



# Road Vehicle Standards

## Guide to operating as an approved authorised vehicle verifier—Appendix 3

February 2024

### Content needed in a verification report when it is a specified condition of an approval

Some RVS approvals are granted with specified conditions attached. The specified conditions may include requirements for the vehicle to be verified by an authorised vehicle verifier (AVV).

The verification report should contain the details for all the items listed in the table below.

Details	Content to include
AVV approval number	Your AVV approval number under which you conducted the verification. For example, AVV-XXXXXX.
Verifier's name	Name of the person representing the AVV that verified the road vehicle
Verifier's contact details	Include the contact details of authorised representative.
Booking reference number	The unique booking reference number allocated to the vehicle when it was booked in for an AVV verification.
Make	The name of the road vehicle manufacturer
Model	The name or number given by the road vehicle manufacturer to a version of that vehicle's make.
Vehicle Identification Number (VIN)	The unique identifier that was allocated to a road vehicle and permanently recorded on the vehicle.
Supporting photographs	Attach images of the vehicle, including: <ul style="list-style-type: none"><li>• from head-on, rear-on and each quarter</li><li>• all damage or corrosion found on the vehicle, if the AVV was required to inspect for damage or corrosion</li><li>• relevant modifications made to the vehicle, where applicable.</li></ul>
Approval number	Where applicable, the RVS approval number should be listed. The approval number will have a 3-letter prefix followed by 6 numbers. For example, CRE-000000.

Details	Content to include
Approval type	This will be either a concessional RAV entry, non-RAV entry import or reimportation import approval.
Specified condition on approval requiring AVV verification	You should include details of the specified condition(s) on the approval that required verification.
Verified	The vehicle meets the specified condition(s) of the approval (include description of findings)
Not verified	<p>Include reasons why the verification failed. For example:</p> <ul style="list-style-type: none"> <li>• ‘The significant modifications described in the non-RAV entry approval differed from the modifications made to the vehicle as inspected, in the following aspects...’ and add a detailed description of modifications.</li> <li>• Reported stolen. You must confirm that you have reported this to the police in the state or territory that you conducted the verification.</li> </ul>

## Further information

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

Details of amended or new ADRs that may impact your vehicle type will be released well before their applicability time. You can [subscribe](#) to receive new or amended ADR notifications.

## Quick links

- [Authorised vehicle verifiers](#)
- [ROVER guide: How to add a road vehicle to the RAV once specified conditions have been met](#)
- [Guide to the Register of Approved Vehicles for authorised vehicle verifiers](#)