

DCP

**GUIDE FOR DRAFTING THE TECHNICAL
SPECIFICATION / COMPANY STANDARD**

**code DG-01-15
edition 3, revision 0**

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		EDITION: 3
		REVISION: 0
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EDITIONS / REVISIONS INDICATOR

Edition	Revision	Edition / Revision date	Page number	Edition / Revision content (chapter, subchapter, paragraph)
2	1	25.05.2021	All	The term “technical specification” (TS) was added to “company standard” (CS)
			2	The editions / revisions indicator / approval
			4	2.1.5; 2.1.6; 2.1.7; 2.1.10; 2.2
			8	6.3.4.4
			9	6.3.6.1.9; 6.3.6.10
			11	6.3.7.1
2	2	26.06.2023	All	Organismul de Certificare Produse (OCP) was replaced with Departamentul de Certificare Produse (DCP)
			4	RAR-OCP was replaced with RAR-OOTCP 3.2.2
3	0	18.03.2025	All	RAR-OOTCP was replaced with RAR-DGOTCP and OCP with DCP

EDITIONS / REVISION APPROVAL

Edition 3	POSITION	NAME	SIGNATURE
Revision 0			
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1 GOAL AND SCOPE

1.1 Goal

This guide defines the requirements of RAR-OCP regarding the format, structure and content of a technical specification / company standard applied for product conformity certification.

1.2 Scope

Provisions of this guide are applied for drafting, respectively for evaluation of technical specifications / company standards as the normativ of the product to be certified, by:

- Certification applicants (clients), respectively internal producers;
- Designated person from DCP.

2 REFERENCE DOCUMENTS AND RELATED DOCUMENTS

2.1 Reference documents

- | | | |
|-------|------------------------------|---|
| 2.1.1 | SR 10000-6:2004 | Standardization principles and methodology. Part 6: Rules for standards preparation. |
| 2.1.2 | SR ISO / CEI 17007:2010 | Conformity assessment. Guidance for drafting normative documents suitable for use for conformity assessment. |
| 2.1.3 | SR EN ISO / CEI 17050-1:2010 | Conformity assessment. Supplier's declaration of conformity - Part 1: General requirements. |
| 2.1.4 | SR EN ISO / CEI 17050-2:2005 | Conformity assessment. Supplier's declaration of conformity - Partea 2: Supporting documentation. |
| 2.1.5 | SR ISO 78-2:2002 | Chimie. Structuri pentru standarde. Partea 2. Metode de analiză chimică. |
| 2.1.6 | SR ISO 690: 2021 | Information and documentation – Guidelines for bibliographic references and citations to information resources. |
| 2.1.7 | OUG 140 / 28.12.2021 | on certain aspects relating to contracts for the sale of goods. |

2.2 Related documents

- | | |
|------------------------|---|
| Ghuid ISO / IEC 2:2004 | Standardization and related activities. General vocabulary. |
|------------------------|---|

3 DEFINITIONS AND ABBREVIATIONS

3.1 Definitions

For the goal of this guide the definitions of the documents from chapter 2 are applicable.

3.2 Abbreviations

- | | | |
|-------|---------|---|
| 3.2.1 | RAR | Romanian Automotive Register. |
| 3.2.2 | DGOTCP | General Directorate of Type Approval and Product Certification. |
| 3.2.3 | DCP | Directorate of Products Certification. |
| 3.2.4 | ST / SF | Technical Specification / Company Standard. |
| 3.2.5 | CPSA | Classification of Products and Services Associated Activities. |

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4 RULES ON THE FORMAT AND THE DRAFTING OF THE ST / SF

4.1 The front page of the TS / CS and the current pages of the TS / CS should be in accordance with the form shown in Annex A and Annex B respectively.

4.2 All TS / CS pages, including annexes, are numbered as follows: 1 / n ... n / n.

4.3 The TS / CS drafting shall comply with the provisions of:

- Par. 3 – General principles;
- Par. 4 – Structure;
- Par. 5 – Drafting
from SR 10000-6 and its annexes.

5 RULES ON THE STRUCTURE OF THE ST / SF

5.1 According to par. 5.1 ÷ 5.4 of SR 10000-6 and the requirements of DCP, the TS / CS shall contain the following:

5.1.1 Preliminary information elements:

- Front page;
- Content (optional);
- Foreword (optional).

5.1.2 General regulatory elements:

- Scope;
- Normative references.

5.1.3 Technical normative elements:

- Terms and definitions (optional);
- Symbols and abbreviated terms (optional);
- Classification, names and coding (optional);
- Requirements;
- Sampling;
- Test method;
 - Test method;
 - Reagents and / or materials (optional);
 - Apparatus (optional);
 - Alternative test methods (if applicable);
 - Choice of test methods according to accuracy;
 - Avoidance of duplication and unnecessary deviations;
- Preservation, marking, labeling, packaging, transport, storage and accompanying product documentation (as applicable, depending on the product);
- Normative Annexes (if applicable).

5.1.4 Additional informational elements (if applicable):

- Informative Annexes;
- Bibliography;
- Indexes.

5.2 For a clear and complete description of the product, the necessary and sufficient applicable articles and paragraphs from above shall be approached, depending on the complexity of the product which is the TS / CS subject.

5.3 Other information elements, common elements and rules for the drafting of standards are specified in par. 5.5 and 5.6 of SR 10000-6 and / or its annexes.

NOTE: In the TS / CS text, "product" means, as the case may be, a product or family of products, a service, a process, etc.

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6 RULES ON THE CONTENT OF THE TS / CS

A technical specification / a company standard shall contain, depending on the nature of the product, as applicable, the following articles and paragraphs:

6.1 Preliminary informative elements

6.1.1 Front page

6.1.1.1 The front page shall contain the title of the specification / standard.

6.1.1.2 The title shall be as concise but clear and accurate as possible without any ambiguity and unnecessary details. If complementary elements are required, they are included in the scope.

6.1.1.3 The title shall be composed of separate elements, as short as possible, starting from general to particular.

6.1.2 Content

6.1.2.1 The content is an optional preliminary element, but it is necessary if it facilitates consultation of the specification / standard.

6.1.2.2 The contents shall include a list of articles and, if necessary, titles, annexes with their status in brackets, bibliography, indexes, figures and tables.

6.1.3 Foreword

The foreword is an optional preliminary element used if it is necessary to present particular information or an explanation of the technical content of the specification / standard and the reasons which led to its elaboration. The foreword shall not contain conditions.

6.2 General regulatory elements

6.2.1 Scope

6.2.1.1 This element shall appear at the beginning of each specification / standard and shall define without ambiguity the treated subject, treated aspect or aspects and the limits of application of the specification / standard. It shall not contain conditions.

6.2.1.2 This element shall be worded as a series of statements of fact. Forms of expression such as the following shall be used:

- “ This specification / standard specifies:
 - the characteristics and dimensions
 - the method for
 - the characteristics of“
- “ This specification / standard is applicable to“

6.2.1.3 There shall be clearly stated the use of the TS / CS for the purpose of assessing conformity by the manufacturer or supplier of the product considered (first part) by the user or purchaser of the product (second party) or by an independent body (third party).

6.2.2 Normative references

6.2.2.1 This element shall include the list of normative documents referenced in the specification / standard that are indispensable for the application of the specification / standard. For dated references, each shall indicate the year of publication and full title. The publication year shall not be shown for undated references.

6.2.2.2 In principle, reference documents should be Romanian standards. Reference documents should also be documents published by other organizations as long as:

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- are international standards published by ISO and / or CEI that have not been adopted as Romanian standards;
- is a widely accepted document published by other organizations and easily accessible (UNECE Regulations, EEC Directives, DIN, GOST, FMVSS, etc.).

6.2.2.3 The list of references shall be preceded by the following text: “Reference documents are indispensable for the application of this specification / standard. For dated references only the quoted edition is applicable. For undated references, the most recent edition of the reference document applies (including its amendments)“.

6.3 Technical normative elements

6.3.1 Terms and definitions

6.3.1.1 This optional element contains definitions for understanding the terms used in the specification / standard. If the terms and definitions are given in the specification / standard, the following introductory phrase should be used:

“For the purposes of this specification / standard, the following terms and definitions apply“.

6.3.1.2 If all the terms given in one or more standards are applicable in the specification / standard, the following introductory phrase shall be used (eventually modified accordingly):

“For the purposes of this specification / standard, the terms and definitions given in and the following terms and definitions apply:“.

6.3.1.3 The rules for drafting and presenting terms and definitions are given in Appendix C to SR 10000-6, together with special rules for terminology standards such as vocabularies, nomenclatures or lists of equivalent terms in different languages.

6.3.2 Symbols and abbreviated terms

This optional element provides a list of the symbols and abbreviated terms necessary for understanding the specification / standard. For convenience reasons, this element can be combined with the previous element to reunite them under a single compound title such as: “Terms, definitions, symbols and abbreviated terms“.

6.3.3 Classification, names and coding

6.3.3.1 This optional element can establish a system for classification, designation and / or coding of products under the conditions laid down. It specifies the main types and versions of the product, detailing the elements and parameters of differentiation. An annex may be added to the TS / CS with all types and variants in which the product is manufactured. The variants of products subject to conformity assessment shall be clearly defined.

6.3.3.2 There will also be specified the codes established by the manufacturer in accordance with its own system and / or CPSA codes for the purpose of clearly identifying the products, category, group, class, subclass where the product belongs.

6.3.3.3 By convention this element may be combined with element 6.3.4 - Requirements.

6.3.4 Requirements

6.3.4.1 This element shall contain:

- all characteristics of the products covered by the specification / standard given explicitly or by reference;
- the specified limit values of the quantifiable characteristics (minimum value, maximum value, or tolerated nominal value);
- references to the necessary test methods to determine or verify the values of the characteristics or even the test method described (see 6.3.6 - test methods).

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6.3.4.2 A clear distinction shall be made between terms, statements and recommendations.

6.3.4.3 The specification / standard shall not include contractual terms (related to complaints, damages, ways or terms of payment etc.).

6.3.4.4 For some products it is necessary to specify that the product shall be accompanied by warnings or instructions for installation and use, and to specify their nature. In other situations, the conditions for installation or use shall be contained in a separate standard / document as there are no conditions for the product itself.

6.3.4.5 The specifications / standards that give lists of characteristics for which the supplier must indicate the values that are not specified in the specification / standard itself shall specify how these values should be measured and indicated.

6.3.5 Sampling

6.3.5.1 This element specifies the conditions and methods for sampling and methods for preservation / storage of samples. It specifies, as the case, the statistical methods used and the sampling plan.

6.3.5.2 Is specifies the number of samples required to assess the conformity of the product and if it is necessary to test each of the sampled products.

6.3.5.3 If it is necessary to keep the witness samples, the TS/ CS shall specify:

- the number of products which must be kept as a witness samples;
- the person responsible for keeping the witness samples;
- the conditions and the duration of the storage of the witness samples;
- the method of marking the witness samples.

6.3.5.4 This element may be seen at the beginning of item 6.3.6 - Test methods.

6.3.6 Test methods

6.3.6.1 Test methods

6.3.6.1.1 This element specifies all instructions on how to proceed to determine the values of the characteristics or to check the compliance with the conditions indicated also to ensure the reproducibility of the measurement results.

6.3.6.1.2 The instructions related to the test methods may be divided in the following order (if applicable):

- a) principle;
- b) reagents and/or materials;
- c) apparatus;
- d) preparation and preservation of test samples and test pieces;
- e) working mode;
- f) expression of results, including method of calculation, fidelity of the test method and the measurement uncertainty;
- g) test report model.

6.3.6.1.3 Test methods may be presented as separate articles or incorporated under requirements (6.3.4) or may be included in annexes (6.3.8).

6.3.6.1.4 Requirements, sampling and test methods are interrelated element of the product and should be considered together even though the different elements may appear in separate clauses in a specification / standard, or in separate specifications / standards.

6.3.6.1.5 When drafting the test method shall be taken into account the provisions of general standards of testing methods and test methods of similar characteristics set out in other standards (standardized test methods).

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6.3.6.1.6 It is preferable to choose non-destructive testing methods when they can replace destructive methods with the same level of confidence.

6.3.6.1.7 For guidance on the drafting of methods of chemical analysis, see ISO 78-2. Much of ISO 78-2 is also applicable to test methods for products other than chemical products.

6.3.6.1.8 Specifications / standards specifying test methods involving the use of hazardous products, apparatus or processes shall include a general warning and appropriate specific warnings.

6.3.6.1.9 If a statistical method for the assessment of the conformity of a product is specified in the specification / standard, any statements of compliance with the specification / standard only relate to the conformity of the population or the lot.

6.3.6.1.10 If it is specified in the specification / standard that every single item is to be tested in accordance with the specification / standard, any statements concerning the conformity of the product to the specification / standard mean that every single item has been tested and that each has fulfilled the corresponding requirements.

6.3.6.1.11 The test methods shall be clearly identified, objective, concise, accurate and lead to repetitive and reproducible results so that the results of tests carried out by qualified personnel in any similar laboratory can be comparable in all cases. For this purpose, it is recommended that the description of the test methods be indicated, as appropriate:

- the accuracy / precision class of the apparatus used for the testing;
 - the laboratory conditions in which the tests are carried out
- (see 6.3.6.5 – Choice of test methods according to accuracy).

6.3.6.1.12 The tests shall be identified if they are type, periodic or batch tests and what is their amplitude and frequency / periodicity.

6.3.6.1.13 Type tests are carried out at:

- product homologation;
 - declaration of conformity;
 - conformity certification;
 - any change of constructive features, of material features or of the manufacturing process that might affect the quality of previously assessed product;
 - restarting manufacturing process, after an interruption of manufacturing more than a year,
- for the purpose of:
- assess conformity of series manufactured products, based on the declaration of conformity, by the producer / manufacturer;
 - assess conformity of series manufactured products, by certifying compliance by an independent body (third party assessment).
 - Type tests shall cover all technical conditions, including endurance testing (reliability), if applicable. The endurance test may be performed on the stand or on the vehicle.

6.3.6.1.14 Batch tests are carried out for the purpose of:

- assess conformity of products delivered in batches;
- reception of batches of products received by the user or buyer;
- assess conformity of the batches of products by an independent body.

The batch tests specified at this point may, if the case, be identical or not with the type tests. The technical conditions not verified by the batch tests are considered, on the manufacturer's / producer's warranty, to be in accordance with the provisions of the TS / CS or the values obtained at the last periodic test.

6.3.6.1.15 Periodic tests shall be carried out for the purpose of monitoring the conformity of the product with the conditions specified in the TS / CS and shall be performed at established intervals but not more than one year. Periodic testing shall verify the critical features of the product, which can affect road safety, environmental protection, product assembly on the vehicle or vehicle reliability.

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6.3.6.1.16 Endurance tests (reliability) are performed to determine / demonstrate the life of the product. It shall present the list of reliability tests, mentioning:

- the periodicity of the tests;
- the number of products under test;
- how to perform the tests (on a stand or on a motor vehicle);
- characteristics monitored in endurance;
- the way of collecting and interpreting the data obtained.

6.3.6.1.17 For all types of tests, acceptance criteria for conformity assessment shall be established.

6.3.6.2 Reagents and/or materials

This optional element typically includes an optional introductory text together with a detailed list of the reagents and / or materials used in the specification / standard. Each reagent and / or material must be numbered on the grounds that there will be references to it, even if it is singular.

6.3.6.3 Apparatus

This optional element provides a listing of the equipment used in the specification / standard. The rules for structuring, numbering and presenting of the articles are the same as 6.3.6.2 - Reagents and / or materials. Wherever possible, the equipment produced by a single manufacturer should not be specified. Where such equipment does not exist, this item shall include specifications for the equipment in such a way that a comparable test can be performed by all users of the specification / standard. See also par. 6.5.6.3 of SR 10000-6 on the use of the trade name.

6.3.6.4 Alternative test methods

If more than one adequate test method exists for a characteristic, only one shall be indicated in the specification / standard as a reference method and its use shall be specified to eliminate doubts or disputes.

6.3.6.5 Choice of test methods according to accuracy

6.3.6.5.1 The accuracy of the chosen test method shall be such as to determine without ambiguity the value of the assessed characteristic if it is within the specified tolerances.

6.3.6.5.2 When it is technically necessary, each test method shall incorporate a statement as to its limit of accuracy.

6.3.6.6 Avoidance of duplication and unnecessary deviations

Avoiding duplication is a general principle of the methodology of standardization but the greatest danger of duplication appears in the field of test methods because a test method is most often applied to more products or types of products with little difference or identical. Before creating (standardizing) a test method, the writer shall determine whether an applicable method already exists.

6.3.7 Preservation, marking, labeling, packaging, transport, storage and documentation accompanying the product

6.3.7.1 Preservation

If it is applicable, specify the method of preservation of the product or refer to the instructions drawn up by the manufacturer / manufacturer. Specify the quality of the preservation materials, the specific preservation conditions and the surfaces to be protected by preservation.

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6.3.7.2 Marking, labeling

6.3.7.2.1 Marking shall ensure that the product is uniquely identifiable in particular for variants subjected to conformity assessment. It specifies the data to be marked, place and the marking method. Generally, the data to be marked are included in the Romanian standards, legislation in force or in those documents agreed on between the producer and the beneficiary of the product. In their absence, the data to be marked will be proposed by drafter of TS / CS.

6.3.7.2.2 Depending on the product, the destination of the product and the user requirements, the data required for marking / labeling shall be provided in the TS / CS:

- trade mark or identification mark of the producer / manufacturer;
- identification of the manufacturer / manufacturer (name and address);
- identification of the seller (name and address);
- product code, with reference to model / type submitted for conformity assessment;
- date of manufacture (day, week, month, year of manufacture or code associated with them) and batch number, series;
- warning requirements of risk or danger by warning markings, symbols or words expressed by universally recognized - according to relevant standards (e.g. marking danger of fire, toxic etc.);
- type of climate execution (climatic zone, operation category);
- other product marking and labeling data required by legislation or the beneficiary.

6.3.7.2.3 Marking requirements shall be provided to ensure the correct use of the product, avoiding misuse of the product and effective communication to the end-user / purchaser of the product or to third-party bodies of the informations on how to use, store, maintain, deliver, transport, shelf life, etc.

6.3.7.2.4 Regarding the location of the marking/labeling and marking/labeling mode, the TS / CS shall specify whether the mark/label is directly and individually applied on each product or on its packing, as well as marking methods: punching, engraving, casting, stamping, dyeing or application of labels, plates, stamps, colors, wires (in cables), etc.

6.3.7.2.5 If a label is to be applied on the product or product packaging, the TS / CS shall provide that label is durable, legible and allows the identification and highlight the conformity mark, for products subjected to conformity assessment, by certification.

6.3.7.3 Packing

6.3.7.3.1 It specifies the manner of packing in order to protect the product or to prevent some hazard, contamination or pollution during transport and storage.

6.3.7.3.2 Depending on the nature and destination of the product, the type of packaging shall be specified in the specification / standard or by reference to the producer's / manufacturer's instructions or to the relevant standards relating to packaging.

6.3.7.4 Transport

It specifies transportation mode and transport cautions, so that the product keeps its integrity during transport, from manufacturing site until installation and putting into operation. If necessary, special requirements for handling during transport shall be specified.

6.3.7.5 Storage

It specifies the storage manner and storage cautions so that the product keeps its integrity until installation and putting into operation.

6.3.7.6 Documentation accompanying the product

6.3.7.6.1 It specifies the type of documents that shall accompany the product delivery and, upon case, their content, according to the legislation in force:

- a) technical note or product technical book;

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- b) instructions for use for the product;
- c) product exploitation sheet (upon case);
- d) the documents that certifying the conformity of the product (declaration of conformity, warranty certificate, mark/marking of conformity).

6.3.7.6.2 The declaration of conformity shall be drawn up according to SR EN ISO / IEC 17050 standards.

6.3.7.6.3 The warranty certificate will include:

- a) the conditions for granting the guarantee by the producer / manufacturer (according to the legislation in force and / or as agreed with the beneficiary, by contract);
- b) the warranty term / the shelf life of the product; the warranty period shall be expressed in months / years and / or no. mileage, etc., in which the producer / manufacturer bears the material responsibility for defects found on the user;
- c) the conditions under which the manufacturer provides the service during the warranty and post-warranty period;
- d) the normal life of the product, correlated with normal operating conditions.

6.3.8 Normative Annexes

The normative annexes contain additional provisions to those contained in the specification / standard. There are optional. Normative character of an annex shall be made clear by the way it is referred to it in the text and by an indication of the contents and under the heading of the annex.

6.4 Additional informational elements

6.4.1 Informative Annexes

The informative annexes contain additional information intended to facilitate the understanding or the use of specifications / standards. These shall not contain conditions, except those that are optional (which should not be complied with in order to consider compliance with the specification / standard). These annexes are optional. The informative content of an annex must be clearly defined by the way it is referred to it in the text and by an indication in the contents and under the heading of the annex.

7 DISTRIBUTION OF THE GUIDE

7.1 This Guide is supplied to customers (Certification Applicants) within the DCP Informative Document Portfolio, through the DCP Technical Secretariat.

7.2 Amendments or new editions of this Guide are posted, through the DCP Technical Secretariat, on the www.rarom.ro site, the Product Certification directory, in the Product Certification Documentation Modifications folder (Informative Document Portfolio).

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ANNEX A

COVER PAGE OF THE TECHNICAL SPECIFICATION / COMPANY STANDARD

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		(8)
(9)		(10)

LEGEND:

- 1 Producer logo.
- 2 Words: "TECHNICAL SPECIFICATION / COMPANY STANDARD".
- 3 Title of the Technical Specification / Company Standard: "... (product denomination, type, mark, code)".
- 4 Technical Specification / Company Standard id (abbreviation and order number): "TS / CS no. ...".
- 5 Indication, upon case: "Replaces...(id and publication year of the replaced document)".
- 6 Indication: "Edition no. ... / ... (edition no. / month and year of publication)".
- 7 Indication: "Revision no. ... / ... (revision no. / month and year of publication)" – if applicable.
- 8 Indication: "Page no. x / y" (no. current page / no. total pages).
- 9 Indication: "APPROVED ... (name of producer, position, name, signature) date (day, month, year)"
- 10 Indication: "ENDORSED ... (vehicle manufacturer's name to whom the product is intended, position, name, signature)" – if necessary.

EXAMPLE – COVER PAGE OF THE TECHNICAL SPECIFICATION / COMPANY STANDARD

Producer logo	TECHNICAL SPECIFICATION / COMPANY STANDARD	TS / CS no.:
		Replaces:
	PRODUCT DENOMINATION	Edition no. ... / ...
		Revision no. ... / ...
		Page no. 1 / ...

(Producer name)
 APPROVED,
 MANAGER
 (Name)
 (Signature)
 Date:

(Producer name)
 ENDORSED,
 MANAGER
 (Name)
 (Signature)

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ANNEX B

CURRENT PAGE OF THE TECHNICAL SPECIFICATION / COMPANY STANDARD

(1)	(2)	(3)
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LEGEND:

- 1 Producer logo.
- 2 Words: "TECHNICAL SPECIFICATION / COMPANY STANDARD".
- 3 Technical Specification / Company Standard id (abbreviation and order number): "CS no. ...".
- 4 Indication: "Edition no. / date (edition no. / edition date)".
- 5 Indication: "Revision no. / date (revision no. / revision date)" – if applicable.
- 6 Indication: "Page no. x / y" (no. current page / no. total pages).

NOTE: In addition to the above-mentioned data, the last written page should contain information about the one/s who has drawn up / verified the TS / CS, namely its/their name, position and signatures.

EXAMPLE – CURRENT PAGE OF THE TECHNICAL SPECIFICATION / COMPANY STANDARD

Producer logo	TECHNICAL SPECIFICATION / COMPANY STANDARD	TS / CS no.:
		Edition no. ... / ...
		Revision no. ... / ...
		Page. nr. 2 / ...

Drawn up by,
.....
(Name)
Signature

Cheched by
.....
(Name)
Signature