



**IECEE OD-4011**

Edition 1.1 2018-06-05

# **IECEE OPERATIONAL DOCUMENT**

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

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**Factory Surveillance Body (FSB) – Application Form**





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## FOREWORD

### Scope

To be determined

### Document Owner

CFS

### History of changes

Revision Date	Brief summary of changes
2016-06-01	N/A, as first edition
2018-03-06	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.

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

<b>0. National Certification Body (NCB) Responsible for the operation of the Candidate Factory Surveillance Body (FSB):</b>
<b>1. Identification</b> 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:
<b>2. Scope</b> 2.1 IEC categories for which recognition is sought. (The applied scope must be in the scope of the responsible NCB)
<b>3. National status</b> 3.1 Type of organization <input type="checkbox"/> Association <input type="checkbox"/> Private <input type="checkbox"/> Owned by the State <input type="checkbox"/> Private, but supported by the Government <input type="checkbox"/> 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	<input type="checkbox"/>
		ISO/IEC 17065	<input type="checkbox"/>
		Others	<input type="checkbox"/>
	Please attach copy of the accreditation Certificate		
<b>4. Internal structure and organization</b>			
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:		
<b>5. Surveillance Experience</b>			
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	<input type="checkbox"/>
	International certification schemes	<input type="checkbox"/>
	Other	<input type="checkbox"/>

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 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:

**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:

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