



IECEE OD-2025-A

DRAFT Edition 1.1 2015-04-3-2406-03

IECEE OPERATIONAL DOCUMENT

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

~~MTL - Manufacturer's Testing Laboratory~~ / CTF - Customer's Testing
Facility

~~MTL~~/CTF Assessment Report
(~~TMP, WMT~~, CTF Stages 1 and 2)





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~~MTL – Manufacturer's Testing Laboratory~~ / CTF - Customer's Testing
Facility

~~MTL~~/CTF Assessment Report
(~~TMP, WMT, CTF~~ Stages 1 and 2)

<Report number>

~~MTL~~/CTF name

~~MTL~~/CTF address

Date of assessment: yyyy-mm-dd



TMP/WMT & CTF Stage 1/2 < Report number >
Assessment Report

Part 1 – Common part of assessment report

1. Assessment details

1.1 Type of Assessment			
Initial Assessment (IA)	<input type="checkbox"/>	Annual Assessment (AA)	<input type="checkbox"/>
Scope Extension (SE)	<input type="checkbox"/>	Follow-up Assessment (FA)	<input type="checkbox"/>
Re-Location Assessment (RLA)	<input type="checkbox"/>	Re-Assessment (RA)	<input type="checkbox"/>

1.2 Product Categories covered by the assessment												
INDA	BATT	CABL	CAP	CONT	E3	ELVH	EMC	HOUS	HSTS	INST	LITE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEAS	MED	MISC	OFF	POW	PROT	PV	SAFE	TOOL	TOYS	TRON		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Refer [Annex 1](#) for a complete list of the scope of the assessment

1.3 Previous Assessment Reports – Report No. and Date

1.4 MTL Type / CTF Stage	
Select the applicable Programstage(s), or both if in transition from MTL to CTF	
<input type="checkbox"/> Stage 1 <input type="checkbox"/> TMP	<input type="checkbox"/> Stage 2 <input type="checkbox"/> Stage 4
<input type="checkbox"/> WMT	<input type="checkbox"/> Stage 2

1.5 MTL / CTF Contact Information	
Contact Person	
Telephone	
Mobile	
Fax	
Email	



TMP/WMT & CTF Stage 1/2 < Report number >
Assessment Report

1.6 Assessment Team			
	Lead Assessor	Assessor	Assessor
Name			
Title and Organization			

1.7 Assessment Base	
IECEE 01 – Basic rules	
IECEE 02 – Rules of Procedure	
ISO/IEC 17025	
OD-2006 – Guidelines for assessors	
OD-2027 – General principles	<input type="checkbox"/>
OD-2028 – TMP Procedure	<input type="checkbox"/>
OD-2029 – WMT Procedure	<input type="checkbox"/>
<u>OD-2048 – Third Party Utilization of Customers' Testing Facilities</u>	
OD-2034 – Operation of a <u>Local Technical Representative (LTR)</u> for the IECEE <u>MTL/CTF</u> Program <small>(applicable in case the assessment is conducted by an LTR or the CTF is used by an LTR)</small>	
OD-2048 – Third Party Utilization of Customer's Testing Facilities	<input type="checkbox"/>
The above assessment base documents are to be the latest published editions	

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2. Organisation

2.1 NCB and Manufacturer/Applicant undertaking the responsibility for the MTL/CTF	
Responsible NCB:	Responsible Manufacturer/Applicant:
Address:	Address:

2.2 Responsible persons present during the assessment of the MTL/CTF <small>(Other than the assessment team)</small>	
Responsible NCB* <input type="checkbox"/> Name:	Name of Manufacturer/Applicant representative:
CBTL requested by the <u>responsible-resp.</u> NCB* <input type="checkbox"/> Name:	Name of MTL/CTF representative:



TMP/WMT & CTF Stage 1/2 < Report number >
Assessment Report

Address:	
----------	--

*Whenever applicable

2.3 Brief history of the MTL/CTF (WMT and Stage 2 only)
<p>Include information about the legal status of the MTL/CTF and ownership (see ISO/IEC 17025, clause 4.1.1 and OD-2048, clause 4.1.1) Complete this section for Initial Assessment and for other Assessments only with updates since the last assessment.</p>

2.4 Organisation of the MTL/CTF	
The testing laboratory is owned by Manufacturer/Customer	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If "No", explain how continued compliance of the MTL/CTF with the relevant requirements of ISO/IEC 17025 and OD-2048, clause 4.1.2 IECCEE Operational Documents is maintained.</p>	

3 Personnel Structure

3.1 Employees	
Number of people working in the overall MTL/CTF testing area:	
Number of people involved with the product testing activity of the MTL/CTF within the scope of this assessment	

3.2 MTL/CTF Managers responsible for Testing Facility (WMT and Stage 2 only)					
Name	Position (title) and field of expertise	Years of relevant experience	Experience checked and appropriate		To whom do they report?
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	



3.3 Principal MTL/CTF staff involved in testing

(~~CTF WMT and~~ Stage 2 only)

Name	Position (title) and field of expertise	Years of relevant experience	Experience checked and appropriate		To whom do they report?
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

3.4 MTL/CTF staff involved in the Quality Management System and Calibration activities

(In cases where ~~MTL/CTF owned~~ equipment owned by the CTF is used)

Add details of the CTF staff that is in charge of calibration activities, such as "call for calibration", equipment maintenance, etc.

Name	Position (title) and field of expertise	Years of relevant experience	Experience checked and appropriate		To whom do they report?
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

3.5 Assessment of the MTL/CTF staff's competence

(For both TMP / CTF Stages 1 and 2 add information about the handling of how equipment calibration is being handled)

Briefly describe how the staff competence was assessed e.g. interview, CV check, demonstration of technical decisions, knowledge of the standard, reviewing of the Test Reports, etc., as applicable to the selected stage(s).

4 MTL/CTF Testing premises

Is the power distribution system sufficient/appropriate in the scope of recognition?

Yes No

Annex 2 CTF Power Supply Capabilities ~~Annex 2 MTL/CTF Power Supply Capabilities~~ to be completed and attached.



5. Quality Management, Technical and IECCEE Requirements

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5.1 Quality Management System (CTF Stages 1 and 2)

The following elements are in compliance with the referenced ISO/IEC 17025 Sub-clauses:
Applies to the relevant aspects of supplies, facilities and test equipment provided by CTF

Purchasing Services and Supplies, Sub-clause 4.6

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Reviewed evidence (if applicable): <u>Verify all applicable consumables such as cheesecloth, tissue paper, thermocouple wire and glue, solvents, etc.</u> <u>Verify records, such as purchase orders or receipts.</u>
--	---

Control of records, Sub-clause 4.13

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Reviewed evidence (if applicable): <u>Verify calibration records</u>
--	---

5.2 Specific QM requirements (CTF Stage 2 only)

Structure of the Quality Management System

Brief description

The following elements are in compliance with the referenced ISO/IEC 17025 Sub-clauses:
(as applied only to the relevant aspects of facilities and test equipment provide by CTF)

Document control, Sub-Clause 4.3

<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
--	--------------------

Review of requests, tenders and contracts, Sub-Clause 4.4

<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
--	--------------------

Subcontracting of tests, Sub-Clause 4.5

CTFs are not permitted to subcontract testing



5.3 Technical Requirements (CTF Stages 1 and 2)

The following elements are in compliance with the referenced ISO/IEC 17025 Sub-clauses:
Describe whether procedures for sample handling, performance of tests, calibration of equipment, measurement accuracy /uncertainty, training and other relevant items from ISO/IEC 17025, clause 5 are available and appropriate.

Accommodation and environmental conditions, Sub-clause 5.3 (See also Annex 2 "CTF Power Supply Capabilities")

<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
--	--------------------

Equipment, Sub-clause 5.5 (To be evaluated if CTF owned equipment is being used)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Reviewed evidence, if applicable: <u>Verify that the calibration certificates include measurement uncertainty values.</u>
--	--

Measurement Traceability, Sub-clause 5.6
(To be evaluated if CTF owned equipment is being used)

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Reviewed evidence, if applicable:
--	-----------------------------------

Handling of test items, Sub-Clause 5.8

<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
--	--------------------

5.4 Specific Technical Requirements (CTF Stage 2 only)

The following elements are in compliance with the referenced ISO/IEC 17025 Sub-clauses:

Personnel, Sub-clause 5.2

<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
--	--------------------



5.5 IECCE Requirements (CTF Stage 2 only)

The following elements are included in the CTF's procedures as appropriate for an CTF and implemented in practice:

IECEE Rules of Procedure & Guidance

Yes No Reviewed evidence:

IECEE Operational Documents

Yes No Reviewed evidence:

CTL Decisions

Yes No Reviewed evidence:

Use of appropriate IEC Standards

Yes No Reviewed evidence:

Current Decisions

Yes No Reviewed evidence:



56 Number of Non-Conformity Reports (NCR) issued

Number of NCRs appended	
-------------------------	--

67 Recommendation of the Assessment Team

This assessment has been a sampling exercise and thus every aspect of the CTF's activities has not been covered. It does not follow, therefore, that non-conformances do not exist in areas where none have been reported in this assessment report.

Standard Recommendations:(Please check the appropriate recommendation)

1. The Assessment Team recommends <u>acceptance</u> of the assessed CTF for the scope(s) as reported in Annex 1 of this Assessment Report	<input type="checkbox"/>
2. The Assessment Team recommends <u>acceptance</u> of the assessed CTF for the scope(s) as reported in Annex 1 of this Assessment Report subject to clearance of the outstanding Non-Conformity Reports	<input type="checkbox"/>
3. The Assessment Team recommends that the acceptance of the assessed CTF is postponed until a further follow-up assessment is carried out and is found satisfactory.	<input type="checkbox"/>

78 Additional Information

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**~~TMP/WMT~~ & CTF Stage 1/2 < Report number >
Assessment Report**

89 Signatures of the Assessment Team

Date: yyyy-mm-dd		
Lead Assessor	Assessor	Assessor
Signature	Signature	Signature
Printed name	Printed name	Printed name

109 Acknowledgement by the assessed ~~MTL~~/CTF and Customer

<input type="checkbox"/> I acknowledge and agree with the content of the Assessment Report. <input type="checkbox"/> I acknowledge the content of the Assessment Report and we disagree for the following reasons:	<input type="checkbox"/> I acknowledge and agree with the content of the Assessment Report. <input type="checkbox"/> I acknowledge the content of the Assessment Report and we disagree for the following reasons:
MTL /CTF Representative	Manufacturer/Customer Representative
Signature	Signature
Printed name and title	Printed name and title



~~Part 2 – Quality Management System and Technical Requirements~~

~~2.1 Quality Management System~~

~~The following elements are in compliance with the referenced ISO/IEC 17025 Sub-clauses:~~

~~Applies to the relevant aspects of supplies, facilities and test equipment provided by MTL/CTF~~

~~Purchasing Services and Supplies, Sub-clause 4.6~~

<input type="checkbox"/> Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<p>Reviewed evidence (if applicable):</p> <p>Verify all applicable consumables such as cheesecloth, tissue paper, thermocouple wire and glue, solvents, etc.</p> <p>Verify records, such as purchase orders or receipts.</p>
--	---

~~Control of records, Sub-clause 4.13~~

<input type="checkbox"/> Yes <input type="checkbox"/> <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<p>Reviewed evidence (if applicable):</p> <p>Verify calibration records</p>
--	---

~~2.2 Specific QM requirements for WMT / CTF Stage 2~~

~~Structure of the Quality Management System~~

~~Brief description~~

~~The following elements are in compliance with the referenced ISO/IEC 17025~~

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Sub-clauses: (as applied only to the relevant aspects of facilities and test equipment provide by MTL/CTF)	
Document control, Sub-Clause 4.3	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reviewed evidence:
Review of requests, tenders and contracts, Sub-Clause 4.4	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reviewed evidence:
Subcontracting of tests, Sub-Clause 4.5	
MTLs and CTFs are not permitted to subcontract testing	
Purchasing services and supplies, Sub-Clause 4.6	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reviewed evidence:
2.3 Technical Requirements	
The following elements are in compliance with the referenced ISO/IEC 17025 Sub-clauses:	
Describe whether procedures for sample handling, performance of tests, calibration of equipment, measurement accuracy /uncertainty, training and other relevant items from ISO/IEC 17025, clause 5 are available and appropriate.	
Accommodation and environmental conditions, Sub-clause 5.3 (See also Annex 2 CTF Power Supply Capabilities Annex 2 MTL/CTF Power Supply Capabilities)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Reviewed evidence:
Equipment, Sub-clause 5.5 (Evaluated only if CTF owned equipment is being used)	

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<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Reviewed evidence, if applicable: Verify that the calibration certificates include measurement uncertainty values.
Measurement Traceability, Sub-clause 5.6 (Evaluated only if CTF owned equipment is being used)	
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Reviewed evidence, if applicable:
Handling of test items, Sub-Clause 5.8	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
2.4 Specific Technical Requirements for WMT / CTF Stage 2	
The following elements are in compliance with the referenced ISO/IEC 17025 Sub-clauses:	
Personnel, Sub-clause 5.2	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:

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~~2.5 IECCE Requirements (only for WMT and CTF Stage 2)~~

The following elements are included in the MTL/CTF's procedures as appropriate for an MTL/CTF and implemented in practice:	
IECEE Rules of Procedure & Guidance	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
IECEE Operational Documents	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
CTL Decisions	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
Use of appropriate IEC Standards	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:
Current Decisions	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed evidence:

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Annex 2 **MTL/CTF Power Supply Capabilities**

1. Electrical Power Distribution System for Testing

Is the electrical power distribution system appropriate for the scope of recognition according to ISO/IEC 17025:2005, Sub-clause 5.3? Yes No

2. Electrical Power Supply Stability

When not otherwise specified in the testing standard, laboratory power sources used for testing meet the following criteria, at the point where testing is performed under both loaded and no-load conditions, according to CTL-OP110:

- Voltage stability: +/- 3 percent maximum
- Frequency stability: +/- 2 percent maximum
- Total harmonic distortion: 5 percent maximum

The laboratory power supplies meet additional specific criteria required by the test standard? Yes No N/A

IEC Standard numbers/titles and clauses:

Comments about the laboratory's power distribution system including its capacity and stability for testing equipment within the scope of this assessment:



Non-Conformity Reports

Non-conformity Report No	/	Date	YYYY-MM-DD
Categories concerned			
Clause / Sub-clause of Non-Conformity			
Non-conformity description			
Lead Assessor		Management Representative	
Signature and printed name		Signature, printed name and title	
Root Cause of Non-conformity			
Proposed Corrective Action(s)			
Implementation date		Management representative	
YYYY-MM-DD		Signature, printed name, title and date	
Proposed Corrective Action(s) acceptance			
Acceptance, no further verification required			<input type="checkbox"/>
Acceptance, further verification of implementation is required, <u>without</u> on-site follow-up assessment			<input type="checkbox"/>
Acceptance, further verification of implementation is required, <u>with</u> on-site follow-up assessment			<input type="checkbox"/>
Lead Assessor (Signature, printed name and date)			
Implementation verified and final clearance provided by Lead Assessor			
Lead Assessor signature, printed name and date			

INTERNATIONAL
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