



VEHICLE ASSESSMENT SIGNATORY SCHEME (VASS)

INFORMATION MANUAL

Version: July 2020_V1.0

VicRoads Vehicle Safety and Registration and Licensing Services
60 Denmark Street, Kew
Melbourne VIC 3101

Tel 1300 309 571

www.vscinfo@roads.vic.gov.au

Version Control

Live Status of this Manual

The VASS Manual will be considered a “live” document and will be updated and amended from time to time as required. The Version Control Table will document any changes made from the previous version. The Footer of each page will reflect the version of the document.

Signatories will be notified prior of changes to be made and will be responsible to ensure they are working from the latest version of the VASS Manual. Where appropriate VicRoads will consult and review with the Signatories any proposed changes before implementation.

It is acknowledged that a change to the Manual may affect the validity of a decision or determination that was made by the Signatory prior and was correct at the time. The Signatory is to notify the VicRoads Vehicle Safety Team if a proposed change to the content of the Manual will affect the validity of a decision or determination that they have made, which was in accordance with the version of the Manual current at the time.

Version Control Table

Version	Date	Change
July 2020_V1.0	13/07/2020	Original Release

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Introduction

The design and construction of motor vehicles and the performance requirements they are required to satisfy are complex. Original Equipment Manufacturers (OEMs) dedicate significant cost and resources developing and testing their motor vehicles before they can be deemed compliant for use on public roads.

The Australian Government Department of Infrastructure, Transport, Regional Development and Communications website states:

“The certification system for new vehicles is based on type approval, wherein a vehicle design representing a make-model (the “type” of vehicle) undergoes tests to demonstrate compliance with the applicable ADRs (Australian Design Rules). If the test vehicle(s) complies then all others of the same design, or type, will also comply, provided the production processes are properly controlled. (Ref Australian Government Department of Infrastructure, transport, Regional Development and Communications website 16 May 2020 -

https://www.infrastructure.gov.au/vehicles/certification/vehicle_certification.aspx)

The Australian Design Rules (ADRs) are national standards for vehicle safety, anti-theft and emissions. The ADRs are generally performance based and cover issues such as occupant protection, structures, lighting, noise, engine exhaust emissions, braking and a range of miscellaneous items.” (Ref Australian Government Department of Infrastructure, transport, Regional Development and Communications website 16 May 2020 - <https://www.infrastructure.gov.au/vehicles/design/>).

When a customer chooses to modify their vehicle from the Manufacturer’s specifications, construct their own vehicle or import a vehicle and seeks approval from a VASS Signatory, it is expected the VASS Signatory will apply their engineering knowledge and judgement to the inspection and assessment of that vehicle to ensure it is in a condition which is safe and compliant to the requirements of the ADRs and the standards for registration.

The Vehicle Assessment Signatory Scheme (VASS)

Modifications to vehicles have the potential to adversely affect the vehicle’s compliance with the standards for registration, its structural integrity, the operation of its safety systems, handling characteristics and compliance with environmental regulations for gaseous emissions and vehicle noise.

It is for this reason Regulation 257 of the Road Safety (Vehicles) Regulations 2009 states a person must not use on a highway a modified vehicle unless the modification has been approved by VicRoads or has been carried out in accordance with guidelines published by VicRoads.

VicRoads have implemented the Vehicle Assessment Signatory Scheme (VASS) and authorised, persons qualified in the design, engineering, manufacture and fabrication of motor vehicles as Signatories to inspect, assess and approve specified vehicles to ensure they comply with the standards for registration.

The Role of a VASS Signatory

Under regulation 21 of the Road Safety (Vehicles) Regulations 2009, VASS Signatories are authorised by VicRoads to assess and approve vehicles which have been modified, individually constructed or imported for the purposes of ensuring the vehicle complies to the requirements of the applicable Australian Design Rules (ADRs) and standards for registration.

The Responsibilities of a VASS Signatory

Persons authorised as VASS Signatories are entrusted with important responsibilities for maintaining road safety and environmental standards through the diligent and responsible approval of Vehicles and Vehicle Work to ensure they remain in compliance to the requirements of the applicable Standards.

When working in the role of a VASS Signatory, the authorised person will:

- Be a person who is operating under a valid Agreement with VicRoads to act as an authorised Signatory under the Vehicle Assessment Signatory Scheme (VASS);
- Only operate as a VASS Signatory to provide the Services for the Specified Vehicles within the requirements and constraints of this Manual and their Agreement;
- Provide the customer with sound and robust engineering feedback and direction pertaining to the customer's requirements and the need for the vehicle to maintain compliance to the standards for registration when discussing and reviewing vehicle work or construction;
- Always conduct themselves with integrity and transparency when fulfilling their obligations and duties under the VASS.
- Apply and use their engineering knowledge when assessing a vehicle and vehicle work to generate, collect and review supporting evidence which can include but not be limited to specifications, test data, engineering calculations, drawings and suitable comparison so that they can demonstrate they have applied Engineering Analysis and Justification to support their Engineering Approval of the Vehicle and vehicle work.
- Only provide their approval to vehicles and vehicle work which they are personally and professionally satisfied comply to the standards for registration.

The Scope of the VASS Signatory's Authority

The scope of the VASS Signatory's Authority to inspect and approve Vehicles and Vehicle Work is determined by their individual Agreement with VicRoads and shall be within the constraints of the applicable Sections of the National Codes of Practice (NCOP) or as otherwise approved by VicRoads.

The type of Vehicle Work a VASS Signatory will be authorised to Approve will be dependent on VicRoads' consideration of the Signatory's ability to:

- Apply their engineering knowledge of the applicable Australian Design Rules and Standards and their experience in the design and construction of Motor Vehicles to ensure the vehicle does not present an unacceptable risk to the operator or other road users as a result of the vehicle work done.

VASS Signatories shall not undertake the Inspection of, or give Approval to, Vehicles and Vehicle Work that they are not authorised to under their Service Agreement.

The National Codes of Practice (NCOP)

The National Codes of Practice are Federally approved documents used by VicRoads to regulate the scope of Authority of Signatories under the VASS.

The types of Vehicles and Vehicle Work a VASS Signatory will be authorised to inspect and Approve are determined by the allocation of Approval Codes representing Sections of the published Vehicle

Standards Bulletins (VSBs) from the Department of Infrastructure, Transport, Regional Development and Communications.

- VSB14 is the National Code of Practice for Light Vehicle Construction and Modification.
- VSB6 is the National Code of Practice for Heavy Vehicle Modifications and is the national standard for the most common modifications made to heavy vehicles. Under the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications, the NHVR has set VSB6 as the primary standard to be used to approve modifications to Heavy Vehicles.

These are the two main National Codes of Practice.

The Role of this Manual

This manual has been developed for the purposes of guiding the VASS Signatory through the processes and procedures they will be required to follow and satisfy when conducting their services under the obligations of their individual Vehicle Assessment Signatory Scheme (VASS) Agreement with VicRoads.

Sections Contained within this Manual

The Sections and guidelines contained within this manual may not exhaustively cover all scenarios the Signatory may encounter. As such it is expected the Signatory will be required to contact the VicRoads Registration and Licensing Vehicle Safety and Compliance team at VicRoads from time to time for assistance and guidance.

Section for The VASS Approval Certificate

A VASS Signatory must only issue a VASS Approval Certificate when they are satisfied the vehicle and vehicle work they have inspected and approved satisfies the requirements of the relevant Sections of the National Code of Practice and is compliant with the relevant Australian Design Rules (ADRs) for the vehicle.

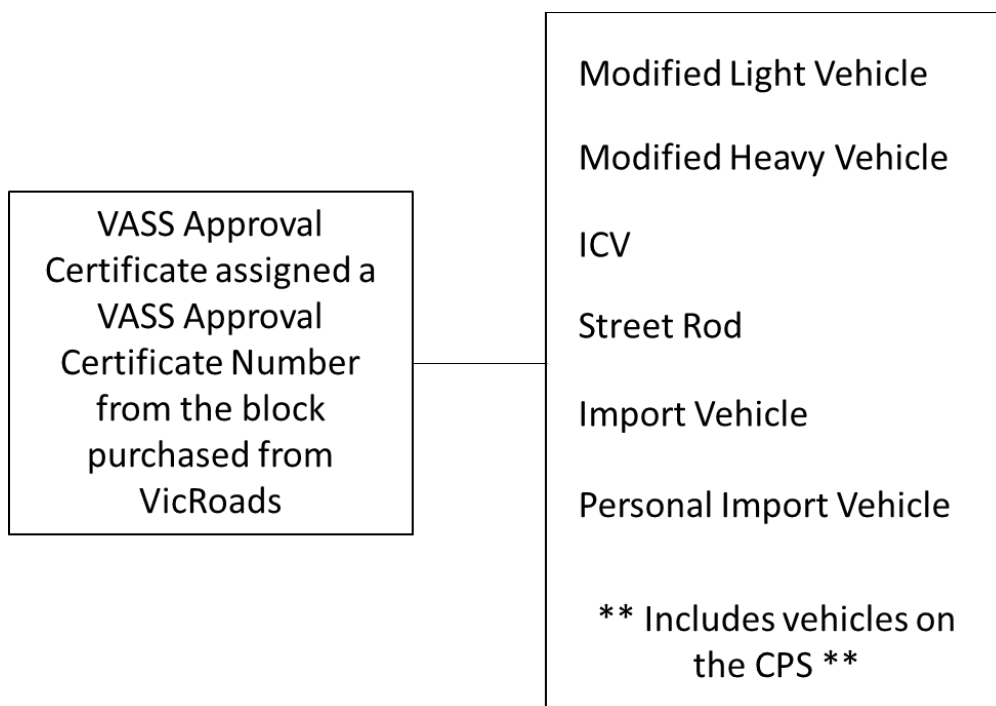
Every VASS Approval Certificate issued by the VASS Signatory is unique to the vehicle being inspected and approved.

A VASS Approval Certificate must:

- Only be identified with an Approval Certificate Number purchased from VicRoads;
- Be in the format specified by VicRoads;
- Accurately describe the vehicle, vehicle work completed, the affected ADRs and other required information;
- Record the odometer reading (where applicable) as at the date of issue;
- Be complete and signed (physically or digitally) by the issuing VASS Signatory

A VASS Signatory shall only sign a VASS Approval Certificate when they have completed a final inspection of the vehicle.

Each type or category of vehicle inspected and approved by the VASS Signatory for vehicle work approved will be issued the same certificate type and with a number taken from the block purchased from VicRoads.:



VicRoads will not accept a VASS Approval Certificate that is not in the format specified by VicRoads or does not contain a VASS Approval Certificate Number from the block purchased from VicRoads.

Instructions to Clients

The VASS Signatory must advise the vehicle's owner (or the person who has presented the vehicle for Approval of the vehicle work) the following information when issuing an Approval Certificate:

Vehicle State

- it is an offence to further modify the vehicle after the Approval Certificate has been provided and before the Vehicle has been presented at a VicRoads Registration and Licensing Office.
 - The progressive modifications made to Heavy Vehicles are an exception to this.
- Subsequent modifications made to Light Vehicles that are beyond the allowable scope of VSI8, VSI 33, VSB14 or VSB6 will require another Inspection of the Vehicle Work and another Approval Certificate to be issued by a VASS Signatory.

Presenting the certificate to VicRoads

- The Vehicle and the two Original Copies of the Approval Certificate marked "Vehicle Owner's Copy" and "VicRoads Copy" must be presented at a VicRoads Registration and Licensing Office.
 - A VASS Approval Certificate issued for a light vehicle is valid for 30 days of the date on the Certificate for registration or notification for change of vehicle description.
 - A VASS Approval Certificates for a heavy vehicle is valid for more than 30 days provided the vehicle has travelled less than 1000km since the date on which the Certificate was issued

One copy of the Approval Certificate marked "Vehicle Owner's Copy" is to be retained by the owner. It is recommended that it is kept in a secure location and that it be passed on to any future owner of the vehicle.

The customer may be supplied with a digital copy of the VASS Approval Certificate, which shall be in a secure, non-writeable format.

Reissue of VASS Approval Certificates

VASS Signatories are permitted to reissue VASS approval certificates in the following circumstances:

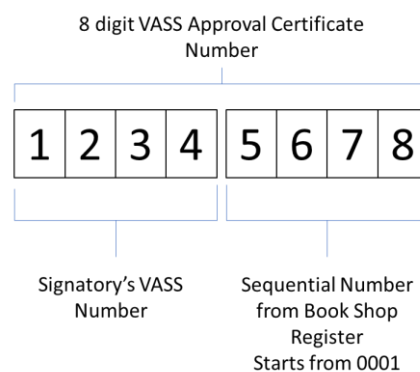
- **Lost or Stolen VASS Approval Certificate/Modification Plate** – Signatories may reissue a replacement within the 30-day expiry duration of the original issue date using the same Certificate number and original issue date.
The replacement Certificate **must state** that it is a reissue of the original and that the original was lost or stolen.
Signatories must keep a register of any re-issued Certificates/Plates and notify vscinfo@roads.vic.gov.au if Certificates or Modification Plates are reported as stolen.
- **Expired VASS Approval Certificate/Modification Plate** – Signatories may issue one extension for an additional 30 days for Light Vehicle Certificates using the same Certificate number and a revised date provided the vehicle has been sighted/inspected to confirm it has not been modified further since the original Certificate was issued.
- This also applies to Heavy Vehicle Certificates provided that the vehicle must not have travelled more than 1000 km since the original Certificate was issued.

Section for VASS Approval Certificate Numbers

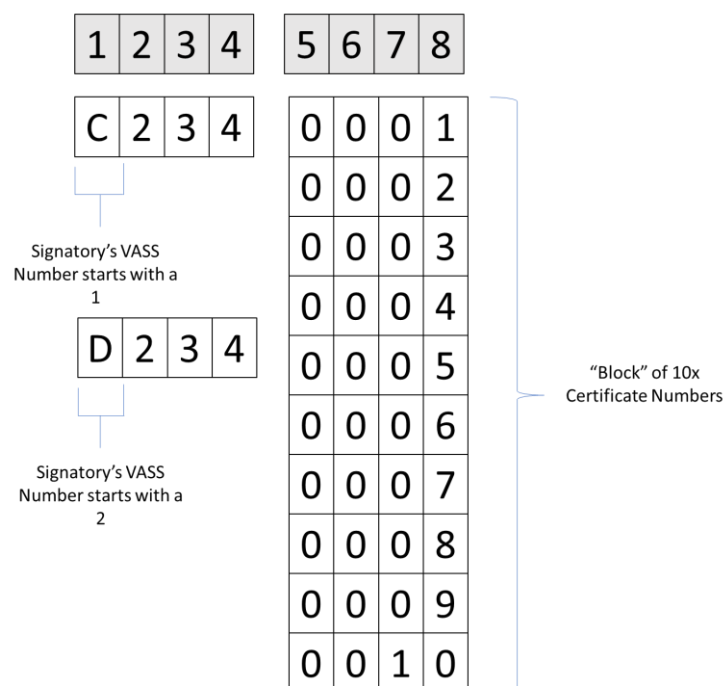
Every VASS Approval Certificate issued by a VASS Signatory must be assigned a unique eight-digit VASS Approval Certificate Number.

Each VASS Approval Certificate Number is unique to the VASS Signatory.

The first four digits of the VASS Approval Certificate Number consist of the Signatory's VASS Number and the last four digits are issued in sequence by VicRoads Bookshop.



VASS Approval Certificate Numbers are sold in blocks with each block containing ten certificates. A maximum of four blocks can be purchased in one transaction.



VASS Approval Certificate Numbers can only be obtained from VicRoads Bookshop.

A VASS Approval Certificate Number purchased from VicRoads and activated in VRIS must be assigned to a VASS Approval Certificate issued for a:

1. Modified Light Vehicle on unconditional registration or the Club Permit Scheme (CPS);
2. Modified Heavy Vehicle on unconditional registration or the Club Permit Scheme (CPS);

3. Imported Vehicle;
4. Newly constructed or modified Individually Constructed Vehicle (ICV), including Street Rods, on unconditional registration or the Club Permit Scheme (CPS) or in the instance of Street Rods – SR Plates as issued through the Australian Street Rod Federation (ASRF);

VicRoads Bookshop is responsible for activating the VASS Approval Certificate numbers in the Vehicle Registration Identity System (VRIS). This must occur before the VASS Signatory issues the VASS Approval Certificate to the customer.

Turnaround times for Certificate numbers being made active in VRIS:

Signatories are advised that an order placed with the Bookshop for VASS Approval Certificate Numbers won't be activated in VRIS immediately.

- If payment made before 4 pm Mon-Thu = One Business Day
- If payment made after 4 pm Mon-Thu = Two Business Days
- If payment made Friday = Two Business Days

If a customer attends a VicRoads Customer Service Centre with a VASS Approval Certificate containing a VASS Approval Certificate Number that has not been activated in VRIS, the VASS Approval Certificate will not be accepted, and the customer will be turned away and instructed to consult with the issuing VASS Signatory.

To avoid customers being turned away from a VicRoads Customer Service Centre, Signatories must ensure they have placed their order for VASS Approval Certificate Numbers to allow the require time to process payment and activate the Certificate Numbers in VRIS.

Section for Modification Plate/Label Requirements

Introduction

A Modification Plate/Label must be affixed to the vehicle when it has been inspected and approved by a VASS Signatory and issued with a VASS Approval Certificate.

The application of the Modification Plate/Label to the vehicle will be one of the final tasks for the VASS Signatory to complete prior to handing the Approved Vehicle over to the Customer. The Modification Plate/Label will be in a prominent position on the vehicle in a location which allows the details on the Plate/Label to be easily viewed.

Requirements of a Modification Plate/Label

The Signatory will be responsible for supplying their own Modification Plates/Labels.

The Modification Plate/Label must satisfy the following requirements:

Plate/Label Material and Dimensional Specifications:

- Material: Plate may be Aluminium or Adhesive Label
- Plate/Label Dimensions: Nominal 100mm x 50mm and no less than as per format illustrated
 - The Plate/Label Dimensions may be adjusted for a L-Category vehicle if the structure of the vehicle does not provide a location to accommodate the nominal Plate/Label dimensions prescribed.
- Text: Minimum Character height of 2.5mm. Lettering must be easily seen and read without ambiguity. Engraved lettering on aluminium plates will not be in cursive script and will be in capital letters so that the information contained on the plate can be easily read.

Plate/Label Colour Specifications:

- Text: Silver or Black and must be easily seen and read in contrast to Plate Fill Colour. No other colours for lettering are permitted.
- Plate/Label: Blue – as per Figure 1.0 or the alternative Figure 3.0 which permits easy and ready identification of the plate and permits the text to be clearly seen and read. No other fill colours are permitted.

Plate/Label Durability, Security and Attachment Specifications:

- Adhesive Labels must not be able to be removed and re-applied;
- Adhesive Labels must be of a standard that will not peel or become dislodged when exposed to contaminants and conditions that are to be reasonably expected in the environment to which it is applied, including cleaning and detailing agents, oil, water and other fluids typical of an automotive application;
- Adhesive Labels must be of a standard that will not fade or degrade such that the information contained cannot be easily and clearly read;
- Aluminium Plates must be affixed by either riveting, hammer drive screws or tamper proof screws in a minimum of two attachment points. A suitable automotive grade permanent adhesive may also be used. The adhesive will not peel or become dislodged when exposed to contaminants and conditions that are to be reasonably expected in the environment to which it is applied, including cleaning and detailing agents, oil, water and other fluids typical of an automotive application.

Plate/Label Content:

Information that must be displayed on the Plate/Label shall be of the format illustrated:

The diagram shows a rectangular plate with a blue background and white text. The width is labeled 'Dim A: No less than 100mm' and the height is labeled 'Dim B: No less than 50% of Dim A'. The text on the plate is as follows:

LIGHT VEHICLE MODIFICATION PLATE

State: VIC Date: DD/MM/YYYY VASS Certificate No:

Year/Make/Model:

VIN/Chassis No:

Seating Cap: ADR Cat: Body Style:

Mod Codes:

Mod GVM: Mod GCM:

This plate/label not to be removed Ref/Ser No:

Figure 1.0: Required Format for Light Vehicle Modification Plate/Labels

The diagram shows a rectangular plate with a blue background and white text. The width is labeled 'Dim A: No less than 100mm' and the height is labeled 'Dim B: No less than 50% of Dim A'. The text on the plate is as follows:

HEAVY VEHICLE MODIFICATION PLATE

State: VIC Date: DD/MM/YYYY VASS Certificate No:

Year/Make/Model:

VIN/Chassis No:

Seating Cap: ADR Cat: Body Style:

Mod Codes:

Mod No Axles:

Tyre Sizes:

Mod GVM: Mod GCM: Mod ATM: Mod GTM:

THIS VEHICLE HAS BEEN MODIFIED IN ACCORDANCE WITH THE
NATIONAL HEAVY VEHICLE CODE OF PRACTICE

This plate/label not to be removed Ref/Ser No:

Figure 2.0: Required Format for Heavy Vehicle Modification Plate/Labels

The diagram shows a rectangular plate with a blue background. Above the plate, a horizontal double-headed arrow indicates 'Dim A: No less than 100mm'. To the left of the plate, a vertical double-headed arrow indicates 'Dim B: No less than 50% of Dim A'. The plate contains the following text:

LIGHT VEHICLE MODIFICATION PLATE

State: VIC Date: VASS Certificate No:

Year/Make/Model:

VIN/Chassis No:

Seating Cap: ADR Cat: Body Style:

Mod Codes:

Mod GVM: Mod GCM:

This plate/label not to be removed Ref/Ser No:

Figure 3.0: Alternative permissible colour and text combination for Vehicle Modification Plate/Labels

Populating the Details on the Modification Plate/Label

The modification plate/label shall be populated such that the details of the vehicle and the vehicle work are recorded accurately.

Modification Codes shall be entered in their entirety, for example **LK1, LK2, LK5** so that the vehicle work approved by the Signatory can be determined. A generic modification code such as **LK** entered on a modification plate/label to represent the vehicle work is not acceptable.

Changes to the Vehicle Mass Ratings shall be entered on the plate. Where the Gross Combination Mass (GCM) rating of the vehicle has been changed, the Signatory must also include the Maximum Braked Towing Capacity (MBTC) rating on the Modification Plate/Label.

When there is no change to the Gross Vehicle Mass (GVM) or Gross Combination Mass (GCM) due to the modification, the plate may indicate "N/A" (Not Applicable).

Company logo/information may be displayed below the information required as shown in the applicable format.

Personal Effects Vehicles

VASS Signatories approving Personal Effects vehicles to the requirements of the NCOP VSB14 Section LO3 will be required to apply for and affix a Personal Import Plate to the vehicle as per the requirements published on the Australian Government Department of Infrastructure, Transport, Regional Development and Communication website.

Signatories approving Personal Effects vehicles will issue a Certificate of Endorsement as required by the Australian Government Department of Infrastructure, Transport, Regional Development and Communication.

A Personal Effects Vehicle that requires vehicle work to be made compliant to the applicable ADRs and standards for registration (for example converting a Left-Hand Drive vehicle to Right-Hand Drive) will require a VASS Approval Certificate for that vehicle work and a Blue Modification Plate/Label fitted. The Blue Modification Plate/Label shall be affixed in a location of proximity to the Yellow Plate.

Registered Automotive Workshop (RAW)

Used vehicles imported, modified and certified by a Registered Automotive Workshop are fitted with a Magenta Plate/Label and are not covered under the scope of the Vehicle Assessment Signatory Scheme for this level of initial inspection and certification.

A vehicle which has been certified by a RAW and then undergoes subsequent certifiable modifications will require a Blue VASS Modification Plate/Label to be affixed in a location of proximity to the RAW plate.

Low Volume Imports

The Low Volume Scheme for new vehicles allows for the supply to the market of up to 25 or 100 vehicles per year per vehicle category. The Scheme provides a major concession in that it allows alternative forms of evidence to be submitted against some of the ADRs. In the main this applies to ADRs where destructive or expensive testing is required.

A vehicle which has been imported under the Low Volume that undergoes subsequent certifiable modifications will require a Blue VASS Modification Plate/Label to be affixed in a location of proximity to the Low Volume compliance plate.

Section for VASS Approval Letters

A VASS Approval Letter is to be used in lieu of a VASS Approval Certificate when the VASS Signatory is inspecting vehicle work not covered by a Section under the relevant National Code of Practice and is approving that vehicle and vehicle work as complying to the standards for registration.

When issuing a VASS Approval Letter, an Approval Plate/Label is not required to be affixed to the vehicle as there are no applicable Sections from a National Code of Practice the vehicle work is being certified to.

When to Issue a VASS Approval Letter

Examples of when an Approval Letter will be required include, but are not limited to:

- Inspecting modifications to Light Trailers or Light Caravans to approve an increase to mass ratings in lieu of approval from the Manufacturer;
- Structural repairs to Light Trailers or Light Caravans to approve that the repairs have been carried out in accordance with proper process in lieu of approval from the Manufacturer;
- Modifications to vehicles for the purposes of fitting adaptive driver controls for drivers with disabilities;
- Other forms of Vehicle Work which are not permanent but need to be inspected so that the condition of the vehicle is confirmed as still complying to the conditions of registration, such examples include:
 - Fitting temporary fixtures such as external signs or non-original optional accessories;

Signatories will be required to create and reference the appropriate level of supporting evidence in a Work Review File for an Approval Letter.

Section for Premises and Equipment

Premises

VASS Signatories are not bound to a premise or premises on which they are required to undertake the inspection and approval of vehicles and vehicle work. A Signatory is required to be able to safely and properly inspect a vehicle.

Equipment

Equipment used to obtain results used for the purposes of providing a VASS Approval Certificate or Approval Letter to a vehicle must be appropriate for the purpose, used in accordance with any specified instructions and accompanied by a valid certificate of calibration.

Signatories shall maintain a calibration schedule of equipment used in the approval of vehicles and vehicle work. An example of which is shown below.

Equipment Name & ID	Calibration frequency	Last Calibrated	Next Calibration Due	Description

Calibration should be traceable to national or international standards.

Section for the Procedure for Assessing Vehicle Work

Introduction

When reviewing a Work Review File created by a Signatory, VicRoads will look to understand how the procedure for the inspection and approval of the vehicle and vehicle work was followed.

1. Pre-Inspection of Vehicle and Vehicle Work:

Upon request from the Customer to provide Approval for Vehicle Work, the VASS Signatory must:

1. Ensure they have an adequate understanding of the scope of Vehicle Work required to determine they have the capability and VicRoads' authority to conduct the assessment and provide Approval under the relevant Approval Codes.
2. If the Signatory identifies Vehicle Work which will require Approval to sections of the National Code of Practice they have not been given authority to work under, then they must determine how they will proceed by consideration of the following options:
 - a. Notify the Customer as soon as possible and explain that they will be unable to provide Approval for the Vehicle Work requested and decline the job;
 - b. Engage the services and support of another authorised VASS Signatory with the VicRoads' authority to provide Approval under the relevant Sections of the National Code of Practice.
 - c. Apply to VicRoads with a Code Request to obtain authority to provide approval under the relevant Sections of the National Code of Practice

2. Commencement of Inspection of Vehicle and Vehicle Work:

Upon commencement of entering into an agreement with the Customer to provide Approval for Vehicle Work, the VASS Signatory must:

1. Record the details of the Vehicle and Vehicle Work to be assessed and approved in the Vehicle Work Review form or an equivalent level of report.
 - a. It is a requirement that the Signatory create and maintain a record/report of their Inspection and Approval process throughout the duration of the Vehicle Work.
2. Record the details required in their VASS Work Register
 - a. It is a requirement that the Signatory maintain their VASS Work Register on the online SharePoint
3. Inspect the vehicle
4. Collect and record the supporting engineering evidence in the Work Review File

3. Completion of Inspection of Vehicle and Vehicle Work:

Upon completion of the Vehicle and Vehicle Work inspection, the VASS Signatory must:

1. Be satisfied they have obtained, assessed and recorded the necessary level of engineering evidence in the Work Review File to use as the basis for their assessment and Approval;
2. Complete the Vehicle Work Review form or equivalent level of report with their engineering statements and conclusions;
3. Determine if they will provide or refuse Approval;

4a. If the Outcome of Inspection of Vehicle and Vehicle Work is Satisfactory:

If the VASS Signatory has determined through their inspection of the Vehicle and Vehicle Work and assessment of the evidence that the Vehicle Work is satisfactory and the vehicle meets the conditions of registration as per the terms of the Agreement, they must:

1. Complete the Approval Certificate
2. Fit or arrange to have fitted the Modification (Blue) Plate/Label to the vehicle
3. Provide the Customer with:
 - a. Two (2) copies of the Approval Certificate
 - i. One (1) marked Customer Copy
 - ii. One (1) marked VicRoads Copy
 - b. A copy of the "Instructions to Customers" as per the relevant Section in this Manual.
4. File for a period of no less than seven (7) years after the date of approval:
 - a. One (1) copy of the Approval Certificate marked Signatory's Copy
 - b. All documents and evidence (including but not limited to work review forms, reports, calculations, data, drawings, specifications and photographs) as supplied by the Customer and gathered and created by the Signatory in the process of conducting the Vehicle Work

It is acknowledged that a Signatory may undertake the inspection of a vehicle in one location and then be required to conduct the necessary analysis of their engineering evidence in another location, such as their office. If a Signatory determines from their analysis of the engineering evidence that the vehicle and vehicle work should be approved, they are permitted, for logistical purposes, to mail the Blue Modification Plate/Label to the customer. A Signatory shall not issue the VASS Approval Certificate to the customer until they have received confirmation from them the Modification Plate/Label has been appropriately affixed to the vehicle as per their instructions.

4b. If the Outcome of Inspection of Vehicle and Vehicle Work is Not Satisfactory:

If the VASS Signatory has determined through their inspection of the Vehicle, Vehicle Work and evidence that the Vehicle Work is not satisfactory and/or the vehicle does not meet the conditions of registration, they must:

1. Not provide an Approval Certificate to the Customer or a representative of the Customer in a physical or digital format;
2. Not affix a Blue Modification Plate/Label to the Vehicle
3. Inform the Customer or representative of the Customer of the reasons why Approval was not given and what items need to be rectified to make the Vehicle compliant;
4. Provide the Customer or representative of the Customer with an opportunity to arrange a re-inspection of the Vehicle and evidence to ensure non-conformances have been adequately addressed;
5. Enter the vehicle and owner details, scope of work and reason/s for not providing Approval in their Work Register;

Further to the above, the VASS Signatory must not provide the Customer or a representative of the Customer with a physical or digital version of the Approval Certificate and Blue Modification Plate/Label for them to fit to the vehicle themselves based on:

1. The “promise” or assurance from the Customer or a representative of the Customer, that they will rectify and/or address identified non-conformances “Straight After” the unsuccessful inspection;
2. Evidence supplied in isolation to the Vehicle and/or written or verbal assurance from the Customer or a representative of the Customer that items of non-conformances have been rectified or missing information has been addressed;

Section for the Requirements for a Signatory's Work Review File

Introduction

The Signatory's Work Review File shall contain the relevant engineering evidence supporting the approval of the vehicle and vehicle work. It will document how the vehicle has been assessed as being compliant to the requirements of the applicable Australian Design Rules (ADRs) and Standards.

The purpose of this Section is to provide the Signatory with guidance of how VicRoads will assess a Work Review File and the evidence to be contained in the Work Review File supporting the approval of vehicle work.

The purpose of maintaining a Work Review File is to ensure the application of the Signatory's engineering knowledge and judgement to the inspection and approval of the vehicle and vehicle work is documented in a methodical and consistent manner. This will permit the Signatory to justify how the requirements and constraints of the applicable Australian Design Rules (ADRs) and Sections of the National Code of Practice (NCOP) have been applied and the vehicle and vehicle work have been assessed appropriately.

The Identity of the Vehicle

The Primary Identifier of the vehicle must be sighted and photographed. This will be the permanently stamped, engraved or etched Vehicle Identification Number or Chassis Number on the vehicle.

A Vehicle Identity or Body Number on a plate affixed to the vehicle will be considered the Primary identifier of the vehicle if this method was how the Original Equipment Manufacturer identified the vehicle.

Photographs of Manufacturer labels or other plates containing the Vehicle Identification Number, unless specified by the Vehicle Manufacturer as the source of the Primary Identifier, will not be considered documentation of the Primary Identifier. This includes identity plates often visible through "windows" in the front windscreen or labels affixed in the door openings.

The Engine Number of the vehicle should, where possible, be sighted and photographed.

The Applicable Australian Design Rules (ADRs) and Standards

The year of manufacture of the vehicle will determine the ADRs and Standards the vehicle must be assessed as compliant to.

The Work Review File will identify the ADRs affected by the vehicle work.

Where a vehicle pre-dates the implementation of the ADRs, the Work Review File will identify the standards affected by the vehicle work.

Document the General Configuration of the Vehicle as presented

In addition to the photographs required to document the Vehicle Work, the Work Review File must contain the following photographs to clearly identify and document the configuration of the vehicle at the time of being presented to the Signatory for inspection and approval:

1. Front of the vehicle
2. Driver Side of the vehicle
3. Rear of the vehicle
4. Passenger Side of the vehicle
5. Overall Engine Bay

Identify the Vehicle Work

The Signatory will document the vehicle work they observe during their inspection of the vehicle and will be Approving.

It is recommended the observed vehicle work is documented in a Vehicle Modification Overview List.

Item	Modification	Code	Description

When methodically inspecting the vehicle and each main element of the vehicle assembly, populate the Vehicle Modification Overview List, for each modification observed:

Modification:

- Clearly define the modified component observed at a System Level, for example "Engine Conversion";

Code:

- If a VSB code is applicable to the observed modification it will be required to be entered in the list, for example "LA2";
- If a VSB code is not applicable to the observed modification, the ADR to which the vehicle must continue to comply must be noted;

Description:

- Provide a concise description of the observed modification at a System Level for example "Installation of 2.0l fuel injected 4-cylinder turbocharged engine".

The Signatory may observe modifications or vehicle work which is not covered by a VSB Code but may affect the vehicle's compliance to the standards for registration. Such modifications or vehicle work may include the fitment of commercially available accessories. These modifications, as part of the configuration of the overall vehicle as presented, will require assessment to ensure the vehicle continues to comply with the standards for registration.

The Signatory shall discuss such observed modifications or vehicle work with the Customer to ensure they are aware the final inspection and approval captures the configuration of the vehicle as presented, or the Customer is aware they must rectify all identified non-conformances before the Signatory can approve the vehicle.

Document the Methods of Assessing the Vehicle and Observed Vehicle Work

The Work Review File must document how the Signatory assessed the Vehicle and Vehicle work to the requirements of the applicable ADRs and Sections of the National Code of Practice

Each Section of the National Code of Practice (NCOP) contains:

1. An explanatory section which will describe the requirements and considerations the design and implementation of the Vehicle Work must satisfy to ensure the overall design integrity and structural soundness of the Vehicle is not adversely affected by the Vehicle Work and that the standard of workmanship when implementing that Vehicle Work is acceptable; and
2. A mandatory checklist to ensure the requirements and considerations of the relevant sections of the NCOP for the Vehicle Work have been considered and assessed.

Methods of Assessing the Adequacy of Vehicle Work

There are five main methods of assessing the adequacy of Vehicle Work at a component, sub-system and overall Vehicle System level. Each method of assessment will be dependent to varying degrees on one or more of the other assessment methods in order to create what will be considered suitable Supporting Evidence for the approval of a vehicle and vehicle work:

Engineering Analysis is the application of the Signatory's knowledge and experience of the design, manufacture and validation of vehicles from a component, sub-system and overall vehicle system level. It will be used to draw on and reference appropriate data to ensure compliance of the vehicle and vehicle work to the required specifications and standards. The application of this knowledge and experience will form the foundation of the assessment strategy to be used for the Work Review File and the Approval of the vehicle and vehicle work.

Engineering Analysis shall be documented in the Work Review File as notes or comments which accompany and demonstrate how and why an observation, photograph, document, drawing, comparator vehicle or part, test result, calculation outcome or other form of evidence has been referenced and deemed suitable for justifying Approval.

Engineering Analysis is not guesswork or unfounded assumptions.

Calculations from first principles to determine the stresses and strains created in a component to identify potential failure modes that may extend from the individual component to a sub-system or overall vehicle system. If required, analysis may also be conducted using a licensed version of a reputable Finite Element Analysis (FEA) software package or similar. FEA may be considered as a suitable method of assessing adjustments to the design of an already validated component or subsystem in lieu of re-validation through physical testing. A level of Engineering Analysis will be required from the Signatory to interpret and justify the suitability of results determined or obtained from FEA. It is important that the Signatory can justify the FEA input loads that determine the result.

Details of all calculations do not need to be included in the Work Review File but must be referenced in the Work Review File and retained by the Signatory. Formulae used in calculations need to be referenced. Where any assumptions have been made for the purposes of conducting calculations, the basis of such assumptions must be outlined.

Testing of components, subsystems and the overall vehicle system may be required when creating evidence to document a vehicle's compliance to the applicable ADRs and NCOP in a Work Review File. Common tests conducted to confirm compliance to the applicable requirements include brake tests, Beaming and Torsional (B&T) tests, dynamic tests, static load tests, emissions tests and noise tests. Physical Testing may be required to validate designs, the material properties used in FEA software analysis or to verify FEA results. Dynamic testing may require the use of a closed road or circuit to safely enable the vehicle to be driven through the required manoeuvres and specific equipment and instrumentation may be needed to execute the required testing procedures and to record the results. Signatories will be expected to apply a level of Engineering Analysis to results obtained from testing to determine the suitability of the vehicle work assessed and that the vehicle system functions and performs safely and adequately. Calculations may be required to justify further modification or adjustment to tested components or sub-systems if test results indicate the function or performance of the overall vehicle system may be inadequate or unsafe.

The results of any physical testing conducted must be documented in the Work Review File with the accompanying Engineering Analysis determining why the results are suitable to support an Approval of the Vehicle Work. Details of all the physical testing conducted do not need to be included in the Work Review File but must be referenced in the Work Review File and retained by the Signatory.

Photographs of test rigs or the vehicle component or vehicle undergoing testing should be referenced in the Work Review File but must be retained by the Signatory.

Signatories will be required to retain evidence of test equipment identification (serial numbers) and calibration status. Refer to the Section for Equipment.

Comparison of components to similar components from an approved production vehicle may be used as a means of supporting the assessment of the suitability of parts selected and approved. The suitability of Vehicle Work shall not be based solely on the comparison method of assessment. For example, the Signatory may use Engineering Analysis to justify the suitability of the components selected for the braking system of a vehicle by using the Comparison method. Engineering Analysis of the comparison would be used to determine the performance characteristics of brake callipers and rotors are of an adequate specification when assessed against the specifications of brake callipers and rotors from another suitable production vehicle. However, a physical brake test will still be required to verify the performance of the overall Vehicle system under braking conditions.

Comparison can also be used to prove identical installations – for example, assessing a pre-1989 import vehicle emissions system for compliance to ADR 37/01 by comparing to an equivalent make/model of vehicle originally imported to Australia and fitted with a compliance plate.

Where comparison has been made to support the suitability of vehicle work, the details of the comparator vehicle or component must be clearly defined in respect of Manufacturer, model or model number and year of manufacture and referenced in the Work Review File. The specifications and Engineering Analysis used for the comparison should be referenced in the Work Review File and shall be retained by the Signatory. Photographs should be used to provide visual documentation of how the comparison has been made.

Road Testing of the Vehicle will be required where the Vehicle Work affects the torque delivered to the drive wheels, the vehicle mass or mass distribution, the vehicle's Centre of Gravity, steering geometry or suspension and braking characteristics. The Road Testing shall enable the Signatory to be satisfied the Vehicle Work has not adversely affected the driveability and control of the Vehicle and that the Vehicle as a system performs safely and reliably.

Given the level of subjectivity of how the observations from a Road Test are determined, the Signatory shall document their supporting evidence of road testing the vehicle by recording their observations in a manner which documents the vehicle was road-tested by them and that they are satisfied the vehicle, when operated in an environment where other road users will be present and driving in accordance with posted limits and applicable conditions:

1. Accelerates in a controlled and predictable manner;
2. Brakes in a controlled and predictable manner;
3. Responds to the driver's steering inputs in a controlled and predictable manner;

The supporting evidence created or reviewed by the Signatory and included in the Work Review File shall demonstrate that their assessment of the vehicle and vehicle work has considered the requirements of the Approval Code being applied.

Documenting the Supporting Evidence from the Inspection and Assessment in the Work Review File:

The Work Review containing the Supporting Evidence from the Inspection and Assessment of a Vehicle and Vehicle Work shall consist of two parts:

Part 1: The VASS Inspection Report –

A concise summary of the outcome of the inspection of the vehicle and vehicle work. For each inspection subsequent to the initial inspection the Signatory conducts on the vehicle, the VASS Inspection Report shall be updated to capture the latest status of the vehicle and vehicle work.

The VASS Inspection Report must include:

1. The date and location of the inspection;
2. The vehicle year, make, model and primary identifier;
3. The list of observed vehicle work and codes from the relevant NCOP;

For each element of observed Vehicle Work the VASS Inspection Report must:

1. Clearly define the element of Vehicle Work being inspected, for example "Chassis Inspection", "Engine Inspection", "Fuel System Inspection" etc;
2. Show the relevant Code/s from the NCOP applicable to each element of Vehicle Work;
3. Concisely describe the Vehicle Work and the Engineering Analysis applied to the assessment of the Vehicle Work by the Signatory;
4. Identify any safety critical elements of the vehicle affected by the Vehicle Work or needing to be considered as part of the Vehicle Work, for example specific welds, collapsible steering columns, fuel system pressure checks, seat and seatbelt anchorage points etc
5. State how those identified safety critical elements were assessed as satisfactory
6. Clearly define how the results of any testing done have been used to support the approval of the vehicle and vehicle work as being compliant to the applicable requirements.

The VASS Inspection Report shall conclude with the Signatory's assessment of the driveability of the vehicle and any other comments pertaining to their overall assessment of the vehicle not captured in the main body.

The mandatory checklists required by the relevant Section/s of the National Code of Practice shall be completed and included as an Section to the Final Inspection Report used as the basis of the Approval. It is a requirement that the Work Review File will support why the Signatory has marked items as compliant when completing the checklists.

Part 2 - The Data Portion of the Work Review File:

The data portion of the Work Review File shall be considered an Section to the Inspection Report portion of the Work Review file and will contain the Signatory's images, reports, specifications, test results, calculations, notes and the other supporting evidence used to support their observations and engineering analysis.

The format in which the Signatory records the supporting evidence in the Data Portion of the Work Review File shall be left to the discretion of the Signatory. The expectation is the Signatory will be able to draw on this Section of the Work Review File upon request to support an Engineering Analysis made in the Inspection Report and why a Vehicle and Vehicle Work was Approved for certification.

Photographs shall be taken in a well-lit area, in focus and of a resolution that provides a clearly defined image of the intended subject. Images which are out of focus or poorly lit are not considered suitable as supporting evidence. Photographs shall be digitally date stamped to link images to the date of the inspection.

A series of photographs which provide an overview of where on the vehicle the vehicle work and subject of subsequent inspection photographs is located must be taken. Where the location or subject of a photograph and its relevance to the Engineering Analysis supporting the Approval is unable to be determined, the Signatory will be required to provide further detail upon request from VicRoads. If further detail cannot or will not be provided, the photograph will not be considered suitable as supporting evidence.

Section for Assessing Non-Original and Custom Fabricated Components or Sub-Assemblies

The Signatory is responsible for documenting in the Work Review File their Engineering Analysis of the suitability of non-original and custom fabricated items selected for use in the vehicle they are assessing.

The purpose of this Section is to provide the Signatory with guidance of how VicRoads will assess a Work Review File and the evidence to be contained in the Work Review File supporting the approval of vehicle work involving non-original and custom fabricated components or sub-assemblies.

Commercially Available Products

Persons buying non-original or custom fabricated products for use in a modified vehicle or an ICV must ensure those products are fit for purpose and of appropriate quality by providing the VASS Signatory with evidence of the suitability of the product's design and workmanship.

It is not expected that a VASS Signatory will undertake the re-validation of the design or performance of a commercially available non-original or custom fabricated product.

When assessing non-original and custom fabricated components or sub-assemblies the Signatory will be required to assess the item to verify its suitability for the application in the vehicle before providing their Approval:

Individually Fabricated Products

The Signatory will be required to verify the suitability of the design of custom fabricated components produced by Individuals for use on their own vehicles. The Supporting Evidence documented in the Work Review File will include their Engineering Analysis supported by the required calculations and testing.

Suitability of Product Design – the design of the item shall be compliant to the requirements specified in the relevant ADRs and Section of the National Code of Practice. The Signatory will be required to document in the Work Review File how their method of Assessment has determined the design has been verified to the required conditions.

A commercially available non-original product such as a steering wheel or rims, that do not exhibit the necessary markings or stampings demonstrating compliance to the applicable ADRs or Standards, would not be considered having a suitable design for approval.

Where the custom fabricated item, such as a control arm, subframe or ICV chassis has been produced or supplied by a commercial Manufacturer –the Signatory should have the customer obtain documentation from an Engineering representative of the Manufacturer which:

1. Identifies the component or sub-assembly by Part Number so that the Signatory may confirm the part in question is reconciled to the part on the vehicle; and
2. Is a formal test report containing validation calculations and testing methods with the signature and credentials of the person authorised by the Manufacturer or their nominated representative to verify the item has been correctly and successfully validated to the appropriate standards and requirements; and

3. Clearly states the application or constraints of use of the item so that the Signatory may assess the vehicle and ensure the item has been integrated into the vehicle within those parameters, for example a report for a custom Upright must state the axle load limitations, track width, wheel diameter, wheel width and rim off set limitations applicable to the design of that Upright so that the Signatory may verify the vehicle assembly complies to these limitations;

The Signatory will be required to assess and determine the suitability of the information provided as demonstrating the component satisfies the necessary requirements of the ADRs and National Code of Practice and the vehicle remains in a condition compliant to the Standards of Registration.

In the absence of the Manufacturer providing the above, the Signatory will be required to document in the Work Review File how their Engineering Analysis was used to assess the item demonstrated compliance to the applicable requirements.

Standard of Workmanship – all construction work of custom fabricated components or sub-assemblies must be carried out as per the requirements of the relevant section of the National Code of Practice. The Signatory will be required to document in the Work Review File how their method of Assessment has determined the standard of workmanship is acceptable.

Where the custom fabricated component has been produced or supplied by a commercial Manufacturer, it is recommended the Signatory obtain and include in the Work Review file documentation from an Engineering or Quality representative of the Manufacturer which:

1. Identifies the component or sub-assembly by Part Number so that the Signatory may confirm the part in question is reconciled to the part on the vehicle; and
2. Verifies that any sub-assembly operations have been completed in accordance with internal Engineering standards and specifications as per the engineering validation report and any requirements of the National Code of Practice;

If the Manufacturer of the item cannot or will not provide the required level of engineering and quality evidence or the Signatory elects not to request or accept this information, then the Signatory will undertake the necessary engineering analysis to determine the design and part satisfies the requirements of the National Code of Practice.

The Signatory will be required to use Engineering Analysis supported by any necessary calculations or testing to verify the standard of workmanship of custom fabricated components produced by Individuals for use on their own vehicles. This analysis will be documented in the Work Review File. A method of non-destructive weld testing shall be conducted on critical welds and photographs of the test method documented in the Work Review File.

Integration of Design – the non-original or custom fabricated component shall integrate into the vehicle and perform the required function without compromising the fit or function of other components or sub-assemblies within the overall vehicle system. The Signatory's assessment of the vehicle shall include evidence in the Work Review File their Engineering Analysis that the custom fabricated component has been installed as per the requirements of the National Code of Practice.

If modifications are required to other components or elements of the vehicle to accommodate the fit or function of the non-original or custom fabricated component, the Signatory shall be required to inspect, assess and certify these modifications to the relevant sections of the NCOP to ensure the

design integrity of the completed vehicle has not been adversely affected and shall include this supporting evidence in the Work Review File.

Section for Additional Testing and Validation Requirements

The purpose of this Section is to clarify any additional testing and validation requirements for the approval of vehicles as safe and compliant and meeting the standards for registration.

Vehicles must continue to comply with the requirements of the ADRs applicable to them at the time of manufacture.

Testing and Validation Requirements

The National Code of Practice Vehicle Standards Bulletin 14 outlines the minimum testing or validation requirements to enable certification of Light Vehicle modifications and modified Light Vehicles.

Beaming and Torsion Tests – Comparison Data

The Beaming and Torsion (B&T) requirements and procedure in VSB14 specify the measured beaming and torsional stiffness of the modified vehicle must be compared to that of the vehicle in its unmodified form.

Torsional Stiffness

Where an unmodified comparator vehicle or data is not available, the torsional stiffness measured over the wheelbase of the modified vehicle shall not be less than:

- 4000Nm/degree for a vehicle fitted with a four-cylinder engine and
- 6000Nm/degree for a vehicle fitted with either a six- or eight-cylinder engine, or an engine of comparable power/torque output

Beaming Stiffness

Where an unmodified comparator vehicle or data is not available, the beaming stiffness shall be determined by ensuring the average of the left and right-side readings of the maximum deflection is not greater than 1.25mm

Light Vehicle Emissions

Emissions Requirements for spark ignition engines.

When certifying a vehicle with a modified or alternative engine, it is a requirement for the VASS Signatory to ensure the engine emissions do not exceed the emissions limits relevant to the modified vehicle at the date of compliance.

Light Vehicles required to comply with ADR 37/00 or later which are fitted with modified engines or engines which have not been certified to the applicable ADRs are required to undergo an IM240 emissions test, as per the requirements of the National Code of Practice Vehicle Standards Bulletin 14.

When an IM240 test is conducted, the VASS Signatory is responsible to identify the emissions levels the vehicle must satisfy and assess the emissions results from the IM240 test to determine if the modified vehicle has passed or failed.

Vehicles with a compliance date before the implementation of ADR 37 and vehicles certified to ADR 36 which were originally fitted with emissions control devices or systems (e.g. Carbon Cannister, EGR, PCV etc) must retain this equipment. When a vehicle is fitted with a later model engine, it is desirable that the emissions equipment from the later model vehicle is carried across where it is reasonable to do so. This is not mandatory if the levels of emissions produced by the modified engine are proven through the required test to not exceed the limits applicable to the date of compliance of the modified vehicle.

Emissions - Assess To Comply

Light Vehicle emissions may be approved by the VASS Signatory on an "Assess To Comply" basis without the vehicle having to undergo an IM240 test. For a Light Vehicle to be eligible for approval for emissions compliance under the "Assess To Comply" basis the following criteria must be satisfied:

1. For modified production vehicles the donor engine and associated engine control and emissions equipment must be from a vehicle compliant to the same ADR emissions standard or later than the recipient vehicle;
2. For Individually Constructed Vehicles (ICVs) the donor engine and associated engine control and emissions equipment must be from a vehicle compliant to ADR37/01 or later.
3. An ICV must be fitted with new catalytic converter(s) of sufficient specification to achieve vehicle gaseous emissions levels that meet at minimum Euro 2 (ADR 79/00) limits. It is permissible to use low km functional OEM cats as supplied by the Original Equipment Manufacturer for use on the vehicle from which the donor engine was supplied.
4. A modified production vehicle must be fitted with new catalytic converters of a specification equivalent to those as would be provided by the Original Equipment Manufacturer for use with the donor engine.
5. The Signatory is free to determine the placement of the catalytic converter/s relative to the engine and must perform a suitable check to determine the catalytic converter/s are functioning. The catalytic converter position is critical to achieve adequate light-off time from cold start.
6. The engine and its associated control and emissions equipment are carried over, in an unmodified form, from the ADR compliant donor vehicle. Examples of required associated equipment fitted to a donor vehicle will include, but not be limited to:
 - a) b. MAF/MAP, Exhaust, EGT, O2 Sensors

- b) c. Emissions cannisters and associated hoses and valves (eg PCV system, fuel evaporative systems);
 - c) d. Diesel Particle Filter (DPF) as applicable
 - d) e. Factory turbochargers/superchargers and the associated factory boost control system;
 - e) f. Fuel injectors;
7. Sensors may be new replacement items but must be of a type, accuracy and measurement range as per the original item as supplied in the donor vehicle and compatible with the donor vehicle's ECU. Sensors must be placed in locations equivalent to or within a reasonable tolerance of the location in the donor vehicle when considering the measurement of intake and exhaust parameters. Poorly located sensors will adversely affect the emissions level impacted and vehicle driveability;
 8. All intake/exhaust gases measured by sensors on the donor vehicle must continue to be measured by those sensors (or new replacement sensors) in the recipient vehicle;
 9. The donor vehicle ECU shall not be modified/flushed or piggybacked and shall not return any sensor related error messages;
 10. Any electrical control units from the donor vehicle, including but not limited to immobilisers, Electronic Throttle Control (ETC), transmission control units, Vehicle Start/Stop control and in some instances instrument clusters, must be considered to maintain the factory functionality of the ECU;
 11. New hoses and seals of a material specification suitable for use in fuel systems must be fitted to the fuel system and any evaporative emissions systems;
 12. The kerb mass of the ICV or recipient modified production vehicle must be no more than 114kg greater than the mass of the donor vehicle;
 13. The Signatory shall conduct a tail pipe emissions test at low and high idle and demonstrate the CO and HC readings are within the requirements of the Victorian Environment Protection (Vehicle Emissions) Regulations 2013.

Emissions - Requirements for ICVs with modified engines

ICVs that have been fitted with modified spark emission engines or constructed such that they do not qualify for the assess-to-comply approval basis must undergo and pass an emissions test from an approved IM240 test facility. The vehicle gaseous emissions must not exceed the following limits:

- HC ≤ 0.26 g/km
- CO ≤ 2.10 g/km
- NO_x ≤ 0.63 g/km

These limits apply to petrol and LNG/CNG fuelled passenger vehicles.

Emissions – Standards for Light Vehicles fitted with modified spark ignition engines

The following table outlines the required emissions compliance standards for Light Vehicles fitted with modified spark-ignition engines:

EMISSION STANDARD FOR MODIFIED VEHICLES IN VICTORIA

Vehicle	Engine	Modified	Test	Requirement
Certified to ADR 26, 27, 27a-c and 36	Certified to ADR 26, 27, 27a-c and 36	No	Assess to Comply	ADR
Certified to ADR 26, 27, 27a-c and 36	Certified to ADR 26, 27, 27a-c and 36	Yes	Idle	EPA REGULATION
Certified to ADR 26, 27, 27a-c and 36	Certified to ADR 37/00-01, ADR 79/00-04	No	Assess to Comply	ADR
Certified to ADR 26, 27, 27a-c and 36	Certified to ADR 37/00-01, ADR 79/00-04	Yes	Idle	EPA REGULATION
Certified to ADR 37/00-01, ADR 79/00-04	Certified to ADR 37/00-01, ADR 79/00-04	No	Assess to Comply	ADR
Certified to ADR 37/00-01, ADR 79/00-04	Certified to ADR 37/00-01, ADR 79/00-04	Yes	IM240	ADR

Idle test method and requirements are found within the Environment Protection (Vehicle Emissions) Regulations 2013

Maximum permissible concentrations during EPA idle test:

Date of Manufacture before 1st February 1986

- Carbon Monoxide less than 4.5% by volume
- Hydrocarbon less than 1200ppm

Date of Manufacture after 1st February 1986

- Carbon Monoxide less than 4.5% by volume at idle and less than 1.0% at high idle
- Hydrocarbon less than 600ppm at idle and less than 200ppm at high idle

Emission levels for compression ignition engines.

When assessing the emissions of pre ADR 79/.. light vehicles fitted with modified diesel engines, the following validation criteria is acceptable:

The Vehicle must be loaded up to a payload as calculated by **(GVM – Tare)/2**. The Signatory must then perform an on-road assessment of the vehicle, accelerating from a standing start to 80km/h with a fully engaged accelerator pedal, followed by a steady-state cruise at 80km/h. Black or grey smoke must not be continuously generated and visible for a period of more than 10 seconds when at steady state.

If the vehicle is able to accelerate to 80km/h in less than 10 seconds with a fully engaged accelerator pedal and black or grey smoke is still visible when the vehicle reaches 80km/h, the emissions will be considered a fail.

The Signatory shall use a video to record the smoke generated from the vehicle test.

EMISSION STANDARD FOR MODIFIED COMPRESSION IGNITION ENGINES IN VICTORIA

Vehicle	Engine	Modified	Test	Requirement
Pre ADR 79/..	Pre ADR 79/..	No	Assess to Comply	ADR
Pre ADR 79/..	Pre ADR 79/..	Yes	Smoke Test	DoT
Pre ADR 79/..	Post ADR 79/..	No	Assess to Comply	ADR
Pre ADR 79/..	Post ADR 79/..	Yes	Smoke Test	DoT
Post ADR 79/..	Post ADR 79/..	No	Assess to Comply	ADR
Post ADR 79/..	Post ADR 79/..	Yes	IM240	ADR

ICV Noise Test

ICV passenger vehicles emitting less than 90dB(A) when tested according to the National Stationary Exhaust Noise Test Procedure September 2006 will be deemed to comply with ADR 83/..

Section for Master Reports

Master Reports are an appropriate way of recording supporting evidence that is applicable to multiple vehicles that have undergone the same modification and are identical or very similar to the vehicle used to create the Master Report. The Master Report shall define the parameters and constraints that are applicable to the subject vehicles for the report to be valid. The proper use of a suitable Master Report will remove the need to repeat or redo elements of calculation and validation each time an Approval is required for an applicable vehicle.

Requirements of a Master Report

A Master Report must be a complete stand-alone document that clearly and adequately identifies what was tested without the need to reference other material (reports or specs ... etc).

When using a Master Report as Supporting Evidence in a VASS Work Review File, the Signatory must:

1. Have been authorised in writing by the author of the Master Report to use the Master Report;
2. Document in the Work Review File how the vehicle and vehicle work they are certifying aligns to the parameters of the Master Report;
3. Be professionally satisfied the content of the Master Report accurately represents the conclusion made in the Master Report;
4. Reference the Master Report in the VASS Work Review File and Approval Certificate such that the Master Report can be easily and readily linked to the Approval of the vehicle;
5. Be able to make available a copy of the Master Report upon request by VicRoads.

Master Reports Created by a VASS Signatory

Master Reports may be created by Level 1 VASS Signatories who are authorised under the appropriate Sections under the National Codes of Practice.

The National Code of Practice VSB 14 contains two levels of certification codes:

- Level 1 Codes for the certification of the design of a vehicle or modification; and
- Level 2 Codes for the certification of the actual modification or construction to the certified design.

This enables the installation or fabrication of a conversion designed and certified by a Signatory (e.g. Brake System Conversion - Design LG1 or Left-Hand Drive Steering Conversion – Design LS1) to be certified by another Signatory authorised under the appropriate modification or construction code (e.g. Brake System Conversion LG2 or Left-Hand Drive Steering Conversion LS2).

A Master Report, if created in accordance with the requirements of the design Section of the National Code of Practice, may be used as the Approved Design that forms the basis of the modification or construction executed and approved under the appropriate Modification or Construction Section of the National Code of Practice.

Section for Heavy Production Vehicles

Heavy Vehicle National Law (HVNL) authorises the National Heavy Vehicle Regulator (NHVR) to operate a Vehicle Modification Certification Scheme. Currently the NHVR has elected to endorse State Schemes and delegate authorisation and management for the inspection and approval of Heavy Vehicles and Vehicle Work to the Registration Authority in each State or Jurisdiction.

VicRoads' Relationship to the National Heavy Vehicle Regulator (NHVR)

Regulation 21 (3) (b) of the Road Safety (Vehicle) Regulations 2009 requires that “for a heavy vehicle, the modification or addition is certified by a person appointed as an authorised officer under [regulation 7](#) (*“The Secretary may authorise in writing a person to be an authorised officer for the purpose of any provision of these Regulations”*) as complying with the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications”.

VASS Signatories are authorised by VicRoads to inspect and approve Heavy Vehicles and Vehicle Work under Sections of the Vehicle Standards Bulletin (VSB) 6: National Code of Practice Heavy Vehicle Modifications, as provided by the NHVR.

Under the National Heavy Vehicle Regulator – such authorised persons are also referred to as Approved Vehicle Examiners (AVEs).

A VASS Signatory authorised by VicRoads to inspect and approve Heavy Vehicles and Heavy Vehicle Work in Victoria is also able to inspect and approve Heavy Vehicles and Vehicle Work registered in other Jurisdictions operating under the Heavy Vehicle National Law. AVEs authorised under Sections of the National Code of Practice VSB6 by other Jurisdictions are able to inspect and approve Heavy Vehicles and Heavy Vehicle Work for Heavy Vehicles registered in Victoria.

VASS Signatories will inspect and approve Heavy Vehicles and Vehicle Work to the requirements of their Vehicle Services Scheme Agreement (VSSA) and this manual.

Progressive Heavy Vehicle Modifications

It is acknowledged that a Heavy Vehicle may be subject to several progressive modifications before it is considered complete. For example, a Heavy Vehicle may go to one modifier to change the wheelbase, then it will go to a second modifier who will fit a crane, then to a third modifier to fit the body and finally to a fourth modifier who will fit a towbar. Each modifier may work with a different Signatory to inspect and approve their change to the Heavy Vehicle. Each VASS Signatory will inspect and approve the vehicle work they have been engaged to certify and if satisfied, issue their VASS Approval Certificate and Blue Modification Plate/Label.

In this instance the Heavy Vehicle will be plated with four Blue Modification Plates/Labels.

Inspection and Approval of New Heavy Vehicles in a Cab-Chassis Configuration

A Heavy Vehicle supplied by the Manufacturer in a Cab-Chassis configuration cannot be registered. A body or tow coupling must be fitted and approved so that a recognised Body Type can be assigned to the Heavy Vehicle before first registration.

The fitting of a body or tow coupling that is not original equipment fitted by the Manufacturer, is classed as a modification under the Heavy Vehicle National Law and must be approved by an Approved Vehicle Examiner (AVE).

Heavy Vehicles are permitted to be modified and approved before they are first registered if the work is approved under the constraints of the National Code of Practice VSB6.

Inspection and Approval of In-Service Heavy Vehicles Presented in a Cab-Chassis Configuration

It is acknowledged that VASS Signatories may be presented with an incomplete Cab-Chassis vehicle with previous registration history which has undergone recent modifications that require inspection and approval. This modification and approval may be one of a series of modifications and approvals required so that the vehicle may be re-registered with a defined body type.

An example may be a VASS Signatory is presented with a four-year-old Heavy Vehicle which has recently undergone a wheelbase modification which requires Approval. The Signatory may inspect and approve this modification if they are authorised to do so and issue their Approval Certificate and Blue Modification Plate/Label.

The vehicle may then be transported to another Signatory or AVE for the fitment of the body which will be inspected and Approved by that Signatory or AVE. This may now make the vehicle eligible for registration with a defined body type.

Heavy Vehicles with Multiple Body Type Configurations (Convertible Units)

Heavy vehicles with an interchangeable body and used in more than one configuration are referred to as Convertible Units. Convertible Units need to be certified for each Body Type configuration they will be used in. A VASS Approval Certificate is required when the initial change to the alternative body is first made.

- The 'Body Type' section on the VASS Approval Certificate shall be listed as 'Convertible Unit';
- The 'description of vehicle work' on the VASS Approval Certificate must include the details of both configurations, as follows:

Configuration 1:

Body Type: xxxxxx

Tare Mas: xxxxxx

Seating Capacity: xxxxxx

Configuration 2:

Body Type: xxxxxx

Tare Mass: xxxxxx

Seating Capacity: xxxxxx

- The vehicle's GVM and GCM must also be listed on the VASS Approval Certificate and will be the same regardless of the vehicle configuration in place. When presenting the vehicle at the CSC the customer must also fill out the 'Description of Vehicle' form (available on the VicRoads website). The Registration Fees to be paid is the higher of the rates applicable to the two body types.
- The vehicle is only required to be presented to a VicRoads Customer Service Centre for inspection in one configuration;

Modifications to Heavy Vehicles Outside the National Code of Practice VSB6

Modifications to Heavy Vehicles that are beyond the constraints of VSB6 or not covered by a Section under VSB6 will require approval by the National Heavy Vehicle Regulator. Where a VASS Signatory identifies that a modification to a Heavy Vehicle is outside the scope of the National Code of Practice VSB6, the VASS Signatory must notify VicRoads. VicRoads will work with the NHVR so that the Signatory may be advised of how to proceed with the Heavy Vehicle inspection.

If the NHVR agree to allow the modification to be approved, a Section 87 will be granted.

Heavy Trailers without an Identifier

A Heavy Trailer that does not have discernible identifiers or Manufacturer's markings which ascertain that Heavy Trailer's identity and specification must be considered a New Trailer. The VASS Signatory will be required to obtain a surrogate Vehicle Identification Number, determine the allowable ratings for the Heavy Trailer and ensure it complies to the applicable ADRs.

If the trailer has had an identifier, or the identifier is partially able to be read because of accident, repair work, attempt to disguise identity etc, it should be referred to VR to establish the original identity of the trailer.

If the original identity of the Heavy Trailer can be established, including the year the trailer was complied and the applicable ADRs, a surrogate Vehicle Identifying Number (VIN) can be applied for and issued against the original VIN.

Section for VASS Signatory Code Requests and the Allocation of Additional Approval Codes

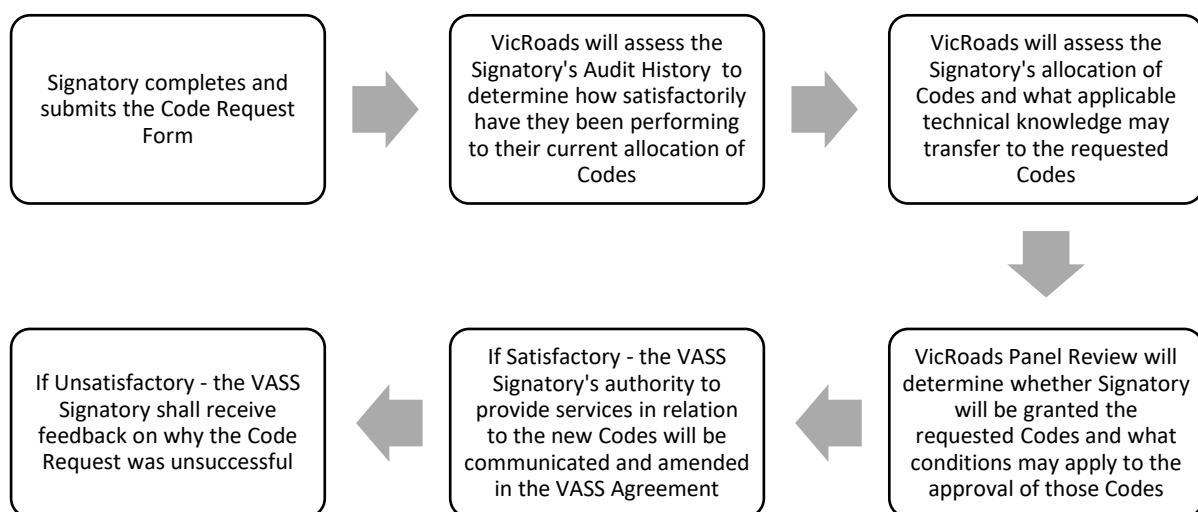
VASS Signatories may only provide their services in relation to approving Vehicles and Vehicle Work to the Sections of the National Codes of Practice under which they are authorised by VicRoads and outlined as such in their VASS Agreement.

VicRoads will authorise which Sections of the National Codes of Practice a VASS Signatory may approve vehicles and vehicle work under based on the Signatory's:

1. Qualifications;
2. Experience;
3. Their ability to establish that they have knowledge and understanding of the legislation and guidelines applicable to vehicle design and modifications for the requested Sections of the National Code of Practice.

A VASS Signatory may apply to have their authority to approve Vehicles and Vehicle Work expanded to include other Sections of the National Codes of Practice not included in their current VASS Agreement.

When a VASS Signatory applies for an extension to their authority to approve vehicles and vehicle work under other Sections of the National Codes of Practice, the following process shall be followed:



To ensure the Code Request is processed as efficiently as possible, the Signatory must:

- Complete and submit the Code Request Form via email to vscinfo@roads.vic.gov.au with a clearly defined subject title containing the Signatory's VASS Number and "Code Request Form";
- Ensure they have provided examples of how they have demonstrated an understanding of the requirements of the Sections of the National Code of Practice they are applying for authority under, this may include but not be limited to:

- Vehicle Work they have approved under their existing scope of authority as per their VASS Agreement and the knowledge of which is applicable or transferrable the Codes requested; or
- Any exposure to and/or assistance with the inspection and approval of Vehicle Work by another Signatory already authorised under the requested Section of the National Code of Practice;
- The Signatory's response to questions or queries put to them by VicRoads as part of the Code Review Process.
- Inform VicRoads if they have arranged for a current VASS Signatory who is already authorised under the relevant Sections of the National Code of Practice to support them with their initial inspection and approval of a vehicle and vehicle work should their application be successful;
- Demonstrate they have the equipment or capability to adequately undertake the inspection or validation of a vehicle or vehicle work to the requirements of the Sections of the National Code of Practice applied for;

If the Signatory's Code Request is successful and the Signatory's authority is expanded to include the requested additional Sections of the National Code of Practice, VicRoads may, at its discretion, impose conditions on the Signatory's initial applications of the new Codes.

Conditions which may be imposed will include but not be limited to requiring the VASS Signatory to:

- Have a specified quantity of VASS Approval Certificates issued with the newly acquired Codes co-signed by a current VASS Signatory who has held the newly acquired Codes for a minimum of 5 years before the Approval can be issued to the vehicle and vehicle work;
- Submit a specified quantity of VASS Approval Certificates issued with the newly acquired Codes and the accompanying Work Review Files to VicRoads for consideration before Approval can be issued to the vehicle and vehicle work;
- Submit a specified quantity of VASS Approval Certificates issued with the newly acquired Codes and the accompanying Work Review Files to VicRoads after Approval has been issued to the vehicle and vehicle work;
- Restrict their inspection and approval of vehicles and vehicle work under the newly acquired Codes to specific ADR categories of vehicles or types of vehicles;
- Restrict their inspection and approval of vehicles and vehicle work under the newly acquired Codes to specific elements of the National Code of Practice;
- Re-submit any VASS Approval Certificates issued under the newly acquired Codes and the associated Work Review Files to VicRoads should the request be made;

A Signatory may appeal an unsuccessful Code Request application by emailing the VicRoads Vehicle Safety Team at vscinfo@roads.vic.gov.au.

National Code of Practice Section LT – Test Procedures

It is not required to apply for authority to undertake vehicle test procedures for the purposes of vehicle certification under Section LT, with the exception being for Code LT3 – The Exhaust Emissions IM240 Test.

Codes LT1, LT2 and LT4 may be conducted by VASS Signatories provided the tests are conducted in accordance with the requirements and specifications stated in the National Code of Practice.

Section for the Primary and Secondary Signatory Relationship

If a VASS Signatory identifies the scope of work will require them to inspect and approve modifications they are not authorised to under the VASS Agreement, they may engage the services and support of a VASS Signatory (or Signatories) with the appropriate authorisations to Inspect and Approve those specific modifications to the vehicle.

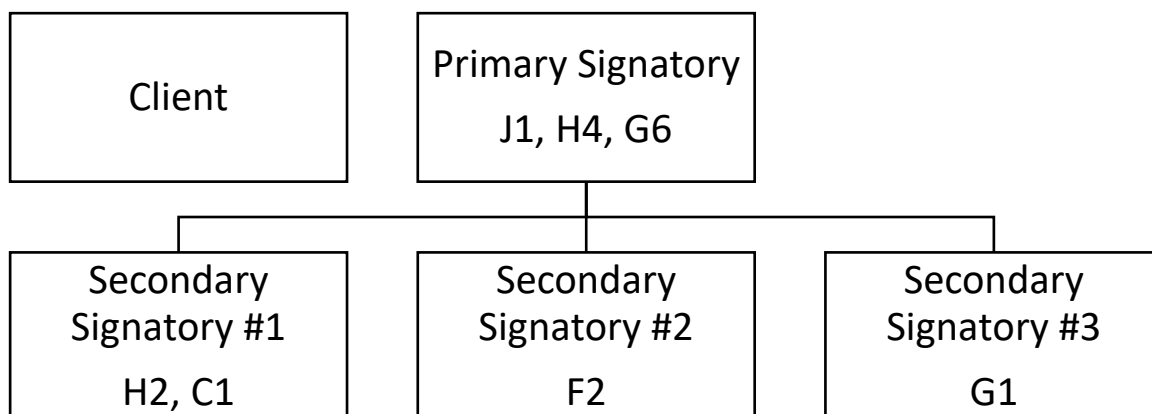
This arrangement will be known as a Primary and Secondary Signatory Relationship.

The Primary and Secondary Signatory Relationship

The intent of the Primary and Secondary Signatory Relationship is to support VASS Signatories to expand their skills and authority under the different Sections of the National Codes of Practice.

In the example below, the Client has engaged the services of the Primary Signatory to Inspect and Approve their modified Heavy Vehicle. The Primary Signatory has conducted their initial inspection of the vehicle and identified four modifications which require Approval under Approval Codes they do not have authorisation for from VicRoads.

Rather than turn the job away, the Primary Signatory has elected to engage the services of three VASS Signatories who have the required Approval Codes to Inspect and Approve those modifications as part of the Final Approval of the Vehicle Work;



Responsibilities of the Primary Signatory:

A Primary Signatory assumes final accountability for the overall compliance of the Vehicle Work to the standards for registration. This will include observations of modifications or vehicle condition that it is reasonable to expect from a qualified person with the appropriate Approval Codes to identify during their Inspection. The Primary Signatory assumes the final accountability of the Secondary Signatory with the appropriate Approval Code identifying these items.

The Primary Signatory is responsible for:

- Assumes the additional role of the Project Manager;
- Co-ordinates the work and compiles the Approvals of the Secondary Signatories;

- Fulfils the requirements of Assessing and Approving Vehicle Work for the modifications they are authorised to Approve;
- Shadows the Secondary Signatories as they undertake their Inspection and Approvals for the relevant Vehicle Work under the specific Approval codes.
 - It is NOT acceptable for the Primary Signatory to not be present whilst the Secondary Signatory is undertaking their Inspection;
- Must be satisfied:
 - The Secondary Signatory inspection has been robustly conducted;
 - Be satisfied with the integrity of the Secondary Signatory's Approval if granted;
- If during their Inspection, where it is reasonable for a person of their qualification and knowledge to do so, the Primary Signatory observes a modification or vehicle condition which they have concern with, they must:
 - NOT provide their Approval Certificate to the Client;
 - Inform the Client of their observation and concerns;
 - Determine if the subject of their observation requires Approval that is within their scope of Authority or requires the services of a VASS Signatory who has the required Approval Code/s;
 - Work to ensure their concerns with the observed modification or vehicle condition are addressed;

Upon completion of the required Inspections of Vehicle Work, the Primary VASS Signatory will:

- Undertake the requirements of: Completion of Inspection of Vehicle and Vehicle Work;
- Determine the outcome of the Inspection of Vehicle and Vehicle Work and follow the specified steps dependent on the outcome being Satisfactory or Unsatisfactory;
- Ensure the Final Approval Certificate under their Signatory number clearly references the VASS Approval Certificate Numbers from the Secondary Signatories against the relevant Approval Codes;
- Ensure the Blue Operations/Approval Plate represents all the Approval Codes
- Attach the blue operations/approval plate to vehicle

Responsibilities of the Secondary Signatory:

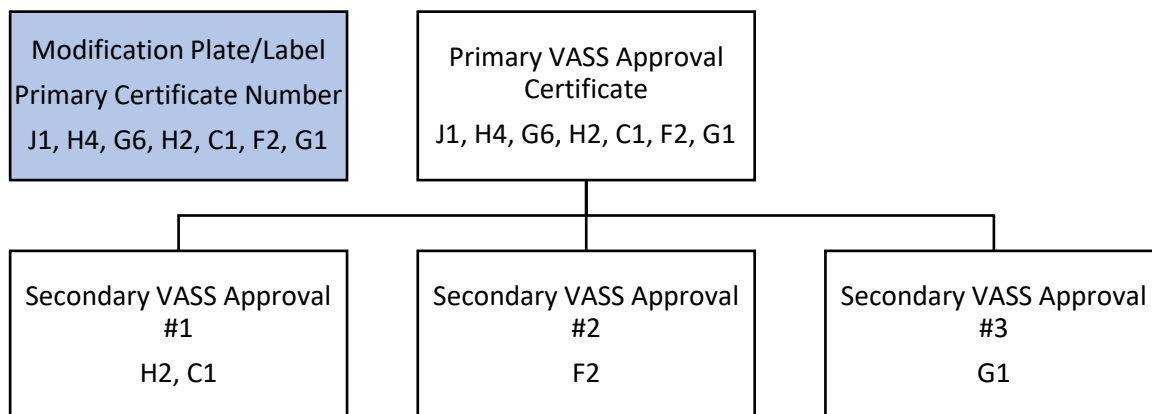
The Secondary Signatory is responsible for:

- Fulfilling the requirements of Assessing and Approving Vehicle Work for the modifications they are authorised to Approve;
- If during their Inspection, where it is reasonable for a person of their qualification and knowledge to do so, the Secondary Signatory observes a modification or vehicle condition which they have concern with, they must:
 - NOT provide their Approval Certificate to the Primary Signatory;
 - Inform the Primary Signatory of their observation and concerns;
 - Determine if the subject of their observation requires Approval that is within their scope of Authority or requires the services of a VASS Signatory who has the required Approval Code/s and inform the Primary Signatory;
 - Work with the Primary Signatory to ensure their concerns with the observed modification or vehicle condition are addressed;
- The Secondary VASS Signatory will:

- Prepare their work file, report and evidence as per the requirements in this Manual;
- Prepare and sign a VASS Approval Certificate under their Signatory Number, which clearly states the Approval authorised by that Approval Certificate is part of the Final Approval to be granted under the Primary Signatory's Certificate Number and is NOT to be considered as Final Approval for the Vehicle;

The Secondary Signatory conducts their Inspection and Approval of the Vehicle Work for the Primary Signatory as they would if they were working directly for a Client.

Relationship between Primary/Secondary VASS Signatories and VASS Approval Certificates



In this example, the Primary Signatory will provide one VASS Approval certificate and Blue Modification Plate/Label to the client and will retain in their Work Review File the evidence and approvals from Secondary Signatories #1, #2 and #3 for the respective codes.

The Primary Signatory shall inform the Secondary Signatory of the vehicle work requiring approval prior to their commencement of work. All Signatories are responsible to ensure the vehicle work they are assessing, and approving does not impact subsequent modifications done by other Signatories.

VASS Signatories shall not undertake the Inspection of, or give Approval to, Vehicles and Vehicle Work that they are not authorised to under their Service Agreement.

Section for the Assessment of Previously Modified Vehicles

A vehicle may undergo subsequent modifications throughout its life. This is especially relevant for Heavy Vehicles which may be modified and approved by multiple parties before the Heavy Vehicle is considered complete.

Assessing a Previously Modified Vehicle

The VASS Signatory must not issue a VASS Approval Certificate for the modification of a previously modified vehicle if:

- The new modification causes the condition of the vehicle to become unsafe or no longer compliant to the standards for registration;
- The new modification has a direct or indirect effect on any existing modifications which may cause those existing modifications to no longer function or perform as per the time of their Approval;
- The condition of the previously modified and Approved vehicle is unsafe, not in compliance to the standards for registration or otherwise not in the condition in which it was previously Approved;
- Any previous approved modification (either by a VASS or through the permissions of allowable modifications as per the Regulations and VSI 8), is obviously unsafe or not in compliance to the conditions of registration;

A VASS Approval Certificate can only be issued by a VASS Signatory for any of the above scenarios when the VASS Signatory is satisfied any deficiencies are made good.

Fitting the Modification Plate/Label

The VASS Signatory shall not remove, alter or otherwise adjust an existing modification plate/label which has been affixed to the vehicle for the previous modifications.

If the VASS Signatory decides to issue a new VASS Approval Certificate for the vehicle work they are approving, their modification plate/label must be placed in a proximity close to the existing plate/label as is feasible.

Removing a Modification Plate/Label

A modification plate/label that has been affixed to a vehicle shall not be removed without written instruction from VicRoads.

The vehicle work may result in the portion of the vehicle fitted with a Modification Plate/Label from a previous approval being removed. Examples may include a Cab swap on a Heavy Vehicle or a body swap on a body-on-frame Light Vehicle. In this instance, the VASS Signatory must document the information on the Modification Plate/Label in their Work Review File and treat the vehicle as a previously modified vehicle.

The VASS Approval Certificate

The VASS Approval Certificate must:

- include a notation that the vehicle has been previously modified, cite the Modification Plate/Label number for the previous modifications; and
- verify that the Signatory is satisfied the vehicle continues to comply to the standards for registration.

Section for VASS Audit Requirements

The objective of the Audit process is to ensure the Signatory is performing their services under the VASS in accordance with the obligations and requirements of the VASS Agreement and this manual. It is also an opportunity for the Signatory and VicRoads to identify challenges and concerns which may require coaching or further clarification to ensure the necessary observations and considerations are being made during vehicle inspections and approvals.

Frequency of Audits

The frequency of conducting VASS audits with each Signatory shall be determined on a volume and risk basis. Signatories who are issuing a high volume of approval certificates or who are inspecting and issuing approval certificates for high risk codes may be audited more frequently than Signatories who are issuing a low volume of approval certificates.

VicRoads shall arrange for audits to be conducted with the VASS Signatory at least once every 12 months unless otherwise specified.

Audit Types

There are three forms an Audit can take:

1. Site Audit – VicRoads will attend the Signatory's premises to review and discuss selected Work Review Files;
2. Desktop Audit – VicRoads will review selected Work Review Files remotely with the possibility of follow up communication for further discussion or clarification;
3. Output Inspection Audit – Where the modified vehicle is physically sighted and inspected by VicRoads and an audit of the physical condition of the vehicle is conducted. Output Inspection Audits usually occur at a Customer Service Centre when a Compliance Officer may be on site when the vehicle is presented for registration.

Pre-audit Activities

Prior to scheduling the Audit, VicRoads will review a selection of the Signatory's Work Review Files as chosen from the Signatory's register. The pre-review will allow the VicRoads Compliance Officer to gain an understanding of the methodology used by the Signatory to inspect and approve the Vehicles and Vehicle Work and identify any items which may require further clarification or demonstration to ensure the requirements of the Agreement and VASS Manual are being followed.

Signatories will receive a letter of notice 1x week before the date of the scheduled Audit. The letter of notice will contain the numbers of the Approval Certificates and Work Review Files that have been selected and pre-reviewed by VicRoads.

In preparation for the audit, the VASS Signatory should ensure they have all their supporting evidence for the nominated Work Review Files ready for further review by VicRoads. VASS Signatories will be required to demonstrate they in place and be able to provide the Compliance Officer copies of a certificate of currency.

During the Audit

On the day of the Audit, the VicRoads Compliance Officer will work through a checklist of requirements, which will include, but not be limited to, the following:

- Confirming the Signatory is operating under a current VASS Agreement;
- Reviewing the signed Schedule of the VASS Agreement to confirm the Sections of the National Code of Practice the Signatory is authorised to inspect and approve vehicles and vehicle work under;
- Reviewing the status of any applicable Confidentiality Deeds pertaining to the Signatory and Staff;
- Asking the Signatory to demonstrate they hold current Professional Indemnity and Public Liability Insurance policies as per the requirements of the Agreement;
- Checking the Signatory is maintaining a current Work Review Register;
- Ensuring the Signatory is inspecting, and approving vehicles and vehicle work only within their authorised scope as per their Agreement and Schedule;
- Being satisfied that any sensitive material or documents such as blank Modification Approval Plates or Labels and VASS Approval Certificates are kept in a secure location or if stored digitally, are password protected;
- Documents are being stored for the mandatory 7 years as per the requirements of the Agreement.

The Compliance Officer will also discuss any observations or questions they may have from their pre-review of the selected Work Review Files. This will be an opportunity for the Signatory to provide additional feedback, clarification or respond to any questions regarding how and why they approved the vehicle work. The Signatory will be able to ask questions of the Compliance Officer should further clarification or explanation be required.

Post Audit Activities

If the audit has identified non-conformances to the requirements of the Agreement or this Manual, the Signatory will be issued with a Corrective Action Request (CAR).

If a Signatory receives a CAR, they will be required to address the items in the CAR and provide VicRoads with a response by the required due date. The due date will be provided in the CAR. Should a Signatory have questions about or dispute the CAR being raised against them, they will be required to contact VicRoads within 1x week of receiving the CAR to discuss the matter. Any requests for an extension to the due date must be made in writing to VicRoads no less than 2x weeks before the due date.

To satisfactorily respond to the CAR, the response needs to demonstrate how the Signatory has identified and addressed the root cause of any non-conformances and not just rectified them but put the appropriate systems in place to prevent the non-conformances reoccurring.

A Signatory who does not respond to a CAR or satisfactorily fulfil the requirements of the CAR will be subject to the Sanctions process.

Section For Surrogate Identity Numbers

A vehicle shall be marked so that the identity of the vehicle and the engine shall be known. A vehicle shall be marked with a Primary Identifier:

A **Vehicle Identification Number (VIN)** – vehicles manufactured from 1989 are marked by the Manufacturer with a 17 digit combination of alphanumeric characters as per the requirements of ADR 61/..

A **Chassis Number** – vehicles manufactured prior to 1989 were marked by the Manufacturer with an identifier usually stamped to a strong part of the body. Vehicles with a body on frame construction are usually marked with the chassis number on both the body and chassis.

The engine of the vehicle shall be marked with an identifier:

An **Engine Number** must be legible and permanently stamped, cast, laser engraved or a combination of these upon the main component of the engine at the time of its manufacture and such number must be located where it can be seen when the engine is installed in the motor vehicle.

When a Surrogate Identity Number is Required

A Surrogate Identity Number will be required when:

1. The vehicle is a new Individually Constructed Vehicle (ICV);
2. The vehicle is a new Heavy Trailer with no identifier having been provided by the Manufacturer
3. The vehicle is a light vehicle of a body on frame construction and the vehicle work has necessitated the swap of a body with a different identifier to be applied to the chassis;
4. The original identity number has been destroyed, damaged or is no longer legible. It is an offence to tamper with or alter the identifying marks of a vehicle.

How to Obtain a Surrogate Identity Number

In order to obtain a surrogate Identity Number, the Signatory must lodge and complete the Request for Surrogate Identification Number form issued by VicRoads. The document should be completed, signed and sent to VicRoads VIN section, VINCorrectionGroup@roads.vic.gov.au, additionally cc vsinfo@roads.vic.gov.au. All details in this form must be filled out as well as the supporting documentation required.

Applying the Surrogate Identity Number

When the surrogate identifier has been provided, the original identifier must be struck through (eg ~~12345~~). This allows the original number (or what can be seen of it) to be read. Stamp the surrogate number as close as possible to the location of the original number.

For VIN's where it is not possible to stamp close to the original identifier, stamp the surrogate VIN on a permanent structural part of the body (e.g. on the firewall, chassis rail or suspension strut tower).

For Engines where it is not possible to stamp close to the original identifier, stamp the surrogate engine number as close as possible to the location of the original number, or on a permanent part of the engine block.

Section for Conditional Registration – Certificate of Approved Operations

When a Customer has a specific medical or operational need which cannot be safely or adequately fulfilled by a conventional vehicle available on the market, their vehicle may undergo vehicle work to fulfil those specific needs. This vehicle work may result in the vehicle no longer meeting the standards for registration.

As the design or modification changes may result in elements of that vehicle no longer complying to relevant ADRs or the standards for registration, VicRoads may issue a Certificate of Approved Operations (COA) and conditionally register the vehicle so that it may continue to be used on public roads.

A Certificate of Approved Operations includes:

- The registered operator's name
- Vehicle details (including VIN, make, model, body type etc); and
- the registration conditions under which the vehicle must be operated.

The registration conditions are determined by VicRoads and are dependent on the medical or operational needs of the applicant and the suitability of the vehicle to be used on public roads.

Some vehicle body types that do not comply with the ADRs or Standards can only be conditionally registered and always require a Certificate of Approved Operations to be issued.

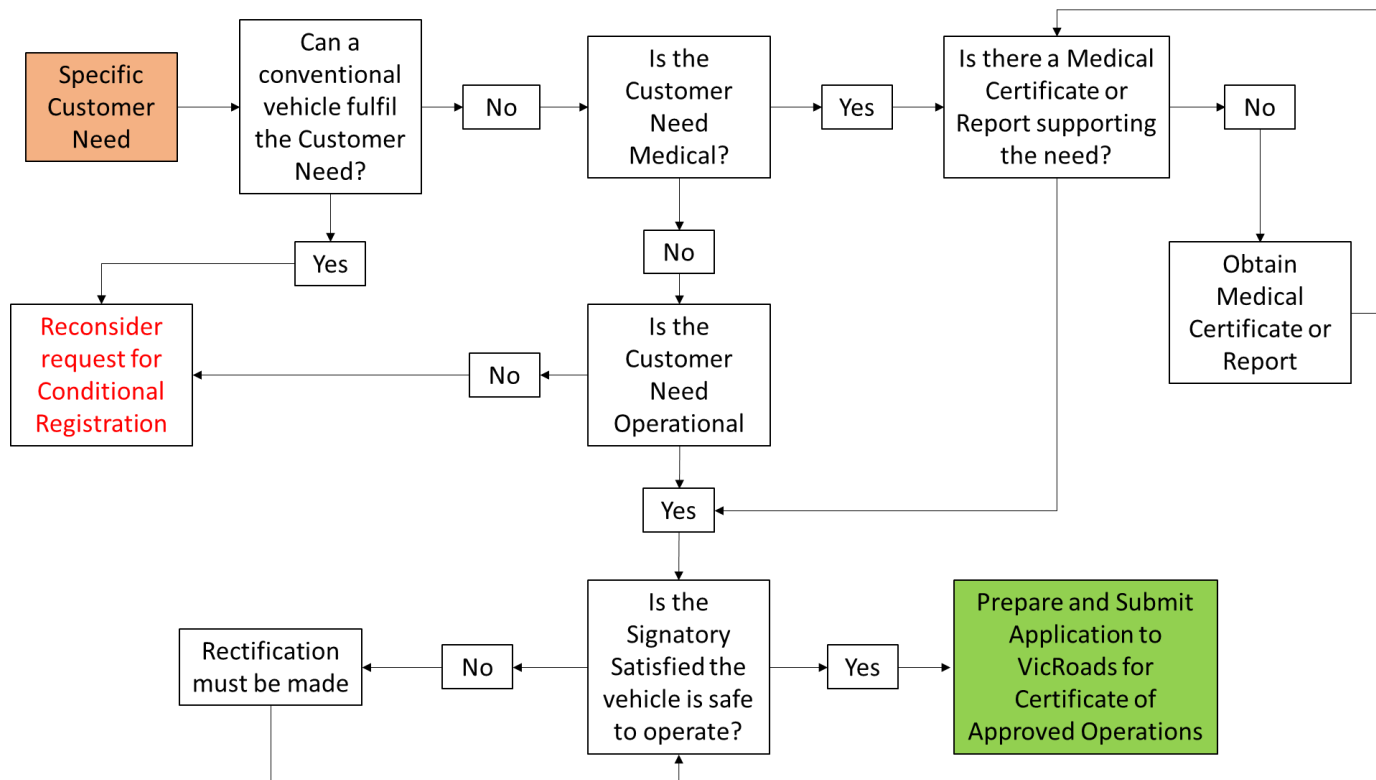
Medical

A VASS Signatory presented with a Vehicle that has undergone vehicle work to fulfil a specific medical need and as a result no longer complies to the standards for registration will need to apply to VicRoads on behalf of their customer requesting Conditional Registration. The application will:

- Clearly identify the Registered Operator of the vehicle by name, address and driver licence number;
- Clearly identify the vehicle by Make, Model, Year, body type and VIN and if applicable, the Registration Number;
- Describe the vehicle work and where the vehicle no longer complies to the required ADRs and standards;
- include a copy of the Health Practitioner's letter supporting the vehicle work as being appropriate for the Registered Operator's needs;
 - If the Vehicle Work is required to suit the medical needs of a party other than the Registered Operator, ensure the Health Practitioner's letter clearly identifies the applicable party so that the conditions of registration can be adjusted to suit;
 - Have the Registered Operator provide evidence of their relationship to the applicable party.

Applications should be emailed to VicRoads at RIT@roads.vic.gov.au.

Upon receipt and acceptance of the necessary information, VicRoads will issue the Registered Operator with a Certificate of Approved Operations which details the requirements the registered vehicle must be operated in accordance with.



Section for Individually Constructed Vehicles (ICVs)

An Individually Constructed Vehicle (ICV) is a vehicle that is not a Production Vehicle or a Modified Production Vehicle. An ICV must not have been derived or built from structural components such as the floor pan or chassis from a recognised production vehicle which contains or did contain a vehicle identifier. An ICV must be first registered by the individual who built it for their personal use only.

An ICV is considered to be a new vehicle even if some of the components used in its construction may have been derived from one or more Recognised Production Vehicles.

Applicable Sections from the National Code of Practice Vehicle Standards Bulletin 14 for each Category of ICVs

The relevant codes which permit the construction and approval of different categories of ICV's are:

LO2 – ICV Passenger Cars and Derivatives

LO4 – ICV LEM1 Tricycle

LO5 – ICV LEP1 Tricycle

LO6 – Street Rods. The approval of Street Rods is outlined in another section of this manual.

LO7 – ICV Motor Cycle

ICV's must be designed, constructed and assessed to comply with the requirements outlined under the relevant Section of the National Code of Practice. It must be noted the checklists contained in VSB14 do not contain all the ADRs to which the ICV must comply. The VASS Signatory must ensure the ICV complies to the requirements of all applicable ADRs

Maximum permissible number of ICVs to be built by an Individual in a Given Period

The National Code of Practice Vehicle Standards Bulletin 14 specifies the maximum permissible number of ICVs one person may manufacture in a 12-month period. This will be enforced by limiting the number of Vehicle Identity Numbers (VINs) one person will be granted for an ICV. A VASS Signatory's application for a VIN on behalf of the builder of an ICV will not be accepted should it mean the customer exceeds the maximum permissible number of vehicles they are permitted to manufacture in the specified period.

Eligibility of an ICV

When inspecting a vehicle, for it to be considered eligible as an ICV, the Signatory must ensure it:

1. Is not a complete vehicle or derived from a complete vehicle which has been manufactured for the purposes of supplying that complete vehicle to market in volume or has an RAV/IPA approval from the Commonwealth:
 - For example - using the floorpan and driveline from a recognised production vehicle and re-skinning or applying a custom body or structure to that floorpan will not be considered building an ICV;
 - Removing the identifier from a recognised production vehicle and applying a surrogate identifier will not be considered building an ICV;
2. Does not contain a Component which;
 - is or was marked with a VIN or other vehicle identifier (chassis number or serial number),
 - An existing engine number on an engine used in an ICV must be retained;

- A component manufacturer's part number or unique component identifier will not be considered a vehicle identifier and may be retained;
 - was manufactured in volume for the purpose of having a VIN or other vehicle identifier applied to it as part of supplying a complete vehicle to market in volume
 - for example a vehicle Body In White (BIW) or chassis rails from a recognised production vehicle may not be used as the basis for an ICV;
- 3. Has been constructed by the vehicle owner for their personal use – the vehicle owner must provide:
 - receipts and invoices for purchased components which identify the component through description and corresponding part numbers or identifiers:
 - It is mandatory that receipts and invoices be provided for major components pertaining to the safety and construction of the vehicle including seatbelts, the engine, structure/frame, body and driveline;
 - receipts and invoices for any outsourced labour or work which clearly identifies what the outsourced labour or work entailed:
 - Outsourcing services such as specialist welding, machining, balancing, engine building or the fabrication of critical safety or performance components is considered acceptable as these elements of vehicle construction often require specialist knowledge, equipment and skills to undertake safely and competently;
 - Outsourcing services and labour for the construction of the vehicle must be considered and kept to a minimum such that it is applicable to elements of the vehicle construction which require specialist knowledge and equipment to undertake safely and competently;
 - Outsourcing specialist services and labour in a support or coaching role to ensure elements of the vehicle construction are undertaken safely and competently by the vehicle owner is acceptable, as long as the vehicle owner is able to demonstrate they were responsible for the majority of the vehicle build whilst following the instruction from that support or coaching party;
 - a build diary demonstrating the progress of the construction of the vehicle must be maintained by the vehicle owner and presented to the Signatory upon submission for Approval;
 - the build diary must document how the vehicle owner followed any applicable instructions or specifications pertaining to the design and assembly of elements of the vehicle, such as supplied instructions if the vehicle was purchased as a "kit car", along with torque specifications for safety or performance critical components;
 - the build diary must contain images of the vehicle owner undertaking elements of the vehicle construction at "milestone" points during the project;
- 4. Is of an ADR category not exceeding 4.5 tonnes GVM;

Date of Manufacture of an ICV and Applicable ADRs and Standards

The nominated date of manufacture of an ICV will be considered to be the date construction of the vehicle commenced, provided –

1. The nominated date of manufacture does not precede the date the Approval Certificate is issued by more than three years; and
2. The Signatory retains the documentary evidence of the date construction commenced.

In the absence of conformance to the above, the date of Manufacture of the ICV will be nominated to be no more than three years before the date on which the Signatory provides the Approval Certificate.

The vehicle will be required to comply to the ADRs and standards applicable at the nominated date of manufacture.

Exemptions and Partial Exemptions to the Australian Design Rules (ADRs) for ICVs

As it would necessitate the destruction of the vehicle in order to demonstrate compliance, Individually Constructed Vehicles are exempt from having to comply with the **crash test requirements** of the following Occupant Impact Protection ADRs if they are applicable to the nominated date of manufacture:

1. ADR 69 - Full Frontal Impact Occupant Protection
2. ADR 72 - Dynamic Side Impact Occupant Protection
3. ADR 73 – Offset Frontal Impact Occupant Protection
4. ADR 85 – Pole Side Impact Protection

The Description of Vehicle Work section of the VASS Approval Certificate shall contain the following warning:

“This vehicle has not been tested to Australian Design Rule 69/00 Full Frontal Impact Occupant Protection, Australian Design Rule 72/00 Dynamic Side Impact Occupant Protection, Australian Design Rule 73/00 Offset Frontal Impact Protection, Australian Design Rule 85/00 Pole Side Impact Performance. It may not provide the level of occupant protection required by these rules.”

A permanent legible label must be applied to the vehicle and display the same warning. The warning label must have dimensions of at least 100mm by 30mm and have lettering at least 4mm high. Text to be coloured red on white background.

5. ADR 15 - Demisting of Windscreens

A demister is not required for ICVs with an open passenger compartment that do not have a means of enclosing the passenger compartment. This means that an ICV designed and built as a roadster with or without a hood or a convertible does not require a demister unless side curtains are available, or the doors have windows.

6. ADR 81 – Fuel Consumption Labelling for New Vehicles

ICVs are exempt from having to be fitted with a fuel consumption label.

7. ADR 88 – Electronic Stability Control (ESC)

ICVs are exempt from having to be fitted with Electronic Stability Control.

8. ADR 89 – Brake Assist Systems

ICVs are exempt from having to be fitted with Brake Assist Systems.

Partial exemption

9. ADR 31 - Brake Systems for Passenger Cars

ICVs are exempt from having to comply with the ESC requirements for passenger car braking systems.

10. ADR 33/.. – Brake Systems for Motorcycles and Mopeds

LA, LB, LC, LD and LE category ICVs are not required to be fitted with Antilock brake system (ABS) or Combined brake system (CBS).

11. ADR 79/.. – Emission Control for Light Vehicles

ICVs are not required to undertake full emissions testing to demonstrate compliance.

Individually Constructed Vehicle Year, Make and Model Details

The details of the year, make and model of an Individually Constructed Vehicle shall be as per the following:

- Year: The year nominated as the year construction of the ICV commenced
- Make: INDCON (Individually Constructed)
- Model: Model name of the ICV or if the ICV is being constructed to replicate the appearance of a recognised production vehicle, the year and model of that recognised production vehicle (e.g 1962 Cobra)

Individually Constructed Vehicles built to Replicate a Recognised Production Vehicle (Replicas)

An ICV which has been built to replicate the frame or appearance of a recognised production vehicle (for example a 1962 Cobra passenger car or a 1948 Harley Davidson motorcycle) shall be required to comply with the requirements of the relevant ADRs, Section of the National Code of Practice and any other standards and requirements as applicable from the nominated date of manufacture of the ICV. The nominated date of manufacture of a Replica ICV shall be no more than three years prior to the date the VASS Signatory issues the Approval Certificate.

Such an ICV shall be considered a Replica of the recognised production vehicle only in the context of its appearance.

Structural Integrity of an ICV

An ICV shall be subjected to the beaming and torsional stiffness tests conducted to the requirements of the National Code of Practice Vehicle Standards Bulletin 14. The results will be assessed to confirm uniformity of behaviour along the length of the vehicle when subject to the induced loads. Where the results indicate a non-uniform behaviour, it can be predicted the body/chassis of the ICV will be susceptible to excessive flexing and fatigue cracking. The Signatory must assess these results and be satisfied that all safety concerns are addressed.

The specific minimum stiffness requirements from VSB14 do not apply to an ICV. The Signatory must be satisfied with the adequacy of the bending and torsional stiffness of the vehicle by assessing the results in consideration of the design, construction and material of the structural components of the ICV and the handling characteristics and performance of the completed vehicle.

The Signatory shall assess that any load bearing components, critical welds or bolted connections, failure of which may render the vehicle unsafe, are not overstressed.

Custom steering and suspension components shall satisfy the required load criteria as per the National Code of Practice.

Handling and Performance Characteristics of an ICV

The Signatory shall be satisfied the handling and performance characteristics of the completed vehicle are predictable in response to the driver's inputs and that the vehicle can be operated in a safe and controlled manner and does not exhibit unexpected behaviour.

Exhaust and Evaporative Emissions of an ICV

The donor engine and associated engine control and emissions equipment used in an ICV must be from a vehicle compliant to ADR37/01 or later.

An ICV must be fitted with new catalytic converters that satisfy Euro2 specifications at a minimum.

Roadworthiness of an ICV

A certificate of roadworthiness is not required for first registration as the ICV is considered a new vehicle. However, before issuing an Approval Certificate for an ICV the Signatory is encouraged to have the vehicle independently assessed to ensure it is in a roadworthy condition.

Assigning a Vehicle Identification Number to an ICV

Immediately prior to final approval and certification of an ICV, the VASS Signatory must apply for a unique 17-digit Vehicle Identification Number (VIN) for the vehicle by submitting a formal *Request for Surrogate Identifier* to VicRoads.

Once a surrogate VIN has been provided, the Signatory must ensure it has been stamped or displayed in accordance with the standards for registration on the chassis and body of the vehicle as instructed.

Procedure to Apply for a Vehicle Identification Number (VIN) for an ICV

Application packs to apply for a VIN for an ICV must be emailed to vsclinfo@roads.vic.gov.au and clearly identified as an "Application for a VIN for an ICV".

An Application pack for a VIN for an ICV must contain:

1. An Approval to Construct ICV Application Form signed by the applicant;
2. A draft VASS Approval Certificate;
3. A Vehicle Details ICV form;
4. A copy of the vehicle owner's Victorian Driver's Licence;
5. Images of the physical identifiers of any identified components;
6. A completed VSB 14 LO checklist appropriate to the vehicle type;
7. Front, side and rear images of the vehicle;
8. Images and supporting evidence demonstrating compliance with checklist items;
9. Evidence of other requirements (reports or test data);
10. Receipts for purchased components and labour (if applicable); and
11. A build diary.

An Application not containing the necessary information will not be processed for a Vehicle Identification Number.

Details to be recorded on the VASS Approval Certificate & Modification Plate/Label for an ICV

Upon successful completion of the final inspection and the granting of Approval by the VASS Signatory, the VASS Approval Certificate may be issued and the modification plate/label affixed so that the vehicle may be presented to VicRoads for registration.

The Signatory shall use the applicable version of the VASS approval certificate as directed by VicRoads.

The Description of Vehicle Work section of the VASS Approval Certificate must specify what components have been used to construct the ICV so that it may be clearly identified for future reference, including but not limited to:

- Engine make, configuration, capacity & aspiration
- Gearbox type
- Rear-axle type
- Front and rear suspension type
- Front and rear wheel/tyre specifications

All remaining sections of the Approval Certificate must be filled out with the appropriate relevant information.

The Modification Plate/Label must be attached to the vehicle in accordance with the applicable requirements.

When populating the Modification Plate/Label, the following is an example of the information to be displayed:

LIGHT VEHICLE MODIFICATION PLATE		
State: VIC	Date: DD/MM/YYYY	VASS Certificate No: *****
Year/Make/Model:	2019/INDCON/1962 Cobra	
VIN/Chassis No: *****		
Seating Cap: 2	ADR Cat: MA	Body Style: Roadster
Mod Codes: LO2 – This vehicle has not been tested to ADR69/72/73/85		
Mod GVM: **	Mod GCM: **	
This plate/label not to be removed		Ref/Ser No: *****

Defines:

- The year the manufacture of the ICV commenced (no more than 3 years before date of Approval)
- The make of the vehicle as an Individually Constructed Vehicle
- The model of the ICV – in this instance the recognised production vehicle which the ICV is replicating in appearance only

Defines:

- Applicable Section of the National Code of Practice to which the vehicle has been assessed and approved
- Clear status regarding Occupant Impact Protection ADRs

Modification of an ICV Subsequent to Initial Construction and Approval

Further vehicle work may be performed on an ICV provided the vehicle work is performed in accordance with the relevant Section of the National Code of Practice, does not cause the ICV to become unsafe or compromise the integrity of the operation of the ICV from the status as approved upon construction. Such vehicle work may only be approved by Signatories holding the relevant authority under the National Code of Practice appropriate to both the ICV type and the vehicle work being inspected.

The Signatory shall approve the vehicle using the latest version of the VASS approval certificate as directed by VicRoads.

A modification plate/label must be affixed to the vehicle in accordance with the applicable requirements.

Section For The Inspection and Approval of Street Rods

A vehicle categorised as a Street Rod is subject to certain requirements and conditions dependent on the vehicle and type of access to the road network being sought by the vehicle owner. VASS Signatories must ensure they inspect and approve a Street Rod to the standards and requirements applicable to the vehicle and type of access to the road network being sought.

Definition

A Street Rod is a vehicle that has been modified for safe road use and that –

- a) Has a body and frame that were built before 1949; or
Is a replica of a vehicle the body and frame of which were built before 1949;

A vehicle that has been modified or designed and constructed in accordance with the requirements of the *National Guidelines for the Construction and Modification of Street Rods in Australia* will not be eligible for registration and shall only be issued a permit under the Club Permit scheme which limits access to the road network. The requirements the Vehicle Owner must satisfy for the VASS Signatory to consider a Street Rod eligible as an Individually Constructed Street Rod are as per those for an Individually Constructed Vehicle.

Certification of New Street Rods

The design and construction of a new Street Rod must be certified by a VASS Signatory before the vehicle can apply for registration or a club permit. The inspection, certification and Approval of a Street Rod will be dependent on the chosen pathway of approval for designing and constructing the Street Rod;

A new Street Rod that has been designed and constructed in accordance with:

- The NCOP **Section LO6 of VSB14** (the National Guidelines for the Construction and Modification of Street Rods in Australia -Street Rod Manual) must be inspected and approved to these requirements and will be issued a surrogate chassis number by VicRoads. A Street Rod certified to Section LO6 will only be eligible for access to the road network through the Club Permit Scheme.
- The NCOP **Section LO2 of VSB14** must be inspected and approved to these requirements and will be issued a 17 digit Vehicle Identifier Number (VIN) by VicRoads. A Street Rod certified to Section LO2 will be eligible for access to the road network with registration or through the Club Permit Scheme.

Construction and modification of Street Rods may only be certified by an authorised VASS Signatory who possesses the appropriate VSB 14 codes LO2 and/or LO6.

Date of Manufacture of an ICV Street Rod and Applicable ADRs and Standards

The nominated date of manufacture of an ICV Street Rod will be considered to be the date construction of the vehicle commenced, provided –

3. The nominated date of manufacture does not precede the date the Approval Certificate is issued by more than three years; and
4. The Signatory retains the documentary evidence of the date construction commenced.

In the absence of conformance to the above, the date of Manufacture of the ICV Street Rod will be considered to be no more than three years prior to the date on which the Signatory provides

Approval to the completed vehicle. The vehicle will be required to comply to any ADRs, standards or other requirements effective and applicable at that date.

Individually Constructed Vehicle Street Rod Year, Make and Model Details

The details of the year, make and model of an ICV Street Rod shall be as per the following:

- Year: The nominated year the construction of the ICV Street Rod commenced
- Make: Individually Constructed (INDCON)
- Model: Model name of the recognised production vehicle the Street Rod is replicating the appearance of (e.g 1932 Ford Model B)

Turning an Eligible Recognised Production Vehicle into a Street Rod

An eligible recognised production vehicle turned into a Street Rod must be certified by a VASS Signatory to the requirements of VSB14 Section LO6. The vehicle will not be eligible to apply for registration and will only be eligible to apply for a club permit.

Modification of a Street Rod

Street Rods may be modified provided the vehicle work is performed in accordance with the requirements of the applicable Sections of the National Code of Practice. Modifications to Street Rods may only be approved by VASS Signatories authorised under the Sections LO2 and LO6 of the NCOP.

Applicable Sections from the National Code of Practice Vehicle Standards Bulletin 14 for each Category of Street Rod

Street Rods must be designed, constructed and assessed to comply with the requirements outlined under the relevant Section of the National Code of Practice in addition to any other standards required by VicRoads. The relevant codes which permit the construction and approval of different categories of ICV Street Rods are;

LO2 – ICV Passenger Cars and Derivatives

LO6 – Street Rod designed and constructed in accordance with the requirements of the National Street Rod Guidelines;

Details to be recorded on the VASS Approval Certificate & Modification Plate/Label for an ICV Street Rod

For a Street Rod designed and constructed in accordance with Section LO2 of the National Code of Practice VSB14, refer to the Section for ICVs;

For a Street Rod designed and constructed in accordance with Section LO6 of the National Code of Practice VSB14, refer to the Section for ICVs with the following differences:

LIGHT VEHICLE MODIFICATION PLATE

State: VIC Date: DD/MM/YYYY VASS Certificate No: *****

Year/Make/Model: 2019/INDCON/1932 Ford Model B

VIN/Chassis No: *****

Seating Cap: 2 ADR Cat: MA Body Style: Coupe

Mod Codes: LO6 – Approved to the National Street Rod Guidelines

Mod GVM: ** Mod GCM: **

This plate/label not to be removed Ref/Ser No: *****

Defines:

- The year the manufacture of the Street Rod commenced (no more than 3 years before date of Approval)
- The make of the vehicle as an Individually Constructed Vehicle
- The model of the Street Rod – in this instance the recognised production vehicle which the ICV is replicating in appearance only

Defines:

- Applicable Section of the National Code of Practice to which the vehicle has been assessed and approved
- Clear status regarding requirements to which the Street Rod has been assessed – will ensure vehicle only accesses the road network accordingly

Details to be recorded on the VASS Approval Certificate & Modification Plate/Label for a Recognised Production Vehicle Modified to be a Street Rod

For a recognised production vehicle modified to be a Street Rod:

LIGHT VEHICLE MODIFICATION PLATE

State: VIC Date: DD/MM/YYYY VASS Certificate No: *****

Year/Make/Model: 1932 Ford Model B

VIN/Chassis No: *****

Seating Cap: 2 ADR Cat: MA Body Style: Coupe

Mod Codes: LO6 – Approved to the National Street Rod Guidelines

Mod GVM: ** Mod GCM: **

This plate/label not to be removed Ref/Ser No: *****

Defines:

- The recognised production vehicle which is eligible to be modified to become a Street Rod

Defines:

- Applicable Section of the National Code of Practice to which the vehicle has been assessed and approved
- Clear status regarding requirements to which the Street Rod has been assessed – will ensure vehicle only accesses the road network accordingly

Section for Club Permit Vehicles

The Club Permit Scheme (CPS) allows eligible vehicles manufactured after 31 December 1930 and more than 25 years before the date of application for a Club Permit to be used on the road network by the permit holder in a limited capacity and to specified conditions.

Inspecting and Approving Vehicle Work to Vehicles on the Club Permit Scheme

A vehicle on the CPS is not exempt from having to comply with the requirements of:

- The Australian Design Rules applicable to the date of manufacture of the vehicle
- The standards for registration;
- The applicable Sections from the relevant National Code of Practice;

A vehicle on the CPS which has been inspected and approved by a VASS Signatory for vehicle work shall be issued with a VASS Approval Certificate and Modification Plate/Label in accordance with the requirements stipulated in this Manual.

Eligibility of Individually Constructed Vehicles for the Club Permit Scheme

Individually Constructed Vehicles (ICVs) which have been constructed to replicate the appearance of a recognised production vehicle that would be eligible for acceptance to the Club Permit Scheme, may also be considered eligible for acceptance to the Club Permit Scheme.

Eligibility of Imported Vehicles for the Club Permit Scheme

Imported vehicles may be eligible for acceptance to the Club Permit Scheme. These vehicles must comply to the requirements of the Australian Design Rules applicable to the date of manufacture of the imported vehicle and any vehicle work must be to the requirements of the National Code of Practice.

Section for the Inspection of Buses

This Section aims to provide the VASS Signatories with guidance when presented with vehicles of an Australian Design Rule (ADR) Category MD or ME.

Removing Seats in a Bus to Accommodate a Wheelchair

If the seating capacity of a bus is reduced to facilitate the carriage of occupants in wheelchairs and as a result the ADR category will change, the vehicle will need to be compliant to the ADRs for the new category.

For example, if a twelve-seater bus has four seats removed for the installation of a wheelchair hoist and tiedowns, then the seating capacity will be reduced to eight seats and the requirements of the new ADR category will apply.

If the vehicle is no longer used for the carriage of people in wheelchairs, the vehicle category will remain at that applicable to the reduced seating capacity. Otherwise the vehicle must be returned to its original seating configuration on the compliance plate which will require VASS certification.

25 Year Bus Structural Inspection

The Signatory must be satisfied the body of the bus is in a good structural condition. If the vehicle exhibits signs of structural damage or corrosion (eg: rust stains, loose rivets, loose or rusted panels), a full panel removal and frame inspection will be required. The Signatory will document their inspection and reference photos to what was inspected.

- Windows and seals
- Doors and door pillars
- Rails
- Stub pillars
- Side wall assembly and trusses
- Floor and floor bearers
- Sill rail
- Waist rail
- Cant rail
- Hoops
- Chassis rail
- Inner and outer panels.
- Structural repairs to the body must be in accordance of VSB 7a and 7b
- Body supports
- Stress Panel

All repairs to be carried out in accordance to VSB 7.

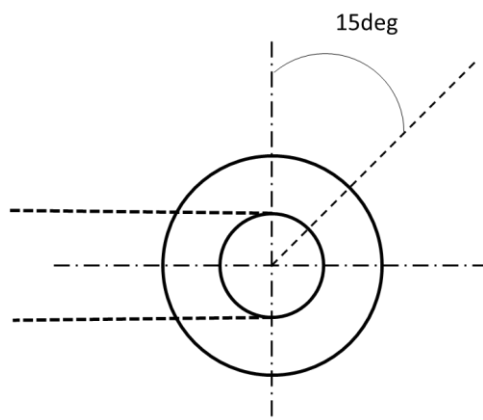
Section for the Inspection and Approval of Motorcycles

The National Code of Practice Vehicle Standards Bulletin 14 Section LL outlines the minimum design, installation and fabrication requirements for modifications involving motor cycles and other Australian Design Rule (ADR) category L-group vehicles.

VASS Signatories inspecting a modified production motorcycle or other L-group production vehicle must note that VSB 14 Section LL does not contain any certifiable modifications. To ensure that proper engineering practice is followed, and ADR compliance maintained, VicRoads still requires VASS Signatories to provide their approval to anything other than the basic modifications described.

Signatories with the VSB 14 LL authority code who approve modified production motorcycles and other L-group production vehicles shall issue a VASS Approval Certificate and a modification plate is to be placed on the vehicle. The modification code shall be recorded as "VSB14 LL". The registered operator will be required to retain a copy of the Approval Certificate for future reference. Signatories will still be required to maintain a Work Review File with documentation of their inspection and evidence for their approval of the modifications, keeping the intent of vehicle safety, proper engineering practice and ADR compliance in mind

VASS Signatories must ensure the rear mudguard on a motorcycle extends at least 15deg past the vertical reference.



Section for Wheelchair Assessable Vehicles

When inspecting a vehicle that has been modified to accommodate passengers in wheelchairs, it is important to ensure all the applicable standards and requirements have been identified, considered and satisfied. Vehicles being used as taxis or for Hire & Reward must be operated under the terms and conditions of Commercial Passenger Vehicles Victoria (CPVV).

The Australian standard AS/NZS 10542 makes it compulsory to have 3-point seatbelts for wheelchair passengers (lap and sash, not just lap only). In 2015 the standard was updated which made it compulsory to attach the upper sash belt in a specified zone relative to the seated wheelchair occupant in the vehicle. This was to ensure the sash belt fits properly over the wheelchair passenger's shoulder.

VASS Signatories are reminded that the standard applies to all vehicles. For vehicles to be used by the Public or for Hire & Reward where a range of occupant sizes must be considered – the upper sash attachment point must be located such that the restraint interfaces with the occupant correctly. If the upper attachment point is located such that the belt does not pass through the preferred or optional zones for the wheelchair occupant, the vehicle does not comply with the standard.

It is important to ensure the required clear space around wheelchair locations is considered when determining the seating capacity of a vehicle approved to carry occupants in wheelchairs. Folding seats which infringe into the required clear space cannot be used if the designated position is occupied by a passenger in a wheelchair.

Section for Sanctions Against VASS Signatories

If VicRoads has reason to believe or determines that a VASS Signatory is in breach of the conditions of the VASS Agreement, VicRoads may, at its discretion, impose a sanction on the VASS Signatory. This sanction may reduce, limit, suspend or terminate the VASS signatory's scope of authority within the VASS Agreement.

The Sanction Process

The Sanction Process will be followed to ensure clarity and consistency.

Identification of a Potential breach of the VASS Agreement

A potential breach of the VASS Agreement may be identified from scenarios including but not limited to an audit outcome, a review of a VASS Signatory's VASS Approval Certificate or Work Review File, review of a vehicle approved by a VASS Signatory or the behaviour and conduct demonstrated by the Signatory during the execution of their role under the VASS.

Request of Material

Upon identifying or being made aware of a potential breach of the Agreement, VicRoads will issue the VASS Signatory with a written request to submit the Work Review File and any additional supporting evidence pertaining to the vehicle or matter identified.

VicRoads will specify in the written request when a response or the requested material must be provided.

If a response to the written request or the required material is not provided by the specified date, VicRoads will make one more subsequent written request and specify when a response must be provided.

If a response is not provided to the second written request, VicRoads will immediately suspend the Signatory's authority under the VASS Agreement.

Review of Submitted Material

VicRoads will review and assess the submitted material against the requirements of the relevant National Code of Practice, ADRs or other applicable standards and regulations. Should the review and assessment of the submitted material confirm the potential breach, VicRoads will determine and assess the severity of the breach.

Show Cause Letter

The Show Cause Letter will provide the VASS Signatory written formal notification that they are considered in breach of the conditions of the VASS Agreement and will include the reasons from the review of the submitted material why VicRoads has made its decision. The Show Cause Letter will provide the Signatory the opportunity to respond to the reasons provided.

If a response to Show Cause Letter is not provided by the specified date, VicRoads will make one more subsequent written request and specify when a response must be provided.

If a response is not provided to the second written request, VicRoads will immediately suspend the Signatory's authority under the VASS Agreement.

The Signatory will not be provided another opportunity to provide a response for consideration in the Show Cause Review.

Show Cause Review

The Signatory's response to the Show Cause Letter will be reviewed by an internal VicRoads Panel. The Panel will review and assess the submitted material against the requirements of the relevant National Code of Practice, ADRs and other applicable standards and regulations pertinent to the matter. The Signatory's response to the reasons provided in the Show Cause will be reviewed and considered.

The Show Cause Review will result in an outcome that will be communicated in writing to the Signatory.

Show Cause Review Considerations

The outcome of the VicRoads Panel review and sanction issued to the Signatory will consider:

- The severity of the breach of the VASS Agreement and the impact on the safety of the vehicle/s in question;
- The historical and demonstrated behaviour and conduct of the VASS Signatory regarding their execution of their authority under the VASS Agreement;
- The historical and demonstrated performance of the VASS Signatory regarding their execution of their authority under the VASS Agreement;
- The extent to which the response received from the VASS Signatory addressed the reasons contained in VicRoads Show Cause Letter;
- The potential or actual reputational loss to VicRoads as a result of the Signatory's breach of the Agreement;

Show Cause Review Outcome

The Signatory will be issued with a Show Cause Outcome Letter which will provide them in writing the determination from the Show Cause Review.

The sanction or sanctions issued to the Signatory as an outcome of the Panel Review may consist of:

A formal warning which will be maintained in the VASS Signatory's file at VicRoads and will be taken into consideration should future Show Cause Reviews or Audits be conducted or other matters requiring consideration of the Signatory's demonstrated performance under the VASS;

A temporary or permanent amendment to the Signatory's Agreement to remove, limit or restrict their authority to inspect and approve vehicles and vehicle work under defined ADR Categories or Sections of the National Codes of Practice. The terms and duration of a temporary amendment of authority will be communicated in the Show Cause Outcome Letter.

A suspension of the Signatory's Agreement – a letter advising the VASS signatory to cease operation as a VASS Signatory under the VASS Agreement for a specified period;

Termination of the Signatory's Agreement – A notice of termination advising the VASS signatory of cessation of all operations as a VASS signatory under the VASS agreement permanently.

Immediate Suspension

If review of the submitted material, a lack of response from the Signatory or the conduct of the Signatory causes VicRoads to believe that:

- The Signatory has acted in a manner contrary to the requirements of the VASS Agreement;
or

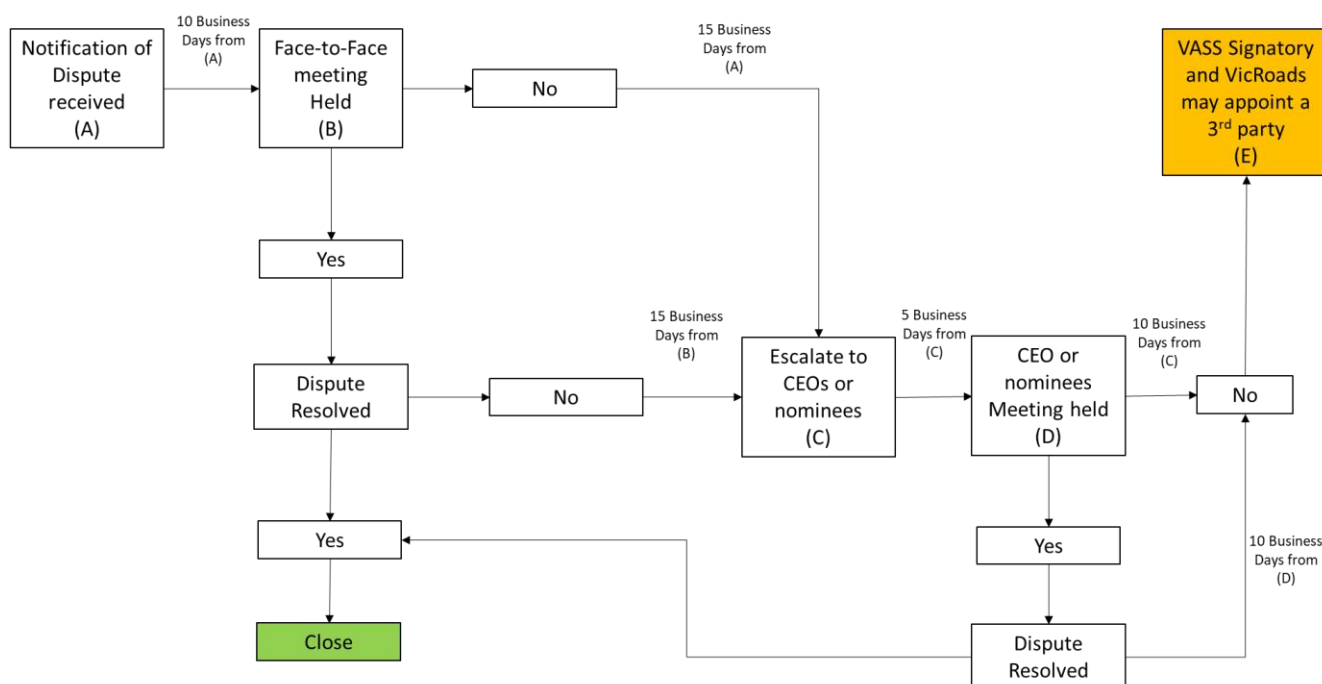
- By allowing the Signatory to continue to inspect and approve vehicles and vehicle work that a person may be placed in danger or may suffer financial loss;

VicRoads will, by giving notice in writing to the Signatory, immediately suspend their Agreement.

Section for Dispute Resolution

Should VicRoads have reason to take action against a VASS Signatory following review of the Signatory's work or conduct whilst operating under the terms of the VASS Agreement, the Signatory may elect to dispute VicRoads decision or action.

It is a condition of the VASS Agreement that both parties abide by the following process to resolve the dispute.



A. Notification of Dispute:

The VASS Signatory is responsible for initiating the dispute resolution process. The VASS Signatory must write to VicRoads (email - vscinfo@roads.vic.gov.au) advising of their intent to dispute a decision or action which has been brought against them by VicRoads. The VASS signatory must :

1. Clearly identify the matter and the intent to dispute the action taken by VicRoads;
2. If the dispute is in response to a show cause, notice of suspension or termination from VicRoads, the VASS signatory must address each of the reasons provided to them as to why the decision was made or action taken against them and why these reasons are being disputed;
3. Request that a meeting take place within 10 Business Days of the date the email was sent to VicRoads so that the VASS signatory's responses can be further discussed.

B. Meeting to Discuss Dispute Resolution:

The dispute meeting will be conducted face-to-face and will be held at VicRoads.

The meeting will be held between the VASS Signatory and a senior technical representative of the VicRoads Vehicle Safety and Compliance team.

Each party can nominate an internal representative of their respective company to attend the meeting with them for the purposes of observing the discussion and to assist with taking notes

The dispute meeting will not exceed 2 hours. It is an opportunity for the VASS signatory and VicRoads representative to discuss and expand on any technical details related to the matter and any reasons and responses provided in regards to the matter being disputed. The intent of the meeting is for both parties to agree on one of the following outcomes:

1. VASS Signatory agrees to abide by the decision made or action taken against them by VicRoads;
2. VicRoads agrees to reverse the decision made or action taken against the Signatory;
3. VicRoads agrees to amend the terms of a decision made or action taken against the Signatory
 - a. This outcome may be dependent on the Signatory agreeing to amended operating terms and conditions when working under the authority of the VASS Agreement
4. Both parties are unable to align on an outcome;

Within 15 Business Days of the dispute meeting, VicRoads and the VASS Signatory will communicate in writing that they are either:

- Maintaining, reversing or amending their initial position on the agreed outcome reached at the meeting;

If after 15 Business Days from the dispute meeting both parties cannot agree on an outcome or disagree with a previously agreed outcome, the dispute will be considered unresolved and the matter will be escalated.

VicRoads, at its discretion can request a subsequent face-to-face meeting if it is considered this will resolve the dispute before the matter is escalated.

C. Escalation of Unresolved Dispute:

If the VASS Signatory and the VicRoads senior technical representative of the VSRS are unable to resolve the dispute within 15 Business Days from the face-to-face meeting, the dispute may be escalated to the Chief Executive Officers (CEO) of the parties for resolution by them or their nominees.

D. Outcome of Escalated Discussion:

If the dispute is escalated to the CEO or their nominees for resolution, the VASS Signatory must disclose if they hold the title of CEO for their business or organisation and will participate in the discussion at this level of authority if they decide not to appoint a nominee.

The escalated discussion will not revisit the technical details of the dispute meeting (B) and will focus on each party working to determine how a resolution may be reached to end the dispute.

E. Appointment of Third Party:

If the outcome of the escalated discussion cannot resolve the dispute, the parties may appoint and engage a third party to attempt to resolve the dispute. The third party may be:

- External Legal Representation;
- An officially registered Moderator;
- Or other such qualified party who is suitably qualified and sufficiently independent to attempt to resolve the dispute.