



**IECEE AD-G-006**

Edition 1.1 2018-06-05

# **IECEE ADMINISTRATIVE DOCUMENT**

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

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





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## CONTENTS

CONTENTS .....	2
Annex A Example for filling in the SR-Table for SR (Special Requirements) for "example" (county / NCB).....	5

## 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

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

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

The NCBs wanting to participate in the CB-FSS shall declare to the IECEE 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 IECEE 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 BB of the IECEE 01-S 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 Factory Inspector	According to OD-4004	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 OD-2020-F6 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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