CERT
CERTIFICARE PRODUSE

REGISTRUL AUTO ROMÂN
ORGANISMUL DE CERTIFICARE PRODUSE

391A Calea Griviței,distr.1,
zip code 010719, Bucharest
Tel/fax: (4021) 350.82.88

RAR

MINIMUM REQUIREMENTS FOR THE QUALITY MANAGEMENT SYSTEM OF THE SUPPLIER

code: DG-01-13, edition 3, revision 0

OCP

EG-10.01/REV.1/11.03.1999

Copy no.

Controlled / Informative Document

ISSUES / REVISIONS INDICATOR

Edition	Revision	Edition / Revision Date	Page number	Edition / revision content (chapter, subchapter, paragraph)
3	0	15.01.2010	all	

EDITIONS / REVISIONS APPROVAL

Edition 3 Revision 0	POSITION	NAME	SIGNATURE	DATE
APPROVED BY	RAR-OCP Executive Manager	Dipl. Eng. Constantin IONESCU		15.01.2010
CHECKED BY	RAR-OCP QM Responsible	Dipl. Eng. Valentin CERNEA		15.01.2010
DRAWN UP BY	Head of Compartment	Dipl. Eng. Viorel CROITORU		15.01.2010

Enforcement date: 01.02.2010

CONTENT

1 GOAL

This document establishes the minimum requirements for the quality management system of the supplier.

2 SCOPE

2.1 The provisions of this document are applied by the products suppliers within RAR-OCP area of competence and by the RAR-OCP personnel, so as to evaluate suppliers capability to ensure consistent supply of products in accordance with the requirements, under the reference normative documents of products.

2.2 The provisions of this document are applicable for the conformity evaluation of series manufactured products, if the suppplier has not established, documented, implemented and maintained a quality management system according to the provisions of SR EN ISO 9001:2008 and / or other documents referring to the quality management system, such as, ISO/TS 16949:2009 or QS 9000:1998.

2.3 This document will be used in association with Self-Assessment Questionnaire, code FG-01-02, completed and forwarded by the certification applicant.

3 REFERENCE DOCUMENTS AND RELATED DOCUMENTS

3.1 Reference Documents

3.1.1	SR EN ISO 9001:2008	Quality management systems. Requirements.
3.1.2	SR ISO/TS 16949:2009	Quality management systems. Specific requirements for organizations applying ISO 9001:2008 in the production of motor vehicles and related spare parts.
3.1.3	QS 9000:1998	Requirements for quality system.
3.1.4	FG-01-02	Self-assessment questionnaire.
3.1.5	STAS 6269:1990	Technical documentation in car construction. Classification.

3.2 Related documents

3.2.1	Law 288 / 2009	Law on the amendment and supplementation of Government Ordinance no. 80/2000 regarding the homologation and certification of the products and operation materials used for road vehicles, as well as the conditions for marketing and selling thereof.
3.2.2	OG 80 / 2000	Government Ordinance no. 80/2000 on homologation and certification of the products and operation materials used for the road vehicles, as well as the conditions for marketing and selling thereof.
3.2.3	OMTCT 2135 / 2005	Order for the approval of the Regulations regarding the homologation and certification of the products and operation materials used for road vehicules, as well as the conditions for the introduction thereof on the market – RNTR 4.
3.2.4	RG-00	General rules regarding the product certification.
3.2.5	SR EN ISO 9000:2006	Quality management system. Basic principles and vocabulary.

3.2.6	SR EN ISO/CEI 17025: 2005/AC:2007	General requirements for competence of calibration and testing laboratories.

4 DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

For purposes of this document, are valid the definitions of applicable terms of the documents specified at chapter 3, as well as the following definitions:

4.1.1 *Organization*: group of persons and facilities having a set of determined responsibilities, authorities and connections.

4.1.2 *Supplier*: organization supplying a product.

NOTE - For the purpose of this document, the term "supplier" will designate the producer of a product within the RAR-OCP field of competency.

4.1.3 *Subcontractor*: organization supplying the supplied product.

4.1.4 *Client*: organization or person receiving a product.

4.1.5 *Process*: set of interrelated or interacting activities which transform the input elements into output elements.

NOTE: A process, in which the resulting product compliance can not be verified quickly or economically, is frequently called *a special process*.

4.1.6 *Capability*: ability of an organization, system or process to produce a product that will meet the requirements applicable to that product.

4.1.7 *Measurement*: operation aimed at determining the value of a quantity.

4.1.8 *Analysis***:** work to determine the suitability, adequacy and effectiveness of the subject in question, in terms of meeting the objectives set.

4.1.9 *Validation*: confirmation, through provision of objective evidence, that requirements have been met for a particular use or intended application.

4.2 Abbreviations

4.2.1	RAR	Romanian Automotive Register.
4.2.2	RAR-OCP	Product Certification Body of RAR.
4.2.3	RG	General Rules.
4.2.4	FG	General form.

5 MINIMUM REQUIREMENTS FOR THE QUALITY MANAGEMENT SYSTEM

5.1 Organization and resources

The supplier has to:

a) identify the necessary competence for personnel carrying out activities that affect product conformity;
b) define and document responsibility, authority and interrelationships of the staff carrying out activities that affect product conformity;
c) maintain appropriate records relating to education, training, skills and experience;
d) determine, make available and maintain necessary infrastructure to achieve compliance with requirements relating to product;
e) determine and manage the work environment necessary to achieve compliance with requirements relating to product.

5.2 Documentation

5.2.1 The supplier has to establish the documentation for the product in question, which will include, depending on the product, the following:

a) technical documentation of the product, according to STAS 6269:1990, respectively the constructive documentation (company standard or technical specification, execution project, etc.), technological documentation (technological flow diagram, technological sheets, operation plans, work instructions, control technologies, list of supplied products, etc.);
b) operation documentation consisting of documents relating to the operation, maintenance and repair of the products (service book, spare parts catalog , etc.);
c) external documents, such as, standards, technical specifications, regulations, directives, drawings, reports, etc.;
d) auxiliary and certification documentation (declaration of conformity, warranty certificate, packaging documentation, preservation and transportation conditions, etc.);
e) recordings.

5.2.2 The supplier has to establish and maintain adequate control of documentation relating to the product in question, to ensure that:

a) documents are approved prior to their issuance, in terms of their adequacy;
b) documents are analysed, updated, and, if necessary, and reapproved;
c) document changes and status of current revision are identified;
d) current revisions of applicable documents are available at user points;
e) documents remain legible and readily identifiable;
f) external documents are identified and their distribution is controlled;
g) unintentional use of obsolete documents is prevented and, if kept, regardless of their scope, these documents are properly identifiable.

5.2.3 The supplier has to carry out control of records, ensuring identification, storage, protection, tracking, keeping and elimination of records, in such way that they stay legible, identifiable and easily traceable.

5.3 Supply

The supplier has to:

a) establish adequate requirements for the supplied product;
b) establish selection criteria, assessment and reassessment criteria of subcontractors;
c) evaluate and select the subcontractors;
d) maintain records of evaluations results and any necessary actions arising from evaluation;
e) establish and implement inspection or other necessary activities to ensure that purchased product meets specified supply requirements.

5.4 Production

5.4.1 The supplier must plan product manufacturing under controlled conditions, which must include, as appropriate:

a) availability of information describing the product characteristics;
b) availability of work instructions, if necessary;
c) using appropriate equipment;
d) availability and use of equipments for measuring and monitoring;
e) implementation of monitoring and measurement.

5.4.2 The supplier must validate any production process, when the resulting output elements can not be verified by subsequent monitoring or measurement and, consequently, deficiencies become apparent only after the product is in use.

5.4.3 The supplier must plan and implement the necessary processes for monitoring and measurement in order to achieve conformity with the product requirements. They must include determining applicable methods, including statistical techniques and the extent of their use.

5.4.4 The supplier must establish and apply appropriate methodes in order to insure the preservation of the product, namely product conformity keeping. Preservation of the product must include identification, manipulation, packaging, storage and protection of the product.

5.5 Measuring and monitoring equipments control

5.5.1 The supplier must establish monitoring and measurement to be carried out, together with the measuring and monitoring equipments necessary to provide objective evidence of product compliance with specified requirements.

5.5.2 Measuring equipments must:

a) be serviced and used by trained personnel;
b) be calibrated and/or verified;
c) have properly identified the calibration or verification status;
d) be protected against adjustments that could invalidate the measurement results;
e) be protected against degradation and deterioration, during handling, maintenance and storage.

5.6 Control of non compliant product

5.6.1 The supplier must ensure that the product, which does not meet the specified requirements, is identified and controlled, in order to prevent its intended use or delivery.

5.6.2 When appropriate, the supplier must treat non compliant product by one or more of the following methods:

a) taking certain actions to eliminate the detected non compliance;
b) authorizing the use, release or acceptance of product, after obtaining from a relevant authority and, where applicable, from the client, the exemption after manufacturing;
c) taking actions which obstruct its initial application or intended use

5.6.3 The supplier must maintain records about the nature of non compliances and any subsequent actions taken, including exemptions obtained.

5.6.4 The supplier must establish, implement and maintain a system for receiving complaints form clients, their registration and treatment.

5.7 Corrective actions

5.7.1 The supplier must act on the causes of non compliances to prevent their recurrence. Corrective actions should be appropriate to non compliances effects.

5.7.2 The supplier must establish and implement how to:

a) analyse the non compliances;
b) establish the non compliances causes;
c) establish and implement the necessary actions;
d) record the results of taken actions;
e) analyse the effectiveness of carried out corrective actions.