

Type-Approval Procedure

Information System of the German Type-Approval Authority

Provisioning of documents for type approval procedures

Question or problem definition:

In type approval procedures documents will be transmitted for various reasons.

This includes application documents submitted to the Kraftfahrt-Bundesamt (KBA) when type approval is initially granted or updated (extensions, revisions).

It may also be necessary to exchange documents prior to granting the type approval (exchange before granting) as a result of missing or incorrect information in the application documents (e.g. test report, information document). The correction of type approval errors, for instance, may also require document exchange (correction after issuance).

Because document exchange is carried out presently via different procedures, this information intends to provide uniform guidelines.

Result:

Generally documents such as test reports, information documents, specimen signatures and test results for the approval form for whole vehicles will be submitted as separate and complete documents. The files will be named as defined in existing specifications.

Exchange before granting

Exchange of documents prior to granting the type approval will be sent to KBA (to the processing section) via the same way as the original application documentation (e-mail or server-based data transmission). The complete documentation will be submitted (not just incorrect pages). Changes in the documents have to be traceable and clearly identifiable by the correspondence and the name of the documents. This will apply to changes required by the KBA as well as to any other changes. Changes may also be highlighted within the relevant document.

Correction after granting

The type approval will be newly issued after correction of the mistakes. The approval number will be extended by a correction index. For corrections the type approval documents have to be submitted completely and with an application for correction. Additionally an overview has to show the kind and place of corrections. For this a separate directory is recommended. An example for such a table is added to this document. Corrections may furthermore be highlighted in the relevant document.

The procedure set out in this document shall be mandatory for type approvals as from 01.11.2017.

Appendix: Example for table of corrections

Flensburg, 19.10.2017
400-27/001#010
Mario Quade