



## CIRCULAR 0-3-6

### CERTIFICATION PROCEDURES FOR TRAILERS

#### 1. INTRODUCTION

1.1 This Circular sets out the administrative arrangements for the certification of road trailers.

1.2 This Circular replaces:

- Circular No. 0-3-5 'Trailer Make and Model Designation';
- Circular No. 0-4-22 'Certification of Low Loader Trailers';
- Circular No. 38-1-2 'Approval by the Administrator of Running changes for ADR38 – Heavy Trailer Braking Systems'; and
- Circular No.38-1-4 'Low Volume Assessment Scheme for Heavy Trailer Braking Systems'.

#### 2. APPLICABILITY

2.1 This Circular applies to all standard and *nonstandard* trailers over 4.5 tonnes Aggregate Trailer Mass (ATM).

2.2 This Circular also applies to *nonstandard* trailers up to 4.5 tonnes ATM, which do not comply with Vehicle Standards Bulletin No 1 – Building Small Trailers. (Refer to Administrator's Circular 0-2-7 'Certification of trailers up to 4.5 tonnes ATM' for standard trailers.)

2.3 This Circular is mandatory from 1 July 2009.

Note 1: *Nonstandard* trailers are trailers that, when supplied to the market, cannot comply with all the ADR requirements in at least one configuration.

Note 2: *Nonstandard* trailers may be purpose-built heavy trailers that are designed and constructed for an intended purpose and it is impractical to comply with the ADRs. These include, but are not limited to, purpose-built trailer mounted drilling rigs used in mining and drilling applications. *Nonstandard* trailers may also be heavy trailers that are built to take advantage of state and territory mass or dimension concessions such that they do not comply with the ADRs.

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

- 3.1 The trailer make and model name must be unique and must not exceed 30 characters each, including qualifiers and embodied spaces.
- 3.2 The make can be the name by which that range of trailers is popularly known. It can also be the person's name, business name, trading name, or trademark associated with the manufacturer.
- 3.3 The model name can be the particular name or code number of which trailers of the same type or style, made by a particular manufacturer, are identified for compliance purposes.
- 3.4 For the purposes of Identification Plate Approval (IPA), the following would result in a different model and would require a separate application for IPA:
  - different ADR trailer category (i.e. TA, TB, TC or TD);
  - different trailer type (i.e. semi-trailer, pig trailer or dog trailer);
  - different number of axles; and
  - *nonstandard* trailers.
- 3.5 If the trailer is *nonstandard*, the model designation must include the suffix OD (over-dimension, over mass or otherwise non-compliant) e.g., Triaxle Semi-trailer OD.

Note 3: For ADR compliance purposes pole trailers, timber jinkers, goose neck trailers and low loader dollies are deemed Type 1 rigid chassis semi-trailers.

### **4. VARIANT CODE**

- 4.1 The variant code is the particular name or code number by which trailers of that variant are to be identified for compliance purposes. The variant code must be unique and only used in relation to the trailer model of which it is a variant.
- 4.2 All trailers within a variant must use the same brake sub-assemblies identified by Sub-Assembly Registration Numbers (SARNs) and have the same brake settings.
- 4.3 For the purposes of IPA, a change to the SARN combination of Control System (CS), Foundation Brakes (FB) and Suspension System (SS) would result in a different variant.

### **5. APPLICATION FOR IPA for standard trailers**

- 5.1 Manufacturers must first register as a Licensee in the Road Vehicle Certification System (RVCS) before making an application. The registration form for a Licensee can be downloaded from the RVCS website <http://rvcs.infrastructure.gov.au>.
  - 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.

- 5.2 Manufacturers must also register the production facility and the design facility using the forms provided on the RVCS website.
- 5.3 Manufacturers wishing to use an agent to lodge applications on their behalf must first lodge an Agent Registration form authorising the agent to act on their behalf.
- 5.4 A separate application for IPA must be made for each make-model of trailer. The application can cover:
- a range of variants; and
  - a range of Gross Trailer Masses (GTMs) and ATMs.
- 5.5 Applications must be made on the electronic forms available from the RVCS website. A complete application for each make-model of trailer consists of:
- a RVCS Routing Slip form;
  - a Application for Compliance Approval (Trailers) form;
  - Summary of Evidence (SE) forms which are used as evidence for demonstrating compliance with the applicable Australian Design Rules (ADRs);
  - additional documentation, where applicable, may be attached to the relevant SE forms; and
  - a RVCS Certification Fee Payment Advice.
- 5.6 Applications for standard trailers that also incorporate a design feature that, when engaged, would make the trailer *nonstandard* (e.g., extendible trailers) must include a description of the feature and the ADR clause number affected.
- 5.7 Each form must be uniquely identified by a manufacturer's reference number that must not be more than 12 characters including spaces, dashes, etc.
- 5.8 Replacement forms for forms that have already been lodged must also be uniquely identified.
- 5.9 Applications must be lodged electronically. A successful lodgement 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.
- 5.10 Application queries will be transmitted back to applicants electronically as Discussion Items (DIs) which must be satisfactorily resolved before an application is processed further.
- 5.11 All applications and submissions of evidence are treated as "commercial-in-confidence".

Note 4: The design feature referred to in clause 5.6 above does not include mass variations at this time.

Note 5: The model name of the trailers, referred to in clause 5.6 above, should not include the suffix OD.

Note 6: Where the identification plate is to be supplied by the Department of Infrastructure, Transport, Regional Development and Local Government's (the Department) nominated plate contractor, the application and plate fee must be sent directly to the Department's nominated plate contractor whose details are:

Niddrie Nameplates Pty Ltd  
P.O. Box 106  
NIDDRIE VIC 3042

Note 7: To enable the application and payment to be matched, applicants must ensure payments are identified with the Licensee's name and trailer Vehicle Identification Number (VIN).

Note 8: An identification plate will not be issued until the payment is cleared.

Note 9. Each State or Territory Registering Authority (STRA) issues the VINs of trailers built in its jurisdiction. Trailer manufacturers can, with the approval of the applicable STRA, obtain VINs in quantity, from the National Exchange of Vehicle and Driver Information System (NEVDIS) Administration Unit. Their contact number is 02 8588 5199.

## **6. APPLICATION FOR IPA for *nonstandard* trailers**

- 6.1 The application procedures for *standard* trailers also apply to *nonstandard* trailers as well as the procedures specified in the following clauses.
- 6.2 Applications for *nonstandard* trailers must include a description of the non-compliance against each relevant ADR clause number together with reasons as to why that particular ADR requirement or requirements will not be met.
- 6.3 Written advice must be obtained from at least one of the State or Territory Registering Authority that the *nonstandard* trailer will be registered for use on public roads or will be allowed to be used on public roads. This advice must be provided on request.

Note 10: For trailers of up to 4.5 tonnes ATM, the Administrator of Vehicle Standards (the Administrator) will not grant an IPA where the non-compliance(s) can be rectified to comply with the ADRs e.g., over dimension fifth wheel caravans.

## **7. ADR EVIDENCE**

- 7.1 All evidence of compliance must be submitted using the appropriate SE form.
- 7.2 For those ADRs (e.g., lighting and mechanical connections) where the components used have a Component Registration Number (CRN), an assurance that the trailer will only be fitted with components with a CRN published on the RVCS website is sufficient.
- 7.3 For trailers that do not use one or more SARN approved brake sub-assemblies, the following additional information about the braking system (where applicable) must also be submitted to allow assessment and confirmation of its compliance with ADR38/xx<sup>#</sup> requirements:

<sup>#</sup> denotes the current edition of the ADR

- drawings and specifications of the foundation brakes;
- drawing and parts list of the brake control system;
- engineering assessment of the performance parameters used in the calculations;
- performance calculation sheets and performance graphs;
- torque graphs for foundation brakes, etc;
- test results if the braking system needs to be tested; and
- where relevant, an existing approved SARN (surrogate SARN) that may be used administratively towards assessing ADR38/xx# evidence.

## 8. PROCESSING TIME

8.1 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 an IPA.

## 9. IDENTIFICATION PLATE APPROVAL (IPA)

9.1 The Administrator will grant an Approval for an Identification Plate to be placed on the trailer (IPA) to an application that has indicated compliance with the applicable ADRs.

9.2 The Licensee must fit the plate only to the trailer that is specified in the application.

9.3 The IPA will expire on the 'Expiry date' shown on the IPA document.

9.4 The Administrator may grant a standard IPA to trailers that also incorporate a design feature that, when engaged, would make the trailer *nonstandard* (e.g., extendible trailers). In this instance, Schedule 5 of the IPA document will identify the design feature, the ADR clause number affected and include the following condition.

- These trailers can only be supplied to the market in their standard configuration, that is, with the design feature not fitted or disengaged.

9.5 The Administrator may grant an IPA to a *nonstandard* trailer of up to 4.5 tonnes ATM that does not comply with VSB 1. The following Schedule 5 conditions will be included in the IPA document.

- Each ADR non-compliance and the applicable ADR clause number(s).
- Use of the trailer is subject to conditions imposed by the relevant registering authorities.
- For new trailers up to 4.5 tonnes ATM, the vehicle plate must include the following statement in addition to the information shown on Vehicle Standards Bulletin No. 1 – Building Small Trailers. "This trailer was approved for supply to the market under the provisions of Section 14A(1) of the *Motor Vehicle Standards Act 1989* (the Act). It does not comply with Australian Design Rule...".

9.6 The IPA for *nonstandard* special purpose-built heavy trailers that do not have SARNs (see clause 7.3) will be on a vehicle by vehicle basis. The following Schedule 5 conditions, as well as the first two dot points of clause 9.5 above, will be included in the IPA document.

- The trailer VIN. The VIN of subsequent trailer variants of the same make-model will be added to the Schedule 5 of the amending IPAs.
- The make and model of the non-approved sub-assemblies, if fitted.

9.7 A copy of the IPA document will be forwarded to the applicant for information and safe keeping. A copy is also placed on the RVCS website.

Note 11: Approval of *nonstandard* trailers by the Administrator does not guarantee that they will be accepted for registration and use by State or Territory Registering Authorities.

## **10. IDENTIFICATION PLATE** (commonly known as compliance plate)

10.1 The identification plate must be obtained from the Administrator's nominated plate supplier. The plate charge must be paid directly to the plate contractor (the fee due to the Commonwealth is included in this charge).

10.2 The identification plate must be stamped with the relevant information shown on Schedule 2 of the Approval document together with the ATM of the trailer. The VIN stamped on the identification plate must be identical to that located on the trailer.

10.3 The Sub-Assembly Registration Number boxes on the identification plate must be stamped as follows.

- The approved SARN of each brake sub-assembly.
- The words 'Schedule 5' for trailers using surrogate SARNs to show compliance with ADR38/xx<sup>#</sup>.
- The full United Nations Economic Commission for Europe (UNECE) Approval Number for trailers using an Approval to UNECE Regulation number 13 as showing compliance with ADR38/xx<sup>#</sup>.

10.4. The identification plate must be affixed to the trailer in accordance with Administrator's Circular 0-3-2 'Identification Plates'.

## **11. AMENDING APPROVAL APPLICATIONS**

11.1 An amending IPA application must be lodged when adding variants to an IPA.

11.2 In making the application the RVCS Routing Slip must identify the IPA number granted to the make-model of trailer to which the new variant(s) are to be added.

11.3 The fee payable is determined by the number of variant(s) to be added.

# denotes the current edition of the ADR

11.4 All other evidence submissions (except for SE38/xx<sup>#</sup>) will be treated as running changes and do not incur a fee.

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

12.1 All current IPAs must be updated by the implementation of a new ADR or a new version of an applicable ADR (unless the previous version is an acceptable prior rule).

12.2 The amending applications (RTSLP and the relevant SE form) must be lodged with RVCS prior to the implementation date of the new ADR and allow for the processing time specified in Clause 8.

12.3 IPAs that do not contain up to date ADR evidence are considered to be lapsed on the date the new ADR(s) come into effect.

12.4 Manufacturers who place identification plates on trailers on or after the implementation date of a new applicable ADR, without their IPAs being updated to include the new ADR, will be in breach of the Act.

## **13. QUALITY PLAN**

13.1 Manufacturers of more than ten trailers per year must put in place a Quality Plan to ensure that identification plates are only placed on trailers of the type approved.

13.2 The Quality Plan must encompass the quality assurance principles of AS/NZ ISO 9001:2000 Quality Management Systems requirements and be supported by the necessary documentation, work instructions and records which, upon request, must be made available for inspection by Departmental inspectors.

13.3 All trailer manufacturers are subject to a Conformity of Production audit as detailed in Administrator's Circular 0-13-1 - Conformity of Production.

13.4 Manufacturers of up to ten trailers per year need not have a detailed Quality Plan as described in clause 13.2 above. However, the manufacturers must keep, for each trailer, a completed trailer final inspection form which must be made available for inspection by Departmental inspectors. The trailer final inspection form must include at least the following information:

- IPA, make-model, ATM, VIN and date of manufacture;
- for each applicable ADR, the make, model, CRN (if applicable) and part number (if available) of the ADR related components fitted to the trailer; and
- if air actuated braking system, the applicable SARNs of the brake control system, foundation brakes, suspension system, service and park brake boosters sizes and the slack adjuster lengths.

## **14. RECORDS**

- 14.1 A record of the identification plate placed on the trailer must be kept. This record must contain, at least, the identification plate serial number, IPA number, trailer make-model, VIN and the date of manufacture of the trailer.
- 14.2 All relevant documentation including purchasing records pertaining to the trailer design and build must be kept and must be made available for inspection by Departmental inspectors if requested.
- 14.3 All records supporting the applications for IPA must be retained for at least ten years.
- 14.4 All other records must be retained for at least seven years.

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

- 15.1 When a manufacturer ceases production of an approved make-model of trailer for supply to the Australian market, the manufacturer must notify the Administrator of Vehicle Standards.
- 15.2 This notification must be submitted within four weeks of placing the last identification plate on the relevant make-model trailer.