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# Type-Approval Process Guideline



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## National Telematics Framework

March 2021

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[www.tca.gov.au](http://www.tca.gov.au)



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# 1 Introduction

## 1.1 What Is Type-Approval?

Type-approval is the process by which TCA independently assesses hardware and system 'devices' for conformance against performance-based requirements.

## 1.2 Application Pack

An Applicant will be provided with an application pack which contains the documents required to apply for type-approval. The Application Pack will contain the following documents:

- Type-Approval Process Guideline (this document)
- Type-Approval Checklist
- Relevant Functional and Technical Specification
- Due Diligence Assessment Form (if required)
- Type-Approval Agreement (sample)
- Certificate of Conformance (sample).

TCA will appoint a dedicated person to progress type-approval with the Applicant.

## 1.3 How to Apply

Submit your application to TCA via [operations@tca.gov.au](mailto:operations@tca.gov.au) or contact our team at 03 8601 4600 to discuss your application.

# 2 Type-Approval Process

There are three stages in the type-approval process (Figure 1).

TCA will advise the Applicant upon the completion of each stage.

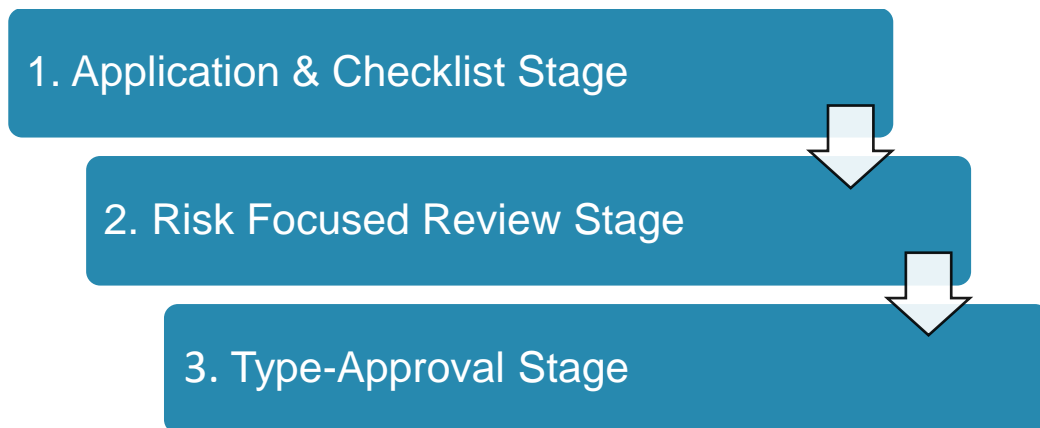


Figure 1: The stages of the type-approval process

## 2.1 The Application and Checklist Stage

The focus of this stage is to ensure that the Applicant demonstrates conformance with the relevant Specification/s.

### Key actions to be completed by the Applicant during the Application and Checklist Stage:

- Complete and submit the Application Form for Type-Approval
- Complete and submit the Type-Approval Checklist and supporting documentation
- Complete and submit the Due Diligence Assessment Form (as required)
- Provide TCA with further information if requested to do so.

#### Key actions to be completed by TCA during the Application and Checklist Stage:

- Review the Type-Approval Checklist
- Provide the Applicant with Due Diligence Assessment Form (if required)
- Notify the Applicant of the outcome (progress to next stage / more information required).

## 2.2 Risk Focused Review Stage

The focus of this stage is to perform a risk-based assessment of the information provided by the Applicant in the Type-approval Checklist.

TCA may require additional information, or perform specific tests of the device or system, to independently verify conformance with specific functional and technical requirements of relevant specification/s.

#### Key actions to be completed by the Applicant during the Risk Focused Review Stage:

- Provide TCA with device or system
- Provide further information as requested.

#### Key actions to be completed by TCA during the Application and Checklist Stage:

- Complete Risk Focused Review
- Complete Assessment
- Notify the Applicant of the outcome (progress to next stage / more information required).

## 2.3 Type-Approval Stage

The focus of this stage is to finalise the type-approval process, and enter into a type-approval agreement for the device or system so that a Type-Approval Agreement can be executed.

TCA will return to the Applicant any devices or systems submitted to TCA (if applicable).

#### Key actions to be completed by the Applicant during the Type-Approval Stage:

- Applicant to provide TCA with any final further information (if required)
- Applicant to sign a Type-Approval agreement.

#### Key actions to be completed by TCA during the Type-Approval Stage:

- Notify the Applicant of the outcome (Application approved / Application not approved)
- Provide Applicant with a Type-Approval Agreement
- Issue Type-Approval Certificate
- Issue Media Release
- Return to the Applicant all equipment submitted to TCA (if applicable)
- Where an application has not been approved, TCA will follow up to discuss the issues and the options available to obtain approval.

## 3 Certificates of Conformance

Certificates of Conformance are issued by TCA to Suppliers (referred to as Applicants during the type-approval process) to accompany each type-approved “device” or “system” supplied to end-users.

After type-approval has been granted, the Supplier shall notify TCA of their intention to commence the supply of a type-approved “device” to end-users.

TCA will provide the Supplier with a serialised Certificate of Conformance for each individual type-approved “device” that is to be supplied.

The purpose of the Certificate of Conformance is to confirm that the Specific “device” supplied conforms to the type-approved “device” by TCA (see sample Schedule D of the sample Agreement in the Application Pack).

The issuance of a Certificate of Conformance is subject to a fee. Please visit the TCA website for further details [www.tca.gov.au](http://www.tca.gov.au).

**Key actions to be completed by the Supplier once type-approval has been granted:**

- Advise TCA of the particulars of each individual “device” that they supply or intend to supply to a customer
- Make payment of fees related to the issuance of Certificates of Conformance.



**Contact**

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