



Details of the steps above are outlined below

Preliminary steps: IVA applicant and NSAI Admin

All IVA applications must be uploaded through sharefile. If IVA applicant does not have an account one must be set up prior to any further steps

Step 1: IVA Applicant

Applicant uploads IVA technical file for vehicle to be approved. Required docs outlined on page 1 of NSAI evaluation

- Contacts ATC themselves for this appointment. Allow two weeks from date of document submission to NSAI
- State on the NSAI evaluation form which ATC they have scheduled for inspection.

Step 2: Preliminary technical review

- File is preliminary reviewed
 - relevant documents for ATC to carry out inspection (RUP docs, lateral rail etc.)
 - Any exemptions sought? Anything unusual that merits more than standard inspection (or reduced inspection if evidence of OEM fitted features i.e. spray suppression, lateral, RUP etc.)
 - ATC has appropriate scope and can be considered impartial
- Approval file moved to relevant ATC folder. NSAI inspection direction included in file

Step 3: ATC

- ATC carries out inspection. Advises applicant if area is in non-compliance so it can be addressed before final version of ATC report generated.
- Notifies NSAI that inspection completed by uploading ATC report, weigh docket and mass calculation sheet and photos to initial folder created on sharefile

Step 4: NSAI final review

- NSAI reviews ATC inspection report (final review)
- If issue with the ATC report, reverts to ATC for clarity.
- If area of non-compliance detected, informs IVA applicant (this may have already been addressed by ATC)
- Non-compliance may require further ATC inspection. Decision made on case by case basis

Step 5

- If step 4 shows vehicle in compliance and all relevant documents on file, IVA cert is finalised and issued.