

Quality Management System Checklist



A key element of being eligible to obtain Vehicle Type Approvals (VTA) will be the ability to prove that an entity has adequate control over all stages of design, componentry, and manufacture of the Recreational Vehicles being produced or supplied. In other words, there must be a Quality Management System (QMS) in place to demonstrate effective control on Conformity of Production.

VTA applicants must keep their supporting information and all relevant documents up to date to satisfy eligibility criteria. An appropriate QMS shall incorporate all of the measures, stages, actions, methodologies, operating instructions and other operating practices and processes that ensure full control over the design, componentry and manufacture.

To assist VTA applicants in preparing their QMS, Caravan Industry of Association of Australia developed this Quality Management System Checklist (Checklist). This Checklist is based upon the requirements outlined in the Appendix 2 and 3 of the Guide to Vehicle Type Approval (or Guide to Vehicle Type Approval for Low ATM Trailers).

A QMS is a living document and expected to be updated where necessary (eg. change in procedures, change in approval conditions, process improvements, systems review, etc.). It is strongly recommended that the document contains the following, potentially as a cover page of the QMS document:

- a. Document Control Number and Revision Number
- b. Revision History
- b. Owner of the QMS (eg. manufacturer, importer)
- c. Facility (Design, Manufacturing or both) Locations under the scope of the QMS
- d. Responsible personnel in implementing and maintaining the QMS
- e. Road vehicle type and Model(s) under the scope of the QMS

If you need further assistance, you may reach out to the Department through their RVSA-dedicated Contact Us page. Click HERE.

Useful Links:

- 1. Guide to Vehicle Type Approval
- 2. Guide to Vehicle Type Approval for Low ATM Trailer
- 3. Quality Management System under RVSA
- 4. Conformity of Production (RVSA Ready Website)

DISCLAIMER: All the information provided on this document in relation to the Road Vehicle Standards Act (RVSA) is general in nature and is provided in good faith. Users are advised to make their own investigations or seek specific advice on their particular individual circumstances. Caravan Industry Association of Australia Limited, its officers, employees, contractors and agents shall not be liable in any way, including, without limitation, for negligence, for any loss or damages, whether direct or indirect, suffered or incurred by any person in connection with this content or as a result of any errors in or omissions from this content.

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Quality Management System Checklist



Summary Heading	Expected Content	Confirmation of these rquirements	QMS Reference (eg. Clause No.)
Summary Heading	Provide a description about the purpose of the QMS. This	Is there a description about the purpose of the	Qs hererence (eg. clause No.)
	needs to be specific to the road vehicle type subject of the application for approval, including all variants, where	QMS?	
	applicable	Is it aligned to comply with the requirements of RVSA and ADRs?	
Overview of the scope and		Is it specific to the road vehicle type, incuding	
function of the Quality Management System (QMS)		variants (eg. model) subject of the application for approval?	
		* TB: Low ATM Trailers from 750Kg up to 3500Kg GTM.	
		GTW.	
		* TC: Low ATM Trailers from 3500Kg up to 10000Kg GTM.	
	Provide an overview of any personnel engaged by the applicant and their responsibilities relevant to the control stages of the design, componentry and manufacture of the road vehicle type.	Are the responsibilities of the applicant's personnel outlined?	
		Are there personnel (or more) with responsibilities around control over all stages of the design, componentry and manufacture of the road vehicle type?	
		If personnel (or more) doesn't have full cotrol, is	
		there any member of the organisation who can have access to information regarding the design,	
		componentry and manufacture, including any changes that may affect compliance with the	
		applicable national road vehicle standards	
		(ADRs)?	
		If there are third party personnel (eg. agent)	
		that will assist the organisation in maintaining the QMS, are they included in this section of the QMS?	
		Are the following critera addressed: * control over all stages of the design,	
Responsibilities of personnel		componentry and manufacture of the road	
Responsibilities of personner		vehicle type	
		OR	
		*access to information regarding the design,	
		componentry and manufacture, including any changes that may affect compliance with the	
		applicable national road vehicle standards	
		AND	
		*conformity of production	
		AND	
		*record keeping, including keeping the	
		information regarding the road vehicle type up to date for the life of the approval and for 7	
		years after its expiry.	
		Identify a personnel who is responsible in implementing and maintaing of this QMS.	

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	A process that is embedded in the QMS to ensure that the systems outlined within the document are regularly	Is there a 'detailed' review process outlined in this section of the QMS?	
	reviewed to maintain effectiveness.	and section of the Qivis:	
		Example:	
		1. What source of information (eg. customer	
		feedback, assembly improvements, component	
		reject rate) to consider in identifying specific area in the process/system to review?	
		Who is responsible in identifying these review	
		processes?	
		3. Who is responsible in implementing	
		corrections/corrective or preventive actions?	
Systems review		4. How to esure that the actions identified in #3 are measured and effective?	
		are measured and effectives	
		Is there a schedule (eg. time table, schedule	
		matrix) as to when to conduct the review of the	
		systems?	
		Is there a personnel (or more) identified to	
		conduct these reviews?	
		If there is process or system for external	
		facilities (eg. overseas, other manufacturing	
		sites, etc.), is the review outlined within this	
	A process outlining the scope and frequency of internal	section? Is there a procedure outlined for conducting	
	audits to be carried out by the applicant.	internal audits?	
	·		
		Example:	
		1. What are the audit forms?	
!		Who is responsible in implementing corrections/corrective or preventive actions?	
		What is the expected time frame to resolve	
		findings?	
		4. How to esure that the actions identified in #2	
		are measured and effective?	
		5. Who is responsible in ensuring that changes identified in #2 are reflected or implemented in	
Internal audits		the system/process?	
		Is there a matrix of individual departments or	
		processes within the applicant's business?	
		NOTE: Cood associacionis to associat that and items	
		NOTE: Good practice is to ensure that auditors will not audit their own department or system.	
		acparament or system	
		Is there a scope of the audit to be carried out on	
		each department?	
		Is there an internal audit schedule to ensure all	
		departments or processes are audited regularly?	
	The precedure outlining how the applicant arrival	Is there a process in collecting data relative to	
	The procedure outlining how the applicant maintains records on faults/issues reported on vehicles they have	Is there a process in collecting data relating to failures of road vehicle types in the field	
	provided components for, rectification processes	outlined in this section?	
	undertaken, and a procedure for recalling vehicles for	Is there a record of faults/issues maintained by	
	safety or non-compliance issues.	the business?	
		Is there a process that enables recurring issues	
		to be identified?	
		If a safety-related or recurring issue is identified,	
etala e. e. u e. e. e.		is there a procedure in place outlining the resolution process?	
Field service feedback and recall procedure		Is there a process/guidance as to when a recall	
procedure		should be considered?	
		How is the recall conducted?	
		Example:	
		Traceability to get the vehciles affected, how	
		many were built? Is there a process for the following recall types?	
		The state of the same wing reconstriction types:	
		* Voluntary Recall	
		* Compulsory Recall	

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engineering documentation such as drawings and specifications related to the road whelice being manufactured. References to how design changes in the road vehicle are managed and how ongoing compliance with the applicable national road vehicle standards (eg. ARRs) and is of an identical specification to the road vehicle type being manufactured? **Examples:** Lare the drawbars tested according to ADR 62? Is there an evidence maintained and implemented? Is the manufactured? **Stamples:** Lare the drawbars tested according to ADR 62? Is there an evidence filed? Is the manufactured? **Stamples:** Lare the drawbars tested according to ADR 62? Is there an evidence filed? Is the manufactured? **Is the manufactured process for drawings and subsequent revision processes outlined in this section? Is there a process in managing design change control? If an applicant is not the design facility, how is the design control change managed to ensure continuous compliance to the ADRs? **Examples:** L. Who initiates the change (eg. design, specification, component)? 2. What is the process involved in making sure that these changes will not affect the compliance of the road vehicle with the national standards (eg. ADRs)? 3. Who approves the change? 4. Are prototypes (or further testing) required before a change is approved? If not (or if case-to-case basis), what is the process? This section must outline the details of the system used by the applicant to control purchasing components or materials for the purpose of designing and manufacturing the road vehicle type? Examples: 1. Is there an order form? 3. How is the order transmitted (eg. email)? For components/assemblies that require examples the device of ADRs is in the control purchasing components and order form? 3. How is the order transmitted (eg. email)?		This session would enable the control of the contro	In the control of the	
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	Records held by the corporation that give an assurance that the quality of the goods or service provided by	Is there a process in determining a supplier's quality assurance?	
	suppliers have been regularly assessed. This information is generally used to develop and maintain the approved	This may simply be requiring ISO certification or	
	vendors register	This may simply be requiring ISO certification or establishing a supplier ranking based on a set of	
		criteria.	
		Factors may include:	
		1. Quality of Goods and Services	
Supplier Quality Assurance		2. Timeliness of Goods and Services	
Supplier Quality Assurance		Identification of Issues related to Goods and Services	
		Is there a process that would link the supplier	
		ranking with the approved vendors register?	
		Example:	
		1. What rank is considered to establish a	
		supplier?	
		2. Who will approve the supplier?	
		Who will update the Approved Vendor Register?	
	Outline the manufacturing processes undertaken by the	The QMS should outline the manufacturing	
	applicant that aligns with engineering documentation and	procedures to be undertaken for the	
	the types of tools and equipment used to manufacture	manufacture of road vehicle types.	
	the road vehicle.	Fire and an	
		Examples: 1. Drawings	
		Assembly Work Instructions	
		3. Quality Inspection Forms	
		The QMS should outline the process that	
Manufacturing procedures		ensures the engineering drawings and specifications are transferred into work	
		instructions for use by the personnel who are	
		manufacturing the road vehicle.	
		What are the tools and equipment required?	
		Is there a maintenance procedure?	
		'	
		Is there a calibration procedure?	
	Provide details of the system used to ensure that only the		
	specified components or materials are provided to the	of receiving components or materials used in	
	manufacturing plant for the road vehicle type being manufactured. The process for quarantining non-	manufacturing of road vehicle types?	
	conforming components or materials used in the	Does the process outline the procedures to be	
	manufacture of road vehicle types	followed to ensure the correct components or	
		materials have been received and are in a fit	
		condition to be used to manufacture a road vehicle type?	
		verifice type:	
		Example:	
		Incoming goods inspection procedure	
		Does the process also outline how defective or	
		incorrect components or materials are quarantined?	
		How does the applicant energy that are listly	
Material control and storage		How does the applicant ensure that only the correct components and materials are used in	
		the manufacture of the road vehicle type?	
		Financia	
		Example: 1. Labelling System (red for reject, green for	
		accepted goods)	
		Warehouse location	
		3. Production system software (eg. Barcode,	
		etc.)	
		Is there a procedure for replacement of rejected parts identified in the production line?	
		How are they quarantined?	
		Is there a procedure for vendors to collect	
		rejected parts and replace with good parts?	
ĺ		How are replaced parts accepted?	

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