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Detailed Implementation Rules for China Compulsory Certification

Interior Trim Parts of Motor Vehicle

强制性产品认证实施细则

汽车内饰件

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China Certification Centre for Automotive Products

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0 Introduction

In order to ensure the standardization and effectiveness of compulsory certification, this is formulated according to “*Compulsory Product Certification Implementation Rules - Interior Trim Parts for Motor Vehicle*” (CNCA-C11-09:2014) (hereinafter refers to as *the Implementation Rules*) and CNCA Compulsory Product General Implementation Rules, including “*Compulsory Product Certification Implementation Rules - Manufacturing Enterprise Classification Management, Certification Mode Selection and Determination*” (CNCA-00C-003), “*Compulsory Product Certification Implementation Rules – Utilization of Manufacturing Enterprise Test Resources and Other Certification Results*” (CNCA-00C-004), “*Compulsory Product Certification Implementation Rules – Factory Quality Assurance Capability Requirements*” (CNCA-00C-005), and “*Compulsory Product Certification Implementation Rules - Factory Inspection General Requirements*” (CNCA-00C-006) and quality manuals, procedure documents and operation instructions of China Certification Centre for Automotive Products (CCAP). It is used to support the “*Implementation Rules*” as a supportive document.

Application scope and certification basis of this Detailed Rules are consistent with the provisions of “*Implementation Rules*”, and it changes along the CCC product catalogs and the announcements on adjustment and definition of the product certification scope released by CNCA. It will be adjusted and implemented synchronously with the “*Implementation Rules*”.

0.1 Terms and Definitions

0.1.1 Testing at Manufacturer’s Premises (abbreviated as TMP mode)

It means that the engineers of designated laboratory use the testing equipment in the factory laboratory to conduct testing. The factory shall dispatch test personnel to provide assistance. The designated laboratory will examine, approve and issue the test report.

0.1.2 Witnessed Manufacturer’s Testing (abbreviated as WMT mode)

It means that the engineer of designated laboratory witnesses the factory laboratory’s test conditions and all tests completed by using the laboratory’s equipment or according to the test plan submitted; or witnesses part of the test conditions and the test items. Test personnel of the factory laboratory shall provide the original records and draft up the test report together with the engineer of designated laboratory according to relevant provisions. The designated laboratory shall audit, approve and issue the test report.

0.2 Manufacturing Enterprises Classification Management Requirements

CCAP conducts risk assessment and classification to the certification

inspection.

CCAP shall make dynamic management to the manufacturing enterprises; and re-assess the classification result and make classification adjustment regularly based on the various information collected, according to provisions on manufacturing enterprise classification management. When the certification enterprise has major problem affecting the risk assessment result, CCAP shall put the enterprise to the high risk class directly based on the assessment result. Otherwise, if there is evidence showing that the risk elements have been effectively controlled and the enterprise has no bad record in two years, CCAP will adjust risk class of the enterprise to low risk classes gradually, by following the order of D→C→B→A according to the risk assessment situation.

0.3 Requirements on Utilizing the Manufacturing Enterprise Test Resources

0.3.1 Scope

It applies to after-certification supervision sampling inspection AND supplementary differentiation test after change of the certificate.

0.3.2 Implementation

If the manufacturing enterprise has the inspection equipment and capabilities that meet the requirements of “*Compulsory Product Certification Implementation Rules — Utilization of Manufacturing Enterprise Test Resources and Other Certification Results*” and certification standards, the certification client, the manufacturer or the manufacturing enterprise can apply for utilizing the manufacturing enterprise’s test resources (hereinafter referred to as the factory lab) to the certification body; and then conduct self-check. After providing the self-check result and relevant data to the certification body, together with the application for review, If the factory lab is up to the standard of CCAP (organizing designated lab to participate), then the test resources of the manufacturing enterprise can be used to conduct production on-site TMP test (or WMT test).

In order to lighten the burden of the enterprise, in principle, CCAP will not organize to audit the factory lab independently. Application for audit of the factory lab and on-site testing application can be submitted together or separately by the certification client. CCAP will organize technical experts of the designated labs to conduct on-site verification and keep relevant verification evaluation record. After the capacities of the factory lab passes the inspection team’s audit, the factory lab can be used to conduct testing.

0.3.3 Maintenance of qualification

In principle, besides annual supervision inspection, CCAP will conduct regular

- a. Quality manual, including organization chart and/or responsibility provisions;
 - b. Quality assurance capability control files directory. It shall conform with the relevant requirements specified in Appendix 1 of Attachment 2 of the *"Implementation Rules"*;
 - c. Copy of the quality management system certificate (if any).
- (5) Product description of the interior trim part of motor vehicle shall comply with the requirements of Attachment 1 of the *"Implementation Rules"*. When declaring, fill in according to the format specified in Attachment 1 of this *"Detailed Rules"*;
- (6) Critical components and raw materials list. The critical components (materials) list shall include names, models, specifications and suppliers (manufacturers) of the critical components (materials). See Attachment 2 of this Detailed-Rules;
- (7) Production conformity control plan (when it is the first-time application and when the production conformity control plan changes). Compilation requirements are shown in Attachment 4;
- (8) If entrusting other enterprises to produce the products, the certification client shall provide copies of relevant contracts signed between the entrusting enterprise and the commissioned enterprise to CCAP, such as copies of ODM/OEM agreement signed by the certification client, the producer (manufacturer) and manufacturing enterprise; power of attorney; and ODM original CCC certificate (if applicable).

5.3 Certification Plan and Certification Contract

CCAP shall review the application materials. If the application materials need to be supplemented or improved, it will communicate with the client and require to supplement and submit relevant materials. After the review completes, CCAP will issue a notice of acceptance or not-acceptance to the client.

After accepting the application, CCAP will formulate a certification plan according to the audit result, which includes:

- (1) The certification mode adopted and unit division;
- (2) Type test plan (including the selection and confirmation of the designated laboratory);
- (3) Factory inspection plan and time (man-day);
- (4) Estimated certification fees;

It shall be consistent with the critical components/raw materials in “*Production Conformity control plan*” submitted by the enterprise. The list shall at least include name, model, specification and supplier of the critical components (material). See Attachment 2 of this Detailed-Rules for details.

6.1.3 Type test inspection items and inspection basis

Type test inspection items and inspection basis are shown in Attachment 3 of this Detailed Rules, in which:

- (1) The combustion speed of interior trim parts of passenger cars shall be less than or equal to 70 mm/min;
- (2) The sound insulation and insulated interior trim parts used in the engine compartment of buses as well as road passenger cars and tourist buses of which the engine is located in the rear, shall meet the requirements of sub-clause 4.6.1 of GB 8410-2006.

Note: The definition of each model refers to the requirements of Clause 3 of GB 7258-2012.

6.1.4 Selection and confirmation of the designated lab

The certification client can select a lab among the designated inspection labs provided by CNCA for the certification products. According to the client's confirmation, CCAP will give inspection commission to the selected lab to conduct type test.

6.1.5 Implementation of type test

6.1.5.1 Type test shall be completed by CNCA designated lab entrusted by CCAP. The designated lab shall complete the sample testing within the stipulated time according to CCC requirements and relevant stipulations of CCAP. The lab shall make a complete record of the whole test process and put it on file in order to ensure traceability of the inspection process and result.

6.1.5.2 If there is unqualified item, the lab shall inform the situation to CCAP. If the client wants to continue applying for certification, it shall complete rectification within 3 months and submit the rectification material to CCAP. CCAP will reconfirm the test plan. In principle, samples that are same-specification as previous samples shall be selected to conduct all-items test. If it passes the re-test, type test is PASS. Otherwise, it is NOT-PASS; and certification is terminated. If rectification is not completed within the required time and/or samples are not provided for retest, this certification will be terminated. The certification client can also apply for cancelling the certification entrusting; after the rectification is completed, it can re-apply for certification entrusting and conduct type test.

inspection.

7.1.2 Content of After-Certification Follow-up Inspection

- (1) Production conformity control plan implementation report that is completed by the manufacturer or the manufacturing enterprise;
- (2) Implementation situation of the production conformity control plan of the manufacturing enterprise;
- (3) Production conformity inspection and on-site designated test;
- (4) Use situation of the certification mark and the certificate;
- (5) Other CCAP's requirements on factory on-site inspection.

7.2 Production On-site Sampling Test or Inspection

7.2.1 Principles of Production On-site Sampling Test or Inspection

If production on-site sampling inspection or test method is adopted for after-certification supervision, then the certification client, manufacturer and manufacturing enterprise shall cooperate.

7.2.2 Content of Production On-site Sampling Test or Inspection

In principle, different unit/models of products shall be drawn as samples for each time of supervision.

CCAP formulate the sampling inspection plan according to the enterprise classification principles and features of the products. For the inspection items, all or several of the type test inspection items shall be inspected.

The personnel appointed by CCAP will draw samples from qualified products produced by the enterprise (including the production lines, warehouses or sea-ports/airport) according to the sampling inspection plan. After sampling, CCAP will seal up the samples. The enterprise shall send the samples to the designated test lab within 10 working days. The enterprise shall also fill out the sample description form when sending the samples and truthfully describe critical components and materials (including the suppliers) used in the samples. CCAP and/or the lab will inspect the conformity of the samples. If they find that the samples are inconsistent with the certification-products, in principle, test will not be continued. The inspection conclusion will be that: the samples are not consistent with the certification-products; the test is stopped.

7.2.3 Utilization of Self-Test Resources of Enterprise

If the manufacturing enterprise has the test conditions stipulated in *"Compulsory Product Certification Implementation Rules — Utilization of*

for relevant range of products from the expiry date of the stipulated time-limit. If the enterprise does not submit the “certificate recovery application” within the suspension time-limit OR the rectification measures are not taken OR the rectification is not qualified, then CCAP will withdraw the certificate or shrink the relevant certification range.

8.3.2 Certification change of certification enterprise

After the enterprise is certified, if there is change that may affect the certification (hereinafter referred to as certification change), including: change of certificate information (including that batch products are changed into maintenance parts); or technical change of the certification-products (design, structure parameters, critical components/raw materials, suppliers, etc.) that may affect conformity of relevant standards; or change of the factory production conformity control plan and the production conditions that may affect the production conformity, then the certification client shall declare and submit the change application to CCAP before the products involved in change are delivered, sold or imported. After acquiring CCAP's approval, certification change can be implemented. If the change affects the product's conformity, CCAP will arrange necessary type test and/or factory inspection according to the change situation when necessary. After confirming that the changed products meet the certification requirements, change will be approved and the certificate will be renewed. Serial number and validity time-limit of the new certificate will remain unchanged. Moreover, the change approval date shall be marked. If it is not necessary to renew the certificate, the change confirmation form shall be issued, and the changed content and the change approval date shall be marked. Certification change shall be conducted according to CCAP “*Certification Enterprise Certification Change Management Requirements*”.

8.4 Cancellation, Suspension and withdrawal of Certificate

Certificate's cancellation, suspension and withdrawal shall be implemented in accordance with the “Compulsory product certification management method”, “Compulsory product certificate cancellation, suspension and withdrawal implementation rules”, and relevant provisions of CCAP. CCAP shall adopt appropriate way to publicly announce the certificate of cancellation, suspension and withdrawal.

8.5 Use of the Certificate

Use of the certificate shall comply with the requirements of “Compulsory product certification management method”.

9 Certification Marks

The management and use of certification marks shall comply with the provisions of “Compulsory product certification management method”.

conformity control plan schedule (critical components and materials) are shown in Attachment 2 of Detailed-Rules (CCAP-C11-09); for the content and requirements of production conformity control plan schedule (critical manufacturing /assembling /inspection process), the certification client shall identify according to features of the products and the production process, and shall determine the control requirements of technical parameters and product features.

If the enterprise already has a control plan, and its content can cover all requirements of the production conformity control plan, the existing control plan can be used and submitted to CCAP. After it is reviewed by CCAP, it can be used.

II. Compilation of the Production Conformity Control Plan Implementation Report [Translator note: Clause “I” is not existed]

The production conformity control plan implementation report is a documentary statement of implementation situation of the production conformity control plan each year. It shall be submitted to CCAP's on-site inspection team during the factory on-site follow-up inspection. Content of the report shall include the following:

1. Overview of basic situation of the factory of the year:

1.1 Basic information of the factory: includes the manufacturer; name and address of the manufacturing factory; whether the main production equipment and the inspection instruments have changed. If there is any change, it shall be explained in detail;

1.2 Change of the product certificate of the year (including the valid certificate; expanded items and change of the year; certificate's suspension, cancellation and withdrawal). It can be explained by list;

1.3 Use situation of CCC mark of the year.

2. Implementation situation of the production conformity control plan:

2.1 Explain COP plan fulfilment situation, item-by-item and comparing to the plan. The after-certification supervision sampling test result can be used as COP plan test result. If it is not completed as scheduled, the reason shall be explained in detail;

2.2 Implementation situation of the critical components / materials conformity control plan:

- (1) Change situation of specification, model and material of critical components/materials;

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