



Road Vehicle Standards

Checklist for a testing facility application

August 2023

Approval holder and testing facility details

- Identify and select who would be the approval holder.
- Provide a list of the physical addresses of testing facility locations to be covered by the approval.
- If you were a registered test facility in the Road Vehicle Certification System (RVCS), provide the RVCS registration number. If you had multiple numbers, include at least one.
- Indicate whether you want the business name and contact details of the testing facilities published on ROVER.

Information about tests to be included in the approval

- Select from the list of the Australian Design Rules (ADRs) and other standards that you intend to test against.
- Match each ADR or other standard you intend to test against with the testing facility location(s) where the testing will be completed.
- Provide electronic copies of any national or international testing accreditations relevant to your testing facility application. (Please note they must be provided in English.)
- Include information indicating that you have, or can demonstrate access to, technology and equipment to adequately test vehicles and/or vehicle components against the applicable standard(s).
- Include information about the qualifications, experience and knowledge of personnel employed to conduct testing and produce test reports.
- Ensure staff can, if required, demonstrate their knowledge of testing procedures, maintenance of equipment and produce test reports.
- Demonstrate that the technology and equipment you have, or have access to, is suitable to test against the applicable road vehicle standard(s).
- Ensure the measurement, recording and calibration requirements of testing technology and instrumentation are clearly presented in procedures, instructions, checklists or other documents.

- Where partial testing has been approved, ensure the limitations are made clear in all procedures, communication processes with clients and are clearly noted on test reports.
- Ensure you have record keeping processes in place to cover the traceability and quality assurance of equipment (including serial numbers, calibration checks and maintenance data) and to keep original and subsequent versions of supporting information up-to-date for the period the approval is in force and 7 years after the approval expires.

Quick links

- [Testing facilities](#)
- [ROVER](#)

Further information

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