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IECEE OPERATIONAL DOCUMENT

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

Requirements for IECEE Factory Inspectors and IECEE Registered Factory Surveillance Trainers





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FOREWORD

Document Owner

CFS

History of changes

Revision Date	Brief summary of changes
2018-01-29	Changes related to IECEE Factory Inspectors and IECEE Registered Factory Surveillance Trainers including editorial modifications have been made to clauses 2.1, 2.2, 3.4, 3.5, 5.1, 5.2, 5.3 and 6.
2016-06-01	OD content completely reworked in order to clarify previous content.

Effective date	Next maintenance due date
2018-06-05	2021-06-05

1 Scope: Requirements for IECEE Factory Inspectors in the Factory Surveillance Services (FSS)

The following information describes the common minimum requirements for IECEE Factory Inspectors (Factory Inspectors) in the FSS. Following the modular structure of the FSS requirements, rules and documents, additional requirements might apply for some NCBs because of legal requirements in their country or special requirements in their own certification program.

The information provided below details requirements for surveillance personnel performing factory surveillance in general. As product testing and certification staff also may conduct surveillances in the product areas of their technical specialties these requirements also apply.

Both – the full time Factory Inspectors as well as the product testing- and certification staff performing surveillances – are referred to as “Factory Inspector” in the following paragraphs of this document.

2 Authorizations

For Definitions refer to “IECEE Definitions”

2.1 IECEE Factory Inspector

The Factory Inspector is authorized for carrying out initial assessments of factories (both pre-certification and post-certification) as well as routine surveillances in accordance with the appropriate documented requirements, rules, guidelines, and procedures.

2.2 IECEE Registered Factory Surveillance Trainer

The Factory Surveillance Trainer is authorized for training of Factory Inspectors. A Factory Surveillance Trainer must successfully meet the following:

- Participate in Regional Training, for Factory Surveillance Trainers, provided by IECEE
- Pass the exam provided by the IECEE Secretariat
- Be registered as Factory Surveillance Trainer at IECEE Secretariat

3 Responsibilities for Training, Qualification and Authorization of Factory Inspectors and registration of Factory Surveillance Trainers

The FSB is responsible for training and qualifications of Factory Inspectors and Factory Surveillance Trainers. The FSB regulates in its Quality Management System the responsibilities for providing training and authorization for the applicable surveillance Sectors. This includes but is not limited to

- Identification of training needs
- Identification of training contents, e.g. special knowledge, test or surveillance needs
- Training procedures
- Establishing, maintaining and documenting of training and authorization files
- Informing the IECEE-Secretariat about nomination and cancelation of Factory Surveillance Trainers for registration.

To increase the mutual acceptance of factory surveillance reports and to take care for a common and equal understanding and implementation the responsibility for the FSS training program (curriculum and exam) rests with the IECEE secretariat.

Under the responsibility of the IECEE secretariat:

- Organize and held central training courses and workshops for Factory Surveillance Trainers in the IECEE system.
- Registration and maintaining a list of Factory. Surveillance Trainers.
- Develop exam for Factory Surveillance Trainers.
- At least one Factory Surveillance Trainer per FSB must attend the subsequent training course.
- Participants who pass the written qualification exam will receive or withheld the registration as “Factory Surveillance Trainer”.
- Subsequent qualification and update training courses to be held every three years.

4 Minimum qualification requirements

These requirements apply to all Factory Inspectors. In special documented cases deviations from these regulations are possible, especially for existing Factory Inspectors who gained experience within their professional career.

4.1 Educational background

Either a University degree / College diploma in the relevant discipline (e.g. electrotechnical, mechanical, chemical) or certified / licensed master craftsman, technician or engineer in the relevant technical working field.

4.2 General inspection training

- a) One year of surveillance experience in FSS or similar to FSS with a minimum of 10 surveillances.
- b) In addition, the first 10 FSS surveillance reports shall be reviewed by an experienced inspector
- c) ISO/IEC 17065 - “Surveillance” and “Management system requirements”
- d) ISO/IEC 17025 - “Management System”
- e) Inspection Methods and Procedures
 - Handling Inspection Samples and Items
 - Records
 - Inspection Reports and Inspection Certificates

4.3 Specific FSS training as outlined in:

- Overview of the CB scheme and the FSS
- The document structure of FSS and the specific documents needed to perform FSS
- Product review according to PID documents
- Decisions or other additional requirements of the FSS (e.g. CTL, CFS decisions, AD006)
- Requirements for surveillance sample testing and test results
- Evaluation as needed during the performance of factory surveillances

4.4 Other skills

Communication in English.

5 Maintenance of qualification

5.1 To maintain their qualification the Factory Inspectors must:

- Perform a minimum of 5 factory inspections annually in the FSS or similar to FSS.

- Attend annual training performed by an IECEE Registered Factory Surveillance Trainer and supervision programs which cover but are not limited to the minimum qualification requirements as outlined in clause 4.

5.2 To maintain their qualification the Factory Surveillance Trainer must:

- Attend Regional Training for Factory Surveillance Trainers at least each 3rd year, if provided by IECEE in the region (See note 1).

Note 1: The period of three years might be extended due to lack of Regional training courses provided by IECEE

5.3 The FSB must perform on an annual basis a review of:

- a) Surveillance reports on a sampling basis
- b) Feedback from manufacturers and other certification bodies
- c) Results from internal and external audits
- d) Verify if the conditions of 4.1 and 4.2 are met

6 Registration of Factory Surveillance Trainers

The following information has to be passed through the NCB to the IECEE secretariat for registration of a Factory Surveillance Trainer:

- Name of the Factory Surveillance Trainer to be registered.
- Name of the FSB and related NCB.
- Date of application.
- AD 001 “Questionnaire for Assessors and Trainers”

The registration will be maintained by the IECEE secretariat.

7 Documentation

All qualification and training measures need to be documented and made available during IECEE Assessments of FSB.

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