CERT
CERTIFICARE PRODUSE

REGISTRUL AUTO ROMÂN
ORGANISMUL DE CERTIFICARE PRODUSE

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RAR

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CONTENT page

1 GOAL

This document establishes the general rules regarding the certification of conformity of products.

2 SCOPE

The provisions hereof will be applied by RAR-OCP and his clients (the certification applicants and the licence holders), for the entire duration of certification.

3 REFERENCE DOCUMENTS AND RELATED DOCUMENTS

3.1 Reference documents

3.1.1	HGR 768/1991	Romanian Government Resolution regarding the set-up operation of the Autonomous Public Corporation „Registrul Auto Român (Romanian Automotive Register)" (republished in 1994).
3.1.2	OMTCT 2135/2005	Order for the approval of the Regulations regarding the approval and certification of the products and operating materials used for road vehicules, as well as the conditions for the introduction thereof on the market – RNTR 4.
3.1.3	HG 1219/2000	Resolution regarding certain measures for the protection of the interests of the consumers upon the purchasing of car spare parts, others than the ones wich may affect the safety of the traffic and/or the environment protection.
3.1.4	SR EN ISO/CEI 17065:2013	Conformity assessment. Requirements for bodies certifying products, processes and services.
3.1.5	SR EN ISO 9001:2008	Quality Management Systems. Requirements.
3.1.6	SR ISO/TS 16949:2009	Quality Management Systems. Particular requirements for the application of ISO 9001:2008 for automotive production and relevant service part organizations.
3.1.7	SR EN ISO/IEC 17020:2012	Conformity assessment. Requirements for the operation of various types of bodies performing inspection.
3.1.8	SR EN ISO 19011:2011	Guidelines for auditing management systems.
3.1.9	CAEN Rev. 2 of 2008	National Economy Activities Classification.
3.1.10	CPSA 2008	Classification of the products and services associated to the activities.
3.1.11	DG-01-01	Conformity assessment plan.
3.1.12	DG -01-02	Audit plan.
3.1.13	DG -01-03	Certification agreement.
3.1.14	DG -01-05	Audit report.
3.1.15	DG -01-08	Certificate of conformity.
3.1.16	DG -01-09	Licence.
3.1.17	DG -01-10	Certification costs.
3.1.18	DG -01-11	List of documents required for certification purposes.
3.1.19	DG -01-14	RAR-OCP competence fields.
3.1.20	DG -03-02	Command.
3.1.21	DG -06-01	Surveillance agreement.
3.1.22	FG-01-01	Certification application of a product.

3.1.23	FG-01-04	Sampling protocol.
3.1.24	FG-01-05	Delivery protocol.
3.1.25	FG-01-16	Communication regarding the analysis of the certification application.
3.1.26	FG-01-17	Communication regarding the decision adopted following the analysis of the certification file.
3.1.27	FG-01-18	Correspondence form.
3.1.28	FG-03-02	List of laboratories registered with RAR-OCP.
3.1.29	FG-05-01	Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP.
3.1.30	FG-06-01	Surveillance plan.
3.1.31	FG-06/01-01	Inspection report.
3.1.32	MDI-00	RAR-OCP Informative Documents Portfolio.
3.1.33	RU-00	Regulation for the use of the RAR-OCP licence, certificate of conformity, certification marking and conformity mark.

3.2 Related documents

3.2.1	SR EN ISO 9000:2006	Quality management system. Basic principles and vocabulary.
3.2.2	OG 80/2000	Government Ordinance no. 80/2000 on the homologation and certification of the products and operating materials used for the road vehicles, as well as the conditions for the trading and use thereof.
3.2.3	Law 218/2013	Law on the amendment and supplementation of Government Ordinance no. 80/2000 regarding the homologation and certification of the products and operating materials used for the road vehicles, as well as the conditions for the trading and use thereof.
3.2.4.	OUG 109/2005	Emergency Government Ordinance regarding the road traffic.

4 DEFINITIONS AND ABBREVIATIONS

4.1 Definitions

For the purpose of this document the following definitions will be valid, as well as other relevant definitions from the documents set out by item 3.

4.1.1 *Product*: result of a process.

Product means automotive component / automotive spare part / operating materials used for road vehicles / service.

4.1.2 *Automotive component*: component, equipment, aggregate, system, destined for use as it is, either mounted in a road vehicle by the car manufacturer, or as a spare part.

4.1.3 *Automotive spare part*: component which can be mounted in the place of the part used in the fabrication process by the road vehicle manufacturer.

4.1.4 *Operating materials used for road vehicles (operating materials)*: product that is consumed or wears out during the use of a road vehicle and which is supplemented or replaced during the car operation (for example: lubricant, fuel, additive, hydraulic oil).

4.1.5 *New product:* product which is not yet used and is within the warranty term.

The recapped tires, which are before the first assembly after recapping and within the warranty term, unused (unexploited), will be deemed as new products.

4.1.6 *Batch:* defined quantity of the same type of product, manufactured in conditions which are supposed to be consistent, or a defined quantity of new products of the same type, presented at the same time for certification purposes.

Sole batch: batch of products manufactured under special conditions and which are not part of a current production sequence.

Single product: one product unit.

4.1.7 *Family of products:* a multitude of products similar from a constructive and technological point of view, characterized by one or more characteristics or common performances, with different values, derived from the same type of basic product.

The familiy of products for which the certification is requested must be manufactured by the same producer and will have the same field of use.

The type of basic product represents the product with optimal characteristics or performances, out of which standard variants and standard sizes can be obtained, by means of constructive transformations and changes.

4.1.8 *Variant type:* product from the family of products which differ by constructive particularities imposed by the necessity to use it for different purposes or conditions, required by the beneficiary of the product, and which is obtained from the basic type, by supplementing with new characteristics or performances which do not affect the main characteristics or performances of the basic type.

4.1.9 *Variant size:* product from the familiy of products which differ by the numeric value of certain characteristics or performances of the basic type.

4.1.10 C*onformity certification:* action of a third party which proves the existence of an appropriate trust that a product, process or service, identified appropriately, is in compliance with a certain standard or with another reference normative document.

4.1.11 C*onformity assessment:* the systematic examination of the degree in which a product, process or service satisfies the specified conditions.

4.1.12 C*onformity surveillance:* the assessment of the conformity in order to establish the continuity of the compliance with the specified conditions.

4.1.13 *Certification system:* system which has its own procedural and management rules for the performance of the conformity certification.

4.1.14 *Licence (for certification):* document, issued under the rules of a certification system by which a certification body grants to a person or body the right to use conformity certificates or marks of conformity for its products, processes or services, according to the rules related to the certification schema.

4.1.15 C*ertificate of Conformity:* document, issued under the rules of a certification system, which indicates the existence of an appropriate trust that a product, process or service, identified appropriately, is in compliance with a certain standard or with another reference normative document.

4.1.16 C*onformity Mark (for certification):* protected brand applied or issued under the rules of a certification system, which indicates the existence of an appropriate trust that a product, process or service in question, is in compliance with all the requirements of the reference normative document.

4.1.17 *Certification marking of RAR-OCP:* graphic symbol which indicates the fact that the respective product is certified by RAR-OCP.

4.1.18 *Client (Certification applicant / Licence owner):* economic operator who has responsibility, against o certification body, to ensure that the certification requirements, including the product requirements, are fulfilled.

The client may be: the producer, the authorized representative of the producer, the importer, the distributor of the product.

4.1.19 *Certification applicant*: the client who fills in and signs a written certification application of a product/ family of products adressed to RAR-OCP.

4.1.20 *Licence owner:* the client to whom RAR-OCP has granted a licence under the rules of a certification system.

4.1.21 *Economic operator*: legal entity that, in his professional activity manufactures, imports, transports or sells products, or parts of them, or provides services.

4.1.22 *Manufacturer*: the economic operator which manufactures the product out of raw material, or he assembles it from prefabricated components, or which, by his work, modifies product characteristics.

4.1.23 *Producer*: the product manufacturer or the economic operator which applies the name, the trade mark or the logo.

4.1.24 *Producer's representative*: legal entity empowered by the producer to certify or homologate the products.

Note: Producer's representative is also the legal entity empowered by another representative of the producer.

4.1.25 *Importer*: legal entity having as main activity the distribution of imported products or operating materials.

4.1.26 *Distributor*: legal entity having as main activity the distribution of products or operating materials.

4.1.27 *Nonconformity*: the failure of the product to comply with the specified conditions or, when applicable, the absence or deficiency in the implementation or maintaining of one or more elements of the quality system of the supplier, or a situation in which, based on objective proofs, may generate significant doubts regarding the conformity of the product delivered by the supplier.

4.1.28 *Essential requirements*: requirements regarding descriptive or performance characteristics of a product which may affect the safety of traffic and/or the protection of the environment, the mounting of the product in a complex component or in the road vehicle, or the general reliability of a vehicle which it is destined for.

4.1.29 Payment notification: Fiscal bill, invoice, estimate of charges, etc.

4.2 Abbreviations

4.2.1	RAR	Registrul Auto Român (Romanian Automotive Register).
4.2.2	RAR-OCP	Product Certification Body of RAR.
4.2.3	HGR	Romanian Government Resolution.
4.2.4	OM	Order of the Minister.
4.2.5	FG	General Form.
4.2.6	DG	General Document.
4.2.7	RG	General Rules.
4.2.8	MDI	Informative Documents Portfolio.
4.2.9	RU	Regulations of Use.

5 GENERAL PROVISIONS REGARDING THE ORGANIZATION AND OPERATION OF RAR-OCP

5.1 RAR-OCP was set up by the Board of Directors of RAR, under the provisions of HGR 768/1991, republished in 1994.

5.2 The organization and operation of RAR-OCP, as a product certification body, are in accordance with the provisions of the standard SR EN 17065:2013.

5.3 RAR-OCP has its own policies and procedures, managed in a non-discriminating way, ensuring the access to the certification services, unimpeded and unconditioned from a financial,

commercial or other point of view, for all the suppliers interested in products conformity certification within its field of competence.

5.4 The structure of RAR-OCP guarantees the impartialitiy, confidentiality and independence in the establishment of the policies of RAR-OCP, in the conformity assessment process and in the taking decisions process.

5.5 RAR-OCP has a sufficient number of employees, having the studies, training, technical knowledge and experience necessary for the performance of the certification related functions in a consistent and efficient way.

Furthermore, it benefits from the infrastructure, namely the buildings, work space and related utilities, the hardware and software, the transport support and communication services, provided and maintained by RAR, for an unlimited period of time and irrespective of the results of the certification activity.

5.6 RAR-OCP will be liable, according to the law, for the activities carried out by its own personnel, by the subcontracted personnel and by the subcontracted bodies.

5.7 The field of business of RAR-OCP is represented by the certification of the conformity of the products of the automotive field, set out in the Fields of competence of RAR-OCP, code DG-01-14, which can be found in the Classification of the Products and Services associated to the Activities – CPSA 2008, approved by the Order of the president of National Institute of Statistics no. 605 of October 15, 2008 and in the National Economy Activities Classification – CAEN, revision 2, approved by the Order of the president of National Institute of Statistics no. 337 of April 20, 2007.

5.8 RAR-OCP performs the certification of the new products and new operating materials, used for road vehicles, ranging from those related to traffic safety, environmental protection, the energy efficiency and protection against thefts of road vehicles, set out in the list o chapiter V of RNTR 4, approved by the OMTCT 2135/2005, as well as of the products used as car spare parts, other than those which may affect traffic safety and/or environmental protection, according to HG 1219/2000.

5.9 RAR-OCP performs the product's conformity certification in relation to the essential requirements or in relation to all the requirements set out in the reference normative documents of the products, including legal / regulatory requirements applicable.

5.10 RAR-OCP performs conformity certification of the new products, manufactured in Romania or in other countries. RAR-OCP does not perform the conformity certification of the used or reconditioned products, except retreaded tires.

6 DESCRIPTION OF THE CERTIFICATION PROCESS

6.1 Definition of the certification systems and schemes of RAR-OCP. Generalities

6.1.1 RAR-OCP performs the conformity certification of the products under the following **certification systems:**

a) The certification system ***certification of the series manufactured products*** will be applied only upon the request of the producer or the producer's representative of the series manufactured products, of the deliverable products in bulk, for example, liquids, powders, etc., or of the products which cannot be individually identified. Within this certification system, according to the provisions of the reference normative documents, the stage of the implementation of the management system of the manufacturer and the option of the applicant, the following certification schemes will be applicable:

- **Certification scheme no. 1:**
  - Selection, which includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting in:
    - application analysis;
    - documentation analysis;
    - sampling and development of Conformity assessment plan,
  - Analisys – initial conformity assessment for granting certification, consisting of:

- assessment of the quality management system of the manufacturer by means of a product/process audit and
- assessment of the product by means of inspection and/or tests,

- Analisys / evaluation of the file;
- Decision regarding certification;
- Certification, licensing / certification documentation issue, followed by
- A programmed surveillance within the validity term of the certification, consisting in:
  - verification of maintaining the quality management system of the manufacturer by means of a product / process surveillance audit and
  - production surveillance by means of product inspection and/or tests.

The condition for application of this scheme is that the product/process audit at the manufacturer site to be feasible.

- **Certification scheme no. 2:**
  - Selection, which includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting in:
    - application analysis;
    - documentation analysis;
    - sampling and development of Conformity assessment plan,
  - Analisys – initial conformity assessment for granting certification, consisting of:
    - assessment of the quality management system of the manufacturer by means of a product/process audit and
    - assessment of the product by means of inspection and/or tests,
  - Analisys / evaluation of the file;
  - Decision regarding certification;
  - Certification, licensing / certification documentation issue, followed by
  - A programmed surveillance within the validity term of the certification, consisting in:
    - verification of maintaining the quality management system of the manufacturer by means of checking the validity term of the manufacturer's management system certificate and
    - production surveillance by means of product inspection and/or tests.

  The conditions for application of this scheme are:
    - the management system of the manufacturer is certified and
    - product/process audit at the manufacturer site to be feasible.
- **Certification scheme no. 3:**
  - Selection, which includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting in:
    - application analysis;
    - documentation analysis;
    - sampling and development of Conformity assessment plan,
  - Analisys – initial conformity assessment for granting certification, consisting of:
    - assessment of the quality management system of the manufacturer by means of checking the validity term of the manufacturer's management system certificate and
    - assessment of the product by means of inspection and/or tests, followed by
  - Analisys / evaluation of the file;
  - Decision regarding certification;
  - Certification, licensing / certification documentation issue, followed by
  - Two programmed surveillances within the validity term of the certification, or one programmed surveillance - if the management system of the manufacturer is certified according to ISO/TS 16949 standard for the product in question, consisting in:
    - verification of maintaining the quality management system of the manufacturer by means of checking the validity term of the manufacturer's management system certificate and

- production surveillance by means of product inspection and/or tests.

The condition for application of this scheme is that the management system of the manufacturer is certified.

- **Certification scheme no. 4:**
  - Selection, which includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting in:
    - application analysis;
    - documentation analysis;
    - sampling and development of Conformity assessment plan,
  - Analisys – initial conformity assessment for granting certification, consisting of:
    - assessment of the product by means of inspection and/or tests,
  - Analisys / evaluation of the file;
  - Decision regarding certification;
  - Certification, licensing / certification documentation issue, followed by
  - Surveillances programmed every 6 months within the validity term of the certification, consisting in:
    - production surveillance by means of product inspection and/or tests.

b) The certification system ***certification of the batch of products*** will be applied for the certification of the batches of products which can be isolated batches, unique batches or units of product. Within this certification system the following certification scheme will be applicable:

- **Certification scheme no. 5:**
  - Selection, which includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting in:
    - application analysis;
    - documentation analysis;
    - sampling and development of Conformity assessment plan,
  - Analisys – initial conformity assessment for granting certification, consisting of:
    - assessment of the product by means of inspection and/or tests,
  - Analisys / evaluation of the file;
  - Decision regarding certification;
  - Certification, licensing / certification documentation issue.

The condition for application of this scheme is that the hole batch is available, packed and ready for delivery.

6.1.2 The products homologated by the competent authorities of the Geneva Agreement according to the EEC-UNO Regulations and the products approved by the competent authorities of the EU member states according to the European Directives, can be certified by RAR-OCP, upon request of the certification applicants. In this case RAR-OCP applies simplified certification procedures, provided that the certification applicant supplies the type approval certificates of the products in question, and these documents demonstrates that the products are fulfilling all the requirements which refer to trafic safety, environmental protection, energetic efficiency and protection against thefts.

6.1.3 For the products which have valid conformity certificates, issued by authorized certification bodies, which certify that the products in question are fulfilling all the requirements which refer to trafic safety, environmental protection, energetic efficiency and protection against thefts, may be applied simplified certification procedures.

6.1.4 The selection of the applicable certification system and certification scheme will be performed by the certification applicant, with the consultation and acceptance of RAR-OCP, according to the type of manufacturing and the capacity of the certification applicant, as supplier of the product, as it is set out in the List of documents required for certification purposes, code DG-01-11, of the RAR-OCP Informative Documents Portfolio, code MDI-00.

6.1.5 If, during the certification process, the initial data of the certification are modified, the selected certification scheme may be changed, provided that all the specific activities for the new scheme are done.

6.1.6 The general condition that certification process can carry on, regardless of the chosen certification scheme, is that the reference normative document/s of the product / family of products defines at least the essential requirements and the testing methods.

6.1.7 Certified quality management system of the manufacturer means that the manufacturer owns a quality management system certificate, according to the standards SR EN ISO 9001, SR ISO/TS 16949, or equivalent, for the manufacture site and for the product in question (subjected to certification process).

6.1.8 Certification process is based on statistical sampling and is being conducted in a quality management system organized according to SR EN ISO 17065 requirements, and the derogations from the procedures are obtained, on basis of technical arguments, from the Executive Director of RAR-OCP.

6.2 Certification request / application

6.2.1 The certification applicant acquires, at surcharge, MDI-00 from the RAR-OCP Secretariat and requests himself, in writing or by telephone, the necessary information to clarify certain aspects about certification process. If appropriate, he receives the relevant information in informative meetings at the RAR-OCP headquarters.

On demand, RAR-OCP makes available to the applicant the specific procedure applicable to the product in question.

6.2.2 The certification applicant must provide to RAR-OCP Secretariat the filled in form of the Product Certification Application, code FG-01-01, to which they are appended:

- the documentation requested according to the List of documents required for certification purposes, code DG-01-11;
- the proof of payment of the fee for the analysis of the Product certification application;
- the proof of payment of the fee for MDI-00, only by the new certification applicants.

6.2.3 The Product certification application must comply with the following requirements:

a) to be dated and signed by the legal representatives of the certification applicant, namely by the General Manager or equivalent function and the Economic Manager or equivalent, and by the designated person for the contact with RAR-OCP;
b) to be filled in a legible manner, preferably with capitals,
c) to contain the numbers / registration data of the applicant and of RAR.

6.2.4 The Certification application must:

a) set out the type of the certification, namely *the certification in relation with the essential requirements set out in the reference normative documents* or *the certification in relation to all requirements set out in the reference normative documents*, the selected certification system, namely *the certification of series manufactured products* or *the certification of batch of products*, as well as the selected certification scheme.
b) set out the number/code of the batch and the number of pieces / the quantity / the series of the products which form the respective batch, in case of batch of products certification.
c) set out the quality of the certification applicant.
d) include the complete identification of the product to be certified by setting out the denomination, the factory mark or the trade mark, and, in case of a family of products, the types / variant types / variant sizes subjected to certification.
e) identify the reference normative documents for the product / familiy of products by setting out the title, number and date of the edition/revision in force.
f) identify the producer, by setting out the name and address.
g) identify the manufacturer, by setting out the name, address of the manufacturing site / sites of the product / familiy of products subject to certification.

If applicable, the requested information may be presented in sheets appended to the *Certification application of a product.*

6.2.5 Any subsequent amendment of the certification application, specified on the *Certification application of a product* or in un other document, must be dated and signed by the certification applicant.

6.3 Application / Request Analysis

6.3.1 If the terms of subchapters 6.2.2, 6.2.3, or 6.2.4 are not complied with, the certification applicant will be notified by RAR-OCP on a correspondence form, code FG-01-18, about the deficiencies regarding the form and the content of the *Certification application of a product* and, if applicable, the lack of the documents of item 6.2.2.

The certification applicant must settle the deficiencies related to the *Certification application of a product* and the appended documents within a reasonable term, mutually agreed, usually not exceeding 30 days as of the receipt of the notification.

If the certification applicant does not settle the deficiencies regarding the *Certification application of a product* and the appended documents within the set out term, he will be notified regarding the non acceptance of the *Certification application of a product* by means of the Communication regarding the analysis of the certification application, code FG-01-16.

6.3.2 If the terms set out by subchapters 6.2.2, 6.2.3, or 6.2.4 are complied with, the certification applicant is notified by RAR-OCP, by means of a Communication regarding the analysis of the certification application, code FG-01-16, about acceptance of the certification application, regarding the number of the Certification file distributed to the accepted certification application, as well as regarding the name of the designated person and the manner of communication during the certification process.

Furthermore, the certification applicant will be notified regarding the continuation of the certification process.

6.3.3 The certification applicant receives the Certification agreement, code DG-01-03, in two counterparts, for signing purposes and returning to RAR-OCP one counterpart signed by all the legal representatives of the certification applicant. The Communication regarding the analysis of the certification application and the Certification agreement can be prepared for several certification files of the same certification applicant.

6.3.4 The certification applicant receives the payment notification for the documentation analysis, which he has to pay within the period specified and send the proof of payment to RAR-OCP. The payment notification can gather multiple activities / certification files, as applicable, and the beneficiary's visa on the payment notification is not mandatory if the payment is made. If changes of the constitutive elements occur the payment notification will be calculated again.

6.4 Documentation analysis

6.4.1 After receiving the proof of payment of the Payment notification for the documentation analysis, the Designated person will carry out the documentation analysis activity.

6.4.2 If the documentation complies with the requirements of RAR-OCP, the certification applicant will receive the Conformity assessment plan, code DG-01-01.

6.4.3 If the documentation does not comply with the requirements of RAR-OCP, the certification applicant will be notified by RAR-OCP, on a correspondence form, code FG-01-18, about the deficiencies related to the documentation appended to the certification application.

6.4.4 The certification applicant must settle, within the set out term, the deficiencies relate to the documentation.

6.4.5 If the certification applicant does not settle the deficiencies related to the documentation within the established term, he will be notified by RAR-OCP regarding the cease of the certification process by a correspondence form, code FG-01-18.

6.5 Planning the product / process conformity assessment activities

6.5.1 The certification applicant will receive, for agreement, the Conformity assessment plan, code DG-01-01, which will set out the following activities which will be carried out by RAR-OCP, according to the choosen certification scheme: audit, sampling, inspection, tests.

- In case of certification a family of products, the Conformity assessment plan will set out the types of products (if possible), which are deemed as representative for the family of products, selected for being subject to tests and / or inspections, as well as the sampling procedure and the scheme for subjecting the taken samples to tests.
- If, for a product or an operating material certified by a representative of the producer, the certification by another economic operator or by another representative of the producer is requested, the test reports and, if appropriate, the audit reports related to the initial certification will be taken into consideration. In this case, RAR-OCP applies a simplified certification procedure and the valitidity term of the certification will not exceed the date of the expiry of the initial certification.

NOTE: *Test reports issued under accreditation or assessed by RAR-OCP may be taken into consideration provided that they are no older than 1 year from the date of the certification application.*

6.5.2 The certification applicant will be notified by RAR-OCP regarding the date / period of time for the performing of the activities for which the applicant shall transmit his agreement / observations.

6.5.3 The certification applicant will receive, if applicable, for the agreement and for notification purposes of the manufacturer, the Audit Plan, code DG-01-02, which will set out the purpose and field of the audit, the date / period of the audit and the membership of the audit team.

6.5.4 In case of observations regarding the planning of the conformity assessment activities, including the objections, on reasonable grounds, against certain members of the inspection team and, if applicable, of the audit team, RAR-OCP and the certification applicant will settle, in an amiable manner, the differences in order to agree upon alternatives.

6.5.5 In case of agreement of the Conformity assessment plan, code DG-01-01 and, if applicable, of the Audit Plan, code DG-01-02, the certification applicant will receive from RAR-OCP the Payment notification for the conformity assessment activities of the product / process (audit, sampling, inspection, tests), for payment purposes.

6.5.6 The certification applicant must pay in advance the Payment notified, for the conformity assessment activities of the product / process (audit, sampling, inspection, tests) and send the proof of payment to the Secretariat of RAR-OCP or the designated person.

6.6 The assessment of the quality management system

6.6.1 The assessment activity of the quality management system, according to the selected certification scheme, consists of performing the audit at the manufacturer's headquarter and/or the acknowledgement of the manufacturer's quality management system certification.

6.6.2 The audit team performs the audit at the manufacturer's headquarter, according to SR EN ISO 19011 provisions.

6.6.3 The certification applicant / the manufacturer will receive a copy of the Audit report, code DG-01-05, in the set deadline, not later than 30 days after the conclusion of the audit.

6.6.4 In case of nonconformities, the certification applicant / the manufacturer must establish and communicate to RAR-OCP, not later than ten days after receiving the Audit report, the corrective measures and the applicable terms thereof.

6.6.5 One counterpart of the Audit report will be kept by the designated person in the Certification file.

6.7 Sampling

6.7.1 The certification applicant must take the necessary measures so that, on the agreed date, the RAR-OCP representative can take the number of samples established in the Conformity assessment plan, code DG-01-01.

6.7.2 Sampling is performed, according to the selected certification scheme, from the production (from the manufacturig flow, subsequent to the product final inspection/testing), from the warehouse of finished products or from the market.

6.7.3 The samples that are taken are identified accordingly, by the RAR-OCP representative, if necessary.

6.7.4 The representative of the applicant will sign the Sampling protocol, code FG-01-04, completed by the RAR-OCP representative, in two counterparts: one counterpart is kept by the designated person in the Certification file, and the other one will be handed over to the representative of the certfication applicant.

6.7.5 The transport to premises of RAR-OCP of the taken samples for the performance of the tests and for keeping them as control samples by the tests laboratory and by RAR-OCP, will be provided by the applicant of the certification and/or by RAR-OCP, as applicable. The transport of the samples that are taken can be ensured by third parties, provided that traceability is ensured during transport.

6.8 The assessment of the product by inspection

6.8.1 The certification applicant must take the necessary measures to provide, on the date agreed, the conditions for the inspections specified in the Conformity assessment plan, code DG-01-01, according to SR EN ISO/CEI 17020 provisions.

6.8.2 The inspection team / inspector will perform the process / samples inspection, namely, the characteristics to inspect, the conditions for conservation, packing, transport and storage of the inspected product, warranty and service conditions, of marking and of accompanying documents of the inspected product.

6.8.3 After the performing of the inspection, the inspection team / inspector will draw up the Inspection report, code FG-06/01-01, in two counterparts: one set is kept by the designated person in the certification file and the other set is sent to the certification applicant.

6.9 The assessment of the product through tests

6.9.1 The person designated within RAR-OCP will subcontract the test laboratory selected from the List of laboratories registered with RAR-OCP, code FG-03-02, which carries out, according to their own procedures, the conformity tests set out in the Order, code DG-03-02, regarding the samples handed over by the designated person, under the Delivery Protocol code FG-01-05.

6.9.2 A copy of the Test Report issued by the subcontracted Test laboratory is received and kept in the Certification file by the designated person of RAR-OCP, and a copy is sent to the certification applicant.

NOTE: *The tests can be performed at the manufacturer's laboratory or a third party laboratory which is not included in the List of laboratories registered with RAR-OCP. In this case, RAR-OCP will exclusively assess the capacity of performing the tests in question according to the reference normative documents thereof and the tests will be performed under the surveillance of the RAR-OCP representative.*

6.10 Analysis / assessment of the file

6.10.1 The certification applicant will receive from RAR-OCP the Payment notification for the assessment of the results of the activity of assessment of the conformity and for drawing up the final documents.

6.10.2 The certification applicant must pay, in advance, the Payment notification for the assessment of the results of the activity of assessment of the conformity and for drawing up the final documents and must transmit the proof of payment to RAR-OCP.

6.10.3 The RAR-OCP assessor, designated by the Executive Director of RAR-OCP and uninvolved in the activities presented at items 6.3 ÷ 6.9, performs the assessment of the results of the activity of assessment of the conformity of the product, in relation to the reference normative documents set out in the Certification Application, based on the analysis of the Certification file, and proposes granting (partial or total) / not granting of the certification or supplementary assessment of the conformity of the product / family of products and the Executive Director of RAR-OCP takes the decision regarding the certification.

6.10.4 For series manufactured products, the certification is granted for no more than 2 years. The certification for series products for a period of 3 months, 6 months or 1 year can be granted in one of the following cases:

a) when the strict control of the manufacturer and of the certified product is necessary, since the conditions for granting the certification for two years are not all complied with;
b) when sufficient technical evidence has been analyzed, for example, conformity certificates and testing reports issued by accredited laboratories, approvals from the vehicles manufacturers, which allow the certification granting, but the tests require extended periods of time.

6.10.5 If the causes for granting a limited to 3 – 6 – 12 months certification for series manufactured products, set out by par. a) and b) are eliminated, the certification of the products will be extended to two years as of the date of the initial certification, namely:

a) the strict control of the manufacturer and of the certified product is no longer necessary;
b) the tests are completed and the products comply.

6.10.6 For the batches of products the certification is granted for a period no longer than 1 year, without exceeding the warranty / validity term of the product.

6.11 The decision regarding the certification

6.11.1 The Executive Director of RAR-OCP will decide regarding the certification and the designated person will notify the applicant regarding the certification decision by means of a Communication of the decision adopted following the analysis of the certification file, code FG-01-17, within five calendar days as of the moment the decision was taken.

6.11.2 In case of application for *certification of a series manufactured product*:

a) In case of establishing the total conformity of the product / family of products, assessed against the essential requirements / all the specified requirements, and the capability of the manufacturer to ensure the conformity of the manufacturing process for the product / family of products is confirmed, the decision is granting the certification for the product / for the entire familiy of products subjected to certification.
b) In case of establishing the partial conformity of the product / family of products, assessed against the essential requirements / all the specified requirements, and the capability of the manufacturer to ensure the conformity of the manufacturing process for the product / family of products is confirmed, the decision depends on the influence of the nonconformity upon the installation, operation, lifetime of the product, as follows:
   - granting the certification for the product / family of products considered;
   - additional evaluation of the product's conformity / family of product's conformity, the supplementary evaluation domain or the additional tests being specified.
   - not granting the certification for the product / family of products considered.
c) In case of establishing the non conformity of the product / family of products, assessed against the essential requirements / all the specified requirements, and the capability of the manufacturer to ensure the conformity of the manufacturing process for the product / family of products is confirmed, the decision is not granting the certification for the product / family of products considered.
d) In case of establishing the conformity of the product / family of products, assessed against the essential requirements / all the specified requirements, and the capability of the manufacturer to ensure

the conformity of the manufacturing process for the product / family of products is not confirmed, the decision is not granting the certification for the product / family of products considered.

e) In case of establishing the conformity of the product / family of products, assessed against the essential requirements / all the specified requirements, and the certification document for the mangement system of the manufacturer, presented by the applicant, is not relevant for the product considered, or for the site of fabrication, or it is not within validity term, the certification may be granted if the applicant accepts the certification scheme no. 4.

f) When assessing conformity of a family of products, in case of establishing the non conformity of one/some products, sampled initialy, against the essential / all specified requirements, and the capability of the manufacturer to ensure the conformity of the manufacturing process for the product / family of products is established, the decision may be as follows:
- additional evaluation of the family of product's conformity, the supplementary evaluation domain or the additional tests being specified.
- granting certification for products which comply and not granting certification for products which don't comply;
- not granting the certification for the considered family of products.

NOTES:

1. *Establishing the conformity of the product in question with the relate normative documens entails the settlement of all major nonconformities regarding the tested and/or inspected product, namely, of the nonconformities regarding one or more essential requirements relating to the critical characteristics or performances which may affect the safety of the traffic and/or the protection of the environment, installation of the product within a complex component or in a road vehicle, or the total reliability of the vehicle to which it is intended.*
2. *Establishing the capability of the manufacturer to ensure compliance of the production for the audited product entails the settlement of all major nonconformities regarding the quality management system of the manufacturer, namely, the ones relating to the absence or deficiency in the implementation or maintaining of one or more elements of the quality management system of the manufacturer, or any other situation which may generate significant doubts regarding the conformity of the product.*
3. *The decision regarding the granting of certification will be taken by the Executive Director of RAR-OCP, in the situation of the settlement by the certification applicant, within the established term of no more than 3 months as of the date of the receipt of the Audit Report, of the major nonconformities and in the situation of verification, by RAR-OCP, of the effectiveness of the established remedies implementation.*

6.11.3 In case of request for *certification of a batch of products*:

a) In case of request for certification an isolated batch:
- in case of establishing the conformity of the product samples taken and assessed in connection with the reference normative document, decision is granting the certification for the entire batch of products subject to certification;
- in case of establishing the nonconformity of the product samples taken and assessed in connection with the reference normative document, decision is not granting the certification for the batch of products subject to certification;.

b) In case of request for certification of a sole batch:
- in case of establishing the conformity of all products assessed in connection with the reference normative document, decision is granting the certification for the entire sole batch of products subject to certification;
- in case of establishing noncompliance of some individual products assessed in connection with the reference normative document, decision is not granting the certification for the entire sole batch of products subject to certification and granting the certification only for the products found compliant due to certification evaluation.

6.11.4 In case of decision of not granting the certification or to further conformity assessment, in the Communication regarding the decision adopted following the analysis of the certification file, code FG-01-17, the necessary and sufficient arguments for the substantiation of the decision are set out or, as the case may be, the activities for the additional assessment of the conformity which are about to be performed are set out.

6.12 Attestation. Licensing / Certification documentation

6.12.1 In case of the decision of granting *the certification for series manufactured products*, the certification applicant will receive, appended to the Communication regarding the decision adopted following the analysis of the certification file, code FG-01-17, the Surveillance Agreement, code DG-06-01, the Surveillance Plan, code FG-06-01 and the Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP, code FG-05-01, in two counterparts each, for signing and returning one of the copies to RAR-OCP. The Communication regarding the decision adopted following the analysis of the certification file, the Surveillance Agreement, the Surveillance Plan and the Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP can be prepared for several certification files of the same certification applicant.

After signing the Surveillance Agreement, code DG-06-01, the Surveillance Plan, code FG-06-01 and the Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP, code FG-05-01 by the certification applicant, RAR-OCP will issue to the licence holder the original counterpart of the Certificate of conformity, code DG-01-08 and of the Licence, code DG-01-09.

6.12.2 In case of the decision to grant the *certification for a batch of products*, the certification applicant shall receive, appended to the Communication regarding the decision adopted following the analysis of the certification file, code FG-01-17, the Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP, code FG-05-01, in two counterparts, for signing and returning one of the copies to RAR-OCP.

After signing the Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP, code FG-05-01 by the certification applicant, RAR-OCP will issue to the licence holder the original counterpart of the Certificate of conformity, code DG-01-08 and of the Licence, code DG-01-09.

6.12.3 In case of the decision to grant the certification, in the Communication regarding the decision adopted following the analysis of the certification file, code FG-01-17, will be specified, as applicable:

a) the full or partial granting of the certification, namely, for all the types / variant types / variant sizes assessed and found to be compliant, or for certain types / certain variant types / certain variant sizes assessed and found to be compliant;
b) granting the certification for a period of two years or, if applicable, for a limited period of time, the specific terms being well defined;
c) granting the right of using the certification marking of RAR-OCP for the certified products;
d) granting the right of using the Conformity mark of RAR-OCP for the certified products.

6.12.4 The right of using the Conformity mark of RAR-OCP is granted if the certification process has been caried out according to certification scheme no. 1 or certification scheme no. 2 and the conformity of all types / all variant types of products in relation to all requirements of the reference normative documents was confirmed.

6.12.5 The Certification marking of RAR-OCP will be granted for all certified products and the appliance thereof will not be mandatory.

6.13 Registry of certified products

6.13.1 RAR-OCP maintains R7 Evidence Registry for the certificates of conformity, code FG-01-13, which identifies the certificate holder, the certified product, the standard / normative document against

which it was certified the compliance, the certificate number, including the granting date and the term of validity.

6.13.2 RAR-OCP publishes periodically on the site http://www.rarom.ro/OCP:

- List of products having Certificates of conformity of RAR-OCP within validity term, which identifies the certificate holder, the certified product, the certificate number, including the granting date and the term of validity;
- List of Certificates of conformity of RAR-OCP withdrawn / suspended, according to the provisions of Publications procedure.

6.14 Surveillance

6.14.1 In cases where certification scheme stipulates surveillance activities in order to ensure upon continued compliance with the normative documents of the certified products, RAR-OCP initiates these activities according to the general procedure Surveillance of the licence holders, code PG-06 and to the specific procedures applicable to the product.

6.14.2 For surveillance activities, depending on the applicable certification scheme, RAR-OCP performs the following activities:

- checking the quality management system of the manufacturer by:
  - product / process surveillance audit;
  - checking the validity term of the quality management system certificate of the manufacturer,
- surveillance of the fabrication conformity by inspecting and / or testing the product, according to art. 6.8 /6.9 and documenting the results / generating the adequate records.

6.14.3 During the surveillance activities, RAR-OCP verifies also:

- the way of use of the certificate and licence, by the licence holder;
- records relating to complaints (about the products) /actions taken for solving them;
- checking the storage conditions and the delivery documentation of the products.

6.14.4 The unscheduled surveillance is performed when complaints about the product quality occurs, when supplementary investigations about the changes of the product / process announced by the licence holder are necesssary, or in justified cases generated by the suspicions on product compliance.

6.14.5 The licence holder must keep all records of the complaints received about the conformity of the certified product and to place them at the disposal of RAR-OCP, with the occasion of the surveillance activities or on request.

The licence holder must also take appropriate actions to solve these complaints and any other deficiencies found to the product, which affects the compliance with the certification conditions, and to document the measures taken and their effectiveness.

6.14.6 The activities of the unscheduled surveillance are established by the Executive Director of RAR-OCP and consist of product's inspection and / or testing and / or product / process audit and do not depend on the certification scheme chosen.

6.14.7 The licence holder must ensure unconditionned access of the RAR-OCP representatives in all locations where activities related to the certified product are carried out, with the occasion of *scheduled surveillance activities* or *unscheduled surveillance activities*.

6.14.8 After completing the evaluation activities of the surveillance activities, the certification file analysis / evaluation stage and certification decision stage are repeated.

6.15 Changes affecting the certification

6.15.1 When the certification scheme introduces new or revised specifications which affects the client, RAR-OCP provides, in a controlled manner by publishing, to clients / licence holders the changes in the conditions of certification and checks out the implementation thereof by the clients / licence holders.

6.15.2 RAR-OCP takes into consideration also other modifications affecting certification (new information related to fulfillment of the certification requirements, obtained after being set / granted the certification), including changes initiated by the client, and decides on appropriate actions.

6.15.3 Actions to implement changes that affect the certification may include, if appropriate, depending on the nature and extent of the modifications, the following:

- certification request / application analysis,
- assessment / determination of characteristics,
- file assessment / analysis
- decision on certification,
- issuance of the certification documentation revised in relation with decreased / extended certification area,
- issuance of the certification documentation for the revised surveillance activities.

6.15.4 These actions must be performed in accordance with the applicabile parts from 6.3 – 6.12 and the records include the arguments for the exclusion of any of the above activities.

6.15.5 The licence holder must maintain the conformity of the certified product with the reference normative documents requirements, which were the basis for granting certification, within the validity term of the licence.

6.15.6 The licence holder must inform RAR-OCP, within ten calendar days, the significant changes of the product / process he intents to make affecting the design or the reference normative documents of the product, the changes of the normative document in relation with the certified product, about structure or management changes, if relevant, and of any issues which can influence the conformity of the product with RAR-OCP requirements.

The licence holder must not supply certified products, as a result of announced changes, without prior written consent from RAR-OCP.

6.16 Extension of certification

6.16.1 In case of products certified according to *series manufactured products* system, during the validity term of the licence issued in compliance with the provisions of subchapter 6.12, the licence holder may request to RAR-OCP the extension of the certification, namely the certification field set out in the Licence issued initially, as follows:

a) for other product types or models, manufactured in the same production site, according to the same normative documents in connection with which the Licence was initially issued;
b) for other product types or models, manufactured in the same production site, according to the same reedited / reviewed normative document, or to other normative documents than the ones in connection with which the Licence was initially issued;
c) for the same product types or models, manufactured in a different production site than the initial one, according to the same normative documents in connection with which the Licence was initially issued.

NOTE: *The product types or models for which the extension of certification is requested may be defined in specific normative documents, presented separately, upon the application for the extension of certification, or in new editions of the normative documents in connection with which the Licence was initially issued.*

6.16.2 In the situation of subchapter 6.16.1 a, the provisions of subchapter 6.3 ÷ 6.11 will be applied, with the following remarks:

a) The applicant for extension of certification is notified on the necessity of sampling some of the new types or models of product and on the assessment of their conformity, by conformity tests and/or inspections.

b) The volume of tests and/or inspections is established by RAR-OCP, according to the performance differences between the new types or models of product and the types or models which have been certified intially.

6.16.3 In case of subchapter 6.16.1 b, the provisions of subchapter 6.3 ÷ 6.11 will be applied, with the following remarks:

a) The applicant for extension of certification is notified on the necessity of performing the audit at manufacturer's site, as the case may be, of sampling some of the new types or models of product and of the assessment of the quality thereof by conformity tests and/or inspections.

b) The volume of tests and/or inspections is established by RAR-OCP, according to the performance differences between the new types or models of product and the types or models which have been certified initially.

6.16.4 In case of subchapter 6.16.1 c, the provisions of subchapter 6.3 ÷ 6.11 will be applied, with the following notes:

a) The applicant for extension of certification is notified on the necessity of performing the audit at manufacturer's new site, sampling types or models of product from the new production site, and conformity assessment thereof by inspections and, if applicable, by conformity tests.

b) The Conformity assessment plan will include at least the identification verifications to which the product samples will be subject, in order to determine the conformity thereof with the samples tested initially.

c) In the audit plan, the field and the extent of the audit performed at the new production site of the product types or models for which the Licence was initially issued, will be established according to the technical differences regarding the manufacturing process related to the products, resulting from the analysis of the technical documentation of the product in question.

6.16.5 The new Licence and the new Certificate of Conformity, issued in case of extension of certification, are amendments to the initial Licence and Certificate of Conformity and are valid until the date of expiry of the initial certification.

6.17 Decreasing of certification

6.17.1 In case of products certified according to *series manufactured products certification system*, during the validity term of the Licence issued according to the provisions of subchapter 6.12, the licence holder may request at RAR-OCP the decrease (diminish) of the certification area, namely of the certification domain set out in the licence issued initially, for certain product types or models manufactured in certain production centers, in relation with certain normative documents.

6.17.2 The applicant for the decrease of the certification domain will be notified on the decision to decrease certification for the product types or models set out in the Certification decrease application.

6.17.3 The new Licence and the new Certificate of Conformity, issued in case of decreasing of certification, replaces the Licence and the Certificate of Conformity issued before, and will be valid until the expiry date of the initial certification.

6.18 Certification Renewal

6.18.1 In case of product certified according to *series manufactured products certification system*, before the licence validity term expiry, the licence holder may request to RAR-OCP to renew the certification of the certified products.

6.18.2 For certification renewal, provisions of subchapters 6.3 ÷ 6.11 will be applied, with the following remarks:

a) The applicant is notified on the new assessment of the product in question, by means of performing conformity tests and/or inspections, full or partial, and, if applicable, by performing audit at the manufacturer's site.

b) In case of certification renewal of a family of products, certified initially or subjected to the certification extension, one can decide on performing tests and/or inspections on the samples of types of products which have not been tested and/or inspected on the occasion of the initial certification or the extension of the certification. If the product family initially / previously certified has been added

with other types of products, the last ones will be inspected and tested according to the complete procedure for initial certification, without applying simplified procedures specific to certification renewal.

c) The Conformity assessment plan will include at least the identification verifications which the samples of the product types or models will be subjected to, in order to determine the conformity thereof with the reference normative documents.

d) In the Audit plan, the field and extent of the audit are established according to the changes of the manufacturing process related to the product, or of the management system of the manufacturer, revealed in the submitted documentation, related to the initial certification documentation or to the extension of certification.

e) Can be applied simplified certification procedures if, during the validity term of the initial certification / certification renewal, the initial reference certification conditions are maintained and there has been not found nonconformities of the product, as follows:
   - for certification schemes no. 1 and 2: the audit will be replaced with process inspection;
   - for certification scheme no. 3: one scheduled surveillance activity;
- for certification scheme no. 4: two scheduled surveillance activities, respectively one scheduled surveillance activity for the following certification renewals.

f) If during the period of appliance of the simplified procedures it has been observed that the initial certification conditions are no longer preserved and there has been found nonconformities of the product, it returns to initial certification procedure.

6.18.3 The new Licence and the new Certificate of Conformity, issued in case of certification renewal, will be valid for two years.

7 RULES REGARDING THE USE OF LICENCE, CERTIFICATE OF CONFORMITY, CERTIFICATION MARKING OF RAR-OCP AND CONFORMITY MARK OF RAR-OCP

7.1 During the validity term of the Licence, under the assumed Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP, the licence holder has to comply with the provisions of the Regulation on the use of licence, certificate of conformity, certification marking of RAR-OCP and conformity mark of RAR-OCP, code RU-00, provided in MDI-00.

7.2 If RAR-OCP finds that the provisions of the Regulation on the use of licence, certificate of conformity, certification marking of RAR-OCP and conformity mark of RAR-OCP, code RU-00, have not been complied with during the surveillance actions, scheduled or unscheduled, or during the process of dealing with the complaints, the licence holder will be notified by RAR-OCP regarding the considered actions, such as:

a) suspension or withdrawal of the certification, according to chapters 8 or 9, and with the publication thereof;

b) the notification of the competent authorities, namely Ministry of Transports, National Authority for the consumer's protection, Financial Guard, Traffic Police or other bodies of the public administration which have legal prerogatives at a local, county or national level, as applicable, in order to take the appropriate legal measures, if the situation in question represents an offense or a crime.

8 SUSPENSION OF THE CERTIFICATION

8.1 RAR-OCP may suspend the certification for a certain certified product for a period not exceeding 90 days, in the following situations:

a) identification of certain minor nonconformities (referring to product / process), which do not affect the quality of the product;

b) inefficiency of the measures taken following the prior audit;

c) failure of the licence holder to comply with the provisions of the Regulation on the use of licence, certificate of conformity, certification marking of RAR-OCP and conformity mark of RAR-OCP, code RU-00, namely, incorrect referring to certification, or incorrect use of the licence, the certificate of conformity, the certification marking of RAR-OCP and, if applicable, of the conformity mark of RAR-OCP;
d) failure of the licence holder to comply with General Rules regarding the product certification, code RG-00, including the terms for the settlement of minor nonconformities found on the prior audit;
e) the licence holder has not complied with any other rules established by RAR-OCP, including postponing carrying out the surveillance acivities, scheduled or unscheduled, without justified reasons, or payment in due time the financial obligations towards RAR-OCP.

8.2 The certification may be suspended for a period not exceeding 12 months when the licence holder notifies the interruption of the manufacturing/import/distribution process of the product in question, or for other reasons.

8.3 The licence holder will be officially notified by RAR-OCP regarding the suspension of the certification, within five calendar days as of the moment the decision was taken, by setting out the conditions for the termination of the suspension and the measures which must be taken by the licence holder, as applicable, for example:

a) withdrawal of the certified products, which may be defects, from users, market outlet, or distribution sites and return them to the manufacturing site or to another place acceptable for performing corrective actions;
b) removal the conformity mark of RAR-OCP and the certification marking of RAR-OCP from the withdrawn products, reprocessing or replacement of the withdrawn products;
c) publication of a note on the risk involved by the products in question, when implementation of the actions from subchapter 8.3 a,b is not possible;
d) withdrawal or cancelation of the wrong references made to certification, performed in catalogues, adds, etc.

During the suspension period of the certification, the licence holder will not identify as certified the products manufactured after the date of the communication of the certification suspension, will not make reference to the certification and will not place on market the repective products.

8.4 The licence holder must communicate RAR-OCP the completion of the corrective actions, in order for RAR-OCP to verify the implementation thereof, and of other actions performed, for example, to prevent the manufacturing of products subsequently requiring similar measures.

8.5 In case of implementation the measures envisaged or of resumption the manufacture of the product, within terms established according to subchapter 8.1, the licence holder will be officially notified on the resolution of the termination of the certification suspension within five calendar days as of time of the decision.

NOTE: The period of suspension of the Licence will not be added to the validity term thereof.

8.6 In case of failure to fulfill the conditions for termination of the certification suspension, the licence holder will be officially notified on the decision to withdraw the certification within five calendar days as of time of the decision.

8.7 According to chapter 13 RAR-OCP will proceed to the publication of the suspension of the certification.

9 WITHDRAWAL OF THE CERTIFICATION

9.1 RAR-OCP may withdraw the certification for a certain certified product, in the following situations:

a) the licence holder does not want to maintain the certification or refuses the surveillance action;
b) the licence holder stops manufacturing, importing or distributing the product;
c) the identification of some major nonconformities which affect the quality of the product;

d) the licence holder does not fulfill the conditions of canceling the suspension of the certification;
e) the licence holder does not comply with its financial obligations towards RAR-OCP;
f) the licence holder does not comply with the provisions of the Surveillance agreement, code DG-06-01 and the Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP, code FG-05-01;
g) the failure of the licence holder to comply with the provisions of the Regulation on the use of licence, certificate of conformity, certification marking of RAR-OCP and conformity mark of RAR-OCP, code RU-00, namely, the abusive use of the licence, the certificate of conformity, the certification marking of RAR-OCP and, if applicable, of the conformity mark of RAR-OCP for the certified product;
h) the failure of the licence holder to comply with the provisions of General rules regarding the product certification, code RG-00, or non-compliance with the amendments to this document, communicated officially by RAR-OCP;
i) the licence holder cannot ensure the conformity of the product or does not apply, within six months, the corrections / corrective actions imposed by the amendment of the national/international standard, the reference directive or regulation of the product, including the legal / regulation requirements;
j) the licence holder ceases manufacturing/importing/distributing of the product for a period longer than 12 months.

9.2 The licence holder is officially notified by RAR-OCP about the certification withdrawal decision within five calendar days from the decision date, specifying the consequences on the certified products located in the stock of the supplier and/or on the market, depending on the reason of the withdrawal of the certification and of the nature of the risk implied by using such products and the degree of the harm brought to traffic safety and/or the environmental protection.

9.3 According to chapter 13, RAR-OCP proceeds to the publication of the withdrawal of the certification and the notification of the competent authorities in this respect, for taking the legal measures, if the situation which involves the withdrawal of the certification represents an offense or a crime, or if the licence holder refuses to take measures for the remedy of the found situation.

10 COMPLAINTS AND APPEALS

10.1 Complaints settlement

10.1.1 The complainant sends officially to RAR-OCP the complaint, which must include, at least, the complete identification of the complainant, namely his name and address, and the object of the complaint. The complaint may be sent by the complainant by post / fax / e-mail or handed over personally to RAR Secretariat / Executive Director of RAR-OCP / RAR-OCP Technical Secretariat / Designated Person from RAR-OCP which processed the certification file in question.

NOTES:

1. The anonymous complaints or the ones which have no identification data of the claimant are not taken into account and classified.
2. If the complainant sends more than one complaint for the same issue, these will be connected and the complainant will receive one answer referring to all received complaints.

10.1.2 RAR-OCP settles the complaints, received officially from the certified product user or other parties, referring to:

- specific certification activities carried out by RAR-OCP personnel;
- activities carried out by licence holders which put on the market certified products by RAR-OCP.

10.1.3 RAR-OCP examines the complaint, establishes its validity and decides how to handle the complaint, which may consist in:

a) rejecting the complaint, for specified reasons;
b) admission of the complaint.

10.1.4 If the decision is to reject the complaint, RAR-OCP officialy sends to claimant, by letter, the decision to reject the complaint and the reasons thereof.

10.1.5 If the decision is to admit the complaint, RAR-OCP officialy sends to claimant, by letter, the decision of admission of the complaint, requests documents and / or additional records, if applicable, draws conclusions arising from analysis and determines the activities to be carried out for settling it.

10.1.6 These activities may be:

- initiating a new / some new conformity assessment activity / activities of the product in question (audit, inspection, tests, supplementary evaluation, etc.);
- initiating corrections / corrective and / or preventive actions referring to the activities carried out by RAR-OCP.

10.1.7 In case of a complaint referring to activities carried out by the licence holders which put on the market certified products by RAR-OCP, this one is notified about supplementary activities that will be carried out, about the costs to be paid by him and, if applicable, the necessity of adopting some corrective and preventive actions.

10.1.8 At the end of the process of settlement the complaint, RAR-OCP officialy communicates to the complainant, by letter, the way of the complaint settlement.

10.1.9 If not satisfied with the complaint settlement and of the RAR-OCP decision, the complainant may appeal within 15 days as of sending this decision.

10.2 Appeals settlement

10.2.1 The apellant sends officially to RAR-OCP the appeal, which must include, at least, complete identification of the appelant, namely his name and address, and the object of the appeal. The appeal may be send by the appelant by post / fax / e-mail or handed over personally to RAR Secretariat / Executive Director of RAR-OCP / RAR-OCP Technical Secretariat / Designated Person from RAR-OCP which processed the certification file in question.

10.2.2 RAR-OCP examines the appeal, establishes its validity and decides how to handle the appeal, which may consist in:

a) rejecting the appeal, for specified reasons;
b) admission of the appeal.

10.2.3 If the decision is to reject the appeal, RAR-OCP officialy sends to appelant, by letter, the decision to reject the appeal and the reasons thereof.

10.2.4 If the decision is to admit the appeal, RAR-OCP officialy sends to appelant, by letter, the decision of admission of the appeal, requests documents and / or additional records, if applicable, draws conclusions arising from analysis and determines the activities to be carried out to settle the appeal.

10.2.5 These activities may be:

- initiating a new / some new conformity assessment activity / activities of the product in question (audit, inspection, tests, supplementary evaluation, etc.);
- initiating corrections / corrective and / or preventive actions, referring to the activities carried out by RAR-OCP.

10.2.6 At the end of the process of settlement the appeal, RAR-OCP officialy communicates this to appelant, by letter.

11 THE RIGHTS AND THE OBLIGATIONS OF THE CERTIFICATION APPLICANT AND OF THE LICENCE HOLDER

11.1 The certification applicant / licence holder has the following *rights*:

a) to have access unconditionally in terms of financial or other kind, to the services of granting, extension, decreasing, withdrawal the certification or certification renewal, carried out by RAR-OCP;
b) to obtain, on request, the RAR-OCP documentation, namely MDI-00, and to be informed on the subsequent amendaments of the RAR-OCP documentation which may influence his activity;
c) to agree, together with RAR-OCP, on the documents for planning of the conformity assessment activities, namely, the Conformity assessment plan, the Audit plan, the Surveillance plan, etc.;

d) to object to the inspection / audit team members, under substantiated reasons;
e) to object to RAR-OCP decisions regarding certification;
f) to use and make reference to the Licence, the Conformity Certificate, the Certification Marking and the Conformity Mark, issued by RAR-OCP, under the conditions and with the restrictions and limitations set out by Regulation on the use of licence, certificate of conformity, certification marking of RAR-OCP and conformity mark of RAR-OCP, code RU-00;
g) to be sure that RAR-OCP guarantees the confidentiality toward other economic operators and protects the information declared by the certification applicant and obtained during the certification process, regarding the product and the certification applicant.

11.2 The certification applicant and the licence holder, repectively, will have the *obligations* set out by the Certification agreement, code DG-01-03, the Surveillance agreement, code DG-06-01, and the Commitment regarding the use of the licence and the certificate of conformity of RAR-OCP, code FG-05-01, provided in MDI-00.

11.3 The licence holder will be liable for the quality of the certified products and cannot be exempted from liability or to share the liability with RAR-OCP.

12 INFORMATION REGARDING THE INSURANCE OF THE FINANCIAL RESOURCES OF RAR-OCP AND REGARDING THE CERTIFICATION COSTS

12.1 The RAR-OCP necessary financial resources to perform the certification activity are ensured and maintained by RAR, for an unlimited period of time and unconditionally of the results of the certification activity.

RAR-OCP has financial independence through distinct accounting evidence within RAR.

12.2 The certification costs consist of: fee for MDI-00, fee for the certification application analysis and payment notification for the stages of the certification process. The value of the fees and the methodology for the draw-up of the payment notification are set out in the document Certification Costs, code DG-01-10, provided to certification applicants / licence holders in MDI-00.

13 RAR-OCP PUBLICATIONS

13.1 RAR-OCP publishes on a periodical basis, in AUTO TEST magazine, the editions in force of the following documents:
a) The list of products and operating materials with certificates of conformity of RAR-OCP, with the identification of the certificate holder, the certified product, the certificate number granted, including the date of granting and the validity term of the certificate;
b) The list of the certificates of conformity of RAR-OCP withdrawn / suspended.

13.2 RAR-OCP publishes on the adress http://www.rarom.ro, in PRODUCTS CERTIFICATION folder, the following information / documents / forms:
a) Amendments of the documentation for the product certification of (RAR-OCP Informative Documents Portfolio);
b) The list of products and operating materials which need approval or certification from RAR for market introduction, destined for use on road vehicles, of the type referring to traffic safety, environment protection, power efficiency and protection against thefts, which are parts of a system or equipment which is regulated by a directive of the European Union or by a regulation of EEC-UNO applied in European Union;
c) The list of products having certificate of conformity of RAR-OCP within validity term;
d) The list of the certificate of conformity of RAR-OCP withdrawn / suspended.

14 DOCUMENT DISTRIBUTION

14.1 This document is provided to the certification applicants within MDI-00, through RAR-OCP Technical Secretariat, after paying the fee for MDI-00.

14.2 The amendments or the new editions of this document will be made available to the licence holders on the address http://www.rarom.ro in PRODUCTS CERTIFICATION folder by means of the RAR-OCP Technical Secretariat within ten days as of the enforcement thereof.