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)

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Summary Heading	Expected Content	Confirmation of these rquirements	QMS Reference (eg. Clause No.)
Overview of the scope and function of the Quality Management System (QMS)	Provide a description about the purpose of the QMS. This needs to be specific to the road vehicle type subject of the application for approval, including all variants, where applicable	Is there a description about the purpose of the QMS?	
		Is it aligned to comply with the requirements of RVSA and ADRs?	
		Is it specific to the road vehicle type, incuding variants (eg. model) subject of the application for approval? * TB: Low ATM Trailers from 750Kg up to 3500Kg GTM. * TC: Low ATM Trailers from 3500Kg up to 10000Kg GTM.	
Responsibilities of personnel	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, componentry and manufacture of the road 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.	

Systems review	A process that is embedded in the QMS to ensure that the systems outlined within the document are regularly reviewed to maintain effectiveness.	Is there a 'detailed' review process outlined in this section of the QMS? 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? 2. Who is responsible in identifying these review processes? 3. Who is responsible in implementing corrections/corrective or preventive actions? 4. How to esure that the actions identified in #3 are measured and effective?	
		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 section?	
Internal audits	A process outlining the scope and frequency of internal audits to be carried out by the applicant.	Is there a procedure outlined for conducting internal audits? Example: 1. What are the audit forms? 2. Who is responsible in implementing corrections/corrective or preventive actions? 3. 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 the system/process?	
		Is there a matrix of individual departments or processes within the applicant's business? NOTE: Good practice is to ensure that auditors will not audit their own department 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?	
Field service feedback and recall procedure	The procedure outlining how the applicant maintains records on faults/issues reported on vehicles they have provided components for, rectification processes undertaken, and a procedure for recalling vehicles for safety or non-compliance issues.	Is there a process in collecting data relating to failures of road vehicle types in the field outlined in this section?	
		Is there a record of faults/issues maintained by the business?	
		Is there a process that enables recurring issues to be identified?	
		If a safety-related or recurring issue is identified, is there a procedure in place outlining the resolution process?	
		Is there a process/guidance as to when a recall 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? * Voluntary Recall * Compulsory Recall	

Engineering documentation	This section must outline the management process for engineering documentation such as drawings and specifications related to the road vehicle being manufactured. References to how design changes in the road vehicle are managed and how ongoing compliance with the applicable national road vehicle standards is overseen.	Is there a process to ensure that the specified road vehicle has been tested to the national standards (eg. ADRs) and is of an identical specification to the road vehicle type being manufactured? Examples: 1. Are the drawbars tested according to ADR 62? Is there an evidence filed? 2. Are the Summary of ADR evidence maintained and implemented?	
		Is the numbering 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? Example: 1. 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?	
Purchasing	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.	Is there a process outlined in purchasing components and materials for manufacturing the road vehicle type? Examples: 1. Is there a Bill of Material? 2. Is there an order form? 3. How is the order transmitted (eg. email)? For components/assemblies that require compliance to national standards (eg. ADRs), is the purchasing procedure reference to ADR Summary of Evidence?	
		How to ensure correct specification of components or materials are ordered?	
		Is there a process in creating a purchase order detailing the correct components or materials? How is this process updated and kept current?	
Approved vendors register	This section outlines a register of suppliers the applicant sources goods or services from. This register is generally compiled based on the quality and timeliness of supply of the goods or services.	Is it outlined in this section how an applicant will compile their approved vendor register? If an applicant doesn't have a vendor register (eg. overseas manufacturing), is there an access of information?	
		Are there clearly set out the criteria that will be used to rate goods and services suppliers to determine who will be approved as a vendor? Example is a rating system.	

Supplier Quality Assurance	Records held by the corporation that give an assurance that the quality of the goods or service provided by suppliers have been regularly assessed. This information is generally used to develop and maintain the approved vendors register	Is there a process in determining a supplier's quality assurance? 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 2. Timeliness of Goods and Services 3. 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? 3. Who will update the Approved Vendor Register?	
Manufacturing procedures	Outline the manufacturing processes undertaken by the applicant that aligns with engineering documentation and the types of tools and equipment used to manufacture the road vehicle.	The QMS should outline the manufacturing procedures to be undertaken for the manufacture of road vehicle types. Examples: 1. Drawings 2. Assembly Work Instructions 3. Quality Inspection Forms	
		The QMS should outline the process that 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?	
Material control and storage	Provide details of the system used to ensure that only the specified components or materials are provided to the manufacturing plant for the road vehicle type being manufactured. The process for quarantining non-conforming components or materials used in the manufacture of road vehicle types	Is there a detailed system outlining the process of receiving components or materials used in manufacturing of road vehicle types? Does the process outline the procedures to be 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? Example: Incoming goods inspection procedure	
		Does the process also outline how defective or incorrect components or materials are quarantined? How does the applicant ensure that only the correct components and materials are used in the manufacture of the road vehicle type? Example: 1. Labelling System (red for reject, green for accepted goods) 2. 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? How are replaced parts accepted?	