Road Vehicle Standards

Quality management system checklist for component type approvals

To be granted a component type approval, applicants must ensure the design, componentry and manufacturing process will consistently produce the component covered by their approval.

The approval holder must implement a conformity of production system that governs the manufacturing process for the component covered by the approval. This system must ensure the component satisfies all the component type approval requirements when it is manufactured.

Use this checklist to help make sure your quality management system (QMS) demonstrates the type of control that you have indicated and includes the measures, actions and written procedures the department expects.

Approval holder and component details

- ☐ Identify the QMS owner.
- ☐ Include the physical address where the component covered by the QMS is manufactured.
- ☐ Include the contact details for the person responsible for the QMS.
- ☐ Identify the component or systems covered by the QMS.

Scope and function

- ☐ Provide a brief description of the purpose and the type of components covered by the QMS.

Tip: Make sure the scope of the QMS is relevant to the types of components or systems being manufactured.

Responsibilities of personnel

- [ ] Provide an overview of any personnel using the QMS.
- [ ] Outline responsibilities of personnel.
- [ ] Identify the person(s) responsible for control over all stages of the design, componentry and manufacture of the component or system.
- [ ] Identify the person(s) responsible for managing access to information about the design, componentry and manufacture, including any changes that may affect compliance with the applicable national road vehicle standards.
- [ ] Identify the person(s) responsible for conformity of production.
- [ ] Identify the person(s) responsible for record keeping, including keeping the information about the component or system up-to-date for the life of the approval and for 7 years after its expiry.

Systems review

- [ ] Describe in detail the review process for maintaining the effectiveness of systems in the QMS document.
- [ ] Include the timeframe for reviewing each system.

Tip: The QMS review process could include reviewing the process for ordering components or materials and ensuring this stays relevant and current to the design and manufacturing process.

Internal audits

- [ ] Outline the audit process, including the scope and frequency.
- [ ] Describe the procedure for conducting internal audits.
- [ ] Include a matrix of the individual sections or processes in the business, and the audit scope for each section.
- [ ] Include an audit schedule for all sections or processes that will be audited regularly.

Field service feedback and recall procedures

- [ ] Explain the procedure for recording reports of faults and issues with components you have provided, your resolution processes.
- [ ] The recall procedure for component safety or non-compliance issues.
- [ ] Include your data collection process about component or system failures in the field.
- [ ] Link your data collection process to a fault register or process that identifies recurring issues.
- [ ] Describe the procedure and resolution process.
- [ ] Include when and how a recall should be considered if a safety-related or recurring issue is identified.

Engineering documentation

- [ ] Explain the process for managing engineering documentation such as drawings and specifications related to the component or system being manufactured.
- [ ] Include how design changes in the component or system are managed and how ongoing compliance with the applicable national road vehicle standards is overseen.
- [ ] Describe the process personnel undertake to ensure the component or system has been tested to the national road vehicle standards, and has an identical specification to the component or system being manufactured.
- [ ] Describe the process for numbering drawings and subsequent revision processes.
- [ ] Describe how design change control is managed, how a design or specification change is initiated and the process for ensuring the change does not affect the component or system's compliance with the national road vehicle standards.

Purchasing

- [ ] Outline the process for purchasing components and materials for the manufacture of the components or systems.
- [ ] Explain how the correct specification of components or materials are ordered.
- [ ] Describe how a purchase order specifying the correct components or materials is created, including how this process is updated and kept current.

Supplier quality assurance

- [ ] Identify the records that show the quality of goods or service suppliers provide is regularly assessed.
- [ ] Outline the process for determining a supplier's quality assurance.
- [ ] Once a supplier's ranking is established, link this information to the approved suppliers register.

Tip: You could request suppliers to provide you ISO certification or rank them based on a set of criteria, such as:

- quality of goods and services provided by individual suppliers
- timeliness of the supply of goods and services provided, and
- identification of issues related to goods and services supplied once a road vehicle has been provided.

Approved supplier register

- [ ] Include a register of suppliers you source goods or services from.
- [ ] Outline your process for compiling the approved supplier register.
- [ ] Set out your criteria for rating goods and services suppliers clearly to determine who is approved as a vendor.

Tip: A register of approved suppliers is generally compiled based on the quality and timeliness of goods or services supplied.

Manufacturing procedures

- [ ] Include detailed procedures covering the manufacturing processes, ensuring the component or system manufactured is completed according to the engineering documentation.
- [ ] Outline the tools and equipment used to manufacture the component or system.
- [ ] Describe how the engineering drawings and specifications are transferred into work instructions used by the personnel manufacturing the component or system.

Material control and storage

- [ ] Explain the system you use to ensure that only the specified components or materials are provided to the manufacturing facility for the component or system being manufactured.
- [ ] Describe in detail your process for receiving components or materials.
- [ ] Describe your procedures to ensure the correct components or materials have been received and are in a fit condition to be used in manufacturing a component.
- [ ] Describe how defective or incorrect components or materials are quarantined and how the process ensures only the correct components and materials are used.

Quick links

- Component type approvals
- Quality management system requirements

Further information

For further information, please visit the department's website or submit an online enquiry