

FORCE Certification A/S

ABC-CB Scheme

General terms for certification of products according to

IECEE CB Scheme.

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1. INTRODUCTION AND BASIS FOR PRODUCT CERTIFICATES

This ABC deals with the special requirements applicable to obtain and maintain a product certification according to the IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE System).

In addition FORCE Certification A/S (FC) General Conditions apply. The General Conditions is shown on the back of our contract or order confirmation and on our homepage www.forcecertification.com. In case FC as a National Certification Body uses CB Testing Laboratories (CBTL) as subcontractors for testing the general conditions of the subcontractor is also valid. Non of the informative guidelines or other conditions can replace the requirements described in this ABC.

Furthermore, Rules, Operational Documents & Guides issued by IECEE are all applicable for this type of product certification – please see www.iecee.org.

FC issues CB Test Certificates (CBTC) to manufacturers of products according to:

Table 1:

	IECEE Product Category	Title
IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE System)	EMC	Electromagnetic Compatibility
	ITAV	Information Technology Audio Video
	MEAS	Measurement, Control and Laboratory equipment
	MED	Electrical equipment for medical use
	OFF	IT and office equipment

2. GENERAL

The terms in this ABC must be met in order to achieve a certification of products. As a member of IECEE FC has entered the "Code of Ethics", which has been defined between the members.

Manufacturers who apply for product certification according to a product category listed in chapter 1 accepts to enter into a certification agreement with FC. Unless explicitly stated by the manufacturer, the certification agreement will assume that the applicant, manufacturer and factory are all identified by the name and address of the FC client. This certification agreement states conditions and obligation for continuous certification of the product(s) in question.

3. APPLICATION FOR PRODUCT CERTIFICATION

The following activities have to be carried out when a manufacturer applies for a product certification of a product:

1. The manufacturer forwards an application form together with information (product specification) covering the product and testing reports from the accepted CBTL. However by indicating on the application form to the CBTL that the manufacturer also applies for product certification the application is automatically forwarded to FC.
2. FC examines the documentation and apply for further information, if needed.
3. After acceptance of all documentation FC issues a CB Test Certificate and upload the certificate to the IECEE-database

4. PRODUCT CERTIFICATION ACCORDING TO IECEE

Conformity assessment on products according to the IECEE CB-scheme require testing shall be carried out by an accepted CBTL according to the specified standard or regulation.

Type testing is performed by an accepted CBTL within the scheme of the NCB. After successful completion of the type testing the test reports are forwarded to FC for certification.

After successful completion of the product certification a CB Test Certificate is drawn up with reference to FC as NCB. Reference to FC may be printed on each product together with the certificate number.

5. CHANGE IN STANDARDS, RULES OPERATIONAL DOCUMENTS OR GUIDELINES

If the requirements to achieve and maintain a product certification according to the rules, operational documents, international and national standards and guidelines are changed within the period of validity of the certificate, the manufacturer shall implement these requirements before date of commencement.

6. MODIFICATION OF THE PRODUCT

It is the obligation of the manufacturer to immediately notify FC in the case of foreseen major modification of the product. Major changes may affect the product certificate and consequently FC will together with the manufacturer decide the character of the changes.

The definition of major changes in the product specification is defined as "changes which may affect the performance of the product, and new verification tests are to be performed". If major changes are made the following activities shall be performed:

- the manufacturer forwards the revised product specification to FC
- agreement on a supplementary test program will be prepared and the program must be executed as described in 4.

Minor changes in the product specification are "changes which do not affect the performance of the product and which do not require further tests to be performed". In this case the manufacturer may on his own decision implement the changes without notifying FC.

7. RECORDING OF COMPLAINTS

The manufacturer is obliged to set up a registration of complaints relevant to certified products in accordance with this ABC. This register shall

- register all complaints, which the manufacturer learns about concerning the products compliance with the requirements in the regulation or relevant standards
- be made available to FC

The manufacturer shall take appropriate action with respect to such complaints.

The manufacturer shall document the actions taken.

8. RULES FOR COMMUNICATION OF THE CERTIFICATION

At every reference of the customer's certification, the customer must make sure that

- the requirements of FC and IECEE are met when the customer refers to his certification status in the media such as the Internet, brochures or advertisements or in other documents;
- there is made no misleading declaration about the certification;
- the impression will not be given that the certification is valid for activities beyond the scope of the certification;

- the certification will not be used in such a way that it could bring discredit on FC and/or the certification system of IECEE and reduce the trust of the public;
- certificates are published in full only, and regarding extracts only with FC's permission in writing;
- all documentation or communication, which refers to the certification is to be stopped immediately if the certification is suspended, withdrawn or the scope is reduced.

9. RULES FOR USE OF CERTIFICATION MARK

Any application of FC's certification mark must be approved in writing (confirmation) by FC.

For application of mark the following minimum rules apply:

- the mark must be reproduced in its entirety in a reasonable size and uniform colour and must be accompanied by the number and revision and year of the standard that the certificate covers
- the mark may only be used in a manner which promotes the company's certified product
- the mark must not discredit the certification attained
- all use of the mark must stop immediately at the expiry of the period of validity of the certificate
- all use of the mark and all documentation or publicity referring to the certificate is ceased immediately if the certification is suspended or withdrawn.

After issuing a certificate in conformity, the client may use the FC Certification mark on the types of products included in the certificate.

10. CERTIFICATE WITHDRAWAL

Should the manufacturer decide, that he no longer can or will maintain the certificate, FC will withdraw the certificate after giving similar written notification according to the certification agreement.

FC has the right at any time during its term of validity to withdraw a certificate, a certification agreement or certification mark, under the following circumstances:

- if the manufacturer has given misinformation
- if the test results do not fulfil the specified requirements after retesting
- if the manufacturer misuses the certificate or the mark
- if the manufacturer does not comply with the financial terms and conditions of the certification agreement
- if the manufacturer in any way brings discredit on FC and IECEE or violates the certification agreement.

A manufacturer must be notified in writing of withdrawals and the letter must include information about complaint procedures.

FC will make public any such certificate suspension, withdrawal or cancellation in the manner that FC finds most relevant in the case in question.

11. CONFIDENTIALITY

FC treats all information gained by its representatives, including any CBTL during the certification process or in any other manner as strictly confidential and will not pass on such information to unauthorised persons without the written consent of the company in question.

FC has taken measures to ensure that confidential information is not accessible to unauthorised persons.

FC is under an obligation, upon request, to supply IECEE with all necessary information for its surveillance with the acceptance as NCB.

FC is under obligation to receive surveillance visits by IECEE, and the company must accept that such a surveillance visit can include examination of all documentation related to the product certification.

Provisions related to GDPR

FORCE Certification A/S does not require general access to company registrations including registered personal data, and access to sensitive personal data must be cut off. FORCE Certification A/S will not select or extract personal data from the company's registrations.

FORCE Certification A/S must have the opportunity to judge a representative number of employees in order to assess the competence of the staff within the applied certification scheme. This review will mainly take place when visiting the company's premises. If, in case of applications or documentation of corrective actions, the company sends evidence of employee competence to FORCE Certification A/S, this documentation shall not contain any personally sensitive

information including CPR numbers, special categories of personal data, union membership or health information. FORCE Certification A/S deletes documents containing personal data after the assessment.

12. APPEALS AND COMPLAINTS

An appeal against a decision made by FC shall be addressed in writing within 4 weeks after the receipt of the decision to FC.

A complaint against FC's activities in connection with the certification, shall be addressed in writing within 4 weeks after the date of certification to FC.

A complaint against FC as an NCB can always be submitted directly to IECEE.

Information on contact appears from www.forcecertification.com.

13. PUBLICATION

FC undertakes to publish an up-to-date list with the following information about the registered certificate holders:

- full identification (name, address(es))
- basis for the certification
- special limitations with respect to products, technologies, etc.
- status of validity of the certificate
- status concerning suspension and withdrawal.

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Changes from 1st ed.:

- Provisions implemented in par. 11 regarding GDPR

Changes from 2nd ed.:

- Extension of scope in table 1
- Changes in acceptance of agreement in par. 2