



N1 Enhancements Scheme (for complete N1 & N2 vehicles with ECWVTA modified prior to registration)

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0. General Introduction

The purpose of this document is to set out the N1 Enhancements Scheme which may be used for relatively minor modifications to N1 vehicles and N2 panel vans which have ECWVTA for a complete¹ vehicle. The intention is to ensure;

- a) minimal disruption for enterprises which modify vehicles to make them ready for particular roles in service, and
- b) continued assurance of vehicle compliance with UK IVA requirements.

The scheme described by this document is a parallel to the current Enhancement Scheme for M1 vehicles with an Individual Vehicle Approval (IVA) number being issued to every vehicle which is modified under the scope of the scheme. There are differences insofar as the enterprises that may apply are not restricted to vehicle manufacturers or their authorised concessionaires, and the requirements will be those set out in the appropriate IVA manual² for Normal IVA (NIVA).

The requirement of CoP Clearance for an enterprise is mandatory as a condition of use of the N1 Enhancements Scheme.

This scheme is not intended to be applicable to any vehicles to which the “classic” IVA process should apply and safeguards have been put in place to help ensure that this system is not abused. Vehicles that are genuine IVA cases (i.e. the points detailed below do not apply) must go through the classic IVA process and be subjected to the appropriate IVA inspection.

Unlike the classic approach to IVA, the rationale behind the issue of IVAs to vehicles without an actual inspection of every vehicle is justified for the following reasons;

- the vehicles concerned have a valid a European Community (EC) Certificate of Conformity (CoC) for a complete vehicle prior to modification
- the limited scope of the kind of changes that can be made under the scheme and such changes will be at least compliant with UK IVA requirements
- the enterprises concerned will have demonstrated to VCA that;
 - adequate measures are in place to ensure Conformity of Production (CoP)
 - they have sufficient knowledge of the relevant approval requirements
 - they are able to describe and record the relevant modifications in suitable documents

The entry requirements or boundary conditions mentioned earlier are:

- 1) Enhancements (or modifications) are only allowed on N1 vehicles or N2 panel vans built in a single stage that, in their previous state, are covered by a full and valid EC Whole Vehicle Type Approval for a complete vehicle.

¹ This scheme does not apply to incomplete or completed vehicles (see Article 3 of 2007/46/EC for definitions), appropriate specifications should be incorporated into the multi-stage approval process for these vehicles.

² IVA Manuals can be found on line at; <https://www.gov.uk/vehicle-approval/individual-vehicle-approval-manuals>

- 2) Changes to a vehicle can only be classed as N1 Enhancements if;
 - a. they are made by an enterprise which has demonstrated to VCA that it has adequate CoP measures in place (CoP Clearance)
 - b. the changes made are fully compliant with UK IVA requirements.
 - c. VCA witnessed tests are conducted as necessary to confirm the modifications
 - d. suitable documentation is produced by the enterprise to support the modifications and is verified (in an on-going process) by ongoing CoP reviews or audits
- 3) The vehicle modification process must be subject to full CoP requirements.
- 4) VCA as the UK Type Approval Authority may refuse to accept a vehicle as one being eligible to use the N1 Enhancements Scheme where these items are not included on the list of Acceptable Modifications (see section 5 below).

Vehicles for which the modifications are outside of the boundary conditions can be handled and approved through either the classic IVA route or as multi stage type approval.

0.1 Who May Apply?

Applications for the N1 Enhancements Scheme should only be made by enterprises³ that are responsible for **entire** enhancement process. Typically this would be:

- a commercial bodybuilder
- a motor dealer

Applications from enterprises which only perform part of the enhancement process are unlikely to be accepted as they do not have overall responsibility for the process. Often in these cases, they are sub-contracted by a motor dealer to do part of the enhancement work and the vehicle may well be further enhanced by other companies prior to registration.

1. Outline of Scheme

The enabling legislation is that which transposes the Recast Framework Directive 2007/46/EC (RFD) into UK law. All IVAs are issued in accordance with RFD clauses and so no further specific legislation is necessary. A series of checks will be undertaken to ensure that use of the N1 Enhancements Scheme is appropriate. The scheme is summarised as follows:

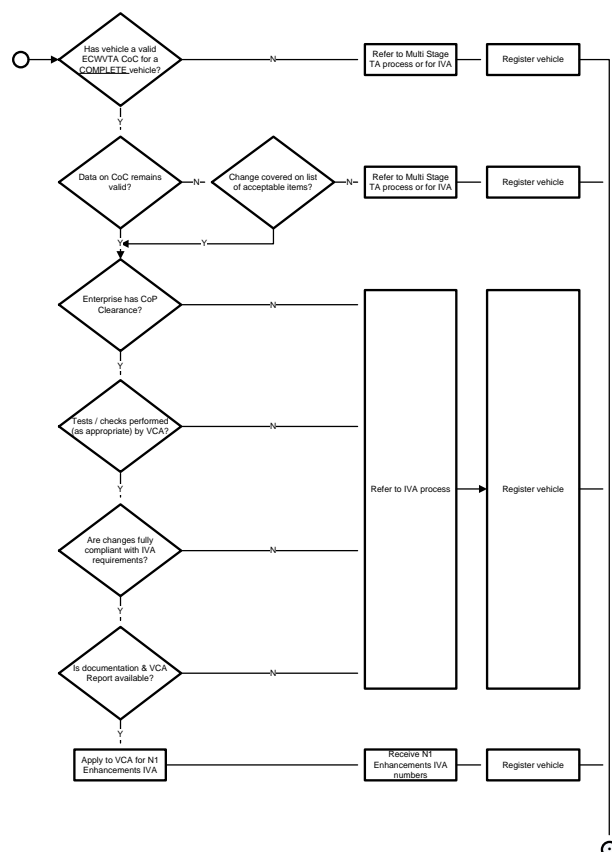
- 1) The vehicle must have a valid EC CoC for a complete vehicle before the modifications take place.

³ Enterprise is a generic term meaning:- a business unit; company or firm (Collins English dictionary) and has no special meaning in this context. The entitlement of those that may apply for IVA is set out in the Statutory Instrument (see regulation 27)

- 2) The effect of the modifications may only invalidate information specified on the CoC in certain circumstances (the headings for the information that may be invalidated is specified at 1.2.1 below).
- 3) Only enterprises which have gained CoP Clearance from VCA may make an application to use the N1 Enhancements Scheme
- 4) The application must contain a description of the modifications.
- 5) Appropriate checks / inspections / witnessed tests must be conducted where deemed necessary by VCA and a representative sample of a vehicle may be used for this purpose.
- 6) Assuming any checks, inspections and / or tests are successful a VCA report is issued, outlining; the changes made to the vehicles, and any tests completed to prove the compliance of those changes to the required standards.
- 7) The applicant is issued with the appropriate VCA IVA certification template and begins to modify vehicles.
- 8) For each vehicle modified the applicant enters the specific details into the IVA certification template and sends it electronically to VCA.
- 9) Subject to payment of the appropriate fee VCA will electronically authenticate the document and return it electronically to the applicant.
- 10) The vehicles may be registered with DVLA.

1.1 Basic Process Flowchart for Scheme

Below is a basic flowchart outlining the scheme.



1.2 Acceptable Modifications

If there are changes to the vehicle only a few of these will affect the correlation between the vehicle and the actual data recorded on the CoC. However, many changes are likely to invalidate the CoC as this document is a statement of conformity to the description in the type approval and as such has an abstract of the data contained therein. See section 6 below for a list of items which can be modified within the scope of the N1 Enhancements Scheme and some examples of modifications which are of no concern.

2. Costs

2.1 CoP Clearance

The cost for CoP will vary according to the status of the converter, e.g. whether or not the converter has an IAF accredited ISO 9001 or TS 16949 certification. After the application a decision will be made as to whether a CoP audit is required.

General charges for UK CoP:

- Technical review £250
- CoP audit - £712 per day plus travel and hotel costs (agreed with the client)

Maximum charge for CoP clearance in the UK is £1,785 (SI 2009 No 719):

<http://www.legislation.gov.uk/ukSI/2009/719/made>

There will be requirements for ongoing CoP reviews or audits which will be set at the time of the original CoP clearance.

2.2 Assessment of N1 Enhancements

The cost for the assessment of enhancements is the current normal type approval hourly rate at the time of the application for assessment. It will depend on the effort required in the assessment of the changes.

The basic fee for a site visit in UK is £1,000, however, at the discretion of VCA other charges may apply in addition to this.

2.3 Enhancement IVAs

The cost to applicants of Enhancement IVA under the N1 Enhancements Scheme is £1.10 per vehicle, however, there may be a minimum charge per application [TBC].

3. Initial Assessment of N1 Enhancements

All new applications will be assessed under the appropriate technical provisions. Where a converter makes modifications to modifications to N2 Panel Vans a separate application should be made (as they have different requirements to N1 vehicles).

The manufacturer must obtain CoP clearance; VCA will carry out a CoP audit / review and if this is successful will grant CoP clearance. Subject to the legislated CoP requirements for re-assessment, etc., there may not need to be further vehicle inspections. The manufacturer can continue carrying out the enhancements while CoP Clearance remains in force. Note that CoP Clearance may be withdrawn by VCA at any time if there are reasonable grounds to do so.

VCA may conduct reviews and / or tests and / or inspections and issue reports, and may carry out a Whole Vehicle Inspection on a sample vehicle representative of the kind of vehicle that is modified.

Provided that;

- CoP Clearance has been granted, and
- documentation which provides the details of the modifications and processes which control them, and
- the initial reviews and / or tests and / or inspections have been carried out,

VCA will then issue a report confirming that the changes are acceptable as part of the N1 Enhancements Scheme.

4. Application for IVA for Modified Vehicles

The applicant should send details of modified vehicles which require an IVA including;

- the VIN(s) (as required in section 5 of Article 24 of 2007/46/EC),
- the identification of the Enhancement Report which covers the modifications concerned.

Provided the documentation is correct and relevant VCA will allocate IVA numbers to each vehicle.

The IVA approval number will adopt the following format:

Part A – 8 digit code detailing manufacturer and enhancement reference common to an application under the N1 Enhancements Scheme.

Part B – 6 digit number unique to each vehicle. e.g.;

PA052A01*123456

This format allows Part A to be used for registering the vehicles using AFRL and then Part B to be linked to the VIN of the vehicle in a traceable manner.

This avoids manufacturers / dealers having to register the vehicle using DVLA local offices. DVLA have been consulted and have indicated this would be an

acceptable solution for them, although classic IVAs must still be registered using V55/4 forms.

5. General Provisions and Exclusions

Many common modifications (particularly within the load space) which are of a semi-permanent or temporary⁴ nature (such as ply lining, racking / shelving systems, etc.) can generally be treated as part of the vehicle payload. Hence it is not necessary to obtain any specific approval to cover these kinds of modifications. Similarly certain temporary modifications on the exterior of the vehicle may be treated in the same way; e.g. access steps, roof racks / bars, etc., such modifications are unlikely to affect the validity of the type approval of the vehicle concerned.

However, in some cases the modifications carried out by a converter will mean the type approval of the vehicle is no longer valid and so an additional approval is required for the vehicle.

It is the converter's responsibility to determine if the validity of the type approval is invalidated by the work which they carry out. Where this is the case it is the converter's responsibility to determine the appropriate action. They should also have regard to whether any other modifications are carried out by third parties which are outside of their control, in this case it would only be appropriate for the enterprise which has overall control of the modifications to use the N1 Enhancements Scheme.

It will not be necessary to fit an extra manufacturer's plate to the vehicle.

In all cases converters must have regard to the requirements of the following national legislation;

- The Road Vehicles (Approval) Regulations 2009 (SI 2009 No 717) (RVAR) as amended
- The Road Vehicle Lighting Regulations 1989 (SI 1989/1796) as amended (RVLR)
- The Road Vehicles (Construction and Use) Regulations 1986 (SI 1986 No 1078) as amended (C&U)

(some UK legislation can be obtained free of charge from the National Archives service at: <http://www.legislation.gov.uk/>)

Note that there are different requirements for N1 and N2 vehicles:

- N1 – RVAR, Schedule 5, Parts 2 & 3
- N2 – RVAR, Schedule 5, Part 4

In the case of some electrical / electronic sub-assemblies (ESA) converters should observe the general principle that where a component which is added can be type approved then approved parts / components / ESAs should be sought. This is relevant as for N1 vehicles the requirements in C&U⁵ are more stringent than those for N1 vehicles in IVA as C&U requires compliance to at least 95/54/EC. Examples of such cases are marked ✓ in the tables at section 6 below. Note that in the case of N2

⁴ Semi-permanent or temporary in this context means not welded to the vehicle structure.

⁵ Relevant sections of C&U can be found at;

<http://www.legislation.gov.uk/uksi/1996/2329/regulation/8/made>
<http://www.legislation.gov.uk/uksi/2002/2126/regulation/2/made>

vehicles the IVA scheme requires compliance with 2006/28/EC. In reality this means components must be “e” / “E” marked, if products with only a “CE” marking are used in the automotive environment they may not be compliant with the IVA or C&U requirements.

5.1 Exclusions

Some modifications will not be acceptable in the N1 Enhancements Scheme, and VCA reserves the right to make these judgements. Modifications such as those in the non-exhaustive list below will be excluded from the N1 Enhancements Scheme;

- Additional / alternative seats, or seat belt anchorages
- Tipping seat
- Temporary spare wheels
- Modifications to the;
 - braking system
 - camshaft
 - CO₂ emissions
 - Diesel Particular Filter (DPF)
 - silencer / exhaust system
- Engine power increase
- LPG conversion etc.

Where a converter wishes to carry out modifications which cannot be handled through the N1 Enhancements Scheme they may choose to use the classic IVA route or multi-stage type approval.

6. Scope of Modifications

6.1 General

The tables below set out a non-exhaustive list of some common modifications carried out to N1 complete vehicles prior to registration. These are loosely classified as;

- Interior
 - In cab area
 - In load space
 - Miscellaneous electronic systems
- Exterior

In the tables below the column headed “Controls Required?” has entries simply of “No”, “Yes” and “Maybe”.

“Controls Required?” means – do (or may) the specific modifications have an impact on the type approved status of the vehicle concerned?

- Where the answer is “No” then these things are out of the scope of the N1 Enhancements Scheme and so no specific controls need to be demonstrated to VCA
- Where the answer is “Yes” then the required “Controls” are for the converter to ensure that compliance with the Motor Vehicles (Approval) Regulations 2009 are

met. In these cases obtaining an IVA would satisfy the requirements of the regulations.

- Where the answer is “Maybe” the modifications will fall into a grey area depending on the category of the vehicle, the nature of the modification, the location on the vehicle, the components fitted and so forth. Therefore in some cases “Maybe” will mean “Yes”; on the other hand, where the original approval for the vehicle remains valid no additional action need be taken.

In all cases the converter’s internal quality management processes will need to take account of the regulations to ensure that only vehicles compliant the Motor Vehicles (Approval) Regulations 2009 are put forward for registration.

In order for VCA to have confidence to issue an IVA the applicant would need to have demonstrated that satisfactory (and controlled) processes were in place to manage the modification work to ensure compliance with the regulations. Therefore the processes concerned with the management of a situation such as the one set out in the example above will need to ensure that the correct decision is taken whether additional lamps and therefore an IVA are required.

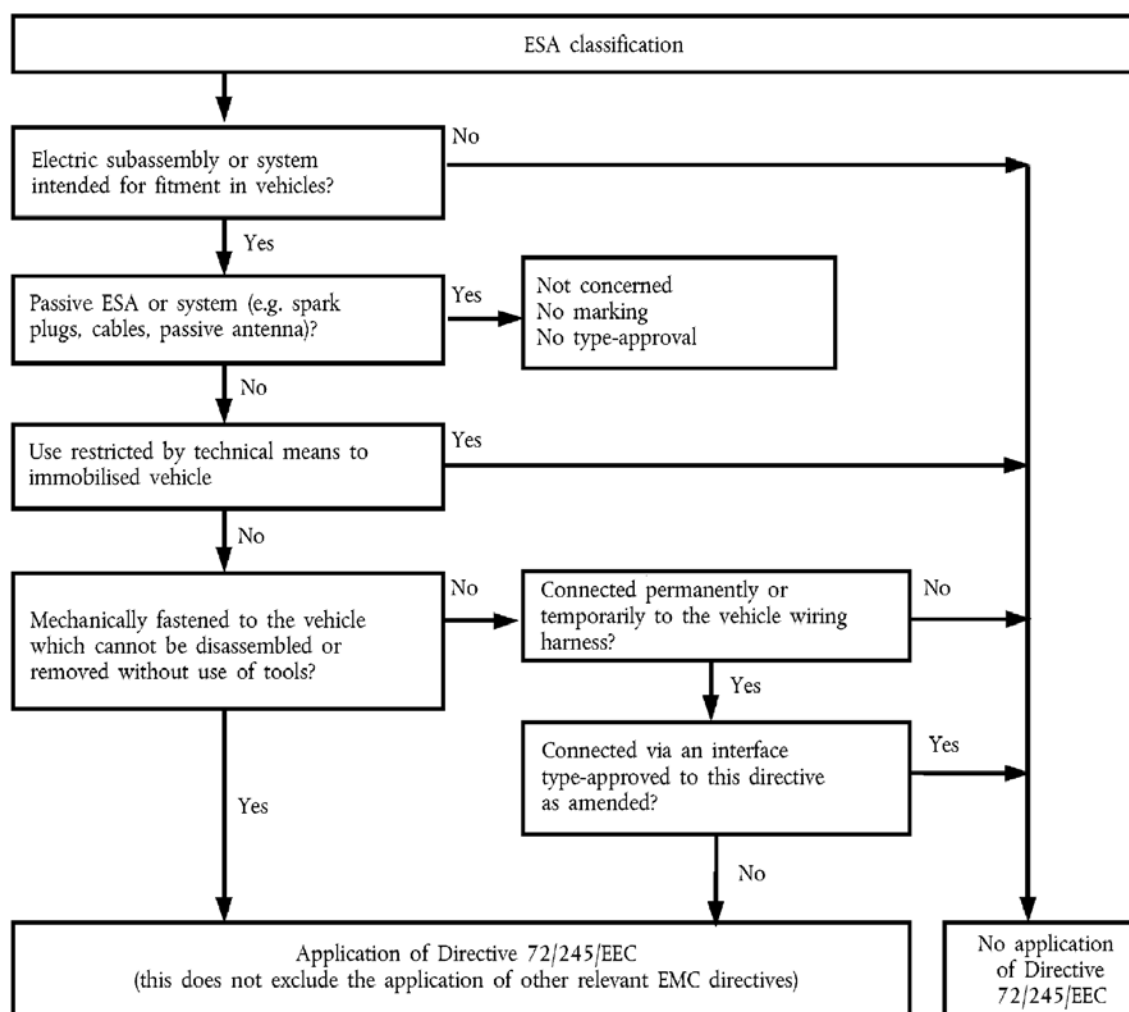
In the case of vehicles which benefit from the exemptions (for police vehicles, etc.) provided for in regulations 5(3)(b) of Part 1 of the Road Vehicles (Approval) Regulations 2009 there is no requirement to use the N1 Enhancements Scheme, however, it may be used optionally at the request of a converter.

6.2 Lists and Scope of Modifications

Notes:

1. The numbers in the right hand column refer to the item numbers in the tables in Schedule 5 of the Road Vehicles (Approval) Regulations 2009
2. In the following tables the symbol ✗ denotes that for N1 vehicles in some cases compliance with C&U Regulation 60(1C) will require ESAs to meet the requirements of 95/54/EC. In the case of N2 panel vans compliance with 2006/28/EC is definitely required under the IVA requirements.
Converters are advised to seek ESAs type approved to the appropriate standard otherwise they will not be able to comply with the requirements of this scheme.

The following diagram extracted from paragraph 3.2.1 of Annex 1 to directive 72/245/EC (as amended by directive 2004/104/EC) will help in determining whether or not approval of an ESA is relevant;



In the above diagram the box marked;

‘Use restricted by technical means to immobilised vehicle’

is particularly important.

For example; if a piece of equipment can only be operated when the vehicle is stationary (e.g. through an interlock device such as a power supply connection via a relay switch fed the parking brake warning light) then it would not need to have an approval.

Where the electrical devices marked \nearrow in the tables below have their *‘Use restricted by technical means to immobilised vehicle’* then such modifications can be considered as having an entry of ‘No’ (rather than ‘Maybe’) in the second column of the tables. As such these devices are out of the scope of the N1 Enhancements Scheme and can be fitted without the controls being monitored by VCA.

6.2.1 Interior

6.2.1.1 Cab Area

Item	Controls Required?		Example of Items Affected
	N1	N2	
Accessories: e.g. first aid kits, fire extinguishers, skin care systems, storage hooks, etc.	No	No	–
Air conditioning✎	No	Yes	10
Ancillary alarm systems✎	No	Yes	10, 13
Audio / entertainment unit✎	Yes	Yes	10
Audio speakers / woofers✎	Yes	Yes	10
Bulkhead	No	No	–
Glazing	Yes	Yes	45
Heating (diesel fired) ✎	Yes	Yes	3, 10, 36
Hygiene units (with motor driven pump) ✎	No	Yes	10
Hygiene units (without motor driven pump)	No	No	–
Inverter✎	No	No	–
Lighting (bulbs)	No	No	–
Lighting (LED) ✎	No	Yes	10
Passenger seat removal (changes seating capacity so Enhancement IVA required)	Yes	Yes	–
Radio✎	No	Yes	10
Roof vents / sunroof	Maybe	Yes	19, 45, 49
Run-lock systems	No	Yes	13
Satellite navigation / driving aids✎	No	Yes	10
Seat heaters✎	No	Yes	10, 19
Security boxes*	Maybe	Maybe	19
Storage systems*	Maybe	Maybe	19
Trim (alternative / additional); e.g. centre armrest, centre cluster panel, door cards, foot pedal trims, gear lever / knob, handbrake / gear lever gaiter, instrument binnacle, leather facings / leather seat trim, etc.	No	No	–
...			

6.2.1.2 Load Space

Item	Controls Required?		Example of Items Affected
	N1	N2	
Bulkhead	No	No	–
Compressor (electric) ✎	No	Yes	10
Compressor (engine driven)	No	No	–
Fans ✎	No	Yes	10
Generator (engine run) ✎	No	Yes	10
Generator (standalone)	No	No	–
Heating (12V mats / tubes) ✎	No	Yes	10
Heating (diesel fired) ✎	No	Yes	3, 10, 36
Hand wash hygiene units (with / without motor driven pump) ✎	No	Yes	10
Inverter ✎	No	Yes	10
Lighting (bulbs)	No	No	–
Lighting (LED) ✎	No	Yes	10
Liquid tank (water / diesel / hydraulic)	No	No	–
Load restraint	No	No	–
Loading device (e.g. motor driven tuck away crane) ✎	No	Yes	10
Messing van seating (requires pictogram or sign clearly indicating that the seat is not to be used whilst the vehicle is in motion)	Yes	Yes	19
Racking / shelving / caging	No	No	–
Security Boxes (vaults)*	No	No	–
...			

6.2.1.3 Miscellaneous Electrical Systems (i.e. not specifically in cab area)

Item	Controls Required?		Example of Items Affected
	N1	N2	
Ancillary alarm systems ✎ e.g. alarms, buzzers, sirens, etc.	Maybe	Maybe	10, 13
Anderson connector	No	No	–
Audible reversing alarms ✎	No	Maybe	10
Audible warning devices (horns)	Yes	Yes	7
Audio speakers / woofers ✎	No	Yes	10
Automatic ejection of external charging system	No	No	–
Battery systems; ✎ e.g. split charging, battery management / protection, etc.	No	Yes	10
Compressor (electric powered) ✎	No	Yes	10
Compressor (engine driven / power	No	No	–

take off)			
'Domestic' appliances / equipment (have CE mark); e.g. boiler, microwave oven, refrigerator, VDU / monitor	No	Maybe	10
Generator (engine driven / power take off) ✎	No	Maybe	10
Generator (standalone)	No	No	–
Heating (diesel fired) ✎	Yes	Yes	3, 10
Inverter ✎	No	Maybe	10
Lighting (LED) ✎	No	Maybe	10
On board weighing devices ✎	No	Maybe	10
Parking sensors ✎	No	Maybe	10
Public address systems / siren, etc. ✎	No	Maybe	10
Reversing camera ✎	No	Maybe	10
Sockets & switches	No	Maybe	10
Speed limiting device ✎	No	Maybe	10
Transformers ✎	No	Maybe	10
...			

6.2.2 Exterior

Item	Controls Required?		Example of Items Affected
	N1	N2	
Accessories; e.g. access hatches, etc.	Maybe	Maybe	20, 45, 49
Air conditioning unit ✎	No	Yes	10, 49
Connectivity / telephone / comms kits ✎	No	Maybe	10
Expanding high lift roof*	Maybe	Maybe	19, 49
Exterior lamp protection	Maybe	Maybe	20, 49
Exterior window protection	Yes	Yes	8, 45, 49
Glazing - alternative (additional)*	Yes	Yes	8, (19), 45
Lighting: work lamps / beacons / light bars with LEDs and / or motors ✎	No	Yes	10
Lighting: work lamps with bulbs	No	No	–
Load bed drop in closed (tall) body	Maybe	Maybe	8, 20, 22, 45
Load bed liner or (low) top / cover	No	No	–
Locking wheel nuts	No	No	–
Radio antenna and DAB aerial	Maybe	Maybe	49
Rear bumper	Maybe	Maybe	(3), 4, 20
Rear door mounted access ladder	Maybe	Maybe	20
Rear view cameras and parking sensors ✎	No	Yes	10
Refrigeration Unit (includes where cut in to structure)*	Maybe	Maybe	(19) 49

Roof mounted storage / carrying systems (above OR below 2m); e.g. roof bars, roof boxes, luggage / ladder / pipe racks, etc.	No	No	–
Roof ventilators – rotary (powered) ✎	Maybe	Maybe	(10), 49
Roof vents (opening)	Maybe	Maybe	49
Security locks on cab doors	Yes	Yes	49
Side / rear access door (chill / frozen)	Maybe	Maybe	4, 8, 20
Side / rear access step to load space	No	Maybe	(3), 4, 20
Side / rear access step to load space (powered) ✎	Maybe	Maybe	(3), 4, 10, 20
Side / rear access to load space (convert hinged door to shutter)	Maybe	Maybe	4, 20, 22
Side / rear awnings	No	No	–
Side mounted carrying racks / glass frail	Maybe	Maybe	8, 20
Styling panels	Maybe	Maybe	8, 49
Tail lifts / cranes / loading or elevating device ('cherry pickers' are not in scope of this scheme and will need classic IVA / NSSTA) ✎	Maybe	Maybe	(3), 4, 10, 20
Towing bracket (including wiring) ✎	Yes	Yes	4, (10), 50
Tyres (alternative specification)	Yes	Yes	1, 2, 9, 17, 46
Wheels	Yes	Yes	1, 2, 9, 17, 46
Winch (electric, rear mounted) ✎	Maybe	Maybe	4, 10, 20
Winch (front mounted) ✎	Yes	Yes	10, 49
Window security film / tint	Yes	Yes	8, 45
...			

- * Where the structure of the vehicle is cut, for example when fitting glazing, refrigeration units, security boxes, etc., then regard should be taken to the integrity of seat belt anchorages. Modifications will not be allowed within the scope of the N1 Enhancements Scheme where the vehicle or seat mounting structure is cut or compromised within 30 cm of any seatbelt anchorage. However, where such modification is supported by test reports from a designated technical service or information in guidance documentation produced by the vehicle manufacturer it may be permitted at the discretion of VCA.

7. Documentation

7.1 General

The N1 Enhancements Scheme will rely on suitable (and quality controlled) processes being in place to control output. The quality control aspects will require at least suitable documents and document controls in respect of those processes.

For example; as a matter of routine work a converter may fit a towing bracket and coupling device to a vehicle. In order to ensure that this work is carried out to a satisfactory standard the converter will need to have suitable process control documents. These documents should be at least;

- a document which describes the overall process
- associated procedure document(s)
- a control plan⁶ which demonstrates how the legislative requirements are confirmed as being met
- a document which lists the type approved parts (components and separate technical units) which may be fitted and the suppliers of such parts

From time to time documents such as process documents, manuals, the lists of products and suppliers, etc., will need to be amended. However, it would be onerous to require converters to refer to VCA every time an amendment is required. So when an amendment is required to their documents converters may manage the documents internally and without reference to VCA, but this must be done in accordance with a recognised quality management system and may be subject to periodic review.

The CoP measures put in place by the converter are of paramount importance in the control of the processes under which modifications may be made. The requirements for CoP will be the same as those used in European and UK National Type Approval Schemes (see Annex X of 2007/46/EC) and as such they will be subject to at least an annual review.

7.2 Process Documents

According to ISO 9000:2005 a **process** is defined as “set of interrelated or interacting activities which transforms inputs into outputs”.

For the purpose of this scheme a general description of the activities from the establishing of the initial customer requirement through to the release of the product to the customer should be identified. Often a process flow diagram is a good means to convey this information.

⁶ A control plan is the documented description of those procedures, checks or assigned activities necessary to verify that production units continue to conform to the statutory requirements with regard to specification, marking and performance.

7.3 Procedure Documents

According to ISO 9000:2005 a **procedure** is a specified way to carry out an activity or a **process**.

For the purpose of this scheme documents such as work instructions and / or manuals will be required to enable the appropriate staff to carry out their work or activities in a quality controlled manner.

For example, the procedure document for the fitting of a towing bracket would need to ensure that all the requirements in the relevant section of the current IVA Manual are met. This would be in addition to those which ensure that good engineering practice is adhered to and that the customer requirements are met.

7.4 Control Plan Documents

A control plan sets out how a converter plans to ensure that only products which are in conformity with statutory requirements are released to the customer.

These documents would normally contain a reference to the statutory requirement concerned, the documentation that controls the process and the activities that are carried out to ensure that the statutory requirements are met.

7.5 Parts & Suppliers Documents

The converter will be required to have (and maintain) a list of suitable products (identified by their type approval number) and to keep records relating to their suppliers (for guidance see ISO 9001:2008, clause 7.4.). It is sensible to have alternatives for components and suppliers.

7.6 Application Documents

The application document should follow the generic form as set out in the example below;

7.6.1 Example Information Document

INFORMATION DOCUMENT FOR THE PURPOSE OF N1 ENHANCEMENT
SCHEME

0. GENERAL

0.1. Name of converter:

Paragon Ltd

0.2. Type

**Any “complete” EC Type Approved Goods Vehicle up to a
maximum of 3.5t GVM**

0.4. Category of vehicle:

N1

0.5. Name and address of manufacturer:

Paragon Ltd

HQ Building

Main Street

Anytown

Postcode

0.8. Address(es) of assembly plant(s):

Paragon EFS Ltd

A Plant

Main Street

Anytown

Postcode

Paragon SPV Ltd

Special Works

Any Street

Othertown

Postcode

1.0. DESCRIPTION OF MODIFICATIONS

The following modifications are currently carried out according to the documents listed below. Additional items and suppliers of products may be added according to process document(s) [enter your document reference here] as and when required. This document will be updated and reviewed accordingly.

1.1. Interior

1.1.1. Cab Area

[Note: the document references in the tables are examples only – you can create your own]

Item	Relevant?	Example of Items Affected	Process Document	Procedure Document(s)	Control Plan Document(s)
Passenger seat removal	Yes	15, 19	Enh1	IVA15, IVA19	CP1
Roof vents / sunroof	Maybe	19, 45, 49	Enh1	IVA19, IVA45, IVA49	CP1

Items out of scope (no additional approval required)

bulkhead

1.1.2. Load Space

Item	Relevant?	Example of Items Affected	Process Document	Procedure Document(s)	Control Plan Document(s)
Heating (diesel fired)	Yes	3	Enh1	IVA3	CP2

Items out of scope (no additional approval required)

bulkhead, compressor (engine driven), generator (standalone), hygiene units (with motor driven pump), inverter, lighting (bulbs & LED), liquid tank (water / diesel / hydraulic), load restraint, loading device (e.g. motor driven tuck away crane), racking / shelving, security boxes (vaults)

1.1.3. Miscellaneous Electrical Systems

Item	Relevant?	Example of Items Affected	Process Document	Procedure Document(s)	Control Plan Document(s)
Audible warning devices (horns)	Yes	7	Enh1	IVA7	CP3

Items out of scope (no additional approval required)

Anderson connector, 'domestic' appliances / equipment (have CE mark - e.g. boiler, microwave oven, refrigerator, VDU / monitor, etc.), generator (standalone), sockets & switches

1.2. Exterior

Item	Relevant?	Example of Items Affected	Process Document	Procedure Document(s)	Control Plan
Expanding high lift roof	Maybe	49	Enh1	IVA49	CP4
Exterior lamp protection	Yes	20, 49	Enh1	IVA20, IVA49	CP4
Privacy / tinted glass	Yes	8, 45	Enh1	IVA8, IVA45	CP4
Radio antenna and DAB Aerial	Maybe	49	Enh1	IVA49	CP4
Rear door mounted access ladder	Maybe	20	Enh1	IVA20	CP4
Roof ventilators; rotary / opening	Maybe	49	Enh1	IVA49	CP4
Security locks on cab doors	Yes	6, 49	Enh1	IVA6, IVA49	CP4
Tail lifts / cranes / loading or elevating device	Maybe	20	Enh1	IVA20	CP4
Towing bracket	Yes	50	Enh1	IVA50	CP4
Winch (front mounted)	Yes	49	Enh1	IVA49	CP4
Load bed drop in / replacement body	Maybe	8, 20, 22, 45	Enh1	IVA8, IVA 20, IVA45	CP4
Window security film / tint	Yes	8, 45	Enh1	IVA8, IVA45	CP4
Accessories; e.g. access hatches, lamps, etc.	Maybe	20, 45, 49	Enh1	IVA8, IVA20, IVA45	CP4
Side mounted carrying racks	Maybe	20	Enh1	IVA20	CP4

Items out of scope (no additional approval required)

Lighting: work lamps / beacons / light bars with bulbs / LEDs and / or motors, locking wheel nuts, roof mounted storage / carrying systems (e.g. roof bars, roof boxes, luggage / ladder / pipe racks, etc.), side / rear access to load space (convert hinged door to shutter), side / rear access step to load space (powered / unpowered), side / rear awnings, load bed top / cover

2.0 Components and Suppliers (Document ID: Supply1, Revision 1.0, Dated: 1 March 2013) [Create your own document reference]

2.1. Generic

Item	Manufacturer	Type Approval Number	Supplier	Items Affected
Combustion heater	Wasbesto	e11*2001/56*????	Auto Heating Ltd	36

2.1. Vehicle Specific

Faux Halle Mobilo

Item	Manufacturer	Type Approval Number	Supplier	Items Affected
Towing bracket	Wilter	e11*94/20*????	Towpole Ltd	50
Towing bracket	TCP	e11*94/20*????	A2B Tow	50

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Item	Manufacturer	Type Approval Number	Supplier	Items Affected
Towing bracket	Wilter	e11*94/20*????	Towpole Ltd	50
Towing bracket	TCP	e11*94/20*????	A2B Tow	50

3.0 Status of Documents

Document Reference	Title & Description	Revision Number	Revision date
Enh1	Enhancements Scheme Process Document General process document for handling vehicle modifications to determine whether they are subject to the N1 Enhancements Scheme	1.0	29 April 2013
IVA8	Indirect Vision Compliance Manual Controls on the fitment of components which may affect indirect vision	1.0	29 April 2013
IVAn	... Document to control the fitment of components which may affect ...	1.0	...
CP1	Control Plan Number 1 Control plan document setting out the procedures and checks necessary to verify that production continues to conform to the statutory requirements in respect of ...	1.0	1 February 2013
CPn	Control Plan Number <i>n</i> Control plan document setting out the procedures and checks necessary to verify that production continues to conform to the statutory requirements in respect of
Supply1	Components and Suppliers List of controlled components and their suppliers	1.0	1 March 2013

7.6.2 Example of Enhancement IVA Request

United Kingdom N1 Enhancements Scheme - Individual Vehicle Approval

Application for United Kingdom Enhancements Scheme Individual Vehicle Approval for N1 vehicles.

Applicant:..... Applicant's ref: Date of Report:

Model: UK N1 Enhancements Scheme Report Number:

ECWVTA Number(s):

The applicant hereby declares that the modifications carried out on the vehicles specified below are in full compliance with;

- The Road Vehicles (Approval) Regulations 2009 (SI 2009 No 717) as amended
- The Road Vehicle Lighting Regulations 1989 (SI 1989/1796) as amended (RVLR)
- The Road Vehicles (Construction and Use) Regulations 1986 (SI 1986 No 1078) as amended (C&U)

List of VINs for vehicles conforming to the above UK N1 Enhancements Scheme Report:

1. ...
2. ...
- n.* ...

Alternatively, batch of sequential VINs for vehicles conforming to the above UK N1 Enhancements Scheme Report:

From VIN:.....

To VIN:.....

TOTAL NUMBER OF VEHICLES:

Signature:..... Date:.....

Name:

Position:.....

NOTE: The modifications covered by the above referenced UK N1 Enhancements Scheme report may or may not be fitted to / carried out on the vehicles listed above.