



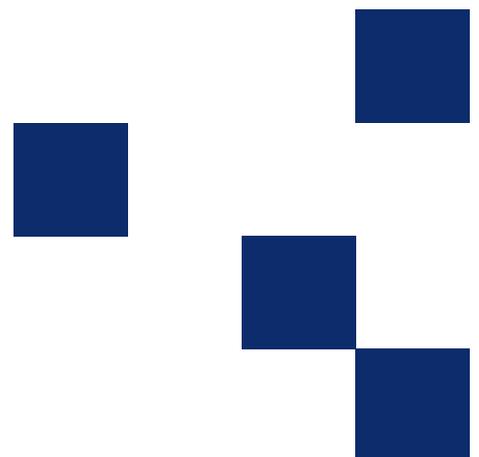
WRITTEN-OFF VEHICLES

Repair and certification

Administrative procedures for vehicle repairers and certifiers

This guide covers procedures for:

- Repairing written-off vehicles
- Issuing compliance certificates for vehicle repairs



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The information in this document is accurate at the time of printing. For the latest information go to www.rms.nsw.gov.au/wov or call 132 213.

To ensure you comply with your legal obligations you must refer to the appropriate legislation. Information on the latest laws can be checked by visiting the NSW legislation website (www.legislation.nsw.gov.au).

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About this document

Changes to NSW legislation on 31 January 2011 mean that repairs done to written-off vehicles for the purposes of registration need to be certified.

This document contains recommended procedures for anyone who will be:

- 1 repairing damage to written-off vehicles for the purposes of registration in NSW, or
- 2 issuing Certificates of Compliance for repairs to written-off vehicles.

Note: This publication does not represent a comprehensive statement of the law as it applies to particular problems or to individuals or as a substitute for legal advice. You should seek independent legal advice if you need assistance on the application of the law to your situation.

Introduction

What's involved in the repair process?

If a written-off vehicle affected by the legislation is to be repaired for registration in NSW, the following must happen:

- ① The vehicle must be repaired according to manufacturer's guidelines that relate to structural integrity and safety (or to recognised industry standards if there are no manufacturer's guidelines), and
- ② Repairs must be certified as meeting appropriate standards by an appropriately licensed motor vehicle repairer.

Note: It is not the responsibility of the repairer to determine the eligibility of a written-off vehicle for repair and re-registration. It is the responsibility of the registered vehicle operator (or owner if the vehicle has never been registered) to arrange the necessary approvals with Roads and Maritime Services (RMS).

The registered operator or owner will be eligible to apply for registration in NSW if they have an Authorisation to Repair from RMS for the vehicle.

For further information about the legislation please visit www.rms.nsw.gov.au/wov

Who can repair a written-off vehicle?

Anyone can repair a written-off vehicle for the purposes of registration in NSW.

Who can certify the repairs?

To certify repairs to a written-off vehicle, a person must hold a licence granted by NSW Fair Trading under section 17B of the Motor Vehicle Repairs Act 1980 in a class relevant to the repair being conducted.

To certify repairs to electronic control systems (such as airbags or Anti-lock Braking Systems), a person must be approved by the vehicle manufacturer or RMS.

The decision whether to engage in the business of issuing Certificates of Compliance is a business decision for the repairer.

Repairing a written-off vehicle

A motor vehicle is required to comply with the applicable Australian Design Rules (ADRs) current at the time of new manufacture. There are now over 80 ADRs which apply to the design and construction of a vehicle. A number of these design rules can be affected when a vehicle is repaired after crash damage.

Vehicle manufacturers are continually improving the design and construction of motor vehicles, and repairers must be aware of:

- the types of materials used in the construction, and
- any particular repair processes specified by the vehicle manufacturer.

Therefore when repairing a vehicle you must be aware of:

- the effects the repair could have on the overall safety of the vehicle and its compliance with the ADRs, and
- taking all necessary steps to return the vehicle to at least a compliant pre-crash level of safety.

Non-licensed repairer performing repairs

If you are planning to repair a written-off vehicle for the purposes of registration in NSW and you are **not** a licensed repairer, you still must conduct the repairs according to manufacturer's guidelines (or to recognised industry standards if there are no manufacturer's guidelines).

RMS recommends that you consult with a licensed repairer before starting repairs. The licensed repairer may need you to do certain things during the repair process so they can make an informed decision regarding certification. They might ask you to:

- allow them to do a series of inspections at key points during the repair process
- keep a repair diary that describes the repair process
- take photographs of the damaged areas before and after repairs
- keep copies of the pages of relevant standards referred to during repairs

...and possibly other requirements that are not listed here.

Licensed repairer performing repairs

If you are a licensed repairer conducting the repairs it is acceptable for you to certify your own repairs.

However you must still meet the requirements for certification listed in the next section.

Using parts from a written-off vehicle

Below is a guide to acceptable use of written-off vehicles parts when conducting repairs.

Salvaged parts used to repair a written-off vehicle

Some non-structural bolt on body parts (for example, guards, panels) salvaged from a written-off vehicle can be used to repair another written-off vehicle.

The matrix below lists parts acceptable for use in repairs according to the type of damage that the source vehicle has sustained.

Parts (all vehicle types)	Salt water damage	Fresh water damage	Fire	Collision
Mudguards	YES	YES	*	*
Bonnet	YES	YES	*	*
Doors	NO	NO	*	*
Skirt rail sections	NO	NO	*	*
Front sections (incl front (A) pillar, sill and floor sections)	NO	NO	*	*
Rear sections (incl rear (C) pillar, sill and floor sections)	NO	NO	*	*
Roof cut sections (incl centre pillar)	NO	NO	*	*
Engine cross member	NO	NO	*	*
Seat belts	NO	NO	NO	NO
Airbags	NO	NO	NO	NO
Airbag modules	NO	NO	NO	NO
Seat belt pre-tensioners	NO	NO	NO	NO
Steering column	NO	NO	*	*
Suspensions	YES	YES	*	*
Interior / trims	YES	YES	*	*
Seat frames/metal components	NO	NO	*	*
Wiring looms	NO	NO	NO	*
Instrument clusters and dash controls	NO	NO	NO	NO
Control modules and SRS sensors	NO	NO	NO	NO
Engine	YES	YES	YES	YES
Chassis	NO	YES	NO	*

Note: * next to an item means:

- only parts that were unaffected by fire or collision are acceptable for use in a repair
- the repair certifier or RMS may reject parts deemed not suitable
- photographic evidence may be required to support that the part is eligible to be used.

Sectionalised repairs

Sectionalised repairs are permitted when repairing a written-off vehicle. The repairs must be carried out in accordance with the vehicle manufacturer's recommendations or acceptable industry standards.

The section used should be:

- a new section supplied as a service assembly by the vehicle manufacturer, or
- a suitable assembly removed from a new body shell as supplied by a vehicle manufacturer, or
- a suitable undamaged section salvaged from another vehicle of the same make, model and variant.

The section must be of a similar or equivalent age, and in a sound and generally undamaged condition with no previous major repairs which could affect the strength of the basic structure.

Monocoque vehicles (chassis integrated with the bodyshell)

A monocoque bodyshell cannot be rebodied or repaired with a new bodyshell. However it can be repaired using replacement sections, provided original factory joins and welds are used.

Receipts

Receipts must be kept for any parts purchased during the repair process. The vehicle owner will need to present these to RMS when the vehicle is undergoing the identity inspection with the Vehicle Identification Inspection Unit. If you are doing your own repairs, the licensed repairer who certifies the repair work may ask to view these receipts.

Receipts that are kept must:

- be original documents
- include:
 - the company name and ABN (if supplied by a business)
 - the name and address of the seller (if supplied by a non-business)
 - the name and address of the purchaser
 - a clear and legible description of the parts
 - the vehicle identifier of the source vehicle (if sourced from another vehicle)
- be dated.

In fact, RMS recommends **keeping all information to do with the repair process**, in case it is needed by a licensed repairer or RMS officers.

Certifying repairs

If you are asked to certify repairs on a written-off vehicle or are certifying your own repairs, you must:

- Be licensed by NSW Fair Trading for the class of repairs being certified.
- Where electronic control systems (such as airbags or Anti-lock Braking Systems) have been repaired, arrange certification from a repairer authorised by the vehicle manufacturer or RMS.
- Where structural damage has occurred, arrange a report on the repaired vehicle's structural integrity.
- Use RMS Certificate of Compliance form (see next section).
- Attach copies of the relevant pages of standards to which the vehicle was repaired to the Certificate of Compliance form.
- Only issue a Certificate of Compliance if you are satisfied that repairs were conducted according to:
 - relevant technical specifications, being –
 - a) the vehicle manufacturer's documented repair standards and methods relevant to the vehicle's structural integrity and safety, or
 - b) where manufacturer's documentation is unavailable, industry-recognised repair standards and methods , and
 - written-off vehicle repair inspection guidelines published by RMS.
- Keep records to support the certification decision for at least seven (7) years, including:
 - Vehicle identification details*
 - Reference number of RMS Authorisation to Repair
 - Details of the repair assessment, including:
 - Repair inspection dates
 - Repairs inspected
 - Photographs of repairs (if the repairs were not done by the licensed repairer)
 - How repairs were conducted
 - Details of how the relevant technical specifications and RMS Gazette written-off vehicle repair inspection guidelines were applied during the assessment process
 - If the repair involved structural damage, the test report on the repaired vehicle's structural integrity
 - Basis on which the decision to issue a Certificate of Compliance was made
 - Date the certificate was issued.
- Provide copies of records relating to vehicle repairs to the registered operator or vehicle owner, or authorised officers if directed.

* Vehicle identification details must include:

- a. whether the vehicle is a motor car, lorry, motor bike or trailer
- b. registration number
- c. vehicle identifier (VIN)
- d. make and model
- e. shape
- f. colour
- g. variant
- h. build date or compliance date
- i. engine capacity
- j. number of cylinders
- k. motive power
- l. tare weight

Certificate of Compliance form

The Certificate of Compliance is an RMS form. It contains a declaration that the repairs were done according to manufacturer's repair guidelines (or to recognised industry standards if there are no manufacturer's guidelines).

A Certificate of Compliance is valid for three (3) months from the date of issue, unless otherwise approved by RMS.

Certificates can be obtained from the RMS website.

A sample of the form is included on the next pages.

Additional information

Legislation

The *Road Transport (Vehicle Registration) Act 1997* and the Road Transport (Vehicle Registration) Regulation 2007 specify duties for licensed repairers who issue Certificates of Compliance for repaired write-offs.

The legislation is available at www.legislation.nsw.gov.au

Contacting RMS

Further information and electronic copies of this document are available at RMS website: www.rms.nsw.gov.au/wov

For technical information, please call RMS Technical Enquiries on 1300 137 302.

For registration enquiries, please call RMS Contact Centre on 13 22 13.