



Alert! Upcoming Changes to Requirements for Safety Recalls!

Do you know about each of the changes?

Do you know when each is effective?

Is your company ready to comply with
each and every change?

If your answer to any of the above is “no,” or you have no idea what this alert is about, please see the Federal Register notice that announced and described each change. A copy can be found [here](#).

New Requirements Effective October 21, 2013:

- ▶ Part 573 Defect & Noncompliance Reports for **equipment** must identify the equipment by brand name, model name, and any applicable model numbers.
- ▶ **All** Part 573 Defect & Noncompliance Reports must include a description of the safety risk. This description must meet the same requirements as those in Part 577 for describing risk in owner notification letters (e.g., must identify risk of a vehicle crash or type of injury to occupants that may occur, along with any prior warnings that may occur).
- ▶ Any updates or changes to a previously filed Part 573 Defect & Noncompliance Report must be reported to NHTSA within 5 working days of confirming the new or changed information.
- ▶ Owner letters must be mailed **no later than 60 days** from the date you file the Part 573 Defect & Noncompliance Report with NHTSA. If the remedy is not ready within 60 days, an interim letter must be mailed to owners and then another letter must be mailed when the remedy becomes available.
- ▶ The phrase “**IMPORTANT SAFETY RECALL**” must be placed at the top of **all** recall notification owner letters. This phrase must be in all capital letters and in a larger font than the font used for the remainder of the letter.
- ▶ Owner letters for **vehicle recalls** must include the phrase “This notice applies to your vehicle, (manufacturer to insert VIN for the particular vehicle).” This phrase must be placed directly under the phrase “**IMPORTANT SAFETY RECALL**” at the top of the letter. If placement at this location is not possible, it must be placed somewhere equally visible to the owner within the recall notification.

See next page for 2014 requirements

New Requirement Effective February 18, 2014:

- ▶ All owner letter envelopes must display this label. The label must be 1”x3” in size and placed on the front of the envelope.
- ▶ NHTSA will be making the label available for download on the new recalls portal that is being constructed. In the meantime, you can request the label be sent to you. Contact RMD.ODI@dot.gov.



Requirements in Place Starting August 20, 2014:

- ▶ All manufacturers must submit safety recall documents through a new recalls portal on NHTSA’s Web site www.safercar.gov. This means all Part 573 Defect & Noncompliance Reports, copies of owner/dealer letters, and quarterly report forms will be submitted online through a secure account. More details to come! This means we will no longer accept paper submissions in the mail, e-mail submissions, or faxes after August 20, 2014. **Please be prepared. Sign up for a training session once they are announced in the Federal Register.** We anticipate providing both face-to-face and virtual sessions.
- ▶ Large light vehicle and motorcycle manufacturers (production of 25k or more light vehicles annually or 5k or more motorcycles annually) must provide VIN-based search capability for open recalls on or linked from the main page of their U.S. Web site. These manufacturers must also allow NHTSA to access open recall data using standard protocols so that users of www.safercar.gov can access this same information. Technical instructions and details will be provided to the manufacturers affected.



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Manufacturers are free to begin voluntary compliance with any of the above requirements at any time.

Questions? Please let us know if you have any questions or need guidance about any of these updates to the safety recall process. The Recall Management Division can be reached at RMD.ODI@dot.gov.



U.S. Department of Transportation
**National Highway Traffic Safety
Administration**



9979-091013-v3