

# IECEE OPERATIONAL DOCUMENT

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

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## **CLAIM OF COMPETENCE**

PART 1: ADDITION OF NEW EDITIONS/AMENDMENT STANDARDS  
PART 2: ADDITION OF STANDARDS WITHIN ACCEPTED CATEGORY  
PART 3: JUSTIFICATION OF CONTINUED COMPETENCE





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IECEE OD-2021

Edition 2.1 2016-06-01

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Equipment and Components (IECEE System)**

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## **CLAIM OF COMPETENCE**

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INTERNATIONAL  
ELECTROTECHNICAL  
COMMISSION

PRICE CODE

**ZZ**

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## FOREWORD

### Document Owner

PAC

### History of changes

<b>Date</b>	<b>Brief summary of changes</b>
2016-06-01	Parts 2 and 3 have been clarified.

<b>Effective date</b>	<b>Target revision date</b>
2016-06-01	2019-06-01

## Scope

The IECEE operates a Peer Assessment Program utilizing on-site assessments as the primary method of verifying the competence of its operating members and their adherence to the IECEE rules. To avoid redundant assessments where there is sufficient evidence of existing competence, the IECEE provides an administrative process for documenting and recognizing that competence.

Where IECEE recognition is granted through the administrative process, this information is provided for the subsequent re-assessment as “particular points to be noted”. If it is found that the declared competency is missing, the Assessment Team is required to issue an NCR and to notify the IECEE Secretariat. Other appropriate actions will be considered by the Secretariat.

Where this claim of competence cannot be applied according to the requirements of this OD, an on-site assessment is required, as per OD-2007.

### Check below relevant parts of the expansion request.

- Part 1** - For new editions and amendments of standards for which the NCB/CBTL/SPTL has been previously accepted, and which require no additional technical competence or test equipment. (Statement of Appointed Independent Experts not necessary)
- Part 2** - For additional Part 2 standards or other similar standards in a product category for which the NCB/CBTL/SPTL has already been accepted. (Statement of Appointed Independent Experts is necessary)
- Part 3** - Justification of continued competence - for reassessments where the NCB/CBTL/SPTL cannot provide evidence of sufficient experience. (Statement of Appointed Independent Experts not necessary)

**Part 1: New editions or amendments of standards for which the NCB/CBTL/SPTL has already been accepted, and which require no additional technical competence and test equipment**

<b>Product Category</b>	<b>NCB</b> Already accepted standards relevant to this request	Requested scope extension	<b>CBTL/SPTL</b> Already accepted standards relevant to this request	Requested scope extension	<b>CBTL/SPTL</b> Already accepted standards relevant to this request	Requested scope extension

*Add additional sheets as necessary*

We declare that to our knowledge, we are capable to perform testing and certification to the standards or amendments according to the requested scope extension, and that they do not require:

- Any additional technical competence by the certification and/or laboratory staff
- Any additional testing equipment from the standard(s) for which we are already accepted

Authorized NCB Representative Name:	
Authorized NCB Signature:	
Date:	

**Part 2: For additional Part 2 standards or other similar standards in a product category for which the NCB/CBTL/SPTL has already been accepted, including new editions or amendments that require some additional test equipment and technical competence**

<b>Product Category</b>	<b>NCB</b> Already accepted standards relevant to this request	Requested scope extension	<b>CBTL/SPTL</b> Already accepted standards relevant to this request	Requested scope extension	<b>CBTL/SPTL</b> Already accepted standards relevant to this request	Requested scope extension

*Provide additional sheets as necessary*

*Required Testing Experience*

<b>Product Category</b>	<b>Standard</b>	<b>Number Test Reports or Certificates issued during the last three years*</b>

\* Testing/certification experience for national/regional standards that are reasonably harmonized with the equivalent IEC standard can be counted as experience if no experience can be demonstrated for the IEC standard.

*If no testing experience for the relevant standards can be demonstrated, please complete the justification below.*

Supporting Claim of Capability (Enter justification to support expansion)
<p><i>State if tests to similar standards in the same product category have been performed or other reasons why administrative acceptance should be granted.</i></p> <p>.....</p> <p>.</p> <p>We have provided evidence the includes the following :</p> <ul style="list-style-type: none"> <li>• Required test equipment and procedures</li> <li>• National accreditation to the same or similar standard</li> <li>• Experience in the same or similar international, national or other standards within the last three years.</li> </ul>

We declare that these standards are similar to the identified standards for which the NCB has already been accepted and has the competent certification staff.

We declare that the relevant CBTLs/SPTLs have the necessary testing staff and laboratory capabilities to carry out testing to the above mentioned standards

- Attach relevant equipment lists (OD-2024)
- Attach relevant training records
- Attach relevant test procedures

*Note: In the event no test reports based on the same or similar international, national or other standards and completed within the last three years, are provided, the appointed experts may require further scrutiny of the other evidence provided.*

Authorized NCB Representative Name:	
Authorized NCB Signature:	
Date:	



**Part 3: Justification of continued competence**

For standards where the NCB/CBTL/SPTL cannot provide evidence of sufficient experience (in the last 3 years) during reassessment. This may be requested within one month of reassessment and is subject to clearance of any relevant NCRs.

Re-assessment report no.

**NCB / CBTL or SPTL** *Add additional lines as necessary*

Product Category	Standards for Continued competence

Supporting Claim of Competence	
<p><i>State if tests to similar standards in the same product category have been performed or other reasons why continued acceptance should be granted. Confirm that the NCB/CBTL/SPTL still has the competent staff and laboratory capabilities, as applicable, to certify or carry out testing to these standards.</i></p> <p><i>Provide evidence of:</i></p> <ul style="list-style-type: none"> <li>• <i>Required test equipment and procedures</i></li> <li>• <i>National accreditation to the same or similar standard</i></li> <li>• <i>Experience in the same or similar international, national or other standards within the last three years.</i></li> </ul>	

Authorized NCB Representative Name:	
Authorized NCB Signature:	
Date:	

**IECEE Secretariat Actions and Conclusions**

Used by the IECEE Secretariat to document actions and conclusion. This portion will not be revealed to the applying organization in full.

**Part 1: New Editions/Amendments**

No actions required

**Part 2: Addition of Part 2 standards or other similar standards within an accepted product category**

Statement of Appointed Independent Experts:

Experts declare that they have impartially considered the claim and have come to the following conclusions.

Expert 1	
Company/Affiliation	
Date	
Expert opinion	Scope <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/> Partially Accepted
Comments	<p><i>Examples:</i>  <i>Existing scope and technical expertise are appropriate for the requested expansion</i>  <i>Existing scope and technical expertise are not appropriate for the requested expansion and an on-site assessment is recommended</i>  <i>I accept standard XYZ but not standard 123 ...</i></p>

Expert 2	
Company/Affiliation	
Date	
Expert opinion	Scope <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/> Partially Accepted
Comments	

*Duplicate this sheet for multiple CBTLs/SPTLs if necessary.*

Secretariat conclusion	Scope <input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/> Partially Accepted
Comments	

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**IEC SYSTEM OF CONFORMITY ASSESSMENT  
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