RAR-DGOTCP
CERT
CERTIFICARE PRODUSE

REGISTRUL AUTO ROMÂN
DIRECȚIA GENERALĂ OMOLOGARE DE TIP SI CERTIFICARE PRODUSE

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DCP

GENERAL RULES REGARDING THE PRODUCT CERTIFICATION
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Exemplarul nr.

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Edition 7 Revision 2	POSITION	NAME	SIGNATURE
APPROVED BY	Director of DGOTCP	Dipl. eng. Marius DAMACHI	
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DRAWN UP BY	Director of DCP	Dipl. eng. Viorel CROITORU	

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CONTENT page

1 GOAL

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

2 SCOPE

2.1 The provisions hereof will be applied by DCP and it's clients (the certification applicants and the licence holders), for the entire duration of the certification.

3 REFERENCE DOCUMENTS AND RELATED DOCUMENTS

3.1 Reference documents

3.1.1	HGR 768/1991	Romanian Government Decision 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	OMTI 152/2022	Order amending and supplementing of the Order of the Ministry of Transport, Construction and Tourism No. 2135/2005 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.
3.1.4	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	IATF 16949:2016	Quality management system for organizations in the automotive industry.
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/IEC 17025:2018	General requirements for the competence of testing and calibration laboratories
3.1.9	SR EN ISO 19011:2018	Guidelines for auditing management systems.
3.1.10	DG-01-01	Conformity assessment plan.
3.1.11	DG-01-02	Audit plan.
3.1.12	DG-01-03	Certification agreement.
3.1.13	DG-01-05	Audit report.
3.1.14	DG-01-08	Certificate of conformity.
3.1.15	DG-01-09	Licence.
3.1.16	DG-01-10	Certification costs.
3.1.17	DG-01-11	List of documents required for certification purposes.
3.1.18	DG-01-14	DCP competence fields.
3.1.19	DG-03-02	Command.
3.1.20	DG-06-01	Surveillance agreement.

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

3.2 Related documents

3.2.1	SR EN ISO 9000:2015	Quality management system. Basic principles and vocabulary.
3.2.2	SR EN ISO/CEI 17067:2014	Conformity assessment. Fundamentals of product certification and guidelines for product certification schemes
3.2.3	OG 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.
3.2.4	Romanian Law 78/2021	amending and supplementing of the Government Ordinance No. 78/2000 regarding the homologation, the issuance of the identity card and the certification of authenticity of road vehicles in order to sell, matriculate or register thereof in Romania, of the Government Ordinance No. 80/2000 regarding the certification of the products and operating materials used for the road vehicles, as well as the conditions for the trading and use thereof and of the Emergency Government Ordinance No. 195/2002 regarding the road traffic.
3.2.5	OUG 27/2011	Emergency Government Ordinance regarding the road traffic.

3.2.6 Regulation (EU) No. 2018/858 of the European Parliament and of the Council of 30 May 2018 on the approval and market surveillance of motor vehicles and their trailers, and of systems, components and separate technical units intended for such vehicles, amending Regulations (EC) No. 715/2007 and (EC) No. 595/2009 and repealing Directive 2007/46/EC, with subsequent amending and supplementing.

3.2.7 Regulation (EU) No. 167/2013 of the European Parliament and of the Council of 5 February 2013 on the approval and market surveillance of agricultural and forestry vehicles.

3.2.8 Regulation (EU) No. 168/2013 of the European Parliament and of the Council of 15 January 2013 on the approval and market surveillance of two- or three-wheel vehicles and quadricycles.

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.

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

4.1.3 *Automotive spare part*: component which can be installed 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 period.

4.1.6 *Batch of products or operating materials for certification:* 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.

4.1.7 *Family of products / operating materials* – products / operating materials of the same cathegory, made by the same manufacturer, with the same facilities and technologies, having the same field of use and similar characteristics.

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

4.1.9 *Variant size:* product belonging to the same family of products which differs 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 being in compliance with a 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 rules, procedures and management of an certification organism in order to fulfill the certification process.

4.1.14 *Certification scheme:* certification system for specified products in which the same requirements, rules and procedures apply

4.1.15 *Licence / Authorization for the right of using the Certificate of Conformity for products / operating materials:* document by means of which the licence holder receives the right to use the certificate of conformity for the certified products / operating materials.

4.1.16 C*ertificate of Conformity for products / operating materials:* document, issued under the rules of a certification system, which indicates that for a product / operating material, properly identified, the certification process was completed in compliance with the reference normative document.

4.1.17 *Reference documentation:* document that specifies the applicable technical requirements and that can be a national standard, a international standard, a national norm or a technical specification (company standard).

4.1.18 *Technical specification (company standard):* technical document that provide the technical requirements that a product or an operation material should comply with; when necessary it will also

indicate the process / processes and / or technical documents that describe the methods by which the fulfillment of the prescribed conditions is determined

4.1.19 C*onformity mark:* protected graphic symbol which indicates that a product or an operation material is in relation to all applicable requirements.

4.1.20 *Certification marking of DCP:* graphic symbol which indicates that the product is certified by DCP.

4.1.21 *Client (Certification applicant / licence holder):* economic operator having the responsibility, towards a certification body, to ensure the certification requirements, and also the requirements for mantaining certification, are fulfilled. The client may be: the producer, the authorized representative of the producer, the importer, the distributor of the product.

4.1.22 *Certification applicant*: the client who fills in and signs a written certification application of a product/ family of products adressed to DCP.

4.1.23 *Licence holder:* the client to whom DCP has granted a licence based on the rules of a certification system.

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

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

4.1.26 *Producer*: economic operator which applies its name, trade mark or the logo on the product and is responsable for all aspects regarding the product certification and for aspects regarding the surveillance of the market concerning the respective product, regardless if it is or not directly involved in all aspects of design and manufacturing of the product.

4.1.27 *Producer's representative*: economic operator empowered by the producer to represent it in front of the certification authority and which is acting in the name of the producer for the certification of the products.

Note: Producer's representative is also the economic operator empowered by another representative of the producer.

4.1.28 *Importer*: economic operator which introduces on the market a product manufactured in a third country.

4.1.29 *Distributor*: any other economic operator from the supply chain, other than the manufacturer or importer, which makes available / provides a product on the market.

4.1.30 *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 which, based on objective proofs, may generate significant doubts regarding the conformity of the product delivered by the supplier.

4.1.31 *Essential requirements*: specified requirements of a product which may affect road traffic safety, environment protection, energy efficiency and anti-theft protection or the overall reliability of the vehicle which is designed for.

4.1.32 *Interchangeability:* feature of a product to be used for replacing a first line mounted product on a vehicle and to perform the same function without affecting the assembly for which the product has been designed.

4.1.33 *Payment notification:* fiscal bill, invoice, estimate of charges, etc.

4.2 Abbreviations

4.2.1	RAR	Romanian Automotive Register.
4.2.2	GDOTCP	General Directorate of Type Approval and Product Certification.
4.2.3	DCP	Directorate of Products Certification.
4.2.4	HGR	Decision of the Romanian Government
4.2.5	OG	Government Ordinance

4.2.6	OM	Order of the Minister.
4.2.7	SR	Romanian Standard.
4.2.8	EN	European Standard.
4.2.9	ISO	International Organization for Standardization.
4.2.10	IEC	International Electronic Commission.
4.2.11	IATF	International Automotive Task Force.
4.2.12	SMC	Quality Management System
4.2.13	FG	General Form.
4.2.14	DG	General Document.
4.2.15	RG	General Rules.
4.2.16	MDI	Informative Documents Folder.
4.2.17	RU	Regulations of Use.

5 GENERAL PROVISIONS REGARDING THE ORGANIZATION AND OPERATION OF DCP

5.1 OCP– Organismul de Certificare Produse (Product Certification Body) was founded by the Administration Council of RAR, based on the provisions of HGR 768/1991, republished in 1994. Through the Decision of the Administration Council of RAR No. 2 of 22.02.2024 it was approved the organization of the General Directorate Type Approval and Product Certification (DGOTCP), being subordinate to the Administration Council of RAR, the Directorate of Products Certification DCP (former OCP) being part of the DGOTCP structure.

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

5.3 DCP has its own policies and procedures, managed in a non-discriminating way, ensuring the access to the certification services, unimpeded and unconditioned by the size of the economic operator, by it's membership in any organization or group, or by the number of certifications already issued for all the economic operators interested in product conformity certification within DCP's field of competence.

5.4 The structure of DCP and the documented quality management system implemented in DCP guarranties the impartialitiy, confidentiality and independence in the establishment of the policies of DCP, in the conformity assessment process and in adoption of the decisions regarding the certification.

5.5 DCP has sufficient staff, having the studies, training, technical knowledge and experience necessary to carry out 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 and communication support services, provided and maintained by RAR, for an unlimited period of time and unconditioned by the results of the certification activity.

5.6 DCP is responsible, within legal limits, for the activities carried out by its own personnel and by subcontracting bodies, for outsourced activities.

5.7 DCP performs the certification of new products and operating materials for use on road vehicles from the category of those concerned with road traffic safety, environment protection, energy efficiency and anti-theft protection mentioned in the list from chapter V of RNTR 4, approved by OMTI 152/2022.

5.8 DCP performs the product's conformity certification in relation to the essential requirements or to all the requirements set out in the reference normative documents of the products, including the applicable legislative / regulatory requirements.

5.9 DCP performs the conformity certification of new products, manufactured in Romania or other countries. DCP does not perform the conformity certification of used or reconditioned products.

6 DESCRIPTION OF THE CERTIFICATION PROCESS

6.1 Definition of the Certification Schemes of DPC. Generalities

6.1.1 RAR-OCP performs the conformity certification of the products applying the following **certification schemes:**

- **Certification scheme no. 1:** for series manufactured products, only upon the request of the producer or the producer's representative if the product / process audit at the manufacturer is feasible and it consists of the following activities:

- Selection: includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting of:
  - application analysis;
  - documentation analysis;
  - sampling and elaboration of the Conformity assessment plan,
- Determination: the initial conformity assessment for granting the certification, consisting of:
  - assessment of the quality management system of the manufacturer by performing of a product / process audit;
  - conformity assessment of the product by performing the activities of inspection and/or tests on sampled products;
- Analisys / evaluation of the certification file;
- Decision regarding the certification;
- Certification, licencing / issuance of certification documentation, followed by
- Annual programmed surveillances within the validity period of the certification, consisting in:
  - verification of maintaining the conformity of the quality management system of the manufacturer by performing a product / process surveillance audit or by inspection of the manufacturing process and
  - surveillance of maintaining the conformity of the production by performing the activities of inspection and/or tests on products.

The valability of the certification is **4 years**.

- **Certification scheme no. 2:** for series manufactured products, only upon the request of the producer or the producer's representative if the the quality management system of the manufacturer is certified and it consists of the following activities:

- Selection: includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting of:
  - application analysis;
  - documentation analysis;
  - sampling and elaboration of Conformity assessment plan,
- Determination: the initial conformity assessment for granting the certification, consisting of:
  - assessment of the quality management system of the manufacturer by checking the validity of the manufacturer's quality management system certificate related to the product subject to RAR certification;
  - conformity assessment of the product by performing the activities of inspection and/or tests on products;
- Analisys / evaluation of the certification file;
- Decision regarding the certification;
- Certification, licencing / issuance of certification documentation, followed by
- Annual programmed surveillances within the validity period of the certification, consisting in:
  - verification of maintaining the quality management system of the manufacturer by checking the validity of the manufacturer's quality management system certificate and

- surveillance of maintaining the conformity of the production by performing the activities of inspection and/or tests on products.

The valability of the certification is **3 years**.

- **Certification scheme no. 3:** for series manufactured products, only upon the request of the producer or the producer's representative, in case there is no proof that the quality management system of the manufacturer is certified and the product / process audit at the manufacturer is not feasible and it consists of the following activities:

- Selection: includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting of:
  - application analysis;
  - documentation analysis;
  - sampling and elaboration of Conformity assessment plan,
- Determination: the initial conformity assessment for granting the certification, consisting of:
  - conformity assessment of the product by performing the activities of inspection and/or tests on products;
- Analisys / evaluation of the certification file;
- Decision regarding the certification;
- Certification, licencing / issuance of certification documentation.

The valability of the certification is **1 year**.

- **Certification scheme no. 4:** for batches of products, at the request of the producer, of the producer's representative, of the importer or of the distributor if the whole batch of products subject of certification is packed, ready for delivery and it consists in carrying out the following activities:

- Selection: includes the planning and preparation activities in order to collect and produce all information and the necessary elements for the next stage, consisting of:
  - application analysis;
  - documentation analysis;
  - sampling and elaboration of Conformity assessment plan;
- Determination: the initial conformity assessment for granting the certification, consisting of:
  - conformity assessment of the product by performing the activities of inspection and/or tests on products,
- Analisys / evaluation of the certification file;
- Decision regarding the certification;
- Certification, licencing / issuance of certification documentation.

The valability of the certification is **a maximum of 1 year**, without exceeding the warranty / validity period of the product / operating material.

The synthesis of the above certification schemes applied by DCP during the certification process is presented in the following table:

Table No. 1. Certification Schemes. Requirements.

Item	REQUIREMENTS	CERTIFICATION SCHEME NO.			
		1	2	3	4
1	Audit at the manufacturer site is feasible	●			
2	Manufacturer's QMS certified according to ISO 9001 or IATF 16949		●		
3	QMS not assessed / certificate of QMS is not available or			●	●

	not adequate				
4	Certification valability	4 years	3 years	1 year	≤1 year
5	Surveillance frequency	1 year	1 year	-	-

6.1.2 The choise of the applicable certification scheme is performed by the certification applicant, with the consultation and acceptance of DCP, depending on the type of manufacturing and the capacity of the certification applicant, as provider of the product, also according to the feasibility of conducting a product / process audit at the manufacturing site or the existence / availability of a QMS certificate of the manufacturer valid for the domain subject of DCP certification.

6.1.3 In case of, during the certification process, the initial data of certification are modified, the initial chosen certification scheme may be changed, provided that all the specific activities related to the new chosen scheme will be carried out accordingly.

6.1.4 The general condition for the certification process to be carried out, 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 their testing methods, with the exception of the case when comparative tests and checks are carried out with original product for checking the interchangeability of the product. In case of the reference documentation does not contain all the essential requirements according to the DCP procedures, having the agreement of the certification applicant, the specific procedure developed by DCP for the certification of the product / family of products will also be used as the product reference documentation. In the situation where the applicant for certification does not have a reference documentation, or if the available documentation does not include the essential requirements applicable to the product according to the DCP procedures, within the certification process comparative tests and checks can be carried out with the original product in order to verify the interchangeability of the product, in which case during the certification it will be considered as reference documentation the related paragraph of RNTR4 and / or the specific procedure developed by the DCP for the product / family of products.

6.1.5 The 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 manufacturing activity, being within the validity period, and the certification domain and object (product/s and fabrication site/s) are identical to those mentioned in the DCP certification application.

6.1.6 The certification process is based on assessment by statistical sampling and is being conducted within a quality management system organized according to the requirements of SR EN ISO 17065, and any derogations from the DCP procedures are approved, on basis of supporting arguments, by the Director of DCP.

6.1.7 For granting the certification, test reports submitted by the certification applicant can be taken into account, in this case only the necessary tests and/or inspections being performed. The related test reports must be issued by accredited laboratories (according to the EN ISO/CEI 17025 standard, necessary for the accredited domain to include the tests in question), by laboratories evaluated by RAR (DCP according to its own procedures) or by notified technical services.

6.1.8 For granting the certification, certificates of conformity of the products issued by the competent authorities of the member states of the European Union may be taken into account, as follows:

a) if the certification has been granted by another member state of the European Union on the basis of technical requirements that ensure an equivalent level of road safety protection or environmental protection regarding the national requirements related to placing on the market or making it available on the market in Romania, RAR accepts the respective certification and grants the national certification based on the presented documents without performing additional tests, performing only the necessary inspections activities;,,

b) if the certification has been granted by another member state of the European Union based on technical requirements that do not ensure an equivalent level of road safety protection or environmental protection regarding the national requirements related to placing on the market or making available on market in Romania, RAR performs tests and/or inspections only for those national technical requirements for which there are no documents available for certifying their fulfillment and, if the result of additional tests and/or inspections is favorable, RAR grants the national certification.

6.2 Certification Request / Application

6.2.1 The certification applicant can purchase from the DCP Secretariat the printed DCP Informative Documents Folder, code MDI-00, or can obtain the DCP Informative Documents Folder, in electronic format by accessing the website http://www.rarom.ro, PRODUCT CERTIFICATION section and requests, in writing or by phone, for the necessary information in order to clarify aspects related to the certification process. If necessary, he receives the relevant information, during informative meetings at the DCP headquarters. Upon request, DCP makes available to the applicant the specific procedures applicable to the considered product.

6.2.2 The certification applicant must send to the Technical Secretariat of DCP the completed form of the Certification application of a product, code FG-01-01, together with all the documents necessary to sustain the certification process, according to the List of documents requested for certification purposes, code DG-01-11.

6.2.3 The certification application of a product must comply with the following requirements:

a) to be legibly completed, preferably with capital letters;

b) to include the registration numbers/data, recorded by the applicant for certification and by RAR;

c) to be dated and signed by the legal representative of the applicant for certification, respectively by the General Director or the equivalent position.

6.2.4 If applicable, the requested information can be presented in attached documents to the Certification application of a product.

6.2.5 Any subsequent changes in the Certification application of a product must be dated and approved by the certification applicant.

6.3 Analysis of the Request / Product Certification Application

6.3.1 In order to be accepted, in the certification application shall be mentioned:

a) the applicant and his capacity;

b) the product object of the certification, identified by specifying the name, the factory mark or the commercial mark, the types / codes and, in the case of the products batch(es), there must be specified the identification number / code of the batch and the number of pieces / the quantity / series of the products that of the respective batch;

c) the chosen certification scheme and type of certification, respectively certification in relation to the essential requirements to all the requirements specified in the reference documentation and in the second case with or without the Mark of conformity of DCP;

d) the reference documentation of the product / family of products, specifying the title, number and date of the edition / revision into force;

e) the producer, by specifying the name and address of its headquarter;

f) the manufacturer, by specifying the name and address / addresses of the manufacturing sites of the product / family of products subject to certification;

g) position, name of the Appointed person for the relation with DPC as well as his contact data: telephone number / email address;

h) the position, name and signature of the applicant's legal representative (General Manager or equivalent position).

6.3.2 In case of non-compliance with the conditions from points 6.2.2, 6.2.3, or 6.3.1, the certification applicant is notified by DCP using the correspondence form, code FG-01-18, about the deficiencies regarding the form and content of the Product certification application and, if applicable, about the lack of some of the specified documents at point 6.2.2.

The certification applicant must resolve the deficiencies regarding the Certification application of a product and the attached documents within a reasonable period, established by mutual agreement, usually no longer than 30 days from the date of receipt of the notification.

If the certification applicant does not resolve within the established term the communicated deficiencies regarding the certification application and/or it's attached documents, he will be notified by DCP about the non-acceptance of the certification application, by means of the Communication of analysis of application for product certification, code FG-01-16.

6.3.3 If the conditions from above, points no. 6.2.2, 6.2.3 and 6.3.1, are fulfilled, the certification applicant is notified by DCP, through the Communication of analisys of application for product certification, code FG-01-16, about the acceptance of the Certification application of a product, and also about the conditions for continuing the certification process, the number of the certification file assigned to the accepted Certification application of a product, as well as the name of the person designated to coordinate the certification and the methods of communication during the certification process.

6.3.4 After the application is accepted the certification applicant receives the Certification agreement, code DG-01-03, in two copies, in order to sign and return to DCP one copy signed by the legal representatives of the certification applicant. The Communication of analisys of application for product certification and the Certification agreement can be drawn up as common documents for several certification files of the same applicant, if the files are processed simultaneously.

6.3.5 The applicant for certification receives the payment notice related to the activities of analysis of the application for certification and analysis of the documentation, which he shall pay within the specified term, and send the proof of payment to DCP. The payment notification can combine several activities / files, depending on the situation, and the beneficiary's acceptance visa on the payment notification is not mandatory if the payment is made. If there are changes to the constitutive elements, the payment notice will be updated accordingly.

6.3.6 If the applicant for certification does not pay the financial obligations above mentioned within the specified term, he will be notified by DCP about the suspension of the certification process, using the correspondence form, code FG-01-18.

6.4 Analysis of the Documentation

6.4.1 After receiving the proof of payment related to the payment notice for the analysis of the documentation, the designated person carries out the activity of analysis of the documentation according to DCP procedures.

6.4.2 In the case that the documentation does not comply with DCP requirements, the certification applicant is notified by DCP, using the correspondence form, code FG-01-18, about the deficiencies regarding the documentation attached to the product certification application.

6.4.3 The certification applicant shall resolve, within the established term, the deficiencies communicated regarding the documentation.

6.4.4 If the documentation complies with DCP requirements, it is accepted, and the conformity assessment plan, code DG-01-01, will be drawn up and sent to the certification applicant.

6.4.5 If the certification applicant does not resolve, within the established term, the deficiencies communicated regarding the documentation, he is notified by DCP of the suspension of the certification process, using the correspondence form, code FG-01-18.

6.5 Planning of Product / Process Conformity Assessment Activities

6.5.1 The certification applicant receives, for approval, the conformity assessment plan, code DG-01-01, in which the activities to be performed by DCP, according to the chosen certification scheme, are specified: the evaluation of the quality management system of the manufacturer, sampling of products, inspection activities, and tests on products.

6.5.2 In the case of certification of a family of products, the conformity assessment plan specifies the product types (if possible), considered as being representative of the family of products, selected to be subjected to tests and/or inspections, as well as the procedure for sampling and the testing scheme of samples.

6.5.3 The certification applicant is notified, by DCP, about the date / period of carrying out the activities in order to express the agreement / remarks.

6.5.4 The certification applicant receives, if necessary, in order to approve and notify the manufacturer, the audit plan, code DG-01-02, which specifies the purpose, domain and criteria of the audit, the activities, the date / period of the audit and the composition of the audit team.

6.5.5 In case of remarks regarding the planning of conformity assessment activities, including the contestation, based on well-founded reasons, related to some members of the inspection team and, if applicable, of the audit team, DCP and the certification applicant will proceed to the amicable settlement of differences and to the agreement on alternatives.

6.5.6 In case of approval of the Conformity assessment plan, code DG-01-01 and, if applicable, of the Audit plan, code DG-01-02, the certification applicant receives from DCP the payment notice related to the product / process conformity assessment activities (audit, sampling, inspection, tests), in order to pay it.

6.5.7 The applicant for certification shall pay, in advance of carrying out the respective activities, the payment notice for the product/process conformity assessment activities (audit, sampling, inspection, tests) and send the proof of payment to DCP.

6.6 Evaluation of the Quality Management System

6.6.1 The activity of evaluating the quality management system, depending on the chosen certification scheme, consists in performing the audit at the manufacturer's headquarters (scheme no. 1) or the recognition and taking into consideration of the manufacturer's quality management system certification (scheme no. 2).

In the situation where the audit is feasible:

6.6.2 The audit team performs the audit at the manufacturing site, according to the provisions of SR EN ISO 19011 and the approved audit plan. The certification applicant together with the manufacturer must ensure the unconditional access of the audit team to all quality's documents and records, in all locations where the activities related to the manufacturing flow of the products subject to certification are carried out.

6.6.3 The certification applicant / the manufacturer receives a copy of the Audit report, code DG-01-05, within the established period, but no more than 30 days from the date of the end of the audit.

6.6.4 In case of non-conformities are found, the certification applicant / the manufacturer must establish and communicate to DCP, within a maximum of ten days from the date of receipt of the audit report, the established corrections / corrective actions and their application deadlines.

6.6.5 A copy of the audit report is kept by the appointed person, in the certification file.

6.7 Sampling

6.7.1 The certification applicant shall ensure the unconditional access of the DCP representative to all the locations where the inspection activities will be carried out and must undertake all the necessary steps such that on the mutually agreed upon date, the DCP representative can take the number of samples mentioned in the Conformity assessment plan, code DG-01-01.

6.7.2 The sampling is carried out, depending on the chosen certification scheme, from the production line (from the manufacturing flow, after the final product inspection / test), from the warehouse of finished products or from the market.

6.7.3 The samples taken can be additionally identified by applying markings, by the DCP representative, if necessary.

6.7.4 The DCP representative prepares the Sampling report, code FG-01-04, in two copies: one copy is kept by the designated person, in the certification file, and one copy is handed to the representative of the certification applicant.

6.7.5 The transport of samples to DCP headquarters, for testing and for keeping as witness evidence by the testing laboratory and by the DCP, will be provided by the certification applicant and / or by DCP, as the case may be. The transport of the taken samples can also be provided by third parties, on the condition of ensuring traceability and maintaining the integrity of the samples during transport.

6.7.6 In cases where the applicant for certification submits the samples to DCP headquarters or the tests are carried out under DCP supervision at the manufacturer site, the sampling report is not mandatory.

6.8 Evaluation of the Product by Inspection

6.8.1 The certification applicant must take the necessary measures to ensure the conditions for carrying out, on the agreed date, all the inspection activities mentioned in the conformity assessment plan, code DG-01-01, by the inspection team / DCP inspector, according to the provisions of SR EN ISO/CEI 17020.

6.8.2 The inspection team / inspector performs the inspection activities according to the reference documentation specified in the conformity assessment plan.

6.8.3 After carrying out the inspection, the inspection team / inspector draws up the inspection report, code FG-06/01-01, in two copies: one copy is kept by the appointed person, in the certification file, and one copy is sent to the certification applicant.

6.9 Evaluation of the Product Through Tests

6.9.1 The tests are carried out on the sampled products by RAR or in testing laboratories evaluated by RAR or accredited according to the law or by notified technical services. The laboratories evaluated by RAR through DCP are entered on the List of DCP registered laboratories, code FG-03-02.

6.9.2 The tests can also be carried out at the producer, manufacturer or at a third-party laboratory that does not meet the conditions of point 6.9.1. In this case, DCP evaluates only from a technical point of view the capability of the laboratory to perform the respective tests according to their reference documentation, and the tests are performed under the supervision of the DCP representative.

6.9.3 The DCP designated person subcontracts the testing laboratory that will perform the compliance tests mentioned in the Order, code DG-03-02, on the delivered samples, based on the delivery protocol, code FG-01-05.

6.9.4 RAR receives the test report in two original copies, one copy being kept in the certification file, and one copy is sent to the certification applicant. In the situation from point 6.9.2, the test report can be drawn up in only one original copy that will be kept in the certification file.

6.10 Analysis / Evaluation of the File

6.10.1 The certification applicant receives from DCP the payment notice for the evaluation of the results of the conformity assessment activity and for the drafting of the final documents.

6.10.2 The certification applicant must pay, in advance, the payment notice for the evaluation of the results of the conformity assessment activity and for the issuance of the final documents and must send the proof of payment to DCP.

6.10.3 The DCP evaluator, nominated by the Director of DCP, not involved in the activities presented at point 6.3 ÷ 6.9 above, verifies the results of the product conformity assessment activity related to the requirements of the reference documentation mentioned in the certification application, by analyzing the existing documents / data in the certification file, based on the applicable DCP procedures and the legislation into force. Based on the findings, he prepares the conformity assessment report using the form code DG-01-06 and proposes the granting of the certification (partial or total) / non-granting of the certification / additional assessment of the conformity of the product / family of products, the period of validity of the certification according to the scheme of certification in relation to which the certification process was carried out, in order to take the decision on certification, by the Director of DCP.

6.10.4 For series manufactured products for which certification scheme no. 1 is applied, the certification is granted having a validity period of 4 years, for series manufactured products for which certification scheme no. 2 is applied, the certification is granted having a validity period of 3 years, and for products manufactured in series for which certification scheme no. 3 is applied, the certification is granted having a validity period of 1 year.

6.10.5 For products manufactured in series, in the case of application of certification schemes no. 1 and 2, certification may be granted for a period of 3 months, 6 months or 1 year in one of the following cases:

a) when strict control of the manufacturer and the certified product is necessary, thus not fulfilling all the conditions for granting certification for a period of 3 or 4 years;

b) when sufficient evidence of a technical nature has been analysed, for example, certificates of conformity and test reports issued under an accredited regime, approvals from vehicle manufacturers, allowing the granting of certification, and testing takes a long time.

6.10.6 In case of certifications granted for a period of 3 months, 6 months or 1 year, according to point 6.10.5 above, their validity period is extended according to the certification scheme applied, if the reasons for limiting the validity of the certification have been eliminated, respectively:

a) strict control of the manufacturer and of the certified product is no longer necessary;

b) the tests were completed and the conformity of the products was proven.

6.10.7 For batches of products, when the certification scheme no. 4 is applied, the certification is granted having a maximum validity period of 1 year, without exceeding the warranty / validity period of the product.

6.11 The Decision Regarding the Certification

6.11.1 Following the analysis of the Conformity assessment report, the DCP Director decides on granting the certification, not granting the certification or performing an additional assessment, and the appointed person notifies the applicant about the decision adopted through the communication on the decision adopted following the analysis of the certification file, code FG-01-17, within five calendar days from the date of adoption of the decision the decision.

The decision related to certification is adopted according to the criteria described below, depending on each situation found:

6.11.2 In the case of a request for *certification of a series manufactured products*, certification schemes no. 1 and 2:

a) In the case of finding the full compliance of the product / family of products with the essential requirements / all specified requirements and the manufacturer's ability to ensure production compliance for the product / family of products considered, it is decided to grant the certification for the product / family of products considered;

b) In the event of finding the partial conformity of the product / family of products with the essential requirements / all the specified requirements and of the capability of the manufacturer's ability to ensure production conformity for the product / family of products considered, it can be decided,

depending on the influence of the observed non-conformity on the fitting, operation, lifetime of the product:

– to grant the certification for the considered product / family of products;

– to perform an additional assessment of the conformity of the product / family of products, specifying the additional domain of assessment or the additional tests required;

– to grant the certification only for the compliant products and to not grant the certification for the rest of the products in the family of products;

– not to grant the certification for the product / family of products considered,

c) In the event of finding the non-compliance of the product / family of products with the essential requirements / all specified requirements and the manufacturer's ability to ensure production compliance for the considered product / family of products, it is decided not to grant the certification for the considered product / family of products;

d) In the event of finding the conformity of the product / family of products with the essential requirements / all specified requirements and the inability of the manufacturer to ensure the conformity of the production for the product / family of products considered, it is decided not to grant the certification for the product / family of products considered;

e) In the event of finding the conformity of the product / family of products with the essential requirements / all specified requirements and that the certification document of the manufacturer's quality management system, presented by the applicant, is not relevant for the product in question or for the related manufacturing site of the product or is not within the validity period or is not granted for the manufacturing activity, it can be decided to grant the certification on the condition that the applicant accepts the transition to certification scheme no. 3.

6.11.3 In the case of a request for *certification of series manufactured products, certification scheme no. 3*:

a) In the event of finding the full compliance of the product / family of products with the essential requirements / all requirements specified for the product / family of products under consideration, it is decided to grant certification for the product / family of products under consideration;

b) In the event of finding the partial conformity of the product / family of products with the essential requirements / all the specified requirements, it can be decided, depending on the influence of the observed non-conformity on the fitting, operation, life span of the product:

- to grant the certification for the considered product / family of products;

- to perform an additional assessment of the conformity of the product / family of products, specifying the additional domain of assessment or the additional tests required;

- to grant the certification only for compliant products and to not grant the certification for the rest of the products in the family of products;

- not to grant the certification for the considered product / family of products;

c) In the event of finding the non-compliance of the product / family of products with the essential requirements / all requirements specified for the product / family of products considered, it is decided not to grant the certification for the product / family of products considered.

NOTES:

1. *Establishing the conformity of the considered product with the normative reference document requires the solving of all major non-conformities related to the tested and/or inspected product, respectively non-conformities in relation to one or more essential requirements regarding critical characteristics or performances that may affect the traffic safety and/or environmental protection, mounting the product within a complex component or on the road vehicle or the overall reliability of the vehicle for which the product is intended.*
2. *Establishing the manufacturer's capability to ensure the production compliance for the audited product requires the solving of all major non-conformities related to the manufacturer's quality*

management system, respectively those regarding the absence or deficiency, in implementation or maintenance, of one or more elements of the system of the manufacturer's quality management, or of any situations that could generate significant doubts regarding the conformity of the product.

3. The decision regarding granting of the certification is taken by the DCP Director, in the event that the applicant for certification resolves, within the established term, the major non-conformities and the verification, by DCP, of the efficacy of implementation of the established corrective actions.

6.11.4 In case of a request for *certification of a batch of products, certification scheme no. 4*:

a) In case of finding the conformity of all the products sampled and evaluated in relation with the reference documentation, the decision is to grant the certification for the entire batch of products subject to certification;

b) In case of finding the non-conformity of some products sampled and evaluated in relation to the reference documentation, the decision is to grant the certification for the sampled products found to be compliant as a result of the conformity assessment and not to grant the certification for the other products that constitute the batch of products subject to certification;

c) In case of finding the non-conformity of the products sampled and evaluated in relation to the reference documentation, the decision is not to grant the certification for the entire batch of products subject of certification.

6.11.5 In case of a decision not to grant the certification or to perform an additional conformity assessment, the communication of the decision adopted following the analysis of the certification file, code FG-01-17, mentions the necessary and sufficient arguments to sustain the decision, and, where appropriate, the additional conformity assessment activities to be carried out.

6.12 Attestation, Licensing / Certification Documentation

6.12.1 In case of a decision to grant the certification, the certification applicant receives the Communication of the decision adopted following the analysis of the certification file, code FG-01-17, having attached in two copies the Surveillance agreement, code DG-06-01, the Surveillance plan, code FG-06-01 and the Commitment regarding the use of the licence, the certificate of conformity, of the certification marking and of the conformity mark of DCP, code FG-05-01, for signing and returning to DCP one signed copy of each document. The above documents may be prepared for several certification files of the same applicant / license holder, if the files are processed simultaneously.

6.12.2 After the certification applicant has signed and returned the Surveillance agreement, code DG-06-01, the Surveillance plan, code FG-06-01 and the Commitment regarding the use of the licence, the certificate of conformity, of the certification marking and of the conformity mark of DCP, code FG-05-01, DCP issues and sends to the licence holder the original copy of the Certificate of conformity, code DG-01-08 and the Licence / Authorization, code DG-01-09.

6.12.3 In case of certification schemes no. 3 and 4, the Surveillance plan, code FG-06-01, is not drawn up, the annual, scheduled supervision activities being not feasible.

6.12.4 In case of the decision to grant the certification, the Communication of the decision adopted following the analysis of the certification file, code FG-01-17, specifies, as being applicable:

a) full or partial granting of certification, respectively, for all types / codes specified in the certification application or only for certain types / codes assessed and found compliant;

b) the period for which the certification is granted;

c) granting the right to use the Certification marking of DCP for the certified products;

d) granting the right to use the Mark of conformity of DCP for the certified products;

e) the certification scheme for which the certification is granted.

6.12.5 The right to use the Mark of conformity of DCP is granted only if the certification process has established the compliance of all types / codes of products for which certification was requested with all the requirements of the reference documentation.

6.12.6 The right to use the Certification marking of DCP is granted for all certified products, and its application is not mandatory.

More details regarding the use of the Mark of conformity of DCP and the Certification marking of DCP are presented in the Regulation for the use of the DCP licence, certificate of conformity, certification marking and conformity mark code RU-00, provided to the applicant within the DCP Informative Documents Folder, code MDI-00.

6.13 Register of Certified Products

6.13.1 DCP maintains the Register R7 – Record of conformity certificates, form code FG-01-13, with the identification of the licence holder, the certified product, the reference documentation against which the conformity was certified, the certificate number granted, including the date of granting and the validity period of the certificate.

6.13.2 DCP periodically publishes / posts on http://www.rarom.ro, in the Product certification directory:

- List of products with valid RAR-DCP certificates of conformity, with the identification of the client / licence holder, the certified product, the certificate number granted, including the date of granting and the validity period of the certificate;
- List of withdrawn / suspended DCP certificates.

6.14 Surveillance

6.14.1 The **scheduled** surveillance is carried out in cases of the certification schemes stipulate carrying out surveillance activities (schemes no. 1 and 2) and aims to verify the continued conformity of the certified products with the reference documentation and the continued conformity of all the conditions that were the basis and led to the granting of the certification, by performing the activities established in the Surveillance plan.

6.14.2 The Surveillance plan contains, depending on the applied certification scheme, the following activities:

– verification of the continued conformity of the manufacturer's quality management system by:
  o carrying out of a product audit / monitoring process or inspection of the production process; or
  o verification of the validity of the manufacturer's management system certificate,

– surveillance of continued conformity of production by inspection and / or testing of the product, according to the requirements of point 6.8 / 6.9 and documentation of the results / generation of appropriate records;

– verifying the way of using the certificate and licence;

– verifying the way the complaints are handled: applicable procedures, records of complaints and actions taken to resolve them.

6.14.3 The **unscheduled** surveillance can be applied within all certification schemes being carried out in the event of registration of complaints regarding the conformity of the product, when additional investigations are required due to changes to the product / process announced by the licence holder or in justified cases, generated by suspicions regarding the conformity of the product.

6.14.4 The licence holder must keep the records of all received complaints regarding the conformity of the certified product and make them available at the disposal of DCP, during surveillance actions or anytime upon request. The licence holder must also take all appropriate measures to resolve these complaints and any deficiencies detected in the products that affect the compliance with the certification requirements, to document the taken measures and their effectiveness.

6.14.5 In the case of unscheduled surveillance, the activities are established by the DCP Director and consist, as appropriate, in assessing the conformity of the quality management system by performing a product/process audit, inspection and / or product testing.

6.14.6 The licence holder must ensure unconditional access for DCP representatives to all locations where activities related to the certified product are carried out, during *scheduled* or *unscheduled surveillance activities*.

6.14.7 After carrying out the evaluation activities within the surveillance activities, the stages of analysis / evaluation of the certification file and adoption of the decision on certification will be resumed.

6.15 Changes Affecting the Certification

6.15.1 When the certification scheme introduces new or revised requirements, or during the certification process or within validity period of certification legislative changes that affect carrying out the activities initially agreed with the client occur, DCP provides by publication and makes available to clients / licence holders, in a controlled manner, the changes of the certification / certification maintenance conditions and verifies through various activities (audits, inspections, tests, unscheduled monitoring, etc.) the implementation of the changes made by clients / licence holders.

6.15.2 DCP also takes into account other changes affecting the certification (new information regarding the fulfillment of certification requirements, obtained after the certification has been established / granted), including changes initiated by the client and decides on the appropriate actions.

6.15.3 Actions to evaluate the changes occured that affect the certification may be carried out at any stage of the certification process and may include, if applicable, depending on the nature and extent of the changes, the following:

– analysis of the request / application for certification;
– evaluation / determination of characteristics;
– analysis / evaluation of the certification file;
– decision on certification;
– issuance of revised certification documentation to reduce / extend the domain of certification;
– issuance of certification documentation for revised monitoring activities.

6.15.4 These actions must be carried out in accordance with the applicable parts of paragraphs 6.3÷6.12, above, and the records shall include the arguments for excluding any of the above activities.

6.15.5 The licence holder must ensure the continued conformity of the certified product with the requirements of the reference documentation that were the basis for granting the certification, during the validity period of the Licence.

6.15.6 The licence holder shall inform DCP, within ten calendar days, of any significant changes that intends to make on the product / process and that affect the design or reference documentation of the product, of any changes to the reference documentation in relation to which the product was certified, of any changes in the structure or management, if relevant, and of any aspects that may affect the product's compliance with the requirements that were the basis for granting the certification / DCP requirements.

The licence holder shall not supply certified products as a result of the announced changes without the written consent of DCP.

6.16 Extension of Certification

6.16.1 In the case of certified products *manufactured in series*, during the validity period of the certification, the licence holder may request to DCP the extension of the certification, respectively the certification domain specified in the Certificate of conformity initially issued, as follows:

a) for other types or codes of products than those certified, manufactured in the same manufacturing site, in accordance with the same reference documentation in relation to which the certification was initially granted;

b) for other types or codes of products than those certified, from the same family, manufactured in the same manufacturing site, in accordance with the same reissued / revised reference documentation or with other reference documentation than the one in relation to which the certification was initially granted;

c) for the same types or codes of product, manufactured in a different manufacturing site than the initial one, in accordance with the same reference documentation in relation to which the certification was initially granted.

NOTE: The product types or codes for which the certification extension is requested may be defined in reference documentation, submitted separately, when requesting the certification extension, or in new editions of the reference documentation in relation to which the certification was initially granted.

6.16.2 In the situation of point 6.16.1 a, the provisions in points 6.3 ÷ 6.11 applies, with the following clarifications:

a) The applicant for the certification extension is notified of the necesity to take samples from the product types / codes that are the subject of the extension and to assess their conformity, by conformity tests and / or inspections;

b) The volume of tests and / or inspections is established by DCP, depending on the differences regarding the performances of the new product types or codes in relation to those initially certified.

6.16.3 In the situation of point 6.16.1 b, the provisions in points 6.3 ÷ 6.11 applies, with the following clarifications:

a) The applicant for the extension of certification is notified of the necesity to perform an audit at the manufacturing site, as appropriate, to take samples of the product types / codes that are the subject of the extension and to assess their conformity by conformity tests and/or inspections;

b) The volume of tests and/or inspections is established by DCP, depending on the differences regarding the performances of the new product types or codes in relation to those initially certified.

6.16.4 In the situation of point 6.16.1 c, the provisions of point 6.3 ÷ 6.11 applies, with the following details:

a) The applicant for the extension of certification is notified of the necesity to carry out an audit at the new manufacturing site, to take samples from the new manufacturing site of product types or codes and to assess their conformity by inspections and, if necessary, by conformity tests;

b) The Conformity assessment plan will include at least the identification checks to which the samples of the product types or codes taken are subjected, in order to determine their conformity with the samples initially tested;

c) In the Audit plan, the scope and depth of the audit to be carried out at the new manufacturing site of the product types or codes for which certification was initially granted is established depending on the differences in the descriptive provisions relating to the manufacturing process of the products, resulting from the analysis of the reference documentation of the product in question.

6.16.5 The new Licence / Authorization and Certificate of conformity, issued in the event of certification extension, constitute amendments to the initial Licence and Certificate of conformity and are valid until the expiration date of the initial certification.

6.17 Reduction of Certification

6.17.1 In case of products certified according to the certification system for products *manufactured in series*, during the validity period of the certification, the licence holder may request DCP for reduction of the certification, respectively of the certification domain specified in the initially issued Certificate of conformity, for certain types or product codes / certain manufacturing sites / certain reference documentation.

6.17.2 The applicant for the reduction of certification is notified of the decision to reduce the certification for the types or product codes specified in the Request for the reduction of certification.

6.17.3 The new Licence / Autorization and the new Certificate of conformity, issued in the case of the reduction of certification, replaces the initially issued Licence / Autorization and Certificate of conformity and are valid until the expiry date of the initial certification.

6.18 Recertification

6.18.1 In the case of products *manufactured in series*, prior to the expiration date of the certification, the licence holder may request DCP for recertification of certified products.

6.18.2 For the purpose of recertification, the provisions of points 6.3 ÷ 6.11 applies, with the following clarifications:

a) The recertification applicant is notified about the necesity of reassessment of the product in question, by carrying out conformity tests and / or inspections, in whole or in part, and, if applicable, by carrying out an audit at the manufacturing site;

b) In the case of recertification of a family of products, initially certified or subject to extension of certification, it may be decided to carry out tests and/or inspections on samples of those types / product codes that have not been tested and / or inspected before, during the initial certification / surveillance or extension of certification;

c) The Conformity assessment plan shall include at least the identification checks to be carryed on the sampled products, in order to determine their conformity with the reference normative documents;

d) In the Audit plan, the scope and depth of the audit are established depending on the changes in the manufacturing process related to the product or the manufacturer's management system, revealed in the documentation submitted, in relation to the documentation presented for the initial certification or for the extension of the certification;

e) If during the validity period of the initial certification / recertification it was found that the conditions that were the basis for the initial certification are being maintained and non-conformities of the product were not found, simplified certification procedures may be applied consisting in reducing the number of products tested and / or replacing the product testing with its inspection;

f) If during the period of application of the simplified procedures, a deterioration / lack of maintenance of the conditions that were the basis for the initial certification is found or non-conformities of the product are found, the initial certification procedure is returned to.

6.18.3 The new Licence / Authorization and the new Certificate of conformity, issued in the case of recertification, have the validity period according to the certification scheme applied.

7 RULES FOR THE USE OF THE DCP LICENCE, CERTIFICATE OF CONFORMITY, DCP CERTIFICATION MARKING AND DCP MARK OF CONFORMITY

7.1 During the validity period of the Licence, based on the Commitment regarding the use of the licence, the certificate of conformity, of the certification marking and of the conformity mark of DCP, assumed, the licence holder must comply with the provisions of the Regulation for the use of the DCP licence, certificate of conformity, certification marking and conformity mark, code RU-00, provided within the MDI-00.

7.2 In the event of DCP finds non-compliance related to the provisions of the Regulation for the use of the DCP licence, certificate of conformity, certification marking and conformity mark, code RU-00, during scheduled or unscheduled surveillance actions, or in the process of handling complaints, the licence holder is notified by DCP of the expected actions, such as:

a) the suspension or withdrawal of the certification, according to point 8 or point 9, with publication of the taken action;

b) informing RAR departments / competent authorities, as the case may be, in order to take the appropriate measures, according to their attributions.

8 CERTIFICATION SUSPENSION

8.1 DCP may suspend the certification for a specific certified product, for a maximum period of 90 days, in the following situations:

a) at the request of the licence holder;

b) upon identification of minor non-conformities (related to the product / process), which do not affect the conformity of the certified product / operating material;

c) ineffectiveness of measures taken as a result of non-conformities found during the previous audit;

d) failure by the licence holder to comply with the provisions of the Regulation for the use of the DCP licence, certificate of conformity, certification marking and conformity mark, code RU-00, namely, incorrect references to certification or incorrect use of the License, Certificate of conformity, certification marking of DCP and, if applicable, the mark of conformity DCP;

e) failure by the licence holder to comply with the General Rules Regarding the Product Certification, code RG-00, including the deadlines for resolving minor non-conformities found during the previous audit;

f) the licence holder has failed to comply with any other rules established by DCP, including the postponement without justified reasons of the performance of scheduled or unscheduled surveillance activities, or the timely payment of financial obligations to DCP.

8.2 Certification may be suspended, for a maximum period of 12 months, in the event of the Licence holder communication of the interruption of the manufacturing / import / distribution of the certified product or for other reasons.

8.3 The licence holder shall be officially notified by DCP of the suspension of the certification, within five calendar days of the decision, specifying the conditions for the termination of the suspension, respectively, the measures to be taken by the Licence holder, as appropriate, for example:

a) withdrawal of certified products, possibly defective, from users, from the market or from distribution points, and their return to the place of manufacture or isolation / quarantine in another acceptable place and, if necessary, the application of corrections or corrective actions;

b) removal of the Mark of conformity of DCP and the Certification marking of DCP from the withdrawn products, reprocessing or replacement of the withdrawn products;

c) publication of a warning / cautionary note regarding the risk involved in the products in question, when it is not possible to implement the actions from point 8.3 a, b;

d) withdrawal or cancellation of incorrect references to certification, in catalogues, advertisements, etc.

During the period of suspension of certification, the Licence holder must not identify as certified the products manufactured after the date of communication of the suspension of certification, must not make references to certification and must not place the products in question on the market.

8.4 The Licence holder must notify DCP of the completion of corrective actions, in order for DCP to verify their implementation and other actions taken with subsequent consequences, for example, to prevent the manufacture of products that would subsequently require the application of similar measures.

8.5 In the event of the implementation of the planned measures or the resumption of product manufacture, within the deadlines established in accordance with points 8.1 and 8.2, the Licence holder is officially notified of the decision to end the suspension of certification, within five calendar days starting from the date of the decision.

NOTE: The Licence / Autorization suspension period is not added to the Licence / Authorization validity period.

8.6 In case of failure to meet the conditions for termination of the certification suspension by the due date, the Licence holder is officially notified of the decision to withdraw the certification, within five calendar days from the decision.

8.7 DCP proceeds to publish, in accordance with point 13, the suspension of the certification.

9 WITHDRAWAL OF THE CERTIFICATION

9.1 DCP may withdraw the certification for a specific certified product in the following situations:

a) at the request of the Licence holder;

b) upon cessation of manufacturing / import / distribution of the certified product / operating material;

c) in case of identification of major non-conformities affecting the conformity of the certified product / operating material;

d) when the Licence holder of the products / operating materials refuses / postpones without justified reasons to carry out the scheduled or unscheduled surveillance activities;

e) the Licence holder does not fulfill the conditions for termination of the suspension of the certification by the due date;

f) the Licence holder does not fulfill the financial obligations to DCP;

g) 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, the certificate of conformity, of the certification marking and of the conformity mark of DCP, code FG-05-01;

h) failure by the Licence holder to comply with the provisions of the Regulation for the use of the DCP licence, certificate of conformity, certification marking and conformity mark, namely, the abusive use of the Licence, Certificate of conformity, Certification mark of DCP and, if applicable, the Mark of conformity of DCP for the certified product;

i) failure by the Licence holder to comply with the provisions of the General rules on certification or the Licence holder failure to comply with the amendments to the General rules on product certification, officially communicated by the DCP;

j) the Licence holder is unable to ensure product conformity or does not apply, within the established transition period, the corrections / corrective actions imposed by the amendment to the national / international standard, directive or reference regulation of the product, including legislative / regulatory requirements;

k) the Licence holder interrupts the manufacture / import / distribution of the certified product for a period exceeding 12 months.

9.2 The Licence holder is officially notified by DCP of the decision to withdraw the certification, within five calendar days of the decision have been made, specifying the consequences for the certified products in the supplier's stock and / or on the market, depending on the reason for the withdrawal of the certification and the nature of the risk involved by these products and the degree of damage to road safety and / or environmental protection.

9.3 DCP shall publish, in accordance with point 13, the withdrawal of the certification and informs the competent authorities for taking legal measures, if the situation that required the withdrawal of the certification constitutes a contravention or a crime or if the Licence holder refuses to take measures to remedy the situation found.

10 COMPLAINTS AND APPEALS

10.1 Handling of Complaints

10.1.1 The complainant officially submits the complaint to DCP, which must include, at least, the complete identification of the complainant, namely his / her name and address, and the subject of the complaint. The complaint may be submitted by courier / mail / fax / e-mail or delivered in person to the RAR Secretariat / DGOTCP Director / DCP Director / DCP Technical secretariat / PD within DCP which processed the certification file.

NOTES:

1. Anonymous complaints or those in which the complainant's identification data is not mentioned are not taken into account and are ranked.

2. If the complainant submits several complaints, all of them related to the same problem, they will be merged, following that the complainant will receive a single response that must refer to all complaints received.

10.1.2 DCP shall handle complaints officially received regarding:

– specific certification activities carried out by DCP personnel;

– activities carried out by Licence holder placing DCP certified products on the market;

10.1.3 DCP shall analyze the complaint, establish its validity and decide on the manner of handling the complaint, which may consist of:

a) rejecting the complaint, for specified reasons;

b) accepting the complaint.

10.1.4 If the decision is to reject the complaint, DCP shall officially transmit to the complainant, by an official letter, the decision to reject the complaint and the reasons that were the basis for making the decision.

10.1.5 If the decision is to accept the complaint, DCP shall officially transmit to the complainant, by an official letter, the decision to accept the complaint, request additional documents and / or records if applicable, draw conclusions arising from the analysis and establish the activities to be carried out to settle the complaint.

10.1.6 These activities may be:

– initiating one or more actions to reassess the conformity of the product in question (audit, inspection, testing, additional assessment, etc.);

– initiating corrections / corrective and / or preventive actions relating to the activities carried out by DCP.

10.1.7 In the event of a complaint relating to the activities carried out by the licence holders placing on the market products certified by DCP, the latter is notified about the additional activities to be carried out, of the costs to be paid by him and, if applicable, of the need for corrective and preventive actions.

10.1.8 Upon completion of the complaint handling process, DCP will officially communicate to the complainant the manner in which the complaint was handled by a letter.

10.1.9 The complainant, if not satisfied regarding the manner in which the complaint was handled and DCP's decision, may appeal to DCP within 15 days from the transmission of this decision.

10.2 Handling of Appeals

10.2.1 The appellant officially sends the appeal to DCP, which must include, at least, the complete identification of the appellant, namely his name and address, and the subject of the appeal. The appeal may be sent by courier / mail / fax / e-mail or delivered in person to the RAR Secretariat / DGOTCP Director / DCP Director / DCP Technical Secretariat / PD within DCP which processed the certification file.

10.2.2 DCP analyzes the appeal, establishes its validity and decides on the manner of handling the appeal, which may consist of:

a) rejecting the appeal, for specified reasons;

b) accepting the appeal.

10.2.3 If the decision is to reject the appeal, DCP officially sends to the appellant the decision to reject the appeal and the reasons that were the basis for the decision by an official letter.

10.2.4 If the decision is to admit the appeal, DCP officially sends the decision to admit the appeal to the appellant by an official letter, requests additional documents and / or records if applicable, draws the conclusions arising from the analysis and establishes the activities to be carried out to settle the appeal.

10.2.5 These activities may be:

– initiating one / some actions to reassess the conformity of the product considered (audit, inspection, tests, additional assessment, etc.);

– initiating corrections / corrective and / or preventive actions relating to the activities carried out by DCP.

10.2.6 Upon completion of the appeal handling process, DCP will officially communicate to the appellant the conclusion of the appeal handling action by letter.

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

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

a) to have access, regardless of the size of the economic operator, its membership quality in any organization or group or the number of certifications already issued, to the services of granting, extending, reducing or withdrawing the certification and the recertification, carried out by DCP;

b) to have, upon request, the DCP documentation, respectively the MDI-00, and to be informed of subsequent changes to the DCP documentation that may influence its activity;

c) to agree with DCP on the documents regarding the planning of conformity assessment activities, respectively the Conformity assessment plan, the Audit plan, the Surveillance plan, and so on;

d) to challenge the composition of the inspection team / audit team, with substantiated reasons;

e) to challenge DCP decisions regarding the certification with well-argued reasons;

f) to use and refer to the License, the Certificate of conformity, the Certification marking of DCP and the Mark of conformity of DCP, issued by DCP, under the conditions provided in the Regulation for the use of the DCP licence, certificate of conformity, certification marking and conformity mark, code RU-00;

g) to have assurance from DCP regarding the guarantee of confidentiality in relation to other economic agents, on the information declared by the certification applicant as protected, obtained during the certification process, relating to the product and the certification applicant.

11.2 The certification applicant and the licence holder, respectively, have the obligations stipulated in the Certification agreement, code DG-01-03, in the Surveillance agreement, code DG-06-01, and in the Commitment regarding the use of the licence, the certificate of conformity, of the certification marking and of the conformity mark of DCP, code FG-05-1, provided within MDI-00, as well as any other obligations established by the legislation into force or arising as a result of its evolution.

11.3 The licence holder is responsible for the quality of the certified products and cannot rely on this to be exempted from liability or to share liability with DCP.

12 INFORMATION REGARDING THE PROVISION OF THE FINANCIAL RESOURCES OF DCP AND THE COSTS OF CERTIFICATION

12.1 The financial resources necessary for DCP to carry out the certification activities are provided for and maintained by RAR, for an unlimited period and unconditionally by the results of the certification activity.

DCP has financial independence, through distinct accounting within RAR.

12.2 The certification costs consist of: the fee for MDI-00 (optional), the fee for analyzing the Product certification application and the equivalent value of the activities performed within the stages of the certification process. The value of the fees and the methodology for calculating the costs of the activities performed within the stages of the certification process are specified in the document Certification costs, code DG-01-10, made available to certification applicants / licence holders, within MDI-00.

13 DCP PUBLICATIONS

DCP publishes on website address http://www.rarom.ro, in the PRODUCT CERTIFICATION domain, the following information / documents / forms:

a) Changes of the product certification documentation (Informative Documents Folder);

b) List of products and operating materials for use in road vehicles, from the category of those concerning road safety, environmental protection, energy efficiency and anti-theft protection, and which require RAR certification in order to be placed on the market or made available on the market in Romania;

c) List of products having valid DCP certificates of conformity;

d) List of withdrawn / suspended DCP certificates.

14 DISTRIBUTION OF THIS DOCUMENT

14.1 This document is provided to certification applicants, within MDI-00, through the Technical secretariat of DCP.

14.2 Any modifications or new editions of this document are made available to licence holders, by posting them on the website http://www.rarom.ro, in the PRODUCT CERTIFICATION domain, by the Technical secretariat of DCP, no later than ten calendar days from the date of their entry into force.