ROAD VEHICLE STANDARDS

Guide to component type approvals—Appendix 2

Details expected in a quality management system

August 2023

Section	Expected detail
Quality Management System (QMS) scope and function — A brief description of the purpose of the QMS and the type of modifications covered by the document.	The scope of the QMS should be relevant to the types of components or systems being manufactured. The function should specify the purpose of the QMS and it should be specific to the type of component or system being manufactured.
Responsibilities of personnel — An overview of any personnel engaged by the applicant.	This should outline the responsibilities of your personnel. The following criteria as set out in the Road Vehicle Standards Rules 2019 (the Rules), and the person(s) responsible, should be included: • control over all stages of the design, componentry and manufacture of the component or system, or • access to information on the design, componentry and manufacture, including any changes that may affect compliance with the applicable national road vehicle standards, and • conformity of production, and • record keeping, including keeping the information on the component or system up to date for the life of the approval and for 7 years after its expiry.

Section	Expected detail
Systems review — A process embedded in the QMS to ensure that the systems outlined within the document are regularly reviewed to maintain their effectiveness.	The systems review should cover the process for reviewing the systems contained in the document. For example, reviewing the process for ordering components or materials and ensuring this is still relevant and current to the design and manufacturing process. Your QMS should be regularly reviewed following this process, as considered necessary by the responsible person.
Internal audits — A process that outlines the scope and frequency of internal audits to be carried out by the applicant.	This should outline the procedure for conducting internal audits. It is expected to include a matrix of the individual areas or processes within your business, as well as the scope of the audit to be carried out on each area. You should include an internal audit schedule in the process. This will ensure all areas or processes are audited regularly.
Field service feedback and recall procedures — The procedure outlining how you maintain records on faults/issues reported on vehicles you have provided components for, the rectification processes undertaken, and a procedure for recalling vehicles for safety or non-compliance issues.	Your process for collecting data relating to failures of components or systems in the field should be outlined in this section. Reference should be made to a faults register or process that enables recurring issues to be identified. You should have a procedure and resolution process in place in case a safety related or recurring issue is identified. It should include guidance on when a recall should be considered and outline the recall process.
Engineering documentation — The process for managing engineering documentation such as drawings and specifications related to the component being manufactured. References to how design changes in the component are managed and how ongoing compliance with the applicable national road vehicle standards is overseen.	Your engineering documentation should outline the process your personnel undertake to ensure the specified component or system has been tested to the national standards and that its specifications are identical to the component or system being manufactured. It should also outline the process of numbering of drawings and subsequent revision processes. The details of how design change control is managed should be included. This should outline how a change of design or specification is initiated and the process to ensure the change does not affect the component or system's compliance with the national standards.
Purchasing — Details of the system you use to control purchasing components or materials involved in designing and manufacturing the component.	Outline the process for purchasing components and materials used for manufacturing components or assemblies. Address how the correct specification of components or materials are ordered. Include specific references to how a purchase order detailing the correct components or materials is created and how this process is updated and kept current.

Section	Expected detail
Approved vendor register — A register of suppliers you source goods or services from. This register is generally compiled based on the quality and timeliness of supply of the goods or services.	Outline the process you undertake to compile the approved vendor register. Clearly set out the criteria that will be used to rate goods and services suppliers to determine which will be approved as vendors.
Supplier quality assurance — Records you hold that assure the quality of the goods or service provided by suppliers have been assessed regularly. This information is generally used to develop and maintain the approved vendors register.	Describe the process you use to determine a supplier's quality assurance. This may be simply by requiring ISO certification or by establishing a supplier ranking based on a set of criteria. Factors that may be considered include: • quality of goods and services provided by individual suppliers • timeliness in supplying goods and services • identification of issues related to goods and services supplied once a component or vehicle using the component has been provided Once a ranking is established for the supplier, the process should link this information to the approved vendors register.
Manufacturing procedures — Detailed procedures outlining the manufacturing processes you undertaken to ensure the component or system manufactured are completed in accordance with the engineering documentation. This section of the QMS should also outline the types of tools and equipment that will be used in manufacturing components.	Outline the procedures undertaken to manufacture components or systems. Describe the process that ensures that the engineering drawings and specifications are transferred into work instructions used by the personnel manufacturing the component or system. References to the tools and equipment, and the required calibration and maintenance procedures should be included in this section.
Material control and storage — Details the system used to ensure that only the specified components or materials are provided to the manufacturing plant for the component or system being manufactured. Includes the process for quarantining non-conforming components or materials used to manufacture the component or system.	This should be a detailed system outlining the process of receiving components or materials used in manufacturing components. This process should outline the procedures that must be followed to ensure the correct components or materials have been received and are in a suitable condition to be used in manufacturing a component. The process should also outline how defective or incorrect components or materials are quarantined and how you ensure that only the correct components and materials are used in manufacturing the component.