IECEE OPERATIONAL DOCUMENT

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

Requirements for IECEE-Factory Inspectors
IECEE
OPERATIONAL DOCUMENT

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Requirements for IECEE-Factory Inspectors
FOREWORD

Document Owner
CFS

History of changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief summary of changes</th>
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<tr>
<td>2016-06-01</td>
<td>OD content completely reworked in order to clarify previous content.</td>
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<th>Effective date</th>
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1 Scope: Requirements for IECEE-Factory Inspectors in the Factory Surveillance Services (FSS)

The following information describes the common minimum requirements for IECEE-Factory Inspectors (Factory Inspectors) in the FSS. Following the modular structure of the FSS requirements, rules and documents, additional requirements might apply for some NCBs because of legal requirements in their country or special requirements in their own certification program.

The information provided below details requirements for surveillance personnel performing factory surveillance in general. As product testing and certification staff also may conduct surveillances in the product areas of their technical specialties these requirements also apply.

Both – the full time Factory Inspectors as well as the product testing- and certification staff performing surveillances – are referred to as “Factory Inspector” in the following paragraphs of this document.

2 Authorizations

For Definitions refer to “IECEE Definitions”

2.1 IECEE-Factory Inspector

The Factory Inspector is authorized for carrying out initial assessments of factories (both pre-certification and post-certification) as well as routine surveillances in accordance with the appropriate documented requirements, rules, guidelines, and procedures.

2.2 IECEE-Factory Inspection Trainer

The Factory Inspection Trainer is authorized for training of Factory Inspectors. A Factory Inspection Trainer must successfully meet the following:

- Be trained at a Regional Inspectors Training provided by IECEE
- Pass the exam provided by the IECEE Secretariat

3 Responsibilities for Training, Qualification, Authorization and registration of Factory Inspectors

The FSB is responsible for training and qualifications of Factory Inspectors and Factory Inspection Trainers. The FSB regulates in its Quality Management System the responsibilities for providing training and authorization for the applicable surveillance Sectors. This includes but is not limited to

- Identification of training needs
- Identification of training contents, e.g. special knowledge, test or surveillance needs
- Training procedures
- Establishing, maintaining and documenting of training and authorization files
- Informing the IECEE-Secretariat about nomination and cancelation of Factory Inspectors for registration. For details see clause 5.

To increase the mutual acceptance of factory surveillance reports and to take care for a common and equal understanding and implementation the responsibility for the FSS training program (curriculum and exam) rests with the IECEE secretariat.

Under the responsibility of the IECEE secretariat:

- Central training courses and workshops for Factory Inspection Trainers in the IECEE system are organized and held.
- Registration and maintaining a list of Factory Inspectors.
• Develop exam for Factory Inspectors and Factory Inspection Trainers.
• At least one Factory Inspection Trainer per FSB must attend the subsequent training course.
• Participants who pass the written qualification exam will receive or withheld the registration as “Factory Inspection Trainer”.
• Subsequent qualification and update training courses to be held every three years.

4 Minimum qualification requirements

These requirements apply to all Factory Inspectors. In special documented cases deviations from these regulations are possible, especially for existing Factory Inspectors who gained experience within their professional career.

4.1 Educational background

Either a University degree / College diploma in the relevant discipline (e.g. electrotechnical, mechanical, chemical) or certified / licensed master craftsman, technician or engineer in the relevant technical working field.

4.2 General inspection training

a) One year of surveillance experience in FSS or similar to FSS with a minimum of 10 surveillances.
b) In addition the first 10 FSS surveillance reports shall be reviewed by an experienced inspector
c) ISO/IEC 17065 - “Surveillance” and “Management system requirements”
d) ISO/IEC 17025 - “Management System”
e) Inspection Methods and Procedures
   • Handling Inspection Samples and Items
   • Records
   • Inspection Reports and Inspection Certificates

4.3 Specific FSS training as outlined in:

• Overview of the CB scheme and the FSS
• The document structure of FSS and the specific documents needed to perform FSS
• Product review according to PID documents
• Decisions or other additional requirements of the FSS (e.g. CTL, CFS decisions, AD006)
• Requirements for surveillance sample testing and test results
• Evaluation as needed during the performance of factory surveillances
• Examination as provided by the IECEE Secretariat

4.4 Other skills

Communication in English.

5 Maintenance of qualification

5.1 To maintain their qualification the Factory Inspectors must:

• Perform a minimum of 5 factory inspections annually in the FSS or similar to FSS.
• Attend annual training performed by an Factory Inspector Trainer and supervision programs which cover but are not limited to the minimum qualification requirements as outlined in clause 3 “Minimum qualification requirements”
5.2 To maintain their qualification the Factory Inspection Trainer must:
- Attend Regional Inspection Training at least each 3 years if provided by IECEE in the region (See note 1)

Note 1: The period of three years might be extended due to lack of Regional training courses provided by IECEE

5.3 The FSB must perform on an annual basis a review of:
- Surveillance reports on a sampling basis
- Feedback from manufacturers and other certification bodies
- Results from internal and external audits
- Verify if the conditions of 4.1 and 4.2 are met

6 Registration of factory inspectors

The following information has to be passed through the NCB to the IECEE secretariat for registration of a factory inspector:
- Name of the Factory Inspector to be registered.
- Name of the FSB and related NCB.
- Statement that the minimum qualification requirements are fulfilled
- Date of application.
- AD 001 “Questionnaire for Assessors and Factory Inspectors”

The registration will be published on the IECEE web site.

7 Documentation

All qualification and training measures need to be documented and made available during IECEE Assessments of FSB.