IECEE OPERATIONAL DOCUMENT

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

Factory Surveillance Body (FSB) – Application Form
FOREWORD

Scope

To be determined

Document Owner

CFS

History of changes

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Brief summary of changes</th>
</tr>
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<tbody>
<tr>
<td>2016-06-01</td>
<td>N/A, as first edition</td>
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<tr>
<td>2017-xx-xx-03-06</td>
<td>Changed the requirement for a signed agreement between NCB and FSB if an integral part and the request for organization chart if not available. The following clauses have been modified: 0, 8.2, 8.3. Clause 4.1 has been deleted and a new 8.1 added.</td>
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<tr>
<th>Effective date</th>
<th>Target revision</th>
<th>Next maintenance due date</th>
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<tbody>
<tr>
<td>2016-06-01</td>
<td>2018-06-05</td>
<td>2019-06-012021-06-05</td>
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</table>
0. National Certification Body (NCB) Responsible for the operation of the Candidate Factory Surveillance Body (FSB):
   Is the FSB an integral part of the same organization as the NCB, and at the same location?
   - Yes
   - No

1. Identification
   1.1 Name of candidate FSB:
   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 categories for which recognition is sought.
      (The applied scope must be in the scope of the responsible NCB)

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

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

**Please specify!**

### 3.6 Against which standard(s) the candidate FSB has been assessed and accredited?

- ISO/IEC 17020
- ISO/IEC 17065
- Others

**Please attach copy of the accreditation Certificate**

### 4. Internal structure and organization

#### 4.1 Please attach copy of the organization chart of the candidate FSB

#### 4.2 Total number of persons in the organization:

#### 4.3 Number of persons directly involved in the activities of the FSB:

#### 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. **Surveillance Experience**

5.1 Number of Factory Surveillances performed during the last three years separated by the scheme applied.

(See Annex 1 of OD-4006, Declaration of Surveillance Experience)

5.2 Existing participation in Factory Surveillance activities for:

- Regional certification schemes
- International certification schemes
- Other

5.3 Please specify:

6. **Legislation**

6.1 Are there any mandatory and/or regulatory requirements for third party Factory Surveillance required by law or decree applicable in the country of the FSB?

- Yes
- No

6.2 If “yes”, please give a description of the system and the role of the candidate FSB. 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.

8. **Other matters**

8.1 Is the FSB an integral part of the same organization as the NCB, and at the same location?

- Yes
- No

Please attach copy of the organization chart of the candidate FSB, if available.

8.2 If No, has the candidate FSB signed a contract with the NCB indicated on page above?

- Yes
- No

Please give evidence:
8.32 Has the Candidate FSB applied acceptance as FSB with another NCB?

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<td><strong>No</strong></td>
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If Yes, please specify:

9 A **Assessment for new candidate FSB**

Earliest date for assessment:

We hereby declare that we agree to fulfil the IECEE assessment procedure, and to be under relevant direction of the NCB 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 FSB 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: