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>
</thead>
<tbody>
<tr>
<td>2016-06-01</td>
<td>N/A, as first edition</td>
</tr>
<tr>
<td>2018-03-06</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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<table>
<thead>
<tr>
<th>Effective date</th>
<th>Next maintenance due date</th>
</tr>
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<tbody>
<tr>
<td>2018-06-05</td>
<td>2021-06-05</td>
</tr>
</tbody>
</table>
0. National Certification Body (NCB)  
Responsible for the operation of the  
Candidate Factory Surveillance  
Body (FSB):

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 Total number of persons in the organization:

4.2 Number of persons directly involved in the activities of the FSB:

4.3 Education level(s) for persons included in 4.3

4.4 Name and title of the senior executives:

4.5 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.
5.2 Existing participation in Factory Surveillance activities for:

- Regional certification schemes
- International certification schemes
- Other

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 above? 

- Yes
- No

Please give evidence:

8.3 Has the Candidate FSB applied acceptance as FSB with another NCB? 

- Yes
- No

If Yes, please specify:
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
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</table>
| 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: |