RDW

Information document for obtaining and retaining

E4 e4

Conformity of Production at RDW

European Community Directives and Regulation (EU)
Regulations United Nations

EUROPEAN UNION

United Nations

Introduction

This information document is intended for the manufacturers of motor vehicles, trailers, systems, parts and/or separate technical units that are planning to make these products available on the market in Europe or in the contracting parties of UNECE as far they have signed the relevant ECE regulations. The products can only be brought on the market in the European Community and Member States of the United Nations with a valid Type-Approval.

Summary

As a manufacturer and holder of a Type-Approval, you are obliged to maintain an effective quality system in order to actively ensure that your products comply with the requirements in the Type-Approval and the legislation. RDW is designated with the task of assessing the effectiveness of that quality system. A positive assessment will lead to an admission.

Organizations that bring products on the market have certain responsibilities. In general, those organizations must ensure that the end user can use the products safely and that the environment is not harmed. Legislation has been developed and implemented to ensure that all manufacturers comply with the same regulations. The European Union prescribes all the rules in EU Directives and Regulations. The United Nations publishes its rules in ECE Regulations. All stakeholders are obliged to comply with the legislation.

About this information document

This information document provides manufacturers with a detailed explanation of all the steps and rules they must follow in order to obtain and retain Type-Approvals and a Compliance Statement. We realize that the information in this information document comes on top of all the other documentation and legislation that manufacturers must read, understand, submit, and comply with, so RDW has included concrete terms of reference to make it easier for you.

RDW values your knowledge and experience as a partner. We would therefore welcome any observations and/or remarks you might have about this information document. We will use that information to keep improving our quality and services. If you have any remarks and/or questions, please email them to cop@rdw.nl.

Table of content

Definitions

Approval Authority
Every European Member State or Contracting Party has assigned an authority that grants (e/E) approval certificates. The Member States or Contracting Parties are obliged to verify that the product conforms with the requirements and that the holder of the Type-Approval complies with all the requirements described in the Directives/Regulations in question.

Conformity of Production (CoP)
These are the measures taken by the manufacturer to guarantee that the production process conforms with the Type-Approval and the requirements laid down in the legislation.

Initial Assessment (IA)
The part of the procedure concerning Conformity of Production that precedes the granting of the Type-approval certificate, whereby the approval authority verifies whether the manufacturer has adopted adequate measures and procedures to ensure that assessed products can be produced in accordance with the approved type.

Compliance Statement (CS)
Written confirmation by the RDW that the manufacturer has been assessed (audited) by the RDW (on location) and that the production process has been approved for production in accordance with the relevant type-approval specifications.

Manufacturer: holder of the Type-Approval
A natural or legal person who is responsible for all aspects of the type-approval of a vehicle, system, component or separate technical unit, or the individual vehicle approval, or the authorization process for parts and equipment, for ensuring conformity of production, irrespective of whether or not that person is directly involved in all stages of the design and construction of that vehicle, system, component, or separate technical unit concerned.

Notified Technical Service
A designated organization with (access to) test equipment that it uses to perform inspections and tests. Technical Services are designated by the Approval Authority. They perform the mandatory tests in accordance with the legislation governing the products for which the manufacturer requires a Type-Approval.

Type-Approval
A Type-Approval is a document issued by the Approval Authority for a particular type of product. It consists of three parts:

1. The Type-Approval certificate signed by the Approval Authority.
2. The information document issued by the manufacturer.
3. The test report issued by a Notified Technical Service.

World Manufacturer Identifier (WMI code)
The WMI code consists of a number of fixed positions (conforming to ISO 3780:2009) in the vehicle identification number which uniquely identifies the manufacturer.

Services

Initial Assessment

The part of the Conformity of Production that precedes the granting of the Type-Approval certificate, where the approval authority verifies that the manufacturer has established adequate measures and procedures to ensure that products can be produced in conformity with the Type-Approval. After a positive conclusion of the information meeting, the manufacturer can apply for an Initial Assessment.

Add Directive / Regulation (Scope)

If the manufacturer wants to add a Directive and/or Regulation the manufacturer has to fill out the application form Conformity of Production (CoP), including the requested documents (see the table at part V). After this change is accepted by RDW, the manufacturer can apply for Type-Approvals for the new legislation.

Add Production Location (Loc)

If the manufacturer wants to add a (external) production location, the manufacturer has to fill out the application form Conformity of Production (CoP), including the requested documents (see the table at part V). The application form can be requested per email, please request the form per cop@rdw.nl
The manufacturer can also use this service to delete a production location, please always mention all actual production locations in the application form. Be aware that in case of an external production location (not part of your own organization), the manufacturer has to provide additional information (see application form).

Changes in Name / Address (NA)

In case the manufacturer applies for a change of name and/or address, the manufacturer has to fill out the application form Conformity of Production (CoP), including the requested documents (see the table at part V). The application form can be requested per email, please request the form per cop@rdw.nl
The costs for this change are covered by the annual contribution fee, only the cost for the Type-Approval Statement (TAS) will be charged. A 'Type-Approval Statement' (TAS) can be issued when the manufacturer holds five Type-Approval certificates or more. This statement explains the change and lists the Type-Approvals on which the change is applicable for.

Acquisition / Merger (AM)

In case of an Acquisition or Merger the manufacturer has to fill out the application form Conformity of Production (CoP), including the requested documents (see the table at part V). The application form can be requested per email, please request the form per cop@rdw.nl
After all this information is received, RDW will assess this information and inform the manufacturer whether RDW accepts this acquisition/ merger or not.

Voluntary Request for Withdrawal (VRW)

In case the manufacturer definitely ends the production of any product for which RDW has granted Type-Approval, the manufacturer has to fill out the application form Conformity of Production (CoP), including the requested documents (see the table at part V). The application form can be requested per email, please request the form per cop@rdw.nl

Reusability, Recyclability and Recoverability (RRR)

The manufacturer should have appropriate provisions laid down to ensure that type-approved vehicles belonging to category M1, and those belonging to category N1, may be put on the market only if they are reusable and/or recyclable to a minimum of 85 % by mass and are reusable and/or recoverable to a minimum of 95 % by mass. The manufacturer has to fill out the application form Conformity of Production (CoP), including the requested documents (see the table at part V). The application form can be requested per email, please request the form per cop@rdw.nl

Heavy Duty Vehicles CO2 (HDVCO2)

The manufacturer must be authorized by the approval authority to use the simulation tool for type-approvals related to emissions and information on vehicle repair/maintenance. The manufacturer has to fill out the application form Conformity of Production (CoP), including the requested documents (see the table at part V). The application form can be requested per email, please request the form per cop@rdw.nl

Part I: Processes

Initial Assessment (IA)

Before RDW can issue a Type-Approval, it verifies whether the manufacturer has (implemented) adequate plans to effectively guarantee the Conformity of Production. The manufacturer's first application submitted to a Type-Approval authority is called an "Initial Assessment" (IA). The Initial Assessment process is described below.

Information meeting

The Initial Assessment process starts with an information meeting. The manufacturer needs to send an email to cop@rdw.nl the contact details and the product group for which the manufacturer wants to request an Initial Assessment (IA). RDW will then contact the manufacturer to schedule an information meeting. **If an application is submitted before the information meeting has taken place, RDW will not process it.**

The purpose of the information meeting is to make introductions between the manufacturer and RDW, inform the manufacturer about the IA-process, the responsibilities of the manufacturer and RDW, and to answer questions that the manufacturer may have. We ask the manufacturer to read this information document and the *Policy rule on application, granting and supervision on type-approvals by the RDW* before the information meeting and to prepare questions in advance.

The information meeting must be attended by at least the CoP responsible person and the CoP contact person (if this is another person than CoP responsible person).

After the information meeting, RDW will send the notes of the meeting with a confirmation that the manufacturer can proceed with the application.

Please note that the RDW expects the application to be submitted within three months after the information meeting is held.

Application of the initial assessment

The manufacturer can submit the application after receiving the conformation from the RDW by filling in the application form: Conformity of Production (CoP). The application form can be requested per email, please request the form per cop@rdw.nl
Part V of this document described the process and requirements with regard to the application for an Initial Assessment.

Initial Assessment (administrative)

After the manufacturer has submitted the application RDW will prepare an Initial Assessment plan describing the planning, timing, and scope for the administrative Initial Assessment. This will be shared with the manufacturer and is the basis for performing the Initial Assessment.

RDW evaluates the documents for Initial Assessment to verify whether all the information complies with the criteria included in Annex 3 of this document.

The results of the assessment will be reported to the manufacturer in an Initial Assessment report, containing:

- The results per criteria, including the verified document(s)
- The decision

Results per criteria are categorized as follows:

- **Conformity:** The assessed item meets the criteria.
- **Minor nonconformity:** The assessed item does not meet the criteria. However, the nonconformity cannot and/or does not lead to (possibly) producing products that do not comply with the associated Type-Approval(s).
- **Major nonconformity**: The assessed item does not meet the criteria and the nonconformity directly leads to (possibly) producing products that do not or will not comply with the associated Type-Approval(s).
- **Observation**: The assessed item meets the criteria. However, points of improvement and/or points of attention have been identified regarding the assessed item. For example, areas for improvement based on the experience and knowledge of the auditor and/or based on "best practices" within the sector, or possible areas for attention as a result of expected changes in legislation and regulations.

Corrective measures

If the Initial Assessment report contains one or more deviations, the manufacturer needs to take corrective measures. The manufacturer shall prepare a document with corrective actions per deviation, containing at least:

- The observed deviation(s)
- Per detected deviation:
    - A root cause analysis of the deviation
    - The corrections) applied or planned to be applied.
    - The corrective measure(s) applied or planned to be applied.
    - A reference to the document proving the corrective action.

The following applies to deviations and corrective measures:

- In case **only minor nonconformities** are identified, the manufacturer shall provide RDW with a corrective actions plan **within three months** after receiving the audit report.
- In case one or more major nonconformities are identified, the manufacturer shall provide RDW with a corrective actions plan **within one month** after receiving the audit report.
- **After submitting the first application** for Initial Assessment, the manufacturer has a **maximum of another two opportunities** to provide correct and complete documents (three times in total).

Factory/company visit as part of the Initial Assessment

Generally, the Initial Assessment consists of only the administrative Initial Assessment. However, RDW can decide to perform an on-site visit audit in addition to the document assessment. If the manufacturer does not have a certified quality system, an on-site visit will always take place as part of the Initial Assessment. The on-site visit will be held before issuing a “Communication concerning initial assessment” and after finalizing the administrative Initial Assessment. An IA-plan for the on-site visit will be prepared by RDW and shared with the manufacturer, describing the planning, timing, and scope of the visit as part of the Initial Assessment.

RDW performs the site-visit audit by verifying compliance to the criteria included in Annex 4 of this document. The results of the factory/company audit will be reported to the manufacturer in an Initial Assessment report of the factory/company visit.

Decision on Initial Assessment

After a positive result of the Initial Assessment (when all nonconformities are followed-up) RDW will issue a “communication regarding initial assessment”.

The Initial Assessment will be rejected when:

- The manufacturer has not provided corrective measures within the previously indicated timeframes for the identified major and/or minor nonconformities.
- The manufacturer has not remediated the nonconformities after two attempts (after the initial application, three in total).

After a rejection the manufacturer cannot request type approval from the RDW for the requested scope.

First CoP audit

The first CoP audit (refer to Part II Audit for the process) will be conducted within 12 months after issuing the “communication regarding initial assessment”. If the manufacturer has not yet produced within 12 months, this must be declared in a *statement of not producing within 12 months* after which the CoP audit may be postponed once.

The “communication regarding initial assessment” expires after two years. If no type approval has been requested or there hasn’t been any production within these two years (CoP audit couldn’t be performed) the “communication regarding initial assessment” will expire.

Application for Type-Approval

- An application for a Type-Approval is submitted through a Notified Technical Service.
- An application is submitted to RDW by means of a type-approval application form adopted by RDW and available on the website of RDW.
- Prior to submission of an application, a type-approval number must be reserved. This submission is preferably done by the Technical Service using a form developed for this, available on the website of RDW.
- If the Manufacturer wants to have the required tests conducted by RDW, the form developed for this must be used, which can be found on the website of RDW.
- Type-Approvals are issued for a defined product type.
- The product definition of a Type-Approval can vary in the numerous Directives and/or Regulations. A product type is often described as a group or series of products with the same specific properties.
- Every Directive and Regulation determines the area of application of the relevant legislation. As the manufacturer, it is your responsibility to apply for the specific legislation that applies to the product the manufacturer is bringing on the market.
- The manufacturer must describe the technical details of the product in an information document that complies with the structure of the Directive/ Regulation.
- The manufacturer must submit the information document together with product samples to the technical service for verification and testing.
- The Approval Authority will issue a Type-Approval after 1) the technical service has tested the product in accordance with the applicable legislation, 2) when the test results show that the product complies with the requirements after the information document has been verified on the basis of the product, and 3) if the manufacturer has a valid IA/CoP for the concerned legislation.
- The manufacturer should keep a record of the Type-Approvals. In case the Directive or Regulation, the design of the product, the production or the information document is changed, then the manufacturer must verify whether it is necessary to update the Type-Approval.
- Type-Approvals cannot be taken over by another manufacturer.

Conformity of Production (CoP)

- When the manufacturer has a Type-Approval and the manufacturer brings products on the market, the manufacturer must verify the Conformity of Production process.
- The manufacturer shall determine how to obtain the demonstrable proof of the Conformity of Production that is used in order to comply with the Directives/Regulations in question. Among other things, this is influenced by the Type-Approval category, the production scale, and the production process.
- If the manufacturer makes any changes in the Conformity of Production information or the documents that were submitted and agreed, the manufacturer must notify the Approval Authority of these changes by filling in the application form Conformity of Production (CoP).
- The manufacturer must ensure that the Conformity of Production is demonstrated by analyses of the production processes and inspections and tests of the production samples, as agreed during the Initial Assessment.
- As the holder of the Type-Approval the manufacturer is always fully responsible for the Conformity of Production. The manufacturer must be able to show at all times that they follow the Conformity of Production requirements as stipulated in the applicable legislation.
- In case the production is performed at an external production location (not part of the organization of the manufacturer) the “RDW policy on external manufacturers” shall be followed (see Annex 2). Still the manufacturer needs to prove the CoP is ensured and other provisions are complied with.
- When the results of the analyses, inspections and tests shows that the manufacturer is not in compliance, then the manufacturer must take the necessary steps to restore the Conformity of Production and notify the Approval Authority.
- RDW verifies the implementation of the Conformity of Production measures.

How often surveillance takes place (frequency) depends on any provisions in respect thereof in the legislation as well as a risk analysis carried out by RDW.

The risk factors may consist, among other things, of the following:

- the absence of an ISO certificate
- results from previous assessments
- the nature of the product
- the moment of the most recent audit
- complaints and information concerning product deviations known to the RDW

Part II Audit

CoP audit

- The purpose of the audit is to gather the evidence and information the requirements for CoP mentioned in the relevant EU Regulations / ECE Regulations are met for the type approvals issued by RDW.
- When personnel of a different part of the manufacturer's internal organization (e.g., headquarters, homologation department and others) are involved in fulfilling the CoP requirements, presence, and assistance from personnel from these departments during the audit is required.
- If a third party (not part of the internal organization) is involved in fulfilling the CoP requirements it is allowed this third party assists during the audit only in case the responsibilities are clearly assigned by means of a contract and indicated during the Initial Assessment.
- All the information verified during the audit will be kept confidential.
- RDW can perform supervisory activities at any time in accordance with the applicable legislation.
- Verbal and written communication between the Vehicle Regulations & Licensing (VRT) division of RDW and the Manufacturer takes place in Dutch or in English.
- During an audit on the Conformity of production, the representative of the manufacturer must have sufficient command of the English language at a technical content level. If this is not the case the manufacturer must engage an interpreter or a representative of the Technical Service who has sufficient command of the language.
- It would be appreciated if the manufacturer arranged the transport for our inspector(s) before and after the audit and if needed to and from the airport. A concept travel schedule will be shared with the manufacturer beforehand.

Audit agenda

Before the audit will be performed an agenda will be sent to the manufacturer. After receipt of the agenda the manufacturer can propose an altered agenda if efficiency can be improved. Before the agenda can be altered RDW needs to receive the proposal on time and needs to confirm the changes. During the audit the agenda can be altered by the auditor.

Execution of the audit

During the opening and closing meeting, the person(s) responsible for CoP and (representatives of) the management must be present. For other activities, it is sufficient if a responsible person is present to explain the quality system in general and CoP procedures in particular and has access to filled check- and test records. Also, for the activities mentioned above responsible person(s) able to explain these activities are to be available. The manufacturer must present all information (procedures, records, reports, etc.) that is regarded necessary by the auditors. The audit will be held in English and the manufacturer must provide translation into their own language.

Category of audit findings

- During the audit all findings will be clearly communicated and mentioned in the audit report and are based on the principle: 'requirement', 'deviation from requirement' and 'evidence'.
- In case of more extensive audits with multiple audit teams, short meetings can be organized to discuss the findings. This is done in agreement with the manufacturer.
- Detailed discussions about the findings should be held before the closing meeting.
- During the closing meeting the results of the audit will be presented by RDW auditors. The manufacturer is given the opportunity during the closing meeting to ask questions. This will not alter the audit report, however.
- Findings must be clear and agreed between the auditee and auditor. They are categorized as follows:
    - **Conformity:** The assessed item meets the criteria.
    - **Minor nonconformity:** The assessed item does not meet the criteria. However, the nonconformity cannot and/or does not lead to (possibly) producing products that do not comply with the associated Type-Approval(s).
    - **Major nonconformity**: The assessed item does not meet the criteria and the nonconformity directly leads to (possibly) producing products that do not or will not comply with the associated Type-Approval(s).
    - **Observation**: The assessed item meets the criteria. However, points of improvement and/or points of attention have been identified regarding the assessed item. For example, areas for improvement based on the experience and knowledge of the auditor and/or based on "best practices" within the sector, or possible areas for attention as a result of expected changes in legislation and regulations.

Response period

If RDW conducts an audit, the implementation of the documents that were submitted will be verified. If the manufacturer also fully use the documents submitted earlier in the process, the result of the audit will be positive for those points. If nonconformities are detected during an audit, the manufacturer is given three months' response time to present the cause, correction, and corrective measures to RDW. After 3 months, regardless of the response that RDW has received, RDW will issue a decision about the Conformity of Production (CoP).

During the response period, the manufacturer can email any questions, remarks, and doubts to cop@rdw.nl. If the manufacturer does not supply all the required information within the response period, RDW can withdraw the Type-Approvals and/or the Compliance Statement.

Designated external bodies

RDW has designated external bodies to act on behalf of RDW regarding conducting COP verification audits. In case RDW selects the manufacturer for a COP audit the manufacturer may instead be visited by one of these designated organizations. Either one of these organizations will contact the manufacturer for the audit. After the assessment, the report will be sent to RDW and RDW will decide if the Compliance Statement will be extended.

The auditors of these organizations are independent, competent, and qualified to conduct the verification audit on behalf of RDW. All the information verified during the audit will be kept confidential.

The invoice for the verification audit will be sent to the manufacturer by RDW.

Part III: Obligations

When Type-Approvals are being obtained, three stakeholders are involved: the manufacturer, the Technical Service, and the Approval Authority. Each has its own obligations on the basis of the legislation.

Your obligations as the manufacturer

As the holder of the Type-Approvals, the manufacturer must satisfy the following requirements.

- The manufacturer must obtain the necessary Type-Approvals for the specific products before they are brought to the market.
- The manufacturer should ensure that the Type-Approvals are valid at all times.
- The manufacturer must implement and maintain an effective quality system in order to guarantee the Conformity of Production (CoP).
- The manufacturer must produce the products in accordance with the Type-Approval and legal requirements.
- The manufacturer should bring the products on the market in accordance with the requirements.
- The manufacturer must act and take responsibility if products do not conform.
- In order to verify the Conformity of Production (CoP), The manufacturer must give the Approval Authority's inspector access to all the production locations at all times.
- A manufacturer is obliged to recall vehicles already sold, registered, or put into service in case one or more systems, components or separate technical units fitted to a vehicle presents a serious risk to road safety, public health, or environmental protection.

The stipulations in the Conformity of Production (CoP) and the verification by the Approval Authority are set out in:

- Appendix 1 of Revision 3 of the Geneva Agreement of 20 March 1958 (parts and systems). (vehicle categories M, N, O: passenger vehicles, commercial vehicles, and trailers).
- Article 31 and Annex IV of Regulation (EU) 2018/858 (Vehicle category M, N and O: motor vehicles and their trailers, and of systems, components and separate technical units intended for such vehicles.
- Article 9 and 33 of EC Directive 168/2013/EC and Annex VI of Regulation 44/2014 (vehicle category L: two-wheeled or three- wheeled vehicles and quads).
- Article 8 and 28 of EC Directive 167/2013/EC and Annex IV of Regulation 1322/2014 (vehicle category T, R, C and S): agricultural and forestry vehicles).
- Article 26 of Regulation 2016/1628/EC and Annex II of 2017/654(mobile machines not intended for road use) requirements as laid down in various EC Directives and/or ECE regulations.

Legislation is regularly amended. It is your responsibility as the manufacturer to keep up to date with any amendments and, where appropriate, to change the products, production, and organizational structure. Relevant publications can be obtained in the following way:

Website EU (EC Directives and Regulations):

- Eurlex website (EU legislation): www.lex.europa.eu
- UNECE website (ECE regulations): www.unece.org
- RDW's website: www.rdw.nl
- EU legislation: www.ec.europa.eu

Obligations of the Type-Approval Authority

The Type-Approval Authority that has issued the Type-Approval is obliged to verify whether all the requirements have been complied with. This verification consists of five steps:

1. Registering and maintaining the information and registration submitted by the manufacturer.
2. Assessing the contents of the quality system in relation to the Conformity of Production (CoP) and Type-Approvals.
3. Regularly inspecting whether the holder of the Type-Approval is complying with the Conformity of Production (CoP) requirements.
4. Taking action if the holder of the Type-Approval is not complying with the requirements.
5. Notifying the Technical Services that they can perform the Type-Approval tests.

Obligations of the Notified Technical Services

The Type-Approval Authority is obliged to notify the Technical Services. They will perform the mandatory tests in accordance with the legislation governing the products for which the manufacturer wants a Type-Approval. The results of the test will be specified in the test report. The Notified Technical Services must be able to produce a valid notification certificate. This must have been issued by the Type-Approval Authority and must be applicable for the parties applying for a Type-Approval.

Part IV: Details and additional information

Costs of Surveillance

It is the responsibility of the manufacturer to ensure that the production conforms with the requirements, including the legally mandatory verification by the Type-Approval Authority. The manufacturer will therefore be charged for all the costs for the audits or verifications. The costs for the hours spent for travelling will be charge by Travel hours, the costs for the hours of audit preparations, the audit itself, the follow-up, and the judgement of the corrective measures (if applicable) will be charged by technical hourly rate. In addition, accommodation and travel costs will be charged also. For information about the prices, see the following link: www.rdw.nl. In order to limit the costs, RDW tries to combine CoP audits for various manufacturers on the same trip or in the same area when this is possible. For an Initial Assessment and A+ review (based on a document review), as well as the assessment of the Corrective Measures, RDW will charge the technical hourly rate for each hour spent for the assessment.

Annual contribution

All manufacturers who has applied for Type-Approvals at RDW has to pay an annual contribution fee. This contribution covers the costs of:

- Information provision not related to an order, by email, letter, or phone
- Assessing and editing your company/ personal details
- Assessing and adding products (regulations)
- Assessing and changing/ adding production locations
- Issuing Compliance Statement after an administrative change and/ or verification audit
- Providing information about (future) relevant changes to regulations and legislations
- Informing and consulting with EU member states (ETAES) and UNECE about regulations and existing type-approvals

Products or services which are not included in the annual contribution fee:

- Type Approval Statement and/ or licenses
- Issuing Compliance Statement after IA audit
- All costs relating to an audit on site or an extensive administration audit (A+)

The contribution is not dependent on the number of Type-Approvals owned by the manufacturer. Payment of the annual contribution fee does not imply that the Compliance Statement will be extended. For information about the prices, see the following link: www.rdw.nl.

Withdrawal of Type-Approvals and definitive discontinuation of production on a voluntary basis

Type-Approvals are invalid under the following circumstances.

- If the legislation on the basis of which the Type-Approval was issued is repealed or replaced
- If the legal requirements become stricter
- If the manufacturer definitively terminates production
- If the manufacturer does not comply with the stipulations in the legislation

Voluntary withdrawal of Type-Approvals

When the manufacturer definitively discontinued the production of a product for which RDW had issued a Type-Approval, they should notify RDW. RDW will then investigate whether of all the CoP requirements have been complied with. Following this, RDW will issue a confirmation of the definitive discontinuation of production on a voluntary basis. After this confirmation has been issued, you can no longer produce the product in question or use the relevant Type-Approval certificate, number and/or marking.

The manufacturer continues to be responsible for all vehicles, parts and individual technical units that were produced before production was definitively discontinued. All other Member States will be notified about the matter.

In the application form Conformity of Production (CoP) the manufacturer can see which information the document must contain in order to be accepted. The application form can be requested per email, please request the form per cop@rdw.nl

Forced withdrawal of Type-Approvals

If the manufacturer does not comply with the requirements of the Directives and/or Regulations or does not correct the deviations or refuses to make the mandatory payments, RDW can decide to withdraw the Type-Approval(s). A withdrawal is irreversible. Following a withdrawal, you will not be permitted to produce the motor vehicles and trailers and/or their systems, parts, and separate technical units and/or bring them on the market. In case Type-Approvals for individual technical units, systems and/or parts are used in Type-Approvals for entire vehicles (Whole Vehicle Type-Approvals; WVTA), then they are invalid if one of the individual Type-Approvals is withdrawn.

All other Member States and the contracting parties of UNECE are notified about this withdrawal and a risk analysis is performed or market supervision or an inspection is carried out. You are obliged to recall motor vehicles that have already been sold, including their trailers and/or systems, components and separate technical units that are deemed to be unsafe or to pose a risk to the environment.

Despite the recall, the manufacturer remains responsible for compliance with all the requirements stipulated in the legislation for the motor vehicles and their trailers and/or their systems, components and technical units that were produced before the Type-Approval was withdrawn.

Confidentiality declaration

Employees of RDW are regularly asked to sign a confidentiality declaration under private law. However, RDW does not in principle sign any additional confidentiality declarations. The obligation of confidentiality is already regulated in article 2:5 of the General Administrative Law Act (Awb) and therefore automatically applies to all tasks of RDW. Employees of RDW must therefore comply with this legal obligation and may not deviate from it by agreement.

Recall procedure

Where a vehicle, system, component, separate technical unit, part or equipment that has been placed on the market or that has entered into service is not in conformity with this Regulation or where the type-approval has been granted on the basis of incorrect data, the manufacturer shall immediately take the corrective measures necessary to bring that vehicle, system, component, separate technical unit, part or equipment into conformity, to withdraw it from the market or to recall it, as appropriate.

The manufacturer shall immediately inform the approval authority that granted the type-approval in detail of the non- conformity and of any measures taken.
Where the vehicle, system, component, separate technical unit, part, or equipment presents a serious risk, the manufacturer shall immediately provide to the approval authorities and market surveillance authorities detailed information on the risk and on any measures taken in relation thereto.

Where economic operators do not take adequate corrective measures or where the risk requires rapid action, the national authorities shall take all appropriate provisional restrictive measures to prohibit or restrict the making available on the market, the registration or the entry into service of the concerned vehicles, systems, components, or separate technical units, on their national market, or to withdraw them from that market or to recall them.

Type approval statement (TAS)

In case of manufacturers name or address change, a ‘Type-Approval Statement’ can be issued when the manufacturer holds five type approval certificates or more. This statement explains the modification and lists the type-approvals it applies to. See application form Conformity of Production (CoP) for details about the requested documents. The application form can be requested per email, please request the form per cop@rdw.nl

CoP test frequency RDW

Every vehicle, equipment or part approved to an EU Directive or Regulation or UN Regulation shall be so manufactured as to conform to the approved type by meeting the specified requirements. The manufacturer must ensure the existence and application of procedures and adequate arrangements and documented control plans agreed with the approval authority for effective control of the conformity of production.

The manufacturer must carry out the tests and associated checks agreed with the approval authority necessary to verify continued conformity with the approved type, including, specifically, where applicable, tests specified in the said EU Directive or Regulation or UN Regulation.

The minimum frequency of COP tests, when not specifically mentioned, depend on the production amount per type, the production method and stability of the product characteristics and the other procedures and adequate arrangements. The manufacturer can submit a proposal to the approval authority for the COP test frequency during the initial assessment. Each year the agreed CoP test frequency has to be analyzed for effectiveness and stability for the of the product characteristics in case the frequency can or must be adjusted the manufacturer must propose the change to the approval authority.

Type-approval construction modification (GWC)

If a manufacturer modifies the construction of a vehicle carrying a Dutch license number, RDW needs to check whether the vehicle still meets the requirements after the modification has been made. Chapter 6 of the Dutch Ministerial Decree: Regeling voertuigen describes the construction modifications that need to be checked or approved. It involves inspection of requirements relating to the modification made.

A check of the requirements is made based on individual inspection unless you own a EGWC (Certification of approval for structural modifications) document. In that case, the vehicle modification has already been inspected by RDW.

You can apply for a copy of the GWC recognition information document by sending an e-mail to VRTtesten@rdw.nl.

RRR (Reusability, Recyclability and Recoverability)

In accordance with Directive 2005/64 of the European Parliament and of the Council of 18 September 2000 on end-of-life vehicles, appropriate provisions should be laid down to ensure that type-approved vehicles belonging to category M1, and those belonging to category N1, may be put on the market only if they are reusable and/or recyclable to a minimum of 85 % by mass and are reusable and/or recoverable to a minimum of 95 % by mass.

RDW checks manufacturers with N1 or/and M1 type approvals on the basis of Regulation 2005/64/EC. An RRR-audit is performed when a request comes in from a new manufacturer and will always be on site. Manufacturers who already have N1 or/and M1 type approvals will be checked on RRR during a CoP audit.

HDVCO2

Commission Regulation (EU) 2017/2400 introduces a common method to objectively compare the performance of heavy-duty vehicles placed on the Union market as regards their CO2 emissions and fuel consumption. It lays down provisions for the certification of components with an impact on CO2 emissions and fuel consumption of heavy-duty vehicles, introduces a simulation tool for the purpose of determining and declaring CO2 emissions and fuel consumption of those vehicles and lays down, inter alia, requirements for Member States' authorities and manufacturers to verify the conformity of the certification of the components and the conformity of the simulation tool operation.

The 2017/2400 regulation is the basis for the HDVCO2 process. Manufacturers can submit an application via the application form for Conformity of Production (CoP). The application form can be requested per email, please request the form per cop@rdw.nl
When RDW has taken note of the application, the manufacturer will be contacted to organize a meeting. In consultation with RDW, it will be discussed how the requirements set in 2017/2400 will be met. The manufacturer will have to make certain procedures relevant for complying with the requirements transparent to RDW.

Requirements representative Europe

For the purposes of EU type-approval of vehicles, systems, components and separate technical units, a manufacturer established outside the Union shall appoint a single representative established within the Union to represent the manufacturer before the approval authority (Regulation (EU) 2018/858 art. 13.4 or 167/2013 art. 8.4 or 168/2013 art. 9.4)

That manufacturer shall also appoint a single representative established within the Union for the purposes of market surveillance, who may be the same as the representative appointed for the purposes of EU type-approval.

To apply for this RDW has to receive a copy of the Chamber of Commerce/ Identification of the representative and a contract between the representative and the manufacturer.

This becomes part of the application process for a Production Agreement (CoP).

In the application form for Conformity of Production (CoP) the manufacturer can see which information has to be supply in order to be accepted. The application form can be requested per email, please request the form per cop@rdw.nl

WMI code

Manufacturers who holds type approvals of vehicles from RDW, must request a WMI code in the country the company is established.

WMI stands for World Manufacturers Identification and the code consists of a number of fixed positions in the VIN. Each vehicle must bear this unique identification number.

The manufacturer has to place the VIN (Vehicle Identification Number) in their vehicles themselves, for all vehicles produce. By including the WMI code in the VIN, the manufacturer of a vehicle can always be traced.

Part V: Applying for an Initial Assessment (IA) and the requisite documents for maintaining Conformity of Production (CoP)

This part of the information document explains how the manufacturer can register as a new manufacturer and which documentation the manufacturer will need to provide in case there is changed something in the information about the Conformity of Production. Lastly, it specifies which documents RDW will ask the manufacturer to submit when a CoP assessment is performed so that the manufacturer can retain the Compliance Statement and, in that way, still be entitled to (apply for) Type-Approvals.

Collecting the documents

See the table displayed on the following page. The table lists the documents that are necessary for each type of service (application or assessment), this is specified with the – and +. All the documents for the manufacturers' application specified with a + should be included as attachment of the application form for Conformity of Production

Explanation of each document

Annex 3 of this document contains an overview of all documents and the criteria per document. The manufacturer must comply with all the applicable criteria as listed in Annex 3. An overview of all criteria and per criteria the document in which it can be found must be attached in the Application Form. The template *Overview criteria and documents* is available in the Application Form and can be used for creating this overview.

Submitting documents

All of the required documents for each service we offer must be submitted through the application form for Conformity of Production (Conformity of Production (CoP). The application form can be requested per email, please request the form per cop@rdw.nl
It is important that every question will be answered in the application form and that all requisite documents will be added in the application form.
Documents have to be submitted separately for each subject and delivered in PDF. We do not accept the submission of a merged document for multiple subjects such as a manual, or photos of documents.
The manufacturer should submit the documents and required information in Dutch or English language. Documents submitted in any other language will not be accepted.

The manufacturer should submit the documents and required information in Dutch or English language. Documents submitted in any other language will not be accepted.

Clearly give the documents the same names as those specified in the table. Therefore, the name must first include the letter of the subject in the table on the next page, followed by the title of the document. For example: F. CoP inspection plan.

Services explained

In the table on the next page, RDW makes a distinction between the following services:

- Initial Assessment (IA)
- Add Directive / Regulation (Scope)
- Add Production Location (Loc)
- Change Name / Address (NA)
- Acquisition / Merger (AM)
- Voluntary Request for Withdrawal (VRW)

Would you like to extend your certification with one of the following matters below?
Send an e-mail with your request to cop@rdw.nl

- Reusability, Recyclability and Recoverability (RRR)
- Heavy Duty Vehicles CO2 (HDVCO2)

	Document	IA	Scope	Loc	NA	AM	VRW
01.	Application form	+	+	+	+	+	--
A.	Company Registration	+	--	--	+	+	--
B.	Company/ Organization diagram	+	--	+	+	+	--
C.	Procedure CoP Inspection/Control Plan(s)	+	+	+	+	+	--
D.	Procedure for nonconformity products in the market (incl. recall)	+	+*	--	--	+	--
E.	Procedure for nonconformity products (before product is on the market)	+	--	--	--	+	--
F.	Procedure for Legislation updates	+	+	--	--	+	--
G.	Procedure for Changes in Design and Development	+	--	--	--	+	--
H.	Procedure when Production is Definitively Discontinued	+	+*	--	--	+	--
I.	Statement of the manufacturer with the reason of the change	--	--	--	+	+	--
J.	Combined statement from the old and new manufacturer	--	--	--	--	+	--
K.	Form Withdrawal Type Approvals	--	--	--	--	--	+
Do you have a whole vehicle type approval (WVTA) according to: • **Framework Regulation 2018/858 EU (vehicle category M, N, O)** • **Framework regulation 167/2013 (vehicle category T, C, R, S)** • **Framework regulation 168/2013 (vehicle category L)** **Then also submit the following documents:**							
L.	World Manufacturer Identifier (WMI) Certificate	+	--	--	+	+	--
M.	Procedure for End of Series	+	--	--	+	+	--
N.	Procedure related to Repair and Maintenance Information (RMI) **	+	+	--	+	+	--
O.	Procedure for the Controllability of the Certificate of Conformity (CoC)	+	+	--	+	+	--
P.	Procedure and agreement for Multistage Manufacturers ***	+	--	--	--	+	--
Q.	Procedure regarding Storage and Transport	+	+	--	--	+	--
R.	Procedure regarding Identification of economic operators	+	+	--	--	+	--
S.	Job description CoP responsible	+	--	--	--	--	--
T.	Procedure for marking of the type-approval number	+	--	--	--	--	--

\+ = *Submit document.*

-- = *Document not necessary.*

* = *Only for manufacturers with a Type-Approval for whole vehicles (WVTA) according to Framework Regulation2018/858 EU (vehicle category M, N, O), Regulations 167/2013 (vehicle category T, C, R, S and 168/2013 (vehicle category L)*

** = *Not applicable for vehicle types of category O1 and O2 not using diagnostic equipment or physical or wireless communication with the electronic on-board control unit or units for diagnostic purposes or reprogramming of vehicles*

*** = *Only for Stage 2 Manufacturer and further remark: Point M, N, O, Q and R not applicable in case of an Approval Construction Modification (GWC) manufacturer.*

Depending on your situation, you must provide additional information to request an initial assessment (IA). Read through the questions below and determine if they apply to your company.

Do you have a certified quality management system? Submit the following document:
02.01 ISO 9001- or IATF 16949- certificate

Do you not have a certified quality management system? Submit the following documents:
08.01 Quality policy
08.02 Procedure for incoming goods
08.05 Procedure for the production process
08.07 Procedure for calibration of test and measurement equipment

Do you have a representative in Europe? Submit the following documents:
03.01 Copy of Chamber of Commerce or identification of the representative
03.02 Contract between the representative and the manufacturer

Do you have an external production location? Submit the following documents:
04.01 Two party agreement
04.03 Procedure how the manufacturer will supervise the CoP at the external production
04.04 ISO certificate of the production location (if available)
04.05 CoP control plan which will be used at the external production location

Does your company carry out the CoP tests itself? Is the test lab not used for homologation testing and is the test lab ISO17025 accredited?
Submit the following document:
05.01 ISO17025 accreditation of test lab

Does your company carry out the CoP tests itself? Is the testing laboratory not used for homologation testing and is the testing laboratory not accredited?
Submit the following documents:
06.01 CoP test reporting template
06.02 Description of the test and calibration methodology
06.03 List of measuring equipment and calibration status
06.04 Calibration certificate
06.05 Training and education plan/procedure

Annex 1 Component groups explained

If you are a component manufacturer please see how RDW divides the components into different groups, like indicated below:

Coupling / protection	Mechanical coupling / close-coupling / F/R- underrun / Lateral protection dev. / fuel tank incl. fire risk / luggage rack / aerial / spray suppression syst.
EMC / electrical devices	Electromagnetic comp. / speed limitation dev. / tachographs / unauthorized use / alarm syst.
Emission / pollution	Mobile Machinery / emission HD / net power / replacement catalytic
Heating / cleaning / flammability /brake	Heating systems / wash-wipe / Flammability / replacement brake lining
Light systems	All lamps / lighting dev. / all reflectors / warning triangles / warning lamps / marking plates / contour markings / headlamp cleaners
LPG/CNG/H2	G3 / LPG / H2 / CNG / inclusive retrofit
Mirrors / glass	Mirrors / safety glazing / Indirect vision
Noise	audible warning dev. / replacement exhaust dev.
Passive safety	Seatbelts / seats / child restraint syst. / head restraints / helmets / airbags
Tyres	Sound / wet grip / rolling resistance / retreaded

Annex 2 RDW Policy on external production locations

- Approvals according to EC-Directives and/or ECE-Regulations, can only be issued to the manufacturer of the product. The manufacturer, as the holder of the type approval, is fully responsible for the Conformity of Production (COP) as described in the relevant Directives and Regulations. A manufacturer must have and demonstrate active involvement in production processes.

- Vehicles, systems, components, and technical units which are manufactured by a third party or a legally independent subsidiary company (hereafter called “producing company”) can only be approved by RDW if the following requirements are fulfilled. The producing company can then be considered as “external production location”.

- The manufacturer and producing company must have a legal contract in which they lay down all the agreements, requirements and responsibilities regarding the requirements as described in the Directives and Regulations.
- The manufacturer cannot assign any of the responsibilities in connection to the type approval to any other party.

- Both the manufacturer and producing company must inform RDW immediately in writing about any change or deviation from the documents submitted to and accepted by RDW. This contract must have indefinite validity.

- In the situation that the contract between the manufacturer and producing company is terminated, the issued type approvals will be withdrawn, unless the manufacturer demonstrates that suitable measures are taken to ensure that the requirements are still fulfilled. This to the discretion of RDW.

- Both the manufacturer and the producing company must have, implement, and maintain a quality system as required by RDW’s Initial Assessment procedures. The manufacturer must ensure the producing company maintains its quality system.

- The manufacturer must ensure and demonstrate that the control plans and COP procedures are implemented and executed. The manufacturer must ensure and demonstrate that all the vehicles, systems, components, and technical units manufactured at the producing company comply with the type approval before they come on the market. In case of manufacturing of vehicles, the manufacturer is responsible for contents and issuance of the Certificate of Conformity.

- If non-conforming products have been brought to the market, the recall of the products must be coordinated by the manufacturer and RDW must be informed. The manufacturer must define, implement, and follow procedures to cover all the requirements as described in “Information document for obtaining/ retaining Conformity of Production at RDW” issued by RDW.

- RDW or their accredited Technical Service(s) are authorized at any time to check the effectiveness of the implemented quality system, COP plans and procedures at the facilities of the manufacturer and external production location.

- All costs for inspections and audits are to be borne by the manufacturer and will be charged according to the current RDW price list.

- This policy excludes trade companies and import-export organizations as manufacturer or external production location.

- If at any moment it should become clear that the requirements of this policy have not been met, RDW will withdraw the issued Compliance Statement and approvals. This requires recall actions to be taken by the manufacturer of all relevant products delivered under the approval. All Type Approval Authorities will be informed.

Annex 3 Assessment framework IA administrative

Reference	Criteria
01. Application form	
Manufacturer information	
01.01	The name and address details (not a PO box) of the holder of the type-approval and contact details in the application form have been completed in full.
01.02	The manufacturer has agreed to the requirements and conditions in the application form.
01.03	The contact person, representative(s), and CoP responsible have been entered in the application form. If required by regulations, both the representative for the approval authority and the market authority are filled in.
Manufacturer subjects	
01.04	The manufacturer has selected the appropriate categories. For manufacturers of components, the applicable regulations must be specified, in accordance with the control plan. For vehicle manufacturers, a reference to the control plan is sufficient.
Production locations	
01.05	The name and address details (no PO box) of the production location(s) is/are completely filled in, and it is indicated per production location whether it is external.
02. ISO certification manufacturer	
02.01	If the manufacturer has a certified quality system, a valid ISO certificate is available (ISO 9001 or IATF 16949).
02.02	The name and address details on the ISO certificate correspond to the details in the application form.
02.03	The scope of the application falls within the scope of the ISO certificate.
03. Identification and contract EU representative (if manufacturer outside the EU)	
03.01	A copy of the Chamber of Commerce or an identification of the EU representative is available.
03.02	An agreement between the EU representative and the manufacturer is in place, contains the obligations of the regulations and is signed by both parties.
03.03	The EU representative has no other role in the type-approval process. For example, the EU representative cannot be a designated technical service.

A. Company registration	
A.01	A company registration is available and is as recent as possible.
A.02	The name and address details in the company registration correspond to the details in the application form (exception possible for countries where name and address details are not stated on the company registration).
A.03	The company registration is in Dutch or in English. If the original version is not in English or Dutch, the original version is also provided.
A.04	The scope of the application falls within the scope of the company registration.
B. Organization diagram	
B.01	An organization diagram is available.
C. Procedure CoP inspection / Control plan(s)	
C.01	A CoP inspection procedure/control plan is available.
C.02	The requirements of the applicable CoP inspection regulations are described and the control plan is in accordance with these regulations.
C.03	The CoP control plan has been drawn up on the basis of a demonstrable risk analysis performed (the starting point is ISO 31000).
C.04	The way in which the planning for the CoP inspections is established and recorded is described.
C.05	The inspection methods used (such as batch or samples) are described.
C.06	The sample size is described (if applicable).
C.07	The selection process (such as random) for the test objects is described.
C.08	The person(s) or position(s) responsible for performing the CoP inspections has been described.
C.09	The way in which the CoP test frequency is determined and the relationship with production volumes is described.
C.10	The annual CoP test frequency is described and substantiated.
C.11	The verification of any type-approvals from suppliers is described.
C.12	The methods of analyzing the results of CoP inspections (e.g. statistical analysis) are described.
C.13	The specific CoP tests and visual inspections to be performed, including the inspection of any packaging and markings, are described.

C.14	The acceptance criteria of CoP test results is described.
C.15	The four-eyes principle is applied in the assessment of CoP test results.
C.16	If deviations in CoP test results are found (not meeting acceptance criteria), the deviation process is started.
C.17	The properties in the information document from the type-approval are reflected in the CoP control plan (if it concerns a vehicle manufacturer).
C.18	The CoP control plan is periodically evaluated and adjusted if necessary.
C.19	If the CoP test is outsourced, it is described which party performs the CoP test and it has been demonstrated that this party can perform the tests in accordance with regulations (accreditation or a document showing that the manufacturer has performed an inspection).
D. Procedure for nonconformity products in the market (incl. recall)	
D.01	The procedure for nonconformity products in the market describes the method used to register deviations and analyze the cause, extent and urgency of deviations, including the possible impact on the type-approval.
D.02	The procedure for nonconformity products in the market describes the method used to determine corrections and corrective actions.
D.03	The procedure for nonconformity products in the market describes the recall procedure for the repair of non-compliant or unsafe products on the market.
D.04	The procedure for nonconformity products in the market describes the way in which information is provided to the type-approval authority and market surveillance authorities.
E. Procedure for nonconformity products (before product is on the market)	
E.01	A procedure for nonconformity products (before product is on the market) is in place.
E.02	The procedure for nonconformity products (before product is on the market) describes the method used to register deviations and analyze the cause, extent and urgency of deviations.
E.03	The procedure for nonconformity products (before product is on the market) describes the method used to determine corrections and corrective actions, including the prevention of non-compliant or unsafe products on the market.
E.04	The procedure for nonconformity products (before product is on the market) describes the methodology and acceptance criteria used to validate the effectiveness of corrections and corrective actions made.
E.05	The procedure for nonconformity products (before product is on the market) prescribes that an analysis of the CoP control plan takes place after detecting a nonconformity, to determine whether the control plan is still adequate.

E.06	The procedure for nonconformity products (before product is on the market) contains a relationship with the procedure for nonconformity products in the market.
F. Procedure for legislation updates	
F.01	A procedure for checking updates in legislation is in place.
F.02	The procedure for legislation updates describes which person and/or department is responsible for checking legislation for updates.
F.03	The procedure for legislation updates describes which legislations apply and how the application of the correct legislation is ensured.
F.04	The procedure for legislation updates prescribes that a check is made at least twice a year to see whether changes in regulations have been made.
F.05	The procedure for legislation updates describes the location or internet page where regulations can be viewed.
F.06	The procedure for legislation updates describes the methodology for checking, analyzing and recording changes in legislations (a checklist is not sufficient).
F.07	The procedure for legislation updates prescribes that the impact of changes on the type-approval and the CoP is determined.
F.08	The procedure for legislation updates prescribes that the implementation date of changes is determined. The implementation date must be prior to the date of the legal requirement.
F.09	The procedure for legislation updates describes its relationship to the procedure for changes in design and development.
F.10	The procedure for legislation updates describes the implementation method for any changes in processes.
G. Procedure for changes in design and development	
G.01	A procedure for changes in design and development is available.
G.02	The procedure for changes in design and development prescribes that all changes are traceable.
G.03	The procedure for changes in design and development prescribes that the impact of a change related to type-approval is recorded, analyzed and communicated.
G.04	The procedure for changes in design and development prescribes that the type-approval authority will be informed.
G.05	The procedure for changes in design and development describes the responsibilities for determining the impact of a change on the type-approval.

G.06	The procedure for changes in design and development describes the action to be taken if a change has consequences for the type-approval, including the possible re-testing of the product.
G.07	The procedure for changes in design and development prescribes sufficient measures to ensure that the changed product is not placed on the market until the type-approval has been amended.
H. Procedure when production is definitively (voluntary) discontinued	
H.01	A procedure when production is definitively discontinued is available.
H.02	The procedure for withdrawal of type-approvals upon permanent production cessation describes how the approval authority is informed. At a minimum the following data is recorded: • the relevant type-approval number • the date on which production will end • the last produced chassis number (VIN) • the last serial numbers
L. WMI certification	
L.01	A valid WMI certificate is available (validity can be checked at SAE).
L.02	The name and address details on the WMI certificate correspond to the details in the company registration.
L.03	The scope of the application falls within the scope of the WMI certificate.
S. Job description CoP responsible	
S.01	A job description of the CoP responsible is available.
S.02	The job description indicates that the CoP responsible has formally sufficient tasks and is authorized to bear the legal responsibility of the manufacturer with regard to the conformity of production (Regulation 2018/858, Article 36(6).
S.03	The job description indicates that the CoP responsible represents the manufacturer towards the type-approval authority.
T. Procedure for marking of the type-approval number	
T.01	The procedure for marking the type-approval number is in place and describes how it is ensured that the marking is correct, legible, sustainable and tamper evident and fraud resistant.
04. External production locations (if applicable)	
04.01	There is an agreement between the holder of the type-approval and the external production location for each external production location (two party agreement).
04.02	The agreements with external production locations contain all subjects from the model contract.

04.03	A procedure describing how the manufacturer will monitor the CoP at the external production is in place.
04.04	If the production location has a certified quality system, the ISO certificate is available.
04.05	A CoP control plan that will be used at the external production location is in place.
05. Documents if the manufacturer carries out CoP tests itself, the test lab is not used for homologation tests and the test lab is ISO17025 accredited.	
05.01	A valid ISO17025 accreditation of the test lab is available.
06. Documents if the manufacturer carries out CoP tests itself, the test lab is not used for homologation tests and the test lab is not ISO17025 accredited.	
06.01	A CoP test report template is available and has been prepared in accordance with the template of the applicable regulations.
06.02	The methodology of testing and calibration is in accordance with applicable regulations.
06.03	The list of measuring instruments and calibration status shows that the correct measuring instruments are being used.
06.04	A calibration certificate of equipment is available.
06.05	The training plan/procedure shows that personnel are qualified to perform tests.
07. Document if type-approval has recently been withdrawn[1]	
07.01	A document showing an analysis of the withdrawal is available, and contains at least: • The reason for withdrawal • Which type-approval authority has withdrawn the type-approval • What caused the withdrawal • The improvements required to produce according to the approved type
07.02	Evidence showing that all required improvements to ensure effective control have been implemented, in order to conform to the approved type, is available.
08. Documents if manufacturer does not have a certified quality management system	
Quality policy	
08.01	A quality policy is in place and contains quality objectives.

[1] Regulation 2018/858, Annex IV, 2.3.1.1.c: When considering the extent of the initial assessment to be carried out, the approval authority may take into account the following information: whether in one of the Member States one or more of the manufacturer's type-approvals recently have been withdrawn, due to unsatisfactory control of conformity of production. In that case, the initial assessment by the approval authority shall not be limited to accepting the manufacturer's quality system certification, but shall include a verification whether all necessary improvements for ensuring effective control have been implemented, so that vehicles, components, systems or separate technical units are produced in conformity with the approved type.

Procedure for incoming goods	
08.02	A procedure for incoming goods is available.
08.03	The procedure for incoming goods prescribes that incoming goods are inspected and tested against defined quality requirements.
08.04	Supplier selection criteria have been defined and are adequate.
Procedure for the production process	
08.05	A procedure for the production process is available.
08.06	The procedure for the production process describes the measures, required input and desired output of the production process.
Procedure for calibration of test and measurement equipment	
08.07	A procedure for calibration of test and measurement equipment is available.
08.08	The procedure for calibration of test and measurement equipment describes the measures to ensure that calibration of test and measurement equipment takes place.
09. General	
09.01	All procedures have a document number, version and date, and are from the manufacturer.
09.02	All procedures describe, where relevant, possible relationships with other procedures.
09.03	All procedures require that the type-approval authority is informed of changes to the procedures.

Annex 4 Assessment framework IA company visit

Reference	Criteria
01. Quality	
01.01	The six Ms are in place (man, machine, material, method, mother nature and measurement), such as a suitable environment (factory) and the right equipment, to achieve the conformity of products.
01.02	Responsibilities for quality management and conformity of production have been assigned in the organization and the responsible persons have the right competences (determine based on background, experience, education and training).
01.03	A process of monitoring, measurement and periodic evaluation has been implemented to assess the effectiveness and quality of processes and products and to optimize them where necessary.
02. Implementation of CoP procedures	
02.01	The procedures to ensure the conformity of products (see administrative IA) have been implemented as described.