



IECEE AD-003

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IECEE OPERATIONAL DOCUMENT

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

Update Questionnaire for IECEE Members





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FOREWORD

Document Owner

IECEE Secretariat

History of changes

<u>Revision Date</u>	Brief summary of changes
2017-10-04	Addition of SPTLs to section 3 Addition of a new section 4, for FSB – Factory Inspection Bodies Correction of entries for ISO/IEC Guide 65 to ISO/IEC 17065 Correction of CBTL reference for ISO/IEC 17065 to ISO/IEC 17025
<u>2020-11-04</u>	<u>Guidance provided under each section on “Complete corporate name and complete address”</u> <u>Clarification added under each contact section for “Mr/Mrs/Ms”</u>

Effective date	<u>Next maintenance due date</u> Target revision date
2017-10-04 <u>2020-11-04</u>	N/A

This Administrative Document is only to be completed when significant changes from the previously recorded information occur within the Member Body, NCB, CBTL or SPTL organisations.

Only the sections related to the organisation in which there is a change shall be completed, for example only the NCB section is completed to notify a change in the NCB.

The following information is provided under the responsibility of:

Name:

Date:

Signature:

1. MB - Member Body

Complete corporate name and complete address of the IECEE MB <i>(Should match exactly what you wish to appear on the IECEE certificate and website)</i>

	Contact person	Alternate
Name	<u>Mr/Mrs/Ms</u>	
Position		
Telephone		
Mobile		
Fax		
Email		

2. NCB - National Certification Body

Complete corporate name and complete address of the IECEE NCB (Should match exactly what you wish to appear on the IECEE certificate and website)

Contact person	
Name	<u>Mr/Mrs/Ms</u>
Position	
Telephone	
Mobile	
Fax	
Email	

Employees	
Number of overall persons employed by the NCB	
Number of persons working in the overall certification area of the NCB	
Number of persons involved with the product certification activity within the IECEE scope	

Responsible Executive of the IECEE NCB		
Name	Position	Since (year)

Responsible Managers for Certification of the IECEE NCB		
Name	Position	Since (year)

Principal staff involved in Certification		
Name	Position	Since (year)

Quality Management System of the IECEE NCB
<i>(Briefly describe the structure of the Quality Management System, its documentation and degree of implementation, and how it is checked for compliance with ISO/IEC 17065. Also indicate if rules and procedures of the relevant IECEE Scheme are duly reflected in the quality system.)</i>

Staff involved in the Quality Management System of the IECEE NCB		
Name	Position (Including relationships)	Since (year)

3. CBTL/SPTL – CB/Specialized Testing Laboratory

Complete corporate name and complete address of the IECEE CBTL/SPTL <i>(Should match exactly what you wish to appear on the IECEE certificate and website)</i>

Contact person	
Name	<u>Mr/Mrs/Ms</u>
Position	
Telephone	
Mobile	
Fax	
Email	

Responsible Executive of the IECEE CBTL/SPTL		
Name	Position	Since (year)

Responsible Managers of the IECEE CBTL/SPTL		
Name	Position	Since (year)

Principal staff involved in the IECEE CBTL/SPTL		
Name	Position	Since (year)

Quality Management System of the IECEE CBTL/SPTL
<i>(Briefly describe the structure of the Quality Management System, its documentation and degree of implementation, and how it is checked for compliance with ISO/IEC 17025. Also indicate if rules and procedures of the relevant IECEE Scheme are duly reflected in the quality system.)</i>

Staff involved in the Quality Management System of the IECEE CBTL/SPTL		
Name	Position (Including relationships)	Since (year)

4. FSB – Factory Inspection Body

Complete corporate name and complete address of the IECEE FSB

Contact person	
Name	
Position	
Telephone	
Mobile	
Fax	
Email	

Responsible Executive of the IECEE FSB		
Name	Position	Since (year)

Responsible Managers of the IECEE FSB		
Name	Position	Since (year)

Principal staff involved in the IECEE FSB		
Name	Position	Since (year)

Quality Management System of the IECEE FSB
<i>(Briefly describe the structure of the Quality Management System, its documentation and degree of implementation, and how it is checked for compliance with ISO/IEC 17065 / ISO/IEC 1720. Also indicate if rules and procedures of the relevant IECEE Scheme are duly reflected in the quality system.)</i>

Staff involved in the Quality Management System of the IECEE FSB		
Name	Position (Including relationships)	Since (year)

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