



Road Vehicle Standards

Quality management system checklist for vehicle type approvals

To be granted a vehicle type approval, applicants must ensure the design, componentry and manufacturing process will consistently produce the type of road vehicle covered by their approval.

The approval holder must implement a conformity of production system that governs the manufacturing process detailed in the approval's supporting information. This system must ensure the vehicle satisfies all the vehicle type approval requirements when it is entered on the Register of Approved Vehicles (RAV).

[Appendix 2](#) of the [Guide to vehicle type approvals](#) explains what the department expects from a quality management system (QMS) to address the above criterion and approval condition.

Use this checklist to help make sure your QMS demonstrates the type of control that you have indicated and includes the measures, actions and written procedures the department expects.

Approval holder and road vehicle details

- Identify the QMS owner.
- Include the physical address where the road vehicle covered by the QMS is manufactured.
- Include the contact details of the person responsible for the QMS.
- Identify the model or models covered by the QMS.

Scope and function

- Provide a brief description of the purpose and the type of modifications covered by the QMS.

Tip: Make sure the scope of the QMS is relevant to the types of road vehicles being manufactured.

Responsibilities of personnel

- Provide an overview of any personnel using the QMS.
- Outline responsibilities of personnel.

- Identify the person(s) responsible for control over all stages of the design, componentry and manufacture of the road vehicle type.
- Identify the person (s) responsible for managing access to information about the design, componentry and manufacture, including any changes that may affect compliance with the applicable national road vehicle standards.
- Identify the person (s) responsible for conformity of production.
- Identify the person (s) responsible for record keeping, including keeping the information about the road vehicle type up-to-date for the life of the approval and for 7 years after it expires.

Systems review

- Describe in detail the review process for maintaining the effectiveness of systems in the QMS document.
- Include the timeframe for reviewing each system.

Tip: The QMS review process could include reviewing the process for ordering components and ensuring this stays relevant and current to the design and manufacturing process.

Internal audits

- Outline the process, including the scope and frequency.
- Describe the procedure for conducting internal audits.
- Include a matrix of the individual sections or processes in the business, and the audit scope for each section.
- Include an audit schedule for all sections or processes that will be audited regularly.

Field service feedback and recall procedures

- Explain the procedure for recording reports of faults and issues with road vehicles you have provided and your resolution processes.
- Describe the recall procedure for vehicle safety or non-compliance issues.
- Include your data collection process about road vehicle failures in the field.
- Link your data collection process to a fault register or process that identifies recurring issues.
- Describe the procedure and resolution process.
- Include when and how a recall should be considered if a safety-related or recurring issue is identified.

Engineering documentation

- Explain the process for managing engineering documentation such as drawings and specifications related to the road vehicle being manufactured.
- Include how the design changes in the road vehicle are managed and how ongoing compliance with the applicable national road vehicle standards is overseen.

- Describe the process personnel undertake to ensure the vehicle has been tested to the national road vehicle standards, and is of an identical specification to the vehicle type being manufactured.
- Describe the process for numbering drawings and subsequent revision processes.
- Describe how design change control is managed, how a change of design or specification is initiated and the process for ensuring the change does not affect the vehicle's compliance with the national road vehicle standards.

Purchasing

- Outline the process for purchasing components used for the manufacture of the vehicle type:
- Explain how the correct specification of components or materials are ordered.
- Describe how a purchase order specifying the correct components or materials is created, including how this process is updated and kept current.

Supplier quality assurance

- Identify the records that show the quality of the goods or service suppliers provide is regularly assessed.
- Outline the process used to determine a supplier's quality assurance.
- Once a supplier's ranking is established, link this information to the approved suppliers register.

Tip: You could request suppliers to provide ISO certification or rank them based on a set of criteria such as:

- quality of goods and services provided by individual suppliers,
- timeliness of the supply of goods and services provided, and
- identification of issues related to goods and services supplied once a road vehicle has been provided.

Approved supplier register

- Include a register of suppliers you source goods or services from.
- Outline your process for compiling the approved vendor register.
- Set out your criteria for rating goods and services suppliers clearly, to determine who is approved as a vendor.

Tip: A register of approved suppliers is generally compiled based on the quality and timeliness of goods or services supplied.

Manufacturing procedures

- Include detailed procedures covering the manufacturing processes, ensuring the road vehicle types manufactured are completed according to the engineering documentation.
- Outline the tools and equipment that will be used to manufacture the vehicle type.

- Describe how the engineering drawings and specifications are transferred into work instructions used by the personnel manufacturing the road vehicle.

Material control and storage

- Explain the system used to ensure that only the specified components or materials are provided to the manufacturing plant for the vehicle type being manufactured.
- Describe in detail the process for receiving components or materials used in manufacturing vehicle types.
- Describe your procedures to ensure the correct components or materials have been received and are in a condition to be used in manufacturing a vehicle type.
- Describe how defective or incorrect components or materials are quarantined and how the applicant ensures only the correct components and materials are used.

Quick links

- [Vehicle type approvals](#)
- [Low ATM trailers \(4.5 tonnes ATM or less\)](#).
- [Quality management system requirements](#)

Further information

For further information, please visit the [department's website](#) or submit an [online enquiry](#)