

Reporting a non-conformity¹

1	KBA file number (entered by KBA)	
2	Your reference number/Date of reporting	
3	Name and address of the approval holder (including contact person, telephone, fax, e-mail)	
4	Alternative invoice address (if applicable) (necessary internal details for order processing, your reference)	
5	Product designation (Approval object) (e.g. motor vehicle, child seat, replacement brake disc)	
6	Type designation(s)/Commercial name(s) (according to approval(s) under point 7)	
7	Type-approval number(s); ABE or ABG number(s), WVTA	
8	Causal part-/system approval(s) of the WVTA (if applicable)	
9	Identification characteristic (e.g. vehicle identification number, EAN, lot or batch number)	
10	How/when was the non-conformity/the defect detected?	
11	Short description of the non-conformity/the defect	
12	Chapter(s) of the regulatory act(s) and/or the part-/system approval(s) which are affected by the non-conformity/defect in content	
13	Description of the effect of the non-conformity/the defect	
14	Is the non-conformity relevant to emissions?	<input type="checkbox"/> yes <input type="checkbox"/> no
15	Can the non-conformity/the defect cause a serious risk?	<input type="checkbox"/> yes <input type="checkbox"/> no
16	Affected manufacturing period [calendar week or specific date]	
17	Number of units affected [pieces]	
18	Number of units already sold [pieces] (worldwide including EC, EC including GER, GER)	

¹ Following Regulations (EU) 2018/858 Art. 14, (EU) 168/2013 Art. 10, (EU) 167/2013 Art. 9 and (EU) 2016/1628 Art. 9 as well as requirements of the UNECE revised 1958 Agreement (Rev. 3), the Straßenverkehrs-Zulassungs-Ordnung (StVZO) and the Fahrzeugteileverordnung (FzTV)

19	Measures initiated for units already sold with information on the implementation period	
20	Number of units in warehouse [pieces]	
21	Measures initiated for units in warehouse with information of the implementation period	
22	Cause of the defect	
23	Initiated corrective actions with regard to ensuring the conformity of production	
24	Suggestion for future defect prevention (preventive measures)	
25	Can other products/goods also be affected by the non-conformity/the defect? (If yes, please explain under point 27)	<input type="checkbox"/> yes <input type="checkbox"/> no
26	The present questionnaire can be considered as a statement on an official hearing according to § 28 Paragraph 1 of the Verwaltungsverfahrensgesetz (VwVfG). ²	<input type="checkbox"/> yes <input type="checkbox"/> no
27	Notes	
<p>In accordance with the German Fee Regulations for Road Traffic Measures (GebOSt), Fee No. 114.1 or 114.2, the resulting costs are to be covered by the approval holder. The Kraftfahrt-Bundesamt (KBA) has the right to decide if these costs will be charged.</p>		

² In accordance with § 28 Paragraph 2 VwVfG, an official hearing may be omitted if the actual information provided in this form is not to be modified to the disadvantage of the approval holder.