



IECEE AD-G-006

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IECEE ADMINISTRATIVE DOCUMENT

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

Guide to AD-006 for declaration of Special Requirements (SR) for countries/NCBs



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FOREWORD

Scope

This document gives additional information on how to fill in AD-006 for declaration of SR (Special Requirements).

Document Owner

CFS

History of changes

| <u>Revsion Date</u> | <u>Brief summary of changes</u> |
|---------------------|---|
| <u>2018-01-25</u> | <u>Updates have been made to item 1) as well as Annex A items 6 & 18.</u> |

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

The NCBs wanting to participate in the CB-FSS shall declare to the IEC EE secretariat their special requirements at the time of application and after each change. If there are no special requirements the information has to be submitted as well to make clear, that there are no special requirements.

As a principle the report OD 4001 shall always be used.

It is understood that special requirements might be based on / valid for

- laws
- schemes
- NCBs
- technical matters
- others

In all cases it is the task of the NCB in conjunction with its CB-FSB to declare the special requirements.

The table in Annex A shows the potential elements with the FSS standard in the second column. The special requirements shall be addressed according to this table to provide a structured way for application by all stakeholders.

In case of schemes etc. where more than one NCB is involved, the NCBs are encouraged to create a platform for generating and maintaining the scheme requirements in a consistent way.

Consequently there will be two sets of special requirements

- NCBs own requirements
- Scheme requirements (ENEC, NRTL, CCC, S-certification ...)

An individual table according to AD-006 Annex A has to be filled in separately for each set of SR per scheme, NCB, category, etc. if any.

The IEC EE database will be amended to allow these levels for selections:

- NCB
- Program (own mark, GS Mark, ENEC, NRTL ...)
- Category
- Product

- 1) Under Category, the coding shorthand detailed in Annex B~~B~~ of the IEC EE 01-~~S~~ Rules document shall be used.
- 2) As a principle the report OD 4001 shall always be used. This column is intended to identify the location for reporting the special requirements, which might be
 - a) in the body of OD 4001
 - b) in a special document which shall be added as attachment to OD 4001

Annex A shows an example for country “example” how the AD-006 SR-Table shall be filled in.

Annex A Example for filling in the SR-Table for SR (Special Requirements) for “example” (county / NCB)

| Item | Title | Standard In FSS | Special requirement by NCB / Scheme |
|------|--|--|---------------------------------------|
| 1 | Frequency of Surveillance | 1 per year | 4 times a year |
| 2 | Pre certification surveillance visit | Either Pre ... or Post.... | required |
| 3 | Post certification surveillance visit | | required |
| 4 | Surveillance duration recorded | Information required | Not required |
| 5 | Surveillances announced (-need of prior notice) | Yes | Not required |
| 6 | Competence and Qualification of the <u>Factory</u> Inspector | According to OD-4004 <u>and Registered at IECEE secretariat</u> | accepted |
| 7 | Inspection report used | OD-4001 | Accepted plus OD-4001 SR country XX |
| 8 | Reporting language | English | accepted |
| 9 | Bilateral Agreement | Not required | accepted |
| 10 | Verification of purchased components and materials | According to clause 2 of OD-4001 | accepted |
| 11 | Production control, inspection and routine tests | According to clause 3 of OD-4001 | accepted |
| 12 | Functional check on test and measuring equipment | According to clause 4 of OD-4001 | Accepted plus OD-4001 SR country XX |
| 13 | Routine tests | According to product standards or OD-4008 | accepted |
| 14 | Routine test equipment | According to product standards or OD-4008 | accepted |
| 15 | Products seen in production during visit | No production required According to clause 5 of OD-4001 | Accepted plus OD-4001 SR country XX |
| 16 | Calibration of safety test- and measuring equipment | According to clause 6 of OD-4001 | accepted |
| 17 | Handling and storage | According to clause 7 of OD-4001 | Required, see 21 |
| 18 | Information about products in production | Required, see <u>OD-2020-F6</u> and OD-4002 | Accepted but not required, but see 28 |
| 19 | Product Identification Document verification | According to clause 9 of OD-4001 | Accepted but not required, but see 28 |
| 20 | Corrective actions | According to clause 10 of OD-4001 | accepted |

| Item | Title | Standard In FSS | Special requirement by NCB / Scheme |
|------|--|---|---------------------------------------|
| 21 | Quality Management System | Not necessarily required According to clause 11 of OD-4001 | ISO 9000 certification required |
| 22 | Customer complaints | According to clause 14 of OD-4001 | accepted |
| 23 | Control of product changes | According to clause 15 of OD-4001 | Accepted but not required, but see 28 |
| 24 | Inspector's evaluation | According to clause 17 of OD-4001 | accepted |
| 25 | Actual signing of the surveillance report | Required according to OD-G-4001 17.3 | accepted |
| 26 | Periodic Product verification tests | Not required | accepted |
| 27 | Manufacturer's self-assessment | Not required | Required, see OD-4001 SR country XX |
| 28 | Selection and shipping of re-examination samples | Not required | Accepted plus OD-4001 SR country XX |
| 29 | Minimum requirements to manufacturers | Required, see OD-4007 | Not required |
| 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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