



# CIRCULAR 0-4-5

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## FINAL INSPECTION CERTIFICATE DOCUMENTS FOR NEW VEHICLES

### 1. INTRODUCTION

This circular advises Licensees of the need to provide an 0-4-5 Final Inspection Certificate and an 0-4-5 Check/Verification list to DOTARS before an Identification Plate can be issued by the plate contractor.

This circular applies to all vehicles where Schedule 5 of the Identification Plate Approval document requires the submission of an 0-4-5 Final Inspection Certificate.

The original documents are to be provided to the owner of the vehicle. Registration authorities may also require a copy of the final inspection certificate and the check/verification list, as evidence of compliance with the ADRs. A copy of both templates shall be retained by the vehicle Licensee.

### 2. GENERAL

2.1 This circular provides the two document templates required for 0-4-5 Final Inspections.

2.2 The two document templates are:

- the 0-4-5 Final Inspection Certificate ( page 4 of this circular)
- the 0-4-5 Check/verification list ( page 5 of this circular)

2.3 The following circulars make reference to this circular, and in most cases require the submission of both completed and signed templates:

0-2-13; Certification of Low Production Passenger Cars (MA only)

0-4-1; Procedure for the Certification of Motor Vehicles Produced in Low Volume

### 3. ENGINEER'S ENDORSEMENT

3.1 The Engineer's endorsement required on the Final Inspection Certificate, and the Engineer's signature on each page of the check/verification list, can only be provided by a Member of the Institution of Engineers Australia, or a Member of the Society of Automotive Engineers (Australasia) N.S.W. Signatory Group. The Engineer will normally be independent of the Licensee.

3.2 In endorsing and signing documents in accordance with this circular, Engineers are accepting their role, responsibilities and obligations as follows:

3.2.1 to endorse, if satisfactory, the 0-4-5 Inspection Certificate that has been certified by the Vehicle Manufacturer's Delegate. Signing the 0-4-5 Inspection Certificate certifies that the vehicle fully complies with all the conditions of the relevant Identification Plate Approval (IPA), also known as a Compliance Plate Approval (CPA). It is the Vehicle Manufacturer's (Licensee) responsibility to ensure ADR compliance and certification to that effect, by signing the 0-4-5 Inspection Certificate. The role of the engineer is to confirm this certification, and should thus endorse the 0-4-5 Inspection Certificate after it has been certified by the Licensee's delegate.

3.2.2 by reference to all ADR evidence, documentation and test reports submitted to this office in support of the IPA verify the vehicle's compliance with the evidence and all conditions of its approval which includes compliance with the applicable ADRs. In the event that the Engineer has reasons to refuse endorsement of a 0-4-5 Inspection Certificate you should advise this office the reasons for the refusal.

3.3 The 0-4-5 Inspection Certificate administrative arrangements rely heavily on the endorsing engineer discharging his or her professional obligations properly. Engineers failing to do so would jeopardise the integrity of 0-4-5 Inspection Certificate process. Action may be taken by the Administrator where professional obligations are not properly exercised.

#### **4. 0-4-5 FINAL INSPECTION CERTIFICATE (refer page 4)**

4.1 The vehicle manufacturer must enter the details and sign the certification confirmation. The Engineer must sign the endorsement and provide membership details.

#### **5. 0-4-5 CHECK/VERIFICATION LIST (refer page 5)**

5.1 The Licensee must enter the details of all ADR's applicable to the specific vehicle, consistent with the ADR evidence making up the Identification Plate Approval as issued.

5.2 The check/verification list must provide sufficient detail to allow verification of all ADR's against the details included with the Approval. In the case where an Approval allows for multiple components, the list must provide sufficient detail to identify the specific components fitted.

5.3 Descriptions should include part numbers or E marks of components, and/or lens markings, as applicable, or other relevant traceable forms of identification that can be cross-referenced with submitted evidence.



5.4 The check box for each ADR item shall be ticked to indicate clearly and non-ambiguously that the evidence for each item has been inspected and confirmed by the Engineer. The IPA number, VIN, Engineer's signature and date shall be provided on each page of the check/verification list.

**6. SUBMISSION OF COMPLETED TEMPLATES.**

Completed templates are to be submitted by the Licensee to the "Administrator" via fax to 02 6274 6013 or 02 6274 7477. The Final Inspection Certificate and Check/verification list will be examined, and if acceptable the Plate Contactor and Licensee will be notified that the relevant Identification Plate can be issued.



**0-4-5 FINAL INSPECTION CERTIFICATE**

Licenseses must use a direct copy of this certificate. Edited certificates will not be accepted.

<b>Identification-Plate' Approval-Number¶</b>		<b>Vehicle-Category¶</b>	
<b>RVD-Document- Reference¶</b>		<b>Variant-Number¶</b>	
<b>Vehicle-Make- (As-per-IPA)¶</b>			
<b>Vehicle-Model- (As-per-IPA)¶</b>			
<b>Build-Date¶</b>	Month¶	Year¶	
<b>GVM-(kg)<sup>1</sup>¶</b>		<b>Number-of-Seats<sup>1</sup></b>	
<b>Vehicle-Identification- Number-(VIN)¶</b>			
<b>Odometer-Reading- (km)<sup>2</sup>¶</b>			
<b>Vehicle-Import- Approval-Number¶</b>			
<b>Vehicle-Manufacturer<sup>3</sup>¶</b>			

**Vehicle Licensee’s Certification**

I certify that this vehicle complies with the ADR requirements as per the approval, including its associated condition, and that all the information provided above is correct.

Signed:

Date:

Name:

Phone:

**Engineer’s Endorsement**

I certify that the inspected vehicle conforms to the evidence submitted in the manufacturer’s application for the approval, including its associated conditions, that this certificate has been signed by the Vehicle’s Licensee, and that all the information provided is correct.

Signed:

Date:

Name:

Phone:

IEAust membership No.

Grade:

Or SAE(Aust) N.S.W. Signatory Group membership No.

<sup>1</sup> Not Required for MA, MB, MC, LA, LB, LC or LD vehicle categories.

<sup>2</sup> Odometer Reading must be as at time of inspection.

<sup>3</sup> Manufacturer must be as shown on the Identification Plate Approval.

