

CIRCULAR 0-4-15

LOW VOLUME CERTIFICATION - REVISED PROCEDURES

NOT APPLICABLE TO SECOND STAGE OF MANUFACTURE

GENERAL

1. In order to streamline the administration of the low volume scheme the Administrator has agreed to revised procedures for making application for low volume compliance plate approval. The revised procedures are as follows.

CPA APPLICATION

2. Applicants shall continue to make application and provide evidence in accordance with the requirements of Circular 0-2-1, Certification of Low Volume Motor Vehicles and 0-4-1, Low Volume Motor Vehicles except as given below.
3. A low volume application can only be processed if accompanied by all the evidence required for the issue of an approval. This evidence consists of a New Vehicle Specification (NVS) form and evidence of compliance with each ADR for which evidence is required according to the vehicle category and date of manufacture.
4. The type of evidence required for different ADRs is given in Circular 0-2-1 Attachment 2.
5. The assessment of whether the evidence is complete will be based on an examination of Annex A of the application in regard to all the applicable ADRs being listed and a reference to evidence provided against each ADR together with an audit of attached documents. If the evidence is later found to be incomplete the inspection may be cancelled (Refer paragraph 11).
6. To enable the proposed time frame to be achieved, carry over of evidence from one application to another will not be accepted. ie. all evidence listed on the CA Annex A must be attached.
7. An incomplete application cannot be processed. The applicant will be advised that the application is incomplete by way of a written acknowledgement. The evidence deficiency will be listed in the acknowledgement. It should be noted that this list may not include all deficiencies.

It is the applicant's responsibility to check the original documentation submitted and to provide additional evidence to complete the application. When the applicant receives a further acknowledgement which indicates that the application is now complete a vehicle inspection may be arranged in accordance with paragraph 8.

8. The Administrator will aim to acknowledge receipt of an application within three (3) weeks of receiving it. One (1) week after receipt of an acknowledgement indicating that the application is complete the applicant may make a telephone application on (06) 274 7789 for a vehicle inspection.

NOTE: The inspection date on the NVS should be left blank as this date is to be arranged by telephone.

9. Prior to making a request for inspection the applicant must ensure that the vehicle to be inspected is consistent with the evidence submitted and in a roadworthy condition. If the applicant has any queries concerning the acceptability of the vehicle to be presented for inspection, eg areas of minor or potential non-compliance such as a five digit odometer, these should be resolved prior to the inspection. Refer to paragraph 17 regarding re-scheduling of an inspection requested by the applicant or where re-inspection is required.

EXAMINATION OF EVIDENCE

10. Evidence provided by the applicant on compliance with applicable ADRs, including SERs, technical arguments in accordance with alternative procedures and assurances, will be used to support the inspection process. In addition, such evidence will be formally scrutinised on an audit basis. The holder of the CPA remains responsible at all times for the correctness of the evidence and may, in the event of non-compliance, be required to retest and/or recall vehicles for rectification.
11. A vehicle inspection will not be undertaken if a prior audit of the application reveals unacceptable or incomplete evidence. The applicant will be informed that additional information is required and an inspection will only be undertaken when acceptable evidence has been received.
12. The applicant shall have available at the vehicle inspection copies of all evidence submitted with the application.
13. In the case of imported used vehicles, the applicant must also have available the record of inspection of the vehicle in accordance with Annex A of Circular 0-4-5.

INSPECTION

14. For those vehicles which the applicant undertakes to present in Canberra an inspection will be conducted where possible within three (3) weeks of the request.
15. For those vehicles which the applicant requests inspection at any other capital city or other location, mutually agreed between the Administrator and the applicant, an inspection will be conducted as far as practicable in no more than seven (7) weeks.
16. At the end of the inspection, the applicant will be given a summary report including any items for resolution. The result may be:

(a) **Acceptance as meeting certification requirements**

Where no action is requested, the applicant could expect to receive the CPA within two (2) weeks of the inspection.

(b) **Acceptance as meeting certification requirements subject to minor non compliances being resolved**

Where minor non-compliances are noted in the summary report, the applicant is required to advise on proposed action to resolve them. The final outcome of the vehicle inspection will where possible be conveyed to the applicant within two (2) working weeks from the receipt of this advice. If the outcome is notified as acceptable the applicant could expect to receive the CPA within two (2) weeks of the notification. If the advice received is not acceptable, the applicant will be informed as to what further action is required.

(c) **Requirement for submission of further evidence**

Incomplete evidence discovered at vehicle inspection may also result in the requirement for re-inspection. Refer to paragraph 17.

(d) **Requirement for re-inspection of a vehicle**

Refer to paragraph 17.

RE-SCHEDULING INSPECTION OR RE-INSPECTION

17. The Administrator will not undertake to re-schedule an inspection or arrange a re-inspection in less than three (3) calendar months. A request for re-inspection must be in writing and be made together with all evidence required to cover the rectification carried out to meet certification requirements.

TOTAL PROCESSING TIME

18. Provided submission evidence is lodged with an application, the evidence is acceptable and a complying vehicle is presented for inspection in Canberra the applicant could expect issue of a CPA together with compliance plates, if requested, within a period of nine (9) weeks. For an inspection in a location other than Canberra an extra four (4) weeks should be allowed.
19. The above processing times will apply to applications received after 1 July 1990. Every effort will be made to expedite the issue of approvals but no undertaking is given to meet these times before the above date, due to the large number of applications awaiting processing.

TRANSITION ARRANGEMENTS

20. For those applicants who have made an application prior to 1 July 1990 but have not yet been granted an approval, the following procedure will apply. On receipt of an assurance from the applicant that all evidence has been submitted (together with additional evidence if evidence already submitted is incomplete) an inspection may be arranged in accordance with paragraphs 14 and 15. The additional evidence required to complete an application includes copies of evidence called up as carry-over (Reference paragraph 6). This would commence the approval process at paragraph 5. Applications for which no such assurance has been received will not be progressed.

SECOND STAGE OF MANUFACTURE

21. These procedures are not applicable to a second stage of manufacture ie. where the vehicle is already fitted with a compliance plate issued by the Australian Motor Vehicle Certification Board or the Administrator, Motor Vehicle Standards. For a second stage of manufacture application, the Administrator will aim to issue an approval within 90 days of receipt of all evidence required to satisfactorily complete the application and the inspection of a vehicle.