

# IECEE ADMINISTRATIVE DOCUMENT

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

Table to declare Special Requirements (SR) for (country/NCB)





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## FOREWORD

### Scope

This document shows a table which has to be filled in by all NCBs applying for FSS as NCB and FSB.

The completed table has to be submitted to the IECEE Secretariat as part of the application documents.

For further information see AD-G-006.

### Document Owner

CFS

### History of changes

<u>Revision Date</u>	<u>Brief summary of changes</u>
<u>2018-01-25</u>	<u>Updates have been made to items 6, 10 and 18</u>

<u>Effective date</u>	<u>Next maintenance due date</u>
<u>2018-06-05</u>	<u>2021-06-05</u>

**Table for SR (Special Requirements) for (county / NCB)**

Item	Title	Standard In FSS	Special requirement by NCB / Scheme
1	Frequency of Surveillance	1 per year	
2	Pre certification surveillance visit	Either Pre ... or Post....	
3	Post certification surveillance visit		
4	Surveillance duration recorded	Information required	
5	Surveillances announced (-need of prior notice)	Yes	
6	Competence and Qualification of the <u>Factory</u> Inspector	According to OD-4004 and Registered at <a href="#">IECEE secretariat</a>	
7	Inspection report used	OD-4001	
8	Reporting language	English	
9	Bilateral Agreement	Not required	
10	Verification of purchased components and materials	According to clause 2 of OD-4001	
11	Production control, inspection and routine tests	According to clause 3 of OD-4001	
12	Functional check on test and measuring equipment	According to clause 4 of OD-4001	
13	Routine tests	According to product standards or OD-4008	
14	Routine test equipment	According to product standards or OD-4008	
15	Products seen in production during visit	No production required According to clause 5 of OD-4001	
16	Calibration of safety test- and measuring equipment	According to clause 6 of OD-4001	
17	Handling and storage	According to clause 7 of OD-4001	
18	Information about products in production	Required, see <a href="#">OD-2020-F6</a> and OD-4002	
19	Product Identification Document verification	According to clause 9 of OD-4001	
20	Corrective actions	According to clause 10 of OD-4001	

Item	Title	Standard In FSS	Special requirement by NCB / Scheme
21	Quality Management System	Not necessarily required According to clause 11 of OD-4001	
22	Customer complaints	According to clause 14 of OD-4001	
23	Control of product changes	According to clause 15 of OD-4001	
24	Inspector's evaluation	According to clause 17 of OD-4001	
25	Actual signing of the surveillance report	Required -according to OD-G-4001 17.3	
26	Periodic Product verification tests	Not required	
27	Manufacturer's self-assessment	Not required	
28	Selection and shipping of re-examination samples	Not required	
29	Minimum requirements to manufacturers	Required, see OD-4007	
30	Other	N/A	
31	Other	N/A	
32	Other	N/A	
33	Other	N/A	
34	Other	N/A	
35	Other	N/A	

Add lines according to the need.

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