



ROAD VEHICLE STANDARDS

Guide to vehicle type approvals for low ATM trailers— 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.	<p>The scope of the QMS should be relevant to the types of trailer being manufactured.</p> <p>The function should specify the QMS’s purpose and it should be specific to the trailer type being manufactured.</p>
Responsibilities of personnel — An overview of any personnel engaged by the applicant.	<p>This should outline the responsibilities of the applicant’s personnel. The following criteria, as set out in the Road Vehicle Standards Rules (the Rules), and the person(s) responsible, should be included:</p> <ul style="list-style-type: none">• control over all stages of the design, componentry and manufacture of the trailer type, or access to information regarding the design, componentry and manufacture, including any changes that may affect compliance with the applicable national road vehicle standards, and• conformity of production, and

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	<ul style="list-style-type: none"> record keeping, including keeping the information on the trailer type up-to-date for the life of the approval and for 7 years after its expiry.
<p>Systems review — A process that is embedded in the QMS to ensure that the systems outlined within the document are regularly reviewed to maintain effectiveness.</p>	<p>The systems review should cover 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.</p> <p>Your QMS should be regularly reviewed following this process as considered necessary by the responsible person.</p>
<p>Internal audits — A process outlining the scope and frequency of internal audits to be carried out by the applicant.</p>	<p>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 scope of the audit to be carried out on each area.</p> <p>You should include an internal audit schedule in the process. This will ensure all areas or processes are audited regularly.</p>
<p>Field service feedback and recall procedures — The procedure outlining how you maintain records on faults/issues reported on trailers you have provided, resolution processes undertaken, and a procedure for recalling trailers for safety or non-compliance issues.</p>	<p>Your process for collecting data relating to failures of trailer types in the field should be outlined in this section.</p> <p>Reference should be made to a faults register or process that enables recurring issues to be identified.</p> <p>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.</p>
<p>Engineering documentation — The management process for engineering documentation such as drawings and specifications related to the trailer being manufactured. References to how design changes in the trailer are managed and how ongoing compliance with the applicable national road vehicle standards is overseen.</p>	<p>Your engineering documentation should outline the process your personnel undertake to ensure the specified trailer has been tested to the national standards and that its specifications are identical to the trailer type being manufactured.</p> <p>It should outline the process for numbering drawings and subsequent revision processes.</p> <p>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 trailer’s compliance with the national standards.</p>

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<p>Purchasing — Details of the system you use to control purchasing components or materials used in designing and manufacturing the trailer type.</p>	<p>Outline the process for purchasing components and materials for manufacturing the trailer type. address how the correct specification of components or materials are ordered.</p> <p>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.</p>
<p>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.</p>	<p>Outline the process you undertake to compile the approved vendor register.</p> <p>Clearly set out the criteria that will be used to rate goods and services suppliers to determine who the corporation will approve as a vendor.</p>
<p>Supplier quality assurance — Records you hold that assure that 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.</p>	<p>Describe the process you use to determine a supplier’s quality assurance. This may simply be requiring ISO certification or establishing a supplier ranking based on a set of criteria. Factors that may be considered include:</p> <ul style="list-style-type: none"> • quality of goods and services provided by individual suppliers • timeliness of the supply goods and services provided • identification of issues related to goods and services supplied once a trailer has been provided. <p>Once a ranking is established for the supplier, the process should link this information to the approved vendors register.</p>
<p>Manufacturing procedures — Detailed procedures outlining the manufacturing processes to be undertaken to ensure that the trailer types manufactured are completed in accordance with the engineering documentation. This section of the QMS should also outline the types of tools and</p>	<p>Outline the procedures to be undertaken when manufacturing trailer types.</p> <p>Describe the process that ensures the engineering drawings and specifications are transferred into work instructions used by the personnel manufacturing the trailer.</p> <p>References to the tools and equipment, and the required calibration and maintenance procedures should be included in this section.</p>

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equipment to be used in the manufacturing trailer types.	
<p>Material control and storage —Details of the system used to ensure that only the specified components or materials are provided to the manufacturing plant for the trailer type being manufactured. Includes the process for quarantining non-conforming components or materials used in the manufacture trailer types.</p>	<p>This should be detailed system outlining the process for receiving components or materials used in manufacturing a trailer type.</p> <p>This process should outline procedures that must be followed to ensure the correct components or materials have been received and are in a fit condition to be used manufacturing a trailer type.</p> <p>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 the manufacturing the trailer type.</p>