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**IEC System of Conformity Assessment Schemes for
Electrotechnical Equipment and Components (IECEE)**

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IECEE Membership

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

IEC SYSTEM OF CONFORMITY ASSESSMENT SCHEMES FOR ELECTROTECHNICAL EQUIPMENT AND COMPONENTS (IECEE)

IECEE MEMBERSHIP

1 Scope

This publication contains the Particular Rules of Procedure of the IECEE pertaining to the Membership of Member Bodies (MBs), National Certification Bodies (NCBs), CB Testing Laboratories (CBTLs), Satellite Testing Laboratories (SATLs) and Specialized Facilities (SFs).

2 Member Bodies

2.1 Membership of the IECEE is open to any country in which there is a Full or Associate Member National Committee of the IEC, as defined in Article 4 of the Statutes of the IEC.

Membership of the IECEE is also open to non-IEC member countries, subject to the concurrence of the IEC Executive Committee (ExCo) regarding general IEC policy and satisfaction of the specific requirements for membership, as set out in [Annex A](#).

The Member Body of the IECEE shall be fully representative of the national electrotechnology community and should include a wide representation from industry, electrical regulatory authorities and standards bodies as well as conformity assessment interests. It may be either

- the National Committee of IEC, or
- a body notified to the IEC by the National Committee of the IEC.

2.2 The IECEE Member Bodies nominated by Full or Associate Member National Committees or from non-IEC member countries are entitled to participate fully in the committees and activity of the IECEE, except that representatives of IEC Associate Members and of non-IEC member countries are not eligible for election to any officer position.

Suspended IEC National Committees, or bodies notified by them for System membership, shall not be permitted to retain membership of the IECEE or be admitted to membership in the IECEE during the period of suspension. National Certification Bodies and Testing Laboratories associated with such suspended IEC members or the nominated IECEE member body shall not be permitted to participate in the activities of the IECEE.

2.3 A Member Body of the IECEE can be either

- a) a Member Body with Issuing and Recognizing National Certification Body or Bodies (NCB(s)),
- b) a Member Body with Recognizing NCB(s) only, or
- c) a Member Body with neither Issuing and Recognizing NCB(s) nor Recognizing NCB(s).

2.4 There shall be only one Member Body of the IECEE in a particular country.

2.5 Application for membership shall be submitted to the IECEE Secretariat by the National Committee of the IEC. The candidate Member Body shall undertake to abide by the Basic Rules of the IECEE.

The application shall also include a plan to recognize CB Test Certificates and assessment work carried out by any member of the System for the purpose of granting the “National Mark” or other means of national recognition to facilitate trade in the country.

The plan shall be implemented within a timeframe as decided by the CMC.

- 2.6 A Member Body wishing to withdraw from membership of the IECEE shall give at least one calendar year's notice. This Member Body shall pay its annual dues for the calendar year following the year during which the notice was given, unless notice of withdrawal is received up to and including 30 June, in which case the Member Body shall only be required to pay the current year's dues.
- 2.7 Any proposal to suspend membership of the IECEE, or to cancel such suspension, shall require agreement by a majority of at least four-fifths of the total number of Member Bodies, except in the case of suspension for non-payment of dues, application fees, surcharges, etc. as decided by the CMC. If the suspension of the membership has not been cancelled during the year after which the decision was taken, the body concerned ceases to be a member of the IECEE.

3 National Certification Bodies

3.1 Recognizing NCBs

3.1.1 Prerequisites for Acceptance

3.1.1.1 The NCB shall be well-established and operate a certification or approval scheme at national level for electrotechnical equipment or components that provides market access to the country of the NCB.

When it is legally possible, the certification mark, if any, of that NCB shall be registered at least in the country of the NCB.

3.1.1.2 The NCB shall be nominated to the IECEE by its IECEE Member Body

Note: Anyone in any country is free to recognize CB Test Certificate in the market place. However, only organizations that comply with these requirements are eligible to be accepted as IECEE Recognizing NCBs.

a) A Recognizing NCB should not be, or be influenced by, a body which manufactures or trades in electrotechnical equipment and components.

b) A Recognizing NCB should be impartial and not offer assistance or other services which may compromise the objectivity of its certification activities and decisions.

3.1.2 Application for Acceptance

3.1.2.1 An application for the acceptance of an NCB as a Recognizing NCB for one or more Product Categories / Standards accepted for use in the IECEE (IECEE Categories) shall be made by the candidate NCB through the Member Body the IECEE in the country of the candidate NCB.

3.1.2.2 The application shall be submitted to the Executive Secretary of the IECEE and shall be accompanied by the documentation as detailed in OD-2007 as far as applicable.

3.1.3 Acceptance

3.1.3.1 The Executive Secretary and two appointed Lead Assessors will perform an administrative assessment of the application documentation to determine whether the candidate Recognizing NCB fulfils the Prerequisites for Acceptance (3.1.1) and complies with other applicable requirements of these Particular Rules of Procedure.

3.1.3.2 A positive outcome will result in a recommendation to the Peer Assessment Committee for the acceptance of the Candidate NCB by the CMC.

3.1.4 Suspension

- 3.1.4.1 When it is determined that an NCB no longer fulfils the “Requirements for a Recognizing NCB” or if it violates these Rules of Procedure, the NCB shall be offered the opportunity to take corrective action over a period to be determined on a case-by-case following the nature of the infringement.
- 3.1.4.2 The acceptance of a Recognizing NCB may be suspended or withdrawn by the CMC on recommendation of the Executive Secretary if it no longer fulfil the “Requirements for a Recognizing NCB” or continues to violate these Rules of Procedure or attempts to inflict damage upon the IECEE’s reputation or image.
- 3.1.4.3 In case of a suspension or withdrawal, the Recognizing NCB shall no longer claim any association with the IECEE.

3.2 Issuing and Recognizing NCBs

Note: When an application is made for acceptance of an NCB that intends to employ already accepted CBTLs, assessment is made according to this subclause.

Applications for acceptance of an NCB and an associated testing laboratory may be submitted together or as one combined application, and assessment according to 3.2 and 3.3 may be combined.

- 3.2.1 An NCB may be given the right by the CMC to issue CB Test Certificates for specified individual product categories in compliance with specified standards according to the procedures stipulated in 3.2.2 to 3.2.10 and under the following conditions:
- a) the NCB shall be well established and fulfil the conditions of 3.1.1 for at least the standards for which acceptance to issue CB Test Certificates is sought. When the candidate NCB has not earlier been accepted as a Recognizing NCB according to 3.1, the conditions of 3.1.1 shall be included in the assessment;
 - b) the NCB has within its organization, or has an agreement to employ, a CBTL accepted by the IECEE according to Clause 4 of these Rules for the relevant product standards;
 - c) Note: See the Note to 3.2 under the headline.
 - d) an Issuing and Recognizing NCB shall not be, or be influenced by, a body which manufactures or trades in Electrotechnical equipment and components. Furthermore, the NCB shall be impartial and not offer assistance or other services which may compromise the objectivity of its certification activities and decisions;
 - e) the competence of the NCB to comply with these Rules shall be demonstrated by assessment. The general competence, efficiency, experience, familiarity with the relevant standards and the products included in those standards as well as compliance with applicable parts of the relevant ISO/IEC Guide 65 shall be taken into consideration. Accreditation, if any, shall be taken into account when a recognized national accreditation body provides an accreditation service in the country.
 - f) Experience is considered sufficient when, within the last 2 (two) years, at least 10 Certificates have been issued for the product category applied for but at least one Certificate for the specific part 2 standard applied for
 - g) the NCB is required to have clearly written acceptance policies consistent with OD-2039, and provisions to ensure that its CBTLs understand and apply these policies.

Note: NCBs are encouraged to recognize CB Test Certificates over a wider product area than covered by their right to issue CB Test Certificates.

- 3.2.2 An application for the acceptance of an NCB to issue CB Test Certificates for one or more specified individual products in compliance with specified standards accepted for use in the IECEE shall be made by the candidate NCB, via the Member Body of the IECEE in the country of the candidate NCB.

The application shall be submitted to the Secretary of the IECEE and shall be accompanied by the relevant documentation as detailed in OD-2007.

Note: When a laboratory is part of the NCB organization such as a department or a division, and is at the same location as the NCB, the application according to this sub-clause for the NCB and the application according to 5.2 for the testing laboratory may be combined.

3.2.3 National Differences provided to the IECEE Secretariat by a NCB at the time of application to add a new standard to its scope will be reviewed by the IECEE Executive Secretary. If judged to be potentially excessive, the Differences will be sent to 10 CBTLs in different regions operating for this standard for the purpose of verifying that they have or can easily acquire the capability to test to these National Differences. The CBTLs are required to respond within 30 days. If more than 50% of respondents indicate that they can carry out the testing, the differences are considered acceptable.

The above procedure applies to National Differences in the standards for the products being evaluated, for example IEC 60950-1 for computer, IEC 61558 for transformer, IEC 61058 for a switch, if these are the products being evaluated for issuing a CB Test Certificate. This procedure does not apply to components of the end products being evaluated even though National Differences related to components used in the end product must also be declared.

3.2.4 The candidate Issuing and Recognizing CB shall be assessed in accordance with the particular Rules of Procedure IECEE 02-3.

3.2.5 The Secretary of the IECEE shall submit a consolidated report with recommendations to the CMC for decision

3.2.6 If the outcome of the Members' review is positive, the Secretary of the IECEE shall submit a final recommendation to the CMC for decision.

3.2.7 If the outcome of the Members' review is negative, the Secretary of the IECEE may, depending on the findings, suggest to the candidate Issuing and Recognizing NCB:

- to withdraw the application, or
- to modify the application, or
- to put the application on hold, or
- To confirm acceptance after a new series of at least three CB Certificates on products covered by similar Standards have been satisfactorily reviewed by an appointed NCB within a further one year period.
- to submit to a new assessment.

3.2.8 When an Issuing and Recognizing NCB wishes to extend its acceptance to further products or standards accepted for use in the IECEE, an application shall be submitted to the Secretariat of the IECEE with copy to the relevant Member Body.

If this is the first application for a standard for that country the NCB shall provide the NDs for that standard together with supporting evidence e.g. a statement or a publication by a Member Body, a Regulator authority or a standardization body.

Arrangements on evidence of National Differences shall be made between the NCB(s) and the relevant Member Body at national level prior submitting the application to the IECEE Secretariat.

Upon acceptance of the application, the extension of the scope is processed by the IECEE Secretariat according to the present Rules of Procedure and the relevant Operational Documents. Upon completion of the acceptance process the applicant NCB is granted with a provisional acceptance whilst awaiting the endorsement by the CMC.

3.2.9 By means of re-assessment every three (3) years, the assessors shall verify whether the conditions of 3.2.1 are still fulfilled.

3.2.10 The acceptance of an Issuing and Recognizing NCB may be suspended or withdrawn by the CMC on recommendation of the Secretary of the IECEE if that NCB no longer fulfils the conditions of 3.2.1 or if it violates these Rules. Before such a recommendation is made, the

NCB shall be given the opportunity to take corrective action over a period of six months and state its own opinion on the matter.

In case of a suspension, the NCB in question shall not be allowed to claim relations with the IECEE or the CB Scheme.

4 CB Factory Surveillance Bodies

4.1 Prerequisites for Acceptance

- 4.1.1 The CB-FSB shall operate under the responsibility of an accepted issuing and recognizing NCB.
- 4.1.2 A CB-FSB may cooperate with more than one NCB in the same IECEE category.
- 4.1.3 The CB-FSB shall be nominated to the IECEE by its IECEE Member Body.
- 4.1.4 CB-FSBs carrying out Initial Assessment and Factory Surveillance shall not be, or be influenced by, a body that manufactures or trades in electrotechnical equipment and components. Furthermore, the CB-FSB shall be impartial and not offer assistance or other services to the factory that may compromise the objectivity of its factory Surveillance activities and decisions.

4.2 Application for Acceptance

- 4.2.1 An application for the acceptance of a CB-FSB for one or more IECEE Categories shall be made by the responsible NCB endorsed by its Member Body of the IECEE.
- 4.2.2 The application shall be submitted to the Executive Secretary of the IECEE and shall be accompanied by the documentation as detailed in OD-2007 as far as applicable.
- 4.2.3 The applied scope must be in the scope of the responsible NCB.

Note: an application to seek CB-FSS participation can only be made if the NCB is recognized and accepted as member of the CB Scheme as Issuing/Recognizing Body in the last three years prior to the application.

4.3 Suspension or termination

4.3.1 Suspension or withdrawal by the CMC

The acceptance of a CB-FSB may be suspended or withdrawn by the CMC on recommendation of the Secretary of the IECEE if that CB-FSB no longer fulfils the conditions for participation or if it violates these Rules. Before such a recommendation is made, the CB-FSB shall be given the opportunity to take corrective action over a period of six months and state its own opinion on the matter. In case of a suspension, the CB-FSB in question shall not be allowed to claim relations with the IECEE or the CB Scheme.

4.3.2 Suspension or withdrawal by the NCB

An NCB wishing to discontinue recognizing Initial and Routine Factory Surveillance Reports shall, via the Member Body of the IECEE, notify the Executive Secretary of the IECEE and shall indicate the date from which the discontinuation becomes effective at least one year in advance.

4.3.3 Suspension or withdrawal consequences

Such a notice automatically cancels the right for the NCB in conjunction with all associated CB-FSBs to operate in CB-FSS and to issue Factory Surveillance Reports in the field of the IECEE System.

4.3.4 Suspension or withdrawal information

The IECEE Secretariat will post this information on the IECEE Web Site and also inform all other NCBs of the decision.

4.4 Roles and responsibilities in the issuing and accepting process of Factory Surveillance Reports

4.4.1 Role and responsibility of the CFS

It is the responsibility of the IECEE CFS to prepare the necessary Training Programs for future IECEE Registered Factory Inspectors, in order to achieve a uniform performance of the Factory Surveillances.

4.4.2 Role and responsibility of the NCB

The NCB is responsible for:

- selection and designation of the CB-FSB;
- ensuring that the CB-FSBs have the necessary background competence and qualification to perform factory surveillance
- specific training for the differences from the basic IECEE Factory Surveillance Procedure
- execution of a signed agreement – unless the same corporate structure - defining the scope of the CB-FSB and enabling its activities;
- on-going supervision and monitoring of the CB-FSB and the Factory Inspectors;
- on-going training of the CB-FSB in the relevant procedures of the IECEE;
- monitoring the competence of the CB-FSB and its staff through assessments;
- registration of the Factory Inspectors with the IECEE Secretary, and maintenance of the current details in the register;

4.4.3 Role and responsibility of the CB-FSB

The CB-FSB is responsible for:

- following the requirements of the signed agreement with the NCB enabling the activities of the CB-FSB;
- providing the facilities and resources to support the Factory Inspectors;
- ensuring that the Factory Inspectors have technical competence and experience within their scope;
- maintaining accurate documentation regarding technical competency of its Factory Inspectors for the accepted scope and informing the responsible NCB about any change in status;
- nominating Factory Inspectors that will be acting as IECEE Registered Factory Inspectors once they will get the necessary training provided by the IECEE System.

These responsibilities cannot be delegated or subcontracted by the CB-FSB.

4.4.4 Role and responsibility of the Factory Inspector

The Factory Inspectors is responsible for:

- operating in compliance with all relevant requirements of the IECEE CB-FSS requirements, procedures and decisions;
- operating with the procedures and working instructions of the responsible CB-FSB and NCB regarding the activities for Factory Surveillances
- maintaining technical competency for the accepted scope,
- being available, as appropriate, to be assessed under the peer assessment programmes pertaining to the responsible NCB / CB-FSB as requested in advance by the Lead Assessor of the Peer Assessment Team;
- accepting on site supervision upon request of the responsible NCB

These responsibilities cannot be delegated or subcontracted by the Factory Inspector.

4.4.5 Role and responsibility of Factory Surveillance Peer Assessors

IECEE Lead Assessors and Technical Assessors once registered as Factory Surveillance Peer Assessors (RFPA) can be assigned to carry out Peer Assessments to the CB-FSBs for acceptance and continued acceptance to operate in the IECEE System.

Competent Factory Inspectors e.g. Registered Factory Inspectors are entitled to also apply to be registered Factory Surveillance Peer Assessors. Specific Trainings will be provided by the IECEE to qualify Registered Factory Peer Assessors.

A RFPA has the obligation to attend the trainings and workshops as organized by the IECEE. RFPA's competence is checked and confirmed through due examinations.

5 CB Testing Laboratories

Note: Applications for acceptance of an NCB and associated testing laboratory(ies) proposed by the candidate NCB may be submitted together or as one combined application, and their assessment may also be combined.

5.1 Acceptance of a testing laboratory as a CBTL is subject to the procedures stipulated in 5.2 to 5.12 and to the following conditions:

- a) Whether or not the testing laboratory has its domicile in the country of the Issuing and Recognizing NCB which is proposing it for the specified individual products and for the standards concerned, it may be eligible for acceptance as CBTL to participate in CB Scheme. In this case, the candidate laboratory shall either
 - be an integral part, such as a department, division, branch or subsidiary of that Issuing and Recognizing NCB, or
 - be under the complete technical and legal control of that Issuing and Recognizing NCB, or
 - have a written agreement with that Issuing and Recognizing NCB clearly outlining the commitment, duty and responsibility of both parties to follow these Rules;

A CBTL shall not be permitted to participate in the CB Scheme for an IEC Standard accepted for use in the Scheme when its responsible NCB has not been accepted for that IEC Standard.

A CBTL shall not be permitted to participate in the CB Scheme for more than one NCB in the same product category(ies)/standard(s).

A CBTL is permitted to participate in the CB Scheme for more than one NCB under the following conditions:

- i) In different product category(ies)/standard(s); and,
 - ii) In the EMC & PV categories when two or more NCBs have signed an agreement with the CBTL and each NCB shall assume the responsibilities for the activities of the CBTL in the EMC & PV categories.
- b) a CBTL shall not be, or be influenced by, a body which manufactures or trades in electrotechnical equipment and components. Furthermore, the CBTL shall be impartial and not offer assistance or other services which may compromise the objectivity of its testing activities and decisions;
 - c) the competence of the testing laboratory shall be demonstrated by assessment. The general competence, efficiency, experience, familiarity with the relevant standards and the products included in those standards as well as compliance with applicable parts of the relevant ISO/IEC 17025 shall be taken into consideration. Accreditation, if any, shall be taken into account when a recognized national accreditation body provides an accreditation service in the country.

- d) Experience is considered sufficient when, within the last 2 (two) years, at least 10 Test Reports have been issued for the product category applied for but at least one Test Report for the specific part 2 standard applied for.

- 5.2 An application for the acceptance of a laboratory as a CBTL for testing of specified individual products according to one or more standards accepted for use in the IECEE and which are in the scope of the Issuing and Recognizing NCB proposing the candidate laboratory, shall be made by the NCB, via the Member Body of the IECEE for that NCB.

The application shall be submitted to the Secretary of the IECEE and shall be accompanied by the relevant documentation as detailed in OD-2007.

Note: When a laboratory is a part of the NCB organization, such as a department or a division, and is at the same location as the NCB for which an application according to 3.2.2 will be submitted at the same time, the two applications may be combined as one application.

- 5.3 The candidate CB Testing Laboratory shall be assessed in accordance with the particular Rules of Procedure IECEE 02-3.

- 5.4 The Secretary of the IECEE shall then submit a consolidated report with recommendations to the CMC for decision.

- 5.5 If the outcome of the Members' review is positive, the Secretary of the IECEE shall submit a final recommendation to the CMC for decision.

- 5.6 If the outcome of the Members' review is negative, the Secretary of the IECEE may, depending on the findings, suggest to the candidate laboratory and to the Issuing and Recognizing NCB proposing its candidacy:

- to withdraw the application, or
- to modify the application, or
- to put the application on hold, or
- to confirm acceptance after a new series of at least three Test Reports on products covered by similar Standards have been satisfactorily reviewed by an appointed NCB within a further one year period.
- to submit to a new assessment.

- 5.7 When a CBTL wishes to extend its acceptance to further products or standards accepted for use in the IECEE, an application shall be made to the Secretariat of the IECEE via the responsible NCB.

- 5.8 An Issuing and Recognizing NCB, which has operated successfully within the CB Scheme for at least two years and has issued at least 40 CB Test Certificates during that time, may submit to the Secretary of the IECEE, applications for recognition of other CBTLs within its technical area of acceptance under the Scheme.

The Secretary of the IECEE shall consider whether an assessment is needed and give his recommendation to the CMC for decision.

- 5.9 By means of re-assessment every three (3) years, the assessors shall verify whether the conditions of 5.1 are still fulfilled.

- 5.10 The acceptance of a CBTL may be suspended or withdrawn by the CMC, on recommendation of the Secretary of the IECEE, if the laboratory no longer fulfils the conditions of 5.1 or if it violates these Rules. Before such a recommendation is made, the laboratory and the NCB involved shall have the opportunity to take corrective action over a period of six months and state their own opinion on the matter.

- 5.11 CBTLs should participate in the Committee of Testing Laboratories (CTL) of the IECEE. If that is not possible, the laboratory shall be kept informed about the decisions and

recommendations of the CTL by the national Member Body of the IECEE. The use of the CTL Decisions is compulsory for the CBTLs.

- 5.12 CBTLs shall be physically on-site audited by their responsible NCBs and the records of such on-site audits shall be under documented control procedures and available at the NCB/CBTL locations.

6 Associated Testing Laboratories

There are two types of Associated CB Testing Laboratories:

- Satellite Testing Laboratory
- Specialized Facility

6.1 General requirements

- 6.1.1 Associated CB Testing Laboratories shall comply with the requirements of ISO/IEC 17025 and all relevant Operational Documents (ODs) of the IECEE CB Scheme.
- 6.1.2 The accepted scope of the ACTL shall be within the accepted scope of its Main CBTL.
- 6.1.3 An Associated CB Testing Laboratory participates in the IECEE CB Scheme under the responsibility of its National Certification Body (NCB) and its Main CB Testing Laboratory (CBTL).
- 6.1.4 Only the CBTL is entitled to issue a CB Test Report. Only the NCB is entitled to issue the CB Test Certificate based on the testing carried out by its CBTLs and ACTLs.
- 6.1.5 The qualification criteria for an Associated CB Testing Laboratory are the same as applicable to a CBTL, but are applied as appropriate to its limited scope and capabilities. Well-functioning quality management systems and continuous exchange of information between the Main CBTL and its Associated CB Testing Laboratory(ies) are the necessary prerequisites for acceptance.
- 6.1.6 The geographic location of the Associated CB Testing Laboratory in relation to the location of the Main CBTL must permit an effective completion of the required full test program for the products within the scope of these laboratories. Specifically, the shipment of test samples between the testing facilities must not present undue difficulties for routine test programs.
- 6.1.7 The location of Associated CB Testing Laboratory must also permit its assessment and reassessment at the same time as and in conjunction with the assessment or reassessment of the Main CBTL.
- 6.1.8 An ACTL is subject to the same application and assessment fees as CBTLs.

6.2 Relationships among the ACTLs and their NCBs/CBTLs

Option 1 - The NCB(s), CBTLs and its (their) ACTLs are part of the same corporate structure. The ACTL is controlled as part of the NCB/CBTL structure, as follows:

- The NCB is responsible for managing and coordinating the activities of the ACTL in the same manner as it does for its CBTLs
- The NCB shall appoint one of its CBTLs as the “Main CBTL” to be responsible for managing and controlling the Satellite Laboratory
- The NCB may appoint one of its CBTLs as the “Main CBTL” to be responsible for managing and controlling the Specialized Facility.

Option 2 - The NCB(s), CBTLs and its (their) ACTLs are not part of the same corporate structure
The ACTL is controlled by the NCB, as follows:

- Management and coordination of the ACTL is by a contractual arrangement that is basically equivalent to the arrangement(s) the NCB has with its external CBTLs
- The NCB is required to carry out supervisory activities to ensure the ACTL's operations are in full compliance with the IECEE requirements
- With the approval of the Responsible NCB, one of the NCB's "Main CBTLs" may be appointed to manage and control the ACTL.

6.3 Responsibilities of the NCB for its CBTL(s) and Associated CB Testing Laboratory(ies)

- Ensuring that the CBTL is in full control of its Associated CB Testing Laboratory(ies) and that it does not lose its technical capability over time.
- Auditing each CBTL and each Associated CB Testing Laboratory according to ISO/IEC 17025 and all relevant Operational Documents (ODs) of the IECEE CB Scheme. The audit shall include assessment of technical scope and the quality management system.
- Auditing shall include the initial assessment and reassessments once per year thereafter.
- Documenting the results of the NCB's audits of the CBTL and the Associated CB Testing Laboratory(ies) operations.
- Over-viewing operations and required training of its Associated CB Testing Laboratory(ies) on an on-going basis together with its CBTL(s).
- Maintaining records of the Technical Scope, available test equipment and testing capability of the ACTL
- Ensuring that the ACTL is only carrying out testing within the ACTL's accepted technical scope.
- Ensuring that the Associated CB Testing Laboratory(ies) participate(s) in the CTL Proficiency Testing Programs as applicable to its (their) accepted technical scope.

Note: The NCB may appoint the CBTL to conduct the necessary training or auditing of the ACTL, but the NCB remains the responsible party.

6.4 Responsibilities of the Main CBTL for its Associated CB Testing Laboratory(ies)

- On-going training of the Associated CB Testing Laboratory(ies) for which it is responsible (as appointed by the Responsible NCB) for the operations and procedures of the IECEE CB Scheme.
- Establishing the technical competence of the Associated CB Testing Laboratory(ies).
- Controlling its (their) Associated CB Testing Laboratory(ies) according to the directions of the Responsible NCB
- Maintaining records of the accepted Technical Scope, available test equipment and testing capability of the ACTL
- Ensuring that the ACTL is only carrying out testing within the ACTL's accepted technical scope.
- Participating in the NCB's audits of the Associated CB Testing Laboratory(ies) for which the Main CBTL is responsible.
- Auditing of the Associated CB Testing Laboratory(ies) on behalf of the NCB, if requested.
- Compiling, reviewing and issuing of test reports and/or partial test reports prepared by the Associated CB Testing Laboratory(ies) for which it is responsible.
- Making sure that each testing location is fully identified along with the tests carried out at each location.
- Arranging all other required tests that are not performed at the Associated CB Testing Laboratory(ies).
- Coordinating participation of its Associated CB Testing Laboratory(ies) with its own CTL Proficiency Testing Programs (as applicable to the Main CBTL's accepted technical scope and that of the ACTL).

6.5 Responsibilities of the Associated CB Testing Laboratory

- Operating in compliance with the requirements of ISO/IEC 17025 and all relevant Operational Documents (ODs) of the IECEE CB Scheme.
- Appointing an appropriate person to be responsible for the facilities and services provided to the Main CBTL and its Responsible NCB.
- Ensuring that all tests are carried out and reported to the Main CBTL or NCB (as applicable) in accordance with the relevant technical requirements and the instructions of the Main CBTL or NCB, as appropriate.
- Participating in applicable CTL Proficiency Testing Programs according to its accepted technical scope.

6.6 Conditions Concerning Affiliation of the Associated CB Testing Laboratory with its Main CBTL

- 6.6.1 A Satellite Testing Laboratory shall operate in the IECEE CB Scheme with only one Main CBTL and one NCB in a specific product category.
- 6.6.2 A Specialized Facility shall be permitted to participate in the IECEE Scheme with more than one CBTL associated with one or more NCBs in the same corporate structure.
- 6.6.3 A Specialized Facility shall not be permitted to participate in the IECEE CB Scheme with CBTLs and NCBs that are not a part of the same corporate structure.
- 6.6.4 Subcontracting to a Specialized Facility by an NCB or CBTL that are not part of a Corporate Structure is permitted according to the OD-2012.

6.7 Supervision of an Accepted Associated CB Testing Laboratory's Operations

- 6.7.1 The involvement of the Main CBTL in the ACTL operations, as directed by the responsible NCB, is essential for the credibility of the ACTL Procedure.
- 6.7.2 The NCB and/or the Main CBTL shall maintain adequate technical overview of all testing work carried out by the ACTL, including training, periodic audits, comparison testing, examination of test samples, and ongoing review of test reports.

6.8 CB Test Reports

- 6.8.1 CB Test Reports are compiled and issued by the Main CBTL. Where an ACTL carries out a full testing program and prepares a draft CB Test Report for review by the Main CBTL, the CB Test Report shall carry the signatures of both, the ACTL and of the issuing CBTL.
- 6.8.2 The CB Test Report shall contain information regarding which tests were conducted at the ACTL(s) and which at the Main CBTL (if any). This information shall be added to the "Summary of Testing" field or "General Product Information" field of the CB Test Report.

7 Satellite Testing Laboratories

- 7.1 A Satellite Testing Laboratory typically possess a full or nearly full capability to perform tests on the products that it is likely to test based on the markets and customers served.
- 7.2 The main difference between a CBTL and Satellite CB Testing Laboratory is that the Satellite Laboratory does not possess all testing equipment and testing capabilities according to the relevant IEC Standard.

- 7.3 A Satellite Testing Laboratory is permitted to work with only one CBTL of the responsible NCB.
- 7.4 A Satellite Testing Laboratory cannot be used to cover “Required” status equipment that a CBTL does not have.
- 7.5 The allowed missing test equipment at a Satellite CB Testing Laboratory might include one or more of the following:
- “Expensive and hardly ever used” equipment located at the designated Specialized Facility or at the Main CBTL, or
 - Equipment not needed for the products tested by Satellite CB Testing Laboratory
- 7.6 A Satellite Testing Laboratory can cover a test or a sequence of tests as part of an overall testing campaign. In any case, the testing procedure sequence according to the IEC Standard shall not be interrupted.

Note: The Satellite Testing Laboratory concept is particularly useful for those IEC standards that cover a large variety of product types and which have not been sub-grouped.

- 7.7 There are two relationship options for the Satellite CB Testing Laboratory, as follows:
- a) The NCB(s), its (their) CBTL(s) and its (their) Satellite CB Testing Laboratory(ies) are part of the same corporate structure
 - b) The NCB(s) and its (their) CBTL(s), and its (their) Satellite CB Testing Laboratory(ies) are not part of the same corporate structure

8 Specialized Facility

- 8.1 A Specialized Facility is a dedicated testing laboratory that typically possesses highly specialized testing equipment that is very expensive to procure, maintain, calibrate and might otherwise be used infrequently.
- 8.2 A Specialized Facility can be a stand-alone facility that can be used by all of the CBTLs of a responsible NCB(s).
- 8.3 A Specialized Facility is accepted by the IECEE to carry out specific types of tests that might be common to a number of IEC product standards.
- 8.4 A Specialized Facility can be within (i.e. a part of) a fully capable CBTL that can be used by all of the CBTLs of the responsible NCB.
- 8.5 A Specialized Facility can cover the “Required Equipment” (according to the CTL equipment lists) that is not available at the Main CBTL.
- 8.6 The NCB, or its Main CBTL, must be able to demonstrate full control of the Specialized Facility.
- 8.7 There are two relationship options for the Specialized Facility as follows:
- a) The NCB(s), its (their) CBTL(s) and its (their) Specialized Facility(ies) are part of the same corporate structure
 - b) The NCB(s) and its (their) CBTL(s), and its (their) Specialized Facility(ies) are not part of the same corporate structure
- 8.8 Within the same corporate structure, a Specialized Facility may carry out tests of an overall testing campaign to support other CBTLs and their associated Satellite Testing Laboratories.

- 8.9 A Specialized Facility can cover a test or a sequence of tests as part of an overall testing campaign. In any case, the testing procedure sequence according to the IEC Standard shall not be interrupted.
- 8.10 A Specialized Facility can't be used to waive the requirements for basic testing equipment at CBTLs. For example, the Main CBTL must have humidity testing facilities on site, even though its Specialized Facility has extra-large environmental testing chambers. Accordingly, humidity testing facilities shall not be completely omitted from the Main CBTL.
- 8.11 The "Controlled List" of testing and evaluations carried out by a Specialized Facility is provided in [Annex B](#).
- 8.12 Where a CBTL does not possess some major, expensive, specialized and required ("R") test equipment that is available at the Specialized Facility used by this CBTL, this relationship is not considered subcontracting.

9 Local Technical Representative

9.1 Responsibilities of the LTR

The LTR is authorized to work for multiple NCBs only within the same corporate family.

As a LTR may be responsible for:

- conducting TMP on behalf of a CBTL with the appropriate scope under the responsibility of a NCB,
- witnessing for WMT under the responsibility of a NCB,
- supervising SMT under the responsibility of a NCB,
- supervising RMT under the responsibility of a NCB

He is responsible for:

- operating in compliance with all relevant requirements of ISO/IEC 17025 and the IECEE CB Schemes requirements, procedures and decisions;
- operating with the procedures and working instructions of the responsible NCB regarding the use of manufacturers' test laboratories;
- maintaining technical competency for the specified scope of work within the accepted scope of the NCB, including familiarity with all applicable CTL decisions;
- maintaining accurate documentation regarding his/her technical competency for the responsible NCB and informing the responsible NCB about any change in status;
- completing an agreement with the responsible NCB and depending on the situation with the Local Entity or as the Independent Individual alone to enable status as LTR;
- ensuring that all use of manufacturers' test laboratories is carried out in accordance with the general principles of OD-2027 as well as with the procedures of the responsible NCB;
- being available, as appropriate, to be assessed under the peer re-assessment programme pertaining to the responsible NCB as requested in advance by the Lead Assessor of the Peer Assessment Team;
- maintaining accurate documentation regarding his/her technical competency and experience;
- accepting on site supervision upon request of the responsible NCB
- not being affiliated with, nor consulting nor influenced or controlled, by the manufacturers or suppliers;
- taking necessary steps, when LTR is an Independent Individual, to demonstrate reasonable insurance coverage;
- conducting initial assessment of an MTL, on request of the NCB, only if employed within the same corporate structure of the NCB;

These responsibilities can not be delegated or subcontracted by the LTR to anyone.

9.2 Responsibilities of the NCB

The NCB is responsible for:

- Selection and designation of the LTR;
- ongoing supervision and monitoring of the LTR;
- ongoing training of the LTR in the procedures and operation of the CB Scheme;
- qualification of both the initial and ongoing technical competence of the LTRs through assessments and auditing;
- ensuring, in case the LTR is in charge of conducting WM, SMT or RMT under the responsibility of the NCB, there is a signed agreement between the NCB, the LTR and the Local entity (if any);
- ensuring, in case the LTR is in charge of conducting TMP on behalf of CBTL having the appropriate scope under the responsibility of the NCB, that there is a signed agreement between the NCB, the LTR, the involved CBTL and the Local entity (if any);
- execution of a signed agreement (e.g. Annex B) defining the scope of the LTR and enabling his/her activities;
- registration of the LTR with the IECEE Secretary, and maintenance of the current details in the register;
- issue of CB Test Certificates including the use of LTRs;
- operating as detailed in OD-2028 through 2031.
- accepting the liability issues that may arise because of the LTR work;
- For TMP the review endorsement of the LTR is to be done by the CBTL see table in OD-2027
- For supervision see OD-2027 table

The following responsibilities can be delegated by the NCB to one of its CBTLs

- ongoing supervision and monitoring of the LTR
- qualification of ongoing technical competence of the LTR through assessments and auditing

Note: Occasionally the NCB may take some or all the responsibilities of the Local Entity

9.3 Responsibilities of the Local Entity

The Local Entity is defined as an organization, independent from any Manufacturer, Manufacturer's agent or agency, that accepts to assume the following responsibilities regarding a LTR:

- completion and document control of a signed agreement enabling the activities of the LTR;
- providing the facilities and resources to support the LTR;
- ensuring that the LTR maintains accurate documentation regarding his/her technical competency and experience;
- not to be affiliated with, nor consulting for, nor influenced or controlled, by the manufacturers or suppliers;
- taking appropriate steps for LTRs under his/her responsibility, to demonstrate adequate insurance coverage;

Note: When the LTR is an Independent Individual, all above responsibilities shall be assumed by the responsible NCB.

- facilitating on-site the responsibilities of the NCB;

9.4 Agreement between NCB and LTR

The NCB shall sign an agreement with the LTR.

An example of such an agreement is given in OD-2034 Annex B. The agreement shall be signed also by a representative of the Local entity, when applicable, or by the Independent Individual alone. In case a CBTL is involved, the agreement shall be signed also by a representative of the CBTL.

10 Fees

A fee, the amount to be decided by the CMC, shall be remitted to the IECEE account by the applicant NCB or CBTL for each new request for acceptance or for extension of scope of existing acceptance.

ANNEX A

Conditions for Bodies and Organizations domiciled in non-member Countries to become members of an IEC System

0 FOREWORD

Bodies and organizations domiciled in non-IEC Member countries making application for acceptance into an IEC conformity assessment system shall fully satisfy all the conditions specified below.

1 CONDITIONS TO BE SATISFIED

1.1 Use of IEC standards to grant “national marks”

Within the country test and assessment work carried out under the IEC System will be recognized as the basis for national certification or approval by any existing or future national certification body(ies) proposed for participation in the System or will be accepted directly by the country's product approval authorities.

1.2 Well-established body recognized at national level by the authorities and the market

Applicant member bodies from non-IEC member countries must demonstrate the existence of a body(ies) operating a national certification or approval scheme recognized by the authorities and the market. If no such body(ies) exist, applicants must provide details of regulatory or other arrangements providing for direct acceptance of conformity assessment results.

1.3 IEC Membership

Applicants should undertake to apply for at least associate membership of the IEC within a maximum of three years after admission to a System. If not already an Affiliate the applicant must be prepared to participate in the Affiliate Program until such time as the applicant becomes a member of the IEC. Countries suspended from the IEC may not be admitted to the IEC conformity assessment systems for a period of three (3) years following their suspension.

1.4 ExCo decision on acceptability

The IEC General Secretary shall be informed by the System secretariat of all applications (or possible applications, where known by the System secretariat) from non-IEC member countries, in order that the IEC ExCo may take a decision in principle as to their acceptability in terms of general IEC policy and any specific requirements with respect to IEC membership, after receiving the General Secretary's view on this. The ExCo decision shall be conveyed to the System.

1.5 Compliance with system membership requirements

Applicants and associated certification bodies and testing laboratories must undertake to comply with all relevant System rules and requirements, including payment of annual dues and sharing of costs as defined in the System rules and varied by the System management committee.

2 PARTICIPATION RIGHTS

The applicant member body and associated certification bodies and testing laboratories have the same rights of participation in the activities of the System as are exercised by those System members, who are also members of the IEC, except that representatives of non-IEC member countries are not eligible for election to any officer position.

3. APPLICATION PROCEDURE

3.1 Member Body

An application for member body shall be made according to the Basic Rules and Rules of Procedure of the System and must include an undertaking to full commitment by its proposed certification body(ies), or relevant regulatory authorities, to recognize test and assessment work carried out by any member of the System for the purpose of granting the “National Mark” or other means of national recognition (ref. clause 1.1).

The applicant organization shall provide the following information:

- reasons for the application for membership;
- the timetable for joining the System;
- a description of the structure or proposed structure in the country related to member body, certification body(ies) and testing laboratory(ies) as well as the responsibility for standards;
- existence of mandatory and/or voluntary certification schemes;
- existence of national differences from IEC standards and of conflicting national standards or regulatory requirements, if any (where applicable);
- plans for participation in IEC standardization work.

3.2 Processing of applications

The complete member body application, fulfilling all of the requirements specified herein and the relevant requirements of the System Basic Rules and Rules of Procedure, shall be submitted to the System secretariat for evaluation and processing according to the Basic Rules, the Rules of Procedure and any relevant Operational Documents.

Prior to finalizing an application the System Secretary shall ensure that advice has been obtained from the General Secretary on the ExCo’s decision with respect to acceptability in terms of general IEC policy and any specific requirements with respect to IEC membership (refer to 1.3 and 1.4).

The final decision of the System management committee will be notified to the applicant member body and to the IEC Conformity Assessment Board.

ANNEX B

Controlled List of testing and evaluations carried out by a Specialized Facility

- Extra-large environmental testing chambers
- Electromagnetic testing facilities and equipment
- IP testing equipment
- Mechanical testing equipment (i.e. vibration, extensive impact)
- Corrosion testing equipment
- X-Radiation, microwave and Ultraviolet (UV) measuring equipment
- Ultrasonic and sound pressure level measuring equipment
- Laser measuring equipment
- High capacity short-circuit testing equipment
- Resistance to heat and fire testing equipment
- Thermoplastics testing equipment (i.e. short-term property evaluations, long-term property evaluations, polymeric materials used in electrical equipment evaluations, industrial laminates, vulcanized fiber, materials used for printed wiring boards, filament wound tubing, flexible dielectric film materials, flammability, tracking, hot-wire ignition)
- High-vacuum devices testing equipment (e.g. IEC 60065)
- Functional Safety (Software) Evaluation