

# **Introduction**

**to**

## **On-site COP verification -The new COP requirements-**



## Introduction

In order to improve COP (Conformity of Production) management, the MOTC (Ministry of transportation and communications) has introduced the new COP requirements on 9th June 2014.

According to the new COP requirements, the certification institution VSCC shall conduct “on-site COP verification” to vehicle manufacturers from 1st January 2015 and to device(component) manufacturers from 1st January 2016. The frequency is once per 3 years, but may be adjusted depending on the result of on-site COP verification.

## Principles of on-site COP verification

1. VSCC will assign auditors to the location(s), where vehicle and its devices are produced and quality control is performed, to ensure the operation conditions of quality management system. Normally, one or two people will be assigned to conduct on-site COP verification.
2. Audit duration: One day for each factory approximately.  
VSCC will select the factory(ies) to be audited according to the number of separate Regulations/Directions and factories, and will inform the applicant (who applied for Type Approval Certificate and examination report of Vehicle Safety Testing Directions) the audit date before 3 months by e-mail. After receiving VSCC’s e-mail, the applicant shall use the VSCC online application system (<http://b2c.vsc.org.tw>) to apply for on-site COP verification.
3. The manufacturer shall prepare necessary arrangements in advance. During on-site COP verification, the COP responsible person must be present.
4. Results of on-site COP verification
  - (1) When the manufacturer passes on-site COP verification, VSCC shall issue the Examination Report for Conformity of Production.
  - (2) When there is “improvement” item found during on-site COP verification, the manufacturer shall make improvements and VSCC will check it during next on-site COP verification. If the manufacturer did not take any corrective actions for the “improvement” item, it will become a non-conformity item.
  - (3) When there is non-conformity found during on-site COP verification, VSCC shall cease the Vehicle Safety Type Approval Certificate and examination report related applications. The manufacturer shall provide the documented explanation and correction toward VSCC within 1 month of the notification

to apply for COP re-examination.

5. Charge includes: On-site COP verification fee and traveling expense.  
VSCC will try to combine some manufacturers in an itinerary of on-site COP verification. If the auditee can follow VSCC's proposed schedule, the on-site COP verification fee and traveling expenses of traffic time can be apportioned by the manufacturers in the same itinerary.

## **Checking item of on-site COP verification**

1. The compliance and scope of factory
  - (1) Government-issued proof and ownership or lease documents of factories.
  - (2) Layout of equipments, production facilities and buildings.
2. The method of quality control
  - (1) The manufacturer shall establish and maintain the COP control plan and quality documents to ensure that operation and control of quality management systems are effective.
  - (2) The manufacturer shall establish and maintain quality control method for all Vehicle Safety Type Approval Certificates and examination reports of Vehicle Safety Testing Directions. The content shall at least include: the Vehicle Safety Testing Directions, the content of inspection, inspection method (including equipment), inspection department (internal or outsourcing), inspection rate etc.
  - (3) The manufacturer shall ensure that relevant Regulations/Directions are available and up to date.
  - (4) Quality documents shall be approved for adequacy prior to issue or change. Changes and the current revision status of documents shall be identified to prevent the unintended use of obsolete documents.
  - (5) Quality documents shall be controlled. The relevant versions of applicable documents are available at points of use.
3. Allocation of personnel
  - (1) The manufacturer shall establish quality control organizations and structure, define responsibilities and authorities for members and determine the necessary competence for personnel.
  - (2) The manufacturer shall designate the person who is in charge of quality control and authorize relevant responsibilities and authorities.
  - (3) The manufacturer shall establish and maintain the procedure of education and training to achieve necessary competence for personnel and maintain

appropriate records.

- (4) The manufacturer shall maintain appropriate records of education, training, skills and experience of quality control personnel.
4. Testing equipment maintenance and calibration
    - (1) The manufacturer shall equip necessary inspection equipments for production process.
    - (2) The manufacturer shall establish and maintain management procedures to ensure inspection equipments are maintained and calibrated at specified intervals, or prior to use, and maintain appropriate records.
    - (3) Inspection equipment shall be calibrated or verified at specified intervals, against measurement standards traceable to international or national measurement standards.
    - (4) Inspection equipment shall have identification in order to determine its calibration status.
  5. The sampling rate testing
    - (1) The manufacturer shall establish and maintain the method of sampling inspection, rate of inspection and maintain records.
    - (2) The manufacturer shall verify the correct built specification in relation to the type approval documents, Type Approval Certificates and examination reports of Vehicle Safety Testing Directions.
    - (3) The manufacturer shall ensure that devices (components) used in product are the same with the type approval documents and examination reports.
  6. Method of recording
    - (1) The manufacturer shall establish a documented procedure to define the controls needed for the identification, storage, protection, retrieval, retention and disposition of records and maintain appropriate records.
  7. The correction method for non-conformity
    - (1) The manufacturer shall establish and maintain handling procedures, to ensure that product which does not conform to product requirement is identified and controlled, analyze causes of non-conformities, take corrective and preventive actions, and maintain appropriate records.

Remark: Based on the findings of the audit, the checking item may be altered by the auditor.

## Agenda of on-site COP verification

The audit may cover the following items:

1. Opening meeting: introduction, purpose of the audit, scope of the audit, confirm agenda.
2. Presentation of the manufacturers activities, quality system in general and COP activities especially.
3. Document review: The method of quality control, allocation of personnel, testing equipment maintenance and calibration, the sampling rate testing, method of recording and the correction method for non-conformity.
4. Plant tour: witness a COP test, incoming goods, production, end-of-line testing, laboratory.
5. Sampling check: Comparing of production sample to type-approval.
6. Closing meeting: Summary of the audit results, explanation about the advice to the VSCC.

Remark: Based on the findings of the audit, the agenda may be altered by the auditor.

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**(The requirements are made in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original)**