



## Joint Accreditation System of Australia and New Zealand

### ADVISORY NOTE No. 17

#### Clarification of Procedure 24

##### Reference(s):

- A. JAS-ANZ Procedure 24 Issue 1 dated 5 April 2001
- B. Guide to the Registered Automotive Workshop Scheme Dated April 2002

##### Background

There have been a number of issues raised by interested parties, which JAS-ANZ and the Department of Transport and Regional Services (DoTaRS) considers significant enough to warrant additional guidance.

This Advisory Note seeks to provide additional guidance and future changes to the References.

##### Advice

#### **1. Exclusions of clause 7 items in ISO 9001:2000 certification**

(a) AS/NZS ISO 9001:2000 clause 1.2 allows exclusions from requirements of the standard where they can not be applied due to the nature of an organisation and product. However, claims with conformity to the standard are not acceptable unless the exclusions are limited to the requirements within clause 7 (Product realization) and such exclusions do not affect the organisation's ability or responsibility to provide product that meets customer and regulatory requirements.

The Registered Automotive Workshop (the organisation) is responsible for compliance with the regulatory requirements for imported used vehicles (the product), which include compliance with the Motor Vehicle Standards Act 1989 under the RAW Scheme. Therefore it is not acceptable for the RAW to exclude any item in clause 7 from its ISO 9001:2000 certification if it affects compliance with the above regulatory requirements.

(b) To align the RAWS Guide with the Motor vehicle Standards Regulation No.48 and ensure the validity of certification where any requirements of the standard are excluded, the last paragraph on page 21 of the RAWS Guide will be amended to read as follows:

“Regulation 48 requires that the ISO certificate issued must:

- (a) indicate that it has been issued in accordance the JAS-ANZ programme for RAW certification (to meet DOTARS requirements) and
- (b) identify the scope of certification.

Where any requirement of ISO 9001:2000 is excluded from certification, it must be identified

in the quality management system together with a valid justification for its exclusion. (For example: design and development may be excluded where vehicles are unchanged from the original manufacturer's design specifications by the work done by the workshop. The checking, verifying, testing and replacement of vehicle components with identical new components are not taken as resulting in deviations from the original manufacturer's design specification.)"

(c) The following new clause will also be added to Procedure 24.

"J.3.4.2 Each audit report issued by the certification body must specifically include a statement identifying the elements (if any) of the standard excluded in the automotive workshop's management system.

## **2. Additional amendments to Procedure 24**

Certification bodies are advised that the following amendments will also be made to Procedure 24:

- (a) Clause 0.1.1 –to read “.....imported used motor vehicles to comply with the Motor Vehicle Standards Act 1989 under the Registered .....

(as such vehicles are not required to comply with all Australian Design Rule requirements)
- (b) Clause J.1.3.1
  - (i) Automotive workshop to read: “.....to comply with the Motor Vehicle Standards Act 1989, under .....
  - (ii) Major nonconformity to read:  
“(d) non-compliance with the Guide to the Registered Automotive Workshop Scheme where  
work relating .....
  - “(e) ....vehicles not complying with the Motor Vehicle Standards Act 1989 being  
....”
- (c) Clause J.2.2.3.(b) to read: “scope of the Motor Vehicle Standards Act 1989, Australian ....”

## **3. Requirements for test facilities**

The RAWs guide (section 12, page 21) identifies that testing of “sample vehicles” may be subcontracted. The Guide is soon to be amended to clarify this statement, in the following manner:

“Sample vehicle testing must be conducted in a facility registered as a test facility in the RVCS. Original test reports or copies of original test reports certified as true copies by the test facility that conducted the test must be held by the registered automotive workshop. A test report must set out the specification of the vehicle components or vehicle tested and the test results (taking into account the uncertainties of measurement of the instruments used).”

## **4. Use of AS/NZS ISO 9001-2000 in preference to AS/NZS ISO 9001-1994**

It is understood that some ‘consultants’ are marketing AS/NZS ISO 9001:1994 quality management systems to prospective RAWs even though AS/NZS ISO 9001:2000 is currently available and replaces the former standard. It is preferred that RAWs adopt the latest standard as soon as possible.

Accordingly, it is proposed to post the following note (based on information in the Preface and Foreword of AS/NZS ISO 9001:2000) in the next RAWs Information Bulletin to bring this to the attention of prospective RAWs.

“AS/NZS ISO 9001:2000 cancels and replaces the previous standard AS/NZS ISO 9001:1994 which will however remain available until December 2003 to assist organisations currently using them to make the transition to AS/NZS ISO 9001:2000. This period refers only to the availability of the document itself. Registered Automotive Workshops should review their use of the standard and discuss the transition to the current standard with their certification body.”

## **5. Regulatory Compliance**

JAS-ANZ Procedure 24 Clause J.3.3.3 (b) requires the certification body to obtain records on which the automotive workshop based its assessment of compliance with regulatory requirements. Clause J.3.3.5 requires the certification body to restrict itself to checks and samples to establish confidence that the management system functions in regard to legal compliance. It also requires the certification body to verify that the automotive workshop has evaluated regulatory compliance and can show that action has been taken where nonconformity with the RAW Guide or legal obligations in Clause J.3.4.1 has been detected. Clause J.3.4.1 requires all audit reports to specifically include a statement that the automotive workshop addresses compliance with applicable legal obligations including but not limited to items a) to e):

- (a) To meet the above requirements, the certification body shall develop procedures detailing action to be taken by the certification body in the event that a non-compliance, or indication of a non-compliance, with a relevant regulatory requirement is discovered during the activities of the certification body. These procedures should include a requirement that any non-compliance discovered are communicated to the automotive workshop.
- (b) In the event of a non-compliance related to an item listed in clause J.3.4.1 a) to e) being detected it must be included in the written report of the audit and referenced to the applicable item in clause J.3.4.1.

It is important that the RAW is advised of these procedures in advance.

### **Applicability**

This Advisory Note applies to the Registered Automotive Workshop Scheme. The Advisory Note will remain current until withdrawn.



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