



Guide to the Registered Automotive Workshop Scheme

VERSION: 2

July 2002

Disclaimer: The Department of Transport and Regional Services (DOTARS) has endeavoured to ensure the material in this document is technically accurate and reflects legal requirements. However, the document does not override the governing legislation and must be read in conjunction with it. If the user of this document is unsure as to whether the material is correct, they should make direct reference to the relevant legislation and contact DOTARS.

Summary of Amendments

Areas of addition or amendment to the previous version of the Guide are marked with a vertical bar in the right margin.

Page No.	Section	Reason for Amendment
	Guide to the Registered Automotive Workshop Scheme	Format change to improve readability. Correction of minor typographical and editorial errors.
1	The Steps Required for Approval as a RAW	Step NINE amended to clarify RAW and VSS actions.
4	Glossary of Terms, Abbreviations and Acronyms	List amended to include previously omitted items.
16 - 17	RAW Fees	Table amended to reference only those fees applicable to the RAW Scheme
27 - 28	Subcontracting, Equipment and Facilities – Subcontracting (Regulation 57)	Additional information provided.
29 - 31	ISO 9001 Certification – exclusions.	Additional information provided to clarify the requirements.
34 – 35	Evidence Requirements for Approval to Place Used Import Plates	Additional information provided as guidance on the retention and presentation of evidence.
35	Vehicle Inspection Guide and Reports	Additional information provided to clarify the use of these Reports.

CONTENTS

1.	The Steps Required for Approval as a RAW	1
2.	Introduction	2
	Purpose of this Guide	2
	Background	2
	Specialist and Enthusiast Vehicle Scheme (SEVS) (Regulations 22-28)	2
	Two-wheeled and three-wheeled vehicles (Motorcycles) (Regulation 16)	3
	Information Available on the Internet	3
	Glossary of Terms, Abbreviations and Acronyms	4
	Client Service Charter	5
	Vehicle Registration	5
	Motor Vehicle Registration Authorities	5
3.	Participant Registration	6
	Completing the Form (Regulation 44)	6
	Next Steps	7
4.	Registered Automotive Workshop Criteria	8
	Company Information (Regulations 40, 41 and 42)	8
	Fit and Proper Persons (Determination under subsection 21B(2) of the MVSA)	8
	Further information	9
	Influence of Shareholders	9
	Quality Management System (Regulation 48)	10
	Signatories (Regulation 49)	10
	Limitations (Regulation 43)	11
5.	Workshop Approval	12
	Decision (Section 21B of the MVSA)	13
6.	Conditions of RAW Approval	14
	Access	14
	Information	14
	Retention of documentation	14
	Notification of cessation	15
	Consumer Information Notice	15
	Damaged Vehicles	15
	Vehicle Inspections	15
	Subcontracting	15

7. RAW Fees.....	16
8. Importation of Vehicles	18
Sample Vehicles (Regulations 9 and 51)	18
Schedule of Approved Vehicles (Regulation 56)	19
Vehicles other than Sample Vehicles (Regulation 15).....	20
9. Consumer Information	21
Sample Consumer Information Notice.....	22
10. Application for Workshop Renewal.....	24
Timing (Regulation 54, subsection 21C of the MVSA.)	24
Inspection (Determination under section 9 of the MVSA)	25
Suspension (Section 21C of the MVSA)	25
Vehicle Inspections by VSS (Regulation 57)	25
Vehicle Plating (Determination under section 13B of the MVSA)	26
For Used Two-wheeled and Three-wheeled Vehicles (Determination under section 13B of the MVSA).....	26
11. Disposal of Unplated Vehicles	27
12. Subcontracting, Equipment & Facilities	27
Equipment and Facilities (Regulation 47)	27
Subcontracting (Regulation 57)	27
13. ISO 9001 Certification	29
Stage 1	29
Stage 2.....	29
Exclusions	30
Major non-conformance	30
Criteria for major non-conformance	31
14. Disposal of Non-Complying Parts.....	31
15. Damaged Vehicles.....	32
16. Vehicle Recalls	33
17. Vehicles 15 Years Old and Over	33
18. Evidence Requirements for Approval to Place Used Import Plates	34
Sample vehicle evidence	34
Each vehicle evidence.....	35
19. Vehicle Inspection Guide and Reports	35

1. The Steps Required for Approval as a RAW

ONE Use an existing company or set up a new company to operate the workshop.

Section 4 sets out the criteria that must be met by the company.

TWO Register as a participant in the Registered Automotive Workshop Scheme (RAWS) system.

Section 3 details the process.

THREE Arrange for a Stage 1 audit by a JAS-ANZ accredited Certification Body (CB). You must have Stage 1 in order to lodge an application for workshop approval.

Section 13 outlines the Stage 1 audit and details the major non-conformance issues.

FOUR Lodge an application with the appropriate fee, for workshop approval.

Section 5 provides the detail.

FIVE Lodge an application to import a sample vehicle and modify the vehicle as required to comply with the evidence requirements. Arrange for the Stage 2 inspection to obtain ISO9001: 2000 certification.

Section 8 provides details regarding the application for importation and inspection and decision process.

SIX Send VSS the Vehicle Inspection Certificate (VIC).

SEVEN VSS will conduct a vehicle inspection.

EIGHT CB issues ISO 9001:2000 certification.

NINE VSS issues workshop approval and adds the model to the schedule of approved vehicles. RAW lodges an application to fit a used import plate with the appropriate fee. VSS issues approval for plate to be fitted to the vehicle and notifies plate contractor of correct plate details. RAW arranges with the plate contractor for the supply of the used import plate including payment of fee.

Section 10 details the number of vehicles allowed per workshop, and information on plating of used two-wheeled and three-wheeled vehicles (motorcycles).

TEN As required apply to import and plate another sample vehicle to add or vary a model on the schedule of approved vehicles.

2. Introduction

Purpose of this Guide

The Guide to the Registered Automotive Workshop Scheme (RAWS) contains information on the arrangements for the importation and supply to the market in Australia of imported used motor vehicles meeting the Specialist and Enthusiast Vehicles Scheme (SEVS) eligibility criteria. The Guide also applies to all imported used two-wheeled and three-wheeled vehicles including those not meeting the SEVS eligibility criteria.

This Guide does not apply to vehicle import categories such as personal imports, 15 years and older vehicles, vehicles imported for racing, etc. For these and other categories of vehicle imports refer to Vehicle Standards Bulletin Number 10 – Importing Vehicles to Australia, available on the Department of Transport and Regional Services (DOTARS) website.

Background

On 8 May 2000 the Federal Government announced the introduction of a new scheme to administer the importation of used vehicles. The new scheme was announced jointly by the Deputy Prime Minister and Minister for Transport and Regional Services, and the Minister for Industry, Science and Resources. This followed a comprehensive review of the *Motor Vehicle Standards Act 1989*. In its deliberation of the report, the Government carefully considered the various arguments and the views put to it by key stakeholders during the extensive consultation process.

The new arrangements include the introduction of a Specialist and Enthusiast Vehicle Scheme (SEVS) to determine the eligibility of vehicle models for importation, and replacing type (bulk) approval of Australian Design Rules (ADRs) compliance with vehicle-by-vehicle approval of compliance conducted by registered workshops.

Specialist and Enthusiast Vehicle Scheme (SEVS) (Regulations 22-28)

The intent of the SEVS is to make motor vehicles available in Australia that cater for specialist and enthusiast interests. Vehicles not available through Full Volume suppliers are assessed by VSS against criteria that define specialist and enthusiast. The amended MVSA allows the Minister to keep a public Register of Specialist and Enthusiast Vehicles, which is available on the DOTARS website. The eligibility criteria are set out in the Administrator's Circular 0-2-12, and in Regulations 22-28 made under section 21 of the MVSA. An application for a decision on eligibility must be made on the approved form and if successful the vehicle model will be added to the Register. The Administrator may also make a decision without an application having been made.

Two-wheeled and three-wheeled vehicles (Motorcycles) (Regulation 16)

SEVS eligible used two-wheeled and three-wheeled vehicles are, as a minimum, required to comply with ADRs in force at the original build date, can use alternative ADR evidence procedures as per this guide and are limited to 100 two-wheeled and three-wheeled vehicles per workshop per year. If a SEVS eligible used motorcycle does comply with currently applicable ADRs and can demonstrate compliance using normal test evidence for all applicable ADRs, the model may be supplied in unlimited numbers by a Registered Automotive Workshop (RAW).

Non-SEVS used two-wheeled and three-wheeled vehicles must comply with currently applicable ADRs, demonstrate compliance using normal test evidence for all applicable ADRs and may be supplied in unlimited numbers by a RAW.

Information Available on the Internet

- ❑ ADR Applicability Tables <http://rvcs-prodweb.dot.gov.au/>
- ❑ Client Service Charter <http://www.dotars.gov.au/dept/charter.htm>
- ❑ Legislation <http://raws.dotars.gov.au/legislation.htm>
- ❑ Registered Automotive Workshop Scheme <http://raws.dotars.gov.au/>
- ❑ Requirements for Bodies Undertaking Assessment and Certification of Automotive Workshops for the purposes of ISO9001 certification: <http://www.jas-anz.com.au/>
- ❑ Register of Specialist and Enthusiast Vehicles : http://www.dotars.gov.au/transreg/str_sevs.htm
- ❑ Vehicle Recalls: <http://www.atsb.gov.au/road/recalls/ThingsToKnow.cfm>
- ❑ Vehicle Standards Bulletins: http://www.dotars.gov.au/transreg/str_vsb.htm

Glossary of Terms, Abbreviations and Acronyms

ABN.....	Australian Business Number
the Act	<i>Motor Vehicle Standards Act 1989</i>
ADR	Australian Design Rule
CB	Certification Body
CPA	Compliance Plate Approval
the Department	Department of Transport and Regional Services
DOTARS	Department of Transport and Regional Services
ISO	International Standardisation Organisation
JAS-ANZ.....	Joint Accreditation System of Australia and New Zealand
LVS.....	Low Volume Scheme
the Minister.....	Minister for Transport and Regional Services
OE	Original Equipment
RAW	Registered Automotive Workshop
RAWS.....	Registered Automotive Workshop Scheme
the Regulations	<i>Motor Vehicle Standards Regulations 1989</i>
RVCS.....	Road Vehicle Certification System
SEVS.....	Specialist and Enthusiast Vehicle Scheme
Specialist and Enthusiast Vehicle.....	A vehicle that is listed on the Register of Specialist and Enthusiast Vehicles.
MVSA	<i>Motor Vehicle Standards Act 1989</i>
New vehicle	A locally made vehicle, or a new imported vehicle, that has been neither (a) supplied to the market; nor (b) used in transport in Australia by its manufacturer or importer. This includes a locally made vehicle, or a new imported vehicle, that has been supplied to the market but not yet used in transport in `Australia.
New imported vehicle.....	An imported vehicle that has not been used in transport outside Australia.
Used import plate.....	In relation to a used imported vehicle, means a plate approved to be placed on the vehicle by an approval in force under section 13D of the MVSA.
Used imported vehicle	An imported vehicle that has been used in transport outside Australia
VIC	Vehicle Inspection Certificate
VSS	Vehicle Safety Standards (a Branch in the Transport Regulation Division in DOTARS).

Client Service Charter

The Department's standards of service are contained in our Client Service Charter. A copy can be obtained free of charge from our Client Service Officer on telephone 1800 075 001, or from the DOTARS web site.

Vehicle Registration

Vehicle registration is a matter for the State and Territory governments. For queries regarding vehicle registration you should contact the registration authority in the State or Territory in which the vehicle is to be first registered. Contact details for the registering authorities are provided below.

Motor Vehicle Registration Authorities

<p>New South Wales Registrar of Motor Vehicles Roads and Traffic Authority PO Box K198 HAYMARKET NSW 2000 Tel: 1800 624 384 or (02) 9218 6888 Fax: (02) 9218 6567</p>	<p>Victoria Vic Roads Vehicle Safety Branch 60 Denmark Street KEW VIC 3101 Tel: 131171 or 1800 814 762 or 001 613 9854 2666 Fax: (03) 9854 2668</p>	<p>Queensland Queensland Transport Registration Division GPO Box 2451 BRISBANE QLD 4700 Tel: (07) 3253 4700 Fax: (07) 3253 4777</p>
<p>South Australia Technical Department State Wide Compliance Management Group Katena Street REGENCY PARK SA 5010 Tel: (08) 8348 9599 Fax: (08) 8348 9533</p>	<p>Western Australia Department of Transport Licensing Division Technical Section 21 Murry Road Sth WELSHPOOL WA 6101 Tel: (08) 9351 1680 Fax: (08) 9351 1689</p>	<p>Tasmania Registrar of Motor Vehicles GPO Box 1002K HOBART TAS 7001 Tel: (03) 6233 5201 Fax: (03) 6233 5223</p>
<p>Northern Territory Motor Vehicle Registry Vehicle Standards Section PO Box 530 DARWIN NT 0801 Tel: (08) 8999 3150 Fax: (08) 8999 3103</p>	<p>Australian Capital Territory Transport Regulation Technical Section PO Box 582 DICKSON ACT 2602 Tel: (02) 6207 7000 Fax: (02) 6207 7107</p>	

3. Participant Registration

A RAW applicant, including an existing CPA holder, is required to register as a participant in the RAWS system before making an application for approval as a RAW. The participant registration process facilitates electronic transfer of information via the Internet between the RAW applicant and VSS. In line with the Government's commitment to conduct, wherever possible, all business via electronic means, electronic processing will be the preferred method and will allow faster processing of applications

Completing the Form (Regulation 44)

A participant must register in the RAWS system before further documentation can be submitted. The RAWS Participant Registration form can be downloaded via DOTARS Land Transport homepage link to the RAWS website. The form will provide VSS with initial contact details and signature.

The signed original Participant Registration form must be mailed or faxed to VSS with a copy retained by the participant. All required fields on the Participant Registration form must be completed and all necessary signatures must be included or the application for RAWS Participant Registration will be disapproved. The necessary signatures are:

Delegate (Regulation 46) – one of the key personnel within the participant organisation delegated to sign on behalf of the participant organisation, for example, a director, company secretary, or workshop supervisor. The delegate is the person responsible for ensuring adherence to the terms and conditions of the RAW approval. All participants must have a delegate. The delegate's details must appear in the participant corporate structure provided at the workshop approval stage.

Signatory (Regulation 41) – the delegate, or a person authorised by the delegate to act on behalf of the participant organisation for the purpose of obtaining a RAW approval. The signatory's details must appear in the participant corporate structure provided at the workshop approval application stage. *This is not referring to the Vehicle Inspection Certificate signatory.*

Sponsor (Regulation 50) - the legal entity appointed in Australia responsible for the activities of an overseas workshop. The sponsor's details must appear in the participant corporate structure provided at the application stage.

Next Steps

After registration the participant (nominated signatory or sponsor) will be advised by letter of the successful registration in the RAWS system. The unique participant ID number and Web User Name will be provided. Please use the participant ID number in all correspondence with VSS. The initial RAWS system password and the informed filler registration number will follow by registered mail. Once the Participant Registration process is complete the Workshop Registration process can commence.

If registration has been unsuccessful a letter will be sent indicating the reasons, any further action necessary, and the processes for appealing the decision.

4. Registered Automotive Workshop Criteria

In order to obtain approval as a RAW the following criteria must be complied with and continue to be complied with throughout the duration of the approval. All RAW applicants must be incorporated and each company can only operate one workshop.

Company Information (Regulations 40, 41 and 42)

Evidence of incorporation including ABN, details of directors, company secretary, major shareholders, and corporate structure, is required.

Where another company (including a trust company), partnership or individual(s) has an interest (legal or beneficial) in the workshop, or controls or appears to control the operation of the company, full information on that company, partnership and individual(s) is required.

If the workshop is an overseas company, then it must appoint a sponsor that is incorporated in Australia and satisfy the fit and proper person requirements. The sponsor is the legal entity responsible for the activities of the workshop under the MVSA and is required to provide supporting evidence and full information, as required of the workshop.

The directors, company secretary, major shareholders (including other companies and partnerships) and key personnel of the workshop corporation and the sponsor corporation (if any) must not be under 18 years of age or an undischarged bankrupt. Key personnel means persons with responsibility for the work performed by workshop personnel. There must always be at least one individual nominated as the manager/supervisor of the workshop.

Fit and Proper Persons (Determination under subsection 21B(2) of the MVSA)

Without limiting the matters that may be considered, one or more of the following criteria may be used to decide whether an applicant corporation is a fit and proper person; and each of the directors and each officer or shareholder who is in a position to influence the management of the applicant corporation, is a fit and proper person.

- whether a director or officer of the applicant corporation meets the statutory and other obligations of directors and office holders under the Corporations Act 2001;

- ❑ whether, in the 10 years immediately preceding the application, the applicant corporation, director, officer or shareholder has been convicted of an offence, or served part of a term of imprisonment (including a suspended sentence), for an offence against the Commonwealth, a States or Territory, or another country, involving fraud or dishonesty;
- ❑ whether the applicant corporation, director, officer or shareholder has a charge pending for an offence involving fraud or dishonesty at the time the application for approval as a registered automotive workshop is made;
- ❑ whether the applicant corporation, director, officer or shareholder has been convicted of an offence under the *Motor Vehicle Standards Act 1989*, Australian customs law, corporations law, trade practices legislation, or the fair trading legislation of a State or Territory;
- ❑ whether the applicant corporation, director, officer or shareholder has evidence of technical and management experience in the motor vehicle industry;
- ❑ whether the applicant corporation, director, officer or shareholder has been barred from, or refused membership to, the Institution of Engineers Australia, the Society of Automotive Engineers, or any other similar body;
- ❑ the reputation of key personnel engaged by the applicant corporation.

Further information

For the purposes of the Fit and Proper Persons criteria (listed above), the Minister may, at the time of application for approval as a RAW, or at any other time after approval is granted, request from the applicant corporation, a director, or an officer or shareholder who is in a position to influence the management of the corporation, one or more of the following:

- (a) records from the Australian Securities and Investment Commission in respect of the corporation;
- (b) the results of a criminal history character check from the Australian Federal Police in respect of the director, officer or shareholder; and
- (c) evidence about the technical and management experience of the corporation, director, officer or shareholder, and reputation in the motor vehicle industry.

Influence of Shareholders

For the purposes of paragraph 21B (1) (b) of the MVSA and the Determination for RAWS relating to fit and proper persons, a shareholder who owns 20% or more of the shares of the applicant corporation is taken to be a shareholder who is in a position to influence the management of the applicant corporation.

Quality Management System (Regulation 48)

A RAW applicant must have a quality management system that meets ISO 9001 current at the date of application, taking into account any transitional arrangements set out in ISO 9001. The scope of the certification must be in accordance with the requirement set out in Procedure Number 24. RAW applicants with a current ISO 9001 certification already meet the Stage 1 audit requirement and are able to lodge an application to become a RAW without going through a Stage 1 audit. The ISO certificate number must be quoted on the approval application.

The workshop is required to advise the Administrator of the ISO certificate number issued by the nominated Certification Body (CB) accredited by JAS-ANZ, within 30 days after being informed of the number. The workshop is required to keep their ISO 9001 certification up-to-date and to notify VSS of any change to the scope or conditions of certification. The RAW must also provide the Administrator with access to all documentation, including audit reports, relating to the ISO certification

Signatories (Regulation 49)

A RAW applicant is required to identify the signatories that will sign the Vehicle Inspection Certificate (VIC) on behalf of the workshop. The vehicle inspection signatory must be an officer or employee of the applicant, or engaged on contract, and have the knowledge and qualifications set out below.

- (a) have a thorough understanding of the requirements of the MVSA and the Regulations and Determinations made under the MVSA, and the administrative guidelines issued by the Department in connection with the operation of RAWs; and
- (b) have an appropriate level of knowledge of the ADRs; and
- (c) have a Certificate III in Automotive, or a Certificate IV in Automotive, or a Diploma of Automotive according to the Automotive Industry National Training Package endorsed by the Australian National Training Authority, or equivalent qualifications; or
- (d) be a member of the Institution of Engineers Australia in either the Professional Engineer or Engineering Technologist Category; or
- (e) be a member of the Society of Automotive Engineers Australasia at the Technician, Advanced Technician, Associate Member, Member or Fellow grades.

Where formal qualifications are not held, Registered Training Organisations can provide recognition of prior learning against the qualification criteria. The assessment might find that all the requirements for the qualification may be met, or it may be necessary to develop some skills either on the job or through formal training, in order to obtain a formal qualification.

Limitations

(Regulation 43)

The RAWS aims to have an industry of independent operators. Therefore, where a RAW applicant is related/connected to an existing RAW, the application will be refused. This requirement extends to structures involving holding and subsidiary company arrangements, trusts and natural persons.

5. Workshop Approval

This section applies to all prospective RAW applicants, including existing CPA holders (Regulations 40 and 42). Prior to making an application for workshop approval the participant must have completed and lodged a Participant Registration form with the Administrator of Vehicle Standards and had a Participant Identification Number allocated (see Section 3).

Each RAW applicant must comply with the RAW criteria, to be eligible for approval. The approval form requires details of the corporate structure including directors, company secretary, major shareholders, and key workshop personnel, together with details of any party or parties with an interest in the participant company. Details must be provided of all persons occupying any of the listed positions including key workshop personnel.

A prospective RAW must have undergone the Stage 1 audit by a JAS-ANZ accredited CB prior to submitting an application for workshop approval for consideration, or already have ISO9001 certification. If the prospective RAW has not undergone Stage 1 certification the participant must contact a CB to arrange.

Corporations with a current ISO9001:2000 (or ISO9001:1994 under the ISO transition provisions) quality management system certification, do not need to have a Stage 1 audit. This means that after registration as a participant in the RAWS system, an application for approval as a RAW can be made.

Payment for workshop approval must be included with the application. Cheque, money order or credit card, are the payment options. The application for approval of a workshop will be processed and the applicant advised by the Administrator of Vehicle Standards of the result (its provisional acceptance or otherwise, with reasons), within 21 days of receipt of the application. Further information provided in response to a request is also to be processed in the same way.

Upon advice from the Administrator of provisional acceptance, the applicant will be advised to make application, within three months, to import a SEVS eligible sample vehicle (see Section 8). After three months the application for approval will be disapproved.

A workshop must complete its workshop approval within 12 months of the Administrator's advice of provisional acceptance of the workshop application for approval. After 12 months the application for approval will be disapproved and any vehicles imported by the applicant must be disposed of in accordance with the Administrator's instructions.

Decision

(Section 21B of the MVSA)

The Administrator will make a decision on the application for RAW approval and will either approve, disapprove or call for further information. Any request for further information must be responded to in the specified time or disapproval of the application will result.

VSS will advise an applicant of their approval as a RAW and also notify the authorised plate contractor that the sample vehicle has been approved for fitment of a used import plate.

6. Conditions of RAW Approval

The RAW must agree to abide by the following further conditions outlined in Regulation 57.

Access

- (a) Provide the Administrator access to the workshop premises (including its main office) at any reasonable time and on reasonable notice for the purposes of audit, inspection and the testing of vehicles.
- (b) If the main office is not at the workshop, the RAW must allow access to the main office premises at any reasonable time and on reasonable notice for the purposes of an audit relating to the RAW approval.
- (c) Ensures, as far as possible, that persons and organisations that provide goods or services to the RAW for the purposes of vehicle modification allow access to their premises for the purposes of audit, inspection and the testing of vehicles in relation to the activities of the RAW.

Information

- (d) Supply to the Administrator, on written request and within the reasonable time specified in the request, any information reasonably required for the purposes of deciding whether the workshop is complying with the MVSA, Regulations and the conditions of its RAW approval.
- (e) Advise in writing of any change in information held by the Administrator, within 30 days of the change, including, in particular:
 - (i) changes in key personnel of the workshop; or
 - (ii) significant changes in the control of the workshop.

Retention of documentation

- (f) Ensure that all information relating to the purchase, import, modification, testing, inspection, and supply to the market (including, in particular, the information produced to demonstrate compliance with the requirements of guidelines determined under subsection 13D (3) of the MVSA) of a vehicle on which the workshop has placed a used import plate, is retained for at least 10 years.

Notification of cessation

- (g) In the event of the workshop ceasing to operate as a RAW, to advise the Administrator in writing as soon as practicable.

Consumer Information Notice

- (h) Ensure that every vehicle on which the RAW places a used import plate, has a consumer information notice attached in accordance with the details provided in Section 9 of this Guide (Regulation 58).

Damaged Vehicles

- (i) The RAW must not place a used import plate on a vehicle whose structural integrity has ever been reduced by corrosion or crash damage.
- (j) Before beginning modification of a vehicle the RAW must inspect the vehicle for crash damage, corrosion, and repair of crash damage or corrosion.
- (k) If a vehicle's structural integrity has been reduced by crash damage or corrosion, the vehicle is to be re-exported or destroyed.

Vehicle Inspections

- (l) Ensure vehicle inspections (other than inspections carried out on behalf of the Minister) are carried out only by a vehicle inspection signatory of the RAW as described in Section 4 - Signatories (Regulation 49) of this Guide.

Subcontracting

- (m) With the following exceptions, directors or employees of the RAW carry out all assembly operations on a vehicle on which a used import plate will be placed:
 - (i) tyre removal and fitting;
 - (ii) exhaust system replacement;
 - (iii) replacement of glazing.

7. RAW Fees

The fees that must be paid to DOTARS in connection with workshop approval, importation and fitting of used import plates, are detailed in Schedule 2 of Regulation 60. The RAW approval fee may be paid by two instalments, the first with the application and the second instalment on or before the first anniversary of the approval being granted.

The fees listed below are those relating to the RAWs.

Item	Matter	Fee (\$)
3	Lodging an application to import a road vehicle or vehicles — for each application	50.00
9	Application for approval to place a used import plate:	
	(a) on a road vehicle other than a two-wheeled or three-wheeled vehicle	115.00
	(b) on a two-wheeled or three-wheeled vehicle	3.75
10	Application for RAW approval:	
	(a) for road vehicles including two-wheeled or three-wheeled vehicles	4 000.00
	(b) for two-wheeled or three-wheeled vehicles only	1 000.00
11	Renewal of RAW approval:	
	(a) for road vehicles including two-wheeled or three-wheeled vehicles	4 000.00
	(b) for two-wheeled or three-wheeled vehicles only	1 000.00
12	Application to vary the model or models specified in a schedule of approved vehicles:	
	(a) for a model of road vehicle other than a two-wheeled or three-wheeled vehicle	1 500.00
	(b) for a model of a two-wheeled or three-wheeled vehicle	1 300.00
13	Provision of advice in relation to a registered automotive workshop:	
	(a) at premises of the workshop:	
	(i) for the first 4 hours, or any part of the first four hours, during which advice is provided on any day	300.00
	(ii) for each subsequent hour, or part of an hour, during which advice is provided on that day	75.00
	(b) at premises of the Department:	
	(i) for the first 4 hours, or any part of the first four hours, during which advice is provided on any day	100.00
	(ii) for each subsequent hour, or part of an hour, during which advice is provided on that day	25.00
14	Re-inspection of a registered automotive workshop after an unsatisfactory inspection	500.00

Guide to the Registered Automotive Workshop Scheme

Item	Matter	Fee (\$)
15	Application to upgrade a RAW approval from registered automotive workshop (two-wheeled and three-wheeled vehicles) to registered automotive workshop (motor vehicles)	
	(a) for a registered automotive workshop that has paid a fee specified in paragraph (b) of item 10 or 11 at the time of application for, or renewal of the RAW approval respectively, and if applying for the upgrade on or before the first anniversary of the approval or renewal	3 000.00
	(b) in any other case	1 500.00

Method of Payment: Cheque made payable to the Receiver of Public Monies in DOTARS, or Credit Card.

RAWs located outside of Australia: Application fees are payable in advance in \$A. In addition, travel allowance and airfares will be payable separately for inspections.

8. Importation of Vehicles

Sample Vehicles

(Regulations 9 and 51)

An application to import a sample vehicle is assessed by the Administrator and if satisfactory, approval to import is given. Applications to import a sample vehicle should be made electronically via the RAWS System and be accompanied by the appropriate fee. Sample vehicle import approvals will include a condition that the completed MC is submitted to the Administrator within 12 months of permission to seek an import approval being granted. If a completed VIC is not submitted within 12 months the vehicle must either be destroyed or re-exported unless otherwise advised by the Administrator.

A RAW applicant must submit an application to import a sample vehicle within three months of receiving advice from the Administrator that Stage 1 criteria of the ISO9001 audit has been met.

It is important that the vehicle is not shipped prior to the approval being granted. An import approval cannot be granted where the vehicle has been imported without an import approval. A vehicle has been imported when the ship carrying the vehicle enters an Australian port where the vehicle is to be discharged.

Other than for used two-wheeled and three-wheeled vehicles, only SEVS eligible used vehicles are permitted to be imported as sample vehicles. For used two-wheeled and three wheeled vehicles (motorcycles) sample vehicle approvals will be issued for SEVS and non-SEVS models. Note that non-SEVS two-wheeled and three-wheeled vehicles must meet current ADRs and provide full demonstration of compliance. Only RAWs and RAW applicants who have satisfied the pre approval criteria will be permitted to import used vehicles as sample vehicles.

After modification of the vehicle to meet applicable ADRs, refer Guidelines for Minister – Applications for Approval to Place Used Import Plate, the RAW (or applicant) completes and forwards a VIC and application to fit a used import plate via the RAWS System. A copy of the VIC signed by a nominated competent signatory is to be retained by the RAW (or applicant).

VSS will arrange within 10 working days a suitable time for the inspection and may require certain evidence to be supplied for examination prior to conducting the inspection. The relevant vehicle must be available for inspection at the workshop or other location agreed to by VSS, between 9.00am and 5.00pm weekdays. Inspections will be conducted within 21 working days from clearance of any further evidence submitted and the receipt of a satisfactory VIC.

VSS will conduct the vehicle inspection, examine the supporting ADR evidence and other documentation as called for at the discretion of the inspectors. The inspectors may, at their discretion, collect ADR evidence for further examination on their return to Canberra.

For RAW applicants, VSS will advise the ISO 9001 CB of the result of the vehicle inspection. A satisfactory vehicle inspection/evidence examination report will result in the ISO Certification Body issuing a certificate of compliance.

The sample vehicle (and its evidence) must be representative of each vehicle to be plated by the RAW. Access to the test facility and complete original test reports (or copies duly authorised by the test facility) must be available to inspectors.

Where a vehicle inspection/evidence examination is satisfactory the make/model will be included on the RAWs schedule of approved vehicles, and the plate contractor notified that the release of a used import plate for that particular vehicle is approved. In the case of a RAW applicant, VSS will also issue a RAW approval.

The RAW may then send the appropriate plate fee to the plate contractor and the plate contractor will send the plate by registered mail to the RAW. The plate contractor will keep records to identify the RAW to which each used import plate has been sent. The RAW may then fit the used import plate and supply the vehicle to the market.

Where the inspection is not satisfactory VSS will either conduct a re-inspection or will request further information be provided by the RAW.

Schedule of Approved Vehicles (Regulation 56)

The RAW approval will specify the vehicle make/models for which the workshop has been approved to import and place used import plates by way of a Schedule of Approved Vehicles. A fee applies (see Section 7) to vary the model or models specified in the schedule of approved vehicles.

For all RAWS other than unrestricted volume two-wheeled and three-wheeled vehicle RAWS, the Schedule of Approved Vehicles at the date of workshop approval will include only the vehicle make/model of the sample vehicle.

For unrestricted volume two-wheeled and three-wheeled vehicles, the schedule of approved vehicles at the date of workshop approval will include all vehicle make/models for which the workshop holds transitional approvals. This is in addition to the make/model of the sample vehicles if different from the make/models for which transitional approvals are held.

Where renewal of a workshop approval is made within six months of the expiry date of the corporation's previous approval, the schedule of approved vehicles will include all vehicle make/models listed under the previous approval. If a renewal is approved after six months a new Schedule of Approved Vehicles will need to be made with all the consequent model addition fees.

A vehicle model will continue to be eligible for all vehicles produced up to a date of ineligibility as notified on the Register of specialist and enthusiast vehicles.

Vehicles other than Sample Vehicles (Regulation 15)

A used vehicle other than a sample vehicle can only be imported by a RAW that has that vehicle make/model on its Schedule of Approved Vehicles. Application to import a vehicle on the schedule of approved vehicles should be made electronically using the RAWS System. The Administrator will assess the application and either approve or disapprove it.

Vehicle import approvals will include a condition that the completed VIC is submitted to the Administrator within 12 months of the import approval being issued. Where a completed VIC is not submitted within the specified time the vehicle must be either destroyed or re-exported unless otherwise advised by the Administrator. When a VIC has not been received within the 12 month period, State and Territory registering authorities will be advised not to register the vehicle.

After modification of the vehicle to meet applicable ADRs complete and forward a VIC signed by a nominated competent signatory of the RAW and application to fit a used import plate to VSS via the RAWS System. A copy of the VIC is to be retained by the RAW

VSS will advise a RAW within ten working days of receipt of a VIC if an inspection is to be conducted. If an inspection is to be conducted, the relevant vehicle must be available for inspection at the workshop or other location agreed to by VSS, between 9.00am and 5.00pm weekdays during the 14 days following notification that an inspection is to be conducted.

Where a vehicle inspection is conducted and the inspection is satisfactory VSS will notify the plate contractor within seven working days of the conclusion of the inspection that the release of a used import plate is approved for the vehicle.

The RAW may then send the appropriate plate fee to the plate contractor and the plate contractor will send the used import plate by registered mail to the RAW. The plate contractor will keep detailed records to identify the RAW to which each used import plate has been sent. The RAW may then fit the used import plate and supply the vehicle to the market.

Where the inspection is not satisfactory VSS will either conduct a re-inspection or will request further information be provided by the RAW. A request for further information must be responded to within 30 days

9. Consumer Information

The RAW is to attach a completed Consumer Information notice as per Schedule 1 of Regulation 58, and the sample Consumer Information Notice set out below, to every vehicle fitted with a used import plate. The notice attached to the motor vehicle must be:

- (a) of a material in a white colour with non-variable information printed in a dark colour and variable information printed or legibly hand-written in a dark colour;
- (b) signed by a vehicle inspection signatory for the RAW;
- (c) attached to the vehicle in a location where the notice can be seen, and easily read, from outside the vehicle.

A RAW shall not include in a notice attached to a motor vehicle any false or misleading information in respect of the motor vehicle.

Sample Consumer Information Notice

Document Reference: ABC-CAR-001

This vehicle complies with the *Motor Vehicle Standards Act 1989* and is fitted with a used import plate under the Registered Automotive Workshop Scheme (RAWS) administered by the Federal Department of Transport and Regional Services.

It has been imported from another country as a used vehicle. The vehicle may not comply with the Australian Design Rules (ADRs) that apply to new vehicles. Service and replacement parts for this vehicle may not be available from a recognised franchised dealer for this make of vehicle.

At the time the used import plate was fitted, this vehicle had the following:

- **Seat belts that are securely fixed, functioning and in good condition.**
- **New windscreen wiper blades.**
- **New tyres other than any spare tyre.**
- **New brake pads/linings and fluid.**
- **The engine serviced to the manufacturer's specifications including a new air filter, fuel filter and charcoal canister.**
- **A new catalytic converter.**
- **An owner's manual (vehicle handbook) giving information on seat belts, starting, driving and maintenance of the emission system.**

Make	<i>Alfa Romeo</i>	Used import plate location	<i>Right hand side of firewall</i>
Model	<i>123</i>	Date fitted	<i>2/12/2002</i>
VIN <i>6U900000000000123</i>		RAWS Workshop	<i>ABC Pty Ltd t/a DEF Cars</i>
Engine number	<i>123 445</i>	Address	<i>999 ABC St Melbourne 3210</i>
Build month/year	<i>2/95</i>		
Odometer reading (km)	<i>55 432</i>		
Date of Importation	<i>2/5/02</i>		
Country of first registration	<i>Italy</i>	Telephone	<i>03 1234 5678</i>

ADR Number	Description of modification	Part Number(s)
1/00	2 Hella Reversing lights	1001-001
4/03	New Seatbelt front passenger seat, rear centre seat	SOB-0102, SOB 4000
23/01	New tyres Dunlop P235/45 R 16 DOT marked	
24/02	Tyre Placard	TP-1
29/00	Fabricated intrusion bars	
31/01	Filler cap label	FC-1
34/01	3 CRAs on rear parcel shelf	Klippan 12345

Additional modifications may be printed on the other side of this page

RAW Signatory

Date

Document Reference: ABC-CAR-001

ADR Number	Description of modification (continued)	Part Number(s)
37/01	New catalytic converter	Walker 00100
71/00	Tyre placard, painting and lettering of the wheel with 80 kmh warning	TTP-2
Handbook	Provided	H-1234
L/R Conversion	Steering box refitted to RH chassis rail. Crush tubes fitted to RH chassis rail. Steering column with mountings and collapsible elements transferred to fabricated mirror image dash. All steering links original.	

RAW Signatory

Date

10. Application for Workshop Renewal

Renewal will be for a period of two years and renewal approval will require:

- (a) an acceptable application for workshop renewal
- (b) continuing ISO 9001:2000 certification of the workshop by a JAS-ANZ accredited CB
- (c) payment of a fee; and
- (d) satisfactory results from a vehicle inspection/evidence examination where conducted.

The form for RAW renewal is available from the secured area of the VSS website, or from VSS on request.

Timing

(Regulation 54, subsection 21C of the MVSA.)

A renewal notice will be sent to the RAW. Please send your application for renewal of workshop approval to arrive the month before the date of expiry of your current approval period. An applicant will be advised if a vehicle inspection and evidence examination is to be conducted prior to renewal of an approval. Renewals of workshop approval are for a period of two years.

If a renewal is not given by VSS before the expiry of the current approval, the current approval continues in force until VSS makes a decision on the application. The approval is renewed for two years from the original two year expiry date of the earlier approval (ignoring the extension).

Inspection

(Determination under section 9 of the MVSA)

Where an inspection is to be conducted the applicant will be requested to forward a completed VIC via the RAWS System. A copy of the VIC signed by a nominated competent signatory of the RAW is to be retained by the RAW. The VIC will be assessed by VSS and if satisfactory VSS will arrange in conjunction with the RAW a suitable time for the inspection.

Inspections will be conducted within 21 working days of receipt of a satisfactory VIC. VSS may require evidence to be supplied for examination prior to conducting the inspection. VSS will conduct the inspection, examine the supporting ADR evidence and other documentation called for at the discretion of the inspectors. If the results of the vehicle inspection and evidence examination are satisfactory and all other criteria have been met (including payment of the applicable fee) the Administrator will approve renewal of the Workshop approval for a period of two years.

If the results of the vehicle inspection/evidence examination are not satisfactory, the Administrator will not approve the Workshop's approval renewal until such time as the Administrator is satisfied that all of the requirements under the RAWS are met.

Suspension

(Section 21C of the MVSA)

If an application for renewal of the approval is not made by the expiry date the approval will be cancelled. This means that no further plates will be supplied to the RAW.

If an application for renewal of the approval is not made within six months after the expiry date the contents of the Schedule of Approved Vehicles will not be renewed. This means that any further application will be treated as a new application and any subsequent approval would be as for a new RAW.

Vehicle Inspections by VSS

(Regulation 57)

In addition to the vehicle inspections conducted by VSS as part of the initial RAW approval and at time of renewal vehicle inspections may also be conducted by VSS at the time of an addition of a new model to the RAW schedule of approved vehicles.

Additionally, a new variant of a model already on the RAW schedule of approved vehicles may be inspected by VSS if the differences between the model already on the RAW schedule of approved vehicles and the new variant are considered to be significant.

Risk based, random or intelligence driven vehicle inspections may be conducted by VSS at intervals other than when renewal of approval is due.

Vehicle Plating

(Determination under section 13B of the MVSA)

Only a RAW is authorised to fit used import plates to used vehicles imported under the RAWS. Vehicles (except for used two-wheeled and three-wheeled vehicles) imported by a RAW must be eligible under SEVS.

Each RAW is permitted to fit 100 used import plates to motor vehicles in any one vehicle category (as defined in the ADRs), in any consecutive period of 12 months. However, a RAW is allowed to import up to 130 SEVS eligible vehicles in any one vehicle category in any consecutive period of 12 months. This is to allow flexibility in the vehicle stock.

A RAW, other than the one shown on the approval to import and fit a used import plate, may fit a used import plate to a vehicle in accordance with its terms and conditions of approval. This can only take place with the agreement of the RAW identified in the approval to import, and the Administrator.

If a particular vehicle is not fitted with a used import plate within 12 months of the date of issue of the import approval, the vehicle must be exported or destroyed unless otherwise advised by the Administrator.

For Used Two-wheeled and Three-wheeled Vehicles

(Determination under section 13B of the MVSA)

Under the RAWS, only a RAW is authorised to fit used import plates to used two-wheeled and three-wheeled vehicles. This applies to both SEVS and non-SEVS eligible two-wheeled and three-wheeled vehicles.

Each RAW is permitted to fit 100 used import plates to SEVS eligible two-wheeled and three-wheeled vehicles in any one vehicle category (as defined in the ADRs), in any consecutive period of 12 months. However, a RAW is allowed to import up to 130 SEVS eligible used two-wheeled and three-wheeled vehicles in any one vehicle category in any consecutive period of 12 months.

There is no limit on the number of imports and used import plates that may be fitted to non-SEVS used two-wheeled and three-wheeled vehicles.

A RAW, other than that shown on an approval to import and an approval to fit a used import plate, may fit a used import plate to a motorcycle in accordance with its terms and conditions of approval. This can only take place with the agreement of the RAW identified in the approval to import and the Administrator.

If a particular motorcycle is not fitted with a used import plate within 12 months of date of issue of the import approval, the motorcycle must be exported or destroyed unless otherwise advised by the Administrator.

11. Disposal of Unplated Vehicles

The workshop must have procedures and records to confirm that disposal of an unplated vehicle takes place in accordance with Regulation 53.

12. Subcontracting, Equipment & Facilities

Equipment and Facilities (Regulation 47)

All RAWs are required to have a modification facility, which includes the equipment necessary and a person capable of performing modifications needed to bring the vehicles into compliance with the applicable ADRs. Each RAW must at the workshop address have a vehicle hoist and lighting adequate to inspect a vehicle for damage, corrosion and damage repair. The hoist must be of sufficient capacity to lift the heaviest vehicle variant on the schedule of approved vehicles.

RAWs with only NB, NC, MD3, MD4 and ME category vehicles on their schedule of approved vehicles may have a pit or ramps instead of a hoist. RAWs with only L Group (two-wheeled and three wheeled) vehicles on their schedule of approved vehicles are exempt from the requirement to have a vehicle hoist, pit or ramps.

Subcontracting (Regulation 57)

All vehicle inspections, other than those conducted by VSS staff, must be conducted by the RAW Vehicle Inspection Signatory. This cannot be delegated to other personnel.

With the exception of the items listed below all **assembly operations** affecting vehicle compliance must be carried out by a director or employee of the RAW.

- ❑ Tyre replacement and fitment.
- ❑ Exhaust system replacement.
- ❑ Replacement of glazing material.

The manufacture of any component used in the vehicle assembly may be subcontracted. However, except as noted above, components that may affect ADR compliance must be assembled to the vehicle by the RAW.

Sample vehicle testing must be conducted in a facility registered as a test facility in the RVCS and may be subcontracted. Original test reports or copies of original test

reports certified as true copies by the test facility that conducted the test must be held by the RAW. A test report must set out the specification of the vehicle components or vehicle tested and the test results (taking into account the uncertainties of measurement of the instruments used).

All testing that is required on “each vehicle” for demonstration of compliance with the ADRs must be conducted by the RAW.

Services other than the above that may be required to bring vehicles into compliance with the legislation may be subcontracted. Examples of services that may be subcontracted include air conditioning recharging, speedo calibration and engineering design.

13. ISO 9001 Certification

Only ISO 9001:2000 certificates issued by Certification Bodies (CBs) accredited by JAS-ANZ will be accepted (Regulation 48). A CB will perform an audit of the workshop's management system in at least two stages, as outlined below, unless the workshop is already certified to ISO 9001:2000.

Stage 1

- The object of this stage is to ensure that the workshop has developed and documented a system which addresses the requirements of ISO9001: 2000 and the Guide to the RAWs.
- The audit comprises (but is not restricted to) the document review. Any non-conformity will need to be addressed prior to commencement of Stage 2 of the audit.
- After the Stage 1 audit is complete and any non-conformity is addressed, the CB will advise the workshop to notify the Department. An application for approval to import a sample vehicle can then be lodged.

Stage 2

- This audit takes place at the premises of the workshop when the modified sample vehicle is available for inspection.
- The object of the audit is to ensure that the system which addresses the requirements of ISO 9001:2000 and the Guide to the RAWs is fully implemented and complied with.
- Following a satisfactory audit the CB will advise the Department so that an inspection of the modified vehicle can take place.
- Following a satisfactory inspection of the modified vehicle and related documents, the Department will advise the CB which will then issue the workshop with an ISO 9001:2000 certificate.

Regulation 48 requires that:

- (a) A RAW applicant must have a quality management system that meets standard ISO9001:2000 (taking into account any transitional arrangements mentioned in that standard).
- (b) The quality management system must have a certification issued by a certification body accredited for the purpose by JAS-ANZ.
- (c) The scope of the certification must be in accordance with the requirements set out in Procedure Number 24.

ISO 9001:2000 means the international standard known as *ISO:2000 Quality Management Systems-Requirements* published by the International Organisation for Standardisation, as in force at the commencement of the Regulation.

Exclusions

Where any requirement of ISO 9001:2000 is excluded from certification, it must be identified in the quality management system documentation together with a valid justification for its exclusion. For example: design and development may be excluded where vehicles are unchanged from the original vehicle manufacturers' design specification. The checking, verifying, testing and replacement of vehicle components with identical new components are not taken as resulting in deviations from original manufacturers design specification.

The CB is to conduct surveillance audits of a RAW every six months and issue certificates every three years. In the absence of any major nonconformity in two consecutive audits (excluding audits prior to certification but including surveillance and reassessment audits), the frequency of surveillance may be reduced to annual.

Major non-conformance

A major non-conformance would re-instate six monthly surveillance audits. In the event of finding a major non-conformance at an audit, the CB will:

- (a) classify the finding as major, in the audit report
- (b) notify VSS of the major non-conformance within three working days of the completion of the audit with a copy of the audit report
- (c) require a response from the workshop within seven working days of the audit, on:
 - (i) the cause of the non-conformance
 - (ii) the corrective action proposed including the implementation date
 - (iii) the identification of vehicles that have been fitted with used import plates that need to be re-inspected and rectified to ensure compliance
- (d) if the response is not received within the specified period, advise VSS within eight working days of the audit
- (e) forward any response from the workshop to VSS on receipt
- (f) handle any other non-conformances in the usual manner
- (g) cooperate with VSS in the resolution of the major non-conformance in relation to withdrawal of ISO 9001 certification where the major non-conformance is not resolved to the satisfaction of the Administrator

Criteria for major non-conformance

- (a) a failure to meet a criterion for approval without the notification and approval of the Administrator
- (b) failure to fit new components in accordance with the RAW Guide.
- (c) a vehicle on which an ADR non-compliance is found where the work relating to the item has been signed off as having been completed and/or the Vehicle Inspection Certificate has been completed (eg. incorrect component fitted)
- (d) in the absence of a vehicle, the deviation from a quality system requirement that could lead to vehicles not complying with the ADRs being fitted with used import plates
- (e) the repetitive deviation from a quality system requirement without appropriate authorisation

14. Disposal of Non-Complying Parts

The workshop must have procedures and records to confirm that all non-complying parts removed from vehicles are either re-exported or destroyed. While the tyres on the imported vehicle still have to be replaced with new tyres, the tyres removed from the vehicle do not need to be destroyed. However, records need to be kept to show where the removed tyres have gone.

15. Damaged Vehicles

Crash damage or corrosion may affect continued compliance with the ADRs. This is especially so in the case of the occupant protection ADRs 69, 72 and 73. It is not possible for a RAW to provide a reasonable level of assurance that a crash damaged or corroded vehicle, where the structural integrity of the vehicle has been affected, complies with all of the applicable ADRs. Therefore, it is not permissible for a RAW to fit a used import plate to such a vehicle.

Before commencing compliance work each vehicle must be inspected by the RAW to check for crash damage, damage repair or corrosion that may affect the structural integrity of the vehicle. Records of this inspection are to be retained by the RAW and be made available to VSS inspectors upon request. (Regulation 57)

Crash damaged or corroded vehicles where the structural integrity may be affected must be re-exported or destroyed. It is expected that a RAW would take all reasonable steps to avoid importing a crash damaged or corroded vehicle.

The criteria below must be used as a minimum when deciding if crash damage or corrosion is likely to affect the structural integrity of the vehicle.

- ❑ Underbody damage which results in the:
 - crushing of floorpan stiffening members,
 - splitting of seam welds or
 - tearing of the metal
- ❑ Damage to rocker panels (or outer sill) which result in:
 - Dents to a depth of more than 25 mm
 - Creasing, distortion of the sill weld
- ❑ Distortion to longitudinal rails affecting the front and rear crush zones.
- ❑ Collision damage to steering or suspension components.
- ❑ Damage to the vehicle's outer body panels, which affect the integrity of any of the seams or joints installed by the vehicle manufacturer.
- ❑ Corrosion (rust) which has resulted in perforation or flaking of the metal.

When checking the condition of the vehicle the following items need to be inspected but not necessarily in this order:

- ❑ Engine compartment
- ❑ Right side
- ❑ Luggage cargo compartment
- ❑ Left side
- ❑ Underbody or chassis frame
- ❑ Passenger compartment

16. Vehicle Recalls

Occasionally, vehicles, tyres and accessories sold in Australia are found to contain a safety defect. This includes items manufactured in Australia or imported. As a RAW, you are responsible for conducting recalls on vehicles to which you have fitted a used import plate and the vehicle has a defect which will or may cause injury to any person, in accordance with the provisions of the *Trade Practices Act 1974* (MVSA section 41).

A recall is a process in which the RAW:

- identifies which vehicles, or vehicle components, may have a safety defect;
- advertises this and/or writes to owners; and
- rectifies the safety defect free of charge.

The *Trade Practices Act 1974* provides the Minister for Financial Services and Regulation with powers to order a mandatory recall in appropriate circumstances. However, the need for a mandatory recall may be avoided by a supplier taking effective recall action under the provisions of the "Procedures for the Recall of Vehicles and Associated Products with Safety Related Defects". VSS in DOTARS is responsible for monitoring the effectiveness of each vehicle safety recall.

Where an imported vehicle has been subject to a recall prior to importation the RAW is responsible for ensuring that the rectification action, in accordance with the manufacturer's requirements, is taken prior to the vehicle being fitted with a used import plate.

Where an imported vehicle has been subject to a recall post importation, the RAW is also responsible for ensuring that the rectification action, in accordance with the manufacturer's requirements, is taken prior to the vehicle being fitted with a used import plate.

17. Vehicles 15 Years Old and Over

Vehicles, which are 15 or more years old at date of importation to Australia, are not permitted to be fitted with used import plates under the RAW Scheme.

Although these vehicles are not required to be fitted with plates they are not exempt from State or Territory registration requirements prior to use on public roads in Australia. You should contact the motor vehicle registration authority in the State or Territory where you intend to register the vehicle.

18. Evidence Requirements for Approval to Place Used Import Plates

This information is provided in the Motor Vehicle Standards (Approval to Place Used Import Plates) Determination 2002, and can be downloaded and printed from the RAWs Legislation page. A printed version is also available on request.

There are two types of evidence. Sample vehicle evidence and each vehicle evidence. The above referenced legislation details the requirements and acceptable alternative evidence for both types of evidence. In general, sample evidence seeks design and construction type information to assess the capability of the vehicle to meet requirements and each vehicle evidence seeks information to assess the continued satisfactory performance of each vehicle recognising differences in their age and history of use.

Sample vehicle evidence

On the first occasion any evidence is used as sample vehicle evidence, it will be shown as new evidence on the vehicle inspection certificate and be applicable to the vehicle for which it is provided.

Evidence of different types (eg. E mark, Japanese origin, CRN, Full volume vehicle, full evidence etc) must not be combined in the one document;

example: for ADR 14/01, if the internal mirror is claimed to comply with the requirements on the basis of Japanese origin then this evidence must be referenced as Japanese origin. If the original Japanese convex right hand side external mirror is replaced with a flat mirror, then the evidence for it must be separate from that for the internal mirror (Japanese origin) and identified as full evidence or E marked, depending on the basis of compliance used for the flat external mirror.

Where, for the same ADR, different evidence of the same type is applicable to the vehicle the different evidence may be retained on the one document;

example: if both the internal mirror and right hand side external mirror are of Japanese origin then their identification, description and evidence of compliance with the specific evidence requirements for the sample vehicle may be included in the one document.

If more than one component is available (eg. headlamps) for the same model of vehicle and their compliance with requirements for the applicable ADR is based on the same type of evidence eg. E mark, then their evidence of compliance (the individual E marks and specific evidence of compliance etc) may be included in the one sample vehicle evidence document.

Where evidence for more than one item is included in the same document, the evidence applicable to each item should be clearly presented and able to be referenced without ambiguity in the evidence for each vehicle.

Each vehicle evidence

The evidence for each vehicle for a given ADR should clearly identify the sample vehicle evidence and verify where practicable, that the components fitted are the same as on the sample vehicle. In view of the different purposes for which they are used, it is preferable that each vehicle evidence (including that for the sample vehicle) is kept separate from the sample vehicle evidence.

It is strongly recommended that RAWs develop a checklist to verify that their sample vehicle evidence and each vehicle evidence meet all requirements prior to the first reference to such evidence in a vehicle inspection certificate.

19. Vehicle Inspection Guide and Reports

The Vehicle Inspection Guide and Vehicle Inspection Report 1 (for used vehicles of category MA, MB and MC) and Vehicle Inspection Report 2 (for used vehicles of category MD, ME, NA NB & NC) can be downloaded and printed from the Guide to RAWs homepage. A printed version is also available on request.

These forms are used by the VSS inspectors and are provided to assist with your inspections. However, it should be noted that these reports do not cover all the inspections that must be undertaken by the Vehicle Inspection Signatory. The VSS inspections cover ADR requirements, which means no roadworthiness checks are included in the forms. Also, the documents only include samples of items to be inspected, for example seatbelts, whereas the Vehicle Inspection Signatory must ensure that all seatbelts are inspected.