



LIST OF DOCUMENTS REQUESTED FOR CERTIFICATION PURPOSES

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Crt. No.	REQUESTED DOCUMENTS	CERTIFICATION SCHEME NO.				
		1	2	3	4	5
1	1.1 Certification application, code FG-01-01	●	●	●	●	●
2	2.1 Chamber of Commerce and Industry registration certificate, or equivalent document for external applicants	●	●	●	●	●
	2.2 Empowerment for representation from the producer	○	○	○	○	-
	2.3 Document for the manufacturer's quality management system certification issued by a recognized system certification body	-	●	●	-	-
	2.4 Self assessment questionnaire, code FG-01-02	●	●	-	-	-
3	3.1 Normative reference document/s for the product (standard, technical specification, product specifications, etc.), drawn up in compliance with SR ISO/IEC 17007:2010, or, as appropriate, with national / european / international standards and / or with „Guide for preparation of the Firm Standard”, code DG-01-15	●	●	●	●	●
	3.2 Description of the product marking (label model, piercer, etc.)	●	●	●	●	●
	3.3 Declaration of conformity	●	●	●	●	●
	3.4 Warranty certificate and/ore validity term	●	●	●	●	●
	3.5 Test reports or Product analysis bulletins	Optional				
	3.6 Certificate of conformity or product homologation, previously obtained	○	○	○	○	○
CERTIFICATION SYSTEM		Series manufactured products			Batch of products	

Key:

- - presentation of the document is mandatory;
- - presentation of the document is necessary, as appropriate, depending on the product to be certified and / or the certification applicant quality.

Notes:

1. The documents are presented together with the certification application and must be dated, approved and stamped, in original, or copy assumed in terms of compliance with the original (signed and stamped).
2. The term "product" is used with the significance of „spare part”, „car accessory”, „service”, „automotive exploitation material”.



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3. For the series manufactured products certification system, if the applicant has the quality of representative of the manufacturer, importer, or distributor of the product, the Empowerment for representation from the producer must be presented. It shall be stated that the applicant is entitled to certify and trade in România the product in question. If the applicant does not have an empowerment for representation directly from the producer, he will provide empowerments for representation which set out the traceability from the producer to the applicant.
4. The Normative reference document/s for the product, required by crt. no. 3.1, can be: National standards, International standards, International Regulations, Company standards, Product standards, Product specifications, etc. That / these document/s must specify, as applicable: product types /variants, intended use, technical requirements and regulations applicable to the product, product characteristics and their deviations limits, test methods and number of samples to be tested, test category (type tests, batch tests, surveillance tests), packaging, storage, preservation, transport, assembly and using instructions, warnings on the risk of use, marking means, etc.
5. The marking of the product, which description is required by crt. no. 3.2, must provide the following:
 - for the label, depending on the nature of the product:
 - product name, type / variant;
 - producer's name and address / trade mark;
 - producer representative, the importer or the distributor who puts the products on the market and his address;
 - manufacturing date;
 - warranty / validity term;
 - batch no. / series no.;
 - quantity (pieces, liters, kg., etc.);
 - normative document based on which the product was manufactured (Company Standard, STAS, Regulation EEC-UNO, etc.);
 - RAR-OCP Certificate of conformity no.;
 - other technical and qualitative characteristics (concentration, color, etc.);
 - potential predictable risks, contraindications;
 - handling, conservation and preservation instructions;
 - for the piercer: company brand (sigla), piercer indicative (the detailed codification system used is presented in an appendix);
 - other information necessary for the complete identification of the product (seals, photographs, etc.), if applicable.