

## Example: ANNEX 1A

### Standards of the current accepted scope selected for this Re-assessment - CBTL

Product Category	CBTL ALPHA	Number Test Reports issued for the relevant standards in the last two years	Assessment Team acceptance	
			Yes	No
The Assessment team completes this section. Lists the corresponding Product Category for each standard selected for this assessment	The Assessment Team completes this section with the standards selected for this re-assessment. Lists the standards, editions and amendments in the CBTL scope selected for this assessment	The NCB should provide this information during the Assessment. Test Reports completed can also include projects based on the equivalent National Standard.	The Assessment Team completes this section based upon the on-site assessment. Where insufficient experience is demonstrated the "No" box will be checked, the NCB can provide a claim of capability to keep this standard in the scope of acceptance	
EXAMPLES :				
EMC	CISPR13(ed.4);am1;am2,	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
EMC	61000-6-1(ed.1),	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EMC	61800-3(ed.2),	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MED	60601-2-10, 1st ed (1987)	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MED	60601-2-11, 2nd ed (1997)	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Example: Assessment Scope CBTL**  
**ANNEX 1B**

*To be completed by the Assessed Organisation for Scope extension/Initial Application*

Product Category	NCB : <i>LAMBDA</i>	CBTL <i>ALPHA</i>	Number Test Reports issued for the relevant standards in the last two years	Assessment Team acceptance	
				Yes	No
Lists the corresponding Product Category for each standard	Lists the standards requested for assessment	The checked box indicates that this CBTL requests to operate the corresponding standard in the NCB scope	Test reports issued by the CBTL/candidate on the equivalent National Standard can also be included in this number	The Assessment Team completes this section based upon the on-site assessment. Where insufficient experience is demonstrated the “No” box will be checked, the NCB can provide a claim of capability to keep this standard in the scope of acceptance	
<b>EXAMPLE</b>					
MED	60601-2-10, 1st ed (1987)	<input checked="" type="checkbox"/>	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MED	60601-2-11, 2nd ed (1997)	<input checked="" type="checkbox"/>	9	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MED	60601-2-12, 1st ed (1988)	<input checked="" type="checkbox"/>	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MED	60601-2-13, 1st ed (1989)	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MED	60601-2-14, 1st ed (1989)	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MED	60601-2-15, 1st ed (1988)	<input checked="" type="checkbox"/>	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Example Annex 1B OD-CB2005**

CBTL BETA wishes to make a request for standard 60335-2-7(ed.6) (please note this standard edition must be already in the responsible NCB scope or the NCB must also make a scope extension request in OD-CB2004)

PRODUCT CATEGORY	NCB OMEGA	CBTL BETA	Number Test Reports issued for the relevant standards in the last two years	ASSESSMENT TEAM ACCEPTANCE	
				YES	NO
HOUS	IEC 60335-2-7(ed.6)	<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

The assessment team acceptance section is the only part the Lead Assessor completes

The NCB must have this edition in its scope or an extension request shall also be made by the NCB

NCB checks this box to request standard 60335-2-7(ed.6) for CBTL BETA

## ANNEX 1C - Example

### Assessment Scope for Associated Satellite Laboratory

**SATL: ALPHA**

**Main Associated CBTL: BETA, 1 Close Road, Deltaland**

Product Category	Standards	N° of Test Reports completed	Tests not carried out by the Satellite but carried out by the Main CBTL		Assessment Team Acceptance	
			Clause of the Standard	Name of the test	Yes	No
					<input type="checkbox"/>	<input type="checkbox"/>
TRON	60065(ed.7)	4	Clause 10.1	Surge Test	<input checked="" type="checkbox"/>	<input type="checkbox"/>
TRON	60065(ed.7)	4	Clause 10.2	Humidity Treatment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

## ANNEX 1C - Example Assessment Scope for Specialized Facility

### SPTL : BRAVO

Test	Reference Standard and standards	Clause of the Standard	Main associated CBTL's name	Compliant	Not Compliant
Glow Wire	IEC 60695-2-11	All	Alpha	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hot Wire	IEC 60695-2-20	All	Alpha	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ball Pressure	IEC 60695-10-2 (ed 2)	All	Alpha	<input checked="" type="checkbox"/>	<input type="checkbox"/>
500W Flame	IEC 60695-11-3, -20	Method A	Alpha	<input type="checkbox"/>	<input checked="" type="checkbox"/> NCR 3/4
50W Flame	IEC 60695-11-4, -10	Method A	Alpha	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Needle Flame	IEC 60695-11-5 (ed 1)	All	Alpha	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IP	IEC 60529 (ed 3)	Codes IP 11 to 68	Alpha	<input checked="" type="checkbox"/>	<input type="checkbox"/>

*Note: For non-compliant specialized test please explain in detail within a dedicated NCR*

*e.g. NCR ¾ information:*

**500 W Flame Test**

The inside volume of the amount of oxygen available to support combustion of the test specimen was found to be 0,70 m3 which is not sufficient to produce accurate results.



## **“INDEPENDENCE AND IMPARTIALITY” INCLUDING “COMMERCIAL CONSULTANCY”**

**This Annex to OD-2005 (Annex 6) applies to all Testing  
Laboratories not already assessed against it.**

### **1.1 GENERAL OPERATING PROCEDURE**

Does the Body have a documented procedure for independence and impartiality that as a minimum includes the following while carrying out conformity assessment activities ?:

- a) to be objective
- b) to identify, avoid, mitigate and manage conflicts of interest, and
- c) to ensure independence, so as to increase the amount of trust, confidence and value that those activities have in the market place

YES  NO

Document Title:

Document Number:

### **1.2 REFERENCE DOCUMENT**

Does the Body have access to ISO/IEC Guide 65:1996 and in particular Sub-clause 4.2, “Organization?” YES  NO

Does the Body have access to ISO/IEC 17025:2005 and in particular Sub-clause 4.1.4 (including Note 2, 4.1.5 B) and 4.1.5 d) ? YES  NO



**1.3 KNOWLEDGE, TRAINING AND DECISION MAKING**

Does the Body's staff have knowledge of the basic concepts of independence and impartiality? YES  NO

Were the training records of the Body's staff checked ? YES  NO

Does the Body's selected staff have sufficient knowledge in the principles of independence and impartiality to provide initial training and retraining to other staff?

YES  NO

Names of person(s):

Were examples of training programs of the Body's staff reviewed and found to be sufficient? YES  NO

Does the Body's staff select and make pass/fail decisions taking the principles of independence and impartiality into account? YES  NO

Are the Body's decisions based on objective evidence of conformity (or nonconformity) obtained by the Body's staff? YES  NO

Are the Body's decisions influenced by other interests or parties? YES  NO

**1.4 DOCUMENTATION AND IMPLEMENTATION**

Does the Body have documented and implemented (on an on-going basis) sufficient procedures to ensure the independence and impartiality of all staff? YES  NO

Does the Body have documented and implemented (on an on-going basis) sufficient procedures to ensure that the remuneration of staff is free from pressures and inducements and is not dependent on the number, outcome of the result of their activities? YES  NO

*(NOTE: It is recognized that the source of revenue of the Body is its customers paying for its services and that this is a potential threat to independence and impartiality.)*

Does the Body have documented sufficient procedures for the identification, review, resolution and prevention of conflict of interest (including "commercial consultancy") where conflicts of interest are suspected or proven (including subcontracted personnel) and does the Body keep records of such reviews and decisions? YES  NO

**1.5 MARKETING AND ADVERTISING MATERIALS**

Do the Body's marketing materials give the impression that "commercial consultancy" activities are offered? YES  NO

If Yes, Please detail:

Is the Body linked to an organization that provides "commercial" consultancy services? YES  NO



Is there a documented policy/procedure to ensure that there is an effective separation between all conformity assessment activities and consultancy services?

YES  NO  N/A

Do the Body's certification staff participate in "commercial consultancy"? YES  NO

#### 1.6 STAFF DECLARATIONS

Does the Body require all staff acting on its behalf to declare any potential conflict of interest? YES  NO

#### 1.7 COMPLIANCE

Does the Body comply with all the above independence and impartiality principles on an ongoing basis? YES  NO

*Note: If the answer is NO a Non-Conformity Report must be issued*