



LOVAG Mark Senior Supervisor
(LOVAG MSS)

1. Introduction

Within the Certification Rules for the LOVAG Mark a person from the manufacturer is installed per production side who is involved in the manufacturing process of the product having received a licence to use the LOVAG Mark. In this document the requirements, the duties and the rights of this person is described.

2. Concept

LOVAG offers to manufacturers adequate regulations for getting and maintaining a licence to use the LOVAG Mark by means of a LOVAG Mark Senior Supervisor.

3. Definition

LOVAG CB: Certification body being a member of LOVAG and granting the licence for a product

LOVAG Mark Senior Supervisor (LOVAG MSS):

A LOVAG CB, being a LOVAG member for more than 4 years, can install a LOVAG MSS for a product with a licence for a LOVAG Mark upon application by a manufacturer.


The LOVAG MSS shall be an expert from the quality management the manufacturer, with a qualified technical background and experience in production for this kind of products. After approval of the LOVAG CB he becomes the representative of the Certification Body by contract.

4. Requirements to a LOVAG MSS

The LOVAG MSS must fulfil the following requirements:

- Person with qualified technical background and experience in production of the same kind of products as the product having received a licence to use the LOVAG Mark.
- Member of at least five years of the quality management of site(s) of the same manufacture producing similar product
- Involved in the quality management of the concerned product
- Approved by LOVAG CB and
- Signing a contract with the LOVAG CB granting the Mark as specified in Annex 1.

A legal representative manager has to agree and sign this contract additionally and to give a confirmation as specified in Annex 2.

LOVAG OD 03- 01 Edition 1.0a	Approved by LOVAG Management Committee on 11 May 2010 Signed: Michel Brenon, Chairman of LOVAG 
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5. Responsibility of LOVAG MSS

5.1 Surveillance of the manufacturing process of the product having a LOVAG Mark and to establish and to document any changes in

- Design, construction, specification, manufacturing process, tooling and components and materials, which may have an influence of the behaviour and certified parameters of the product
- QM System
 - as well as no further matters of facts which could affect the product conformity
 - change in the owner or in the company organization
 - change in the responsible management concerning the certified product
 - statistic significant increases in rejections, complaints or returns.
- Normative bases
 - as changes in the standard or expiring of the standard.

5.2 Contributing to organizing the initial factory inspection and every 24 months a follow-up factory inspections according to CENELEC CIG 021, 022, 023 and 024.

5.3 Organizing the market surveillance and reporting to the LOVAG CB

5.4 Reporting to the LOVAG CB for item 5.1 to 5.3 every 24 month and on request by the LOVAG CB

6. Reports of Certification Body granting the licence for a LOVAG Mark

The LOVAG CB considers the following items for its report and decision:

6.1 The report of the LOVAG MSS for the factory activities, fulfilling the LOVAG Factory Inspection requirement. The LOVAG CB shall consider these elements in order to issue or to prolong the licence for the Mark with a validity of 24 months.

6.2 The report and the recommendations of the LOVAG MSS of the surveillance of the manufacturing process in view to abandon the repeat of testing for the prolongation or re-issue of the licence for the Mark or to abandon pre-shipment controls.

The report of the LOVAG MSS of market surveillance, sampling and re-testing (important characteristics can be sufficient) for the prolongation or re-issue of the licence for the Mark.

7. Reference Documents

- LOVAG G3: Certification Rules for the LOVAG Mark (latest valid edition)

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AGREEMENT CONCERNING THE LOVAG MSS DUTIES

Agreement between

- the LOVAG certification body (LCB)
- the LOVAG Mark Holder (LMH)
- the LOVAG Mark Senior Supervisor (LOVAGMSS)

Given that:

- The LMH has asked to the LCB to install as LOVAG MSS Mr/Ms.....
- The LMH has declared that Mr/Ms..... fulfils the requirement of the LOVAG OD 01 – as described in his curriculum (Annex 2)
- The LCB has approved the proposal of LMH of installing Mr/Ms.....as LOVAG MSS on the basis of LMH statements quoted in the a.m. Annex 2

This agreement establishes the following commitments:

- Mr/Ms.....shall perform the duties of the LOVAG MSS listed in LOVAG OD 01 for the LOVAG Mark licensed products listed in Annex 2
- The LMH shall ensure to Mr/Ms..... the necessary autonomy for fulfilling his duties excluding any conflict of interest

Period of validity

The agreement will end for the giving up by Mr/Ms and/or by the LMH
The LCB can cancel the Agreement, and consequently the relationship with the LOVAG MSS, for assessed breaches of the agreement

Claims

The LMH can appeal against the LCB decisions of the Agreement cancellation making a written request to the LCB within 30 days from the notification of the decision.

LCB	LMH	LOVAG MSS
Authorised responsible	Authorised responsible	Signature
.....
.....
Signature	Signature	
.....	

Curriculum of the LOVAG Mark Supervisor (LOVAG MSS)

Surname Name

Birthday

Qualification.....

Company (LMH).....

Position in the company.....

- Technical background and years experience in the production of the following products which have been granted the LOVAG Mark

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- Member of the quality management of the site producing the a.m. products for years

- Involved in the quality management of the a.m. products

- Further experiences

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LMH
 Authorized responsible

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Signature

Date.....

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