CITA

INTERNATIONAL MOTOR VEHICLE INSPECTION COMMITTEE

WG3-16-2008-048

FORWARD PLAN - CITA Working Group 3 on Quality

(As updated at meeting in Brussels, 22 Nov 2007)

Item no.	Description	Tasks	Target completion date
1.	Handbook on Applied Quality Systems by Country/Company	(a) WG3 members to review the content for their organisation or add information for their organisation if not yet included. (Doc.: WG3-15-2007-035) (b) The CITA Technical Adviser to present the Handbook at the 2008 General Assembly and repeat the invitation for all members to complete with information for their organisation, especially for non-WG3 members.	(a) End Feb. 2008 (b) 6 May 2008
2.	Most frequent errors made by inspectors	(a) The CITA Secretariat will add FMEA columns for Severity categories, frequencies, risk for it not to be detected, will complete the column for severity classes based on CITA Rec. 1 and 2 and then circulate it to WG3 members. (b) WG3 members will give their feedback by completing the two other columns (c) The CITA Secretariat will collate the feedback and present outcomes at the next meeting	(a) End Dec. 2007 (b) End Feb. 2008 (c) 3 Apr. 2008
3.	CITA Recommendation on the role of supervisory bodies for VI operators under R9B	(a) Comments by WG3 members on the draft presented at WG5 15th meeting. (Doc.: WG3-15-2007-043) (b) Subject to comments under (a) will the subgroup revise the document and circulated the current or upgraded document to all CITA members for comments. (c) The subgroup to upgrade the document with comments received under (b) and the CITA Secretariat to submit it to the CITA Bureau Permanent for approval (d) Subject to approval by the CITA Bureau Permanent. The CITA Secretariat to circulate the document in advance to the 2008 CITA General Assembly. (e) Put to voting at 2008 CITA General Assembly.	(a) End 2007 (b) End Feb. 2008 (c) Mar. 2008 (d) Mid Apr. 2008 (e) 6 May 2008

Item no.	Description	Tasks	Target completion date
4.	Application of ISO 17020 to periodic vehicle inspection	(a) The CITA Secretariat to inform EA on the acceptance of their proposal to revise the current content and future maintenance of EA 5/02. (b) Urgent feedback on issues considered to be critical in the current draft upgrade of EA 5/02 (Doc. WG3-15-2007-046) by WG3 members. (c) Feedback on issues considered to be critical in the current draft upgrade of EA 5/02 by all CITA members. (d) The CITA Secretariat will draft a comparison table grouping for each item the relevant text from ISO17020 – A4 – EA 5/02. (e) The subgroup to evaluate all collected information and the table will meet in Mar. 2008. The CITA Secretariat will set date and invite WG3 members and CITA Members already accredited to ISO 17020 or those strongly interested to participate to this subgroup. (f) Put to voting at 2008 CITA General Assembly subject to the outcomes of the above.	(a) Dec. 2007 (b) 24 Dec. 2007 (c) End Feb. 2008 (d) End 2007 (e) During Mar. 2008 (f) 6 May 2008
5.	Mystery shopping subgroup	a) The CITA Secretariat to set with the subgroup members the date for next meeting to define harmonized methods. b) A representative of the subgroup to present the outcomes at next WG3 meeting.	a) End 2007 b) 03 Apr. 2008
6.	CITA Quality questionnaire	a) The CITA Secretariat to add questions on quality measurement methods and to be circulated to WG3 members. b) WG3 members to comment c) The CITA Secretariat to distribute the 2008 Quality questionnaire to all members d) Members to complete the questionnaire and return it to the CITA Secretariat e) CITA Secretariat to compile feedback and issue 2008 Quality Questionnaire	a) Jan. 2008 b) Mar. 2008 c) 15 Apr. 2008 d) End May 2008 e) Sept.. 2008