

COP Initial Assessment – Documentation Requirements

Documentation Requirement	Explanation
Valid QMS certificate (ISO 9001 / IATF 16949)	Proof of certified management system.
Latest internal and external QMS audit reports	Demonstrates quality system performance.
Type approval certificates	List, overview of existing type approvals or certificates.
CoP certificates issued by other EU Authorities	List of valid CoP certificates with scopes or certificates.
Company profile and organization chart	Shows company structure and responsibilities, description, chart etc.
QMS manual or QMS process map or process overview	Overview of company processes.
Critical/Key operations: Production and procurement - documented information / process / procedure	Describes how critical/key operations are executed. Insight related to relevant production and procurement, quality control should appear, related internal regulation.
Critical/Key operations: Quality control - documented information / process / procedure	Describes how critical/key operations are executed. Outlines inspections and measurements, Control Plan example or related internal regulation.
Traceability - documented information / process / procedure	How parts and products are tracked (in particular, the VIN register!), examples or related internal regulation.
Change management - documented information / process / procedure	How design, process, supplier, Regulation etc. changes are handled, related internal regulation.
Management of nonconformities and corrective actions - documented information / process / procedure	How issues are identified and resolved, related internal regulation.
Training and competence - documented information / process / procedure	Ensures employees are qualified, sample of training matrix, records or related internal regulation.
Supplier management - documented information / process / procedure	How suppliers are selected and monitored, list of approved suppliers or related internal regulation.
Incoming goods inspection - documented information / process / procedure	Evidence, sample of quality control at reception or related internal regulation.
Calibration plan, sample calibration certificate, MSA documentation / or documented information / process / procedure	Ensures accuracy of measuring devices, examples or related internal regulation.
Internal audit - documented information / process / procedure	Shows how compliance is internally verified, examples or related internal regulation.
Document control - documented information / process / procedure	How documents are created, approved, and revised, examples or related internal regulation.
Product technical documentation	A sample: e.g. drawing, parts/components/material list, specification.
Customer complaint - documented information / process / procedure	Evidence of how customer issues are resolved, examples or related internal regulation.
CoP responsibilities assignment	Who manages CoP-related activities.
CoP - documented information / process / procedure	Shows the CoP related management, examples or related internal regulation.