



LIST OF DOCUMENTS REQUESTED FOR CERTIFICATION PURPOSES

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No.	REQUIRED DOCUMENTS	CERTIFICATION SCHEME NO.				
		1.	2.	3.	4.	5.
	<i>1.1 Certification application, code GF-01-01</i>	X	X	X	X	X
	<i>2.1 Chamber of Commerce and Industry registration certificate or equivalent document for the external applicants</i>	X	X	X	X	X
	<i>2.2 Representation power of attorney of the manufacturer</i>	[x]	[x]	[x]	[x]	-
	<i>2.3 Document for the certification of the quality management system of the manufacturer, issued by an authorized systems certification body</i>	-	X	X	-	-
	<i>2.4 Self-assessment questionnaire, code GF-01-02</i>	X	X	-	-	-
	<i>3.1 The regulations for the product (standard, technical specification, tender-book, etc), drawn up in compliance with Guide ISO/IEC 7 and/or GD-01-15 (They have to set out, according to the case: the product types/variants, the field of use, the technical and regulation requirements applicable to the product, the characteristics of the product and the admissible limit deviations of the characteristics, the trial methods and the number of testing samples, the category of tests (of type, batch, surveillance), the packaging, storage, transport, instructions of use and mounting, warnings regarding the risks of use, the marking manner etc.)</i>	X	X	X	X	X
	<i>3.2 Description of the product marking (label model, punch etc.)</i>	X	X	X	X	X
	<i>3.3 Compliance statement</i>	X	X	X	X	X
	<i>3.4 Warranty certificates and / or validity term (according to the applicable legislation)</i>	X	X	X	X	X
	<i>3.5 Test reports /Product(s) analysis bulletin</i>	(x)	(x)	(x)	(x)	(x)
	<i>3.6 Previously obtained compliance certificates / product approval communications</i>	[x]	[x]	[x]	[x]	[x]
	THE CERTIFICATION SYSTEM	Serial products				Products batch
	NO. OF THE CERTIFICATION DIAGRAM	1.	2.	3.	4.	5.

Caption: X – the presentation of the document is compulsory; [x] – the presentation of the document is necessary, according to the case, according to the product which is about to be certified and/or the capacity of the applicant; (x) – the presentation of the document is optional.



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Notes:

- 1 – The documents are presented together with the certification request and must be dated, approved and stamped.
- 2 – The generic term “product” shall be used with the meaning “exchange part”, “car accessory”, “service”, “car use material”.
- 3 – For the serial products certification system, if the applicant has the quality of representative of the producer, importer or distributor of the product al the *representation power of attorney of the producer* must be presented, which shall set put that the applicant shall be entitled to certify and trade the respective product in Romania. If the applicant does not have a power of attorney directly from the producer, powers of attorney shall be provided which set out the traceability of the producer-applicant.
- 4 – The regulations for the product, required by item 3.1, can be: National standards, International standards, International regulations, Company standards, Product standards, Tender books, etc. The company standard shall be drawn up in compliance with the provisions of the *Guide for the draw-up of the company standard*, code GD-01-15, existing in the *File of informative documents*, code IDF-00.
- 5 – The marking of the product the description of which is required by item 3.4 must provide the following information:
 - for the label, according to the type of the product:
 - the designation of the product, product type/variant;
 - the manufacturer’s brand;
 - the designation and address of the manufacturer and, if such may be the case, of the importer/distributor;
 - the manufacturing date;
 - the term of guarantee / validity;
 - batch no. /series no.;
 - quantity (pieces, liters, kg. etc);
 - the regulation under which the product was manufactured (Company Standard, STAS, Reg. EEC-UNO, etc.);
 - Compliance certificate RAR-OCP no.....
 - Other technical and qualitative characteristics (concentration, color etc);
 - the potential predictable risks, contraindications;
 - the handling, storage, maintenance instructions;
 - for the punch: the company brand (sign), the indicative of the punch (the detailed codification system used is presented in an appendix);
 - other information necessary for the complete identification of the product (seals, photographs etc.), if such may be the case.