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ASEAN NCAP PROTOCOL



2021
2025

GUIDELINE FOR IN-HOUSE TEST REPORT DOCUMENTATION SUBMISSIONS

Version 1.0
January 2021

Contents

Page No.

1 Introduction	1
2 Submission and technical documentation contents	1
2.1 Cover letter	1
2.2 The technical documentation	1
2.3 Authorization for the document's submission	1
3 Document Format	2
3.1 Language	2
3.2 Electronic File Format	2
4 Submission Method	2
5 Additional topics to consider	3
5.1 Manufacturer personnel support	3
5.2 Document availability	3

1. INTRODUCTION

This guideline details of ASEAN NCAP procedures relating to the in-house* test report documentation submissions.

Note – In-house refers to test report by manufacturer or manufactures’ appointed test provider.

2. SUBMISSION AND TECHNICAL DOCUMENT

Three things are required for any technical documentation review:

Context (i.e., an explanation of what is being tested);
The technical documentation itself (i.e., objective evidence to demonstrate compliance); and
Authorization for the document’s submission.

The submission should therefore contain:

2.1 Cover letter

The cover letter should contain an executive summary containing at least the following details:

Brief test vehicle description, including model, variant involved, etc.;
The type of assessment (technology tested, regulation assessment, etc.); and
Certificate # reference(s) (if known).

An explanation of:

- what has been submitted and how it demonstrates compliance.

Note: a possible format for this explanation could be a table based on the sections of the technical documentation, as below:

2.2 The technical documentation

Please note that, as far as it is practical, submissions should be a “stand alone”, and not refer to previous submissions for evidence of compliance. The reason is that the inspector must assess the documentation in the context of the intended submission, and confirm that it is still relevant within this context.

If a submission draws upon information previously submitted to ASEAN NCAP, please include the relevant report or document which demonstrates compliance, rather than directing the reviewer to the earlier review. This will save time (e.g., in finding the report, confirming that the correct report has been found, confirming whether or not there have been any changes affecting its relevance to the current application, etc.).

2.3 Authorization for the document’s submission

The following will be required for submitting the report:

The report documents must be signed approved before being submitted to ASEAN NCAP for assessment.

The minimum level of the authorized personnel to sign the report is General Manager and above.

3. DOCUMENT FORMAT

3.1 Language

The official language is English, and all submitted technical documentation and test results should be in the English language. Technical documentation in other languages may result in additional review time and costs for translation which will be passed on to the manufacturer, and subject to further costs.

3.2 Electronic File Format

3.2.1 Format and file size limits

Documents should ideally be provided as paginated, fully searchable PDF files. Other software formats may be acceptable, but again, these files will need to be converted to PDF files, which will add time and cost to the review. Significant delays may result if files cannot be easily converted to this format.

PDF files and attachments should not be file protected or locked as this prevents necessary access and file manipulation for archiving.

Documents should be bookmarked to ensure ease of navigation.

Documents should be collated into a single document if possible. If this is not possible due to file size, the submission should be collated into the smallest number of individual files possible. Separate submissions will need to be indexed and consolidated, which may add to the time and cost of the review.

If the information is uploaded to the website/email as multiple separate small file size documents, these may be processed into one PDF file. To aid this process, please indicate the order in which the documents should be compiled. A logical numbering of files is preferred (e.g. using 1, 2, 3...at the beginning of the title of each file).

3.2.2 Signatures

Signatures are required for any signed document in the file, including technology assessment forms (if any). Signatures can be handled in a number of ways:

Documents may be digitally signed.

Signature pages can be scanned in and inserted into the electronic document.

A 'marker page' can be inserted into the document indicating that the signatures have been provided separately. Manufacturers will scan and insert these pages into the file.

4. SUBMISSION METHOD

The following is an overview of the submission process:

Notify ASEAN NCAP that you have a submitted document for review. Email is the preferred means of contact and communication.

Ensure that the document is signed, dated, and completed with the following details:

Company Name and Title of Submission

Details of the certificate(s)/test report/document affected.

Once the completed signed documents have been submitted, ASEAN NCAP will assign a unique identification number for your reference and contact you with that number. We request that you use those numbers as reference in any email correspondence with ASEAN NCAP during the review process.

The review process will begin upon receipt of the submission.

5. ADDITIONAL TOPICS TO CONSIDER

5.1 Manufacturer personnel support

If required by ASEAN NCAP, please ensure appropriate manufacturer resources (QA, R&D, Manufacturing, etc.) are available during inspection/review (On-site or Dedicated request). The more quickly information can be provided, the more quickly process can be closed and results delivered.

5.2 Document availability

If an 'attachment method' is used for technical documentation, ensure key documents supporting each section are made available to the reviewer/inspector at the time of the initial submission. If these documents are not provided, much of the first round of questions may be devoted to asking for them, which will delay the start of the full review.

Please remember that the inspector must see the manufacturer's conclusions regarding the technology compliance, as well as the objective evidence necessary to support those conclusions.

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