

IECEE OPERATIONAL DOCUMENT

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

CBTL application form





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IECEE OD-2011

Edition 1.4 2016-06-01

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Equipment and Components (IECEE System)

CBTL application form

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

PRICE CODE

ZZ

FOREWORD

Scope

To be determined

Document Owner

PAC

History of changes

Date	Brief summary of changes
2016-06-01	Subclause 1.1 was modified due to replacement of ACTL by SPTL

Effective date	Target revision date
2016-06-01	2019-06-01



**IEC System for Conformity Testing and Certification
of Electrotechnical Equipment and Components**

**0. National Certification Body (NCB)
Responsible for the operation of the
Candidate Testing Laboratory:**

Is the testing laboratory an integral part
of the same organization as the NCB,
and at the same location?

Yes No

1. Identification

1.1 Name of candidate:

CBTL:

ACTL:
Satellite Laboratory
Specialized Facility SPTL
Main Supervising CBTL name
(if appointed):

1.2 Address:

1.3 Telephone No.:

1.4 Telefax No.:

1.5 Name of the responsible contact
person:

Name of alternate:

1.6 E-mail address:

2. Scope

2.1 IEC category(ies) and standard (s) for
which recognition is sought
(Should the space not to be enough
please use **Annex 1B of OD-
2005**)

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

%
%
%
%

-
- 1) This form may be used by new candidates as well as for updating of information on existing CB Testing Laboratories, as required.
 - 2) When the testing laboratory is an integral part of the certification body, only items not covered by the Application Questionnaire for the certification body needs to be completed.
-

3. National status (contd.)

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

3.5 Accreditations or equivalent official recognitions (references and dates of accreditation/ recognition documents) Please specify!

3.6 Against which standard(s) your Testing Laboratory has been assessed and accredited? ISO/IEC Guide 25 ISO/IEC 17025

Please attach copy of your accreditation Certificate

4. Internal structure and organization

4.1 Organization chart available? Please attach copy.

- 4.2 Total number of persons in the organization:
- 4.3 Number of persons directly involved in testing of the electrical products for which recognition is sought:
- 4.4 Education level(s) for persons included in 4.3
- 4.5 Name and title of the senior executives:
- 4.6 Name and title of the person responsible for the internal quality system:

5. Testing experience in the scope of the application

- 5.1 Products tested during the last two years.
(the total number per product category shall be presented) 1)
Please specify in **Annex 1B of OD-2005**

- 5.2 Existing participation in testing activities for:
- | | |
|-------------------------------------|--------------------------|
| Regional certification schemes | <input type="checkbox"/> |
| International certification schemes | <input type="checkbox"/> |
| Other | <input type="checkbox"/> |

- 5.3 Please specify:

- 5.4 Are all test equipment and instruments necessary to perform the tests specified in the scope of IEC standards available, cfr. item 2.1 ?
(Please enclose equipment/instrument lists)
- 5.5 What type of testing is to be subcontracted or carried out at other lab in respect of the scope of the application?
-

6. Legislation

- 6.1 Are there any mandatory and/or regulatory requirements marking required by law or decree applicable in your country? Yes No
- 6.2 If "yes", please give a description of the system and your role. Please use an Annex
-

7. Fee structure

- 7.1 Are all costs
- fully covered by fees paid by the customer ? Yes No
- If "No"
- % covered by:
- 7.2 Please describe briefly the fee structure.
-

- 1) Presented per specific standard (e.g. IEC 60335-2-2)
-

8. Other matters

- 8.1 Has the candidate laboratory signed a contract with the NCB indicated on page 1? Please give evidence Yes
- 8.2 The candidate will not, within the same product category(ies), operate for other Certification Bodies (NCBs) adhering to the CB Scheme than the Certification Body (NCB) indicated on page 1? Yes
-

9 A Assessment for new candidate laboratory

Earliest date for assessment:

We hereby declare that we agree to fulfil the IECEE assessment procedure, and to be under relevant direction of the Certification Body named on page 1 of this Questionnaire and to pay the associated costs in accordance with the IECEE rules.

Date:

Signature:

Name:

9 B Statement of conformance for laboratories already recognized within CB

We hereby declare that the statements made herein are correct and that we conform with the specifications given.

Date:

Signature:

Name:

10 Endorsement by the national IECEE Member Body of the responsible NCB's country:

Organization:

Date:

Signature:

Name:

|

INTERNATIONAL IEC SYSTEM OF CONFORMITY ASSESSMENT
ELECTROTECHNICAL SCHEMES FOR ELECTROTECHNICAL
COMMISSION EQUIPMENT AND COMPONENTS (IECEE)

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