



VRA®
CERTIFICATION

UK Vehicle Recycler Certification Scheme

POLICY STATEMENT 4

Variation to Document Acquisition Sequence (Scheme Rules)

Version 1.0 [2021]

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1 INTRODUCTION

- 1.1.1 The UK Vehicle Recycler Certification Scheme Rules (Version 1.0 2020) specify that Certification Bodies shall carry out conformance assessments in the following ways:

6.3 Application Review

6.3.3 *The certification body shall review the information supplied by the applicant vehicle recycler and assess it against the following criteria:*

- *Conformance with the scope of the standard (Sections 2.1 and 2.2);*
- *The vehicle recycler's depollution and recycling process (Standard Section 5.1);*
- *The vehicle recycler's quality management system (Standard Section 5.2);*
- *The vehicle recycler's staffing, including training and competency of all staff involved in the assessment and grading of target parts (Standard Section 5.3);*
- *The vehicle recycler's record keeping system(s) (Standard Section 5.4).*

6.3.4 *The certification body shall ensure that sufficient information has been provided by the vehicle recycler to confirm that the scope of the standard (Sections 2.1 and 2.2) and that the General Requirements of the standard (Section 5) have been met.*

6.3.5 *The certification body shall request additional information from the vehicle recycler until the certification auditor is satisfied that the appropriate systems defined in Section 5 of the standard have been adequately documented.*

6.4 Site audit

6.4.1 *Once the certification body is satisfied that the Scope and General Requirements of the standard have been met, the certification auditor shall arrange with the vehicle recycler a mutually convenient date to audit the ATF. A minimum of ten working days' notice shall be given in advance of all site audits.*

6.4.2 *The purpose of the audit is for the certification body's auditor to observe satisfactory evidence to confirm conformance by the vehicle recycler to the standard, as follows:*

- *General Requirements (Section 5), including any outstanding evidence not supplied during the application process;*
- *End-of-Life Vehicle Acquisition and Identification (Section 6);*
- *Parts Grading, Testing, Recording and Storage (Section 7); and*
- *Target Parts Marketing, Sale, Delivery and Traceability (Section 8).*

- 1.1.2 Recent auditing activity by both certification bodies suggests that some vehicle recyclers are better able to provide relevant documentation during both the Phase 1 (desktop) and Phase 2 (on-site) audits. The time delay waiting for vehicle recyclers to provide all relevant documentation upfront, and before the Stage 2 on-site audit, introduces unnecessary delays and reduces certification efficiency.

2 PURPOSE

- 2.1.1 This Policy Statement sets out VRAC's position to enable certification bodies to obtain copies of relevant vehicle recycler's policies and procedures during both the Phase 1 and Phase 2 audits.
- 2.1.2 This policy shall remain in force until the Scheme Rules are formally reviewed and updated in 2021, when it shall no longer be applicable.

3 RELEVANT SCENARIOS

- 3.1.1 This policy statement is relevant to Vehicle Recyclers that may wish to provide documentation for conformance assessment during both the Phase 1 and Phase 2 audits.
- 3.1.2 In such instances, the certification body shall ensure that, as a minimum¹, the following criteria are met:

Phase 1 Desktop Audit

- That the vehicle recycler conforms with the scope of the standard (Sections 2.1 and 2.2); and
- That the vehicle recycler confirms they have the relevant written policies and procedures in place in order to meet the General Requirements of the standard (Section 5):
 - The vehicle recycler's depollution and recycling process (Standard Section 5.1);
 - The vehicle recycler's quality management system (Standard Section 5.2);

¹ In practice, a vehicle recycler may provide some documentation during the Phase 1 audit and some during Phase 2. In this instance, the Certification Body shall ensure that all relevant documented policies and procedures are provided to ensure conformance assessment to the Standard.

- The vehicle recycler's staffing, including training and competency of all staff involved in the assessment and grading of target parts (Standard Section 5.3);
- The vehicle recycler's record keeping system(s) (Standard Section 5.4).

Phase 2 On-Site Audit

- That the vehicle recycler provides copies of their relevant policies and procedures to demonstrate conformance with Section 5 of the Standard, as follows:
 - The vehicle recycler's depollution and recycling process (Standard Section 5.1);
 - The vehicle recycler's quality management system (Standard Section 5.2);
 - The vehicle recycler's staffing, including training and competency of all staff involved in the assessment and grading of target parts (Standard Section 5.3);
 - The vehicle recycler's record keeping system(s) (Standard Section 5.4).

3.1.3 The certification body shall adequately record the acquisition and review of documents on the audit form and make a copy available to VRAC upon request.