IECEE OPERATIONAL DOCUMENT

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

Factory Surveillance Body (FSB) – Application Form
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IECEE OPERATIONAL DOCUMENT

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

Factory Surveillance Body (FSB) – Application Form
FOREWORD

Scope

To be determined

Document Owner

CFS

History of changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief summary of changes</th>
</tr>
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<tbody>
<tr>
<td>2016-06-01</td>
<td>N/A, as first edition</td>
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<tr>
<th>Effective date</th>
<th>Target revision date</th>
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<tr>
<td>2016-06-01</td>
<td>2019-06-01</td>
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<tr>
<td>0.</td>
<td>National Certification Body (NCB)</td>
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<td>----------------------------------</td>
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<tr>
<td></td>
<td>Is the FSB an integral part of the same organization as the NCB, and at the same location?</td>
</tr>
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</table>

| 1. | Identification | |

| 1.1 | Name of candidate FSB: | |
| 1.2 | Address: | |
| 1.3 | Telephone No.: | |
| 1.4 | Telefax No.: | |
| 1.5 | Name of the responsible contact person: | |
|     | Name of alternate: | |
| 1.6 | E-mail address: | |

| 2. | Scope | |

| 2.1 | IEC categories for which recognition is sought. (The applied scope must be in the scope of the responsible NCB) | |

| 3. | National status | |

| 3.1 | Type of organization | ☐ Association ☐ Private ☐ Owned by the State ☐ Private, but supported by the Government ☐ Others, specify in 3.2 |
3.2 Ownership

3.3 The status of the Candidate
(expressed in laws, decrees, statutes
of association, rules of the procedure,
or in other ways)

3.4 Official recognitions and/or
designations from the Government
and/or authorities and/or other
certification schemes

3.5 Accreditations or equivalent official
recognitions (references and dates of
accreditation/ recognition documents)
Please specify!

3.6 Against which standard(s) the
candidate FSB has been assessed and
accredited?

<table>
<thead>
<tr>
<th>Standard</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>ISO/IEC 17020</td>
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<td>ISO/IEC 17065</td>
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<tr>
<td>Others</td>
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</table>

Please attach copy of the accreditation
Certificate

4. Internal structure and organization

4.1 Please attach copy of the organization
chart of the candidate FSB.
### 4.2 Total number of persons in the organization:

### 4.3 Number of persons directly involved in the activities of the FSB:

### 4.4 Education level(s) for persons included in 4.3

### 4.5 Name and title of the senior executives:

### 4.6 Name and title of the person responsible for the internal quality system:

### 5. Surveillance Experience

#### 5.1 Number of Factory Surveillances performed during the last three years separated by the scheme applied.

(See Annex 1 of OD-4006, Declaration of Surveillance Experience)

#### 5.2 Existing participation in Factory Surveillance activities for:

- Regional certification schemes [ ]
- International certification schemes [ ]
- Other [ ]

#### 5.3 Please specify:
### 6. Legislation

6.1 Are there any mandatory and/or regulatory requirements for third party Factory Surveillance required by law or decree applicable in the country of the FSB?

- [ ] Yes
- [ ] No

6.2 If “yes”, please give a description of the system and the role of the candidate FSB. Please use an Annex.

### 7. Fee structure

7.1 Are all costs fully covered by fees paid by the customer?

- [ ] Yes
- [ ] No

If “No”

% covered by:

7.2 Please describe briefly the fee structure.

### 8. Other matters

8.1 Has the candidate FSB signed a contract with the NCB indicated on page 1?

- [ ] Yes

Please give evidence

8.2 Has the Candidate FSB applied acceptance as FSB with another NCB?

- [ ] No
- [ ] Yes

If Yes, please specify:

### 9A Assessment for new candidate FSB

Earliest date for assessment:

We hereby declare that we agree to fulfil the IECEE assessment procedure, and to be under relevant direction of the NCB named on page 1 of this Questionnaire and to pay the associated costs in accordance with the IECEE rules.

Date:

Signature:

Name:
### 9 B  Statement of conformance for FSB already recognized within CB

We hereby declare that the statements made herein are correct and that we conform with the specifications given.

Date: 
Signature: 
Name: 

### 10  Endorsement by the national IECEE Member Body of the responsible NCB’s country:

Organization: 
Date: 
Signature: 
Name: 

