

MOTOR TRANSPORT INSTITUTE
03-301 WARSAW, UL. JAGIELLOŃSKA 80
INSPECTION LABORATORY

General conditions and issues

on conducting the production conformity inspection at the manufacturer's/distributor's, the initial assessment as part of the preparatory activities for the production conformity inspection and the **verification activities** of methods ensuring the production conformity of products

Control of production conformity in the case of issuing an administrative decision on granting a certificate of approval by the approval authority in Poland, ie Transport Technical Inspection, results from the Act of 14 April 2023 on vehicle and equipment approval systems (Journal of Laws of 2023, item 919), and Regulation (EU) 2018/858 of the European Parliament and of the Council of 30 May 2018 (Journal of Laws L 151 of 14 June 2018). The scope and method of carrying out the inspection is specified in the Regulation from Minister of Transport, of 2 August 2023 on the type approval of motor vehicle (Journal of Laws of 2023.,item 1651). The control of conformity of production in the case of an administrative decision granting the approval certificate by the Latvian CSDD type approval authority results from Regulation (EU) 2018/858 of the European Parliament and of the Council of May 30, 2018 (Journal of Laws No. L 151 of 14/06/2018). The scope and method of carrying out the control is described in Annex IV of the Regulation of the European Parliament and of the Council (EU) 2018/858 of on May 30, 2018, (Journal of Laws L 151 of June 14, 2018).

In addition, the following legal acts apply:

Annex No. 5 to the Regulation of the Minister of Transport, Construction and Maritime Economy of 18 June 2013 on the type-approval of agricultural tractors and trailers and the type of their equipment or parts (Journal of Laws of 2015, item 343, consolidated text)

Regulation (EU) 2016/1628 of the European Parliament and of the Council as later amended together with delegated acts on the requirements for gaseous and particulate pollutant emission limits and type-approval for internal combustion engines for non-road mobile machinery together with its Delegated and Implementing Regulations 2017/654, 2017/655, 2017/656 of 19.12.2016.

Regulation (EU) No 167/2013 of the European Parliament and of the Council of 5 February 2013, as later amended on the type-approval and market surveillance of agricultural and forestry vehicles, including delegated acts.

Regulation (EU) No. 168/2013 of the European Parliament and of the Council of 15 January 2013, as later amended on the type-approval and market surveillance of two- or three-wheeled vehicles and quadricycles.

Announcement of the Minister of Infrastructure and Construction of 27 October 2016 on the publishing of the uniform text of the Regulation of the Minister of Infrastructure on the technical conditions of vehicles and the scope of their necessary equipment (Journal of Laws of 2016, item 2022, as later amended).

Authorization of the Transport Director of Technical Inspection No.

Inspection date

General remarks.

1. The inspected party should be organisationally and technically prepared for the inspection, in accordance with the issues specified later in the General Conditions.
2. The inspected party shall make available to the inspector an employee competent in providing all explanations regarding matters related to products for which type-approval certificates have been issued.
3. The ITS employee authorized to conduct an inspection has the right to inspect all documents, production sites, warehouses, laboratories, measuring chambers, production and transport means, etc., related or having any impact on the manufacture of products for which the type-approval certificates have been issued, and has the right to take samples of products for control tests.
4. The inspecting employee is obliged to confidentiality in all matters related to the inspection carried out by him.
5. The inspector, during the inspection, fills in a previously prepared special questionnaire, in which he notes all comments and observations.
6. The production conformity inspections, as part of the initial assessment as well as the verification activities ensuring compliance of the production procedures with the approved type, will be carried out periodically at the manufacturer's/distributor's company. The period between subsequent inspections is determined each time after an inspection or assessment and depends on the, so-called, level of trust in the audited party.
The level of trust is tested using the following criteria:

The number and "weight" of non-conformities (or recommendations) found during the last inspection, and the tempo at which the non-conformities were removed.

Number of complaints about the final product resulting directly from the manufacturer's records.

The frequency of changing people in the key positions at the manufacturer's company.

Possible reports of non-compliant products on the markets received from type-approval authorities of other Member States. All signals from the market regarding irregularities related to a product or service.

Informing the type-approval authority about changes in the quality system.

7. For the activities related to the initial assessment (at the ITS headquarters), as well as conducting the inspection, as part of the verification activities to ensure compliance of production procedures with the approved type (on site at the manufacturer's), the Motor Transport Institute charges a fee in the amount specified in the ITS price list. The price list can be viewed at the request of the inspected entity.

THE ITEMS TO BE INSPECTED.

Part 1 - BASIC INFORMATION.

- 1.1. Have all the products manufactured in the reporting period been marked with the E 20

type-approval mark granted or the international type-approval mark and the type-approval number? If not, what were the reasons for not marking the products?

1.2. QUALITY MANAGEMENT SYSTEM

1.2.1. Have the changes been made, since the last audit, to a documented quality system compliant with the ISO standard or another system?

PART 2 - IMPLEMENTATION OF THE POST-INSPECTION RECOMMENDATIONS.

2.1. Internal rejection indicator for manufactured products since the last inspection date. Causes of internal rejects.

2.2. Implementation of the recommendations from the previous audit.

PART 3 - PURCHASES.

3.1. - Have there been changes in the main suppliers (compared to the previous inspection)?
- have the changes been made to the methods of ensuring the quality of supplies?

3.2. Have the rules for dealing with supplies not meeting the specified requirements changed?

PART 4 - PRODUCTION AND DELIVERY OF THE SERVICE

4.1. The main stages of production. List of facilities/rooms and equipment.

4.2. Have changes been made to the production? Major changes (introduced or planned) and their impact on the product.

4.2a. Design changes.

4.2b. Technological changes.

4.2c. Changes to the production means.

4.2d. Documentation changes.

4.2e. Other.

4.3. Have any major changes been made to the quality control (in-service and final)?

4.4 Have changes been made to the conditions and method of storage and identification of the ready product?

4.5. Method to effectively eliminate and recall defective products from production, including the use of such products?

PART 5 - QUALITY CONTROL AND TESTS

5.1. **System.** Have any changes been made in the methods of operation and projects undertaken in order to meet the quality requirements for the manufactured product.

5.2. **Tests, test equipment.** Does the manufacturer itself conduct the tests for compliance with the approved type, if not who gets commissioned to conduct these tests and how are they documented?

5.2a Method to effectively eliminate non-conformities identified as a result of internal testing and inspections?

5.3. Please indicate which tests are carried out and how frequently?

5.4. Have changes been made to the equipment used for testing? Is this equipment checked, calibrated?

PART 6 - RECORDS AND DOCUMENTATING

6.1. Does the enterprise still keep records and test objects constituting the proof that the product was inspected and tested? Results storage period internal product testing and control.

6.2. The number of recognized complaints, the reasons for their occurrence, ways of dealing with them (register).

PART 7 – ENTERPRISE’S QUALITY SERVICES

7.1 Have there been major organizational changes since the last audit:
- regarding the company's quality services,
- in relation to the equipment of the measurement chamber.

In the case of an assessment for the purpose of obtaining a license for manufacturers to use a simulation tool to assess the parameters of O3, O4 category vehicles in relation to the impact on CO2 emissions and fuel consumption, the issues specified in Annex II to the Commission Implementing Regulation (EU) 2022/ 1362 of 1 August 2022 on the implementation of (EC) No 595/2009 of the European Parliament and of the Council.

Summary.

The results of the audit will be presented in the form of a final conclusion. The representative of the inspected Plant and the inspector will accept the results of the inspection in the form of signatures.

The representative of the inspected Plant has the right to refuse to sign if he disagrees with the results of the inspection. In such case, however, he should provide objective evidence of non-acceptance of the audit results.

The inspector prepares an inspection report (within 2 weeks) based on the questionnaire completed by himself in which he will describe in detail the identified non-compliance. The report ends with a conclusion whether the result of the inspection is positive or not.

One copy of the report is sent to the auditee.

In the event that the auditee disagrees with the audit conclusion, he may submit to the Deputy Director for Development an appeal within 14 days of receiving the inspection report. Such an appeal should be duly justified.

I hereby declare that I have received and become acquainted with the General Terms and Conditions for Performing Production Conformity Inspection at the manufacturer's / distributor's of the type-approved product at the **initial assessment** as part of the preparatory activities for the production conformity inspection and the **verification activities** of the methods ensuring the conformity of production of products, and I fully accept their content.

In addition, I agree to having this inspection carried out within 14 days of the date of delivery of the notification.

Date, stamp and signature of the accepting person

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