

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

Subject:

Documentation required for the conversion of SATLs To CBTLs.

Background:

**Noting that there no currently defined process for conversion of an SATL into a full CBTL,
the PAC has developed a proposal for such a process.**

Action:

**The CMC to approve this process for conversion of active SATLs to full CBTLs as a PAC
decision for interim process which will be obsoleted once conversions have been
completed.**



**Please note that this document will be considered at the 2014 Certification
Management Committee Meeting**

Re-assessment to convert an active SATL to a full CBTL without scope extension

Documentation to be provided no later than six weeks before the re-assessment date

Laboratory reclassification from a SATL to a full CBTL should follow the same process as described in OD-2007 Section 6 dealing with re-assessment, with the addition of the relevant additional testing equipment and competence.

During assessment, the assessment team should follow the same process as for a reassessment, with emphasis on the additional testing equipment procedures and the added staff competence.

1	Request from the NCB for the reassessment of its SATL to change it into a CBTL	<input type="checkbox"/>
2	OD-2024, Lists of Testing Equipment relevant to the scope of the CBTL with changes to the equipment identified	<input type="checkbox"/>
3	<p>If changes have been made since the last re-assessment:</p> <ul style="list-style-type: none"> – OD-2017, Check List for CBTL/ACTL (SATL) <p>If no changes occurred since the last re-assessment:</p> <ul style="list-style-type: none"> – Annex 2 of OD-2007 	<input type="checkbox"/>
4	<p>If the SATL is accredited:</p> <ul style="list-style-type: none"> – Accreditation Certificate(s) and related scope. <p>If the SATL is not accredited:</p> <ul style="list-style-type: none"> – Annex 2 of OD-2007. 	<input type="checkbox"/>
5	<p>Relevant parts of OD-2005 duly “pre-filled in” to the best extent possible</p> <p><i>Note: It is the role of the Lead Assessor to complete the Assessment Report(s) however, for the sake of efficiency and to save time; it is desirable that the assessed CBTL/ACTL(s) pre-completes these ODs with as much information as possible by using the same (or compatible) virus free software.</i></p>	<input type="checkbox"/>

Re-assessment to convert an active SATL to a full CBTL, including scope extension

Please follow the process for scope extension application described in OD-2007, Section 5 dealing with scope extensions.