

Type-Approval Procedure

Information System of the German Type-Approval Authority

Transmission of documents in the type approval process

This IST replaces IST no. 01-17.

Question or problem:

There are a variety of reasons why documents may be sent over in type approval processes.

This includes, on the one hand, application documents that are submitted to the KBA when type approval is granted for the first time or when type approval is updated (addendum, extension, revision).

On the other, missing or incorrect information in the application documents (e.g. test reports, information documents) may make it necessary to replace documents before issuing type approval (replacements before issuing). Inaccuracies in the type approval may also be responsible for the correction of documents after issuing (corrections after issuing).

As there are currently various procedures for the transmission of documents, this information letter is intended to provide a uniform guideline.

Result:

As a general rule, documents like test reports, information package, specimen signatures and test results for approval certificates for complete vehicles must be submitted as complete, separate documents. The files must be named according to the known guidelines.

Replacements before issuing:

Documents that are sent to the KBA for replacing before issuing type approval must be sent to the processing department in the same way as the original documents for the application (email or server-based data transmission). Documents must be transmitted in full (not just the incorrect pages). If changes are made to defective documents, it must be easy to identify from the correspondence which changes have been made. This applies to both changes requested by the KBA and to additional changes.

Corrections after issuing:

In the event of any problems being corrected after type approval has been issued, type approval shall be re-issued. The correction index is added to the approval number. All type approval documents to be corrected must be transmitted in full with an application for correction. In addition, the type and location of the correction must be clearly identifiable from an overview. A separate list is recommended for this purpose. A template is included with this document.

Regardless of whether documents need to be replaced before or after issuing, the stipulations regarding amendments to test reports in DIN EN ISO/IEC 17025 (in the respective valid version) shall apply.

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The procedure set out in this document shall be mandatory for the type approval process with immediate effect.

Appendix: Template for list of corrections

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