



**Australian Government**

**Department of Infrastructure and Regional Development**

# **Road Vehicle Certification System Advisory**

## **Certification to ADR 38/04**

### **Transferring SE 38/02 & 38/03 data to the SE 38/04 form**

#### **1. Introduction**

The purpose of this advisory is to provide detailed instructions on how to transfer data from an SE 38/03 form to an SE 38/04 form. This is to assist trailer manufacturers or their agents to transfer ADR 38/02 or 38/03 evidence for existing trailer models which meet the requirements of ADR 38/04.

It is suggested that manufacturers and agents give priority to trailer approvals covering current production. Note that if approvals lapse on 1 January 2015 manufacturers/agents may reactivate approvals at any future time.

#### **2. Background**

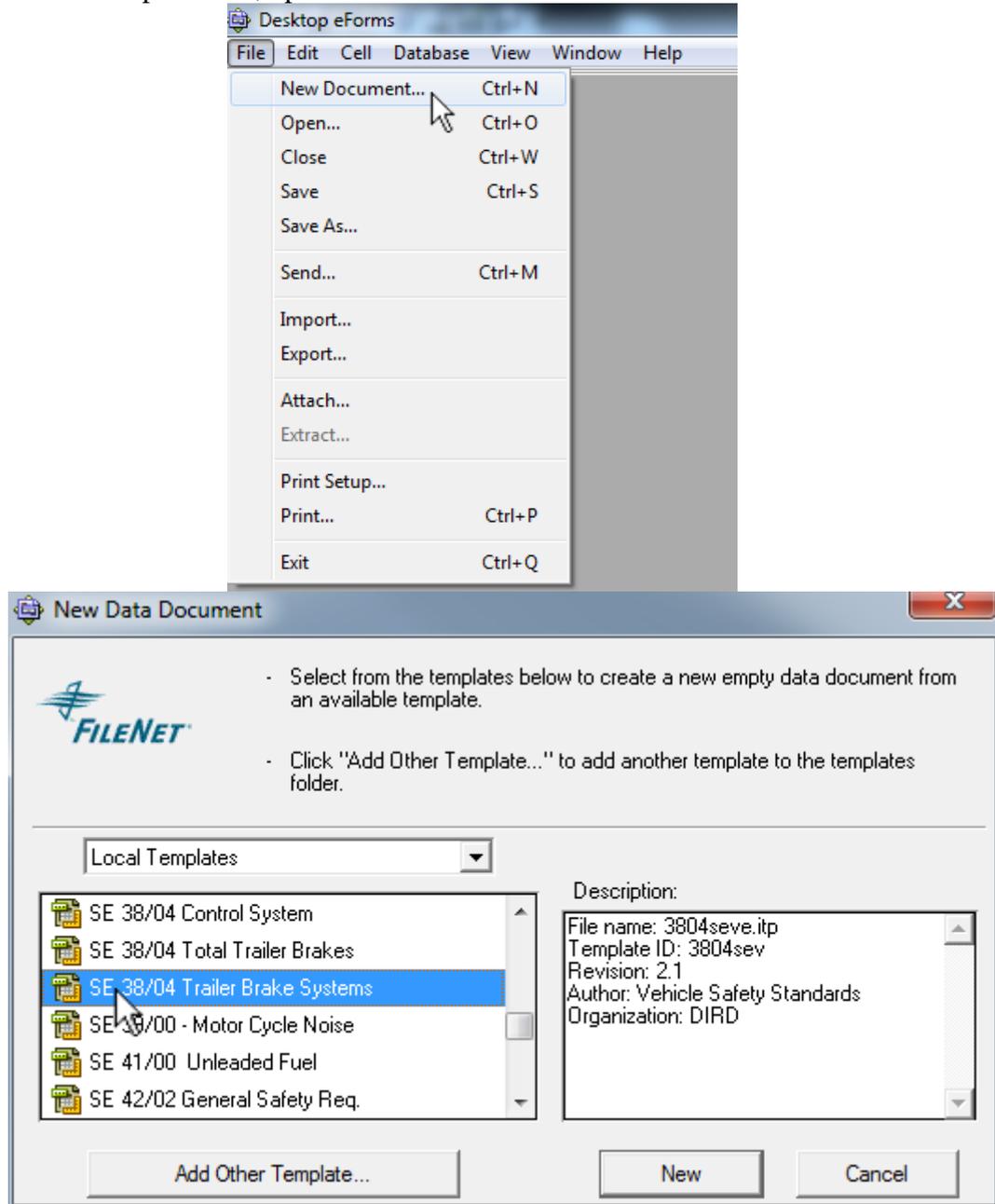
ADR 38/04 was brought into law in December 2013 and mandates Antilock Braking Systems (ABS) or Variable Proportioning Brake Systems for new heavy trailers. It also provides for a number of exemptions related to trailer construction (ADR 38/04 clause 6.10).

ADR 38/04 is applicable for new model trailers from 1 July 2014 and for all new trailers from 1 January 2015. For more information, the ADR is available at: <http://www.comlaw.gov.au/Details/F2014C01105>.

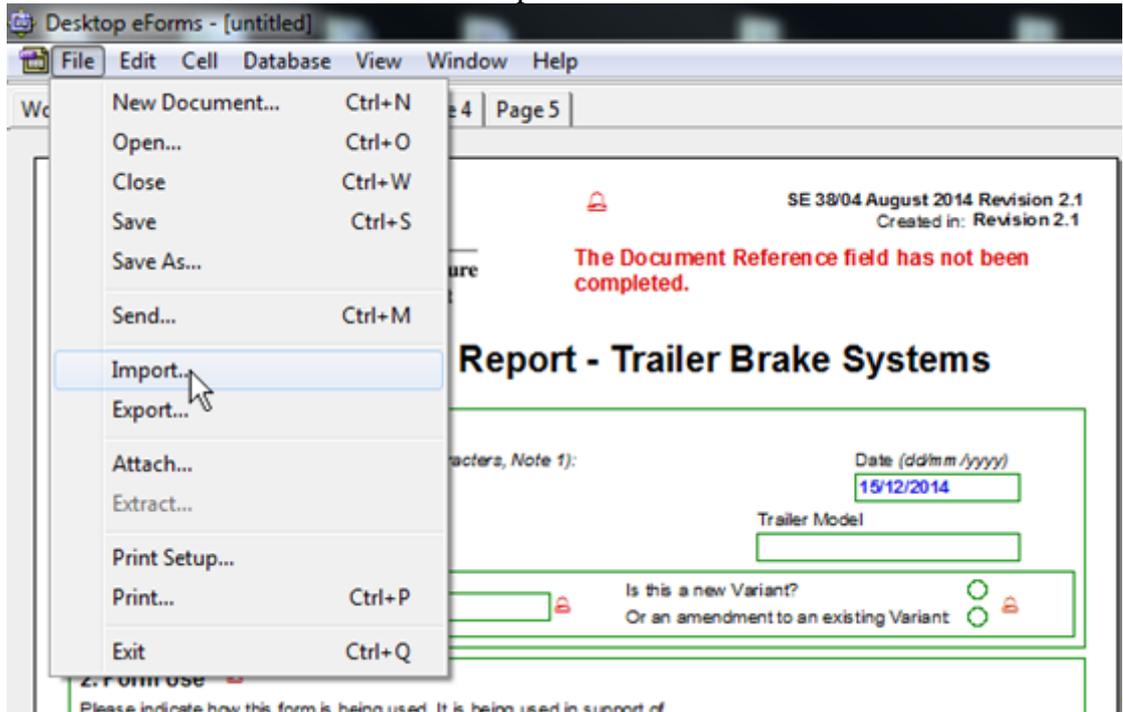
#### **3. Process**

The following steps detail how to use the Desktop eForms software (previously called Informed Filler) to transfer data from an SE 38/03 data file to an SE 38/04 form.

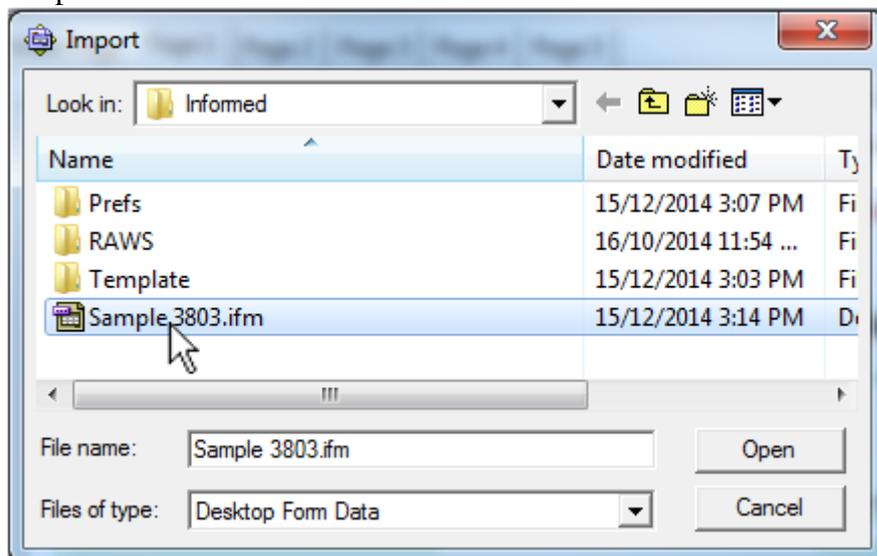
1. In Desktop eForms, open a blank SE 38/04 form



2. Click on the 'File' menu and select 'Import'

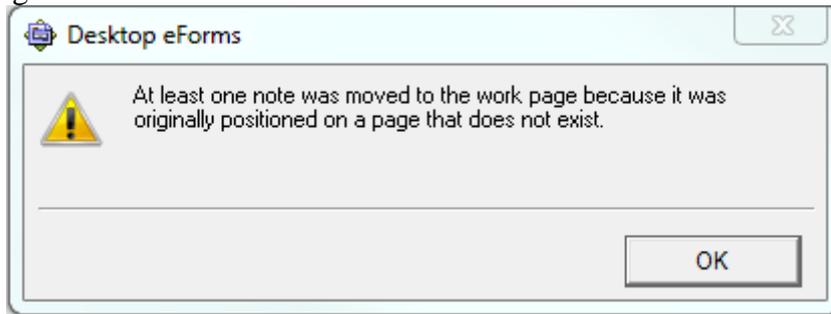


3. Navigate to the location where your SE 38/03 data file is saved, select it and click 'Open'



The SE 38/04 form will populate with data from the selected SE 38/03 data file. Attached documents and yellow "post-it" notes will also be included.

If your SE 38/03 data file included one or more notes you may see this message:

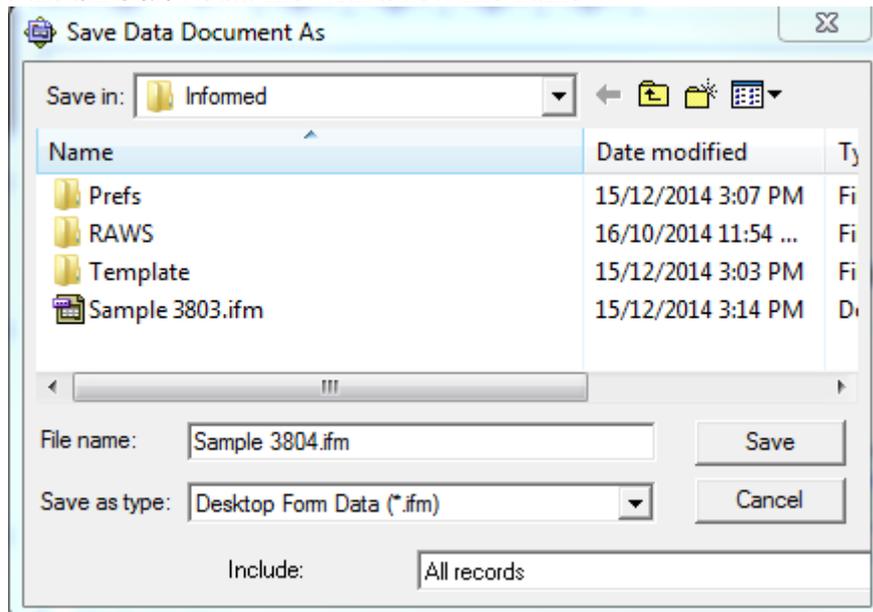


This will be corrected in a later step.

4. Modify the document reference to make it unique and update the date

<b>1. Document</b>	
Reference for this document (use only 12 characters, Note 1):	Date (dd/mm/yyyy)
<input type="text" value="Sample 3804"/>	<input type="text" value="15/12/2014"/>

5. Save the SE 38/04 data file with a new file name



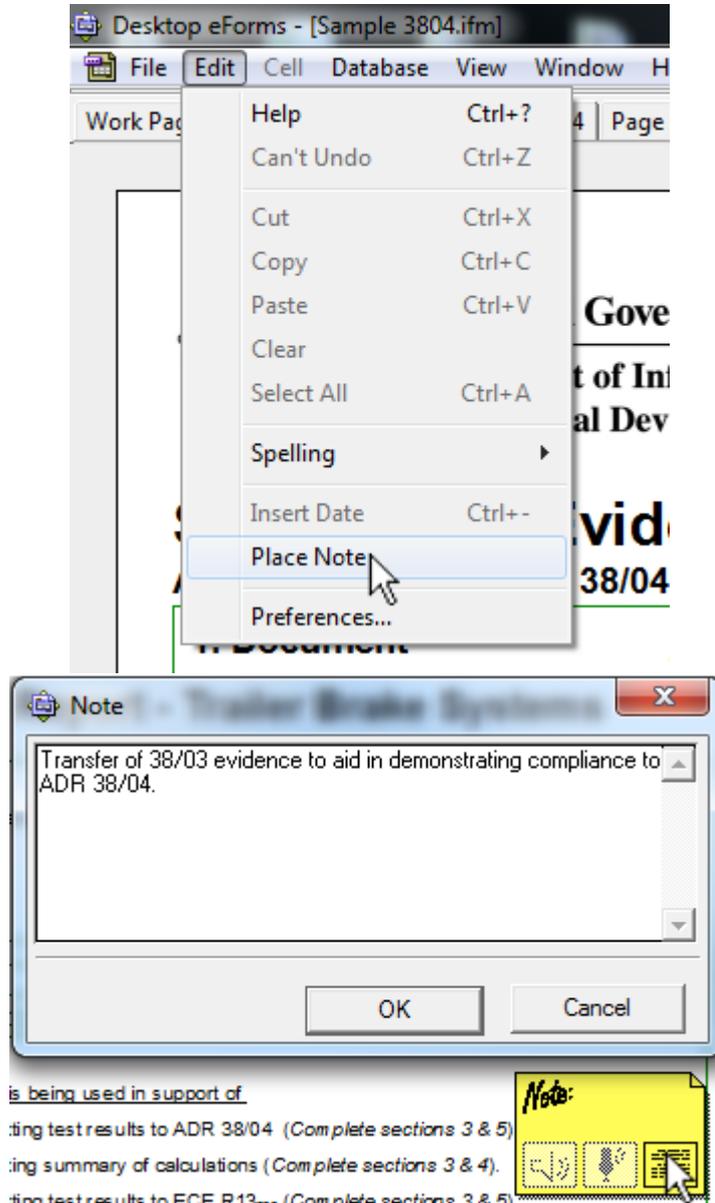
Be sure to save the file in the correct location in your system.

6. Importing the SE 38/03 data will have filled in some of the fields in the SE 38/04 form, but it will not provide answers to those questions that were not on the SE 38/03 form in the first place.

Work through the form to check the imported data and to provide answers where required – these questions will be marked with a bell, for example:

| Is the trailer fitted with an Antilock System?      Yes     No   |

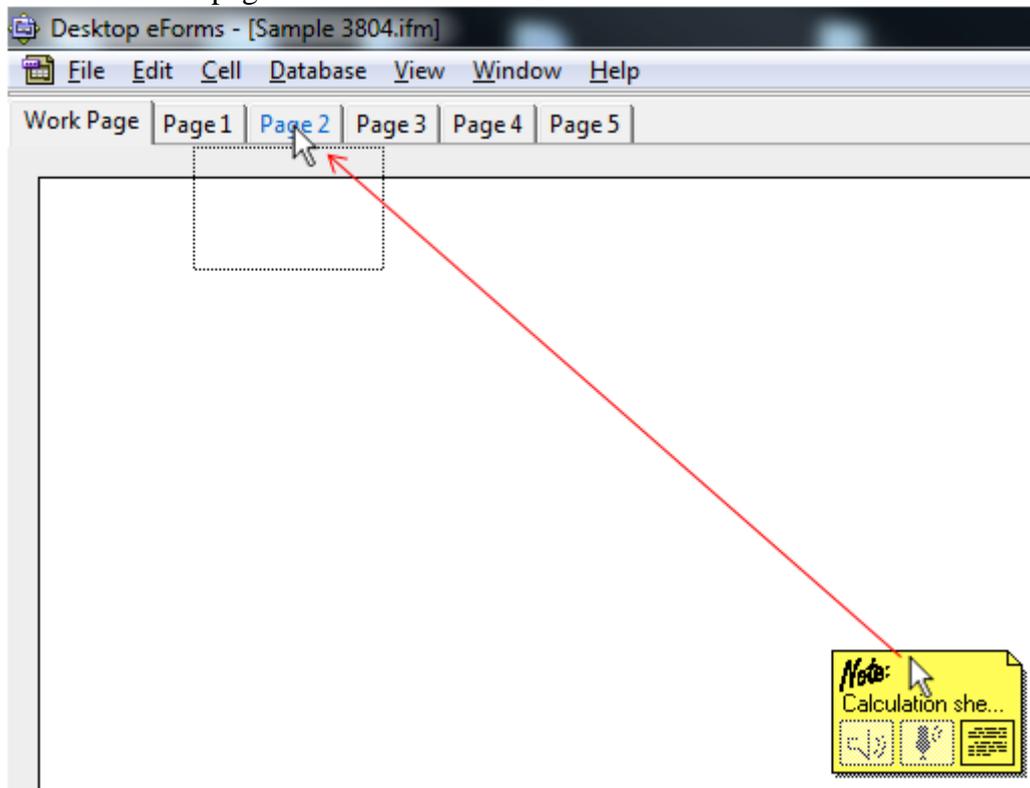
7. Once all the questions have been answered, add a note to page 1 explaining that the form is being used to demonstrate compliance with ADR 38/04 using existing 38/03 evidence



8. To move pre-existing notes to the correct page, go to the work page

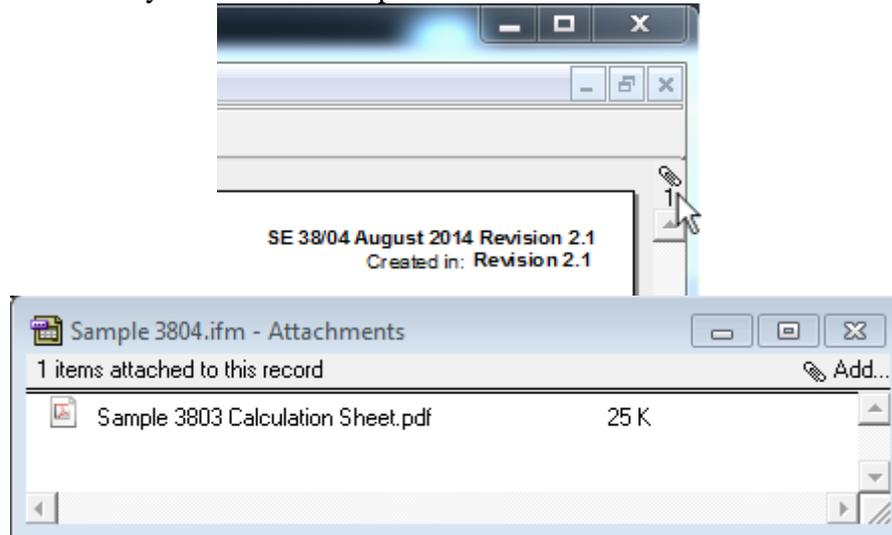


and then click on a note and, while holding the mouse button down, drag it to the tab for the page where it should be located



If for some reason this doesn't work, you can open the note and copy the text using Ctrl+C, then on the page where the note should be located place a new note and paste in the text.

9. Check that any attachments are present and correct.



10. Save the SE 38/04 form and, when ready, submit the form using the routing slip and the normal submission process.

#### 4. Using SE 38/02 Evidence

The process described above can also be utilised to transfer data from an SE 38/02 form to the SE 38/04 form. While most data will be transferred across, some entries will have to be entered manually due to slight differences between these two form templates.

#### 5. Contact Details

If you have questions about the vehicle certification process, including evidence processing times, please contact the RVCS Help Desk at [rvcs@infrastructure.gov.au](mailto:rvcs@infrastructure.gov.au) or on 02 6274 7766.

If you have questions about how to use Desktop eForms please contact the Forms Design team at [seforms\\_rvcs@infrastructure.gov.au](mailto:seforms_rvcs@infrastructure.gov.au) or on 02 6274 6651.