

Recognised Engineering Signatory Heavy Vehicle Modification Scheme Manual

01 August 2026



Government of South Australia
Department for Infrastructure
and Transport

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Foreword

This Manual is intended to provide the operational standards and requirements for the Recognised Engineering Signatory Scheme of South Australia which individuals shall comply with.

The Manual is divided into a series of sections covering specific subject areas.

Detailed information on technical standards is not provided here and any new applicant or existing Recognised Engineering Signatory will also need to refer to the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, Australian Design Rules and other relevant standards, including when necessary original vehicle manufacturer's specifications and modification guidance, component manufacturers' information, and other standards and materials information in fulfilling the role and responsibilities of the Recognised Engineering Signatory Scheme.

The Department reserves the right to modify the content of this Manual to reflect changes in legislation or as circumstances require.

Availability

The definitive document is now held electronically and can be viewed online at:

<http://www.sa.gov.au/> and search for '*Modifications to heavy vehicles*'

The electronic document will be updated, and any amendments will be distributed electronically to Recognised Engineering Signatories.

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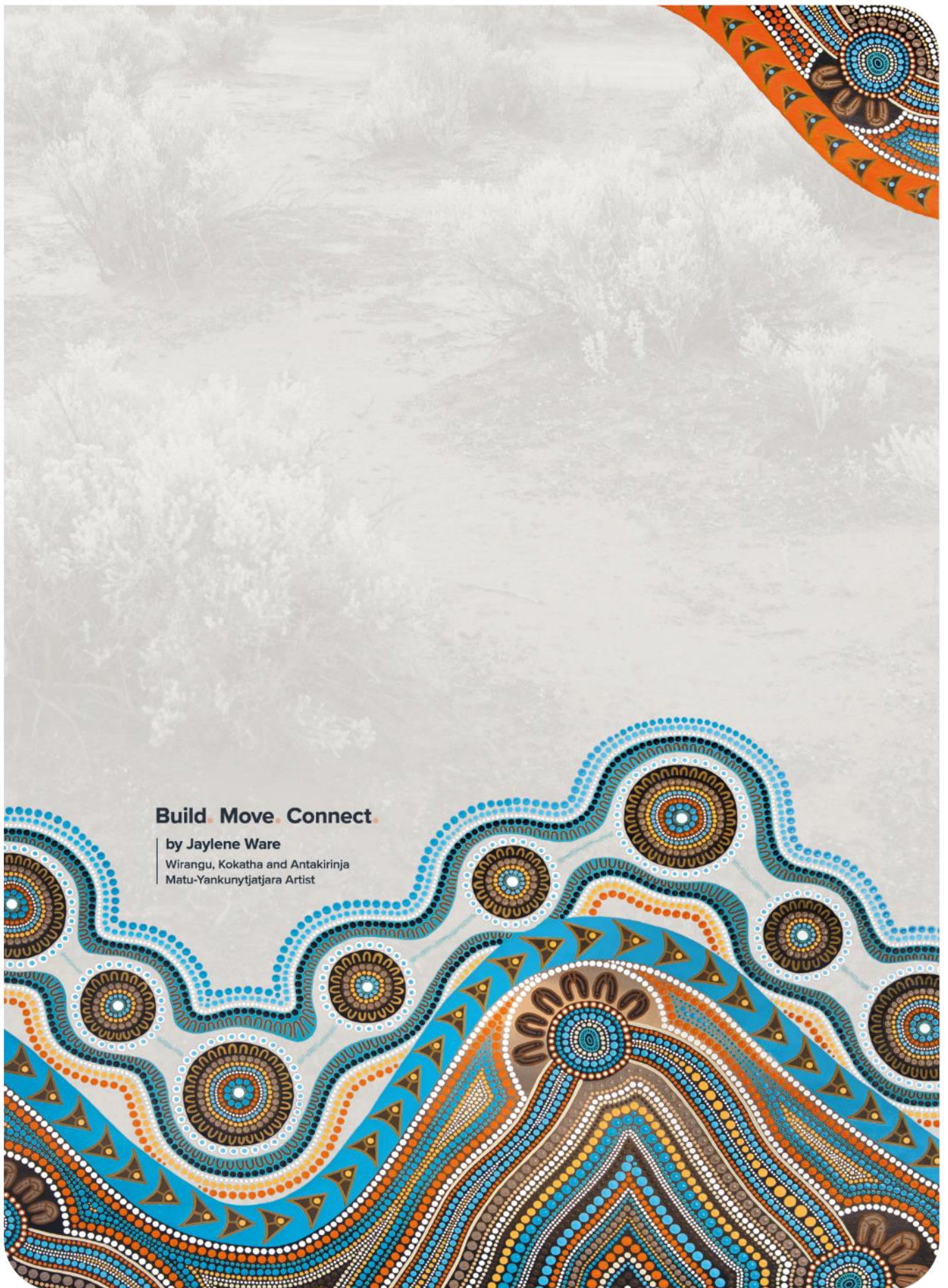
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Applications to reproduce materials from this Manual must be made in writing to the Department for Infrastructure and Transport at the address shown.



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Abbreviations and Definitions

Headings including the title of this document are for convenience and shall not be understood to provide adequate descriptive context for interpretation.

Throughout this document the following definitions apply unless a clear and specific contrary intention appears or the context otherwise requires or admits to a clear alternative definition.

‘Act’ or ‘the Act’ means the *Heavy Vehicle National Law (South Australia) Act 2013* including the Regulations;

‘Advice of Modification’ means the certificate issued by a Recognised Engineering Signatory in accordance with Section 22 of the Heavy Vehicle (Vehicle Standards) National Regulations under Heavy Vehicle National Law (SA) section 6;

‘ADR’ means the Australian Design Rules;

‘AVE’ means a person approved as a vehicle examiner in relation to a particular function under a jurisdictional scheme, being a Recognised Engineering Signatory complying with the administrative and business rules of this Manual in South Australia;

‘certificate’ means the document issued upon the granting of approval, satisfactory achievement or acceptance;

‘Code of Practice’ means the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*;

‘CPE’ or ‘CPEng’ means a Chartered Professional Engineer recognised by the Department;

‘Department’ means the Department for Infrastructure and Transport and includes any authorised delegate or authorised officer of the Department for Infrastructure and Transport;

‘DIT’ means the Department for Infrastructure and Transport;

‘form’ means a set format against which the provision of information is made;

‘HVNL’ means *Heavy Vehicle National Law (South Australia) 2013*;

‘HV(VS)NR’ means Heavy Vehicle (Vehicle Standards) National Regulations issued under Heavy Vehicle National Law (SA);

‘individual’ and words denoting individual refer to a person and shall not include corporation, partnership or other business entity and vice versa unless otherwise clearly specified within the document;

‘Manual’ refers collectively to those provisions set out in this document, including any Appendices, additions and amendments;

‘modification’ means a change to the build of a vehicle;

‘NHVR’ means National Heavy Vehicle Regulator and includes any authorised officer of the Department for Infrastructure and Transport;

‘plate’ or ‘Modification Plate’ means the specified form of the plate bearing the vehicle specific information that must be attached to each modified vehicle;

‘recognition’ refers to the recognition of an individual as a Recognised Engineering Signatory who is subject to the provisions of the Manual;

‘Regulator’ means National Heavy Vehicle Regulator;

‘Report of Input for the Modification of a Heavy Vehicle’ means the MR 1511 *Report of Input for the Modification of a Heavy Vehicle Completed in Accordance with Heavy Vehicle National Law* form used to record input provided by an experienced Recognised Engineering Signatory or a Chartered Professional Engineer to the Recognised Engineering Signatory who will provide a certificate approving the modification in accordance with Section 22;

‘report’ means a document submitted as evidence for, or record of the testing, calculation, research or other references that the writer has established, and any recommendations made to inform or direct the completion of a modification or submitted in support of advice for the acceptance of a completed modification;

‘RES’ means the Recognised Engineering Signatory recognised by the Department who is subject to the provisions of this Manual, and identified as an AVE under Heavy Vehicle National Law;

‘Section 19’ refers to a type of modification that requires application to, and assessment by the NHVR, carried out in accordance with section 19 of the Heavy Vehicle (Vehicle Standards) National Regulations under Heavy Vehicle National Law (SA) section 6;

‘Section 20’ refers to a type of modification that complies with the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications carried out in accordance with section 20 of the Heavy Vehicle (Vehicle Standards) National Regulations under Heavy Vehicle National Law (SA) section 6;

‘Section 22’ refers to the requirement for a Recognised Engineering Signatory (AVE) who has approved a modification of a heavy vehicle to provide a certificate approving the modification in the approved form (*MR 1510 Advice of Modification to Certify the Modification has been Completed in Accordance with Section 20*) issued in accordance with section 22 of the Heavy Vehicle (Vehicle Standards) National Regulations under Heavy Vehicle National Law (SA) section 6;

‘scheme’ refers collectively to the provisions of this Manual, including any dependence on or application of the requirements of the Act, Regulations and Code of Practice;

‘standard’ means any published standard, including but not limited to this Manual, the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, original vehicle manufacturers’ standards, supporting technical information, bulletins and modification guidelines, *Heavy Vehicle (Vehicle Standards) National Regulation*, Australian Design Rules, *Heavy Vehicle National Law (South Australia) Act 2013* and subsidiary Regulations, Australia New Zealand Standards, etc.

‘vehicle identity’ means the unique identification of an individual vehicle;

‘Vehicle Standards’ means the Vehicle Standards Team, Vehicle Operations, Regulation Directorate, Safety & Services Division Department for Infrastructure and Transport;

‘Vehicle Standards Bulletin No. 6’ means *Vehicle Standards Bulletin 6: National Code of Practice for Heavy Vehicle Modifications*;

‘VSB 6’ means *Vehicle Standards Bulletin No. 6*.

Also within this document

‘he’ and **‘his’** shall include they and theirs, along with she and hers, as any typically male reference shall include the gender neutral or female and vice versa;

the singular number or plural number shall be understood to include the plural number and singular number respectively;

a reference to a standard, set of rules or document is a reference to the standard, rules or document as amended from time to time.

NOTE: Flow charts provided throughout this Manual are for illustrative purposes only and do not provide any alternative meanings to those found in the text

Section A: Purpose of this Manual

1. The purpose of this Manual is to define the role and responsibilities of the Recognised Engineering Signatory for the performance of such tasks and inspections that are necessary to ensure that heavy vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards.
2. Suitably experienced and knowledgeable individuals, upon making an application supported by appropriate evidence may be recognised as a Recognised Engineering Signatory subject to the conditions herein.
3. The recognition of any individual as a Recognised Engineering Signatory is not given or held by an individual as of right; recognition may be terminated at any time in accordance with this Manual (see *Section K: Termination from the scheme*) and is for a specified period only, being subject to periodic renewal.

A1: Context for this Manual

1. The *Heavy Vehicle National Law (South Australia) Act 2013* and subsidiary regulations are committed to the National Heavy Vehicle Regulator (the Regulator).
2. In accordance with Section 30(1) of the *Heavy Vehicle (General) National Regulation*, 'A person is an Approved Vehicle Examiner in relation to a particular function (the approved function) conferred on approved vehicle examiners under the Law if the person is authorised to perform the same or equivalent function (the jurisdictional function) under an AVE jurisdictional scheme (the relevant scheme)'.
3. Under section 748 of the Act, the Department approves Authorised Vehicle Examiners (AVEs) as persons that are approved or accredited to approve modifications to heavy vehicles.
4. Nothing in this Manual limits the ability of the Department to enter into similar arrangements with other individuals or obliges the Department to deal exclusively with any individual Recognised Engineering Signatory.
5. Nothing in this Manual imposes any obligation upon the Department to promote the Recognised Engineering Signatory or forward applicants to it for services.
6. An individual applying to become a Recognised Engineering Signatory shall acknowledge and agree that any application made is true and accurate in every particular (see *Section M: Application procedure to become a Recognised Engineering Signatory: and Appendix 6: Application guidance notes*).
7. An individual applying to become a Recognised Engineering Signatory is deemed upon submitting a completed and signed application in the appropriate form to have acknowledged and agreed to the terms and conditions contained in this Manual.

Section A: Purpose of this Manual

8. The recognition of an individual as a Recognised Engineering Signatory is made for a specific period, throughout which the individual is responsible for continued compliance with the standards and obligations contained within this Manual.
9. The Department may recognise individuals as Recognised Engineering Signatories for the performance of such tasks and inspections that are necessary to ensure that heavy vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards. Suitably experienced and knowledgeable individuals upon making an application supported by appropriate evidence and accepting the terms and conditions contained in this manual may be approved as a Recognised Engineering Signatory subject to the conditions herein.

Section B: NHVR Code of Practice for the Approval of Heavy Vehicle Modifications

1. The *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, published by the National Heavy Vehicle Regulator provides the uniform modification standards to be used throughout Australia. It:
 - 1.1 is based on and accepts existing Vehicle Standards Bulletins;
 - 1.2 accepts the vehicle engineering practices and the requirements of the *Australian Design Rules*;
 - 1.3 is intended to supplement the recommendations and specifications of the original vehicle manufacturer in relation to vehicle modification techniques or standards and to provide guidelines where manufacturer's standards are not available; and,
 - 1.4 does not take precedence over the Australian Design Rules or the original vehicle manufacturer's modification guidelines.
2. The *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications* provides procedures for the control of a range of commonly sought modifications to help ensure modifications are completed to an acceptable standard and the modified vehicle can operate safely; it provides references to useful documents, which supplement the recommendations and specifications of the original vehicle manufacturer and provides guidance where manufacturer's standards do not exist.
3. A modification completed within the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications* is carried out in accordance with HV(VS)NR, *part 4, section 20*.
4. Where a modification is not in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or the specifications and guidance of the original vehicle manufacturer, specific application for the modification must be made to the Regulator in accordance with HV(VS)NR, *part 4, Section 19*.
 - 4.1 Modifications not covered by the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications* must be submitted to the Regulator on the appropriate *Modification Application* form available via the NHVR GO portal in accordance with the context of modifications carried out under *Section 19*, together with information justifying the proposed modifications. The application must be fully completed in order to be accepted.
 - 4.2 Justification for a proposed modification may include, but not be limited to, the results of design calculations, tests, materials specification, design details, operational requirements and any other pertinent information requested by the Regulator to allow consideration of the application. NHVR Vehicle Standards will consider the application, and if accepted will issue a *Statement of Requirements*. If the application is not satisfactory NHVR Vehicle Standards will advise the applicant, indicating any additional information or other requirements. Input to the specification of design, the

Section B: NHVR Code of Practice for the Approval of Heavy Vehicle Modifications

materials used, testing and reporting may be required from a Chartered Professional Engineer.

- 4.3 Aspects of any modification that is outside the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, which includes items that are covered within the code, will need to be clearly identified and completed according to the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*.
- 4.4 Any modification completed outside of the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications* will normally require a formal inspection in South Australia, along with the application for, and issue of, a vehicle specific exemption or exemptions from the NHVR.
- 5 In all cases refer to the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications* before proceeding with any modification, and if the status of a planned modification is unclear to the RES, further guidance must be sought from NHVR Vehicle Standards before proceeding.

Section C: Role of the Department

C1: Maintenance of this Manual

1. The Department may vary the standards and obligations of this scheme at any time to ensure that the objectives of Heavy Vehicle National Law and Regulations in relation to vehicle standards and modifications are being met. The Manual may be updated and amended at the discretion of the Department to ensure that vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards.
2. Variations to the process and controls expressed in this Manual that are not directly derived from amendment of the Act or Regulations or legal instruction will be the subject of consultation with Recognised Engineering Signatories.
3. Any variation to this Manual shall be made in writing.

C2: Handling applications and recognising engineering signatories

1. The Department may recognise an individual as a Recognised Engineering Signatory in respect of a particular code depending upon his qualifications and experience (*see Section M - Application procedure to become a Recognised Engineering Signatory*).
2. The Department will normally recognise an individual as a Recognised Engineering Signatory for a period of up to five years, but recognition may be for a shorter period.

C3: Monitoring, audit, disciplinary actions

The Department will undertake actions to monitor the effectiveness of this Manual and the performance of individual Recognised Engineering Signatories according to the standards and requirements of this Manual and to the procedures specified herein.

C4: Responding to specific requests

The Department will normally respond to specific requests and enquiries within 10 working days of receipt. Where necessary an initial response may be provided to acknowledge receipt of the enquiry and provide a timeframe for a detailed response to follow. Where the request or enquiry does not fall directly within the domain of the

Section C: Role of the Department

Department the response will provide advice and information to help enable further enquiries to be made.

C5: Publishing information

The Manual will be made available in the public domain as a PDF file via the Department's website and will be updated as promptly as systems allow following any amendment or addition.

C6: Publishing a list of Recognised Engineering Signatories

1. A list of current Recognised Engineering Signatories will be made available via the Department's website.
 - 1.1 The list will provide at least the name of the individual Recognised Engineering Signatory and the company contact details, as provided on the Recognised Engineering Signatory Application Form, unless alternative arrangements are made with the Department.
 - 1.2 The Department, in specifying that a Recognised Engineering Signatory must have Public Liability and Professional Indemnity insurance as a requirement within this Manual:
 - 1.2.1 Gives no warranty and makes no representation, whether express or implied, as to the adequacy of the sum insured, limit of liability, scope of coverage, conditions or exclusions of those insurances; also,
 - 1.2.2 Accepts no responsibility and will not be held liable to any person for any loss or damage, however caused and whether in whole or in part, which may be directly or indirectly suffered as a consequence of the adequacy of the sum insured, the limit of liability, the scope of the coverage, the conditions or exclusions of those insurances.
 - 1.3 The Department is not responsible for the nature or level of any fees or charges contracted or otherwise agreed between any Recognised Engineering Signatory and his clients. This is solely a matter between the Recognised Engineering Signatory and his clients.

C7: Communications, notices, updates and other briefing

1. Any document, update, notice, response or other communication referred to in this Manual shall be made in writing and will normally be provided by electronic means as an email or attachments to an email to the Recognised Engineering Signatory's last nominated email

Section C: Role of the Department

address. Documents relating to an application or renewal, complaint, suspension, disciplinary or termination or appeal procedure will also be sent in hard copy by post.

2. Any period of notice shall be deemed to commence upon the day of dispatch for all electronic communications and on the date when the same would normally have been delivered in the ordinary course of the post if sent by post, or on the date of delivery if personally delivered.
3. Failure by a recipient to acknowledge receipt of a document, update, notice, response or other communication will not be accepted as defence for any failure to comply with the content of that document.

C8: Other information sources identified in this Manual

The Department is not responsible for information provided by other bodies.

C9: National Heavy Vehicle Regulator

This Manual does not seek to define or constrain the role of the National Heavy Vehicle Regulator as provided in national law. Please refer to the Regulator for further information.

Section C: Role of the Department

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Section D: The Recognised Engineering Signatory

1. The Recognised Engineering Signatory is a suitably experienced and knowledgeable individual who has made an application to be recognised, which has been supported by appropriate evidence and has been recognised as a Recognised Engineering Signatory.
2. The recognition of any individual as a Recognised Engineering Signatory is not given or held by an individual as of right; recognition may be terminated at any time in accordance with this Manual and is for a specified period only.
3. In accordance with Section 30(1) of the Heavy Vehicle (General) National Regulation, 'A person is an Approved Vehicle Examiner in relation to a particular function (the approved function) conferred on approved vehicle examiners under the Law if the person is authorised to perform the same or equivalent function (the jurisdictional function) under an AVE jurisdictional scheme (the relevant scheme).'

This means that an individual in an approved scheme within a participating jurisdiction (such as a Recognised Engineering Signatory in South Australia) is an Approved Vehicle Examiner of the National Heavy Vehicle Regulator for the purposes of Heavy Vehicle National Law.

D1: Context of the Role

1. , The Regulator, or an Approved Vehicle Examiner, may exempt a specified vehicle in accordance with the provisions of *HV(VS)NR, part 4*.
2. The Recognised Engineering Signatory is an individual who has been recognised by the Department as having the skills, experience, qualifications and competence to certify that modifications to vehicles have been carried out in accordance with the *Manual for the Recognised Engineering Signatory Heavy Vehicle Modification Scheme*.
3. The Recognised Engineering Signatory, as an individual in an approved scheme within a participating jurisdiction, is an Approved Vehicle Examiner of the National Heavy Vehicle Regulator for the purposes of the *Heavy Vehicle National Law*.
4. The Recognised Engineering Signatory must comply with and carry out any tasks, inspections and certifications required in accordance with the context of approval of modifications under *HV(VS)NR, part 4, section 20* for modifications carried out under the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, or within the context of approval of modifications in accordance with *HV(VS)NR, part 4, section 19* for modifications outside the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*.
5. The Recognised Engineering Signatory must only carry out such tasks, inspections and certifications required for those modifications for which he is recognised.

Section D: The Recognised Engineering Signatory

6. The Recognised Engineering Signatory must provide the Department and the Regulator with reports in an acceptable form and format, for any vehicle modification he has certified in accordance with HV(VS)NR, part 4, section 22. Such reports must clearly identify the Recognised Engineering Signatory and the code under which the modification has been assessed, and contain such information as to ensure accurate identification of the modification according to the reporting requirements specified in this Manual (see *Section E: Responsibilities and obligations of the Recognised Engineering Signatory, Certification procedure and reports*).
7. In considering any modification the Recognised Engineering Signatory must obtain and make appropriate reference to the original vehicle manufacturer's specifications and modification guidance, current Codes of Practice and all legislation, including but not limited to Australian Standards and Australian Design Rules (see *Appendix 4: Contact details and useful links*).
8. The Recognised Engineering Signatory must ensure that all material and records referred to in this Manual are available in an accessible format and location and give access to the Department for inspection and auditing purposes, and that information and records specific to the certification of any modification are retained in an accessible format and location for a minimum period of seven years.

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

1. The Recognised Engineering Signatory:
 - 1.1 Undertakes to work according to the requirements of the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*;
 - 1.2 May certify only those modifications under the codes for which he has been recognised;
 - 1.3 Will provide guidance and direction to modifiers to ensure that vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the Australian Design Rules where applicable, the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, the *Heavy Vehicle National Law (South Australia) Act 2013* and Regulations, original vehicle manufacturer's specifications and modification guidance, and other relevant standards;
 - 1.4 Is not required to actually perform the modification, but must be satisfied that modifications performed by another person or organisation comply with the prescribed standards and conform to best practice;
 - 1.5 Must ensure that the vehicle when modifications are completed that they are in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or original vehicle manufacturer's specifications and modification guidance;
 - 1.6 Must fit or approve the fitting of a uniquely numbered and traceable Modification Plate signifying that the modifications performed meet the prescribed Standards;
 - 1.7 Must advise the Department if the modifications are in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or original vehicle manufacturer's specifications and modification guidance, by the issue of a form *MR 1510 Advice of Modification to Certify Modification has been Completed in Accordance with HV(VS)NR, part 4, section 22*, clearly identifying the completed modification and certifying that the modification has been satisfactorily completed by the inclusion of the unique number from the Modification Plate;
 - 1.8 Is required to maintain and provide evidence of the currency of acceptable public liability and professional indemnity insurance cover for any claim arising from or related to actions undertaken with respect to this scheme;

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

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- 1.9 Is required to keep the records as outlined in this Manual, and any other records that may be required from time to time by the Department or the Regulator;
 - 1.10 Is required to allow access for audit and inspection purposes to vehicles, modifications in progress, records of calculations, checklists, test results and directions to modifiers, equipment, reference materials and related information, and any other materials of information referred to in this Manual; and,
 - 1.11 Has a personal responsibility to maintain his technical skills and knowledge and his competency.
- 2 When considering a proposed modification, the Recognised Engineering Signatory must consider all relevant Australian Standards; the original vehicle manufacturer's specifications and modification guidance; Vehicle Standards Bulletins; and the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, and must seek guidance from NHVR Vehicle Standards before proceeding with any modification where the classification within a relevant standard or code is not immediately apparent.
 - 3 Where the Recognised Engineering Signatory identifies that he does not have authority to certify a proposed modification he must refer the vehicle to a signatory who is recognised for the code under which the modification is being sought.
 - 4 Tests and analyses that the Recognised Engineering Signatory completes for one vehicle will not normally be required for any identical modifications which are undertaken on other vehicles of the same make and model. Evidence to show that any such modifications undertaken were identical must be retained in an accessible format and location for audit purposes.
 - 5 Where a modification is not in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or the original vehicle manufacturer's specifications and modification guidance; vehicle specific approval for the modification must be sought from the Regulator before proceeding.

E1: Maintenance of this manual

1. The Recognised Engineering Signatory must maintain a copy of this Manual, read and insert any amended, updated or additional pages provided, and change practice accordingly from the date shown on the page to meet any changes notified therein.
2. The Recognised Engineering Signatory must be able to show that a current Manual is maintained and accessible for reference.

E2: Maintenance and accessibility of standards, inspection information and reference material

1. The Recognised Engineering Signatory must maintain relevant current reference information in hard copy or maintain access to relevant current reference documents and

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such information as to enable the effective performance of tasks conducted within the standards and requirements of the scheme.

2. The Recognised Engineering Signatory must ensure that where reference is made to a specific document, information source or version of a standard that this information or version of the standard can subsequently be accessed for audit purposes.
3. The Recognised Engineering Signatory must be able to show he has access to the information necessary for the effective performance of tasks conducted within the standards and requirements of the scheme, including that for the correct use and functionality of any equipment.

E3: Maintenance of self

E3.1: Changes to personal information and professional status

1. The Recognised Engineering Signatory must inform the Department of any changes to the personal information provided as part of the applications process within 21 days of the occurrence of such change.
2. The Recognised Engineering Signatory must inform the Department of any change in circumstance, conviction or loss of professional status; also the notification of proceedings of a criminal nature, actions arising against the individual for disreputable, unprofessional or inappropriate behaviour.
3. The Recognised Engineering Signatory must inform the Department of any changes in employment status provided as part of the applications process within 21 days of the occurrence of such change by submitting an application to become a Recognised Engineer Signatory with changed employment status if he wishes to maintain his recognition (see *Section M - Application procedure to become a Recognised Engineering Signatory*).

E3.2: Continued competence

1. The recognition of a Recognised Engineering Signatory is dependent on evidence to support that the individual is competent to perform the tasks required of the Recognised Engineering Signatory according to the standards and requirements of the scheme.
 2. It is essential that a Recognised Engineering Signatory understands the need to continue to develop as an individual, maintaining competency to practice and knowledge of technical and professional developments. Methods to do so may include but are not limited to:
 - 2.1 Regularly updating current knowledge via technical and industry publications, manufacturers' information and bulletins;
 - 2.2 Subject specific research, or research triggered by an unfamiliar material, technology or modification proposal;
 - 2.3 Attendance at relevant courses, seminars and events;
-

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-
- 2.4 Knowledge and understanding of reference documentation such as the Australian Design Rules and how these apply within the codes practiced;
 - 2.5 Regular practice within the codes for which he has been recognised;
 - 2.6 Continuing to work within industry or to practice as an engineer;
 - 2.7 Record of other relevant continuing professional development; and
 - 2.8 Any other evidence will be considered on merit.
3. Continuing to develop and maintaining competency to practice and knowledge of technical and professional developments is essential for the Recognised Engineering Signatory. Evidence in support of the continuing competency, knowledge and skill development will be sought during audit procedures, as part of the investigating of a complaint or disciplinary issue, and at renewal of the appointment of a Recognised Engineering Signatory at the very least.

E4: Sharing challenges and good practice

1. Recognised Engineering Signatories may also wish to consider input to the continuing development of others.
2. If an individual Recognised Engineering Signatory has dealt with or otherwise encountered a heavy vehicle related issue of a technical, practical, operational or material nature that has challenged his knowledge and skills and the application of the standards, or demanded specific research, testing and explanation in order to progress a desirable modification, he may wish to share that information, or part of it, with other Recognised Engineering Signatories and engineers.
3. The Department will facilitate a periodic forum for the update and sharing of experience and knowledge between Recognised Engineering Signatories as may be feasible.

E5: Maintenance of equipment

1. The Recognised Engineering Signatory must maintain all assessment tools and equipment according to the manufacturer's original specification and instructions, and retain all manufacturers' guidance for correct use, maintenance and functionality for all assessment tools and equipment in an accessible format and location for audit purposes.
2. The Recognised Engineering Signatory must retain test results and calibration certification for assessment tools and equipment in an accessible format and location for audit purposes.

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E6: Continued compliance with requirements of scheme

E6.1 Public liability and Professional indemnity insurance

1. Public liability insurance and professional indemnity insurance cover must be maintained at all times by a Recognised Engineering Signatory, or he must be named as insured on an equivalent acceptable policy held by his employer. The provision of a policy number alone in support of an application will not suffice and the applicant must submit an original or certified copy of a current insurance certification which clearly states the extent and limitations of cover.
2. An application to be recognised as a Recognised Engineering Signatory will be considered without the attachment of proof of public liability and professional indemnity insurance, but the applicant will not be formally recognised as a Recognised Engineering Signatory until such evidence is received and confirmed acceptable by the Department.
3. An applicant or an existing Recognised Engineering Signatory may be asked to provide evidence of the currency of their insurance cover at any time; and will be asked to produce current documentation as part of any audit procedure, or when requested as part of any investigation.
4. A Recognised Engineering Signatory must update the insurance cover information held by the Department on at least an annual basis, confirming renewal or replacement by submitting policy details for file as soon as possible after renewal or replacement. Failure to do so may trigger an immediate audit.
5. A Recognised Engineering Signatory must cease practicing immediately if his insurance cover has lapsed.
6. The attention of Recognised Engineering Signatories is drawn to the need to maintain run out cover after ceasing to practice.

E6.2 Code of conduct

1. The Recognised Engineering Signatory may only certify those modification codes for which he has been recognised.
2. The Recognised Engineering Signatory shall conduct himself with integrity, honesty and in good faith, applying his knowledge, training and skills consistently and acting only within the codes for which he is recognised according to the standards and obligations contained within this Manual.
3. The Recognised Engineering Signatory must acknowledge his own limitations when challenged by a new or unfamiliar material, technology or modification proposal and take the time to seek additional guidance, input or support to enable sound and effective decision-making before progressing to the approval of a design or concluding inspection and certification. This also applies to knowledge and skills to act effectively in respect of

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proposed modifications under any code for which the Recognised Engineering Signatory has been recognised but does not practice regularly.

4. The Recognised Engineering Signatory must be able to illustrate either verbally or in hard copy how he has met such challenges as have been presented within the codes for which he is recognised.

E6.3 Privacy, Confidentiality and Commercially in confidence

1. Confidentiality obligations either expressed or implied within any contract made between a Recognised Engineering Signatory and client, or within the employment contract of an individual Recognised Engineering Signatory, shall not override the requirements and obligations extant in this Manual to make full disclosure in the event of any audit or other investigation with respect to this scheme.
2. While the Department accepts that there may be a specific desire for the design and testing of some modifications, personal information, or data to be treated as private, confidential or held commercially in confidence by the Recognised Engineering Signatory it must be ensured that records of the consideration given to designs, analysis, calculation, testing, inspection and any completed reports and certification must contain all pertinent details when submitted to the Department.
3. The Department undertakes to treat all records of a personal and specific nature appropriately and to hold certification information files only for the purpose of this scheme.
4. Reports, certifications and other documentation or records that the Recognised Engineering Signatory is required to provide in order to meet with the standards and obligations contained within this Manual must be complete and accurate.

E6.4 Fiduciary duty and obligations

1. As a Recognised Engineering Signatory an individual has the knowledge and is under an obligation to act for another under circumstances which require total trust, good faith and honesty. This closely reflects the behaviour expected of a fiduciary, and the following is provided for information and reference as a simple expression of the legal duties and obligations of a fiduciary:
 - 1.1. *Characteristically, a fiduciary has greater knowledge and expertise about the matters being handled. A fiduciary is held to a standard of conduct and trust above that of a casual businessperson and must avoid self-benefit or conflicts of interests. While a fiduciary and the beneficiary may be joined together in a business venture, the best interest of the beneficiary must be primary, and absolute candour is required of the fiduciary.*
 - 1.2. *A fiduciary relationship encompasses the idea of faith and confidence and is generally established when the confidence given by one person is accepted by the other person, it extends to every possible case in which one side places confidence in the other and such confidence is accepted; this causes dependence by the one individual and influence by the other. The duties of a fiduciary include reasonable*

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care of the assets within his custody. All the fiduciary's actions are performed for the advantage of the beneficiary.

E6.5 Conflict of interest and corrupt behaviour within the delivery of the scheme

1. The Recognised Engineering Signatory who is the employee of an entity such as a vehicle builder, modifier or manufacturer must be very clear about the responsibilities and obligations of being a Recognised Engineering Signatory for performance of such tasks and inspections that are necessary to ensure that vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards.
2. The Recognised Engineering Signatory shall apply his knowledge, training and skills consistently, acting only within the codes for which he is recognised according to the standards and obligations contained within this Manual and must be clear and confident in the actions he takes as a Recognised Engineering Signatory recognised by the Department.
3. Any individual with concerns about being placed in a position of conflict between his roles as employee and Recognised Engineering Signatory leaving him unable to meet the requirements of this Manual should contact the Department for advice.
4. The Recognised Engineering Signatory must never give nor seek consideration to influence the content or context of any advice, instruction or any decision relating to the acceptability of a proposed or completed modification. If a Recognised Engineering Signatory is concerned by attempts by a vehicle owner, presenter, modifier, component or vehicle manufacturer or other individual or entity attempting to influence or sway their judgement, decision making or reporting in is suggested that they seek advice from the Department or another Signatory.
5. A Recognised Engineering Signatory who is suspected of being in receipt of or influenced by such considerations will be investigated and may be subject to disciplinary process, and legal action may be taken.

E7: Relationship with the Regulator and the Department

The Recognised Engineering Signatory is not for any purpose a servant or employee of the Regulator, or of the Department. The recognition of an individual as a Recognised Engineering Signatory for the performance of such tasks and inspections that are necessary to ensure that vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards according to the standards and obligations of this Manual creates no contract of

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

employment or agency between the Regulator, State of South Australia or the Department and the Recognised Engineering Signatory.

E8: Relationship with the National Heavy Vehicle Regulator

1. In accordance with Section 30(1) of the Heavy Vehicle (General) National Regulation, 'A person is an Approved Vehicle Examiner in relation to a particular function (the approved function) conferred on approved vehicle examiners under the Law if the person is authorised to perform the same or equivalent function (the jurisdictional function) under an AVE jurisdictional scheme (the relevant scheme).'

This means that an individual in an approved scheme within a participating jurisdiction (such as a Recognised Engineering Signatory in South Australia) is an Approved Vehicle Examiner of the National Heavy Vehicle Regulator for the purposes of Heavy Vehicle National Law.

2. The Recognised Engineering Signatory is not for any purpose a servant or employee of the National Heavy Vehicle Regulator, and no contract of employment or agency exists between the Regulator and the Recognised Engineering Signatory

E9: Records and record maintenance

1. The Recognised Engineering Signatory must retain all reference material, task and inspection records, and assessment criteria related to the assessment of any modification including calculations, checklists, equipment calibration certification, test results, directions to modifiers and any other reports or records referred to within this Manual.
2. The Recognised Engineering Signatory must ensure all material and records referred to in this Manual are available in an accessible format and location and give access to the Department and the Regulator for inspection and auditing purposes.
3. The records referred to in this Manual shall be retained in an accessible format and location for a minimum period of seven years and made available for audit purposes.
4. The directions issued to a modifier and the supporting information referred to in developing directions must be retained in an accessible format and location for a minimum period of seven years and made available for audit purposes.
5. Documents include supporting information that has been referred to during the development of directions to a modifier and may include, but are not limited to standards, original vehicle manufacturer's specifications and modification guidance, calculations, checklists, physical test results and material or component specifications.
6. Supporting information may also include input from a Recognised Engineering Signatory recognised for a Code not held by the Signatory undertaking the work or from a Chartered Professional Engineer with the necessary qualifications and experience to undertake that part of the work for which the Signatory is not qualified. Form *MR 1511 Report of Input*

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

for the Modification of a Heavy Vehicle Completed in Accordance with Heavy Vehicle National Law is available for this purpose.

7. Directions issued to a modifier may include, but are not limited to engineering drawings, sketches, materials or component specification information and other written materials, including notes of verbal instruction given.
8. The Recognised Engineering Signatory shall retain records that will provide at least:
 - 7.1 Identification of the vehicle and the modifier;
 - 7.2 What standards and other material information such as manufacturer's guidance were applied and why;
 - 7.3 Identify the nature of the modification and provide record of any testing or other work done to inform the directions provided to the modifier, or make reference to the original file, drawing and/or approval numbers where repeat modifications are of a known type;
 - 7.4 Any dedicated drawings, calculations, testing, materials information, engineering report or reports, etc. - for any modification which does not fall within the published standards or manufacturers' specifications;
 - 7.5 Directions given to the modifier;
 - 7.6 Any pre- or post-working requirements for unique or problematic modifications – advance drawings, information and approval, post modification testing, etc.;
 - 7.7 Notes of additional guidance and checks during modification;
 - 7.8 Post modification inspection and any corrective action required;
 - 7.9 Advice of modification and any report submitted;
 - 7.10 Other information referred to or applied during the modification process; and,
 - 7.11 Any other materials specified of a technical or administrative nature for the purposes of this scheme.

NOTE: This list is provided by way of example and is not meant to be exhaustive as the material information, input required and hence the volume and nature of the records will vary for each modification.

E10: Modification pathways

1. The Recognised Engineering Signatory will need to be satisfied that the proposed modification can be managed within the codes he is recognised for.

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

2. The Recognised Engineering Signatory is required to determine whether the modification can be completed in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or remains within the original vehicle manufacturer's specifications and modification guidance for the vehicle (see *Section B: NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*). If this is the case, he can proceed according to the pathway set out in E11 below.
3. If the modification cannot be completed in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or does not remain within the original vehicle manufacturer's specifications and modification guidance for the vehicle he must apply to the Regulator for a *Modification Application* (see E12 below).

E11: Modifications within the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications, Vehicle Standards Bulletins, or the vehicle manufacturer's specifications and guidance

The Recognised Engineering Signatory will need to be satisfied that the modification can be completed in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or remains within the original vehicle manufacturer's specifications and modification guidance for the vehicle, and that the proposed modification can be managed within the codes he is recognised for.

E11.1 Directions to modifiers and supporting information

1. When the Recognised Engineering Signatory is satisfied that the modification can be completed in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or has obtained clear original vehicle manufacturer's specifications and modification guidance for the vehicle he should use this and any additional reference, systems or materials information to develop directions for the modifier.
2. Supporting information that has been referred to during the development of directions to a modifier may include, but is not limited to, standards, original vehicle manufacturer's specifications and modification guidance, calculations, checklists, physical test results and material or component specifications.
3. Supporting information may also include input from a Recognised Engineering Signatory recognised for a Code not held by the Signatory undertaking the work or from a Chartered Professional Engineer with the necessary qualifications and experience to undertake that part of the work for which the Signatory is not qualified. Form *MR 1511 Report of Input for the Modification of a Heavy Vehicle Completed in Accordance with Heavy Vehicle National Law* is available for this purpose.

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

4. Directions issued to a modifier may include, but are not limited to, engineering drawings, sketches, original vehicle manufacturer's specifications and modification guidance, material or component specifications and other written information sources, including notes of verbal instruction given.
5. The directions issued to a modifier and the supporting information referred to in developing directions must be retained in an accessible format and location for a minimum period of seven years and made available for audit purposes.

E11.2 Inspect and approve

1. The Recognised Engineering Signatory needs to satisfy himself that the modification has been completed as directed. This may include checks while work is in progress as well as a final inspection of the modification when complete to ensure the modification has been completed to an acceptable standard and the modified vehicle can operate safely.
2. A record of the inspections conducted must be made and retained.

E11.3 Certification procedure and reports

1. When satisfied that the modification is complete and correct the Recognised Engineering Signatory must complete the checklist from the appropriate section of an applicable Vehicle Standards Bulletin code, and any process specified within the requirements of the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications* for any aspect of the modification that has affected a component or system covered by the code to certify that all the requirements are met for each classification of modification.
2. If the Recognised Engineering Signatory is satisfied that the modified vehicle meets the standards, then he shall notify the Department and the vehicle owner or operator of the completed modification, and certify by completing the form *MR 1510 Advice of Modification to Certify Modification has been Completed in Accordance HV(VS)NR, part 4, section 22*, and entering the unique, traceable identification number of the Modification Plate. This information must be provided to the vehicle owner or operator to arrive within 5 working days after his last inspection of the completed modification of the vehicle in hard copy, or as a PDF attachment via email as appropriate.
3. The *Advice of Modification* must be submitted to the Department as a PDF attachment via email to arrive within 5 working days after the Signatory's last inspection of the completed modification of the vehicle.
4. To meet the Department's data storage requirements each *Advice of Modification* must be a separate PDF. It may include supporting pages where required. The file name must be the following format:

<RES Name (family name, initial)> <YYYY.MM (year and month of modification)>
AoM RES <modification number (can be same as registration number or different internal number)> <VIN>.pdf

For example – *Brown J 2017.11 AoM RES C12345 JKM1234567890ASDF.pdf*

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

5. The Department will accept the *Advice of Modification to Certify Modification has been completed in Accordance with HV(VS)NR, part 4, section 22* from a Recognised Engineering Signatory who is recognised to certify modifications of that code as evidence that the modification identified has been completed to an acceptable and safe standard to fall within the code.

E11.4 Issue and attachment of a Modification Plate

1. The Recognised Engineering Signatory must fit or approve the fitting of a Modification Plate signifying that the modification performed meets the prescribed standards, and has a responsibility to ensure the plate has been fully completed and is correctly attached to the vehicle.
2. The Recognised Engineering Signatory is responsible for ensuring that the Modification Plate is affixed to the vehicle within 10 working days of his last inspection of the completed modification of the vehicle.
3. The Modification Plate must be in the specified form and layout, with details added to complete all sections of the plate including a list of the codes identified from the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications* and Vehicle Standards Bulletins that have been applied in the completion and certification of the modification.
4. The Modification Plate must be permanently affixed to the vehicle in a conspicuous position with rivets or hammer driven screws. The use of adhesives or other types of screw is not acceptable.
5. The Modification Plate must be secured in one of the following positions:
 - 5.1 For bonneted vehicles, on the panel separating the front compartment from the engine compartment (firewall), on a front suspension tower or an engine compartment side deck, or
 - 5.2 For cab over engine vehicles, in the passenger compartment on the inner panel rearward of the driver's or passenger's door, or
 - 5.3 For trailers, on the front vertical face of the trailer (adjacent to the trailer brake line couplings if appropriate) or on an inward facing vertical face of an A-frame draw bar (where fitted), or
 - 5.4 Adjacent to the Compliance Plate, or
 - 5.5 For vehicles where the specified positions are not practicable, in another suitable conspicuous position.
6. The location and securing of a Modification Plate once attached should be recorded by the Recognised Engineering Signatory, for example by digital photography, and retained as proof of attachment and for audit purposes. At the time of an audit the Department will seek evidence that Modification Plates have been correctly fitted.

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

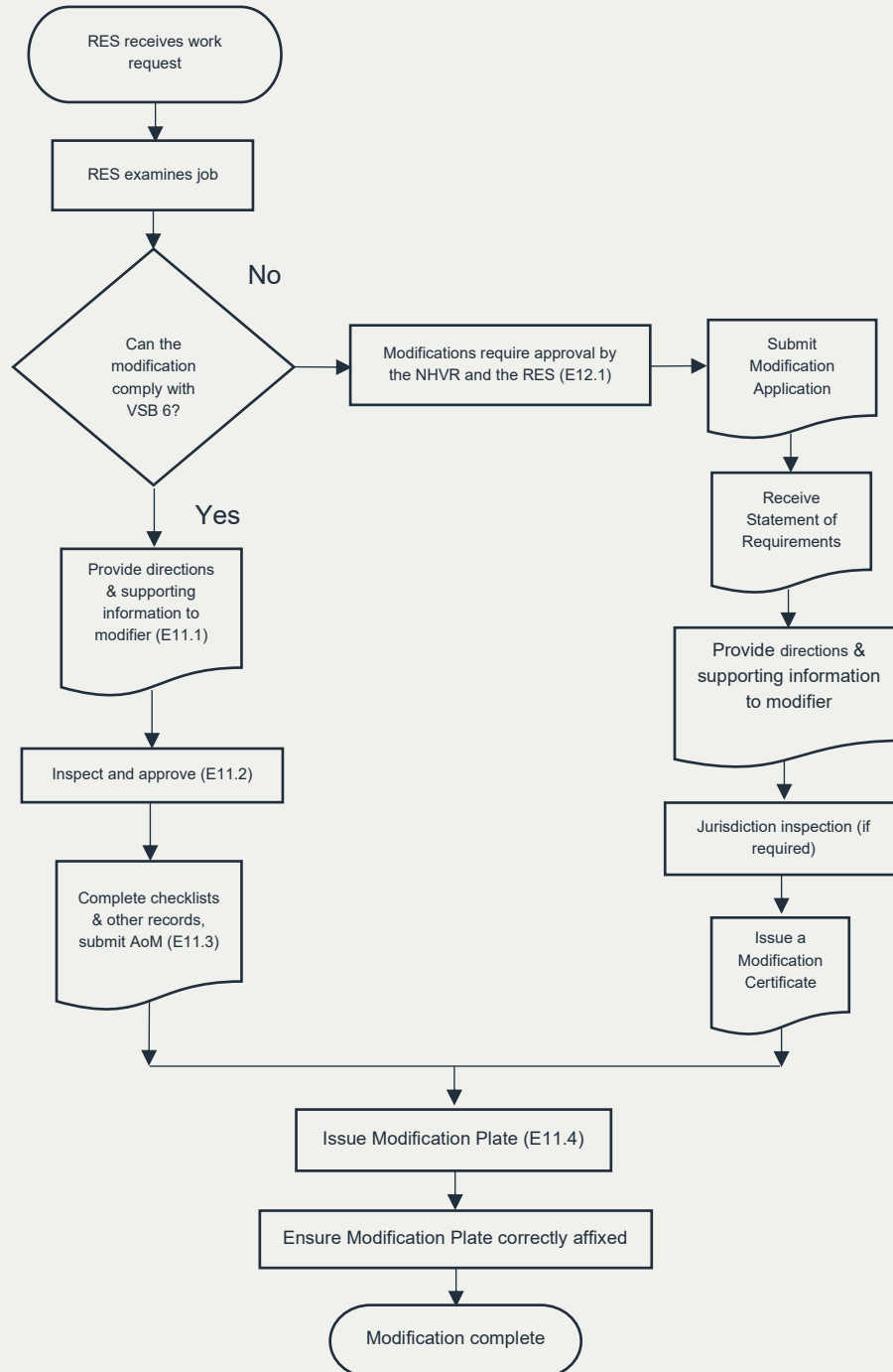
E12: Modifications outside the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications, Vehicle Standards Bulletins, or the vehicle manufacturer's specifications and guidance

1. Application must be made to the Regulator for any modification under the under *HV(VS)NR, part 4, section 19* which is not in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, or the specifications and guidance of the original vehicle manufacturer.
2. The Recognised Engineering Signatory must not proceed with any modification work before completing the Modification Application process and receiving a Statement of Requirements in accordance with the procedures provided by the Regulator.
3. The Recognised Engineering Signatory may seek input or advice from a Signatory recognised for a Code not held by the Signatory undertaking the work or from a Chartered Professional Engineer with the necessary qualifications and experience to undertake that part of the work for which the Signatory is not qualified. Form *MR 1511 Report of Input for the Modification of a Heavy Vehicle Completed in Accordance with Heavy Vehicle National Law* is available for this purpose.
4. If there is any doubt or query about the classification of any aspect of a proposed modification within a relevant standard or code, the Recognised Engineering Signatory must seek and obtain clear and unambiguous guidance from NHVR Vehicle Standards before proceeding with any modification.
5. Refer to the National Heavy Vehicle Regulator to access the *Modification Application under HV(VS)NR, part 4, section 19 via the NHVR GO portal*, and the current *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*.

Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)

Modification pathways

(for illustrative purposes *only*)



Section F: Equipment and other resources

1. The Recognised Engineering Signatory must maintain all assessment tools and equipment according to the manufacturer's original specification and instructions, and retain all manufacturers' guidance for correct use, maintenance and functionality in an accessible format and location for audit purposes.
2. The Recognised Engineering Signatory must ensure assessment tools and equipment are calibrated according to the manufacturer's instructions and retain calibration certificates in an accessible format and location for audit purposes.
3. Where a Recognised Engineering Signatory hires or borrows equipment for a specific purpose, function or test event he must retain records of the equipment used to at least identify the make, model, type and measuring capabilities, along with evidence of the state of maintenance and calibration status of the equipment at the time of use.

F1: Specified equipment

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Section F: Equipment and other resources

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Section G: Monitoring quality and Audit

1. An audit is an evaluation of a person, organisation, system, process or product to ensure compliance with the requirements of this Manual including any specification, standard, policy or regulatory requirement referred to herein.
2. The process of audit that is applied seeks to ensure that the Recognised Engineering Signatory can show he has applied appropriate standards and controls to pertinent aspects of the modification works completed under his direction, that modification work has been completed to an acceptable standard and the modified vehicle can operate safely.

G1: Quality assurance

1. The Manual provides a framework for the operation of the scheme by defining the role and responsibilities of the Recognised Engineering Signatory for the performance of such tasks, inspections and certification that are necessary to ensure that heavy vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards, thus ensuring procedural controls, information and the expectations of the Department are clear to all concerned.
2. The Recognised Engineering Signatory will need to ensure that he can show effective administration and control of all documents and records for the scheme to aid consistency and practice, including but not exclusively limited to the standards of the testing, assessment, direction, inspection and reporting of any modification carried out under the direction of the Recognised Engineering Signatory in ensuring not only that heavy vehicle modifications have been completed to an acceptable standard but that the modified vehicle can be operated safely.

For example: Specifying that reference materials are up to date and are retained and available for audit, such as this Manual, any relevant Code of Practice, Vehicle Standards Bulletins referred to, original vehicle manufacturer's specifications and modification guidance, material or component specifications and other information, etc., along with records of tests and measurements, directions provided, reports and any other materials referred to in developing or providing direction for a modification.

G2: Quality Control

Verification of the effectiveness of the quality control regime applied by a Recognised Engineering Signatory will be considered by the Department both as part of the routine review of applications for modifications, reports and other documents submitted, along with the assessments that are undertaken as part of any audit procedure.

G3: Conduct of an Audit

1. The Department or approved auditors appointed by the Department may audit the Recognised Engineering Signatory at any time to ensure the tasks and inspections being conducted meet the standard outlined in this Manual and are to the satisfaction of the Department.
2. The Recognised Engineering Signatory must make such arrangements as are necessary to enable an auditor to access such retained information and records as are specified within the Manual, including but not limited to standards, original vehicle manufacturer's specifications and modification guidance, calculations, checklists, physical test results and material or component specifications, calibration certifications for equipment, test reports or other records specific to the direction issued and inspections performed, including notes of verbal instruction given; along with any in-house or externally accredited quality system reports.
3. The Recognised Engineering Signatory must comply with any reasonable requests made by the auditor and allow access to such files, records, information and other materials and devices that are necessary to facilitate the audit process.

G4: Nature and frequency of checks

Recognised Engineering Signatories will be subject to audit by the Department. An audit may be for the purpose of routine monitoring, triggered by an event, or a combination of the two.

G5: Routine periodic audit

1. A routine periodic audit will normally be conducted at a reasonable time of the day, being within normal working hours and by prior arrangement with the Recognised Engineering Signatory. Notice will normally be provided in advance by telephone, email or post.
2. The frequency of an audit, along with the targeting or focus of audit activity may be influenced by issues such as:
 - 2.1 The background skills, knowledge and experience evidenced on the original application for the codes held in the scheme;
 - 2.2 The experience of an individual within the scheme;
 - 2.3 The quality of reports, advice and other essential communications with the Department;
 - 2.4 The volume of modifications directed by an individual;
 - 2.5 The number of codes held and the frequency of applications under those codes;
 - 2.6 Standards issues identified during roadworthiness inspection of modified vehicles;
 - 2.7 Road or other in-use incident or accident relating to the modification of a vehicle;
 - 2.8 The receipt of complaint; or

Section G: Monitoring quality and Audit

- 2.9 The identification of any issue of concern with respect to the performance of the Recognised Engineering Signatory.
3. It is not the intention of the Department that such checks will be inappropriately burdensome on any individual, but it must be clear that the frequency of audits will vary between individuals and that the Department considers the audit process an essential mechanism for the management of quality within the scheme.
4. Unless triggered by one or more of the above issues, a routine audit is likely to occur no more frequently than on an annual basis.

G6: Audits under duress or urgency

1. It will not always be possible or reasonable to give prior notice of audit, for example when triggered by a serious or significant complaint or for the investigation of a serious vehicle related incident where the modification appears to be a contributing factor.
2. The conduct of any audit to be carried out under duress or urgency will normally, but not exclusively, be undertaken by the Department having confirmed the necessity to act either after seeking legal advice, on receipt of legal instruction, or as part of an ongoing Police investigation.

G7: Objectives of an audit

1. To ensure that the Recognised Engineering Signatory is in compliance with regard to the standards and requirements of this Manual.
2. To identify the corrective actions required to rectify any non-compliance found and direct the Recognised Engineering Signatory on the steps to be undertaken to rectify such shortcomings and maintain improvement in the future.
3. To refer to disciplinary action at least where:
 - 3.1 Any significant non-compliance which indicates that a serious infringement of the requirements and standards of the Manual has taken place, including but not limited to significant negligence or malpractice, that could have or has led to a significant impact on road safety; or
 - 3.2 Repeated minor non-compliances, including failure to comply with the requirements of *Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)*, have been identified and the Recognised Engineering Signatory has either not undertaken the agreed corrective action or failed to maintain improvements.

G8: Checks to be conducted at a routine audit

1. The Recognised Engineering Signatory must comply with any reasonable requests made by the auditor and allow access to such files, records, information and other materials and devices that are necessary to facilitate the audit process.

Section G: Monitoring quality and Audit

2. The auditor will seek to identify compliance at least in accordance with the routine audit activities and procedures (see *Appendix 5*)

G9: Vehicles

1. Audit procedures may include physical checks of vehicles prior to modification, undergoing modification or following the completion and certification of modification.
2. The Recognised Engineering Signatory must retain and make available on request information to allow the identification of such vehicles for assessment as part of the audit process, and ensure arrangements are in place to allow access to works in progress.
3. The auditor may specifically request such information as is necessary to identify vehicles following the completion of modifications where a road safety risk has been identified as a result of investigations with respect to another vehicle or vehicles for which the records indicate that modifications were directed by the Recognised Engineering Signatory.
4. The Recognised Engineering Signatory may be invited to attend the audit of any vehicle unless this is precluded by a formal criminal investigation, in which event all findings will be appropriately recorded and controlled under evidential requirements.

G10: Other audit activities

The auditor may focus on alternative checks and issues where the audit is part of an investigation, for example when a complaint has been lodged or the audit has been triggered by some other non-routine event, such as the identification of modification related defects on a vehicle or as a result of a road traffic incident or crash investigation.

G11: Outputs from audit

1. The Department will investigate and take action according to the circumstances where any shortcoming or non-compliance in the work of a Recognised Engineering Signatory is identified during an audit.
2. Minor shortcomings may result in advice or direction to help the individual improve practice. More serious cases or repeated minor shortcomings may result in formal disciplinary action according to the disciplinary procedure (see *Section J*).

G12: Other independent audit

1. The Recognised Engineering Signatory or his employer may wish to seek accreditation to a national or international quality standard at his own cost. The effectiveness or records of compliance with the requirements of an independent system of quality and audit will be considered but may not be acceptable as evidence of compliance with the requirements of this Manual.

Section G: Monitoring quality and Audit

2. Where the Recognised Engineering Signatory is an employee based within an organisation that is accredited to a recognised quality standard and is subject to active periodic physical assessment by the accrediting body the Department may wish to consider recent inspection and conformance reports relative to the activities of the Recognised Engineering Signatory as part of any audit.

Section G: Monitoring quality and Audit

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Section H: Complaints against a Recognised Engineering Signatory

H1: Grounds for complaints

1. The Department will consider any complaint received in writing which identifies the complainant, the vehicle or group of vehicles, the Recognised Engineering Signatory, and raises concerns for the safety of a vehicle or for the modification of vehicles, the performance of the Recognised Engineering Signatory according to the requirements of the scheme, or the effectiveness of any aspect of the scheme.
2. The Department may not pursue complaints if it considers the complaint to be of a frivolous, time-wasting, mischievous or vexatious nature.

H2: Lodging a complaint

1. A complaint may be made in person or in writing and submitted either in hard copy or by electronic means.
2. In order to pursue a complaint, it is necessary to identify:
 - 2.1 The complainant;
 - 2.2 The Recognised Engineering Signatory;
 - 2.3 The vehicle or vehicles concerned; and
 - 2.4 That the issue raised is pertinent to the scheme or requirements of the scheme.
3. The Department may seek further information from a complainant in order to obtain more detail or to assess the nature of a complaint before proceeding to an investigation.

H3: Investigating complaints

1. Dependent upon the nature of the complaint, the complainant's identity and any identifying factors from the complaint may not be released to the Recognised Engineering Signatory at the initiation of an investigation.
2. The investigation of any complaint will be at the discretion of the Department and may at any stage be handed to State or Federal police as appropriate. The complainant will be advised of investigation decisions appropriate to the ongoing nature and needs of the investigation at the discretion of the investigating officer.
3. A complaint may trigger an audit or spot check of the Recognised Engineering Signatory and upon investigation any shortcomings identified could lead to suspension, disciplinary action or termination according to the procedures provided within this Manual (see *Section*

Section H: Complaints against a Recognised Engineering Signatory

I: Suspension from the scheme; Section J: Disciplinary procedure; Section K: Termination from the Scheme) whether these shortcomings relate directly to the cause of the complaint or are unrelated and discovered during the investigation process.

4. Where an investigation identifies a shortcoming within the Manual or the effectiveness of any aspect of the scheme the complainant and the Recognised Engineering Signatories will be consulted as part of the process for review and amendment of the pertinent section.

H5: Concluding a complaint

The Department will notify the complainant of the conclusion to any complaint in writing.

Section I: Suspension from the scheme

1. The Recognised Engineering Signatory may be suspended from recognition under the scheme with immediate effect for the duration of any investigation where:
 - 1.1. There is reasonable suspicion of criminal, disreputable or unprofessional conduct and which the Department considers impacts on the repute of the scheme;
 - 1.2. Conviction for a criminal offence has resulted in a period of incarceration;
 - 1.3. There is no direct and acceptable evidence that the insurance requirements specified are currently being met; or
 - 1.4. Any audit conducted in accordance with this Manual indicates that there has been a serious or significant breach of the standards provided in this Manual that has or may have led to a significant impact on road safety.
2. A notice of suspension issued on the basis of such concerns will be followed by an investigation for disciplinary purposes.
1. Where a suspension has been made for the duration of a criminal investigation and the Recognised Engineering Signatory is subsequently convicted of the offence or the conduct is otherwise confirmed to the satisfaction of the Department, the Department may issue of a notice of termination according to *Section K: Termination from the scheme*, and the suspension will remain in place throughout the termination procedure.

I1: Notice of suspension

2. The Department will notify the Recognised Engineering Signatory of his suspension in writing to the last known address held for contact by electronic means and in hard copy by post, or in exceptional circumstances for delivery by hand.
3. The notice of suspension will inform the individual concerned that his reports, advice of modification, certifications and any similar technical or administrative outputs are no longer acceptable for the purposes of the scheme with immediate effect.
4. The Recognised Engineering Signatory's name will be removed from all public lists of Recognised Engineering Signatories recognised under the scheme.

I2: Conditional suspension from the scheme

1. Conditional suspension from the scheme is made for a specified period only and may lead to termination. Termination following a period of conditional suspension shall not necessarily preclude the application of an individual to be recognised under the scheme at a later date.

Section I: Suspension from the scheme

2. Consideration will be given to conditional suspension from the scheme where the Recognised Engineering Signatory:
 - 2.1 has been identified in need of specific training to address a non-compliance in respect of this scheme;
 - 2.2 has ceased to be employed in an appropriate environment, for example where access to information, test equipment, or other necessary facilities is no longer available;
 - 2.3 or his employer has failed to provide adequate evidence of insurance for the purposes of this scheme;
 - 2.4 has declared himself to be under pressure by an employer, client or other interested party to behave inappropriately with respect to the scheme;
 - 2.5 is the subject of investigation where there is reasonable suspicion of criminal, disreputable or unprofessional conduct;
 - 2.6 is indisposed during illness or as a result of injury and is unable to carry out his duties with respect to the scheme;
 - 2.7 is unable to carry out his duties with respect to the scheme as a result of taking prescribed medication, or as a result of alcohol or substance abuse;
 - 2.8 becomes an in-patient of the mental health care system and is temporarily unavailable or unable to manage the role and responsibilities of a Recognised Engineering Signatory;
 - 2.9 where it has become apparent that he is otherwise mentally or physically incapable of meeting his responsibilities as a Recognised Engineering Signatory;
 - 2.10 is adjudged bankrupt; or
 - 2.11 other reasonable grounds.
3. A conditional suspension will be followed by investigation for the purpose of assessing the individual's suitability to return to the scheme. This will normally be triggered when the suspended person has provided proof of completing the required training; taken up new employment in an appropriate environment; or is well enough to make a request for the suspension to be lifted on his return to normal duties and may take the simple form of the acceptance of a medical confirmation of fitness.

I3: Notice of conditional suspension

1. The Department will notify the Recognised Engineering Signatory of his suspension in writing to the last known address held for contact by electronic means and in hard copy by post, or in exceptional circumstances for delivery by hand.
 2. The notice of conditional suspension will inform the individual concerned that his reports, advice of modification, certifications and any similar technical or administrative outputs are no longer acceptable for the purposes of the scheme with immediate effect, and of the conditions or corrective actions that are required for his return to the scheme.
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Section I: Suspension from the scheme

3. The Recognised Engineering Signatory's name will be removed from all public listing of Recognised Engineering Signatories recognised under the scheme.
4. Where medical, familial or employer advice suggests that the physical or mental condition of an individual will be aggravated by receiving a notice of suspension, the name of the individual shall be removed from all public listings of Recognised Engineering Signatories recognised under the scheme and other options for notification explored according to the needs of the individual and the situation.

Section I: Suspension from the scheme

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Section J: Disciplinary procedure

1. The recognition of any individual as a Recognised Engineering Signatory is not given or held by an individual as of right; the individual is responsible for continued compliance with the standards and obligations contained within this Manual, and recognition may be terminated at any time in accordance with this Manual (see *Section K: Termination from the scheme*)
2. The Department will investigate and take action according to the circumstances where shortcomings are identified in the work of a Recognised Engineering Signatory in respect of but not limited to the standards of the tasks, tests, directions, inspections and reports, and the administration of reference materials and records associated with these to ensure that heavy vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely.
3. It is important that the Recognised Engineering Signatory takes advantage of the opportunities provided within this procedure to ensure that the Department can give consideration to all pertinent and appropriate circumstances in gauging the severity of any shortcoming identified.

J1: Underlying principles

1. When shortcomings are found in the practice of a Recognised Engineering Signatory who is failing to meet the requirements of the scheme the Department will take action according to the circumstances.
2. Shortcomings will be identified clearly for the Recognised Engineering Signatory. Minor shortcomings will usually result in advice to help the individual improve his practice, while for more serious cases or repeated minor shortcomings formal disciplinary action will be considered.
3. The Department has absolute discretion to notify individuals of the standards and requirements of the Recognised Engineering Signatory Scheme, to recognise individuals to and to remove individuals from the scheme.
4. This section provides information on how this discretion will normally be applied by explaining the procedures that will be followed when the Department becomes aware that a Recognised Engineering Signatory may not be meeting the standards and requirements of the scheme, and sets out the likely outcomes that would normally be applicable to help ensure procedural consistency.
5. It should be clear to all at the outset that the Department will treat any shortcoming that constitutes a threat to road safety with the utmost seriousness.
6. The final outcome of a disciplinary action may be:
 - 6.1 No further action;
 - 6.2 Warning and advice;

Section J: Disciplinary procedure

- 6.3 Formal warning with advice or direction and follow up;
- 6.4 Termination of the individual as a Recognised Engineering Signatory.
- 7. The Department will refer to disciplinary action at least where:
 - 7.1 Any non-compliance which indicates that a serious infringement of the requirements and standards of the Manual has taken place, including but not limited to significant negligence or malpractice, that could have or has led to a significant impact on road safety; or
 - 7.2 Repeated minor non-compliances, including failure to comply with the requirements of *Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)*, have been identified and the Recognised Engineering Signatory has either not undertaken the agreed corrective action or failed to maintain improvements.
- 8. The Recognised Engineering Signatory will be notified of the outcome in writing to the last known address held for contact by electronic means and in hard copy by post.

J2: Triggering a disciplinary investigation

- 1. A disciplinary investigation may be triggered by the identification of shortcomings as the result of:
 - 1.1 The routine checks of any application or renewal and supporting documentation;
 - 1.2 The routine checks of any document associated with application to modify, acceptance of modification, report or other documents associated with the activity of a Recognised Engineering Signatory within the requirements of this Manual;
 - 1.3 Any audit of a routine, targeted or focussed nature;
 - 1.4 The receipt of a complaint that is relevant and pertinent to the scheme;
 - 1.5 The failure of a vehicle inspection or the issue of a defect notice issued for a modified vehicle which indicates a modification or work associated with a modification has not been completed to an acceptable standard or may be a threat to road safety;
 - 1.6 A police report or road traffic incident or crash investigation where a vehicle examination indicates that a modification or work associated with a modification has not been completed to an acceptable standard or has contributed a threat to road safety;
 - 1.7 Disreputable or unprofessional conduct; or
 - 1.8 Any other issue that indicates a deficiency or lack of compliance with the standards and requirements contained within this Manual (including but not limited to a failure to co-operate with an audit or investigation) or which constitutes a threat to road safety.

J3: Notification of investigation

1. With the direct exception of any criminal investigation the Department will notify the Recognised Engineering Signatory in writing to the last known address held for contact by electronic means and in hard copy by post.
2. The notice of an investigation will inform the individual concerned of the reason for the investigation and advise what access is required to information and records held by the Recognised Engineering Signatory.

J4: Investigation process

1. An investigation will be divided into stages:
 - 1.1 Gathering information - This may include but not be limited to the assessment and review of the Recognised Engineering Signatory's files and records, the assessment of vehicles and/ or equipment, the interview of individuals and acquisition of written statements and records from other parties, the observation of the custom and practice of an individual Recognised Engineering Signatory.
 - 1.2 Review and consideration of the information and evidence gathered.
 - 1.3 Expert input if required.
 - 1.4 Initial conclusions.
2. The Department will notify the Recognised Engineering Signatory of the initial conclusions in writing to the last known address held for contact by electronic means and in hard copy by post.

J5: Rights and responses

1. Where the initial conclusions of an investigation indicate that no further action will be taken or that the Recognised Engineering Signatory will be issued with a warning and advise the Recognised Engineering Signatory will be notified of the outcome of the investigation and any corrective actions required addressing minor shortcomings.
2. Where the initial conclusions of an investigation indicate that the Recognised Engineering Signatory may be subject to a formal disciplinary action the notification will make clear the action which may be taken and invite representation from the Recognised Engineering Signatory in response to the findings of the investigation and the initial conclusions drawn as a result. This notice will specify a reasonable period for a response to be given which will normally extend to 10 working days from the date of the notice. The Department will exercise discretion in determining what may be a reasonable period based on the likely impact on road safety and the integrity of the scheme. This shall not preclude the individual making an outline submission and requesting an extension to the period in order to provide a more detailed response. The Department will consider any such request on its merits and is under no obligation to grant any extension which it believes to be of a frivolous, time-wasting, mischievous or vexatious nature. The Department will extend the period to

Section J: Disciplinary procedure

a maximum of three calendar months in exceptional circumstances or where the Recognised Engineering Signatory requests a period of conditional suspension.

3. The Recognised Engineering Signatory may make representations within the identified period in writing or by meeting with the Department to present a submission in person. Where an individual wishes to present a submission in person, an application to do so should be made as soon as possible after receipt of the notice. An application to present a submission in person may not be accepted if it is not submitted within the available time, and the Department reserves the right to decline any application which it considers to be of a frivolous, time wasting, mischievous or vexatious nature.
4. The failure of a Recognised Engineering Signatory to acknowledge or take up the opportunity provided by an invitation to respond will not be considered as a defence, and will not defer any action arising at the conclusion of an investigation.

J6: Final conclusions and outcomes

1. In deciding what action should be taken the Department will consider shortcomings that can be shown to constitute a direct threat to road safety with the utmost seriousness in determining the final outcome.
2. Where this Manual does not cater for a specific shortcoming which nonetheless impacts on road safety, or the actions or inactions of an individual impact on the effectiveness of the scheme an outcome will be allocated in line with those given to shortcomings of a similar significance.
3. Where the Recognised Engineering Signatory has declared himself to be under pressure by an employer, client or other interested party to behave inappropriately with respect to the scheme the Department reserves the right to exercise discretion as widely as seems appropriate to the particular circumstances.
4. The outcome of a disciplinary investigation will be notified to the Recognised Engineering Signatory in writing.

J6.1 No further action

The investigation has shown no administrative, procedural or technical shortcomings in the Recognised Engineering Signatory in meeting the standards and requirements of the scheme.

J6.2 Warning and advice

The investigation has shown one or more instances of minor administrative, procedural or technical shortcomings identified constituting deviations from the standards and requirements of the scheme; corrective action advice given.

J6.3 Formal warning with advice or direction and follow up

1. The investigation has shown one or more instances of a more serious administrative, procedural or technical nature constituting deviations from the standards and requirements of the scheme; corrective action advice given; or direction issued to address shortcomings in technical knowledge or application provided; evidence required that the directed actions have been addressed.
2. A formal warning may also include a period of conditional suspension, for example to allow the individual to successfully complete required training or to provide evidence of improved knowledge necessary for a modification code held. Conditional suspension may occur in respect of one or more codes where the shortcomings are specific to particular areas of practice or knowledge, or be applied to the Recognised Engineering Signatory in respect of all codes held.
3. The Department reserves the right to conduct such checks as may be necessary to confirm that corrective actions and/or any retraining have been applied effectively by the Recognised Engineering Signatory.

J6.4 Conditional suspension from the scheme

1. Where an investigation has shown that the Recognised Engineering Signatory requires specific training to address a non-compliance in respect of this scheme a period of conditional suspension may be applied to allow the individual to attend or obtain appropriate training.
2. Where an investigation has shown that the Recognised Engineering Signatory is unable to provide adequate proof of insurance for the purposes of this scheme he shall be suspended for a period not in excess of three calendar months for proof of insurance to be provided. In the absence of adequate proof within the suspension period termination from the scheme will be automatic.
3. Where an investigation has shown that the Recognised Engineering Signatory has ceased to be employed in an appropriate environment (For example: where access to information, test equipment, or other necessary facilities are no longer available.) he shall be suspended for a period not in excess of three calendar months for corrective action to be taken. In the absence of adequate proof that shortcomings have been addressed within the suspension period termination from the scheme will be automatic.
4. The Recognised Engineering Signatory may apply for a conditional suspension to be lifted at any time during the suspension period by submitting information acceptable to the Department to support the application and using a fully completed application form.
5. Where an investigation is conducted in response to a serious road safety concern or as part of a criminal investigation the Department will consider suspension of the Recognised Engineering Signatory from the scheme until such time as outcome of external investigations are available and the Department concludes any disciplinary action arising as a result.

J6.5 Termination of recognition of the individual as a Recognised Engineering Signatory

1. Termination of recognition as a Recognised Engineering Signatory may result where an investigation has shown:
 - 1.1 A single serious incident that has had an impact on road safety;
 - 1.2 A single serious incident that could have had an impact on road safety;
 - 1.3 Any non-compliance which indicates that a serious infringement of the requirements and standards of the Manual has taken place, including but not limited to significant negligence or malpractice, that could have or has led to an impact on road safety;
 - 1.4 Repeated minor non-compliances, including failure to comply with the requirements of *Section E: Responsibilities and obligations of the Recognised Engineering Signatory (Approved Vehicle Examiner)*, have been identified and the Recognised Engineering Signatory has either not undertaken the agreed corrective action or failed to maintain improvements;
 - 1.5 Any direction for corrective action provided as the result of the issue of a formal warning has not been complied with and the Recognised Engineering Signatory has either not undertaken the corrective action as directed or has failed to maintain improvements; or
 - 1.6 There is confirmation of criminal, disreputable or unprofessional conduct.

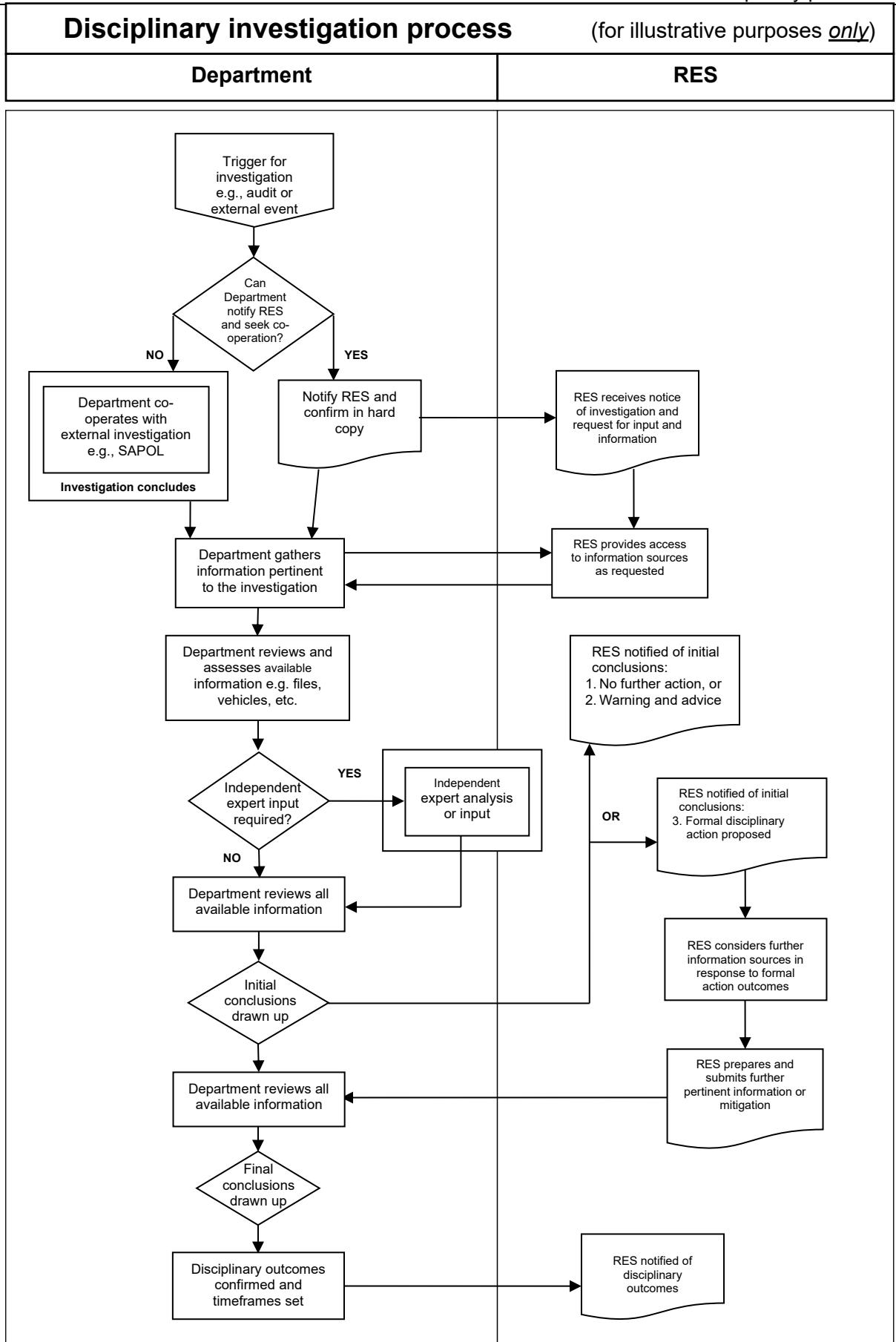
J7: Notification of the result of a disciplinary investigation

1. At the conclusion of an investigation, and even if the Recognised Engineering Signatory has failed to show cause in accordance with this procedure or failed to adequately respond to the reasonable concerns raised to the satisfaction of the Department, the Department may:
 - 1.1 Take no further action;
 - 1.2 Issue a warning and advice for corrective action which must be undertaken;
 - 1.3 Issue a formal warning and advice or direction for corrective action which must be undertaken, including the option to suspend the Recognised Engineering Signatory for one or more of the codes held for any period the Department thinks fit;
 - 1.4 Terminate the recognition of the Recognised Engineering Signatory.
2. Notification shall be provided by the Department in writing and such notification may include any action, condition or requirement set as a result of the investigation; present a list of any disciplinary outcomes and associated actions along with a clear identification of the period that such will remain in force on the record of the Recognised Engineering Signatory; identify any condition for the continued recognition of the individual as a Recognised Engineering

Section J: Disciplinary procedure

Signatory; or specify the remedial actions and evidence required for a conditional suspension to be lifted.

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Section K: Termination of recognition

The recognition of any individual as a Recognised Engineering Signatory is not given or held by an individual as of right; recognition is subject to renewal after a specified period and may be terminated at any time in accordance with this Manual.

K1: Periodic renewal of recognition

1. The recognition of an individual Recognised Engineering Signatory shall expire not more than five years from the date of recognition unless an application for renewal for recognition in accordance with this Manual has been successfully made prior to the date of expiry.
2. The Department shall remind each RES of the due date not less than four weeks prior to this date.

K2: Breach of the standards provided in this Manual

1. Termination may result if the Recognised Engineering Signatory breaches any term, condition or the standards provided by this Manual which may be identified by:
 - 1.1 Any audit conducted in accordance with this Manual indicates that the tasks and inspections being performed fail to meet the standards outlined in this Manual;
 - 1.2 The receipt by the Department of any complaint which leads to disciplinary action or immediate suspension from the scheme;
 - 1.3 The cumulative effect of shortcomings in the responsible performance as a Recognised Engineering Signatory in accordance with this Manual;
 - 1.4 The confirmation of criminal, disreputable or unprofessional conduct; or
 - 1.5 The cumulative result of any disciplinary actions resulting from any complaint, routine checks, or audit in accordance with this Manual.

K3: Disciplinary termination of recognition

The Department will terminate the recognition of any Recognised Engineering Signatory where at the conclusion of any investigation into any breach of the standards, the disciplinary procedure or the cumulative result of disciplinary procedures identified that the individual is not suitable, or is no longer suitable to continue in the role of Recognised Engineering Signatory.

Section L: Reconsideration of a termination decision

K4: Voluntary surrender or termination of recognition

1. The Department or the individual Recognised Engineering Signatory may terminate the recognition of an individual by giving written notice of 1 calendar month to the other party.
2. Voluntary surrender or termination from the scheme shall not negate the obligation of the individual to meet any ongoing requirements specified within this Manual following surrender, for example: period of ongoing insurance.
3. Voluntary surrender or termination from the scheme will not halt the progress of any report arising from an audit, or the progress of a disciplinary procedure, the conclusion of which will be considered part of the Recognised Engineering Signatory's file. Following voluntary surrender and in the interests of natural justice the Department will not overlook an individual's right to make representations and responses for any disciplinary procedure already in train.
4. Voluntary surrender or termination from the scheme will not constitute grounds for appeal against a termination which is subsequently confirmed as a result of a disciplinary process already in train.
5. Voluntary surrender or termination of recognition will not prejudice an application to re-join the Scheme, unless the surrender or termination has been confirmed as a result of a disciplinary process subsequent to the voluntary surrender or termination.
6. Voluntary surrender or termination from the scheme will not abrogate the individual, his employer or his estate from any remaining responsibilities under the scheme.
7. The Department will consider a Recognised Engineering Signatory to have voluntarily surrendered from the scheme in the event of formal notification of the death of the individual. The business partners, co-directors, colleagues, family members or other individuals may not assume any aspect of the role of the late Recognised Engineering Signatory with respect to this scheme.

K5: Notification of termination of recognition

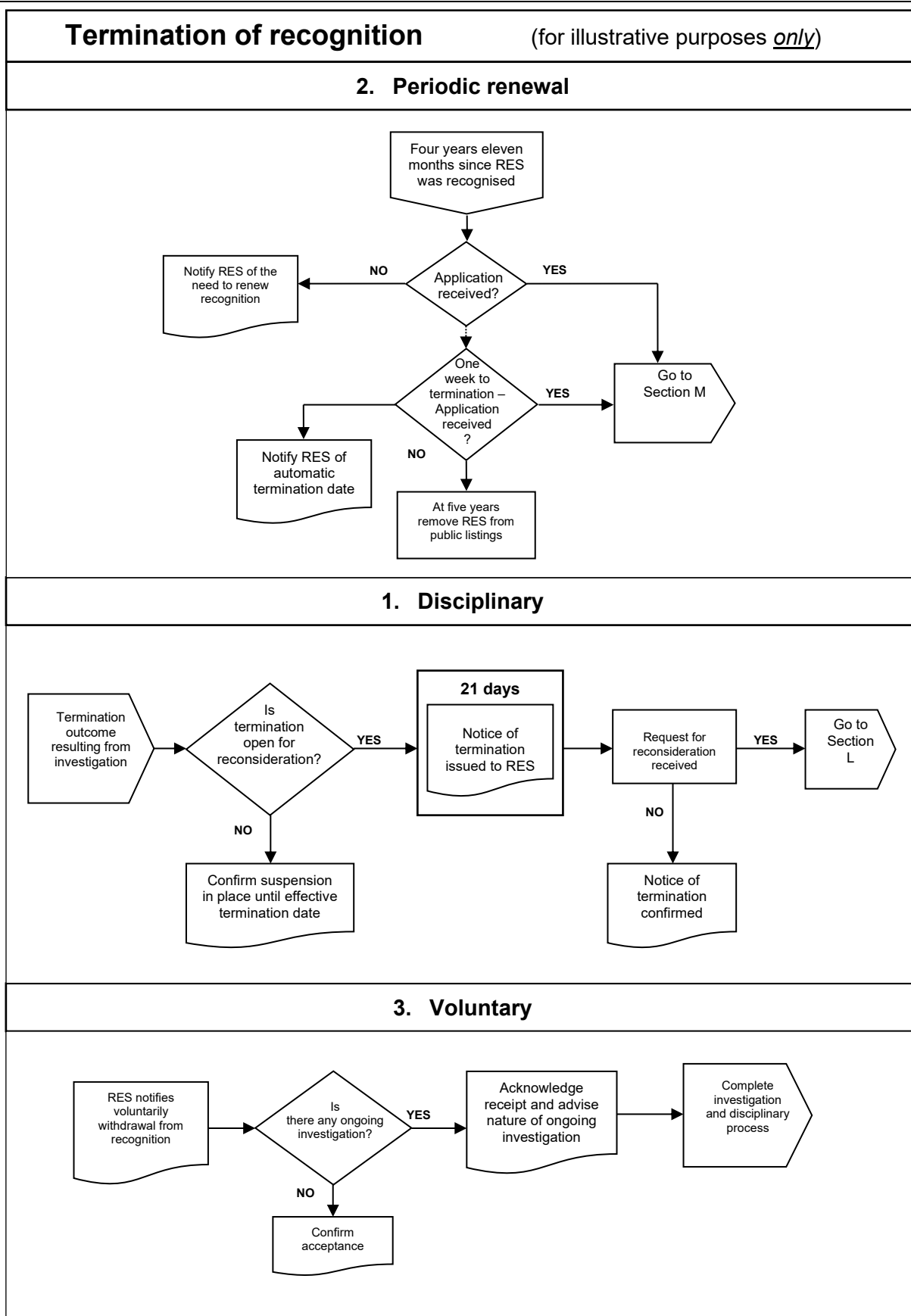
1. The Department will notify the Recognised Engineering Signatory outlining the breach, audit results, or conduct that has resulted in a disciplinary termination procedure.
 2. The individual concerned may submit a request for reconsideration of a termination decision in writing within 21 days if he can show cause why his recognition as a Recognised Engineering Signatory should not be terminated.
 3. Failure of the Recognised Engineering Signatory to acknowledge or respond to any notice of complaint, disciplinary action, immediate suspension, or termination will not be considered as a defence and will not defer the action date specified in the notice.
 4. The Recognised Engineering Signatory may be notified of termination of recognition:
 - 4.1 Following the conclusion of a disciplinary procedure resulting from a breach of the standards provided in the Manual, or
 - 4.2 Following the investigation of issues which had invoked a suspension; or
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Section L: Reconsideration of a termination decision

4.3 Following a voluntary surrender or withdrawal from the scheme.

5. Either party may terminate the recognition of an individual Recognised Engineering Signatory by giving written notice of 1 calendar month to the other party.
6. The Department will notify the Recognised Engineering Signatory of his termination in writing to the last known address held for contact by electronic means and in hard copy by post.
7. The notice of termination will inform the individual concerned that his reports, advice of modification, certifications and any similar technical or administrative outputs are no longer acceptable for the purposes of the scheme with effect from the date specified in the notice.
8. The Recognised Engineering Signatory's name will be removed from all public listing of Recognised Engineering Signatories appointed under the scheme.

Section L: Reconsideration of a termination decision



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Section L: Reconsideration of a termination decision

L1: Context

1. The recognition of any individual as a Recognised Engineering Signatory is not given or held by an individual as of right; recognition is subject to renewal after a specified period and may be terminated at any time in accordance with this Manual (*see Section K: Termination from the scheme*) following suspension or a disciplinary procedure.
2. The Department will issue a notification of termination of recognition to the Recognised Engineering Signatory outlining the breach, audit results, conduct or conclusion of disciplinary procedure, and triggering the termination procedure. The individual concerned may submit a request for reconsideration of a termination in writing within 21 days if he can show why his recognition as a Recognised Engineering Signatory should not be terminated.
3. A failure to engage with any part of an investigation or a subsequent disciplinary process, including the refusal to respond to communications, or the deliberate withholding of or refusal to present information in a timely manner in response to any investigation or disciplinary process will not constitute grounds for reconsideration of a termination decision.
4. This process is available only in the context of termination. It does not provide recourse for issues of dissatisfaction with the outcome of disciplinary actions that do not lead to the issue of a notice of termination, or to the refusal of the Department to accept an individual's application to the scheme.
5. This process is internal to the Department:
 - 5.1 It does not seek to provide a formally controlled judicial environment, nor to preclude the recourse that an individual has to seek formal review of the procedures leading to a termination decision made by the Department;
 - 5.2 It does not specifically require nor provide for formal legal representations to be made;
 - 5.3 It allows an individual the opportunity to engage with the Department and re-present material information made available at an earlier stage of an investigation or disciplinary process for reconsideration. For example: This may be because the individual is concerned that a key aspect of his records has been overlooked or misunderstood, or that he did not express himself well at an earlier stage of the process;
 - 5.4 This process is one of re-evaluation and reconsideration and does not normally allow that substantial new information be presented which has not been made available to the Department during the normal course of any investigation, disciplinary or termination procedure;

Section L: Reconsideration of a termination decision

- 5.5 This process does not automatically provide recourse for an individual who has chosen to ignore earlier opportunities to respond to an investigation, a disciplinary and subsequently a termination procedure in which the Department has followed appropriate process.

L2: Lodging request for reconsideration

1. A request for reconsideration should be submitted when an individual can show just cause why the Department should not terminate his recognition:
 - 1.1 That the Department has failed to follow the procedures provided in this Manual, or
 - 1.2 That the Department failed to recognise or take account of pertinent evidence during the process that has led to termination.

This paragraph shall not preclude any fair and reasonable reference to natural justice within the context of the requirements of the scheme.

2. A request for reconsideration must be made in writing to the Department to the contact and at the address shown on the notice of termination, quoting the case or reference number on that notice and containing the individual's full name and contact details.
3. The request should outline the issues leading to the termination, and clearly define the grounds for the request in terms of the considerations sought, making clear reference to any documents enclosed in support of the request. Original documents or certified copies should be enclosed to allow for consideration of any necessary information or supporting evidence without undue delay.
4. It is essential that any direct evidence relating to the matter is provided in order to support the request, such as records, file copies, drawings, calculations, reference materials and standards applied at the time of any events in question, along with photographs, and other pertinent materials held.
 - 4.1 When considering the information presented, hearsay and unsupported statements will not carry the same weight as physical records and material evidence.
 - 4.2 Information presented should be focussed on facts, and in providing clarity. Extraneous materials, information, references and discussion not directly associated with or in support of the facts should not be included.
 - 4.3 It is not in the interest of the individual or the Department if essential or pertinent issues are obscured or difficult to identify. Any items which it is contended may have previously been overlooked should be clearly marked and their relevance described.
 - 4.4 If the Department considers it necessary, any request for reconsideration which is presented with materials of a misleading or apparently obscuring nature will be acknowledged and returned to the sender for revision before any consideration is given to the matter. A reasonable period will be identified for the revision and resubmission of material information.

Section L: Reconsideration of a termination decision

5. An individual submitting a request for reconsideration may wish to deliver this by hand, or to ensure that record is made of the delivery of the item when posting.
6. The Department reserves the right to decline any request for reconsideration which it considers to be of a frivolous, time wasting, mischievous or vexatious nature.
7. An individual can choose to withdraw a request for reconsideration at any point in the process upon which the termination will be confirmed in writing by the Department within five working days.

L3: Timeframe for reconsideration of a termination decision

1. The Department undertakes to respond to the submission of a request accompanied by materials and information provided in a timely manner, and will normally acknowledge receipt of a request and supporting documentation within five working days.
2. The Department considers that as each request for the reconsideration of a termination of a Recognised Engineering Signatory may be unique it is not appropriate to set an arbitrary timeframe for the consideration of the materials provided, especially where such considerations may require examination of a large volume of information, or the examination of technical materials and samples including vehicles. Hence the Department will confirm a likely timeline based on the merits and complexity suggested by the submission of a request for reconsideration, and will provide an update to the individual following an initial review of the material information provided.

L4: Initial determination

1. When the initial review is complete the Department will notify the Recognised Engineering Signatory in writing to the last known address held for contact by electronic means and in hard copy by post. The notification will contain:
 - 1.1 Advice on the success of the reconsideration and the reviewed disciplinary outcome; or
 - 1.2 A request for further information from the individual, and provide a reasonable period for response; or
 - 1.3 Confirmation of the notice of termination.

L5: Request for further information or clarification

1. Where the Department finds that issues or information have been identified that may demand the reconsideration of the outcome of an investigation the Department may seek further information or clarification from the individual. This may take the form of seeking further written information, or an invitation to meet informally to provide an opportunity for the individual to engage with the Department directly.

Section L: Reconsideration of a termination decision

2. A request for further information will not automatically lead to a reviewed disciplinary outcome.
3. This process will not allow for the presentation of repeated repudiations of a written or verbal nature on matters which have already been concluded.

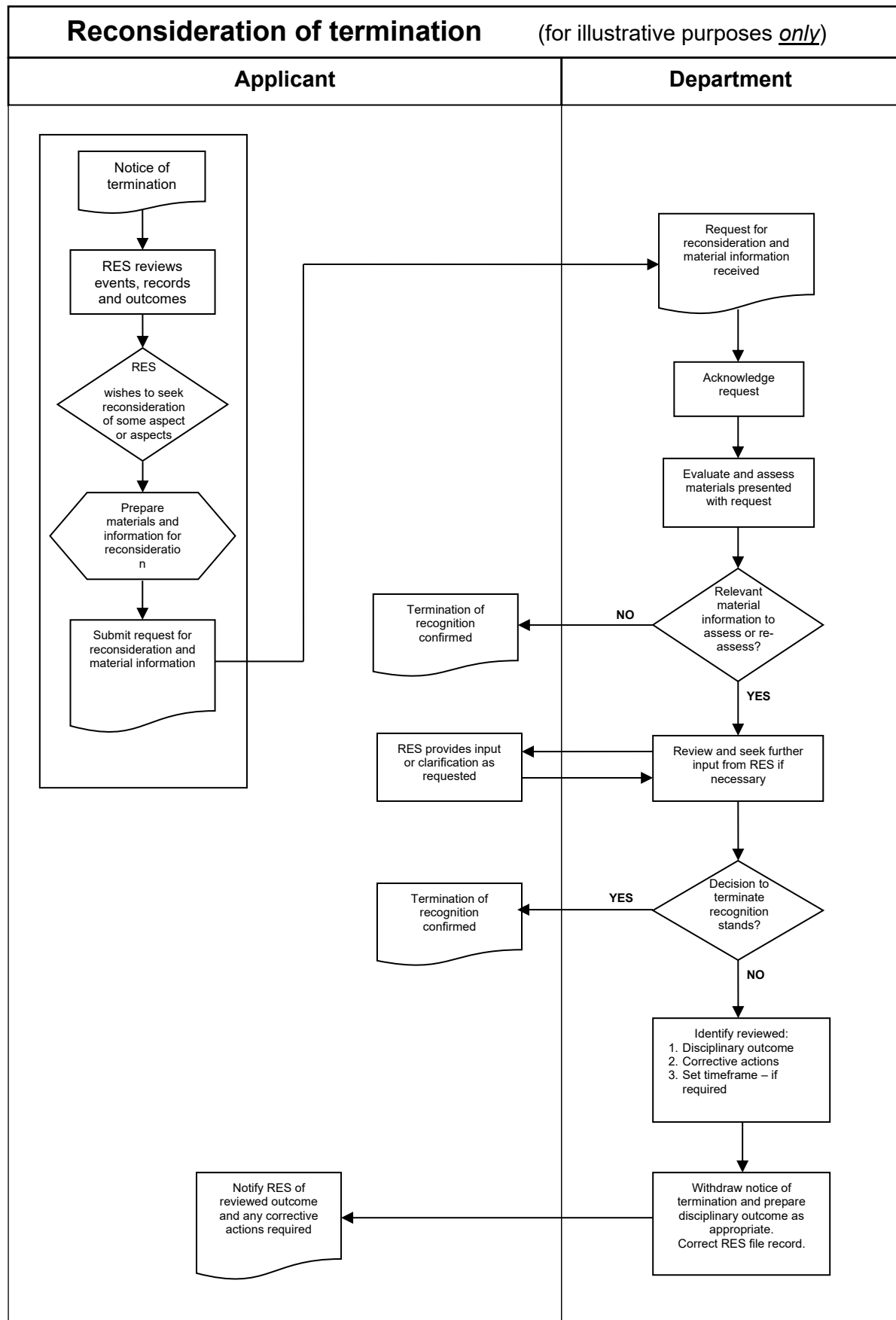
L6: Formal notification of the result of a reconsideration

1. The Department will provide notification in writing to the last known address held for an individual by electronic means and in hard copy by post. This notification will outline the original breach, audit results, conduct or conclusion of disciplinary procedure, and the further considerations made of the information provided as part of the request for reconsideration.
2. A notification providing advice of a reviewed disciplinary outcome will provide the Recognised Engineering Signatory with details of any corrective actions or training required for future practice in accordance with the standards and requirements of this Manual for the performance of such tasks and inspections that are necessary to ensure that heavy vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards. It will also confirm the period of recognition remaining in the term of the individual as a Recognised Engineering Signatory before renewal is required.
3. A confirmation of the notice of termination of the recognition of the individual as a Recognised Engineering Signatory is final and will not invite further comment:
 - 3.1 The notice will confirm that the individual's reports, advice of modification, certifications and any similar technical or administrative outputs are no longer acceptable for the purposes of the scheme with immediate effect; and
 - 3.2 The Recognised Engineering Signatory's name will be removed from all public listing of Recognised Engineering Signatories appointed under the scheme.

L7: Errors and omissions in the Manual

1. Any reconsideration of a termination which results in the identification of an error, shortcoming or omission in the Manual will not necessarily result in any reconsideration of the termination of an individual, dependent upon the nature of the error, shortcoming or omission identified.
2. An individual who is reinstated following reconsideration during which an error, shortcoming or omission of the Manual has been identified may be invited to consult in the development of any necessary amendment to the Manual.

Section L: Reconsideration of a termination decision



Section L: Reconsideration of a termination decision

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Section M: Application procedure to become a Recognised Engineering Signatory

1. The recognition of any individual as a Recognised Engineering Signatory as defined by this Manual is not given or held by an individual as of right; recognition is subject to renewal after a specified period and may be terminated at any time in accordance with this Manual (see *Section K: Termination from the scheme*).
2. The recognition of an application by an individual as a Recognised Engineering Signatory for the performance of such tasks and inspections that are necessary to ensure that vehicle modifications have been completed to an acceptable standard and the modified vehicle can operate safely in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards according to the standards and obligations of this Manual will come into effect on the date of issue of the recognition letter.
3. Any application submitted which does not contain enough information to allow the Department to give reasonable consideration to the applicant will be returned to the address provided.
4. The recognition of an individual as a Recognised Engineering Signatory shall commence from the date of issue of the recognition letter and shall continue for a period of not more than five years unless terminated earlier in accordance with this Manual.
5. The Department reserves the right to set a probationary period with such conditions as are deemed necessary to ensure the applicant is familiar with the administrative standards and the requirements of the scheme.

M1: Eligibility to become a Recognised Engineering Signatory

1. The Department has a duty of care to the public to ensure so far as is reasonably possible that each Recognised Engineering Signatory is suitable for the role. This includes establishing and assessing the combined attributes presented by an individual in his skills, knowledge and competency alongside his reputation and willingness to engage formally with the needs of the scheme.
2. Consideration will be given to the links between qualification and experience when considering an application.
3. The consideration of qualification and experience is not set against a rigid framework. The information an applicant provides establishes the likely competence of an individual for the role and responsibilities of Recognised Engineering Signatory in the codes sought.

Section M: Application procedure to become a Recognised Engineering Signatory

4. The fitness and propriety of an applicant and the continued fitness and propriety of a Recognised Engineering Signatory is important. Failure to disclose a pertinent issue or concern may later result in suspension and ultimately termination from the scheme.
5. The responsibilities of the Recognised Engineering Signatory are of both a practical and administrative nature, so failure to complete the application form fully and accurately may be considered as an indicator of an individual's willingness to engage with and conform to reasonable administrative standards and the requirements of the scheme.

M2: Qualifications

1. Consideration will be given to the codes being sought and those qualifications that are relevant to the development of the knowledge that will be relied upon when directing and assessing modifications of that nature.
2. Relevant evidence of completed vocational training, trades certification as a motor mechanic, or higher level technical, automotive, heavy vehicle, manufacturers' specific, or other relevant engineering qualifications should be included wherever held. Overseas qualifications will need to be submitted with the formal recognition in Australia attached in order to avoid delay to an application as the Department will not undertake such assessment on behalf of the applicant.

NOTE: All certifications may be submitted either as original documents which will be returned to the applicant, or as certified copies which will be retained for the individual's file.

3. The Department recognises that not all individuals follow the same development routes or have the same opportunities to gain formal qualification but, while there is no single set framework for the assessment of qualifications across the range of modification code options, the lack of any evidence of technical qualification or manufacturer specific training will place the applicant at a disadvantage.

M3: Experience

1. Qualification alone does not indicate competence.
2. The Department recognises that not all individuals follow the same development routes or have the same opportunities to gain formal qualifications, and an application must make clear where an applicant's strengths lie in the experience he has gained. An applicant must give careful consideration to the nature of the codes he is seeking and express pertinent experience clearly and succinctly with reference to the knowledge and skills he will rely upon when directing and assessing modifications of that nature.

M4: Insurance

1. Public liability insurance and professional indemnity insurance cover must be maintained at all times by a Recognised Engineering Signatory; or he must be named as insured on an equivalent acceptable policy held by his employer. The provision of a policy number

Section M: Application procedure to become a Recognised Engineering Signatory

alone in support of an application will not suffice and the applicant must submit an original or certified copy of a current insurance certification which clearly states the extent and limitations of cover.

2. An application will be considered without the attachment of proof of public liability and professional indemnity insurance, but the applicant will not be formally recognised as a Recognised Engineering Signatory until such evidence is received and confirmed acceptable by the Department.
3. The Recognised Engineering Signatory is further required to submit proof of renewal of insurance on at least an annual basis, at any audit, and when requested as part of any investigation.

M5: Fitness and Propriety

1. Any certification provided under this scheme is subject to conditions which include that certain tasks and inspections be carried out by a Recognised Engineering Signatory.
2. It is essential that applicants recognise the importance to the National Heavy Vehicle Regulator and the Department of establishing the fitness and propriety of individuals who will be ensuring that modified vehicles have been completed to an acceptable standard in accordance with the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, Vehicle Standards Bulletins, and other relevant standards so the modified vehicle can operate safely.

M6: National Police Certificate

1. A recent (dating not more than six months prior to the application) National Police Certificate to confirm the current criminal conviction status of the applicant must be provided with the application.
2. An application to be recognised as a Recognised Engineering Signatory will be considered without the attachment of a National Police Certificate, but the applicant will not be formally recognised as a Recognised Engineering Signatory until the certificate is received and confirmed acceptable by the Department.

M7: Codes sought

1. Each of the codes an applicant seeks will need to be supported by the qualifications and experience demonstrated within the application. Where a modification code is indicated as being dependent on another code or codes the applicant must be able to demonstrate competence for all dependencies associated with any specific code sought (*see Appendix 3: Modification codes*).
2. Failure to demonstrate competence for all dependencies associated with any specific code sought will result in delays in assessing an application.
3. Where an applicant can demonstrate familiarity with a code but lacks the necessary qualifications and experience to be able confidently certify compliance in all likely

Section M: Application procedure to become a Recognised Engineering Signatory

circumstances (e.g. can perform most tasks associated with Code E3 but lacks knowledge of the dynamics necessary to certify the installation of super singles) the approval for that code may be endorsed with the requirement for the applicant to have the work countersigned by an RES approved for that code or by a Chartered Professional Engineer with the necessary qualifications and experience.

4. Such endorsement may for a probationary period or it may be indefinite. In either case the signatory may request that the endorsement be removed when he has achieved the necessary qualifications and experience.
5. The number of codes that an individual is recognised for will be considered by the Department when focussing audit activity.
6. Codes sought and not applied in practice over an extended period may be withdrawn at renewal unless the Recognised Engineering Signatory is able to show clear continuing competence and personal development in respect of relevant skills and knowledge.

M8: Adding codes

1. At any time an existing Recognised Engineering Signatory, who is of good repute, may apply to add codes to those he is currently recognised for. A formal application must be submitted, using the form *MR 1661 Recognised Engineering Signatory - Application for Additional Codes* and including information to demonstrate knowledge of the relevant ADRs and a good understanding of appropriate engineering practice as it relates to that specific code, or codes. Include additional information, such as certificates of achievement, or proof of attendance, arising from relevant courses and seminars. Where possible, provide contact details for a referee, or referees, who can attest to the suitability of the applicant as for the code, or codes, sought in the application.
2. Adding codes within the five year tenure period will not automatically extend the period of recognition for the codes already held unless the applicant makes clear he is submitting the application for all codes held with the addition of the new codes sought.

M9: Initial applications

1. After reading and understanding the Manual, the applicant shall complete all parts of the application form legibly and use the checklist to ensure all additional information and attachments are enclosed to help avoid delays in processing the application (see *Appendix 6: Application guidance note* for assistance).
2. All applicants must consider the Statement of Responsibilities having read and understood this Manual before declaring acceptance by signing the application form.

M10: Referees

1. All applicants seeking recognition for the first time must provide a postal and/or an e-mail address for at least two referees who can attest to the suitability of the applicant as a Recognised Engineering Signatory for the codes sought in the application. An applicant

Section M: Application procedure to become a Recognised Engineering Signatory

seeking recognition for a wide range of codes may wish to select more than two referees in order to ensure the referee responses will be relevant across the range of codes sought.

2. The Department may choose not to take up contact with referees. For example: Where an established Recognised Engineering Signatory of good repute is seeking renewal in codes for which he already has recognition.

M11: Interview

An interview will be conducted to explore the applicant's understanding of the role and responsibilities of a Recognised Engineering Signatory and to enable the Department to better assess his technical skills and knowledge and his competency.

The interview will normally be conducted at the Department's premises at Kateena Street, Regency Park.

M12: Review and renewal

1. The *MR 1657 Recognised Engineering Signatory Renewal Application Form* must be completed in all respects for renewal and all pertinent information and attachments enclosed to update each section of the record with the latest information and to confirm, for example that the individual retains good repute.
2. This is an opportunity for the Recognised Engineering Signatory to review the codes he is currently recognised for and consider if he wishes to add new or remove any unused codes. An applicant for renewal must not ignore the codes section of the application even if he does not wish to change the modification codes he is listed for.
3. If records show that an applicant has not used certain codes in the 2 years preceding the application for renewal the Department reserves the right to seek justification for the retention of those codes and may set conditions on their renewal.
4. The obligations on an individual seeking renewal of his recognition are no different to those on an initial applicant. All applicants for renewal must consider the Statement of Responsibilities having read and understood this Manual before declaring acceptance by signing the application form.

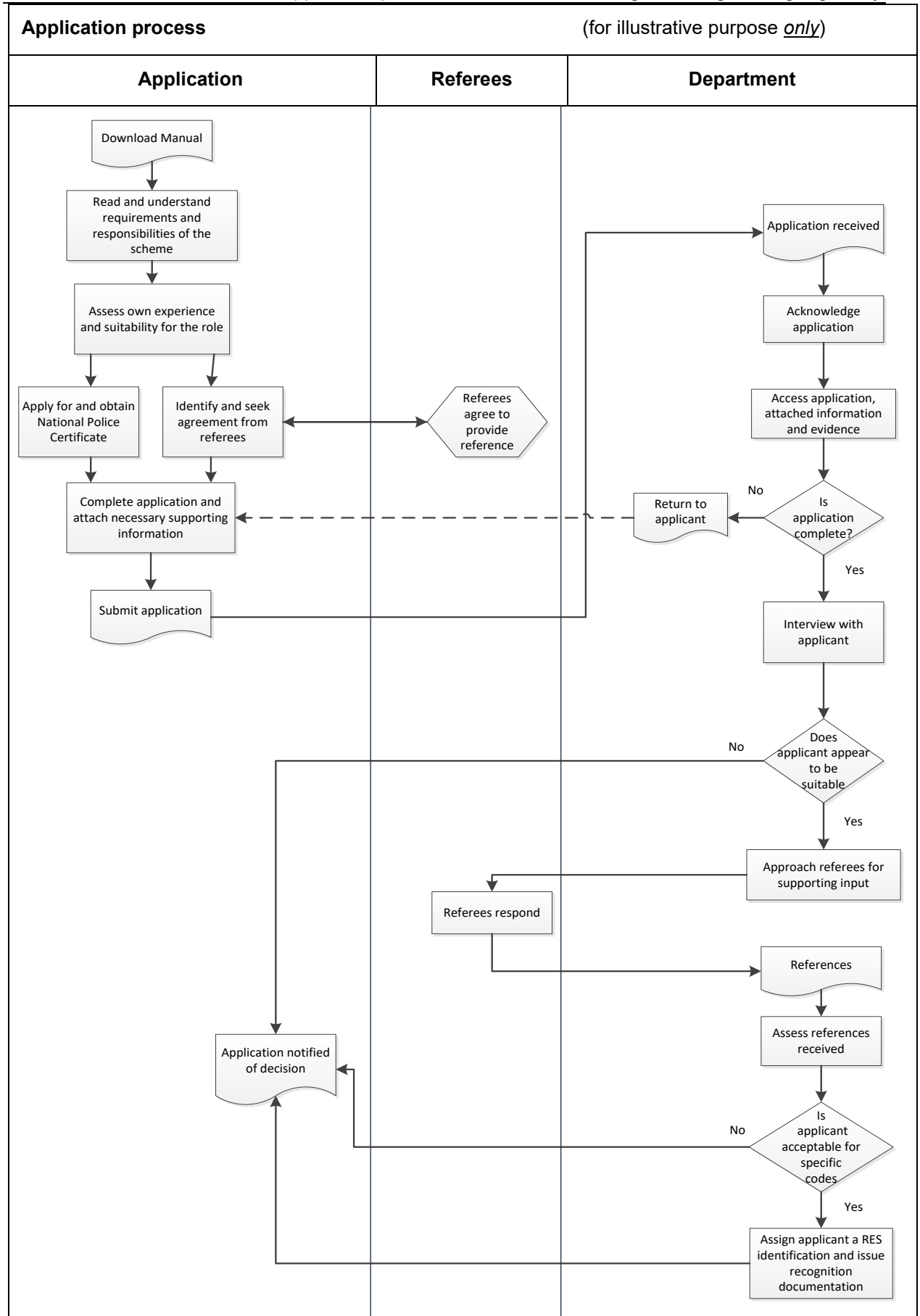
M13: The outcome of an application

1. In each case the Department will notify the applicant in writing of the outcome of their application.
2. The Department reserves the right to reject any incomplete or inappropriately completed application.
3. The Department will consider each application on merit, and will make such checks as it deems appropriate, or request confirmation or additional documentary support from the applicant as is considered necessary.

Section M: Application procedure to become a Recognised Engineering Signatory

4. In very exceptional circumstances where such queries exist and the applicant is willing the Department may allow a verbal review of the application, for example an applicant claiming skills and knowledge but having limited evidence of formal qualification may be invited for verbal assessment before a representative board of the Department at the applicant's cost.
5. On recognition of an individual as a Recognised Engineering Signatory the Department will send the applicant a letter of recognition for a period of not more than five years. Any recent additional information or amendments to the scheme will be provided at this time; these must be read, understood and added to this Manual before commencing work.

Section M: Application procedure to become a Recognised Engineering Signatory



Section M: Application procedure to become a Recognised Engineering Signatory

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Appendix 1: Guidance for vehicles lacking an identification plate

The *Road Traffic Act* requires a heavy vehicle to bear an Identification (Compliance) Plate unless at the time of manufacture of the vehicle the Australian Design Rules did not require this. A person who knowingly misrepresents or operates a vehicle that is not fitted with an identification plate may be found guilty of an offence.

1. This section relates to heavy vehicles including buses that are not fitted with an Australian Motor Vehicle Standards Board or Motor Vehicle Standards Act Identification Plate that, due to the date of manufacture are required to have such a plate fitted.
2. The primary aim is to:
 - 2.1.1 identify why there is no identification plate fitted;
 - 2.1.2 ensure that the vehicle is the vehicle it purports to be; and,
 - 2.1.3 identify any vehicle originally fitted with an identification plate or having the necessary approval at a Commonwealth level to be imported into Australia for use on road.
3. Proof of compliance with all relevant Australian Design Rules is required to ensure road safety and emission standards are met.
4. No checklist for the Australian Design Rules is provided in this section. It is the responsibility of the Recognised Engineering Signatory to ensure all applicable Australian Design Rules are addressed and records are retained for audit purposes.

Z1: No AMVCB or Motor Vehicle Standards Act identification plate

1. Z1 applies only to heavy vehicles that were required to be fitted with an Australian identification plate at the time of manufacture.
2. The Recognised Engineering Signatory must be satisfied that the vehicle was fitted with an Australian identification plate at the time of manufacture and shall report to the Department why the identification plate is missing by submitting an *MR 619 Application for Exemption from the Fitting of an Identification Plate*.
3. The application will be assessed, and the Department will provide instruction on the requirements that must be met.

Appendix 1: Guidance for vehicles lacking an identification plate

Z2: No AMVCB or Motor Vehicle Standards Act identification plate approval

1. Z2 applies to heavy vehicles, such as trucks and trailers used for mining and mineral prospecting, that have not been fitted with an identification plate but have approval from the Commonwealth Department of Infrastructure, Transport, Regional Development, Communications and the Arts for the vehicle to be used on roads in Australia subject to State and Territory restrictions where applicable.
2. An *MR 631 Application for Exemption from the Fitting of an Identification Plate for an Imported Vehicle* must be submitted to the Department by the Recognised Engineering Signatory, together with a copy of the Commonwealth Import Approval document and details of any aspects of non-compliance with mass and dimensional standards.
3. The application and supporting information will be assessed, and the Department will provide instruction on the requirements that must be met.
4. It is anticipated that, under the *Road Vehicle Standards Act 2018*, the majority of heavy vehicles that might have required a Z2 assessment if imported under the *Motor Vehicle Standards Act 1989* will have been subject to Concessional RAV Approval and would therefore have been entered on the Register of Approved Vehicles (RAV).

Inspection and certification

When the Recognised Engineering Signatory is satisfied that the vehicle complies with all relevant standards, Australian Design Rules and any instruction that has been issued by the Department, the vehicle must be presented to the Department for an identification inspection prior to submitting the *MR 1510 Advice of Modification to Certify Modification has been Completed in Accordance with HV(VS)NR, part 4, section 22*.

A vehicle with or requiring modifications

Modifications found or required that are within the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications

Where the Recognised Engineering Signatory is aware that a modification to the vehicle has been undertaken or is required within the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, he must be able to show that such modification has been completed in accordance with the appropriate guidelines for modifications within the Code of Practice.

Modifications found or required that are outside the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications

Appendix 1: Guidance for vehicles lacking an identification plate

Where the Recognised Engineering Signatory is aware that a modification has been undertaken or is required that is outside of the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*, he must first contact NHVR Vehicle Standards for guidance with respect to that modification.

Modification Plate

Any modification that has already been undertaken, or which is required, must be completed according to the requirements set out in this Manual before a Modification Plate is fitted.

A Recognised Engineering Signatory must not fit a Modification Plate to any vehicle citing only Z1 or Z2 if he is aware that a modification to the vehicle has been undertaken, or is required either according to, or outside of, the *NHVR Code of Practice for the Approval of Heavy Vehicle Modifications*.

Note that Z1 and Z2 are not assigned to a modification process and should only be included when fitting a Modification Plate as an indicator that this activity has taken place and has been performed on the instruction of the Department.

Appendix 2: SA Modification Plate

2.1: Specification

Government of South Australia
Department for Infrastructure and Transport

MODIFICATION PLATE
Serial No

R.E.S.
 Registration/Ref No
 VIN/Chasis No
 Engine Model Seating Capacity
 Mod. Codes
 Tyre Size: Front Rear
 Max. Wheel Track: Front mm Rear mm
 Mod GVM kg Mod GCM kg
 Mod GTM kg Mod ATM kg Date / /
THIS PLATE NOT TO BE REMOVED

- Outside dimensions – 112 mm by 58 mm.
- There is to be a 3 mm between the boundary of the blue area and the outside edge of the plate.
- Colour values for printing: Cyan 100%, Magenta 95%, Yellow 55, Black 0%
RGB values: Red 43, Green 57, Blue 144
- Departmental reference: MR 1671 Ver. 1

2.1: Information to be recorded

Mandatory information to be recorded on the Modification Plates is as follows:

- Serial No – a unique plate identifier.
- R.E.S. – the name of the *Recognised Engineering Signatory* who signed the VSB 6 checklists covering the modifications (the company name may be added if required).

Appendix 2: SA Modification Plate

- Registration / Ref No – the vehicle's registration number or the job number.
- VIN / Chassis No – the 17 digit VIN for all vehicles manufactured after 1 July 1995 or the chassis number for older vehicles.
- Mod. Codes – all the codes affected by the modifications performed on the vehicle.
- Date – the date the modifications were certified.

The remainder of the spaces are to be filled out if the relevant information has been changed.

2.2: Status of the SA Modification Plate

This plate has been approved by the National Heavy Vehicle Regulator for the purposes of modification carried out in accordance with *HV(VS)NR, part 4, section 19* and *section 20*, under *Heavy Vehicle National Law section 6*.

This Modification Plate will continue in use for the immediately foreseeable future.

Appendix 3: Modification codes

Table 1: VSB 6 modification codes

Source: Vehicle Standards Bulletin No.6 (Refer to [NHVR website](#) for current list of codes)

Code	Modification
A1	Engine substitution
A2	Air cleaner substitution or additional fitting
A3	Turbocharger installation
A4	Exhaust system alteration
A5	Road speed limiter installation
B1	Transmission substitution or additional fitting
C1	Tail shaft alterations
D1	Rear axle installation
D2	Differential substitution
D3	Fitting of non-standard rear wheel components
E1	Front axle installation
E2	Steering alteration
E3	Fitting of non-standard front wheel components
F1	Suspension substitution
F2	Trailer suspension modifications
G1	Relocation of air brake components
G2	Installation of trailer braking controls
G3	Trailer brake system upgrade
G4	Motor vehicle brake system certification
G5	Fitting of auxiliary and endurance brakes
G6	Fitting of air operated accessories
G7	Brake system substitution / wheelbase extension
G8	Trailer brake system upgrade (design)
H1	Wheelbase extension outside OEM options
H2	Wheelbase reduction outside OEM options
H3	Wheelbase alteration within OEM options

Appendix 3: Modification codes

Code	Modification
H4	Chassis alteration
H5	Trailer chassis modification
J1	Body mounting
J2	Fitting of truck-bus body
J3	Fitting of roll-over or falling object protection system
J4	Tipper Bodies (Design)
K1	Seating capacity alteration, seat, seat belt and anchorage installation
K2	Certification of seat and of seat belt anchorage
K3	Cabin conversion
K5	Installation of wheelchair occupant restraint system
K6	Child restraint anchorage certification
M1	Fuel system alterations
P1	Towbar and coupling installation other than fifth wheels and king pins
P2	Fifth wheel and king pin installation
R1	Installation of vehicle mounted lifting systems
R2	Wheelchair loader installation
S1	GVM / GCM re-rating
S2	GVM re-rating (design)
S3	GCM re-rating (design)
S7	ATM / GTM re-rating
S8	Motor vehicle road train rating
S9	Prime mover B-double rating
S11	Road train trailer rating
S12	ATM / GTM re-rating (design)
T1	Construction of tow trucks
T2	Design of tow trucks

Table 2: Items specific to South Australia

Applies to a heavy vehicle having no identification (compliance) plate

Ref	Description
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Appendix 3: Modification codes

Z1	No AMVCB or Motor Vehicles Standards Act identification plate fitted – plate missing
Z2	No AMVCB or Motor Vehicles Standards Act identification plate approval

Contact Vehicle Standards for specific advice and guidance for incidents of '*No Identification Plate*' or '*No Secure Identifier*'.

Appendix 4: Contact details and useful links

Vehicle Standards (SA) contact details:

Location: Kateena Street, Regency Park, SA 5010

Postal Address: GPO Box 1533, Adelaide 5001

Telephone: 1300 882 248 and select 'Option 2'

Facsimile: 08 8348 9533

E-mail: VehicleStandards@sa.gov.au

Web: <http://www.dit.sa.gov.au/>

<https://www.sa.gov.au/topics/driving-and-transport/heavy-vehicles/operating-a-heavy-vehicle/modifications-to-heavy-vehicles>

Plate suppliers:

Nailsworth: Prestige Trophy (<https://www.prestigetrophy.com.au/>)

Thebarton: KP Sales (www.kpsales.com.au)

Edwardstown: Advanced Laser Signs (ALS) (<https://www.lasersigns.com.au/>)

Edinburgh North: Photo Mech Screen Printers (<http://www.photomech.net.au/>)

National Heavy Vehicle Regulator contact details:

Postal Address: PO Box 492, Fortitude Valley QLD 4006

Telephone: 13 NHVR (13 64 87)

Email: info@nhvr.gov.au

Web: www.nhvr.gov.au

Appendix 4: Contact details and useful links

NHVR Vehicle Standards contact details & useful links:

Email: vehiclestandards@nhvr.gov.au

Web: www.nhvr.gov.au/safety-accreditation-compliance/vehicle-standards-and-modifications

Vehicle Standards Guides <https://www.nhvr.gov.au/safety-accreditation-compliance/vehicle-standards-and-modifications/vehicle-standards-guides>

Vehicle Standards and Modifications links <https://www.nhvr.gov.au/safety-accreditation-compliance/vehicle-standards-and-modifications>

Code of Practice for the Approval of Heavy Vehicle Modifications
<https://www.nhvr.gov.au/files/media/document/846/201812-0136-code-of-practice-approval-heavy-vehicle-modifications.pdf>

Modification Application <https://www.nhvr.gov.au/safety-accreditation-compliance/vehicle-standards-and-modifications/heavy-vehicle-modifications>

NHVR GO portal <https://portal.nhvr.gov.au/login?clientId=1>

Appendix 4: Contact details and useful links

Other useful links

SA Transport Fact Sheets and information webpages (SA Government page):

<http://www.sa.gov.au/>

Or copy the following link:

<https://www.sa.gov.au/topics/driving-and-transport/vehicles/vehicle-standards-and-modifications/application-forms-and-fact-sheets>

SA Government Legislation page:

<http://www.legislation.sa.gov.au>

Australian Government Road Transport & Vehicles Legislation page:

<https://www.infrastructure.gov.au/infrastructure-transport-vehicles/road-transport-infrastructure/road-transport-legislation>

ADRs:

<https://www.infrastructure.gov.au/infrastructure-transport-vehicles/vehicles/vehicle-design-regulation/australian-design-rules>

Second Edition ADRs:

<https://www.infrastructure.gov.au/infrastructure-transport-vehicles/vehicles/vehicle-design-regulation/australian-design-rules/second-edition>

Third Edition ADRs:

<https://www.infrastructure.gov.au/infrastructure-transport-vehicles/vehicles/vehicle-design-regulation/australian-design-rules/third-edition>

Vehicle Standards Bulletins:

<https://www.infrastructure.gov.au/infrastructure-transport-vehicles/vehicles/vehicle-design-regulation/rvs/bulletins>

Vehicle Standards Bulletin No 6 (VSB6):

<https://www.nhvr.gov.au/safety-accreditation-compliance/vehicle-standards-and-modifications/vehicle-standards-bulletin-6>

Appendix 4: Contact details and useful links

Vehicle Standards Bulletin No 11:

<https://www.infrastructure.gov.au/infrastructure-transport-vehicles/vehicles/vehicle-design-regulation/rvs/bulletins/vsb11>

Ombudsman services:

<http://www.ombudsman.sa.gov.au>

Independent Commissioner Against Corruption / Office of Public Integrity (ICAC-OPI):

<https://icac.sa.gov.au/>

Appendix 5: Audit checks and procedures

The Recognised Engineering Signatory must comply with any reasonable requests made by the Department's auditor and allow access to such files, records, information and other materials and devices that are necessary to facilitate the audit process.

An audit is an evaluation of a person, organisation, system, process or product to ensure compliance with the requirements of this Manual including any specification, standard, policy or regulatory requirement referred to herein.

The objectives of the audit process are to ensure that:

- ✓ Statement of Responsibilities and Declaration signed by the Recognised Engineering Signatory is being met;
- ✓ Procedures and responsibilities specified by the *Manual for the Recognised Engineering Signatory Heavy Vehicle Modification Scheme* are being applied – this including the administrative, technical and other standards expressed during any modification process;
- ✓ Relevant information is being accurately recorded and retained appropriately; and
- ✓ Any non-compliance identified as part of this process is clearly identified for corrective or further action.

The process of an audit seeks to ensure that the Recognised Engineering Signatory can show he has applied appropriate standards and controls to pertinent aspects of the modification works completed under his direction, that modification work has been completed to an acceptable standard and the modified vehicle can operate safely.

5.1: Objective

The objective of an audit is to ensure that the Recognised Engineering Signatory is in compliance with regard to the standards and requirements of this Manual.

To identify the corrective actions required to rectify any non-compliance found and direct the Recognised Engineering Signatory on the steps to be undertaken to rectify such shortcomings and maintain improvement in the future.

To refer to disciplinary action at least where:

- i) Any significant non-compliance which indicates that a serious infringement of the requirements and standards of the Manual has taken place, including but not

Appendix 5: Audit checks and procedures

limited to significant negligence or malpractice, that could have or has led to a significant impact on road safety; or

- ii) Repeated minor non-compliances, including failure to comply with the requirements of *Section E: Responsibilities and obligations of the Recognised Engineering Signatory*, have been identified and the Recognised Engineering Signatory has either not undertaken the agreed corrective action or failed to maintain improvements.

5.2: Audit level reference

This reference number will identify how the audit was initiated and the type of audit taking place:

Level 1 – Routine or Scheduled, or

Level 2 – Actioned as part of an investigation

Type of Audit	Routine/Scheduled	Investigation
File review	Level 1.1	Level 2.1
Desktop review	Level 1.2	Level 2.2
Test equipment review	Level 1.3	Level 2.3
Active process review	Level 1.4	Level 2.4
Recalled or submitted vehicle review	Level 1.5	Level 2.5

5.3: Brief descriptions

5.3.1 Routine or scheduled

A periodic audit procedure not having been triggered as part of an investigation.

The auditor will seek to identify compliance, completeness and accuracy of data, vehicle modification and other records referred to within the Manual.

The conclusions and outcomes arising from routine or scheduled audit procedure will be provided according to Section J: Disciplinary procedure, J6 Final conclusions and outcomes.

5.3.2 Investigation

An audit procedure having been triggered as part of an investigation.

Appendix 5: Audit checks and procedures

The auditor will seek to identify compliance, completeness and accuracy of data, vehicle modification and other records referred to within the Manual, and may focus on a particular event, modification, modification type or types, vehicle or vehicles, or some other aspect of the work of the individual Recognised Engineering Signatory.

An audit procedure conducted as part of an investigation will be managed and conclusions and outcomes arising from routine or scheduled audit procure will be provided according to *Section J: Disciplinary procedure, J6: Final conclusions and outcomes*.

5.3.3 File review

The audit of a vehicle modification file or files, selected by the Department from the list of completed modifications according to the record of Modification Plates issued by an individual Recognised Engineering Signatory, and submitted to the Department for review in hard copy, an acceptable e-format, or a combination of the two.

The audit of the personal and professional development record of an individual Recognised Engineering Signatory may be included in the list of files selected for review.

Confirmation of current insurance of an individual Recognised Engineering Signatory may be included in the review.

The audit is conducted by the Department or approved auditors appointed by the Department.

5.3.4 Desktop review

The audit is conducted at the main worksite or office location of the individual Recognised Engineering Signatory by the Department or approved auditors appointed by the Department.

The audit of a vehicle modification file or files, selected by the Department from the list of completed modifications according to the record of Modification Plates issued by an individual Recognised Engineering Signatory, for review in hard copy, an acceptable e-format, or a combination of the two.

The audit of the standards and other material information relied upon by the Recognised Engineering Signatory and referred to in the analysis, development of design, or instruction issued for any modification may be included in the list of files selected for review.

The audit of the personal and professional development record of an individual Recognised Engineering Signatory may be included in the files selected for review.

Confirmation of current insurance of an individual Recognised Engineering Signatory may be included in the review.

5.3.5 Personal and professional development

The audit of the individual Recognised Engineering Signatory personal or professional development record may be included in the activities undertaken at any audit procedure, including File, Desktop, Active process, and Recalled or submitted vehicle review procedures.

The audit is conducted by the Department or approved auditors appointed by the Department.

5.3.6 Test equipment review

The audit of test equipment and associated records may be included in the activities undertaken at any site based audit procedure, including Desktop, Active process, and Recalled or submitted vehicle review procedures.

The audit is conducted by the Department or approved auditors appointed by the Department.

5.3.7 Active process review

The audit of a vehicle modification, to include both the ongoing (active) modification file and the ongoing modification of a vehicle or vehicles associated with that file.

The audit is an on-site activity and will be conducted at the worksite where a vehicle modification is in progress and the office location of the individual Recognised Engineering Signatory by the Department or approved auditors appointed by the Department.

An active process review may also be carried out as part of an active Departmental investigation, or one which has been requested by a recognised body.

A '*recognised body*' shall be understood to include but not be limited to South Australia Police, police investigators from another state or jurisdiction, National Heavy Vehicle Regulator, the Authorised Vehicle Examiner scheme of any other state or jurisdiction, Commonwealth Vehicle Safety Standards, South Australian Consumer and Business Services or their equivalents in any other state or jurisdiction, Engineers Australia or any other competency based professional registration body, and at the request or direction of the South Australia Coroner or the Coroner of any other another state or jurisdiction.

5.3.8 Recalled or submitted vehicle review

The audit of a vehicle which is part of an active investigation by the Department, or has been:

- i) Submitted for audit as part of an active investigation by a recognised body, or
- ii) Recalled as a result of an active investigation by the Department or a recognised body.

Appendix 5: Audit checks and procedures

The Department will not recall a vehicle for audit unless there is evidence to suggest that the vehicle may present a road safety risk.

The audit is conducted by the Department or approved auditors appointed by the Department and may occur in conjunction with, or in support of an ongoing Police investigation, or the investigating officials of a recognised body from South Australia or elsewhere.

5.3.9 Other audit activities

The audit may focus on alternative checks and issues where the audit is part of an investigation, for example when a complaint has been lodged or the audit has been triggered by some other non-routine event, such as the identification of modification related defects on a vehicle or as a result of a road traffic incident or crash investigation.

The audit is conducted by the Department or approved auditors appointed by the Department and may occur in conjunction with, or in support of an ongoing Police investigation, or investigating officials from South Australia or elsewhere.

5.4: Contact, access and engagement

5.4.1 File review

This activity may be carried out as part of:

- i) a routine or scheduled compliance audit, or
- ii) an investigation.

The Department will submit a written request to the Recognised Engineering Signatory for the completed files relating to a minimum of three and a maximum of five vehicle modifications identified from Modification Plate issue details provided by the Recognised Engineering Signatory on retained certification records, including those held by the Department for Section 20 modifications and those retained by the National Heavy Vehicle Regulator for Section 19 modifications.

A *File review* includes consideration of the reference materials relied upon by the Recognised Engineering Signatory for the purposes of the material decisions taken.

A *File review* may include the audit of the guidance, maintenance and use records for any test equipment utilised by the Recognised Engineering Signatory during the modification or certification of a vehicle which is the subject of a file selected for review.

A *File review* may also include the audit of the personal and professional development record of an individual Recognised Engineering Signatory, which must be submitted at the same time as the requested vehicle modification files.

Appendix 5: Audit checks and procedures

Files can be provided as hard copy, in an acceptable e-format, or a combination of the two.

The Recognised Engineering Signatory will submit the requested files to the Department within 10 working days of the issue of the request. Evidence of posting copy files will be considered evidence of submission within the timeframe. Original hard files should not be submitted by post.

Alternatively, the Recognised Engineering Signatory in responding to the Department within 10 working days of the issue of the request for the *File review* can submit a date or dates for arrangements to be made for the process to be conducted as a *Desktop review* at the worksite or office of the Recognised Engineering Signatory or his employer. Any reasonable request will be considered on the basis of timeliness, staff availability and the geographical location of the worksite or office of the Recognised Engineering Signatory or his employer.

5.4.2 Desktop review

This activity may be carried out as part of:

- i) a routine or scheduled compliance audit, or
- ii) an investigation.

With the direct exception of any criminal investigation the Department will submit a written request to the Recognised Engineering Signatory for timely arrangements to be made to enter the worksite or office of the Recognised Engineering Signatory or his employer to access completed files relating to vehicle modifications, including those identified from records held by the Department for Section 20 modifications and those retained by the National Heavy Vehicle Regulator for Section 19 modifications. See also *Section J: Disciplinary procedure, J3: Notification of investigation*.

A *Desktop review* includes the audit of any information relied upon by the Recognised Engineering Signatory for the purposes of the material decisions taken.

A *Desktop review* includes the audit of the guidance, maintenance and use records for any test equipment utilised by the Recognised Engineering Signatory.

A *Desktop review* may also include the audit of the personal and professional development record of an individual Recognised Engineering Signatory.

File access can be provided as hard copy, in an acceptable e-format, or a combination of the two.

The Recognised Engineering Signatory will respond to any written request within 10 working days by submitting a date or dates for the process to be conducted at the worksite or office of the Recognised Engineering Signatory or his employer. The proposed dates will be considered on the basis of timeliness, staff availability and the geographical location of the worksite or office of the Recognised Engineering Signatory or his employer.

Appendix 5: Audit checks and procedures

The Recognised Engineering Signatory will provide access to files for completed and current (in progress) vehicle modifications, along with his current record of continuing personal and professional development when requested, but the Recognised Engineering Signatory does not need to be present during the audit process.

5.4.3 Active process review

This activity may be carried out as part of:

- i) a routine or scheduled compliance audit, or
- ii) an investigation.

With the direct exception of any criminal investigation the Department will submit a written request to the Recognised Engineering Signatory for timely arrangements to be made to enter the worksite or office of the Recognised Engineering Signatory, his employer, or other workplace or location where modification work is in progress to access the working file and a vehicle which is the subject of a current modification process, including those undergoing modification under Section 20 or Section 19 of the Heavy Vehicle National Law (South Australia) Act. See also *Section J: Disciplinary procedure, J3: Notification of investigation*.

The Department will specify the vehicle or vehicles concerned where a specific vehicle or vehicles are the subject of *Active process review*.

An *Active process review* includes the audit of any information relied upon by the Recognised Engineering Signatory for the purposes of the material decisions taken.

File access can be provided as hard copy, in an acceptable e-format, or a combination of the two.

The Recognised Engineering Signatory will respond to any written request within 10 working days by submitting a date or dates for the process to be conducted at the worksite or office of the Recognised Engineering Signatory, his employer, or other workplace or location where modification work is in progress to access the working file and any information relied upon for a vehicle which is the subject of a current modification process. The Recognised Engineering Signatory or his employer have first sought necessary permissions for site entry to any location that is not in the direct control of the Recognised Engineering Signatory or his employer. The proposed dates will be considered on the basis of timeliness, staff availability and the geographical location of the worksite or office of the Recognised Engineering Signatory or his employer.

Entry to any workplace for the purposes of assessment of a vehicle undergoing modification will be treated with respect and observation of all appropriate workplace health and safety practices. All reasonable efforts will be made to minimise disruption to ongoing work at any worksite for the purposes of this process.

5.4.4 Recalled or submitted vehicle review

The audit of a vehicle and associated file evidence which is part of an active investigation by the Department, or where a vehicle has been:

- i) Submitted for audit as part of an active investigation by a recognised body, or
- ii) Recalled as a result of an active investigation by the Department or a recognised body.

A '*recognised body*' shall be understood to include but not be limited to South Australia Police, police investigators from another state or jurisdiction, National Heavy Vehicle Regulator, the Authorised Vehicle Examiner scheme of any other state or jurisdiction, Commonwealth Vehicle Safety Standards, South Australia Consumer and Business Affairs or their equivalents in any other state or jurisdiction, Engineers Australia or any other competency based professional registration body, and at the request or direction of the South Australia Coroner or the Coroner of any other another state or jurisdiction within or without the Commonwealth.

A *Recalled or submitted vehicle* audit may not be conducted at the worksite or office location of the individual Recognised Engineering Signatory. With the direct exception of any criminal investigation the Department will submit a written appointment to the Recognised Engineering Signatory to recall or to attend the audit of a recalled or submitted vehicle where this takes place at a location other than the normal worksite of the Recognised Engineering Signatory.

Where a Recognised Engineering Signatory is required to recall a vehicle or vehicles the Department may specifically request such information as is necessary to identify vehicles following the completion of modifications where a road safety risk has been identified as a result of investigations with respect to another vehicle or vehicles for which the records indicate that modifications were directed by the Recognised Engineering Signatory. The Department will provide necessary support to locate and access such vehicles in a timely manner, according to the perceived risk to road safety.

Where the audit is carried out as part of an investigation by a recognised body, it will be conducted in co-operation with the investigating officers of that body.

A *Recalled or submitted vehicle* audit includes:

- i) The review of the vehicle modification file or files. The Recognised Engineering Signatory or his employer will provide access to the completed files and any supporting information relied upon relating to the modification of any recalled or submitted vehicle;
- ii) The review of any information relied upon by the Recognised Engineering Signatory for the purposes of the material decisions taken;
- iii) The review of the guidance, maintenance and use records for any test equipment utilised by the Recognised Engineering Signatory during the modification or certification of a vehicle which is the subject of a file selected for review; and,

Appendix 5: Audit checks and procedures

- iv) The audit of the personal and professional development record of an individual Recognised Engineering Signatory, which must be submitted at the same time as the requested vehicle modification files.

Files can be provided as hard copy, in an acceptable e-format, or a combination of the two.

Entry to any workplace for the purposes of assessment of a vehicle will be treated with respect and observation of all appropriate workplace health and safety practices. All reasonable efforts will be made to minimise disruption to ongoing work at any worksite for the purposes of this process.

5.4.5 Other audit activities

With the direct exception of any criminal investigation the Department will contact the Recognised Engineering Signatory for timely arrangements to be made to access files, enter the worksite or office of the Recognised Engineering Signatory, his employer, or other workplace or location where modification work is in progress, to access historic or working files and any vehicle which is the subject of a current modification process, including those undergoing modification under Section 20 or Section 19 of the Heavy Vehicle National Law (South Australia) Act. See also *Section J: Disciplinary procedure, J3: Notification of investigation*.

The nature and location of any other audit activity arising will be clarified and conducted in order to meet the needs of, or facilitate the investigation, with respect to the complaint or incident arising.

5.5: Discovery and evaluation

The purpose of audit is to discover and evaluate the compliance of the Recognised Engineering Signatory against the core expectations provided by the requirements of this Manual including any specification, standard, policy or regulatory requirement referred to herein, by the check of records, data and the physical assessment of vehicles to ensure that modification work has been completed to an acceptable standard and the modified vehicle can operate safely.

The record of any non-compliance found will be the result of assessment by the section or sections of the Manual under which any non-compliance has occurred, or the record of evidence found on any vehicle where an investigation or road safety concern triggers a vehicle audit.

Appendix 5: Audit checks and procedures

5.5.1 File review or Desktop review

Retention and control of files and vehicle modification specific information

The Recognised Engineering Signatory will be able to show good management and control of the standards, information and reference materials relied upon to inform modifications, and of the file records of completed certified modifications.

The following issues will be considered and evidence sought.

Maintenance and accessibility of records according to *Section E: The responsibilities and obligations of the Recognised Engineering Signatory, E9: Records and record Maintenance.*

1. General – files are:

Accessible	Filed for ease of reference and traceability. Completeness of files, documents and reports examined.
Appropriate	Records are in an appropriate form and format.
Clear and effective	Documents and reports are focussed. Key information can be found easily.
Completeness	Each vehicle modification file provides a clear, free-standing record of the modification completed.

2. Standards are:

Available and accessible	Hard copy or electronic format.
Pertinent	Relevant to the modification codes held by the signatory. Standards referred to in historic modification files have been retained. Standards have been referred to appropriately in respect of completed modifications. Current standards held are relevant to modifications in progress.

3. Other reference materials and information is:

Available and accessible	Hard copy or electronic format.
Pertinent	Relevant to the modification codes held by the signatory.

Appendix 5: Audit checks and procedures

	Materials and information referred to in historic modification files have been retained. Materials and information have been referred to appropriately in respect of historic modifications. Current materials and information held are relevant to modifications in progress.
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4. Application of knowledge:

- 4.1 Files examined display application of appropriate and relevant information, standards, and other research, test methods, calculations, materials specifications, materials joining techniques, general engineering knowledge and practice, etc. in the development of directions to a modifier.
- 4.2 Documents are concise and do not contain misleading or inappropriate information or materials, nor inhibit access to essential information that the has been relied upon to inform the modification, or make difficult the identification of the pertinent facts.
- 4.3 Directions to the modifier are complete and concise; being presented or written in a manner suitable for the modifier's needs, and meet the needs of the Department according to the Manual.
- 4.4 An individual's writing style should not be taken into consideration unless it inhibits access to understanding the core content, context, pertinent information or directions.

5. Retention and control of client specific data:

The Recognised Engineering Signatory will be able to show good management and control of access to the personal data and the retention of client specific information in an appropriate manner.

5.5.2 Personal and professional development

- 1. Where the Recognised Engineering Signatory maintains a record of continuing professional or personal development the auditor will wish to review this record. In addition and where there is no formal record kept the auditor will assess if the individual has:
 - 1.1 Access to recent technical and industry publications, manufacturers' or materials information, etc.;

Appendix 5: Audit checks and procedures

- 1.2 Evidence of attendance at relevant training or seminars;
 - 1.3 Information on completed files indicating recent research or application of recent vehicle, materials or technology specific information.
2. Where there is limited evidence of an individual's continued development in practice the auditor will give consideration to such other evidence as may be offered.

5.5.3 Test equipment review

1. The Recognised Engineering Signatory's own measurement and testing equipment is maintained and calibrated, with appropriate maintenance information and calibration certification available.
2. Where a piece of equipment has been hired for a specific purpose, function or test that there is record to positively identify the piece of equipment used and its measuring capabilities, along with evidence of the state of maintenance and calibration of such equipment at the time of use. This may be held as part of a vehicle file the equipment was specifically acquired for, or filed elsewhere.
3. The use of any piece of equipment used for test and measurement can be demonstrated on the reasonable request of the auditor.

5.5.4 Active process review

1. Audit procedures may include physical checks of vehicles prior to modification, undergoing modification or following the completion and certification of modification.
2. These activities will be informed by a review of the active file information held by the Recognised Engineering Signatory in order to identify the design, specifications, supporting information relied upon, and directions provided for a modification.
3. These activities will be defined by the modification in progress and may include, but not be limited to:
 - 3.1 Suitability of codes held by the Recognised Engineering Signatory for the work in progress, that the modification is identified and being managed appropriately as Section 20 or 19;
 - 3.2 Relevant supporting information for the modification is available on site, along with a suitable environment and the equipment required for the completion of the modification;
 - 3.3 Comparison of materials available and used to specifications, drawings and directions from the Recognised Engineering Signatory;
 - 3.4 Comparison of work completed to the specifications, drawings and directions from the Recognised Engineering Signatory;

Appendix 5: Audit checks and procedures

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- 3.5 Assessment of any implications from any aspect of the above for the road safety of the vehicle when in use;
 - 3.6 Evidence that any quality control regime relied upon by the Recognised Engineering Signatory is being applied to the work in progress. NOTE: This may be more significant where work is carried out by a service provider or at a worksite away from the normal working location of the Recognised Engineering Signatory;
 - 3.7 Other assessment in accordance with the vehicle, modification, environment or triggering mechanism.

5.5.5 Recalled or submitted vehicle review

These activities will be defined by the content of the Manual and in response to issue or issues that have led to the vehicle audit.

The audit of a vehicle recalled or submitted as part of an investigation may encompass any or all aspects of the vehicle modification, along with the associated standards and audit procedures defined within this Manual, and any impact on road safety arising as a result of the modification.

5.6: Causal analysis

Consideration will be given to the cause and (likely) effect of any non-compliance discovered during an audit process to help identify the root cause for non-compliance. These may include but not be limited to: poor application of any aspect of the Manual requirements; lack of control or direction to modifier; poor practice due to lack of knowledge or competence; mischievous act; deliberate deviation; poor guidance provision; poor expression of guidance provided; shortcoming in the materials or other supporting information accessed to inform decision-making or guidance development, etc.

Non-compliance with the Manual is considered to be a shortcoming in the performance of a Recognised Engineering Signatory.

Consideration will be given to previous non-compliance and the effectiveness of corrective actions undertaken by the Recognised Engineering Signatory to address any shortcomings identified.

Where non-compliances are significant, or are indicative of an ongoing pattern of non-compliance input will be sought from the Recognised Engineering Signatory to help identify how or why such shortcomings have occurred, or continue to occur. See also *Section J: Disciplinary procedure*.

5.7: Solution and implementation

Non-compliances Identified will be grouped as shortcomings to be addressed.

The corrective action required from the Recognised Engineering Signatory will be identified to address each of the identified shortcomings in performance.

The Department will advise the Recognised Engineering Signatory of the outcome of the audit process, the non-compliances identified and the corrective actions required.

Where a non-compliance has arisen as a result of a shortcoming in the information relied upon by the Recognised Engineering Signatory, the Department will take action to advise everyone involved in the modification of heavy vehicles according to Heavy Vehicle National Law of the issue that has arisen and what steps are being taken to resolve the shortcoming at source.

Where non-compliances are:

- i) Significant, which indicates that a serious infringement of the requirements and standards of the Manual has taken place, including but not limited to significant negligence or malpractice, that could have or has led to a significant impact on road safety; or
- ii) Indicative of an ongoing pattern, or where repeated minor non-compliances have been identified and the Recognised Engineering Signatory has either not undertaken the agreed corrective action or failed to maintain improvements.

Where non-compliances are significant, or are indicative of an ongoing pattern of non-compliance the Recognised Engineering Signatory will be subject to *Section J: Disciplinary procedure*.

5.8: Reporting and outcomes

The Recognised Engineering Signatory having no administrative, procedural or technical non-compliances identified will be advised of the outcome of the audit procedure according to *Section J: Disciplinary procedure, J6.1: No further action*.

The Recognised Engineering Signatory, where administrative, procedural or technical non-compliances have been identified, will be advised of the conclusions arising from the audit procedure according to *Section G: Monitoring quality and Audit, G11: Outputs from audit* and subsequently *Section J: Disciplinary procedure, J6: Final conclusions and outcomes* unless these are initially precluded by a formal criminal investigation, in which event all findings will be appropriately recorded and controlled to meet appropriate evidential management requirements.

Appendix 6: Application guidance notes

The Recognised Engineering Signatory application form can be found in Appendix 7.

6.1: Before completing an application

An individual seeking recognition as a Recognised Engineering Signatory is deemed upon submitting a completed and signed application in the appropriate form to have acknowledged and agreed to the terms and conditions contained in this Manual.

Read the Manual – before completing the application you must read and understand the standards and requirements set herein. On completing the application form you must sign to say you have read, understood and accept the content, standards, requirements and practice intent within the Manual and any updates provided to it.

Read both sides of the form carefully – if you do not understand or agree to any part of the Manual or the statement and declaration on the form DO NOT SIGN IT for submission as an application.

Referees – you will need to provide the contact details for at least two referees who can attest to your suitability as a Recognised Engineering Signatory for the codes sought.

6.2: Completing the application

Side 1

General – read carefully and complete all sections legibly using black or blue ink. The form provides limited space for information so use extra sheets of paper wherever necessary and note these attachments amongst the enclosures listed at the end of the completed form.

1. Personal details

Complete all boxes. Please provide the most appropriate contact address and contact information for Departmental use. This may be your home, office or place of employment, but should not be a PO Box number. Remember that if you put an office or work address here the Department may not be able to contact you later.

2. Company details

- 2.1 Complete all boxes that are relevant and available to you.
- 2.2 **If you are an employee** of a business we would expect you to know or be able to easily access the name (ACN), business number (ABN), company address and contact details of the company you are working for.
- 2.3 If the location you work at is different from the company address and contact information provided, please add the address and contact details for the location you work at on a separate piece of paper.
- 2.4 We do not expect that an employee of a company will always have access to a full list of Directors and their contact details.
- 2.5 If you are engaged in independent practice, a partnership or are a director of a company you must provide the details for each of your partners or co-directors.

3. Insurance details

- 3.1 Provide details of the Public Liability and Professional Indemnity cover you have in place. Provide details for each separate policy held by continuing on a separate sheet if you hold these as other than a combined policy.
- 3.2 If you are an employee and these documents are not immediately available to you, you must still complete this section of the application. The Department may consider all other aspects of an otherwise completed application but will not accept the applicant until this information is complete and has been confirmed acceptable via a documentary check.
- 3.3 If this is your first application and you have not yet arranged insurance cover the Department may consider all other aspects of an otherwise completed application but will not formally accept any applicant until this information is complete and has been confirmed acceptable via a documentary check.

4. Qualifications relevant to your application

- 4.1 The Department may not wish to see every qualification you hold. Consider the codes you are seeking and those qualifications that are relevant to the development of the knowledge you will rely upon when directing and assessing modifications of that nature.
- 4.2 Use an additional sheet of paper where necessary.

5. Experience relevant to your application

- 5.1 The Department may not wish to see details of every role you have held since leaving school. Consider the nature of the codes you are seeking and the experience you have had that is most relevant to the development of the

Appendix 6: Application guidance notes

knowledge and skills you will rely upon when directing and assessing modifications of that nature.

- 5.2 The Department recognises that not all individuals follow the same development routes or have the same opportunities to gain formal qualification, so where your strengths lie in the experience you have gained you need to express this clearly and succinctly.
- 5.3 Use an additional sheet of paper where necessary.

6. Are you currently recognised as a heavy vehicle signatory outside of SA

- 6.1 It is essential that you confirm if you are currently recognised for certification of heavy vehicle modifications elsewhere.
- 6.2 Use an additional sheet of paper to provide details where necessary.

7. Have you previously been recognised as a heavy vehicle signatory

- 7.1 It is essential that you confirm if you have previously been recognised for certification of heavy vehicle modifications elsewhere.
- 7.2 Use an additional sheet of paper to provide details where necessary.

8. Have you ever been suspended, removed or otherwise struck off from being a Recognised Engineering Signatory or from a listing of professional engineers in SA or elsewhere

It is essential that you acknowledge if you have ever been struck off from a technical or engineering listing in SA or elsewhere in any capacity. Failure to acknowledge a past issue may damage your reputation if the Department later finds that information has been withheld.

9. Codes sought

- 9.1 The Department does not set any limit on the number or range of codes that an individual may apply for, but will give careful consideration to the appropriateness and relevance of the knowledge and skills you rely upon for the application in respect of the codes you are seeking.
- 9.2 Each of the codes you seek must be supported by the qualifications and experience information provided. Where a modification code is indicated as being dependent upon another code or codes the applicant must demonstrate competence for all of the dependent codes associated with any specific code sought.

- 9.3 It may damage the reputé of an individual marking an application for codes which are clearly unsupported by the combination of qualification and experience evidence provided.

Side 2

10. Read the Statement of Responsibilities

- 10.1 This is not intended to provide an exhaustive list of all the standards and responsibilities contained in the Manual but to encompass many of the key requirements therein.
- 10.2 There is no option to delete or amend any part of this.
- 10.3 You should read this carefully before continuing on to the declaration and signing the application.

11. Declaration and signature

- 11.1 Read the declaration carefully before printing your name clearly, adding your signature and dating your application.
- 11.2 There is no option to delete or amend any part of this.
- 11.3 By adding your signature, you are declaring that the information you have provided is complete and true and that you accept everything in the Statement of Responsibilities.
- 11.4 Before signing the form, if you do not understand or agree to any part of the Manual or the statement and declaration on the form DO NOT SIGN IT for submission as an application.

12. Enclosures checklist

Use the checklist to help ensure that you have enclosed all of the required information and any additional sheets you have completed.

13. Submitting a completed application

When completed, your application along with all additional sheets and enclosures must be submitted to:

Manager, Vehicle Operations

Department for Infrastructure and Transport

GPO Box 1533, Adelaide 5001

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Appendix 7: Current forms

Current forms as models for use

These forms may be copied for use

MR 1491 *Recognised Engineering Signatory Application Form*

MR 1510 *Advice of Modification to Certify Modification has been Completed in Accordance with Heavy Vehicle National Law – a model template.*

Refer to the NHVR GO portal <https://portal.nhvr.gov.au/login?clientId=1> to access the Modification Application form for any modification to be carried out in accordance with Heavy Vehicle (Vehicle Standards) National Regulations, part 4, section 19.

MR 1511 *Report of Input for the Modification of a Heavy Vehicle Completed in Accordance with Heavy Vehicle National Law – a model template.*

MR 1657 *Recognised Engineering Signatory Renewal Application Form*

MR 1661 *Recognised Engineering Signatory - Application for Additional Codes*

Appendix 8: Version 6 amendment record

8.1 MR1491, MR1510, MR1511, MR1661 updated

8.2 Information updated for section 19 modifications

8.3 References in the manual have been updated from HVNL *Section 86* to *HV(VS)NR, part 4, section 20, 21 and 22* and from HVNL *Section 87* to *HV(VS)NR, part 4, section 19*, reflecting amendments to the HVNL effective from 1 August 2026.

RECOGNISED ENGINEERING SIGNATORY APPLICATION FORM

You must read and understand the Manual before completing this application

Submit PDF via email to: VehicleStandards@sa.gov.au

Enquiries Tel: 1300 882 248



Government
of South Australia
Department for Infrastructure
and Transport

1. Personal details

Title	Gender M / F	Date of Birth	Family name
Given names			
Home address			Postcode
Tel (Landline)		Tel (Mobile)	
Email	Driver licence number		TFN

2. Company details (please continue on a separate sheet if necessary)

This address will be made publicly available

Name / ACN		ABN
Business address		Postcode
Tel.No.	Fax No.	Email
Employee ☐	Own business ☐	Sole Trader ☐ Pty Ltd Company ☐ Partnership ☐
Director or Partner names		Address and contact details

3. Insurance details (please provide details for each policy held eg. Public Liability, Professional Indemnity)

Company name		ABN
Address		Postcode
Tel.No.	Fax No.	Email
Policy number	Cover period	Policy type / liability

4. Qualifications relevant to your application (please continue on a separate sheet if necessary)

Date	Award	Awarding body

5. Experience relevant to your application (please continue on a separate sheet if necessary)

Date	Role and responsibilities	Employer

6. Are you currently recognised as an RES outside of SA?

Y/N If Y please provide details

7. Have you previously been recognised as a RES?

Y/N If Y please provide details

8. Have you ever been suspended, removed or otherwise struck off from being an RES or from a listing of professional engineers in SA or elsewhere?

Y/N If Y please provide details

Date	Name of body	Registration or membership No.

RECOGNISED ENGINEERING SIGNATORY APPLICATION FORM

9. Codes Sought (Tick the codes required in the list below)

Table 1: VSB 6 modification codes

Source: Vehicle Standards Bulletin No.6 (Refer to [NHVR website](#) for current list of codes)

Code	Modification
A1	Engine substitution
A2	Air cleaner substitution or additional fitting
A3	Turbocharger installation
A4	Exhaust system alteration
A5	Road speed limiter installation
B1	Transmission substitution or additional fitting
C1	Tail shaft alterations
D1	Rear axle installation
D2	Differential substitution
D3	Fitting of non-standard rear wheel components
E1	Front axle installation
E2	Steering alteration
E3	Fitting of non-standard front wheel components
F1	Suspension substitution
F2	Trailer suspension modifications
G1	Relocation of air brake components
G2	Installation of trailer braking controls
G3	Trailer brake system upgrade
G4	Motor vehicle brake system certification
G5	Fitting of auxiliary and endurance brakes
G6	Fitting of air operated accessories
G7	Brake system substitution / wheelbase extension
G8	Trailer brake system upgrade (design)
H1	Wheelbase extension outside OEM options
H2	Wheelbase reduction outside OEM options
H3	Wheelbase alteration within OEM options
H4	Chassis alteration
H5	Trailer chassis modification
J1	Body mounting
J2	Fitting of truck-bus body

RECOGNISED ENGINEERING SIGNATORY APPLICATION FORM

Code	Modification
J3	Fitting of roll-over or falling object protection system
J4	Tipper Bodies (Design)
K1	Seating capacity alteration, seat, seat belt and anchorage installation
K2	Certification of seat and of seat belt anchorage
K3	Cabin conversion
K5	Installation of wheelchair occupant restraint system
K6	Child restraint anchorage certification
M1	Fuel system alterations
P1	Towbar and coupling installation other than fifth wheels and king pins
P2	Fifth wheel and king pin installation
R1	Installation of vehicle mounted lifting systems
R2	Wheelchair loader installation
S1	GVM / GCM re-rating
S2	GVM re-rating (design)
S3	GCM re-rating (design)
S7	ATM / GTM re-rating
S8	Motor vehicle road train rating
S9	Prime mover B-double rating
S11	Road train trailer rating
S12	ATM / GTM re-rating (design)
T1	Construction of tow trucks
T2	Design of tow trucks

Table 2: Items specific to South Australia

Applies to a heavy vehicle having no identification (compliance) plate

Ref	Description
Z1	No AMVCB or Motor Vehicles Standards Act identification plate fitted – plate missing
Z2	No AMVCB or Motor Vehicles Standards Act identification plate approval

Contact Vehicle Standards for specific advice and guidance for incidents of 'No Identification Plate' or 'No Secure Identifier'.

RECOGNISED ENGINEERING SIGNATORY APPLICATION FORM

You must read and understand the Manual before completing this application

Statement of Responsibilities

- Read, understand and accept the content, standards, requirements and practice intent within the Manual, and any updates provided to the Manual;
- Maintain appropriate insurance at all times;
- Apply technical and analytical skills and knowledge in a professional manner;
- Only inspect under authorised codes;
- Provide reports and certifications in a timely manner and appropriate format;
- Affix plates in an appropriate and timely manner;
- Behave in a fiduciary manner, and not misrepresent as an employee, agent or representative of the Department for Infrastructure and Transport SA or the National Heavy Vehicle Regulator;
- Notify the Department for Infrastructure and Transport SA of any criminal conviction, bankruptcy or change in company status as soon as practicable;
- Accept that a Recognised Engineering Signatory is subject to the all of the requirements and obligations provided in the Manual pertinent to the codes authorised, including those relating to practice, quality, audit and disciplinary process;
- Maintain the Manual by inserting any update provided, removing and disposing of the old page(s) as appropriate. NOTE: The Manual will be updated periodically should the legislative provision referred to be amended, re-enacted or replaced, **OR** should any essential change in the content relating to the role, standards or practice of the Recognised Engineering Signatory be amended or replaced; and
- Understand that if any statement made in this application, or any materials provided in support of this application are found to be untrue or misleading the named applicant will be suspended immediately from acting as a Recognised Engineering Signatory pending further investigation according to the disciplinary procedures.

Declaration

I declare that:

- I have completed all parts of the form , attached original or certified copies of all required documents and contact details for referees
- The information provided in this application is, to the best of my knowledge, true and complete at the time of signing
- I have read, understand and accept the above Statement of Responsibilities
- I acknowledge and agree that if I fail to comply with the Manual my recognition as a Recognised Engineering Signatory may be suspended and, in due course, terminated.

Print Full Name	Signature	Date

Enclosures checklist – you must enclose originals or certified copies as listed on the application

- | | | |
|--|--|--------------------------|
| ☐ Proof of identity | Insurance certifications and policy copies | ☐ |
| ☐ Professional affiliations, grade or membership certificates | No. of extra pages attached | ☐ |
| ☐ Qualifications | Police criminal conviction certificate | ☐ |
| ☐ Contact details for referees who can attest to your suitability for this role | | |

This application must be fully completed and submitted with all enclosures before it can be considered.

RECOGNISED ENGINEERING SIGNATORY APPLICATION

FOR ADDITIONAL CODES

You must read and understand the Manual *before* completing this application

Submit PDF via email to: VehicleStandards@sa.gov.au

Enquiries Tel: 1300 882 248



Government
of South Australia
Department for Infrastructure
and Transport

1. Personal details (please complete appropriate fields to update as required)

Title	Family Name	SA RES ID Number	
Given names			
Home address		Postcode	
Tel (Landline)		Tel (Mobile)	
Email	Driver licence number	TFN	

2. Company details (if changed since the date of your recognition)

This address will be made publicly available

Name / ACN		ABN		
Business address		Postcode		
Tel.No.	Fax No.	Email		
Employee ☐	Own business ☐	Sole Trader ☐	Pty Ltd Company ☐	Partnership ☐
Director or Partner names		Address and contact details		

3. Insurance details (Public Liability, Professional Indemnity, if changed since the date of your recognition)

Company name		ABN
Address		Postcode
Tel.No.	Fax No.	Email
Policy number	Cover period	Policy type / liability

4. Personal development record

Submit a record of all activities undertaken to develop your competence, knowledge and skills since the date of your recognition. Include certified copies of all certificates, attendance records and the like

5. Membership professional or technical

Please submit a list of all organisations, including the date joined, name of organisation and registration or membership number.

6. Are you currently recognised as an RES outside of SA?

Y/N If Y please provide details

7. Have you ever been suspended, removed or otherwise struck off from being an RES or from a listing of professional engineers in SA or elsewhere?

Y/N If Y please provide details

RECOGNISED ENGINEERING SIGNATORY APPLICATION FOR ADDITIONAL CODES

8. Codes Sought (Circle existing codes and write Y next to additional codes sought)

Table 1: VSB 6 modification codes

Source: Vehicle Standards Bulletin No.6 (Refer to [NHVR website](#) for current list of codes)

Code	Modification
A1	Engine substitution
A2	Air cleaner substitution or additional fitting
A3	Turbocharger installation
A4	Exhaust system alteration
A5	Road speed limiter installation
B1	Transmission substitution or additional fitting
C1	Tail shaft alterations
D1	Rear axle installation
D2	Differential substitution
D3	Fitting of non-standard rear wheel components
E1	Front axle installation
E2	Steering alteration
E3	Fitting of non-standard front wheel components
F1	Suspension substitution
F2	Trailer suspension modifications
G1	Relocation of air brake components
G2	Installation of trailer braking controls
G3	Trailer brake system upgrade
G4	Motor vehicle brake system certification
G5	Fitting of auxiliary and endurance brakes
G6	Fitting of air operated accessories
G7	Brake system substitution / wheelbase extension
G8	Trailer brake system upgrade (design)
H1	Wheelbase extension outside OEM options
H2	Wheelbase reduction outside OEM options
H3	Wheelbase alteration within OEM options
H4	Chassis alteration
H5	Trailer chassis modification
J1	Body mounting
J2	Fitting of truck-bus body

RECOGNISED ENGINEERING SIGNATORY APPLICATION FOR ADDITIONAL CODES

Code	Modification
J3	Fitting of roll-over or falling object protection system
J4	Tipper Bodies (Design)
K1	Seating capacity alteration, seat, seat belt and anchorage installation
K2	Certification of seat and of seat belt anchorage
K3	Cabin conversion
K5	Installation of wheelchair occupant restraint system
K6	Child restraint anchorage certification
M1	Fuel system alterations
P1	Towbar and coupling installation other than fifth wheels and king pins
P2	Fifth wheel and king pin installation
R1	Installation of vehicle mounted lifting systems
R2	Wheelchair loader installation
S1	GVM / GCM re-rating
S2	GVM re-rating (design)
S3	GCM re-rating (design)
S7	ATM / GTM re-rating
S8	Motor vehicle road train rating
S9	Prime mover B-double rating
S11	Road train trailer rating
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T1	Construction of tow trucks
T2	Design of tow trucks

Table 2: Items specific to South Australia

Applies to a heavy vehicle having no identification (compliance) plate

Ref	Description
Z1	No AMVCB or Motor Vehicles Standards Act identification plate fitted – plate missing
Z2	No AMVCB or Motor Vehicles Standards Act identification plate approval

Contact Vehicle Standards for specific advice and guidance for incidents of 'No Identification Plate' or 'No Secure Identifier'.

Please provide contact details for referees who can attest to your ability to undertake this new work.

RECOGNISED ENGINEERING SIGNATORY APPLICATION FOR ADDITIONAL CODES

You must read and understand the Manual before completing this application

Statement of Responsibilities

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- Only inspect under authorised codes;
- Provide reports and certifications in a timely manner and appropriate format;
- Affix plates in an appropriate and timely manner;
- Behave in a fiduciary manner, and not misrepresent as an employee, agent or representative of the Department for Infrastructure and Transport SA or the National Heavy Vehicle Regulator;
- Notify the Department for Infrastructure and Transport SA of any criminal conviction, bankruptcy or change in company status as soon as practicable;
- Accept that a Recognised Engineering Signatory is subject to the all of the requirements and obligations provided in the Manual pertinent to the codes authorised, including those relating to practice, quality, audit and disciplinary process;
- Understand that if any statement made in this application, or any materials provided in support of this application are found to be untrue or misleading the named applicant will be suspended immediately from acting as a Recognised Engineering Signatory pending further investigation according to the disciplinary procedures.

Declaration

I declare that:

- I have completed all parts of the form , attached original or certified copies of all required documents and contact details for referees.
- The information provided in this application is, to the best of my knowledge, true and complete at the time of signing.
- I confirm that I have not been subject to any disciplinary action (suspension, removal or otherwise being struck off) in respect of any other engineering registration system.
- I have maintained the Manual by inserting the updates provided, removing and disposing of the old page(s) as appropriate.
- I have read, understand and accept the above Statement of Responsibilities.
- I acknowledge and agree that if I fail to comply with the Manual my recognition as a Recognised Engineering Signatory may be suspended and, in due course, terminated.

Print Full Name	Signature	Date

Enclosures checklist – you must enclose originals or certified copies as listed on the application

- | | |
|--|--|
| ☐ Professional affiliations , grade or membership certificates | No. of extra pages attached ☐ |
| ☐ Personal development record | Record of work ☐ |
| ☐ Contact details for referees who can attest to your suitability for this role | |

This application must be fully completed and submitted with all enclosures before it can be considered.

**ADVICE OF MODIFICATION to CERTIFY MODIFICATION has been COMPLETED
in ACCORDANCE with HEAVY VEHICLE NATION LAW section 6, under HEAVY
VEHICLE (Vehicle Standards) NATIONAL REGULATION part 4, section 20**

Submit PDF via email to: VehicleStandards@sa.gov.au

Enquiries Tel: 1300 882 248



1. Recognised Engineering Signatory

Name		Signatory ID No	
Business Name / ACN			
Tel (Landline)		Tel (Mobile)	
ABN	Email		

2. Counter-signatory (CPEng or RES)

Name		ID No	
Business Name / ACN			
Tel (Landline)		Tel (Mobile)	
ABN	Email		

3. Engineers Report (file copy retained by RES)

Engineers report no.	Issue date DD / MM / YY
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4. Modified vehicle details (Use N/A where an item is not relevant to the vehicle, e.g. fuel type for a trailer)

Make		Model									
Vehicle Identification No											
Registration number		Date of Manufacture MM / YYYY									
Odometer reading		Seating capacity									
Type Rigid truck / prime mover / bus / coach / trailer / other - describe											
Body type Pantech / curtainside / tray / tipping / skeleton / other – describe											
Trailer configuration Pig / dog / semi / describe											
Engine number					Manufacturer						
Capacity			Power kW			Date of manufacture MM / YYYY					
Fuel Type Petrol / diesel / LPG / other – describe											
Mass: UL kg			GVM or ATM kg			GCM or GTM kg					
Front axle group: No. of axles					Front tyres: No.			Size			
Rear axle group: No. of axles					Rear tyres: No.			Size			
Wheelbase			Axle spacings				Rear overhang				

5. Identifying details of modified features

(e.g. lazy axle added, engine capacity change, transmission type and description, axle types, manufactured date, etc)

Descriptions
(continue on a separate sheet if necessary)

**ADVICE OF MODIFICATION to CERTIFY MODIFICATION has been COMPLETED
in ACCORDANCE with HEAVY VEHICLE NATIONAL LAW section 6, under HEAVY
VEHICLE (Vehicle Standards) NATIONAL REGULATIONS part 4, section 20**

Submit PDF via email to: VehicleStandards@sa.gov.au
Vehicle Standards, PO Box 1533, Adelaide 5001 Enquiries Tel: 1300 882 248

6. Modifications completed within the NHVR Code of Practice (HVNLSA) section 6, HV(VS)NR, Part 4, Section 20)

Code	Description
Other supporting information	
(continue on a separate sheet or detailed proposal if necessary)	

7. Modification input provided by Chartered Professional Engineer or Counter-signatory

Description
Other supporting information
(continue on a separate sheet and retain a clear file copy of any report or input)

8. ADRs and systems affected by modifications

	(continue on a separate sheet if necessary)

9. Modification Plate fitted - Evidence of Certification (HVNLS, Part 4, Section 20)

Plate No.	Location
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10. Advice submitted by (Tick, sign and date)

In accordance with the provisions of the Heavy Vehicle (Vehicle Standards) National Regulations, section 20, I hereby certify that the vehicle described above has been modified in accordance with the NHVR Code of Practice for the Approval of Heavy Vehicle Modifications, and a uniquely numbered Modification Plate has been fully completed for this modification and is now affixed to the vehicle in accordance with section 21.

Counter-signatory input provided (CPEng or RES)	☐	Evidence of input or sign-off retained for file	☐
Copies issued to vehicle owner	☐	Signatory	☐

Recognised Engineering Signatory

Sign	Date
------	------

Counter-signatory (CPEng or RES)

Sign	Date
------	------

REPORT of INPUT for the MODIFICATION of a HEAVY VEHICLE COMPLETED in ACCORDANCE with HEAVY VEHICLE NATIONAL LAW (SA) section 6, under HEAVY VEHICLE (Vehicle Standards) NATIONAL REGULATIONS (SA) PART 4, sections 20 and 21

Model report format for providing input to a Recognised Engineering Signatory



Government of South Australia

Department for Infrastructure and Transport

1. Vehicle owner

Name		License number	
Address			
Business Name / ACN			
Tel (Landline)		Tel (Mobile)	
ABN	Email		

2. Counter signatory (CPEng or RES providing modification input, testing, report, etc)

Name		ID No	
Business Name / ACN			
Tel (Landline)		Tel (Mobile)	
Fax	Email		

3. Engineers Report (file copy retained by RES)

Engineers report no.	Issue date DD / MM / YY
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4. Modified vehicle details (Use N/A where an item is not relevant to the vehicle e.g. fuel type for a trailer)

Make		Model	
Vehicle Identification No			
Registration number		Date of Manufacture MM / YYYY	
Odometer reading		Seating capacity	
Type Rigid truck / prime mover / bus / coach / trailer / other - describe			
Body type Pantech / curtainside / tray / tipping / skeleton / other – describe			
Trailer configuration Pig / dog / semi / describe			
Engine number		Manufacturer	
Capacity	Power kW	Date of manufacture MM / YYYY	
Fuel Type Petrol / diesel / LPG / other – describe			
Mass: UL kg	GVM or ATM kg	GCM or GTM kg	
Front axle group: No. of axles	Front tyres: No.	Size	
Rear axle group: No. of axles	Rear tyres: No.	Size	
Wheelbase	Axle spacings	Rear overhang	

5. Identifying details of modified features

(e.g. lazy axle added, engine capacity change, transmission type and description, axle types, manufactured dates, etc)

Descriptions

(continue on a separate sheet if necessary)

REPORT of INPUT for the MODIFICATION of a HEAVY VEHICLE COMPLETED in ACCORDANCE with HEAVY VEHICLE NATIONAL LAW (SA) section 6, under HEAVY VEHICLE (Vehicle Standards) NATIONAL REGULATIONS (SA) PART 4, sections 20 and 21

Model report format for providing input to a Recognised Engineering Signatory

6. Input contributes to modifications completed within the NHVR Code of Practice (HVNL, Part 4, Section 20)

Code	Description
Other supporting information	
(continue on a separate sheet if necessary)	

7. Modification input provided (Reports, calculations, testing, materials or other guidance)

Description
Other supporting information
(continue on a separate sheet or attach test report, materials information or other reports where necessary)

8. ADRs and systems affected by modifications

	(continue on a separate sheet if necessary)

9. Confirmation checklist –this report addresses the following systems or components:

☐ Engine	☐ Transmission	☐ Brakes	☐ Suspension front	☐ Axle front
☐ Steering	☐ Body	☐ Chassis	☐ Suspension rear	☐ Axle rear
☐ Seats	☐ Seatbelts	☐ Wheels and tyres	☐ Other systems (describe above)	

Report and attachment submitted by (Tick, sign and date)

I hereby submit the attached reports and information as supporting evidence that vehicle described above has been modified in accordance with the provisions of Heavy Vehicle National Law (SA) section 6, under Heavy Vehicle (Vehicle Standards) National Regulations (SA) part 4, section 20.

CPEng / RES	Report(s) attached ☐		
		Sign	Date