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China Compulsory Certification Implementation Rules - Vehicle seats and seat head restraints

强制性产品认证实施规则

汽车座椅及座椅头枕

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Wayne Zheng was borne in China in 1962 and migrated to Singapore in 1992. He is now the Sales Manager (Founder and Managing Director) at www.ChineseStandard.net. Wayne Zheng had more than 10 years extensive expertise and hands-on working experiences, through his then-employment as "China Certification Program Manager" at BlackBerry Beijing, and "Product Safety & Compliance (PS&C) Manager" at Motorola Singapore:

- CNCA / China Compulsory Certification (CCC) regulations.
- Hands-on program experience with regulator CNCA for CCC mark's compliance, approval and management.
- Was an authorized representative by then-employer BlackBerry (RIM) to liaise with Chinese regulators, authorities, certification bodies and designated laboratories – including CNCA, CQC, Beijing Communication Authority, Beijing Administration of Quality Supervision Inspection and Quarantine.
- Hands-on program experience with certification body CQC for "certification entrusting", type test, initial factory audit, regular / annual factory audit (i.e. the "after-certification supervision" in this Rules).
- Manage, plan, guide and site-visit the global factories / suppliers' global factories (i.e. the "manufacturing enterprises" in this Rules) in North America, Europe and China for CQC initial factory audit and regular annual factory audit (after-certification supervision).
- ISO Process Auditor, certified by Motorola USA & Motorola Singapore
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0 Introduction

This Rules is established based on the safety risk and certification risk of vehicle seats and seat head restraints. It stipulates the basic principles and requirements for the implementation of China Compulsory Certification for vehicle travelling data recorder.

This Rules can be used with other general rules issued by Certification and Accreditation Administration (CNCA), such as “China Compulsory Certification Implementation Rules - Manufacturing Enterprise Classification Management, Certification Mode Selection and Determination”, “China Compulsory Certification Implementation Rules - Utilization of Manufacturing Enterprise Testing Resource and Other Certification Results”, “China Compulsory Certification Implementation Rules - Factory Inspection General Requirements”.

The certification body shall make principles for certification according to the general implementation rules and this Rules and implement them accordingly.

Manufacturing enterprise shall ensure that their certified products are capable of sustaining the compliance with the certification and are compatible with the requirements of the standards.

1 Application scope

This Rules applies to:

(1) M-, N-category vehicle seats;

(2) The head restraints used by above seats (if they are manufactured, sold or imported independently).

But this Rules don’t apply to following seats and head restraints:

(1) Lateral seats, backward seats;

(2) The seats used by A-, I-class vehicles of M2-, M3-category;

(3) Seats or restraining devices for child occupants.

Due to the changes in the laws, regulations or related product standards, technology, industry policies and other causes which may change the applicable scope, the announcement released by CNCA shall be final and conclusive.

When it does not comply with national laws and regulations AND relevant industry policies, the certification body must not accept the certification entrusting.

5.2 Application materials

The certification body shall, in accordance with the laws and regulations, standards and other requirements, specify the checklist of application materials in the implementation detailed-rules. It shall at least includes certification application form or contract, registration certificates of the CLIENT and manufacturer, “Product description of vehicle seats and seat head restraints” (Attachment 1), “Production conformity control plan” (compile according to Attachment 2), etc.

CLIENT shall provide the required materials according to the requirements of application material checklist in certification implementation detailed-rules. Certification body is responsible for auditing, managing, preserving and keeping confidential of the relevant materials, and shall inform the CLIENT of the auditing results.

5.3 Implementation Arrangement

Certification body shall agree with the CLIENT on the relevant responsibilities and arrangement of various aspects of certification implementation. And according to the situation of manufacturing enterprise and classification management AND the requirements of this Rules and certification implementation detailed-rules, DETERMINE the specific program of certification implementation and INFORM CLIENT.

6 Certification implementation

6.1 Type test

6.1.1 Type test plan

Certification body shall formulate the type test plan, after auditing the materials. And INFORM the CLIENT. CLIENT may voluntarily select the designated laboratory.

Type test plan includes all samples’ requirements and quantity, test standard items, laboratory information etc.

6.1.2 Sample requirements of type test

In general, according to the requirements of certification body, samples of type test shall be submitted by the CLIENT with representative samples for test. When necessary, certification body may adopt on-site sampling / seal-samples method to obtain the samples.

enterprise [Translator note: This means that Certification Body may inspect / audit the part / component / material suppliers of the manufacturing enterprise. For example, if the manufacturing enterprise only carry out the “final assembly”, Certification Body may likely need to inspect / audit the critical components / sub-assembly supplier].

The factory on-site inspection time shall be made according to the unit quantity of the products, and appropriately consider the production scale of the factory. Normally it needs 2-4 man-days for each factory.

When conducting factory on-site inspection, inspection team shall choose samples randomly from the end of the production line or qualified product in the warehouse. Randomly sampled products are inspected, but not limited to, for the following contents:

a. The structure and parameters of the products to be certified;

b. Designated test in factory on-site (selected from production conformity control plan).

If no un-conformance product is found, the inspection result is qualified;

If un-conformance products are found, factory is allowed to make rectifications. Certification body adopts appropriate way to confirm the rectification results. The rectification time must not be more than 3 months. If the rectification cannot be finished on time, or the rectification results are not conformant, the inspection result is unqualified.

If there is significant deviation between production conformity control plan and its implementation situation, or the structure and parameters of the actual products are significantly different from the type test samples, the inspection result is disqualified, and this certification is terminated.

6.3 Certification evaluation and approval

Certification body shall make a comprehensive evaluation to the type test, factory inspection results and relevant information / materials. If the evaluation is PASS, the certificate will be granted according to certification unit. If not, the certification is terminated.

6.4 Time limit of the certification

Certification body shall make specific provisions on each steps of the certification, and determine all relevant work to be done within the time limit. CLIENT shall cooperate with the certification body actively. In general, certificate will be granted to CLIENT within 90 days, since the certification entrusting is accepted.

6.5 Service-parts of discontinued vehicles

inspection; conclusion of sampling test or inspection; and relevant materials / information. If the evaluation is PASS, it may continue to maintain the certificate and use of certification mark. If the evaluation is Not-PASS, certification body shall suspend or revoke the certificate according to the corresponding situations; and announce it publicly.

8 Certificate

8.1 Maintenance of the certificate

This Rules covers the 5 year valid period of product certificate. Within the valid period, the validity of the certificate is maintained by depending on the “after-certification supervision” of the certification body.

Before the certification is expired, if it needs to continue to use, CLINET shall put forward the certification entrusting within 90 days before the expiry date. If the newest “after-certification supervision”, within the certificate validity, is PASS, then certification body shall directly renew the certificate.

8.2 Contents of the certificate

If the certified product and selling package are printed with the content contained in the certificate, it shall be consistent with the content in the certificate. For change of certificate, it shall indicate the version of change so as to clearly display the number of changes for this product.

8.3 Change of the certificate

After certification, when:

1) the content in certificate is changed; or

2) the certified product had technical changes (design, structure parameters, critical components / materials etc.) which affect the compliance with relevant standards; or

3) the factory changes production conformity control plan, production conditions etc. which affect the production conformity; or

4) other item, that was specified by the certification body in the certification implementation details, is changed; [Translator note: The original text is reformatted to items 1) – 4), for ease of reading]

CLIENT shall put forward a “change” entrusting to certification body. Only after the approval of certification body, may the change be implemented.

12 Certification implementation detailed-rules

Certification body shall formulate scientific, reasonable and feasible certification implementation detailed-rules, according to the principle and requirements of this Rules. Certification implementation detailed-rules shall be publicly announced, after filed to CNCA. Certification implementation detailed-rules shall at least include the following contents:

(1) Certification procedure and time limits;

(2) Certification mode and relevant requirements;

(3) Classification management requirements of manufacturing enterprise;

(4) Certification entrusting materials and relevant requirements;

(5) Requirements for sample test;

(6) Requirements for initial factory inspection;

(7) Requirements for after-certification supervision (including the requirements of utilizing testing resources of manufacturing enterprise);

(8) Requirements for certification change (including change version of standard);

(9) Critical components and raw materials list and relevant requirements;

(10) Charge fees basis and relevant requirements;

(11) Procedures and time limits requirements about technical dispute and appeal.

immediately conduct on-site inspection according to the impact on production conformity.

Appendix 1: Factory quality assurance capability requirements

Factory are the main body responsible for the quality of products. Its capacity in maintaining quality shall be consistently conform to the certification requirements. Factory shall meet the requirements for factory's quality assurance capability specified in this Rules; ensure that all certified products are identical with the samples that have passed the type test. Factory shall cooperate with certification body in various factory on-site inspection, market inspection and sampling test according to this Rules and other relevant production certification implementation rules / details.

1 Responsibility and resource

1.1 Responsibility

Factory shall define the responsibilities and inter-relations of all the personnel involved in the quality activities. And factory shall appoint a management representative for quality, who, irrespective of other responsibilities, shall be responsible for:

(a) Ensuring that quality system, which meets the requirements of this document, is established, implemented and maintained.

(b) Ensuring that the products with the compulsory certification mark are produced in conformity with the standards according to which they have been certified.

(c) Use CCC certificate and marks appropriately, and ensure that the certificate of CCC marks is continuously valid.

The management representative for quality shall be competent to perform the work.

Personnel shall be appointed to supervise the production operations across all shifts, in order to ensure the product quality.

Personnel responsible for product quality shall have the authority to stop production in order to correct quality problems.

1.2 Resource

Factory shall be equipped with necessary production facilities and testing equipment in order to manufacture products consistently in conformity with relevant standards. In addition, factory shall provide relevant human resources, to ensure that the personnel who perform the work affecting product quality are competent, and shall establish and

experiment and calibration.

6 Control of Non-conforming Product

6.1 Factory shall take measures of marking, isolation and handling to avoid the unintended use and delivery of unqualified products when these are discovered in purchasing process, manufacturing process and testing process.

Factory shall establish procedure instructions for rework and re-repair, including that the repaired and reworked product shall be re-tested. The repairing for important components and parts shall be recorded.

Product with unidentified or suspect status shall be classified as nonconforming product.

Useless products must be controlled by the similar method to non-conforming product.

Disposal record of the non-conformity product shall be maintained.

6.2 For the external information on nonconforming product, including national and provincial supervision and random inspection, product recall and client complaint, factory shall analyze the reasons and make proper corrective actions. Factory shall keep record on the information about nonconforming product, reason analysis and disposal & corrective actions.

6.3 Factory shall inform the certification body on time when there is serious quality problem about the certified product (including product recall and unqualified result from national and provincial supervision and random inspection).

7 Internal quality audit

Internal audit procedures shall be established and documented to ensure the validity of the quality system and the conformity of the certified products. The results of internal audit shall be maintained.

Factory shall keep records of all complaints, especially to the products that do not comply with the requirements of relevant standard, and make these complaints as the inputs of the internal audit.

The factory shall conduct internal audits at appropriate interval to determine whether the quality management system is effective. The factory shall audit product at appropriate interval and stage of production to verify compliance to all specified requirements. Corrective and preventive actions shall be taken, and records shall be maintained.

8 Product protection and delivery

Product protections, including packing, carrying and storage made by factory in

8 After-certification supervision

Certification body shall consider the manufacturing enterprise classification management and actual situation, formulate a specific plan according to their different supervision method after certification.

The follow-up inspection and / or factory on-site inspection and market sampling test can be in accordance with the standards to which the product was type tested.

During the follow-up inspection, if there is same-category product (not vehicle out of production) obtain the certificate, it is allowed to conduct follow-up inspection or factory on-site inspection on the other same-category products. That is, the after-sales service part of vehicle out of production are not required to be on production.

If there is no same-category products (not discontinued vehicles) obtaining the certificate, then:

For in-warehouse type of the after-sales service part of discontinued vehicles, the enterprise shall provide evidence for the consistent conformity to relevant requirements. If certification body is not satisfied or doubtful about the evidence, they can conduct factory on-site sampling inspection and test.

For order-form type of the after-sales service part of discontinued vehicles, the enterprise shall provide the production record within two years, and shall implement the verification test and maintain the record. Certification body can conduct factory on-site sampling inspection and test.

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