

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

Subject:

Administrative Circular regarding re-assessments and QMS assessments during coronavirus (COVID-19)

Background:

As the IECEE continues to monitor the coronavirus (COVID-19) situation globally, it is apparent the circumstances of the coronavirus (COVID-19) will last far longer than what was originally anticipated, which will have a direct impact to remaining 2020 assessments. Inevitably this will lead to a backlog of re-assessments, which will be extremely challenging to carry-out re-assessments according to timelines established by our rules. It would also be unfair to organizations that are re-assessed within their normal re-assessment cycle.

This reality has prompted the IECEE Officers, Secretariat, PAC Chair and WG 3 Convenor to temporarily allow re-assessments of NCBs, CBTLs/SPTLs and CTFs to be conducted remotely by the originally assigned assessment team. The temporary remote assessments exception will also apply to annual QMS re-assessments of CBTLs. Initial, follow-up, scope extension and relocation assessments are not included in this temporary remote assessment exception.

The temporary remote assessment exception will be valid for the remainder of 2020. The IECEE officers and Secretariat will monitor this on an ongoing basis and provide updates to the temporary exception, as applicable, or should travel restrictions due to coronavirus (COVID-19) continue beyond this period.

Specific points to be noted (also see table below):

- This temporary exception only applies to re-assessments and annual QMS assessments
- This temporary exception does not apply to Unified Assessments, Initial Assessment (IAR), Extension of Scope (EAR), Follow-up Assessment (FAR) or Re-Location Assessment (RLAR)
- Remote re-assessments shall be conducted by the originally assigned assessment teams. Assessment teams cannot be changed.
- Previously agreed upon assessment dates shall be observed as closely as possible.
- Assessor day rates published in OD-2026 shall be observed and total assessment time shall follow published guidelines. Total assessment time shall be planned and agreed upon beforehand, as assessment days. Travel time required for on-site assessments does not apply for remote assessments.
- Guidelines will be provided to the assessors in due course on how to complete the assessment report templates in a consistent and harmonized manner for remote assessments.

Action:

- 1) IECEE Members and assessors to note the above temporary remote assessment exception
- 2) Note the below table for assessment types qualifying for remote assessments

NCB Assessments		
Type of Assessment	Remote assessment possible?	
	Yes	No
Initial Assessment (IAR)		X
Extension of Scope (EAR)		X
Re-Assessment (RAR)	X	
Follow-up Assessment (FAR)		X
Re-Location Assessment (RLAR)		X

CBTL/SPTL Assessments		
Type of Assessment	Remote assessment possible?	
	Yes	No
Initial Assessment (IAR)		X
Extension of Scope (EAR)		X
Re-Assessment (RAR)	X	
Follow-up Assessment (FAR)		X
Re-Location Assessment (RLAR)		X
QMS Assessment (RAR)	X	

CTF Stage 1-2 Assessments		
Type of Assessment	Remote assessment possible?	
	Yes	No
Initial Assessment (IAR)		X
Extension of Scope (EAR)		X
Re-Assessment (RAR) ^{1,2}	X	

Note 1: CTF stage 1 testing cannot be used until CBTL/LTR staff can travel to the CTF site.

Note 2: CTF stage 2 can be used for testing assuming live streaming video is possible. (see IECEE-CMC/2112/AC)

CTF Stage 3-4 Assessments		
Type of Assessment	Remote assessment possible?	
	Yes	No
Initial Assessment (IAR)		X
Extension of Scope (EAR)		X
Re-Assessment (RAR)	X	