

THE NETHERLANDS  
(N E D E R L A N D)

THE NETHERLANDS



## Announcement for manufacturers

Publication date 16<sup>th</sup> of December 2021 - No 2021-03 v1.0

Dear Sir/Madam,

With this Announcement we would like to inform you that RDW, after many years, has changed its corporate identity (hereafter 'RDW House style'). You receive this announcement to inform you about these changes and to provide examples of a certificate and a test report as will be introduced in the course of 2022. The attached RDW Guideline will provide you with more detailed information about this RDW House style.

This guideline was drawn up under the responsibility of the sub-section Type Approval Policy of the RDW Type Approval Department.

### Clause

RDW guidelines are intended to assist technical services and manufacturers to comply with the legislative provisions and should be considered as RDW policy. With this policy, RDW makes use of the leeway afforded to it by the applicable laws and regulations. The policy is in no way a replacement for these laws and regulations.

If you have any questions, please do not hesitate to contact us at [VRT-TGK-Beleid@rdw.nl](mailto:VRT-TGK-Beleid@rdw.nl).

Kind regards,

Mr Ramon Gouweleeuw,  
Manager Type approval Policy  
Division Vehicle Regulation & Admission

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# RDW Guidelines

## Changes to the Standard Document System (SDS) and to the RDW House style

Guideline publication date 16<sup>th</sup> of December 2021 – No 011 v1.0

This guideline enters into force on the 1<sup>st</sup> January 2022.

Dear manufacturer,

This RDW Guideline contains information about changes in the RDW corporate identity (hereafter: 'RDW House style') with regard to templates in the Standard Document System (SDS). There are also changes in the file names and the system of version numbering in SDS described in this guideline.

### 0. Introduction

For a long time, RDW has been using a standard layout for its RDW House style for RDW documents. This mainly concerns the header and footer, the logos and the font style in the documents. Recently, the RDW has upgraded its House style. Several aspects of the layout have been changed in this respect. This means that all document templates in SDS must also be changed. Due to the large number of templates, the layout changes will be implemented gradually. All these changes are shared via the RDW file exchange server BUS.

Below, we will elaborate on the changes and related topics.

### 1. Changes to the document layout and RDW House style

The upgrade of the RDW House style contains the following changes in the documents, see examples below:

- **Font style**  
The default font of each template has been changed from Times New Roman to Arial.
- **RDW logo**  
Color and font of the RDW logo has been changed slightly:



*Old RDW logo*



*New RDW logo*



- **Dutch National Coat of Arms**

The Dutch National Coat of Arms has been replaced by a new logo:



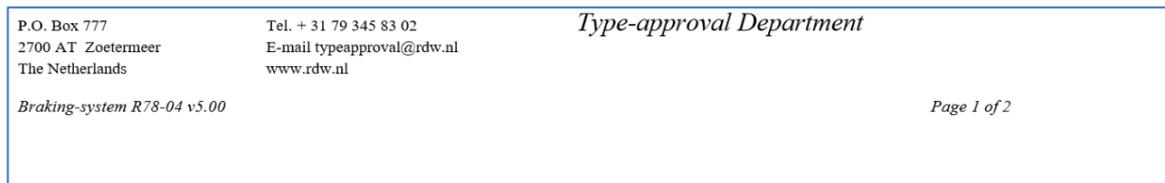
*Old Coat of Arms and Heading*



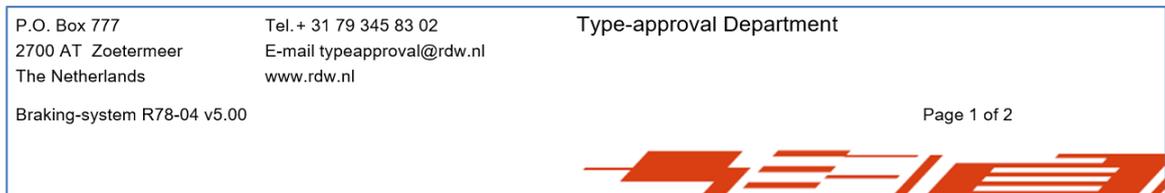
*New logo and heading*

- **Footer**

The footer on the first page has been changed and a logo has been added:



*Old footer*



*New footer and logo*

- **Cell grid**

The basic cell grid has been extended with an extra cell line:

5.2.	Engine	:	
5.3.	Transmission:		
	- Number and ratios of gears	:	
	- Final drive ratio	:	
	- Tyre dimensions	:	

*Old cell grid*

5.2.	Engine	:	
5.3.	Transmission:		
	- Number and ratios of gears	:	
	- Final drive ratio	:	
	- Tyre dimensions	:	

*New cell grid with extra cell line*

- **Using the new layout**

Once a document is available in the new layout, it must be used for new applications (on or after the 1st of January 2022). The old version will then no longer be available in SDS. Documents with the old layout may still be used until they are converted to the new layout. Gradually, all the documents in SDS will be converted and replaced by the new layout. It is our intention to have the conversion of all documents ready by the 31<sup>st</sup> of December 2022. We will inform you by e-mail when this process has been completed.

For revisions, extensions or corrections to existing approvals, it is permitted to use documents in their original layout.

## 2. Changes to the document name and version numbering

Certificates in SDS that have been converted to the new layout and the new RDW House style are easily recognisable by a different file name consisting of five positions:

### New document name and version numbering

	Position 1 Coding	Position 2 Legislation including amendment/supplement/Correction	Position 3 Subject description	Position 4 Version number	Position 5 File extension
1.	CT	R078.04	Braking system	v1.0	.dotx
2.	CT	347.2012-2015.562	Braking system AEBS	v2.0	.dotx/.dotm

### The most important changes

- All certificates will be provided with a code (Position 1).
- The number of the UNECE regulations will be stated at the beginning of the document name and supplemented to 3 digits (R78 becomes R078) (Position 2).
- Supplement numbers (if any) are no longer listed (Position 3).
- The version number changes from 3 digits into 2 digits (Position 4).
- The file extension is changed from .dot into .dotx (or .dotm for macro) (Position 5).

### Two examples of old and new document names

Old	New <sup>(*)</sup>
Braking-system R78-04 v5.00.dot	CT R078.04 Braking system v5.1.dotx
Braking-system-AEBS 347.2012-2015.562 v2.00.dot	CT 347.2012-2015.562 Braking system AEBS v2.1.dotx

(<sup>\*</sup>)The version number has increased due to the new format and layout.)

### Version numbering

We are switching from 3 digits to 2 digits in the version numbering. The first number indicates the actual version, the second number indicates a correction. The base version is v1.0. When an amendment to the content of the certificate is made, the version is increased by 1, so v1.0 becomes v2.0. A first correction on this version is v2.1, a second correction v2.2, etcetera.

**Please note:** for UNECE Certificates, from now on, each new series of amendments will start again with version v1.0, see the example below.

### Example old and new methodology for version numbering

Old	Version number increases
Braking-system R78-04 v5.00.dot	Braking-system R78-05 v6.00.dot

<b>New</b>	<b>Version number starts again with v1.0</b>
CT R078.04 Braking system v5.0.dotx	CT R078.05 Braking system v1.0.dotx

### 3. Certificate template level versus Certificate approval level

In practice, there appear to be ambiguities between the level of the certificate templates and the desired level of approval of certificates. We want to remove these ambiguities with a different system. This mainly concerns certificates in which a supplement number is stated in the document name. An explanation is provided below.

#### Present situation

In the document name of the certificate template at position 2, the regulations are listed, including the latest amendment/supplement/correction. To this level, the certificate has been adapted. We call this the '**template level**'.

For the issue of a type approval, the relevant level of the regulation is stated on the certificate (as last amended by ...). We call this the '**approval level**'.

The ambiguity arises if the **template level** does not match the **approval level**. This is possible because the certificate template does not have to change with every regulatory change.

#### Example of present situation

Document name, version number and file extension according to the **old** methodology.

Latest **template level** regarding UNECE R109-00 is:  
- Tyres-retread R109-00 **Sup.9** v3.00.dot

Latest **approval level** (at 5-8-2021) regarding UNECE R109-00 is: **Supplement 10**.

**Supplement 10** makes no changes to the certificate template. The **template level** thus remains **Supplement 9**. This certificate template can therefore also be used for issuing an approval in accordance with **Supplement 10**.

The same principle applies to EU regulations.

#### New situation

In the new situation, the supplement to UNECE certificates is no longer mentioned. This means that the template level disappears. An increase in the version number indicates that the content of the certificate has changed. This removes the ambiguity between the template level and the approval level.

#### Examples present and new situation

<b>Present situation</b> (With supplement number)	<b>New situation</b> <sup>(*)</sup> (Without supplement number)
Tyres-retread R109-00 Sup.9 v3.00.dot	CT R109.00 Tyres retread v3.1.dotx
Seat-belts-vehicle R16-06 Sup.12 v5.01	CT R16.06 Seat belts vehicle v5.2.dotx

(\*) The version number has increased due to the new format and layout.

#### 4. SDS file exchange via BUS

The updates of SDS have been available since June 2020 via the RDW exchange server 'BUS'. This update can consist of a complete release of the entire SDS system, or an update of a series of documents (e.g. WP 29 updates for UNECE certificates or a set of documents for a new framework regulation).

##### **SDS account in BUS**

If you are not yet a user of SDS via BUS but would like an account for this, you can request one by sending an e-mail to [SDS@rdw.nl](mailto:SDS@rdw.nl). To obtain an account for SDS via BUS, you must be an RDW customer as a manufacturer or technical service.

**Please note:** users of SDS via BUS must enable their email notification in the 'From RDW' folder to receive notifications of the above-mentioned updates.

#### 5. Questions

If you have any questions or comments, please let us know.

Questions about this Announcement can be sent to: [SDS@rdw.nl](mailto:SDS@rdw.nl).

(Please mention: 'Guideline 011 v1.0, Changes to SDS and the RDW House style'.)

Questions about the type approval can be sent to: [typeapproval@rdw.nl](mailto:typeapproval@rdw.nl).

(Please mention: 'Guideline 011 v1.0, Changes to SDS and the RDW House style'.)

Kind regards,  
RDW

**THE NETHERLANDS**
**TEST REPORT**

 Concerning the braking system of certain vehicle categories in accordance with  
ECE Regulation number 13-H.00 Supplement 17.

<b>Test report number</b>		: <b>RDW-13HR-0000000</b>
0.1.	Make	: <b>Merk</b>
0.2.	Type	: <b>Type</b>
0.3.	Category of vehicle	: <b>M1</b>
0.4.	Name and address of the manufacturer	:
<b>General</b>		: The vehicle type as described in the document below has been inspected in accordance with the requirements laid down in the above-mentioned regulation. See documentation: .... dated ...
<b>Tests</b>		: The tests have been carried out according to the above-mentioned regulation. The tested <u>system/component/separate technical unit</u> is representative in terms of the type to be approved.
<b>Conclusion</b>		: The type of vehicle <u>does/does not</u> comply with the stated requirements of the above-mentioned regulation.
<b>Tests conducted on</b>		: <b>Test date</b>
<b>By</b>		: <b>Name</b>
		: <b>place (NL), date</b>
		: <b>The test engineer,</b>

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**TYPE-APPROVAL CERTIFICATE**

Communication concerning:

- ~~Granting of type-approval<sup>(1)</sup>~~
- ~~Extension of type-approval<sup>(1)</sup>~~
- ~~Refusal of type-approval<sup>(1)</sup>~~
- ~~Withdrawal of type-approval<sup>(1)</sup>~~

 of a type of vehicle with regard to a system / component / separate technical unit<sup>(1)</sup> complying with the requirements laid down in UN Regulation No ... as amended by the ... series of amendments / as amended by Supplement ... to the ... series of amendments<sup>(1)</sup>, with regard to Regulation (EU) 2019/2144, as last amended by Regulation (EU) No .../...

<b>Number of the EU type-approval certificate</b>	<b>e4*2019/2144*XXXX/XX*00000*00</b>
Reason for <del>extension/refusal/withdrawal</del> <sup>(1)</sup>	

**SECTION I**

0.	GENERAL	
0.1.	Make (trade name of manufacturer)	:
0.2.	Type	:
0.2.1.	Commercial name(s) (if available)	:
0.3.	Means of identification of type, if marked on the vehicle / component/ separate technical unit <sup>(1)</sup>	:
0.3.1.	Location of that marking	:
0.4.	Category of vehicle <sup>(2)</sup>	:
0.5.	Name and address of manufacturer	:
0.8.	Name and address(es) of assembly plant(s)	:
0.9.	Name and address of the manufacturer's representative (if any)	:
1.	GENERAL CONSTRUCTION CHARACTERISTICS OF THE VEHICLE	
1.1.	Photographs and/or drawings of a representative vehicle	:

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Type-approval Department



2. Example of a certificate in the new RDW House Style