

CIRCULAR 0-4-1

PROCEDURES FOR THE CERTIFICATION OF NEW MOTOR VEHICLES SUPPLIED IN LOW VOLUME

1. INTRODUCTION

1.1 This Circular sets out the requirements for the Certification of New Vehicles supplied to the market in Low Volume and the issue of a Low Volume Identification Plate Approval (LV-IPA).

1.2 The intent of these LV-IPA arrangements is to make vehicles available to enthusiasts that may not otherwise be marketed due to the need to amortise over a small number of vehicles the high costs associated with normal certification.

1.3 Low Volume arrangements may provide concessions against compliance with the Australian Design Rules (ADRs); in particular these arrangements provide some concessions in the form of evidence required to demonstrate compliance. Because of these concessions in the form of evidence, a LV-IPA offers a lower level of assurance of compliance with the ADRs. In consideration of this lower level of assurance, LV-IPAs are issued under section 10A of the *Motor Vehicle Standards Act 1989* (the Act) and approval holders are limited to the number of vehicles which may be fitted with identification plates in each vehicle category.

1.4 Circular 0-2-1, which covered the certification of low volume vehicles prior to the introduction of the Registered Automotive Workshop Scheme (RAWS), has been withdrawn. Relevant content from withdrawn circular 0-2-1 has been incorporated into this circular.

Note: Circular 0-2-13 “Certification of New Low Production Passenger Cars (MA Category)” sets out arrangements where eligible *Manufacturers* may seek a concession against compliance with some applicable ADRs.

2. ELIGIBILITY

2.1 Vehicles which have been used in transport, either overseas or in Australia, may not be fitted with Low Volume Identification Plates.

2.2 The make and model of vehicles eligible to be approved under these Low Volume arrangements must be listed on the Register of Specialist and Enthusiast Vehicles ; refer to circular 0-2-12 “Specialist and Enthusiast Vehicle Scheme (SEVS) Eligibility”.

Note: Low Volume vehicles under the Second Stage Manufacture (SSM) IPA arrangements as per Circular 0-4-6 are not subject to an eligibility ruling under Circular 0-2-12.

3. APPLICATION FOR IDENTIFICATION PLATE APPROVAL

3.1 Before submitting an application for LV-IPA applicants must firstly be registered as a Licensee in the Road Vehicle Certification Scheme (RVCS). Registrations will only be accepted from a legal entity (Company or Individual), and have both the Production Facility and Design Facility similarly registered on RVCS, thus being subject to “Conformity of Production” arrangements as per Circular



0-13-1. Additional information is contained in circular 0-3-4 "Motor Vehicle Identification Plate Approval".

3.2 A prescribed fee of \$500 is payable to the Commonwealth for each application for LV-IPA.

3.3 Make and Model designation shall generally be in accordance with Circular 0- 3-3 "Motor Vehicle Make and Model Designation". In particular, but except for low volume vehicles under the SSM IPA arrangements as per circular 0-4-6, the "Make-Model" designation shall be as per the SEVS eligibility ruling listed on the Register of Specialist and Enthusiast Vehicles.

3.4 Vehicles to be supplied to the market as campervans or motorhomes must also comply with the additional requirements set out in Circular 0-4-12 "Certification of Campervans and Motorhomes".

3.5 Applications for LV-IPA must include:

3.5.1 "Application for Compliance Approval (Motor Vehicle)" form (CA Form); in the Build Volume field LV<25 or LV<100, Standard or Non- Standard, as applicable must be selected.

3.5.2 The normal RVD forms, Selection of Fleet (SF) forms and Summary- of-Evidence (SE) forms should be used, except where alternative evidence submissions are allowable.

3.5.3 For submissions of alternative evidence, a (Blank SE) form should be used, enabled in the "ADR No." field for the relevant ADR, with the alternative evidence submission within the space provided. Where there is insufficient space available, further documents and/or submissions should be attached to the ADR enabled Blank Sheet.

3.6 A LV-IPA application can include multiple vehicle variants, engines and other options. They must be included in the RVD, and be supported by evidence of ADR compliance.

4. VEHICLE CATEGORY

4.1 An application for LV-IPA must be for the Vehicle Category as described in the SEVS eligibility ruling in Circular 0-2-12.

4.2 Depending on the form of alternative evidence provided, a LV-IPA will be restricted to be an authority to affix either a maximum 25 Identification Plates per annum, or a maximum 100 Identification Plates per annum. (LV<25 or LV<100) within each category of vehicles.

4.3 All LV-IPAs for a Licensee for the same vehicle category must be on the same LV<25 or LV<100 basis. The Vehicle Categories are as defined within the ADRs, and for this purpose are :-

- Motorcycles and Mopeds: LA LB LC LD LE
- Passenger Vehicles (other than Omnibuses): MA MB MC
- Omnibuses: MD ME
- Goods Vehicles: NA NB NC

4.4 The 25-plate or 100-plate per annum restriction applies irrespective of the number of LV-IPAs held by the Licensee.



4.5 The 25-plate or 100-plate per annum allocation is calculated from the anniversary of the date-of-issue of the first LV-IPA issued to a Licensee, within each particular Vehicle Category, regardless of whether that particular first LV-IPA is subsequently surrendered or cancelled.

5. LOW VOLUME ADR EVIDENCE

5.1 Attachment 1 details the ADR evidence requirements for both LV<25 and LV<100 arrangements.

6. ROAD VEHICLE DESCRIPTOR

6.1 Road Vehicle Descriptors (RVDs) are required for all LV-IPAs and should include all variants and options to be offered.

7. IDENTIFICATION PLATES

7.1 LV-IPA Identification Plates must meet the requirements of Circular 0-3-2. The identification Plate must be obtained from the Department's nominated plate supplier.

7.2 There is a prescribed fee payable to the Commonwealth for each LV Identification Plate that is affixed to a vehicle.

8. INSPECTION PROCEDURE

8.1 A Single Uniform Type Inspection (SUTI) may be conducted prior to the issue of a LV-IPA.

8.2 The Licensee must allow one day for a SUTI.

8.3 The facilities required for conducting an inspection shall be in accordance with Attachment 2.

8.4 The inspecting officers will complete the Single Uniform Type Inspection Summary Report (SSR), and provide a signed copy to the Licensee after the inspection.

8.5 The Licensee must ensure that the SSR items are satisfactorily resolved before an Identification Plate Approval will be issued.



ATTACHMENT 1

ALTERNATIVE PROCEDURES AVAILABLE TO MANUFACTURERS OF LOW VOLUME MOTOR VEHICLES FOR ISSUE OF IDENTIFICATION PLATE APPROVALS

A. Manufacturers who may be authorised to affix Identification Plates to not more than 25 vehicles per annum

1. Compliance to be demonstrated in accordance with normal procedures in the case of: ADRs 56/.., 65/.., 66/.., 68/.., 79/02 and 83/..

2. Compliance to be demonstrated in accordance with normal procedures in the case of ADR 35/.. for omnibuses.

3. Compliance to be demonstrated for ADR 4/..

(a) in accordance with normal procedures OR

(b) by reference to test reports relevant to the individual components that comprise the seat belt assembly where:

(i) static and dynamic test reports are within the limits of the installation geometry of the seat belt for which compliance is to be demonstrated;

(ii) the retractor (if applicable) mounting angle is the same.

The manufacturer must also demonstrate that the seat belt assembly meets all the requirements of the ADR, such as General Requirements, Adjustment Requirements, Buckle Requirements.

4. Compliance may be demonstrated using alternative procedures for:

(a) ADRs 1/.., 2/.., 3/.., 5/.., 6/.., 8/.., 10/.., 13/.., 14/.., 18/.., 19/.., 21/.., 22/.., 23/.., 29/.., 30/.., 31/.., 33/.., 34/.., 35/.., 42/.., 46/.., 47/..,

48/.., 49/.., 50/.., 52/.., 53/.., 54/.., 55/.., 57/.., 58/.., 59/.., 60/.., 61/.., 62/.., 67/.., 69/.., 72/.., 73/.., 74/.., 76/.., 77/.., 79/.., 80/.., 81/.., and

82/.., where in each case the Administrator will make an assessment based on such information as may be required, including an inspection of the motor vehicle.

(b) ADR 35/.. except for omnibuses where in each case the Administrator will make an assessment based on such information as may be required, including an inspection of the motor vehicle.

(c) ADRs 11/.., 25/.., 43/.., 44/.., 45/.., 51/.., 75/.., 78/.., where an assurance by the manufacturer will be acceptable subject to inspection of the motor vehicle.

B. Manufacturers who may be authorised to affix Identification Plates to more than 25 but not more than 100 motor vehicles per annum

1. Compliance to be demonstrated in accordance with normal procedures in the

case of: ADRs 3/.., 5/.., 10/.., 35/.., 56/.., 65/.., 66/.., 68/.., 79/02 and 83/..

2. Compliance to be demonstrated for ADRs 4/..

(a) in accordance with normal procedures OR

(b) by reference to test reports relevant to the individual components that comprise the seat belt assembly where:

(i) static and dynamic test reports are within the limits of the installation geometry of the seat belt for which compliance is to be demonstrated;



- (ii) the retractor (if applicable) mounting angle is the same.

The manufacturer must also demonstrate that the seatbelt assembly meets all the requirements of the ADR, such as General Requirements, Adjustment Requirements, Buckle Requirements.

- 3. Compliance to be demonstrated for ADRs 10/.. and 69/..

- (a) in accordance with normal procedures OR

- (b) A vehicle will be accepted as complying with ADR 10/.. or 69/.. if it was manufactured to comply with an equal or more stringent overseas requirement. Where the vehicle has been converted from left hand to right hand drive the conversion shall effectively be a mirror image of the original component layout for those components which are likely to affect compliance with ADR 10/.. or 69/..

The guidelines for conversion shall comply with the requirements of the National Code of Practice, Vehicle Standards Bulletin number 4 titled Steering Conversions for Left Hand Drive Vehicles.

- 4. Compliance may be demonstrated using alternative procedures for:

- (a) ADRs 1/.., 2/.., 6/.., 8/.., 13/.., 14/.., 18/.., 19/.., 21/.., 22/.., 23/.., 29/.., 30/.., 31/.., 33/.., 34/.., 42/.., 46/.., 47/.., 48/..,

49/.., 50/.., 52/.., 53/.., 54/.., 55/.., 57/.., 58/.., 59/.., 60/.., 61/.., 62/.., 67/.., 72/.., 73/.., 74/.., 76/.., 77/.., 79/.., 80/.., 81/.., 82/.. where in

each case the Administrator will make an assessment based on such information as may be required, including an inspection of the motor vehicle.

- (b) ADRs 11/.., 25/.., 42/.., 43/.., 44/.., 45/.., 51/.., 75/.., and 78/.. where an assurance by the manufacturer will be acceptable subject to inspection of the motor vehicle.



ATTACHMENT 2

FACILITIES REQUIRED FOR LOW VOLUME INSPECTIONS

The following details relate to site, equipment, personnel, vehicle and documents required at a location to enable the inspection to be conducted effectively.

Site:

The inspection site must be clean, flat, well lit, sealed, under cover and out of the weather and must provide sufficient space to move around and under the vehicle and for taking any measurements or photographs needed. The area must be in a location where there is a minimum of disturbance to officers conducting the inspection.

Equipment:

The manufacturer shall have a clean hoist of adequate lifting capacity or pit, and hand lamps or other adequate form of lighting available at the SUTI location to enable the inspection of the interior and exterior of the vehicle. A clean table, desk or bench shall be available for paperwork etc.

Manufacturer's Representative:

Inspectors will endeavour to complete the inspection in the minimum possible time and as far as possible will seek to restrict discussion until the end of the inspection. However, a manufacturer's representative familiar with the vehicle specification should be available for clarification of any queries raised.

Vehicle:

The vehicle to be inspected may be a pre-production vehicle but must be fully representative of production vehicles in relation to all features for which ADR or any other State or Territory requirements apply and include, as far as practicable, those options for which compliance with such requirements can be visually inspected. Procedures for selection of vehicles for inspection are described in Circular 0-14-1. The vehicle must be in a clean and fully operational condition in regard to inspection requirements.

Documents:

Manuals and handbooks provided with each vehicle shall also be available for inspection. Proof copies are acceptable.

General:

Movements of the vehicle on an off the hoist or pit, and the removal and refitting of components for inspection, will be the responsibility of the manufacturer. Additional facilities shall be available for the dismantling or disconnecting of components as may be necessary to facilitate certain inspections.