



**IECEE OD-2010**

Edition 1.45 2017-05-172020-06-03

# **IECEE OPERATIONAL DOCUMENT**

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

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**Application Form National Certification Body (NCB)**





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## FOREWORD

### Document Owner

PAC

### History of changes

Date	Brief summary of changes
<del>2019-11-06</del>	<del>Footnotes deleted from section 5, as information is already contained in Annex 1 of OD-2004.</del>
2017-05-17	Changes mainly due to ISO/IEC Guide 65 being replaced by ISO/IEC 17065. The following clauses were updated: 3.6, 5.3 and 7.6

Effective date	Target revision date
<del>2017-05-17</del> 2021-01-01	<del>2020-05-17</del> 2024-01-01

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## 1. Identification

### 1.

1.1 Name of candidate :

1.2 Address:

1.3 Telephone No.:

e-mail:

1.4 Telefax No.:

1.5 Name of the responsible contact person:

Name of alternate:

1.6 Do you operate your own product testing operations ?

Yes

No

1.7 Is it ensured that the laboratory does not carry out design or consultancy services on products that are tested within the agreement(s) procedures ?

Yes

No

Regarding testing, please specify in the particular Application Form for Testing Laboratory(ies) **OD-2010** as applicable. 2)

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## 2. Scope

2.1 IEC standards for which recognition is sought:  
(to be given in **Annex 1B of OD-2004**)

2.2 Are these IEC standards fully implemented as national standards in your country ?  
(if not, the differences should be specified in an Annex in such a detail that it may be determined if and how other CB member bodies may arrange for testing of the differences)

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- 1) This form may be used by new candidates as well as for updating of information on existing NCBs, as required. (Ref. item 11A and 11B respectively).
  - 2) For testing operations, reference is made to **Application Form** for Testing Laboratory **OD-2010** , which is to be fully or partially completed, depending on whether or not the laboratory is an integral part of the certification body.

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**3 National status**

- 3.1 Type of organization
- Association
  - Private
  - Owned by the State
  - Private, but supported by the Government
  - Others, specify in 3.2

3.2 Ownership

%

%

%

%

3.3 The status of the Candidate  
(expressed in laws, decrees, statutes  
of association, rules of the procedure,  
or in other ways)

3.4 Official recognitions and/or  
designations from the Government  
and/or authorities and/or other  
certification schemes.

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**3. National status** (contd.)

- 3.5 Accreditations or equivalent official recognitions ?  
(reference and date of accreditation/  
recognition document)  
Please specify:
- 3.6 The proof of fulfilling ISO/IEC 17065

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**4. Internal structure and organisation**

- 4.1 Organisation chart  
Please enclose
- 4.2 Total number of  
persons in the organisation:
- 4.3 a) Number of persons directly  
involved in certification of the  
electrical products for which  
recognition is sought:
- b) Number of persons directly  
involved in testing of the same:  
(where applicable)
- c) Number of persons directly  
involved in factory inspection/  
surveillance of the same:  
(where applicable)
- 4.4 Education level(s) of persons included  
in 4.3:
- 4.5 Name and title of the senior executive  
of the Certification Body:
- 4.6 Name and title of the person  
responsible for the internal quality  
system:
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**5. Experience of national certification**

- 5.1 Experience of national certification ?  Yes  No
- 5.2 Participation in regional and/or international certification activities  
Please specify:
- 5.3 How many certificates in the electrical field have you issued during the last three years ? ~~4~~  
(Please specify in **Annex 1B of OD-2004**)
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**6. Certification Marks**

- 6.1 Do you have a mark ?  Yes  No
- Company owned:  Yes  No
- National:  Yes  No
- Others:  Yes  No
- Registered for trademark protection ?  Yes  No
- Nationally:  Yes  No
- Internationally:  Yes  No
- 6.2 What is the meaning of your mark(s) ?
- What does it cover ?  
(Please describe if necessary in an Annex)
- 6.3 Is follow-up surveillance of the production a condition for your mark ?  Yes  No
- 6.4 If Yes, is pre-inspection of the factory required before issuing a certificate ?  Yes  No
- 

**7. Inspection in the factory and/or on the market**

- 7.1 Do you perform factory inspections ?  Yes  No
- 7.2 Do you perform market surveillance ?  Yes  No
- 7.3 What is the required frequency of inspections/surveillance ?
- 

- ~~1) Existing CB NCBs are requested to specify in an Annex the number of CB Test certificates issued, recognized and possibly rejected during the last three years, also including the reasons for the rejections.~~
- ~~2) This specification should be per specific standard (e.g. IEC 60335-2-2)~~

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**7. Inspection in the factory and/or on the market** (contd.)

7.4 Do you perform Quality System Audits  Yes  No  
?

7.5 If yes, please describe shortly the reference Standard or Procedure used.

7.6 Do you comply with relevant parts of the ISO/IEC 17065 concerning inspection, surveillance and quality system audit for product certification ?  Yes  No

Other relevant criteria or special requirements to be noted ?

7.7 Do you accept inspection reports by other qualified organisation by agreement ?  Yes  No

Any special conditions to be noted ?

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**8 Legislation**

8.1 For the purpose of granting your Mark, are there any mandatory and/or regulatory requirements required by law or decree applicable in your country  Yes  No  
?

8.2 If yes, please give a description of the system and your role.  
Please use an Annex

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**9. Fee structure**

9.1 Are all costs

- fully covered by fees paid by the customer ?  Yes  No

If "No"

- % covered by:

9.2 How is roughly your fee structure in terms of (% of annual income) ?

- % initial testing/certification fee:  
 % license fee:  
 % other:

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**10 A Assessment for new candidates**

Earliest date for assessment:

We hereby declare that we agree to fulfill the assessment procedure and to pay for the fee, wherever applicable, charged to us within 30 days from receipt of the invoice.

Date:

Signature:

Name:

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**10 B Statement of conformance for existing NCB**

We hereby declare that the statements made herein are correct.

Date:

Signature:

Name:

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**11 Endorsement by the national IECEE Member Body of your country:**

Member Body:

Date:

Signature:

Name:

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