all aspects of the criteria it is considered that the structural integrity of the vehicle has been reduced and the vehicle must not be modified or plated under the RAW Scheme. The workshop must export or destroy the vehicle; a definition of 'destroying a vehicle' appears further on in this guide.

Where a vehicle cannot be plated the workshop is requested to contact the RAWS team by letter or email with an explanation of the reason why the vehicle cannot be plated (e.g. a copy of the IVIR detailing the damage) to notify that the vehicle cannot be plated and so that the vehicle can be cancelled in the RAWS system.

It is worth remembering that where a RAW is found to have modified and plated a vehicle which has reduced structural integrity through crash damage or corrosion, the workshop can be found to be in breach of their RAW Approval, which can then be varied, suspended or cancelled. Depending on the circumstances, other parties could also hold the workshop liable if the vehicle is plated. A vehicle that is structurally damaged or corroded cannot be fitted with a Used Import Plate, irrespective of when the damage occurs (Regulation 57 i) and that vehicle must be exported or destroyed (Regulation 57 k)

## Document Control

The Incoming Vehicle Inspection Report (IVIR) is a document prepared at the date the vehicle is received by the workshop, as such there can only exist one IVIR for each vehicle. If errors are noted after the initial vehicle inspection the original report must be modified.

An acceptable method of correcting an error on the IVIR is to cross-out / add an amending comment to the original document, signing and dating to confirm the amendment was made post the initial inspection.

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## I-3 Modifying the Vehicle to comply with the *Evidence Guidelines*:

For workshops to make an application to fit a Used Import Plate, workshops are required to demonstrate compliance to the *Evidence Guidelines*.

The *Evidence Guidelines* have been prepared based on the vehicles demonstrating compliance to the ADRs, as for all vehicles supplied to the Australian market, with compensation as the vehicles have already been registered (already met country of registration design requirements) and deterioration as the vehicles are used.

Preparation of a vehicle for fitting of a Used Import Plate can be divided to:

- Preparation of documented evidence that vehicle meets the Evidence Guidelines
- Modification and testing of each vehicle to match the vehicle to evidence held for the vehicle

### **Preparation of Documentary Evidence**

Used imported vehicles imported by RAWs workshops are required to demonstrate compliance to the *Evidence Guidelines* for all applicable Australian Design Rules, which for most vehicles is ADRs applicable at the date of original manufacture of the vehicle. For the particular requirements by vehicle type see below.

ADR Applicability Tables by date and vehicle category are listed on the RVCS website at: <http://rvcs-prodweb.dot.gov.au>.

Documentary evidence prepared and held can be divided to:

- Sample Vehicle Evidence (including test reports / work instructions / SE forms)
- Completed Vehicle Report (or Each Vehicle Evidence)
- Other information held to demonstrate evidence

The particular requirements of the documented evidence are outlined below.

As a basic overview, for a model a workshop will typically require a complete new package of Sample Vehicle Evidence and will prepare a Completed Vehicle Report check-sheet. For subsequent vehicles (i.e. once the model is on the workshops schedule) the Sample Vehicle Evidence will most likely cover most (if not all) the vehicle. For each vehicle a Completed Vehicle Report is required. Where the variant / components fitted on the vehicle do not match the Sample Vehicle Evidence of the Sample Vehicle new Sample Vehicle Evidence required.

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## Reading the Evidence Determination

As many used imported vehicles have been registered in other countries the vehicles may have already demonstrated compliance to design rules of other countries, therefore allowances have been made in which reduced scope evidence can be provided, whereby only demonstration of compliance for noted differences between the Australian Design Rules and the design rules of the country of origin of the vehicle is required.

The *Evidence Guidelines* therefore allows a variety of methods to demonstrate compliance.

As an example the requirements of the *Evidence Guidelines* for ADR 8/- 'Safety Glazing Material' is shown below:

### ADR 8 Safety Glazing Material

ADR No	E Mark	CRN	Full Volume Vehicle	Japanese origin	USA & Canadian origin	Analysis	Other specified	Full evidence
8/00	✓R43/00	-----	✓	✓+ [1]	✓+ [1]	-----	✓+[1]	✓
8/01	✓R43/00	-----	✓	✓+ [2]	✓+ [2]	-----	✓+[2]	✓

#### Additional Requirements or Exemptions

##### For a Sample Vehicle:

1. Indelible marking on all glazing to identify the type and standard (in ADR 8/00 Clause 8.4.1) to which it conforms. For windscreens not marked as complying with AS 2080, marking indicating any zone of modified heat treatment being in front of the driver's seating position, and evidence of not less than 75% optical transmission through the primary vision area measured at least at the 4 corners and centre of the windscreen or primary vision area.
2. Indelible marking on all glazing to identify the type and standard (in ADR 8/01 Clause 8) to which it conforms. For windscreens not marked as complying with AS 2080, markings confirming that the glass is laminated and evidence of not less than 75% optical transmission through the primary vision area measured at least at the 4 corners and centre of the windscreen or primary vision area.

Separate listings are shown for ADR 8/00 and 8/01, as may be applicable depending on the vehicle type and date of manufacture.

The listings across the top (E-Mark, CRN, etc) identify the possible methods of demonstrating compliance. As identified in Part 6 of the Evidence Guidelines 'Explanation of Terms and Symbols' for each of the ADRs the following terms represent:

✓	Evidence type is acceptable
✓+[ ]	Evidence type acceptable with additional evidence or concessions identified within the bracket and detailed under the specific ADR.
-----	Evidence type not acceptable

Methods to demonstrate compliance to the ADRs are:

#### Full Evidence

Full Evidence is complete clause by clause demonstration of compliance to the ADRs.

Where Full Evidence is used a completed Summary of Evidence (SE) form must be provided as part of the evidence. Summary of Evidence forms are forms used for full and low volume new vehicle certification and include required fields that summarise the evidence provided. Only information that forms part of

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the evidence can be included in the SE forms. Some of the boxes identify limits in the ADRs that cannot be exceeded.

Summary of Evidence forms use the informed filler software and are available for download from the Road Vehicle Certification System (RVCS) at <http://rvcs-prodweb.dot.gov.au> from the 'form downloads' tab.

### **Demonstration of Compliance Based on the Country of Origin:**

**Japanese Origin** – Japanese Origin takes into account overlap between requirements vehicles first registered in Japan and ADRs applicable for the vehicle at date of manufacture.

To claim Japanese Origin the vehicle must have been either:

- a) First registered in Japan
- b) If first registered in country other than Japan – be shown to be identical to components or vehicles supplied as first registered in the Japanese market

To claim that a vehicle was first registered in Japan evidence must be held. Acceptable evidence includes original or signed certified copies of Japanese De-registration certificates or Completed Inspection Certificates for the applicable vehicle.

For a vehicle first supplied to the market other than in Japan, acceptable evidence is written advice from the RVCS registered Delegate (i.e. the original manufacturer) of the specific component licensee or full volume vehicle licensee for the same make of vehicle providing the make, model and type of component or category of vehicle part number of the component or identification number of the vehicle as marked on the component or vehicle confirming that both the component or vehicle in question and the component or vehicle supplied to the market in Japan are identical.

For parts or components they must be as originally supplied to the market, or if replaced, shown to be identical as originally supplied to the market. An acceptable method of demonstrating this is from part numbers in spare parts catalogues.

Where a vehicle which is demonstrated to be of Japanese Origin but has been modified from its original manufactured condition or if cannot be shown to function as per intended, then Japanese Origin cannot be claimed.

**USA & Canadian Origin** – USA and Canadian Origin takes into account the overlap between US and Canadian Design Rules and ADRs applicable for the vehicle at date of manufacture.

To claim US & Canadian Origin the vehicle must have been either:

- a) First registered in USA or Canada
- b) If first registered in country other than the USA or Canada – be shown to be identical to components or vehicles supplied as first registered in the US or Canada

To claim that a vehicle was first registered in the USA or Canada evidence must be held. Acceptable evidence includes for vehicles imported from the USA a Federal Motor Vehicle Safety Standards (FMVSS) certification label and original documentation that confirms export of vehicle from the USA verifying the model year, build date and country of first use. For vehicles imported from Canada acceptable evidence is a Canadian Motor Vehicle Safety Standards (CMVSS) certification label and original documentation that confirms export of the vehicle from Canada and verifies the model year, the date on which the vehicle was built and the country of first use.



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For a vehicle first supplied to the market other than in USA or Canada, acceptable evidence is written advice from the RVCS registered Delegate (i.e. original manufacturer) of the specific component licensee or full volume vehicle licensee for the same make of vehicle providing the make, model and type of component or category of vehicle or part number of the component or identification number of the vehicle as marked on the component or vehicle confirming that both the component or vehicle in question and the component or vehicle supplied to the market in the USA or Canada are identical.

For parts or components they must be as originally supplied to the market, or if replaced, shown to be identical as originally supplied to the market. An acceptable method of demonstrating this is from part numbers in spare parts catalogues.

Where a vehicle which is demonstrated to be of US / Canadian Origin but has been modified from its original manufactured condition or if cannot be shown to function as per intended, then US / Canadian Origin cannot be claimed.

### Component Approvals

**E-Mark** – E-marks are component approvals given by the Economic Commission of Europe (ECE) and take into account overlap between ECE Regulations and the ADRs.

To claim E-Mark approval the component must have the E-mark, marked with compliance to the ECE Regulation as specified in the *Evidence Determination* for the ADR.

An E-mark approval will list the ECE regulation and the series of amendment the approval is given. Each ECE regulation includes a description of the ECE marking system. ADR 13/00 which is an ADR harmonised with a similar ECE regulation, in Appendix A, Annex 2 which indicated how to read E-marks is shown below.

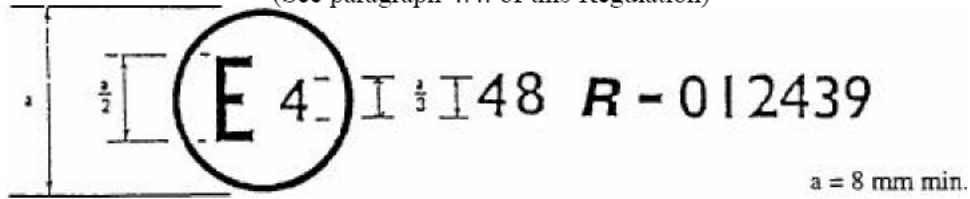
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## Annex 2

### ARRANGEMENTS OF APPROVAL MARKS

#### Model A

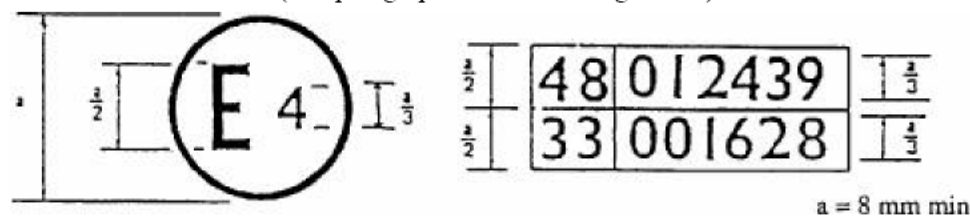
(See paragraph 4.4. of this Regulation)



The above approval mark affixed to a vehicle shows that the vehicle type concerned has, with regard to the installation of lighting and light-signalling devices, been approved in the Netherlands (E4) pursuant to Regulation No. 48 as amended by the 01 series of amendments. The approval number indicates that the approval was granted in accordance with the requirements of Regulation No. 48 as amended by the 01 series of amendments.

#### Model B

(See paragraph 4.5. of this Regulation)



The above approval mark affixed to a vehicle shows that the vehicle type concerned has been approved in the Netherlands (E4) pursuant to Regulation No. 48 as amended by the 01 series of amendments and Regulation No. 33.1/ The approval number indicates that, at the dates when the respective approvals were given, Regulations No. 48 was amended by the 01 series of amendments and Regulation No. 33 was still in its original form.

E-Mark approval can be claimed as either original equipment as supplied by the original manufacturer, to claim compliance the vehicle must not be modified from its 'E-Mark' specification.

New E-Mark approved components can be fitted to vehicles to demonstrate compliance. To demonstrate compliance evidence must include information that the component if fitted to the manufacturers fitting instructions to ensure that the component meets the E-mark approval.

**CRN (Component Registration Number)** – Component Registration Numbers (CRN) are Approvals given by the Administrator of Vehicle Safety Standards to specific ADRs.

To claim compliance by CRN evidence must be included of the specific part and the part CRN. Evidence must include the CRN manufacturers fitting instructions and conditions such that the CRN is valid.

#### **Comparison to Vehicles Already Demonstrated Compliance in Australia:**

**Full Volume Vehicle** – Full Volume Vehicle takes into account where a vehicle or component has already been supplied to the Australian market, thus already demonstrated compliance to specific ADRs.

To demonstrate compliance to Full Volume Vehicle two aspects are required:

- a. Identification of the vehicle certified in Australia – The vehicle certified in Australia must be identified by the identification plate approval number (CPA number), the vehicle category, vehicle make and model.
- b. Comparison of the component between the full volume supplied vehicle and the complying vehicle – A complete comparison, including build dates, must form part of the evidence

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demonstrating that the same parts are fitted between the vehicles. A suitable method is by comparison of part number in spare parts catalogues.

The Full Volume Vehicle and the complying vehicle must be in the same category, or if not in the same category, evidence must be provided that there is no effect on the ADR compliance.

## Other Methods

**Other Specified** – Other specified compliance is based on allowances provided in the Evidence Determination based on minor variations from other methods of compliance. Individual requirements of applicable ADRs specify the requirements. Where the variation is based on Full Evidence, a complete SE form and test report is required.

**Analysis** – Compliance by Analysis allows logical arguments to demonstrate compliance of the ADR. Justification by Analysis can include combinations of all the other compliance specification types, with the specific requirements identified above needing to be met. For demonstration of compliance for strength, location or visibility requirements the Evidence Determination explicitly defines:

To demonstrate compliance with the strength requirements of the ADR, physical observations and measurements of the main parts of each component or assembly, and a comprehensive stress analysis must be provided. The calculations must have proper regard to the interaction and combination of shear and bending forces. Overly simplistic assumptions about the behavior of sheet metal must be avoided where thin metal sections are involved in combination with high local stresses.

To demonstrate compliance with location or visibility requirements of the ADR, physical observations, measurements and engineering drawings in sufficient detail must be provided, with the relevant information clearly presented.

The Additional Requirements or Exemptions list the additional evidence must be held where the requirements are listed under 'For a Sample Vehicle' this must form part of the Sample Vehicle Evidence.

Where the requirements are listed 'For Each Vehicle' then specific checks must be included in the Completed Vehicle Report as each vehicle checks.

## I-4 Requirements to Demonstrate Compliance by Vehicle Type

The required aspects different vehicles types are required to demonstrate compliance with are outlined in the *Evidence Determination*.

Vehicles not mentioned below, which include most Japanese Origin vehicles must comply with Australian Design Rules (ADRs) that were in force when the vehicle was manufactured, or later versions of the applicable ADRs.

In addition certain vehicles are required to meet additional requirements to demonstrate compliance.

### Left Hand Drive Vehicles:

Left hand drive vehicles must be converted to right hand drive vehicles. Evidence must be held that the conversion meets the requirements of Vehicle Standards Bulletin No. 4 *Steering Conversions for Left Hand Drive Vehicles*.

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The scope of VSB 4 is:

This Code of Practice applies to cars, car derivatives and other light vehicles which need to be converted to right hand drive for registration in Australia. While it is generally applicable to trucks and other heavy vehicles, there is a separate Code of Practice for steering modifications to these vehicles. Conversion from left to right hand drive steering would also need to be accompanied by corresponding modifications to other features of the vehicle to make it suitable for use on public roads. This Code of practice also addresses these aspects.

As most vehicles which are converted from LHD to RHD are US / Canadian Origin the other requirements which include part of the Sample Vehicle Evidence relating to the conversion when US / Canadian Origin is claimed are outlined.

The modifications covered in VSB 4 which evidence is required for are:

- Translation of the steering components with attention to the conversion allowing correct operation of the steering and attention to the strength and durability of the steering components.
- Translation of brakes including typically movement of master cylinder, modification to firewall to retain the original firewall strength, movement of brake pedal and electrical connections
- Modification of air conditioning and ventilation
- Modification of instrument panel
- Modification of windscreen wipers
- Movement of electrical wiring

Vehicles required to comply with ADR 21/00 'Instrument Panel' which use US / Canadian origin are required to meet clause [2]:

[2] Information to show that:

- a) the left hand drive to right hand drive conversion for the instrument panel is a mirror image of the original and the energy absorbing characteristics have been retained in the head impact area; and
- b) interior compartment doors (including their latch systems) located in the instrument panel have not been modified.

Evidence requirements for ADR 21/00 'Instrument Panel' US / Canadian origin cover:

- Comparison of the energy absorbing characteristics of the instrument panel within the head contact area before and after conversion
- Comparison of the functioning of interior compartment doors as affected by the conversion

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For vehicles required to comply with ADR 10/01 'Steering Column' that use US / Canadian origin are required to meet clause [2]:

[2] Evidence that the changes to the vehicle from the specification when originally supplied to that market are:

- a) in accordance with Vehicle Standards Bulletin No. 4; and
- b) would not reduce the level of assurance of compliance with the standards applicable when originally supplied to the market, specifically providing information to discount the non-symmetry in conversion from left to right hand drive being a possible compromising factor.

Evidence requirements for US / Canadian Origin for ADR 10/01 'Steering Column' include:

- Identification of the original steering column and comparison that after conversion compliance to the ADR would not be reduced.

Where vehicles complying with ADR 69/00 'Full Frontal Impact Occupant Protection' and fitted with a driver's airbag, or ADR 73/00 'Offset Frontal Impact Occupant Protection' fitted with a driver's and a front outboard passenger's airbag, are accepted as complying with ADR 10/01 'Steering Column'. For compliance to ADR 69/00 'Full Frontal Impact Occupant Protection' using US / Canadian Origin required to meet:

[2] For vehicles converted from LHD to RHD, engineering justification must be provided for compliance.

Evidence requirements for showing compliance for US / Canadian Origin to ADR 69/00 'Full Frontal Impact Occupant Protection' therefore should include:

- Engineering justification of vehicle frontal crash dynamics, the most common method of demonstration is through symmetry of major structural components as they are affected in a frontal crash test. Typically this would cover the chassis rail as stiffening and crumple zones, the engine (as a major source of mass) and the firewall which affects intrusion to the passenger compartment.
- Justification of the changes of conversion affecting operation of the operation of the occupant protection devices, which includes the airbag operation and sensors, seatbelt and seat.

Or alternatively for ADR 69/00 'Full Frontal Impact Occupant Protection' using Other Specified can meet clause [5]:

[5] A vehicle meeting ADR 73/00, and fitted with Driver and Front Passenger frontal airbags as original equipment, is deemed to comply with this standard.

If compliance is shown to ADR 73/00 'Offset Frontal Impact Occupant Protection' required to meet Full Evidence and clause [1]:

[1] If converted from LHD to RHD, engineering justification must be provided for compliance with this ADR.

A converted vehicle therefore is typically required to contain evidence either for (based on date of manufacture) relating to a conversion:

- Compliance to VSB 4, and evidence that conversion would not affect compliance to ADR 21/00 (MA category only) and ADR 10/01, or

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- Compliance to VSB 4, and evidence that conversion would not affect compliance to ADR 21/00 (MA category only) and ADR 69/00 (in lieu of ADR 10/01 and 73/00), or
- Compliance to VSB 4, full evidence compliance to ADR 73/00 and evidence that conversion would not affect compliance to ADR 21/00 (MA category only) and ADR 73/00 (in lieu of ADR 10/01 and 69/00)

### **Motorhomes and Campervans:**

A motorhome or campervan built from a used imported vehicle must, in addition to the requirements of the *Evidence Guidelines*, comply with Administrator's Circular 0-4-12, Certification of Campervans and Motorhomes. Administrator's Circular 0-4-12 outlines additional evidence and modification requirements specific to motorhomes and campervans.

### **Unrestricted Volume Two-Wheeled and Three-Wheeled Vehicles**

As unrestricted volume two-wheel and three-wheel vehicles are in direct competition with full volume supplied vehicles, must comply with all ADR requirements in force for new vehicles of that type at the date on which the vehicles are fitted with a used import plate and Evidence must be Full Evidence compliance to the ADRs.

### **Restricted volume two-wheeled and three-wheeled vehicles**

No special requirements, demonstration of compliance must be made to applicable ADRs as per the vehicle manufacture date.

### **Trucks and Buses**

A used imported truck with a Gross Vehicle Mass exceeding 12.0 tonnes (NC category vehicles) and a used imported bus with more than 12 seating positions, as originally supplied to the market must meet ADRs in force when the vehicle is fitted with a Used Import Plate.

## **I-5 Modification Work and Each Vehicle Testing of Vehicles**

Often to comply the vehicle the Workshops are required to perform modifications to the vehicle. The types of modifications which are made in reference to vehicle compliance are:

- LHD to RHD conversions
- Modifications required to match Sample Vehicle Evidence
- Modifications for Each Vehicle Checks (including testing)

Modifications performed by Workshops which do not affect ADR compliance are not covered in this guide.

### **Modification Work on the Vehicle**

The directors and employees of the Registered Automotive Workshop must perform all the work on a vehicle at the workshop's premises.

The only exceptions to this requirement are the tasks of:

- tyre removal and fitting,
- exhaust system replacement, and
- the replacement of glazing material

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These provisions are to allow work to be carried out by specialists.

## **Modifying Vehicle Back to Original Manufacturers Condition**

Vehicles are not specifically required to be modified back to the original manufactured condition however to meet compliance the documented evidence held must match the vehicle.

Where the vehicle is not in the original condition, any evidence which claims country of origin becomes invalid. While some evidence may be specific to a component (e.g. lighting) some evidence will cover many components in the vehicle, such as ADR 69/00 which demonstrates compliance to 'Full Frontal Impact Occupant Protection'. Any modification made from the original condition therefore should be assessed as to whether the modifications may affect the compliance of the vehicles to the ADRs.

## **Each vehicle testing**

Where testing is required for each vehicle against particular ADRs, such as a stationary noise test, these may be performed by the Workshop with suitably calibrated equipment and are capable of understanding the test set up requirements and the results that must be achieved.

Workshops are not required to hold or own all equipment, however must have access and be aware of the calibration status and procedures for use of the equipment.

As per the frequently asked questions Workshops can outsource each vehicle emission testing, however the Workshop itself must perform all service work.

## **Sub-contracting**

Technical expertise, such as design or modification development, or the development of technical evidence, may be sub-contracted by the workshop to other parties. The Workshop must have sufficient scope in its Quality Management System to manage the sub-contracting of such work.

## **I-6 Sample Vehicle Evidence**

Sample vehicle evidence is documented evidence prepared which demonstrates that the vehicle complies with an applicable Australian Design Rule. Sample Vehicle Evidence is prepared for a particular variant of a make / model. The Sample Vehicle Evidence can be presented as being applicable for as many vehicles which matches the sample vehicle evidence.

Sample vehicle evidence contains:

- **Document Identification** - A unique reference number
- **Method of Compliance** - Identification of the ADR and the method (i.e. Japanese Origin, Other Specified, etc.) of demonstrating compliance
- **Check to Vehicle** - Identification of the vehicle or component fitted that is the subject of the ADR (for example photographic evidence, part numbers etc.)
- **Demonstration of Compliance / Function** - Description of the operation to prove that the vehicle / component meets the required operation as specified in the Evidence Guidelines
- **Traceability** - Reference to linking documents which are required to demonstrate compliance (test reports etc.)

Some Sample Vehicle Evidence requires Test reports to demonstrate compliance. Test reports have requirements as specified in the *Inspecting and Testing Determination* as outlined below.

# Guide to the Registered Automotive Workshop Scheme

## I-7 Test Reports

Test reports form a part of the Sample Vehicle Evidence which requires specific testing to address the requirements of the *Evidence Guidelines*. The RAW Scheme requires that where evidence is required by a test, all testing must be performed by a test facility registered in the RVCS.

Format and content of test reports are assessed against Circular 0-12-2 'General Requirements for Test Facilities' which outlines the general requirements for test facilities preparing test reports. For individual ADRs the Test Facility Manual (available on the ADR CD-Rom) provides guidance on how testing for ADRs is to be conducted.

As a guide for the RAW Scheme the following information has been identified to be included in test reports (this information was first presented in the RAWS newsletter Issue 3 June 2003):

- |   |
|---|
| <ul style="list-style-type: none"><li>a. a title (eg. Report of Photometric Test);</li><li>b. Test Facility Identification number;</li><li>c. Name and address of the test facility</li><li>d. The location where the tests were carried out, if different from the address of the test facility;</li><li>e. Unique identification of the test report (eg report number 001);</li><li>f. On each page, the page number and total number of pages;</li><li>g. The name and address of the client;</li><li>h. identification of the method used eg ADR 28/01, AS2080-1983;</li><li>i. identification of the item(s) tested eg part number, approval mark, or trade mark and VIN if vehicle test (these must relate to the vehicle as modified);</li><li>j. Identification of the test equipment, their calibration status and testing procedure used (only applicable to non NATA accredited test facilities);</li><li>k. The date of the test;</li><li>l. The date of the test report or the issue date of the test report;</li><li>m. The test results with the appropriate units of measurement;</li><li>n. The uncertainties of measurement (except for noise and emission ADRs);</li><li>o. Statement of compliance or non compliance with the requirements;</li><li>p. The name(s), position in test facility and signature(s) or equivalent identification of person(s) authorising the test report.</li></ul> |
|---|

Test reports must clearly outline the fitted components or variant (as applicable) tested such that can be traced from the tested vehicle to other vehicles complied.

### Amendments to Test Reports

Good practice for test reports is to include a method for identifying revisions to reports. A good method of doing this is to list amendments by number and date, with a description of the nature of the amendment. On review of test report the amendments block allows inspection of the validity of the test.



# Guide to the Registered Automotive Workshop Scheme

## Application to Different Variants

A test report for a test vehicle can be shown to demonstrate compliance for different variants or even models if it can be demonstrated the tested components are the same. For variants where differences may affect the test report then Administrators Circular 0-2-01 'General Procedures for Selection of Vehicles or Components for ADR Compliance Testing' can be used to demonstrate compliance for an ADR.

In addition the following Administrators Circulars are applicable, which are available from the RVCS website at <http://rvcs-prodweb.dot.gov.au/>.

- Circular 79/01-2-1 (ADR 79/01)
- Circular 83\_00-2-1 (ADR 83/00)
- Circular 31/01-2-1 (ADR 31/00)

Where ADRs reference ECE regulations the section on Extension of Approval can be used.

## Registering as a test facility

Test facilities are registered through the RVCS system. Details as to the requirements and process for registering as a test facility are detailed online at the RVCS website <http://rvcs-prodweb.dot.gov.au/>.

## Short Form Test Reports

In addition to full format test reports which cover all results of testing for a limited number of ADRs, the RAW Scheme allows for the scope of short form test reports to be held by workshop's. Short form test reports would only cover the broad results, with the long format report being supplied to VSS for review before any short form reports could be accepted by workshop's.

For Test Facilities that want to issue summary test reports, VSS would require the complete report to be submitted to VSS for review against summary reports subsequently presented by workshop's. Complete test reports would be held by VSS such that on inspection of RAWs vehicles, where queries are raised, the summary reports can be reviewed against the complete report.

Full test reports would not be "approved" by VSS for the RAW Scheme usage, as the RAW Scheme is based on each vehicle compliance and examination of test reports would be conducted against the workshop. Summary test reports would be reviewed in conjunction with the full test reports, on an audit basis.

Full and summary test reports when supplied to VSS by Test Facilities will be reviewed against the guidelines shown below, compliance with the ADRs and the Test Facility Manual. Advice will be given where test reports do not meet requirements. Assessment of reports will be on an advice basis only, formal assessment of evidence will continue to be provided as part of the vehicle inspection process.

Regardless of whether normal or summary test reports are supplied, test facilities are subject to Test Facility Inspections as per normal procedures.

# Guide to the Registered Automotive Workshop Scheme

## Short Form Test Report Guidelines:

Full reports are to be authorised copies to be provided directly to VSS, reports to contain:

- Complete identification of test vehicle / components
- Identification of equipment including calibration status
- Full detail of test method and test location
- Identification of method for calculation of uncertainty of measurement
- Full reporting of test results

Summary reports are to include all details necessary for the RAW to ensure that a subsequent vehicle is covered by the test evidence, as a minimum:

- Identification of the test facility: Name, address and Test Facility Test Identification Number in the RVCS
- Report identification: Reference number of summary report and full report reference number, including date of report issue, date of test, client details and identification of authorising persons
- List of amendments including detail of amendment
- Identification of the vehicle and / or components that were tested such that can be traced to subsequent vehicles
- Summary of test method and any variation from ADR specification (e.g. partial tests or variations allowed in RAW evidence guidelines)
- Numbered pages including the total number of pages (e.g. page 1 of 4)
- Summary of test results sufficient to cover major results, all details required for the Summary of Evidence (SE) form
- Report summary, which is a conclusion of the test as to whether passes and / or condition of approvals

### Amendments to Short Form Reports

Where a change is required to correct an error in the full test report, the full report must be re-issued, with an amendment block detailing changes and a revision history of the amended report to be provided to VSS.

If the detail of the Summary report is unchanged, existing summary reports need not be replaced. If the detail in existing Summary reports is incorrect, all Summary reports need to be re-issued and must include an amendment block with a revision history.

# Guide to the Registered Automotive Workshop Scheme

## I-8 Additional Evidence to Demonstrate Compliance

In addition to the Sample Vehicle Evidence the workshop may include additional information to demonstrate that the Sample Vehicle Evidence meets the *Evidence Guidelines*, possible other information includes component manufacture information or work instructions.

Work instructions must be sufficient to allow a reasonably qualified person to perform the modifications or if the work is to be outsourced, sufficient information to allow the modification to be done. Detail and traceability of work instructions which do not form part of the sample vehicle evidence are required to be within the workshops Quality Management System processes.

Where the additional documents are required to demonstrate compliance of the vehicle each of the additional documents must be traceable from the Sample Vehicle Evidence.

## I-9 Completed Vehicle Report

The Completed Vehicle Report (CVR) is perhaps the most important document in complying the vehicle, as a correct and complete CVR will ensure the vehicle demonstrates compliance to the *Evidence Guidelines*. The Completed Vehicle Report (CVR) is a document that is used as a check to ensure:

- **Each vehicle checks** - as required by the Evidence Guidelines
- **Modifications** - Checks to confirm modifications required to conform to Sample Vehicle Evidence to meet the Evidence Guidelines have been performed
- **Sample Vehicle Evidence matches Vehicle** - Checks to confirm that for the particular vehicle each piece of Sample Vehicle Evidence matches the vehicle. For example a check may include a lens marking which can be traced to the sample vehicle. Additionally checks may be required where there exists vehicles in the model that do not match the Sample Vehicle Evidence, for example by the build date.

A unique Completed Vehicle Report is prepared for every vehicle that the workshop seeks to fit a Used Import Plate. The CVR usually takes the form of a checklist to ensure that on completion of the CVR the workshop can be satisfied that the vehicle demonstrates compliance to the *Evidence Guidelines*. The CVR is one of the records that a workshop is required, as part of the workshops approval, to keep.

There is no standard format for the Completed Vehicle Report, however an acceptable method which has shown to be of the most value in proving compliance to the Evidence Guidelines is the use of a check sheet to each ADR applicable to a vehicle make / model, identifying the checks for each item as described above.

Where a particular model has variations within which require different Sample Vehicle Evidence, then the CVR can be a useful check to confirm which Sample Vehicle Evidence is applicable and which should be listed in the Vehicle Inspection Report.

## I-10 Additional Requirements of the *Evidence Guidelines*

### Roadworthiness

In addition to the ADRs as applicable in the *Evidence Guidelines* each vehicle must comply with State and Territory roadworthiness requirements. Evidence that the vehicle meets roadworthiness requirements can take the form of a roadworthiness inspection report from an authorised roadworthiness inspector in the state or territory where the RAW is located.

# Guide to the Registered Automotive Workshop Scheme

## Recall Action

A check must be performed that the vehicles are not subject to any outstanding recall actions. If recall actions are required for the vehicle then the workshop must ensure that action is taken before fitting a used import plate to the vehicle.

## I-11 Guidance for Preparing Evidence for the Vehicle

### Technical consultancy services

In some cases the RAW may chose to obtain assistance and test documentation from an external consultant.

Technical consultancy services are not registered under the Registered Automotive Workshop Scheme. As the workshop fits the Used Import Plate, and it is the workshop's sole responsibility to demonstrate compliance of the vehicle with the Guidelines.

If a workshop employs the services of a technical consulting service as a third party, then the workshop must be aware that the responsibilities of demonstrating compliance remain solely with the workshop. It is therefore important to note that workshops must have assurance that if they outsource to any technical consulting service that they have sufficient procedures in their Quality Management System to manage the risk of outsourcing affecting the approval of the workshop.

Although as outlined above there are many aspects in modifying the vehicle that can be outsourced the workshop cannot outsource to any party the responsibilities of the Delegate or the Vehicle Inspection Signatory. The workshop will always be accountable for the submission (and hence accept responsibilities) of the Vehicle Inspection Certificate and conducting the inspection preparing the Completed Vehicle Report, Incoming Vehicle Inspection and signing of the Consumer Information Notice.

### Authorisation of Evidence

Evidence is only required to be authorised for:

- Test reports – to be authorised by the test facility
- Completed Vehicle Report, Incoming Vehicle Report and Consumer Information Notice – to be authorised by the workshop Vehicle Inspection Signatory

There is no requirement in the *Evidence Guidelines* for Sample Vehicle Evidence to be authorised.

### Non-Compliance with the Evidence Guidelines

Each vehicle and all evidence held are required to demonstrate compliance with the Evidence Guidelines. In instances where either a Workshop requests exemptions / allowances / modifications to the *Evidence Guidelines* an application can be made to the Administrator of Vehicle Safety Standards.

A reminder is included that it is an offence to place a Used Import Plate on a vehicle where evidence is not held demonstrating compliance to the *Evidence Guidelines*.

# Guide to the Registered Automotive Workshop Scheme

## Checklist for Sample Vehicle Evidence

From the ongoing operation of the RAW Scheme it has been identified the following needs to be taken into consideration when preparing and reviewing Sample Vehicle Evidence:

- Ensure traceability of all documents and attachments can be made from the VIC,
- Ensure vehicle / components are identified, so that can be matched from the evidence to the vehicle,
- Ensure traceability of parts / components fitted between the sample vehicle evidence and the vehicle,
- Ensure the method of compliance matches vehicle (e.g. if Japanese Origin is used the vehicle is in the original manufactured condition),
- Ensure method of compliance is applicable under the Evidence Guidelines,
- Ensure all additional requirements / exemptions of the Evidence Guidelines based on the method of compliance are met,
- For compliance by full evidence, ensure that every clause in the ADR is met
- Ensure the vehicle / component operation matches the vehicle
- Ensure that where country of origin compliance (e.g. Japanese Origin / US & Canadian Origin) is claimed then evidence demonstrating this is held,
- Test reports held to demonstrate compliance are authorised by the test facility

## Checklist for the Completed Vehicle Report

The following should be checked for the Completed Vehicle Report;

- Ensure the Completed Vehicle Report covers all the Each Vehicle checks as specified in the Evidence Guidelines for each ADR the vehicle demonstrates compliance with,
- Ensure the Completed Vehicle Report includes checks that match the vehicle to the Sample Vehicle Evidence (e.g. lens markings, part numbers of fitted components, identification of seats fitted, E-markings, etc.),
- Ensure there is a check to perform modifications when required by the Sample Vehicle Evidence
- If the vehicle model crosses applicable ADRs, ensure the Completed Vehicle Report has checks to identify the applicable Sample Vehicle Evidence.

## Records to be retained for each vehicle

The Motor Vehicle Standards (Procedures for Inspecting and Testing Vehicles) Determination 2002 provides the details of the records that must be retained by the workshop for every vehicle imported and every vehicle fitted with a used import plate. In summary these records are:

- the Incoming Vehicle Inspection Report; and
- the Vehicle Inspection Certificate; and
- the Vehicle Inspection checklist; and
- the work procedures for the work performed on the vehicle; and

## Guide to the Registered Automotive Workshop Scheme

- documents identifying and confirming parts and services purchased for a vehicle (such as replacement glass); and
- documents recording work done on the vehicle (such as 'job cards'); and
- documents authorising and detailing any work not carried out as per the vehicle checklist.

In addition to those described above, you must retain documents providing evidence of the disposal of any non-complying components that were removed from the vehicle.

The 'Incoming Vehicle Inspection Report' must document the features and characteristics of the vehicle as it arrived in the workshop and prior to any work being undertaken on the vehicle. The only work permitted on the vehicle is operations that are required to be carried out so that the inspection can be undertaken and completed satisfactorily, for example, the removal of panels and equipment so that the evidence of corrosion or damage can be fully ascertained.

### I-12 the Consumer Information Notice

The Consumer Information Notice (CIN) is required to be attached to the vehicle at sale. The Consumer Information Notice as part of the workshops obligations as a manufacturer under the Trade Practices Act gives information to the customer buying the vehicle. The Consumer Information Notice (CIN) is a standard text document that must be in the form of Schedule 1 as noted in clause 58 of the Regulations.

Tips for preparing the CIN:

- The CIN must be printed on a single page of paper (i.e. back to back), additional modifications can be printed on the reverse
- The CIN must not contain company logos
- The CIN can only be signed after the vehicle is fitted with a Used Import Plate
- The standard text must, where applicable *exactly* match the form in the Regulations

Followed is the standard CIN as taken from the Motor Vehicle Standards Regulations 1989 with notes to indicate as to how the standard template is to be formatted:

# Guide to the Registered Automotive Workshop Scheme

## Consumer Information Notice

Document Reference: *[insert a reference unique to the vehicle]*

[The reference number is required to match the reference on the Vehicle Inspection Certificate](#)

This vehicle complies with the *Motor Vehicle Standards Act 1989* and is fitted with a used import plate under the Registered Automotive Workshop Scheme (RAWS) administered by the Federal Department of Infrastructure, Transport, Regional Development and Local Government.

It has been imported from another country as a used vehicle. The vehicle may not comply with the Australian Design Rules (ADRs) that apply to new vehicles.

Service and replacement parts for this vehicle may not be available from a recognized franchised dealer for this make of vehicle.

At the time the used import plate was fitted, this vehicle had the following:

<ul style="list-style-type: none"> <li>• Seat belts that are securely fixed, functioning and in good condition <i>Where seat belts are fitted to the vehicle, insert this comment</i></li> </ul>
<ul style="list-style-type: none"> <li>• New windscreen wiper blades <i>Where windscreen wipers are fitted to the vehicle, insert this comment</i></li> </ul>
<ul style="list-style-type: none"> <li>• New tyres, other than any spare tyre <i>n/a</i></li> </ul>
<ul style="list-style-type: none"> <li>• The engine serviced to the manufacturer's specifications including a new air filter and fuel filter <i>Where evidence to ADR 30/ or an earlier version, and/or ADR 70/ or an earlier version is held by the RAW for this vehicle, insert this comment. ADR 30/.. and ADR 70/.. relate to exhaust emissions of Diesel engine vehicles If due to the vehicle design the fuel filter was not replaced, remove the part and fuel filter</i></li> </ul>
<ul style="list-style-type: none"> <li>• New brake pads/linings <i>Where new brake pads/linings are fitted to the vehicle, insert this comment. If the brake pads have been retained because they are roadworthy, then remove this remark. If only one set of the front or the rear pads/linings have been replaced, retain this remark. If just the pads have been replaced, remove the part /linings If just the linings have been replaced, remove the part pads</i></li> </ul>
<ul style="list-style-type: none"> <li>• Brake fluid replaced <i>n/a</i></li> </ul>
<ul style="list-style-type: none"> <li>• The engine management system serviced to the manufacturer's specifications including a new air filter, fuel filter and charcoal canister <i>Where evidence to ADR 36/ or an earlier version, or ADR 37/ or an earlier version is held by the RAW for this vehicle, insert this comment. ADR 36/.. and ADR 37/.. relate to exhaust emissions of petrol engines. If due to the vehicle design the fuel filter was not replaced, remove the part and fuel filter</i></li> </ul>
<ul style="list-style-type: none"> <li>• A new catalytic converter <i>Where evidence to ADR 36/ or an earlier version, or ADR 37/or an earlier version is held by the RAW for this vehicle, and it requires a catalytic converter on this vehicle to be replaced, insert this comment</i></li> </ul>
<ul style="list-style-type: none"> <li>• An owner's manual (vehicle handbook) giving information on seat belts, child restraints, starting, driving and maintenance of the emission system and Temporary Use Spare Tyre <i>Where evidence to ADR 4/ or an earlier version, ADR 34/ or an earlier version, ADR 36/ or an earlier version, ADR 37/ or an earlier version, or ADR 71/ or an earlier version is held by the RAW for this vehicle, insert all applicable parts of. If the vehicle is not fitted with child restraints, remove the part child restraints If the vehicle is not fitted with a temporary use spare tyre, remove the part Temporary Use Spare Tyre</i></li> </ul>

## Guide to the Registered Automotive Workshop Scheme

<b>Make</b>	<i>[insert Make as per vehicle schedule]</i>  Make and model will need to exactly match the SEVS entry	<b>Used import plate location</b>	<i>[insert location of used import plate]</i>  Note this will need to match the VIC and ADR 61/02 Sample Vehicle Evidence
<b>Model</b>	<i>[insert Model as per vehicle schedule]</i>	<b>Date fitted</b>	<i>[insert date on which plate was fitted]</i>
<b>VIN</b>	<i>[insert 17 digit VIN]</i>	<b>RAWS Workshop</b>	<i>[insert name of registered Automotive workshop]</i>
<b>Engine number</b>	<i>[insert engine number]</i>  As can be viewed on the vehicle	<b>Address</b> <i>[insert address of registered automotive workshop]</i>	
<b>Build month/year:</b>	<i>[insert month/year of original build date]</i>		
<b>Odometer reading (km)</b>	<i>[insert odometer reading]</i>		
<b>Date of importation</b>	<i>[insert date as per import approval]</i>  Taken from the Import Approval		
<b>Country of first registration</b>	<i>[insert the country of first registration]</i>	<b>Telephone</b>	<i>[insert telephone number of registered automotive workshop]</i>

<b>ADR Number</b>	<b>Description of Modification</b>	<b>Part Number(s)</b>
Ensure that modifications are listed against the correct ADRs and ADRs that are held as evidence for the vehicle.	In the Part Number(s) column only list part number that can be traced to the vehicle (i.e. must be able to be seen on the vehicle). Where a part is fitted that does not have a part number visible on it, or there is a modification to the vehicle, then leave this column blank	The description of modification column can include part numbers that are not visible on the part, for example the order number for brake pads
<i>insert a brief description of any modification undertaken to meet the ADR requirements of a Determination under subsection 13D (3) of the Motor Vehicle Standards Act 1989. The description must be sufficient to identify the modification on inspection of the vehicle. Part numbers must be listed where these are able to be confirmed on the vehicle. It is not necessary to list any item that is only a check or confirmation, any drawing numbers, work procedure references etc or any part that is simply replacing an original part with the same part due to wear or damage. If necessary, the table may be continued on the reverse side of the same page</i>		
<b>Additional modifications may be printed on the other side of this page.</b>		
<b>Vehicle Inspection Signatory</b> <b>Name:</b> _____ <b>Signature</b> _____ _____ Insert name and signature of Vehicle Inspection Signatory		<b>Date</b> Insert date the consumer information notice was completed

An example of a Consumer Information Notice that would be prepared for a vehicle fitted as outlined below:



# Guide to the Registered Automotive Workshop Scheme

## Sample Consumer Information Notice

Document Reference: [CINREF1](#)

This vehicle complies with the *Motor Vehicle Standards Act 1989* and is fitted with a used import plate under the RAWs administered by the Federal Department of Infrastructure, Transport, Regional Development and Local Government.

It has been imported from another country as a used vehicle. The vehicle may not comply with the Australian Design Rules (ADRs) that apply to new vehicles. Service and replacement parts for this vehicle may not be available from a recognized franchised dealer for this make of vehicle.

**At the time the used import plate was fitted, this vehicle had the following:**

- Seat belts that are securely fixed, functioning and in good condition
- New windscreen wiper blades
- New tyres, other than any spare tyre
- New brake pads
- Brake fluid replaced
- A new catalytic converter
- The engine management system serviced to the manufacturer's specifications including a new air filter, fuel filter and charcoal canister
- An owner's manual (vehicle handbook) giving information on seat belts, child restraints, starting, driving and maintenance of the emission system and Temporary Use Spare Tyre

<b>Make</b>	<i>Nissan</i>	<b>Used import plate location</b>	<i>Drivers Side Firewall</i>
<b>Model</b>	<i>Skyline R32</i>	<b>Date fitted</b>	<i>1/2/2006</i>
<b>VIN</b>	<i>6U9000BNR12345678</i>	<b>RAWS Workshop</b>	<i>ABC Pty Ltd</i>
<b>Engine number</b>	<i>RB26123456A</i>	<b>Address</b>	<i>111 Alinga Street Canberra ACT 2601</i>
<b>Build month/year:</b>	<i>01/1993</i>		
<b>Odometer reading (km)</b>	<i>123,456</i>		
<b>Date of importation</b>	<i>1/1/2006</i>		
<b>Country of first registration</b>	<i>Japan</i>	<b>Telephone</b>	<i>(02) 1234 6789</i>
<b>ADR</b>	<b>Description of modification</b>	<b>Part Number(s)</b>	
<i>4/03</i>	<i>Replacement of Driver Seatbelt</i>	<i>SOB0123</i>	
<i>6/00</i>	<i>Disable original front indicators</i>		
<i>6/00</i>	<i>Fit front indicators Part number HOLO123</i>	<i>Ichicoh 1234</i>	
<i>23/01</i>	<i>Fit new tyres, Brand: YOKOHOMO, Size:225/45, Load Rating:89, Speed Category: Z Date Codes Front LH 0110 Front RH 0110 Rear LH 0110 Rear RH 0110</i>		
<i>31/00</i>	<i>Front brake pads replaced P/N Hitachi 1234</i>	<i>AKA 1234</i>	
<i>31/00</i>	<i>Brake fluid replaced with DOT 4</i>		
<i>34/01</i>	<i>Fit child restraint brackets</i>		
<i>34/01</i>	<i>Fit child restraint anchorage clips</i>		
<i>37/00</i>	<i>New Catalytic Converter fitted</i>	<i>SuperCat CA1234</i>	
<i>37/00</i>	<i>New oil filter</i>	<i>C123</i>	
<i>37/00</i>	<i>New air filter fitted A123</i>		
<i>37/00</i>	<i>New fuel filter</i>	<i>B123</i>	
<i>37/00</i>	<i>Emissions placard fitted</i>	<i>EM-PLAC-01</i>	
<i>42/04</i>	<i>New wiper blades fitted</i>		
<i>42/04</i>	<i>Tyre placard fitted</i>	<i>TYR-PLAC-01</i>	
<i>61/02</i>	<i>Fit VIN to drivers side firewall</i>		
<i>61/02</i>	<i>Fit Used Import plate to drivers side firewall</i>		
	<i>Supply owners manual</i>	<i>OM-01</i>	

Vehicle Inspection Signatory Name: *Joe Bloggs*

Signature: *Joe Bloggs*

Date: *1/2/2008*

## I-13 The Vehicle Inspection Certificate

Submission of a Vehicle Inspection Certificate (VIC) is the final stage in the application process. When the VIC is submitted the Workshop is making the statement that the vehicle complies with the Evidence Guidelines and the vehicle is ready for the fitment of a Used Import Plate.

Section J covers the requirements of completing the Vehicle Inspection Certificate.

## VEHICLE INSPECTION CERTIFICATES (VIC)

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### J-1 Overview

The Vehicle Inspection Certificate (VIC) is the document which identifies the vehicle and summaries the documentation which demonstrates the certification of the vehicle.

A VIC is completed for each vehicle and when submitted, is a statement by the Workshop that evidence is held to demonstrate compliance and that all modifications required have been completed. With the submission of the VIC the vehicle is ready to be fitted with a Used Import Plate.

Once approved information regarding the vehicle is publicly viewable and can be accessed by registering authorities and the general public through the RAWs website.

The VIC must only be completed by a Vehicle Inspection Signatory. Under the RAW Scheme the VIC Signatory is nominated as possessing the knowledge, competency and integrity to make the judgment that the vehicle is ready to be fitted with a Used Import Plate.

### J-2 Completing the VIC form

The VIC form is an intelligent document with drop down menu fields and in-built checks to ensure reasonable values of information is entered. Information required for the vehicle is self explanatory.

For the field for equipment affecting ADR compliance, any optional feature of the vehicle which affects ADR compliance must be entered. Examples of common features are;

Feature	ADR Affected
Front Fog Lamps	50/-, 13/-
Rear Fog Lamps	52/-, 13/-
Centre High Mounted Stop Lamp in Spoiler	60/-, 13/-
Cornering Lamps	45/-, 13/-
Cargo Lamps	45/-, 13/-
HICAS	31/-
Bull Bar	43/-

For the Vehicle Inspection Certificate, all the evidence that is required for the vehicle is the sample vehicle evidence, the Completed Vehicle Report, Incoming Vehicle Inspection Report and Consumer Information Notice. All Sample Vehicle Evidence must be traceable to the VIC.

Where evidence has been reviewed by Vehicle Safety Standards inspectors and has been stamped and initialled then this should be identified on the VIC as not new evidence. All other evidence is required to be listed as new. Subsequent vehicles can have any number of new Sample Vehicle Evidence items.

The specific vehicle evidence tab refers to the each vehicle checks. Where the Completed Vehicle Reports includes the each vehicle checks (most common), the Completed Vehicle Report reference should be referenced as the Each Vehicle Evidence.

# Guide to the Registered Automotive Workshop Scheme

Once completed, the Vehicle Inspection Certificate form should be saved then submitted. If the document is not saved before submitting changes may be lost and incorrect details may be submitted.

## **J-3 Following the Submission of the Vehicle Inspection Certificate**

The submitted Vehicle Inspection Certificate once submitted will be automatically checked. Items will be automatically raised where queries are generated and will be checked by the RAWs team. If errors or queries are noted by a RAWs team member then discussion items are raised on the Vehicle Inspection Certificate. Workshops can respond to discussion items by contacting the RAWs team or by emailing [raws.info@infrastructure.gov.au](mailto:raws.info@infrastructure.gov.au).

### **Registered Automotive Workshop Applicants**

After submission of a VIC for the first vehicle, Workshop Applicants require a Stage 2 Audit ISO certification audit (see section E), with the result to be forwarded to the RAWs team. Following the receipt of the successful Stage 2 Audit results the vehicle will be scheduled for inspection (see section K).

### **Workshops with the Vehicle model on the Schedule (Subsequent Vehicles)**

With acceptance of the Vehicle Inspection Certificate and with all fees paid, the vehicle will enter the plate pending queue, ready for the fitment of a Used Import Plate. No separate application is required to plate the vehicle, as noted in section H, for subsequent vehicles (on the schedule of approved vehicles). Application to plate the vehicle is made at the same time as application to import.

### **Workshops with the Vehicle not on the Schedule (Sample Vehicles)**

Following acceptance of the Vehicle Inspection Certificate, the vehicle is scheduled for sample Vehicle Inspection (see section K).

### **Scheduling of Inspections**

The scheduling of inspections will depend on inspector availability and demand from the RAW industry, therefore the timelines for inspections may vary. Generally the inspection will be 6

## **J-4 Things to consider**

- ✓ Is the vehicle ready to be fitted with a Used Import Plate
- ✓ Is all applicable evidence held for the vehicle

## INSPECTIONS

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### K-1 Overview

#### Types of Inspections

Inspections are conducted by VSS to provide assurance to the Minister, who issues the Approvals to place Used Import Plates, that workshops are fulfilling their obligations under the *Motor Vehicle Standards Act 1989* and Motor Vehicle Standards Regulations 1989.

An inspection is required under the Motor Vehicle Standards Regulations 1989 clause 51 (7) for a RAW applicant at the Workshop premises.

As part of the administration of the RAW Scheme Vehicle Safety Standards officers conduct a range of inspections to provide assurance that workshops are fulfilling the RAW requirements:

- **Registered Automotive Workshop Approval Inspection** – Conducted on a Sample Vehicle and assessing the workshops capabilities to operate as a RAW
- **Sample Vehicle Inspections** – where RAWs have made application to add a new model to their schedule
- **Compliance Audits** – Scheduled and non-scheduled inspections on any vehicle to give assurance to the Administrator that RAWs are meeting their obligations as a RAW.

### K-2 Inspection for Approval as a Registered Automotive Workshop

Inspections for Approval as a Registered Automotive Workshop are conducted as a Sample Vehicle Inspection, as detailed for a Sample Vehicle Inspection as below, as well as an inspection of the competency of the company personnel and workshop facilities.

Many of the checks required for a workshop to be an Applicant Registered Automotive Workshop are completed prior to the inspection or covered in assessment of the Workshop ISO certification. Where additional information, for example personnel qualifications, is required at the time of inspection these may be checked.

Inspection of the competency of the workshop and personnel are grouped as:

- **Company Personnel** – Competency of staff with adequate skills / qualifications to modify the vehicles.
- **Vehicle Inspection Signatories** - Examination of the competency of the Vehicle Inspection Signatories.
- **Workshop Facilities** - Examination of the workshop modification facilities and equipment.

For a workshop applicant, general checks will be conducted that the workshop has the capacity to perform the work in complying the vehicle. This may include modification equipment, hoist and scope of the Quality Management System to cover the Workshop.

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The only explicit check will be evaluation of the Vehicle Inspection Signatory competency as outlined below.

## Vehicle Inspection Signatory – Competency Evaluation

To assess the competency of a Vehicle Inspection Signatory the candidate is required to pass two tests:

- **Competency Test for the Registered Automotive Workshop Scheme** – The test evaluates whether the Signatory has adequate understanding of the responsibilities of a workshop in importing and plating used vehicles in the RAW Scheme, and also assesses whether the Vehicle Inspection Signatory meets the requirements of understanding as required in clause 49 (3) (a) as listed in the Motor Vehicle Standards Regulations 1989. The test is to be completed without reference to any material and without consultation with other personnel.
- **Australian Design Rules Test** – The test evaluates whether the Vehicle Inspection Signatory has adequate knowledge of where and how to source information from the Australian Design Rules. The Vehicle Inspection Signatory in completing the test is allowed to have access to the ADRs, Workshop's approved work instructions and Sample Vehicle Evidence.

## K-3 Sample Vehicle Inspections

For a sample Vehicle Inspection the workshop will be given advance notice that an inspection will occur. With the submission of the VIC the workshop is stating that all evidence is held for the vehicle, and the vehicle is now ready for inspection. The Workshop will be required for the inspection to have present the following:

- All applicable evidence required to show compliance of the vehicle with the Legislative requirements, including the vehicle, workshop and personnel.
- Facilities with personnel and equipment available to carry out work on the vehicle to ensure that the vehicle can show compliance. The RAW must be able at inspection to demonstrate the capability of performing at minimum each vehicle checks (e.g. stationary noise test / evaporative emissions) and removal of components from the vehicle.

The vehicle will be inspected with assistance required from RAW personnel for any movement, modification or operation of the vehicle. During the inspection the Departments officers will not carry-out any work on the vehicle.

## Vehicle Safety Standards Inspectors

For the inspection a minimum of two inspectors (vehicle and evidence) from Vehicle Safety Standards (VSS) will attend. Additionally there may be extra VSS or State transport inspectors. Inspectors will attend based on availability and the RAW will not be notified prior to the inspection of the attending inspectors.

Before an inspector enters a workshop they will identify themselves as an inspector from VSS and will be provided with identification. In conducting an audit or inspection, inspectors have the powers listed under section 27 (2) of the *Motor Vehicle Standards Act 1989*, which broadly include the powers to inspect and take samples from the goods and substances used in the modification of the vehicle and documentation.

## Evidence Examination

The evidence examiner will review all evidence recorded on the VIC against the *Motor Vehicle Standards (Approval to Place Used Import Plates) Guidelines 2006 (No. 1) (Evidence Determination)* or any later

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revision of the document and where applicable the Act and the Regulations apply. Additional materials that may be inspected include work instructions, evidence of vehicle origin and import approval on the vehicle and any items mentioned in clause 8 of the *Motor Vehicles Standards (Procedures for Inspecting and Testing Used Imported Vehicles) Determination 2002*. Comparison of the evidence will be made against the vehicle.

## Vehicle Examination

The Vehicle will be inspected against a Vehicle Inspection Report which is available on the RAWS website (<http://raws.infrastructure.gov.au/index.html>). The Vehicle Inspection Report is a checklist against the Australian Design Rules applicable to the vehicle. Checks are included which may not form part of the Sample Vehicle Evidence as the checklist is a full evidence check against the ADRs, while the Sample Vehicle Evidence may have reduced scope due to the allowances made in the *Evidence Determination*.

Both the vehicle examiner and evidence examiner may ask questions or raise queries regarding issues as to the vehicle or evidence.

## Providing Lunch

There is no obligation for the Workshop to provide lunch for the inspectors. Inspectors are given allowance under travel conditions for meals, however a working lunch is acceptable.

## Signing of Evidence

The purpose of inspections is to provide assurance that the workshop is fulfilling its obligations under the *Motor Vehicle Standards Act 1989* and Motor Vehicle Standards Regulations 1989. It remains, as stated in section B, the responsibility of the workshop to demonstrate compliance with the *Evidence Guidelines* for all vehicles which are plated.

Documents examined during the inspection are stamped and initialled by the Departments officer. This process identifies documents that have been examined for future reference, and does not indicate "approval" of the evidence. Documents against which a Discussion item is raised will generally not be stamped as these documents will require modifications. It is not a condition of approval to fit a Used Import Plate that evidence has been stamped or initialled.

## Discussion Items

In sample Vehicle Inspections when non-conformances to the *Evidence Determination* are observed, discussion items may be raised and will be recorded at the inspection. Discussion items may be raised on the vehicle or evidence, in the particular case of discussion items relating to sample vehicle evidence, the particular evidence item will not be signed. Explanation as to why evidence is signed is outlined in the section above (Signing of Evidence). The evidence examiner can request evidence to be submitted back to the Vehicle Safety Standards (VSS) office for further examination. An explanation of what discussion items are is detailed below.

## K-4 Results of a Sample Vehicle Inspection

On completion of the inspection a final report will be prepared advising the outcome of the inspection. The RAW is advised if possible to have facilities to save an electronic copy and print paper copies of the reports. Examiners will hold a final inspection meeting, giving explanation as to the outcome of the audit and, where applicable, discussion items raised. At this time the RAW can ask further questions of the outcome and discussion items raised. On conclusion of the meeting the final report will be signed by VSS Officers. A representative of the RAW is required to sign each copy of these reports to confirm that the report has been received and understood. If the workshop does not agree with any part of the report, this can be identified in the workshop's response. Inspectors will not debate issues contained in the

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report at the time of the inspection. One copy of the report is to be retained by the workshop and one copy retained by the Department. When samples are taken they will be listed in the inspection report.

Based on the conclusion of the inspection report, either of the following situations will apply:

- **Unsatisfactory Inspection** - RAW to be advised of further action by the Administrator.
- **Satisfactory Inspection (discussion items raised)** - RAW advised that once outstanding discussion items are addressed the vehicle will pass inspection and vehicle will progress to plate pending queue and the vehicle model will be added to the RAWS schedule.
- **Satisfactory Inspection (no discussion items raised)** - Vehicle complies, no further action required by the RAW and vehicle will progress to plate pending queue and the vehicle model will be added to the RAWS schedule.

Following the inspection the inspection report will be added to the RAWS system and discussion items will be added against a vehicle.

## Discussion Items

Discussion items will be raised where, in the examiners opinion, the vehicle or evidence does not meet the requirements under the *Evidence Guidelines*. The examiner will clearly outline where the item does not meet the requirements, however will not provide guidance on how the item should be addressed. It is the responsibility of the workshop to provide evidence to demonstrate that the vehicle meets the *Evidence Guidelines*.

## Major Discussion Items

Major discussion items may be raised on occasions in instances where:

- The vehicle does not match the evidence provided
- The evidence does not meet the requirements of Australian Design Rules or the *Determination*

Where major discussion items are raised, the Administrator of Vehicle Safety Standards will review the significance of the item raised and the implication as to whether the RAW is meeting its obligations under the *Determination* and ultimately the *Motor Vehicle Standards Act 1989*. Further action or show cause notices may result, depending on the outcome of the meeting.

## K-5 Inspection for audit purposes (Compliance Audits)

Compliance Audits are performed by the Department to give assurance to the Administrator of the RAW scheme that RAWS are performing their functions as listed in *the Act* and *the Regulations*. Compliance Audits can be conducted at anytime by VSS inspectors to ensure that the RAW is fulfilling its legislative obligations. The powers of inspectors are listed in section 27 of the *Act* the inspectors are required to have the consent of the RAW to enter any premises and will always notify the RAW immediately on entering the premises. Compliance Audits can be performed on any aspect of the RAWS operation in supplying used vehicles to the market. Any findings from a Compliance Audit will be advised in writing and the RAW will be directed on how any issues are required to be addressed.

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## K-6 Following the Inspection – Resolution of Items Raised

### Failing of Vehicle Inspection Signatory Competency Tests

If a Vehicle Inspection Signatory fails a competency test then they will be required to re-sit the test before can be accepted. The Vehicle Inspection Signatory can re-sit the test one time. If a test is failed multiple times, then a decision will be made as to whether the Vehicle Inspection Signatory can be accepted under the Registered Automotive Workshop Scheme. Resitting of the test will generally be conducted at the RAW premises at a time suitable for availability of VSS staff. A workshop may add an alternative VIC Signatory if necessary through the Workshop Application process.

### Re-Inspection Required

A re-inspection may be required following a sample vehicle inspection if it is deemed that the review of sample vehicle evidence is required to be conducted against the vehicle. Typically re-inspections are required where significant changes are required to either the vehicle or evidence following the sample Vehicle Inspection. Depending on the nature of changes required the inspection may be conducted against the discussion items raised at the initial inspection or a complete re-inspection of all evidence and against the vehicle.

The Workshop will be notified when a re-inspection is required and any action that needs to be taken. A fee may be payable for reinspections of a vehicle.

### Resolution of Discussion Items

Where a RAW is providing responses to discussion items raised in the inspection report, the RAWs are requested to follow instructions as listed on the inspection summary. Where unexamined evidence is requested to be sent in for review, no additional action is required and the evidence provided at inspection should be sent-in unchanged. When received, an evidence examiner from the RAWs team will review the responses; the evidence examiner may or may not be the same evidence examiner at the Vehicle Inspection. Evidence will be examined based on the order of packages received.

Responses are requested to:

- Contain a covering letter, identifying how each discussion item has been addressed and advising of any rectification action taken,
- Where modifications are performed on the vehicle, Workshops should provide photographic evidence of changes to the vehicle
- The Workshop is requested to supply all applicable evidence in its original form, to address the item such as Sample Vehicle Evidence, test reports, photographic, invoices etc.
- New evidence is required to be referenced in accordance to the Quality Management System of the RAW

As the evidence is reviewed, discussion items will be examined and updates will be made on the RAWs system. When the examiner does not believe the item has been adequately addressed, the discussion item will remain open and will be updated on the RAWs system with a clarifying statement. Additional discussion items will be raised where in addressing an existing discussion item previously accepted evidence is considered to be invalidated.

Where changes are made to the evidence (Sample Vehicle Evidence, Completed Vehicle Report or Consumer Information Notice), then the documents must have new and unique reference numbers to



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distinguish from the original. As noted in section I, only one Incoming Vehicle Inspection Report should be created for a vehicle, if changes are required they should be made to the original document. An acceptable method of making changes is to correct the original document and dating that a change has been made.

On the satisfactory closure of all outstanding discussion items the RAW will be advised to submit a final electronic copy of the VIC and all accepted and superseded evidence will be returned to the RAW. No evidence is retained by the Department. Where acceptable, the final VIC will be processed and the vehicle will enter the plate pending queue.

## **K-7 Successful Completion of the Inspection**

Following the inspection and resolution of any discussion items, the Vehicle Inspection Certificate for the Vehicle will be accepted and the vehicle will be ready to be plated (see section M). For Workshop Applicants the Workshop is required to provide a copy of the final ISO certificate to the RAWS team.

# APPROVAL AS A REGISTERED AUTOMOTIVE WORKSHOP

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## L-1 Overview

Once an Applicant Workshop is given Approval to place a Used Import Plate on the first vehicle, the status of the Workshop is upgraded to an Approved Workshop. Approval is given for 2 years, after which the Workshop is required to renew the Approval.

## Conditions of Approval

Workshops must meet the conditions of Approval in operation as detailed in the Motor Vehicle Standards Regulations 1989 as outlined below:

### Regulation 57 Conditions of a RAW approval

The following are the standard conditions of a RAW approval:

- (a) that the registered automotive workshop allows the Minister access to the workshop premises (including its main office) at any reasonable time and on reasonable notice for the purposes of audit, inspection and the testing of vehicles;
- (b) that if the main office is not at the workshop, the registered automotive workshop allows the Minister access to the main office premises at any reasonable time and on reasonable notice for the purposes of an audit relating to the RAW approval;
- (c) that the registered automotive workshop ensures, as far as possible, that persons and organisations that provide goods or services to the workshop for the purposes of vehicle modification allow the Minister to have access to their premises for the purposes of audit, inspection and the testing of vehicles in relation to the activities of the workshop;
- (d) that the registered automotive workshop gives to the Minister, on written request and within the reasonable time specified in the request, any information that the Minister reasonably requires for the purposes of deciding whether the workshop is complying with the Act, these Regulations and the conditions of its RAW approval;
- (e) that the registered automotive workshop tells the Minister, in writing, of any change in information held by the Minister about it within 30 days of the change, including, in particular:
  - (i) changes in key personnel of the workshop; or
  - (ii) significant changes in the control of the workshop;
- (f) that the registered automotive workshop retains for at least 10 years all information relating to the purchase, import, modification, testing, inspection, and supply to the market (including, in particular, the information produced to demonstrate compliance with the requirements of guidelines determined under subsection 13D (3) of the Act) of a vehicle on which the workshop has placed a used import plate;
- (g) that if the registered automotive workshop ceases to operate as a registered automotive workshop, the workshop tells the Minister in writing as soon as practicable;

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(h) that to every vehicle on which the registered automotive workshop places a used import plate, it attaches a consumer information notice in accordance with regulation 58;

(i) that the registered automotive workshop must not place a used import plate on a vehicle whose structural integrity has ever been reduced by corrosion or crash damage;

A workshop's approval will contain the Schedule of Approved vehicles. A Workshop approval will be amended to include additional vehicles when a Workshop is given Approval to fit a Used Import Plate to a new vehicle model.

## **L-2 Contravention of Approval**

The Administrator can vary, suspend or cancel a Workshop approval where;

The Minister may cancel or suspend an approval under section 21B:

(a) if the Minister is satisfied that its holder has contravened a condition of the approval; or

(b) if the Minister is satisfied that its holder no longer complies with the criteria referred to in subsection 21B(1); or

(c) in any other circumstances that the Minister considers appropriate.

Further information of the powers of the Administrator in making decisions is outlined in section B.

# **APPROVAL TO FIT A USED IMPORTED VEHICLE PLATE**

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## **M-1 Overview**

An Application to Import and Plate a Used Imported Vehicle is only required for the first vehicle of a Workshop Applicant or for Sample Vehicles. Details on how to complete the Import and Plate Vehicle form is outlined in section H. The only difference is the form must be for plate only.

Once fees relating to the vehicle are paid (these are raised as discussion items) then the Workshop will be given an Approval to fit a Used Import Plate. Notification will be sent by mail, which includes the conditions of Approval to fit the Used Import Plate.

The approved contractor to supply the Used Import Plate (Niddrie).

All Used Import Plates must be obtained from the Departments plate contractor Niddrie

Nameplates Pty Ltd  
PO Box 106  
Niddrie Victoria 3042  
telephone (03) 9335 2977  
fax (03) 9335 4357.

## **If an Application to Import and Plate a Used Imported Vehicle is refused**

Details as to the options for Workshops when approval to place a plate is refused are contained in section H.

## RENEWAL OF RAW APPROVAL

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### O-1 When to apply for renewal of your RAWS approval

A workshop approval issued under the Registered Automotive Workshop Scheme is in force for two years from the date the approval was granted. Prior to the expiry of the approval you must make application for renewal of the approval or it will lapse and you will be required to re-enter the Scheme from the participant stage.

You must make application to renew the RAWS approval before the expiry date.

Prior to the expiry of your RAW approval, the Department will forward reminder notices that approval is due for renewal. Although notices are forwarded for information, it is the responsibility of the RAW to be aware of the expiry date of the approval, and to make sure that application to renew is made within the necessary time.

Where an application to renew is received prior to expiry, but a decision is not made before the expiry date, your RAW approval is deemed to continue until a decision is made on the renewal.

### O-2 How to renew your approval as a RAW

Download the Workshop Application from the RAWS website. The downloaded form will contain all information currently held in the RAWS System, and the appropriate application type will be automatically selected to indicate to the system that the form is for the renewal process. Make any necessary updates, but do not enter a 'Replaced Form Document Reference'. Save and submit the form.

#### Fee

After the form is accepted into the RAWS System, its details will be displayed back on the secure RAWS website so that you may pay the required fee for the renewal. The fees are provided in Schedule 2 of the Motor Vehicle Standards Regulations 1989, and may be paid either in full, or by two equal instalments, the first to be paid on application and the other to be paid before 12 months later.

The fee must be paid before your renewal application will be processed.

The fee may be paid either online, by completing a 'RAWS Payment Form' (from Informed Filler) and forwarding to the RAWS Team for processing, or by cheque or money order to the Receiver of Public Monies at the Department.

### O-3 What information is required for a renewal?

Apart from the submission of the application for renewal and payment of the fee, you must also provide the following to the Department so that a decision can be made:

- copies of recently issued Australian Federal Police checks for each of the key persons in the organisation; and
- a signed Fit and Proper Person questionnaire from each of the key persons in the organisation.

### O-4 Inspections for renewal

If there has been a recent inspection conducted at your workshop that proved satisfactory, then it may not be necessary to conduct a further inspection as part of the renewal process.

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During the three months prior to renewal of your RAW approval, the system will place an advice against all VICs you submit indicating to the Departments staff that your renewal is pending. It can be decided if an inspection should be scheduled against one of your vehicles to ensure you are continuing to meet the requirements, so that renewal of your approval can be progressed.

The Department will endeavour to indicate as early as possible in the three months prior to expiry, if an inspection will be required during that period as part of the renewal process.

## **O-5 Issuing of the approval**

When a decision is made that the renewal of your RAWS approval should be granted, a new approval document will be produced which will include the Schedule of Approved Vehicles for your workshop.

The approval is issued for a period of two years, starting on the day after the expiry date of the previous approval.

## OTHER IMPORTANT INFORMATION

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### P-1 Storage of vehicles

Due to the ebb and flow of used vehicle imports, compliance work, and vehicle completions, a particular Registered Automotive Workshops may find that it cannot store all the vehicles they have on hand at a particular time. Similarly, if the RAW does not own a particular vehicle, the owner may insist that they garage the vehicle until such time as the RAW begins work on the vehicle.

Workshops are permitted to store vehicles in locations other than the workshop itself, but the workshop must ensure

- The RAW is able to access the vehicle given reasonable notice of an audit inspection
- the vehicles are secure; and
- the vehicles are not modified or worked on at any other location than at the workshop's premises; and
- the vehicles are not modified or worked on by any other parties than employees of the workshop (except for those tasks permitted under the legislation).

If any vehicle, that has not yet had compliance work commenced, is to be stored in a location other than the workshop, it is suggested that the workshop conduct its 'Incoming Vehicle Inspection' prior to a vehicle's storage. In this way the RAW can be satisfied whether any work or modifications have been carried out during storage and prior to its final delivery to the workshop for commencement of compliance work.

### P-2 Disposal of vehicles and parts

If the Minister refuses to grant a RAW Approval, the Minister may give a written direction to the applicant to dispose of the sample vehicle in a particular way and within a reasonable time. Also, if a vehicle's structural integrity is found to have been reduced by corrosion or crash damage the workshop must arrange for the export or destruction of the vehicle. Similarly, if a vehicle cannot be modified to meet the requirements under the RAW Scheme it may have to be exported or destroyed, although if another workshop has the facilities or processes to solve the non-compliance issue, a transfer of the vehicle may be a possible.

If the non-compliance issue is due to the workshop not having the relevant test evidence, then the workshop may wish to source applicable evidence of compliance, or have compliance tests conducted, so that the component(s) can remain on the vehicle, and this evidence can be used as 'new sample evidence' for the component(s) for that make/model of vehicle. Such 'new sample evidence' would be listed on the Vehicle Inspection Certificate when submitted.

#### Notifying the Administrator

Where a workshop has decided that a vehicle will be exported or destroyed, the workshop must advise the Administrator. The workshop must provide the following information:

- the vehicle make and model; and
- the Vehicle Identification Number; and

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- the Vehicle Import Approval number.

This does not apply where RAW Approval has not been granted, and the Minister has instructed that a vehicle be disposed of in a particular way.

The workshop must return the original of the Vehicle Import Approval document for the vehicle.

## **Definition of destroyed**

### Vehicles

For the purpose of Regulation 57(k) of the Motor Vehicle Standards Regulations 1989, a vehicle will be considered destroyed if:

1. the body shell has been crushed; and
2. the components specified in 5 below are destroyed, either separately or with the vehicle; and
3. the components specified in 6 below may be removed from the vehicle prior to crushing of the vehicle, provided they are not damaged; and
4. evidence of crushing the body shell and records of disposal or use of components are retained as specified below.
5. The parts that must be destroyed, either with the vehicle or separately, are:
  - all seatbelts and seatbelt mechanisms;
  - airbags and airbag deployment components;
  - catalytic converter;
  - any and all parts that do not comply with the Australian Design Rules, such as headlamps from a left hand drive vehicle.
6. The parts that may be removed from the vehicle prior to crushing are:
  - doors;
  - bonnet;
  - boot lid;
  - fenders that are not welded to the body;
  - all mechanical components;
  - all trims.

### Components

Non-complying components removed from a vehicle must be destroyed to an extent that they are inoperative, non-repairable and unusable. For example, cutting through the webbing of a non-complying seatbelt is not considered destroying the component, because new webbing could be fitted to a non-complying or faulty retractor assembly; the retractor assembly must also be destroyed.

A dismantled component can be re-assembled or repaired, so dismantling is not an acceptable means of disposal. Methods such as crushing, or cutting through a component, are acceptable means for the destruction of parts.



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## **Records of disposal to be retained**

The minimum level of evidence that a workshop must retain to substantiate the destruction of a vehicle, or the disposal or destruction of components, is:

### Non-complying vehicle

- the part of the vehicle containing the Vehicle Identification Number or Chassis Number;
- a receipt from the organisation responsible for crushing the body shell;
- for components not destroyed with the vehicle, a list of the components and their method of disposal with appropriate evidence;
  - where destroyed, a receipt from the organisation responsible for destruction, or workshop records where the workshop itself destroys the component;
  - where sold, a receipt from the organisation purchasing the component, including,
    - : the date of sale,
    - : identification of the purchaser,
    - : the component(s) purchased;
  - where used on a vehicle, the VIN of the vehicle and the date of fitting;
  - where disposed of in any other manner, appropriate evidence of such disposal.
- records indicating the whereabouts of components removed from the vehicle prior to crushing, but not included in the components listed above;

### Non-complying components

- a list of components and their method of disposal with appropriate evidence;
  - where destroyed, a receipt from the organisation responsible for destruction, or workshop records where the workshop itself destroys the component.

## **Exporting a non-complying vehicle**

Where a decision is made by the workshop to export a non-complying vehicle, the minimum evidence that will be considered sufficient for the purpose of showing the vehicle has been exported is a freight forwarder's consignment note and a Bill of Lading identifying the vehicle.

## **If an owner takes a non-complying vehicle from the workshop**

There could be a situation where the owner of a vehicle will not permit the workshop to destroy or export the vehicle, and removes the vehicle from the workshop's control.

As per the previous instructions, the workshop must still advise the Administrator that the vehicle is non-complying and, in this situation, that the vehicle owner has removed the vehicle from the workshop's control.

While we cannot insist on the arrangement you enter into with the owner in such a circumstance, you may consider putting in writing that the vehicle does not meet the RAWs requirements and must be destroyed or exported, and have this signed by the vehicle owner when the vehicle released. You can retain that document for your records.

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## **P-3 Transferring vehicles**

There may be times where a workshop wishes to transfer a used imported vehicle that has been imported but not yet been modified or fitted with a Used Import Plate, to another workshop. This may be done, but only with written permission from the Administrator of Vehicle Standards. If the vehicle has not been imported, you can contact Vehicle Safety Standards to find how to cancel the application to import and plate and the import approval; another party could then apply to import and plate the vehicle.

Each request to transfer a vehicle will be considered by the Administrator on its own merits, taking into consideration the particular circumstances relating to each request. There is no general policy that such requests will be agreed to, and you must not assume that agreement to a transfer will be given.

The Administrator and Vehicle Safety Standards (VSS) will not deal with the owner of a used imported vehicle in relation to the transfer of a vehicle between workshops, and the matter will only be discussed with the workshops involved.

### **How to request the transfer of a vehicle**

For there to be consideration of the transfer of a used imported vehicle from one workshop to another, the following documents must be provided by mail or facsimile for the attention of the Administrator of Vehicle Standards.

Although other supporting information may be provided and may be examined, the information provided by the two workshops involved will be the significant evidence considered.

#### Request to transfer

This must be completed by the workshop wishing to transfer the vehicle. It must be on the workshop's company letterhead and be signed and dated by the workshop's Delegate listed in the RAW System. No particular format need be followed but it is expected that the following details would be the minimum provided in support of the request:

- the workshop's RAWs Participant Identification Number;
- information identifying the vehicle, including vehicle make and model, Vehicle Identification Number, and Vehicle Import Approval number;
- detailed explanation of the reasons behind why you wish the vehicle to be transferred;
- details of the workshop who will be accepting, and complying, the vehicle.

A copy of the request should be forwarded to the accepting workshop for their records.

The workshop requesting the transfer must also provide to the Administrator a copy of the initial Vehicle Inspection report completed by the workshop (usually referred to as the Incoming Vehicle Inspection Report). If no inspection report is provided with the request, the transfer may be refused.

#### Notice of acceptance of transfer

This must be completed by the workshop who is accepting the transfer. It must be on the workshop's company letterhead and be signed and dated by the workshop's Delegate listed in the RAW System. There is no particular format to be followed but it is expected that the following details would be the minimum provided in support of the request:

- the workshop's RAWs Participant Identification Number;

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- information identifying the vehicle, including vehicle make and model, Vehicle Identification Number;
- the number from the workshop's Schedule of Approved Vehicles that relates to the vehicle make/model;
- a statement that the workshop will accept the transfer and will comply and plate the vehicle under its RAWs Approval according to the RAW requirements.

If the particular vehicle make/model is not on the accepting workshop's Schedule of Approved Vehicles, the accepting workshop must advise in the notice of acceptance of transfer that this vehicle will be used as a sample vehicle for the purposes of having it added to their Schedule.

A copy of the notice of acceptance should be forwarded to the workshop requesting the transfer for their records.

## **Decision by the Administrator**

After consideration of the information provided by the workshops, the circumstances, the regularity of transfers by the workshops involved, and other relevant details, a notice of the decision will be forwarded to both workshops for information and action.

If the Administrator agrees to the request, the vehicle may be transferred between the workshops and the receiving workshop may commence compliance work on the vehicle.

If the Administrator does not agree to the transfer, advice will be provided to both workshops. The advice will provide for a 14 day period where further information may be provided to further support the request. If no further information is provided within the 14 days, the decision that the transfer is not accepted will be taken as being final and binding.

## **Administration of the transfer**

The workshops may have in place their own administrative arrangements for the vehicle transfer, but it is expected that each would retain for their records copies of the originals of the transfer request, the transfer acceptance, and the decision from the Administrator.

In the RAWs System, the vehicle record against the transferring workshop will be closed and notated to show the vehicle has been transferred. If the transferring workshop originally applied and paid to 'import and plate' the vehicle, the 'plate application' component will be refunded. The 'import application' component will not be refunded because the import application has been processed and import approval issued. The import approval will remain as one that has been issued to the transferring workshop, and will be counted against the number of import approvals that may be issued in any 12 month period.

The workshop accepting the transfer must carry out their own 'Incoming Vehicle Inspection', regardless of whether the original workshop has done so or not. The accepting workshop will submit the Vehicle Inspection Certificate once the vehicle has been completed in accordance with the requirements, and must also submit an 'application to plate' the vehicle, together with the required fee.

# Guide to the Registered Automotive Workshop Scheme

## P-4 Vehicle recalls

A Registered Automotive Workshop (RAW) is responsible for the rectification of any safety related defect in a vehicle supplied to the market by the RAW. This applies whether the defect is detected before or after supplying the vehicle to the market or fitting a Used Import Plate.

The *Trade Practices Act 1974* provides the Minister responsible for Consumer Affairs with powers to order a mandatory recall in appropriate circumstances. However, a mandatory recall may be avoided by the supplier taking effective voluntary recall action under the provisions of the applicable Recall Code.

The Recall Code '*Procedures for the Recall of Vehicles and Associated Products with Safety Related Defects by Registered Automotive Workshops*' is available from the RAWS website (<http://raws.infrastructure.gov.au>) or by contacting the section responsible for recall matters at:

Vehicle Recall  
Vehicle Safety Standards  
Department of Infrastructure, Transport, Regional Development and Local Government  
GPO Box 594  
CANBERRA ACT 2601

Facsimile: (02) 6274 7375  
e-mail: [recalls@infrastructure.gov.au](mailto:recalls@infrastructure.gov.au)