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| **Application date** | Click or tap to enter a date. |

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| Service(s): | [ ]  Initial Assessment (IA)  |

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| **Ordering party** |
| Company name: |  |
| Company registration number: |  |
| Contact person: |  |
| Contact email: |  |

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| **Manufacturer** |
| Company: |  |
| Company registration number: |  |
| Name: |  |
| Address: |  |
| Postal code / Region: |  |
| City: |  |
| Country: |  |
| Telephone: |  |
| Email: |  |

[ ]  **Representative in Europe in accordance with 2007/46/EC art. 5.3., 167/2013 art. 8.4 or 168/2013 art. 9.4 (where applicable)**

[ ]  **Representative in Europe for market surveillance in accordance with 167/2013 art. 8.5 or 168/2013 art. 9.5 (where applicable and if different to abovementioned representative)**

|  |  |
| --- | --- |
| Company: |  |
| Company registration number: |  |
| Name: |  |
| Address: |  |
| Postal code / Region: |  |
| City: |  |
| Country: |  |
| Telephone: |  |
| Email: |  |

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| **CoP Contact Person** |
| Name: |  |
| Function / Position: |  |
| Telephone:  |  |
| Email:  |  |

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| **Representative of the management (CoP responsible person)** |
| Name: |  |
| Function / Position: |  |
| Telephone:  |  |
| Email:  |  |

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| **Quality system** |
| System | [ ]  ISO*A quality certificate according to applicable ISO standardization, issued by an external party. Please submit the accompanying audit report by the external party along with the certificate. Be aware that the scope is in accordance with the requested products and that the certificate is valid. Company Name and Address must be the same as the manufacturer.* |
| [ ]  None ISO *If the manufacturer doesn't have a certified quality system, the road will contact the manufacturer to perform an IA / CoP audit.* |

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| **Service** |
| Product: | [ ]  **Vehicle**Manufacturer:[ ]  Whole Vehicle (WVTA) [ ]  Stage 1 Manufacturer [ ]  Stage 2 Manufacturer and further [ ]  Type - Approved in Small Series [ ]  Type - Approved in Small Series National | [ ]  **Component** |
| Regulation / Directive: |  |
| Category and/or description for component, system and/or separate technical unit: | [ ]  M[ ]  N [ ]  O [ ]  T [ ]  C [ ]  R [ ]  S [ ]  L  | Description: |
| Documents: | [ ]  **Company Registration** **(only for company outside Estonia)***An up-to-date and valid proof of company registration. Company Name and Address must be the same as the manufacturer.*[ ]  **Company/ Organization diagram***A diagram that shows the structure of an organization and the relationships of its parts and positions/ jobs. Including the CoP responsibilities (responsible person) in the production process and the relation between manufacturer/production locations. Always give the document a date.*[ ]  **Procedure CoP Inspection / Control Plan(s)***Description of how the requirements of the Directives/Regulations for CoP have been implemented in the quality system, including a control plan of the CoP inspections for each product according to the Directives/ Regulations.**Points of focus and additional requirements:** *Always give the document a date.*
* *Describe the inspection methods used, e.g. batch control, spot check or suchlike.*
* *Describe how the planning schedule for the CoP inspections is recorded.*
* *Describe the selection process for the test objects.*
* *Specify the person(s) responsible for performing the CoP inspections (position).*
* *Describe the annual CoP test frequency (how often tests are performed every year) and where this is based on.*
* *Describe how the CoP test frequency is determined and its relationship with the production volumes.*
* *Describe the verification of any type-approvals of suppliers.*
* *Describe the analysis methods for the results of CoP inspections – for example, statistical analysis if prescribed in the Directives/ Regulations.*
* *Describe the way CoP test results are recorded, including the storage period and CoP Test Report format.*
* *Appoint to which Directive/ Regulation the Control Plan is related.*
* *Describe the acceptance standard (when is the result acceptable?).*
* *In case of specific CoP requirements as stated in the Directive/ Regulation, describe (and adopt) this in your Procedure CoP Inspection / Control Plan(s).*
* *Describe who or which external party is performing the CoP test (if applicable).*
* *Describe the response plan for each test, if the test results do not comply with the requirements.*
* *If a production location is not part of your own organization, a Two-Party Agreement between you and the external production location is necessary. Including a procedure how the manufacturer will supervise the CoP at the external production location and an ISO certificate of the external production location and the CoP Control Plan which will be used at the external production location (manufacturer or different).*

[ ]  **Procedure for Non-Conformity products***Procedure that ensures that deviations are handled correctly.**Points of focus and additional requirements:** *Always give the document a date.*
* *Describe the steps to be taken in the production process when deviations are detected, including the occurrence of non-standard products on the market.*
* *Describe the method used to record the deviation.*
* *Describe the methods used to determine the scale of the deviation.*
* *Describe the method and acceptance standard for correcting the deviation.*
* *Describe the method used to validate the corrections that were made.*
* *Describe the way information is supplied to the type-approval authority.*

[ ]  **Procedure for Legislation updates***Description of the way the Legislation is kept up-to-date. The document ensures that the relevant Directives/ Regulations are available and implemented in the quality system.**Points of focus and additional requirements:** *Always give the document a date.*
* *Describe which person and/or department is responsible to check the Directive/Regulation for updates.*
* *Which Directive/ Regulation is applicable.*
* *Describe how often the Directives/Regulations are checked a year.*
* *Determine the impact of the change on the type-approval and CoP.*
* *Determine the implementation date (which must be before the date of the statutory requirement).*
* *Describe the implementation method for any changes in the process.*

[ ]  **Procedure for Changes in Design and Development***Description of the actions taken if the manufacturer or supplier adapt the design, production process or composition of materials.**Points of focus and additional requirements:** *Always give the document a date.*
* *Describe the traceability of the changes.*
* *Verify the impact of the changes in relation to the type-approval and describe the way they are recorded.*
* *Describe the action to be taken if there is an impact on the type-approval, including the possible re-testing of the product.*
* *Describe the measures to ensure that the changed product is only brought on the market after the type-approval has been adjusted.*

[ ]  **Procedure when Production is Definitively Discontinued***Procedure on how to act when production is definitively terminated. If the holder of the approval completely ceases to manufacture a component or a Vehicle approved in accordance with this Directive/ Regulation, they shall inform the Type Approval Authority which granted the approval.**Points of focus and additional requirements:** *Always give the document a date.*
* *Describe how you register the following with Transport Administration: the relevant approval number(s), the date on which production will be terminated, the last chassis number (VIN) produced if it involves the production of whole vehicles, and the last serial numbers.*

[ ]  **Documents which proves the WMI code assigned to the manufacturer (for companies outside Estonia)**[ ]  **Procedure for CoC verification vs vehicle specification configurator***The manufacturer shall explain (procedures, arrangements) how it has assurance (by procedures, checks, etc.) that the information on the CoC is correct.*[ ]  **A declaration/contract between the manufacturer (outside EU) and his representative (if applicable)***A manufacturer established outside the European Community shall appoint a representative**established in the Community to represent him before the approval authority and to act on his behalf in matters covering the legislation for which type-approval is to be granted.**Transport Administration shall receive a declaration or contract with the name and address of this representative.*[ ]  **Recall procedure***A manufacturer is obliged to recall vehicles already sold, registered or put into service in case one or more systems, components or separate technical units fitted to a vehicle presents a serious risk to road safety, public health or environmental protection. He also shall immediately inform the approval authority that granted the vehicle approval.**Transport Administration shall receive procedures and/or descriptions describing, as a minimum, the arrangements covering this requirement.* [ ]  **For vehicle: management of end-of-series vehicles and small series (if applicable)***End-of-series**Member States may register and permit the sale or entry into service of vehicles conforming to a type of vehicle whose EC type-approval is no longer valid. A manufacturer who wishes to benefit from this shall submit a request to the competent authority of each Member State concerned by the entry into service of the vehicles in question. The request must specify any technical or economic reasons preventing those vehicles from complying with the new technical requirements.**Small Series approvals**The manufacturer may request type-approval according to the ‘small-series’ regime. It shall be ensured that the number of vehicles registered, sold or entered into service in the course of a single year does not exceed the quantitative limits set out in the legislation for which type-approval is applied for.* [ ]  **For vehicle: arrangements and contracts between multi stage manufacturers (if applicable)***Transport Administration shall receive descriptions concerning the arrangements made by the manufacturer of the completed vehicle and contracts between the manufacturers of the completed vehicle and preceding stages, ensuring each manufacturer’s responsibility for the approval and Conformity of Production of the systems, components or separate technical units added at the stage of vehicle completion handled by him. It shall as well be ensured that each manufacturer receives all required type-approval related information from the manufacturer of preceding stage(s).* |

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| **Remarks** |
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| **Production location(s)** |
| Name: |  |
| Company: |  |
| Company registration number: |  |
| Address: |  |
| Postal code / Region: |  |
| City: |  |
| Country: |  |
| Who performs the CoP test´s:Name: | [ ]  Manufacturer [ ]  Technical Service  |

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| **Production location(s)** |
| Name: |  |
| Company: |  |
| Company registration number: |  |
| Address: |  |
| Postal code / Region: |  |
| City: |  |
| Country: |  |
| Who performs the CoP test´s:Name: | [ ]  Manufacturer [ ]  Technical Service  |

**Applicant´s name and signature:** ……….………………………………..………………………………….….