



# CIRCULAR 0-4-26

## APPLICATION FOR A COMPONENT REGISTRATION NUMBER (CRN) FOR A VEHICLE COMPONENT

### 1. INTRODUCTION

1.1 This Circular sets out the preferred administrative arrangements for applying for and issuing of a Component Registration Number (CRN) for a vehicle component.

1.2 Within the meaning of the *Motor Vehicle Standards ACT 1989*, a vehicle component is “a component to be used in the manufacture of a road vehicle, and includes a component of a component”.

1.3 The Administrator of Vehicle Standards (the Administrator) may accept a CRN referenced in a Summary of Evidence (SE) form as evidence of compliance with the applicable Australian Design Rule (ADR).

Note 1. A CRN is not an approval granted to a vehicle component. It is an acknowledgement by the Administrator that the certification information lodged in support of the application for a CRN is deemed to comply with the relevant ADR and this information may be acceptable for use as evidence of compliance with the ADR providing the vehicle component is installed in accordance with the CRN holder’s nominated installation instructions.

### 2. APPLICABILITY

2.1 A CRN may only be issued for a vehicle component that is fitted to a new motor vehicle or trailer.

2.2 The applicant for a CRN may be the vehicle component manufacturer, vehicle component supplier or the vehicle component manufacturer.

2.3 A CRN may be issued for the following vehicle components:

- (i) lighting and light signalling devices (various ADRs);
- (ii) mechanical connections (ADR62/xx#);
- (iii) bus passenger seats (ADR68/xx#); and
- (iv) front underrun protective devices (ADR84/xx#).

Note 2.# denotes the current edition of the ADR.

Note 3. The certification arrangements for motor vehicles to ADR84/xx# are specified in Administrator’s Circular 84/...-1-1.

2.4 A CRN may not be issued for the following components if their compliance with an ADR is shown via an UNECE regulation approval:

- (i) lighting and light signalling devices;
- (ii) mechanical connections; and
- (iii) front underrun protective devices.



2.5 A CRN may not be issued for components exclusively for aftermarket fitment.

### **3. MAKE and MODEL NAME**

3.1 The make of a component can be the name by which that range of components is popularly known, or the name of the manufacturer or the trading name, or business name or trademark associated with the manufacturer. For example, ABC.

3.2 The model name of a component can be the name given to a class or family of components that is of the same make, and of the same general type or appearance. For example, Brightlamp.

3.2.1 For ADR62/xx# vehicle components the model name should include its rated capacity. For example, ABC towbar 3500.

3.2.2 In the case of combined lighting and light signalling devices the same make and model should be used but a suffix describing the particular function (e.g. stop, position or indicator) should be added to the make and model. For example, ABC Brightlamp stop.

Note 4. To allow for restrictions in the Road Vehicle Certification System (RVCS) the make and model name should be unique and should not exceed 30 characters each, including suffix, qualifiers and embodied spaces.

### **4. APPLICATION FOR A CRN**

4.1 Applicants should first register as a Licensee in the RVCS before making an application. The registration form for a Licensee can be downloaded from the RVCS website <http://rvcs.infrastructure.gov.au>.

4.1.1 Upon registration an applicant will be assigned a User Name and a password to enable the necessary application forms to be downloaded from the RVCS website.

4.2 Applicants should also register the production facility and the design facility using the forms provided on the RVCS website.

4.3 Applicants wishing to use an agent to lodge applications on their behalf should first lodge an Agent Registration form authorizing the agent to act on their behalf.

4.4 A separate application for CRN should be made for each make and model of vehicle component.

4.4.1 In the case of combined lighting and light signalling devices, a separate application should be made for each make, model and suffix combination.

4.5 Applications should be made on the electronic forms available from the RVCS website. A complete application for each make-model of vehicle component consists of:

- a RVCS Routing Slip form;
- an Application for Component Registration Number (CRN) form;
- the relevant SE form which will be used as evidence for demonstrating compliance with the applicable ADR;



- additional documentation, where applicable, may be attached to the SE form; and
- written advice from the new vehicle manufacturer that would be fitting the vehicle component to their road vehicles.

4.6 Each form should be uniquely identified by a reference number that should not be more than 12 characters including spaces, dashes, etc.

4.7 Replacement forms for forms that have already been lodged should also be uniquely identified.

4.8 Applications should be lodged electronically. A successful lodgment of an application will automatically generate an electronic advice back to the applicant advising the application number. Applicants may track the progress of their applications by logging onto RVCS.

4.9 Application queries will be transmitted back to applicants electronically as Discussion Items (DIs) which must be satisfactorily resolved before an application is processed further. Where resolution cannot be reached the applicant may request the Administrator's decision on the application.

4.10 All applications and submissions of evidence are treated as "commercial-in-confidence".

4.11 Where the application and submission of evidence are made by an agent on behalf of an applicant, the applicant should obtain a copy of the application and submission of evidence lodged in RVCS from the agent.

4.12 An application for a CRN for a fifth wheel assembly or a front underrun protective device should include drawings and/or a list of all the components (Bill of material) that will be covered by the CRN.

## **5. PROCESSING TIME**

5.1 An applicant should allow 32 calendar days processing time from the date of receipt of the last piece of satisfactory evidence to the date of issue of the CRN.

## **6. CRN**

6.1 Once an application is complete, the Administrator will make a decision on the application.

6.2 When a CRN is granted the original signed copy of the CRN document will be forwarded to the CRN holder for information and safe keeping. A copy is also placed on the RVCS website.

6.3.1 The CRN will be valid for the life of the vehicle component subject to clause 7 below.

## **7. CHANGES TO VEHICLE COMPONENT SPECIFICATION**

7.1 The CRN holder is responsible for ensuring that any change to the vehicle component's specification does not invalidate the CRN. The specification change together with an assessment of continuing compliance with the applicable ADR should be documented and should be available for inspection by Departmental inspectors if requested.



7.2 The vehicle component should be tested and the results lodged on a new SE form if the change in vehicle component specification affects continuing compliance with the ADR.

## **8. NEW ADRs OR NEW VERSIONS OF ADRs**

8.1 All current CRNs must be updated by the implementation of a new ADR or a new version of the applicable ADR unless the previous version is an “Acceptable Prior Rule”.

8.2 The amending application (RVCS Routing Slip form and the relevant SE form) should be lodged with RVCS prior to the implementation date of the new ADR and allow for the processing time specified in clause 5 above.

8.3 CRNs that do not contain up-to-date ADR evidence are considered to be lapsed on the date the new ADR comes into effect.

## **9. USE OF CRNs**

9.1 CRN holders are responsible for ensuring that all the parts comprising the vehicle components are supplied as per the CRN applications, and include installation instructions where applicable.

Note 5: Motor vehicle and trailer manufacturers are responsible for ensuring that the vehicle components are installed in accordance with the CRN holders’ instructions.

## **10. NON-COMPLIANT VEHICLE COMPONENTS**

10.1 CRN holders should take recall action to rectify all non-complying vehicle components that have been supplied to the market in Australia.

Note 6: The ADRs are mandatory product safety standards under the provisions of The Australian Consumer Law which commenced on 1 January 2011. Consequently vehicle components that do not comply with the applicable ADRs are liable to a recall.

Note 7: The procedures for vehicle recall are published in the Department’s Recall Code of Practice which can be downloaded using the following link:

[http://www.infrastructure.gov.au/roads/vehicle\\_regulation/vehicle/recalls/index.aspx](http://www.infrastructure.gov.au/roads/vehicle_regulation/vehicle/recalls/index.aspx)

## **11. QUALITY PLAN**

11.1 CRN holders should put in place a Quality Plan to ensure that only the specified vehicle component covered by the CRN is supplied to the market. Vehicle components that are in any way different from those described in the final form of the application for CRN should not be supplied under the CRN.

11.2 The Quality Plan should encompass the quality assurance principles of ISO 9001:2008 Quality management systems – Requirements, and be supported by the necessary documentation, work instructions and records which, upon request, should be available for inspection by Departmental inspectors.

11.3 All holders of CRNs are subject to a Conformity of Production audit as detailed in Administrator’s Circular 0-13-1 – Conformity of Production.

## **12. RECORDS**

12.1 All relevant documentation pertaining to the vehicle component design,



manufacture and supply to the market in Australia should be kept and should be made available for inspection by Departmental inspectors if requested.

12.2 All records supporting the application for a CRN should be retained for at least ten years.

12.3 All other records should be retained for at least seven years.

### **13. NOTIFICATION OF CESSATION OF SUPPLY TO THE MARKET**

13.1 A CRN holder should notify the Administrator when it ceases to supply a specified vehicle component to the market in Australia.

13.2 It is generally expected that notification will be submitted within four weeks of ceasing the supply of the specified vehicle component.