

# INFORMATION SHEET



## DOCUMENT REQUIREMENTS

### ABOUT THE SCHEME

THE UK VEHICLE RECYCLER CERTIFICATION SCHEME is a first for the UK vehicle recycling sector. It is run by VRA Certification Ltd, an independent not-for-profit company limited by guarantee, whose sole purpose is to manage and develop the UK's Vehicle Recycler Certification Scheme.

The aim of the certification scheme is to provide end users of reclaimed vehicle parts with the confidence that:

- The reclaimed vehicle part has been accurately identified, recorded, tested, removed and sold by a vehicle recycler that operates a robust quality management system; and that
- The reclaimed vehicle part has been marketed and sold by a vehicle recycler that has, and abides by, the appropriate environmental authorisations.

This means that to become certified, a vehicle recycler needs to have in place a number of policies and procedures and be able to demonstrate how they meet the standard.

We work with two certification bodies, who scrutinise a vehicle recycler's policies and procedures, and audit each recycling site annually. This provides an independent, objective assessment of conformance.

### CERTIFICATION BODIES

#### INTERFACE-NRM

**INTERFACE NRM is a UKAS Accredited Certification Body, specialising in fast, efficient and effective customer-focused Management System and Product Certification.**

Interface-NRM focuses on traceability and supply chain certification, working with a wide range of industries who move traceable parts and products internally and up and down supply chains. Interface prides itself on focusing on clients, addressing their needs, and supporting them through the certification process.

Interface-NRM is UKAS accredited for ISO 9001, 14001 and 45001 certification, as well as specialist product traceability Standards, and a provider of the VRAC reclaimed parts from end of life vehicles certification.



Clients include large multi-national companies through to micro-businesses.

#### RMI STANDARDS & CERTIFICATION

**RMI STANDARDS AND CERTIFICATION is a subsidiary company established with the backing of the Retail Motor Industry Federation, providing training, auditing and certification to the automotive sector and beyond.**

RMI is a UKAS-accredited certification body, operating to international standards. It provides certification services associated with the retail motor industry to help businesses improve performance, reduce risk, and demonstrate quality to customers.

Able to certify to the VRAC Standard, RMI can audit your business to provide re-assurance to your customers and at the same time shine a light into your business processes. This will assess how your organisation is run and if required, offer recommendations enabling you to meet the requirements of the Standard.



# INFORMATION SHEET

## THE CERTIFICATION PROCESS

Following registration, certification involves a two-stage process.

### STAGE 1

This will involve sending documents to your nominated certification body, who will advise you how they should be sent.

The main documents include the following:



#### EVIDENCE OF PERMITTED UK ATF

Used vehicle parts from end-of-life vehicles need to be quality checked, depolluted and dismantled from the vehicle at a specified UK-based ELV authorised treatment facility. The ATF therefore needs to comply with the relevant environmental permit or licence in accordance with national law.

You will therefore need to have copies of all your waste management licences/permits ready.



#### MANAGEMENT SYSTEMS

Your ATF will need to have in place a quality management system, that includes, but is not limited to the following operational areas:

- Site waste management plan to comply with relevant environmental regulation;
- Health and safety policy and procedures, including the maintenance of plant, equipment and personal protective equipment;
- Staff instruction, training and competence;
- Vehicle processing;
- Target parts quality control;
- Stock processing, storage and inventory management;
- Vehicle and component part recall verification, including

a process to cater for a recall activated on a part that has already been sold;

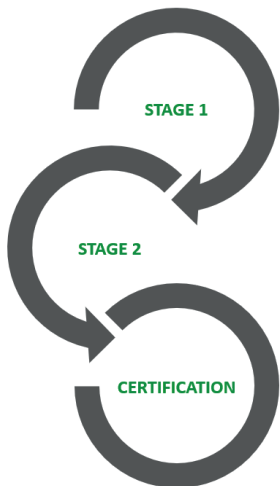
- Target parts marketing, sale, warranty, substitution, returns and refunds;
- Customer care, including service performance and the handling of complaints; and
- Information technology, records and data management.

Your ATF will also need to implement standard operating procedures that cover all operational areas documented within the quality management system.



#### STAFF TRAINING AND COMPETENCY

You will also need to have records of any training/certificates relevant to this standard for your employees.



### STAGE 2

This will involve an on-site audit to check that all of your policies and procedures are in place and are being implemented. The site audit will also include a review of your procedures for:

- End-of-Life Vehicle Acquisition and Identification
- Parts Grading, Testing, Recording and Storage
- Target Parts Marketing, Sale, Delivery and Traceability

**VRAC WILL BE PROVIDING GUIDANCE DOCUMENTS SETTING OUT WHAT IS REQUIRED.**

**IN THE MEANTIME, IF YOU HAVE ANY QUERIES, PLEASE EMAIL US AT:**

**[INFO@VRACERTIFICATION.ORG.UK](mailto:INFO@VRACERTIFICATION.ORG.UK)**

Version 1.0 10 June 2020