



Place: \_\_\_\_\_  
Date: \_\_\_\_\_  
Number: \_\_\_\_\_

The Republic of Serbia  
**THE ROAD TRAFFIC SAFETY AGENCY**  
**Vehicles Department**  
Mihajlo Pupin Boulevard 2  
11070 Belgrade

APPLICATION  
FOR DESIGNATION OF TECHNICAL SERVICES  
OF APPROVAL TESTING ACTIVITIES (\*)

\_\_\_\_\_  
\_\_\_\_\_  
(Applicant's name and address)

Submits to the Road Traffic Safety Agency the application for designation of approval testing activities of vehicles, equipment and parts pursuant to UNECE Regulation or part of the Regulation, i.e. enter possible limitations:

\_\_\_\_\_  
\_\_\_\_\_

The Applicant states that he is familiar with the provisions of the Law on confirming the Agreement Concerning the Adoption of Uniform Technical Prescriptions for Wheeled Vehicles, Equipment and Parts which can be Fitted and/or be Used on Wheeled Vehicles and the Conditions for Reciprocal Recognition of Approvals Granted on the Basis of these Prescriptions ("Official Gazette RS – International Contracts", Number 11/2011) (hereinafter: the Agreement), by the provisions of UNECE Regulation

\_\_\_\_\_  
\_\_\_\_\_

Solving the question of interpretation and application for Technical services within the 1958 Agreement, as well as with the requirements of standards SRPS ISO/IEC 17020 and SRPS ISO/IEC 17025.

The application is submitted for the type of activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
(\* )Completed Application with Annexes 1 and 2, signed and certified, is submitted in two copies to the address of the Road Traffic Safety Agency, through the Clerk's Office

APPLICANT'S INFORMATION

1. Name of the Technical service:

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2. Abbreviated name of the Technical service:

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3. Address:

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4. Activity (Occupation):

a) primary activity:

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b) secondary activity:

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Evidence (points 1, 2, 3 and 4) – Enclosure: Registry  
excerpt.

5. The Applicant employs the following professionally trained employees, that he is ready to allocate to the activities of approval test (please list the information about professional education and work experience in previously performed jobs, references; separate enclosure possible):

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Evidence – decision of the Applicant's competent  
Authority enclosed.

6. The Applicant has the following equipment for testing and measuring, which will be used for approval testing (in conjunction with Annex 2):

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7. Data on the fulfillment of other conditions or requirements, if determined by the prescriptions of approval tests:

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Evidence – the above mentioned Applicant’s Statement or appropriate document enclosed.

The Applicant states that the information in this application is correct.

The Applicant states that the activities of approval tests for which he is designated will be performed in accordance with the Agreement, UNECE Regulation.

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The Applicant states that he will enable the Road Traffic Safety Agency an unobstructed monitoring of the designated approval tests.

The Applicant states that the approval tests for which he is designated will be performed with increased professional attention (attention of a good expert) and that while performing the activities he will refrain from any action that could harm the Applicant or the system of conducting approval activities.

The Applicant states that he will keep as a professional secret all the documentation and data he learns, i.e. which are made available when performing designated activities.

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Submitted with the application:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Signature of the authorised person

\_\_\_\_\_  
(job title)

( L.S.)

## ANNEX 1

To the Application for designation of approval testing activities

### QUESTIONNAIRE

#### 1 The Applicant:

.....  
.....  
Phone number: .....

Fax number: .....

e -mail: .....

#### 2 Name and address of Technical service for testing<sup>1)</sup> (if different from point 1):

.....  
.....  
Phone number: .....

Fax number: .....

e -mail: .....

#### 3 Senior management

3.1 Names and job titles of senior executives of the Technical service for testing and parts of Technical service for which the designation is requested:  
.....  
.....  
.....

3.2 Name and job title of the person responsible for the quality system of Technical service for testing:  
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3.3 Name and job title of the person responsible for contacting, as well as of his deputy, who was appointed by the Technical service for testing:  
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3.4 The competencies of technical managers, deputies and representatives of management (of quality):  
.....  
.....  
.....

3.5 Section of Technical service for testing for which the designation is requested. (Provide a separate sheet to be enclosed either as a list or as an organizational chart of Technical service for testing)

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<sup>1)</sup> "Technical service for testing" refers to the organizational entity that has full authority over the parts of the Technical service that applies for designation. In some cases this can be the same Technical service.

#### **4 Employees**

- 4.1 Total number of employees in the Technical service for testing: .....
- 4.2 Total number of employees in the Technical service for which designation is requested: .....
- 4.3 Total number of professionally qualified persons (see SRPS ISO/IEC 17025) in the field for which designation is requested: .....
- 4.4 Document about designation of employees in the testing activities: Yes  No

#### **5 Equipment**

- 5.1 List, on the separate sheet, of the main units of the testing equipment which can be used in the field for which designation is requested (Annex 2).
- 5.2 Are there procedures/records on maintenance of the measuring equipment? Yes  No

#### **6 Testing possibilities and services**

- 6.1 If the designation has already been given by some other organization or competent institution in the field for which the designation is requested, please provide necessary details.
- 6.2 Which type of testing must be covered by subcontracting in terms of the wanted designation?

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#### **7 Other information**

- 7.1 Document, when possible, about how the Technical service can be connected to the external technical services or parts within the main Technical service.

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- 7.2 Provide any other additional data considered to be useful for the evaluation team (separate sheet if necessary).

#### **8 Quality Management Policy**

- 8.1 Are the policy and procedures of the Technical service activities included in a document such as Quality Manual? Yes  No
- 8.2 Does the person responsible for quality management have the responsibility and authority to identify quality problems and initiate efficient solutions? Yes  No
- 8.3 Does the Quality Manual contain procedures for monitoring unprofessional employees (see SRPS ISO/IEC 17025)? Yes  No
- 8.4 Does questioning by the management exist? Yes  No
- 8.5 Are the internal audits prescribed? Yes  No
- 8.6 Are the correction and prevention measures prescribed? Yes  No
- 8.7 Is there a prescribed procedure for checking the functions of quality management? Yes  No

#### **9 Work instructions**

- 9.1 Are the procedures, work guidelines and regulations easily available to the employees? Yes  No
- 9.2 Is there a system for verification, implementation and recording the changes of these documents? Yes  No
- 9.3 Are the documents for each testing operation? Yes  No
- 9.4 Are the documents and the reference data updated on a regular basis? Yes  No
- 9.5 Are the outdated data immediately removed from the documents, etc.? Yes  No

## 10 Personnel

- 10.1 Are the requirements for professional qualification, trainings and job description prescribed where necessary? Yes  No
- 10.2 Is the training for acquiring and maintaining skills applied, with the a proper attention with regard to the requirements of quality and/or regulations? Yes  No

## 11 Testing equipment and calibration

- 11.1 Does the quality management system determine that the equipment must be with accuracy which is compatible with the proposed testing? Yes  No
- 11.2 Is there a record of the entire testing equipment, including the results of calibration? Yes  No
- 11.3 Are the capacities and appropriate environment for calibration, handling, control, storage and maintenance of all testing and measuring equipment provided? Yes  No
- 11.4 Are there procedures/records for the calibration of equipment, as well as plans/programs of maintenance and calibration, and records about completed calibration? Yes  No
- If not, please explain the calibration system used:

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- 11.5 Are the reference standards used for calibration traceable in national or international measuring standards? Yes  No

## 12 Testing procedures

- 12.1 Are the written methods and procedures (if there are any) which are not according to the regulations recorded? Yes  No
- 12.2 Are the environment in which the testing is done and the written recorded results suitable in terms of providing ensuring their accuracy? Yes  No
- 12.3 Are there suitable environmental conditions for testing? Yes  No
- 12.4 Is there access to the testing premises? Yes  No
- 12.5 Is the system for detection of testing errors and causes as well as for testing negative trends prescribed? Yes  No

## 13 Handling and storage

- 13.1 Are the work instructions prescribed and are they applied when it comes to handling, storage and return of materials and samples to the client? Yes  No
- 13.2 Are there suitable adapted premises for storage in order to prevent destruction and or damage of products in question? Yes  No
- 13.3 Are the methods of storage, including the special environment conditions prescribed? Yes  No
- 13.4 Are there procedures for the control of samples in the warehouse? Yes  No
- 13.5 Do only authorised persons have access to the warehouse premises? Yes  No
- 13.6 Is there a provision which ensures that all the samples that must be stored or returned to the client are properly identified and marked? Yes  No

## 14 Record

- 14.1 Is there a system prescribed for recording of methods and test results? Yes  No
- 14.2 Are the observations and calculations recorded and kept as such in order to provide a permanent testing record? Yes  No
- 14.3 Are there arrangements to ensure that the record is up to date, complete, accurate and confidential when necessary? Yes  No

**15 Test reports**

- 15.1 Do the test reports contain all the information required by the specific regulation? Yes  No
- 15.2 Is the Technical service for testing ready to submit copies of the tests to the Road Traffic Safety Agency when necessary on a strictly confidential basis? Yes  No
- 15.3 Is there a model (template) of the test report? Yes  No

**16 Evaluation readiness**

- 16.1 Do you believe that you meet all the requirements prescribed here in the stated regulation? Yes  No
- 16.2 What is the date when the Technical service will be ready for evaluation? \_\_\_\_\_
- 16.3 Is there a particular urgency for evaluation? Yes  No   
If yes, please state the reason(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
- ...

Date: \_\_\_\_\_

Signature of the authorised person

\_\_\_\_\_  
(job title)

( L.S.)

## ANNEX 2

to the Application for designation of approval testing activities

**The Applicant:**

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### 1. Laboratory equipment

List of units of equipment used for testing in 1. If necessary, it can be added as enclosure, while retaining the same form of the table.

<b>Unit of equipment / Name, type, manufacturer</b>	<b>Range / Capacity of the equipment and other important information</b>

Date: \_\_\_\_\_

Signature of the authorised person

\_\_\_\_\_  
(job title)

(L.S.)

8/8