



MANUFACTURER'S TESTING LABORATORY ASSESSMENT REPORT

IECEE-ACAG/ /*

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*(*Note to NCBs: IECEE-MTL Assessment Reports are only accessible to an officially registered NCB contact person via an individual username and password login to the protected area of the IECEE Website.)*

*(*Note: Document identification should be: "IAR" for Initial Assessment Report, EAR for Extension of Scope Assessment, "FAR" for Follow-up Assessment Report or "RAR" for Re-assessment Report and RLAR for Re-Location Assessment Report in IECEE-ACAG/XXX/*)*

(Note to Lead Assessors: The text in orange and italics in brackets shall be deleted in the final version of the assessment report.)

Date(s) of Assessment:

(Use format: yyyy-mm-dd)

Manufacturer's Testing Laboratory (MTL):

*(Complete Legal Entity Name of the
Manufacturer's Testing Laboratory
and Country of Domicile)*

**OD-CB2025-Ed.1.0
2007-09-04**

1/16

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TYPE OF MTL ASSESSMENT	
<input type="checkbox"/>	Initial Assessment
<input type="checkbox"/>	Extension of Scope
<input type="checkbox"/>	Re-Assessment
<input type="checkbox"/>	Follow up Assessment
<input type="checkbox"/>	Re-location Assessment

1.2 PRODUCT CATEGORIES COVERED BY THE MTL Assessment									
BATT	CABL	CAP	CONT	HOUS	INST	LITE	MEAS	MED	MISC
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OFF	POW	PROT	SAFE	TOOL	TRON	EMC	PV		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Refer to Annex 1A/B for a complete list of the scope of the assessment containing details of the relevant IEC Standards and relevant experience including editions and amendments

1.3 PREVIOUS ASSESSMENT REPORT(S) Doc. No. and Date:

1.4 MTL PROGRAM(S)

TMP WMT SMT RMT

1.5 COMPLETE LEGAL ENTITY NAME and COMPLETE ADDRESS of the MANUFACTURER'S TESTING LABORATORY

Legal Entity Name:

Complete Address:

Contact Person:

Tel:

Mobile:

Fax:

E-mail:

Website:



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1.6 MEMBERS OF THE ASSESSMENT TEAM		
Name	Organisation	Country
Lead Assessor:		
Assessor:		
Assessor:		

1.7 ASSESSMENT BASE	
IECEE 01 Basic Rules	<input type="checkbox"/>
IECEE 02 Rules of Procedure – CB Scheme	<input type="checkbox"/>
ISO/IEC 17025	<input type="checkbox"/>
OD-CB2006 - Guidelines for Assessors	<input type="checkbox"/>
OD-CB2027 – General Principles	<input type="checkbox"/>
OD-CB2028 - TMP Procedure	<input type="checkbox"/>
OD-CB2029 - WMT Procedure	<input type="checkbox"/>
OD-CB2030 - SMT Procedure	<input type="checkbox"/>
OD-CB2031 - RMT Procedure	<input type="checkbox"/>
OD-CB2032 - Assessment of Manufactures' Test Laboratories	<input type="checkbox"/>
The above assessment-base documents are to be the latest published editions.	



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2.0 ORGANISATION	
2.1 NATIONAL CERTIFICATION BODY and MANUFACTURER UNDERTAKING THE RESPONSIBILITY for the MANUFACTURER'S TESTING LABORATORY	
Responsible NCB:	Responsible Manufacturer:
Address:	Address:

2.2 Responsible persons present during the Assessment of the MANUFACTURER'S TESTING LABORATORY	
Responsible NCB <input type="checkbox"/>	Name of Manufacturer Representative:
Name :	Name of MTL Representative:
And/or	
CBTL Requested by the Responsible NCB <input type="checkbox"/>	
Name:	
Address:	

- Delete this row.

2.3 BRIEF HISTORY OF THE MTL
<i>(Include information about the legal entity of the MTL and ownership. Reference ISO/IEC 17025. Complete this section for Initial Assessment and for other Assessments complete only with updates from the last assessment)</i>



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2.4 ORGANISATION OF THE MTL

Is the testing laboratory owned by the “Manufacturer”? YES

(A MTL is a testing laboratory that is owned by a “Manufacturer” (as defined in IECEE 02, Sub-clause 3.7) who has Full responsibility for continued compliance of the MTL with the relevant requirements of ISO/IEC 17025 and IECEE ODs)

(Include information relevant to the organisation of the MTL pertaining to the MTL Program(s) operated as ticked in Sub-clause 1.4 including the interaction with the Responsible NCB or the CBTL upon request of the Responsible NCB)

Refer to Annex 2 for Organisation Chart

3. PERSONNEL STRUCTURE

3.1 EMPLOYEES

Number of overall people employed at the MTL:

Number of people working in the overall MTL testing area:

Number of people involved with the product testing activity of the MTL within the scope of this assessment:

3.2 RESPONSIBLE MTL MANAGERS FOR TESTING.

Name	Position (Title)	Years of Relevant Experience	Experience Checked & Appropriate		To whom do they report?
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

3.3 PRINCIPAL MTL STAFF INVOLVED IN TESTING.

Name	Position (Title)	Years of Relevant Experience	Experience Checked & Appropriate		To whom do they report?
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	



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3.4 MTLSTAFF INVOLVED IN THE QUALITY MANAGEMENT SYSTEM.					
Name	Position (Title)	Years of Relevant Experience	Experience Checked & Appropriate		To whom do they report?
			Yes	No	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

3.5 ASSESSMENT OF THE MTL STAFF'S COMPETENCE

(Briefly describe how the competence was assessed e.g. interview, CV check, demonstration of technical decisions, knowledge of the standard, reviewing of the Test Reports, etc.)

4.0 MTL TESTING PREMISES

Total Premises Area: m²

Total MTL testing laboratory area: m²

Total MTL testing area in the scope of the assessment: m²

Total MTL office area in the scope of the assessment: m²

Is the power distribution system sufficient/appropriate in the scope of recognition?
 Yes No

Annex 6 ("MTL Power Supply Capabilities") to be completed and attached.



4.1 QUALITY MANAGEMENT SYSTEM

Is the MTL Accredited by a reputable Accreditation Body?

Yes No

The accreditation covers the product categories/standards covered by this assessment.

Yes No N/A

The Accreditation Certificate is appended as Annex 3. Yes No
N/A

(If the MTL is accredited, check the most recent accreditation assessment report and the scope covered by the accreditation. If the MTL is not accredited or if the MTL does not make the accreditation report available, the quality management system of the MTL shall be examined in detail.)

(Briefly describe the structure of the quality system, its documentation and degree of implementation, and how it is checked for compliance with ISO/IEC 17025. State whether reports from external/internal audits, management reviews and corrective action processes have been reviewed and other relevant items from ISO/IEC 17025.)

The following are in compliance with the referenced ISO/IEC 17025 Sub-clauses:

DOCUMENT CONTROL, Sub-clause 4.3

• Yes No Comment:

REVIEW OF REQUESTS, TENDERS AND CONTRACTS, Sub-clause 4.4

• Yes No Comment:

SUB-CONTRACTING OF TESTS AND CALIBRATIONS, Sub-clause 4.5

• Yes No Comment:

PURCHASING SERVICES AND SUPPLIES, Sub-clause 4.6

• Yes No Comment:

SERVICE TO THE CUSTOMER, Sub-clause 4.7

• Yes No Comment:

COMPLAINTS, Sub-clause 4.8

• Yes No Comment:

CONTROL OF NONCONFORMING TESTING and/or CALIBRATION WORK, Sub-clause 4.9

• Yes No Comment:

CORRECTIVE ACTION, Sub-clause 4.11



- Yes No Comment:

PREVENTIVE ACTION, Sub-clause 4.12

- Yes No Comment:

CONTROL OF RECORDS, Sub-clause 4.13

- Yes No Comment:

INTERNAL AUDITS, Sub-clause 4.14

- Yes No Comment:

MANAGEMENT REVIEWS, Sub-clause 4.15

- Yes No Comment:

(In any case the Rules of Procedure of the relevant IECEE Schemes should be assessed in order to verify that they are duly included in the quality management system and implemented in practise and effectively. This assessment may include, but is not limited to, e.g. Operational Documents, CTL Decisions, process of Document Control and provision to use the appropriate IEC Standards, etc.)

The following are included in the MTL's QMS as appropriate for an MTL and implemented in practice:

IECEE RULES OF PROCEDURE & GUIDANCE

- Yes No Comment:

OPERATIONAL DOCUMENTS

- Yes No Comment:

CTL DECISIONS

- Yes No Comment:

USE OF APPROPRIATE IEC STANDARDS

- Yes No Comment:

CURRENT DECISIONS

- Yes No Comment:



4.2 CRITICAL TECHNICAL PROCEDURES

(Briefly describe if the presence and appropriateness of procedures for sample handling, component acceptance, performance of critical tests, calibration of equipment, measurement accuracy/uncertainty, training and other relevant items from ISO/IEC 17025 Clause 5.0 have been checked)

The following are in compliance with the referenced ISO/IEC 17025 Sub-clauses:

ACCOMODATION AND ENVIRONMENTAL CONDITIONS, Sub-clause 5.3 (See Annex 6, "MTL Power Supply Capabilities")

- Yes No Comment:

TEST AND CALIBRATION METHODS AND METHOD VALIDATION, Sub-clause 5.4

- Yes No Comment:

EQUIPMENT, Sub-clause 5.5 (Verify that the calibration certificates include measurement uncertainty values.)

- Yes No Comment:

MEASUREMENT TRACEABILITY, Sub-clause 5.6 (See Annex 5, "Application of Uncertainty of Measurement Concepts by the MTL")

- Yes No Comment:

SAMPLING, Sub-clause 5.7 (In the case of multiple factory locations for the same product)

- Yes No Comment:

HANDLING OF TEST AND CALIBRATION ITEMS, Sub-clause 5.8

- Yes No Comment:

ASSURING THE QUALITY OF TEST AND CALIBRATION RESULTS, Sub-clause 5.9

- Yes No Comment:

REPORTING THE RESULTS, Sub-clause 5.10 (Please refer to OD-CB2020)

- Yes No Comment:



5.0 PROFICIENCY TESTING PROGRAMMES

(Indicate the laboratory's participation in any comparative testing programs and for new Laboratories, Laboratories seeking scope extension, readiness for taking part in the IECEE CTL PTP.)

(Indicate willingness to participation in CTL meetings for IECEE Schemes. Also mention any relevant information about the staff participation in standards activities.)

6.0 COMPETENCE OF LABORATORY STAFF

Provide information on technical competence pertaining to e.g: standards, testing, calculation of measurement uncertainty, reporting results in test reports.

For the initial assessment it is expected that the laboratory staff will be assessed in detail.

On going assessment or surveillance can be supported by evidence from supervision of testing campaigns.

7.0 NUMBER OF NON-CONFORMITY REPORTS ISSUED

Number of NCRs appended:



8.0 RECOMMENDATION(S) OF THE ASSESSMENT TEAM

(Please cross (X) as appropriate under Annex 1 the accepted/not accepted standards detailing together with the relevant IEC Standards the editions and amendments)

This assessment has been a sampling exercise and thus every aspect of the MTL's activities has not been covered. It does not follow, therefore, that non-conformances do not exist in areas where none have been reported in this assessment report

Standard Recommendations:(Please check the appropriate recommendation)

- 1. The Assessment Team recommends acceptance of the assessed MTL for the scope(s) as reported in Annex 1A/B of this Assessment Report as appropriate
- 2. The Assessment Team recommends acceptance of the assessed MTL for the scope(s) as reported in Annex 1A/B of this Assessment Report subject to clearance of the outstanding Non-conformity Reports as appropriate
- 3. The Assessment Team recommends that the acceptance of the assessed MTL is postponed until a further follow-up assessment is carried out and is found satisfactory.

(Note: The outcome of a number 3 recommendation would be expected to result in a number 1 or 2 recommendation)

- 4. Other, please specify using similar terminology.



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8.1 ADDITIONAL INFORMATION

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9.0 SIGNATURES OF THE ASSESSMENT TEAM

9.1 DATE: (Use format of yyyy-mm-dd)

Lead Assessor Signature	Assessor Signature	Assessor Signature
Printed Name	Printed Name	Printed Name



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10.0 ACKNOWLEDGEMENT BY THE ASSESSED MTL AND MANUFACTURER

I acknowledge and agree with the content of the Assessment Report.

I acknowledge the content of the Assessment Report and we disagree for the following reasons:

I acknowledge and agree with the content of the Assessment Report.

I acknowledge the content of the Assessment Report and we disagree for the following reasons:

MTL REPRESENTATIVE

Manufacturer Representative

Signature

Signature

Printed Name and Title

Printed Name and Title



List of Annexes

ANNEX 1A

Separate document to be merged by the Responsible NCB
prior to publication

(provide specific exclusion for or applicable clauses whichever is more practical)

ANNEX 1B

Separate document to be merged by the responsible NCB
prior to publication

ANNEX 2

ORGANISATION CHART(S)

ANNEX 3

**ACCREDITATION CERTIFICATE(S) RELEVANT TO THE CB
SCHEME/CB-FCS**

ANNEX 5

MEASUREMENT UNCERTAINTY

ANNEX 6

POWER SUPPLY DISTRIBUTION



ANNEX 5 APPLICATION OF UNCERTAINTY OF MEASUREMENT CONCEPTS BY THE MTL

1.1 Laboratory Procedure for Application of Uncertainty of Measurement

Does the MTL have a documented operating procedure on application of uncertainty of measurement?

YES NO Document Title: _____ Document Number: _____

(Note: As a minimum, the MTL's operating procedures require calculation and reporting of uncertainty of measurement, when required by the testing standard or the customer, e.g. Responsible NCB or CBTL upon request of the Responsible NCB.)

1.2 Uncertainty of Measurement References in the MTL

Does the MTL have access to the ISO/IEC GUM, Guide to Expression of Uncertainty in Measurement? YES NO

Does the MTL have access to the IEC Guide 115, "Application of Uncertainty of Measurement to Conformity Assessment Activities in the Electrotechnical Sector?"

YES NO

1.3 Competency of MTL Staff in Uncertainty of Measurement Concepts

Do all the laboratory staff have knowledge of the basic concepts of uncertainty of measurement? YES NO

Can the laboratory staff select instrumentation and make pass/fail decisions taking measurement uncertainty into account?

YES NO

Are selected laboratory staff sufficiently expert in uncertainty of measurement to calculate measurement uncertainties associated with test equipment and testing performed?

YES Names of person(s): _____

NO

Were the training records of the select laboratory staff checked? YES NO

Were examples of uncertainty of measurement calculations for actual tests performed in the laboratory by the select laboratory staff reviewed and found to be acceptable?

YES NO

Subject Example 1:

Subject Example 2:

Subject Example 3:

1.4 Laboratory Compliance with the Measurement Uncertainty Requirements

Does the MTL comply with all the above Measurement Uncertainty Requirements?

YES NO *(IF NO, NCR to be issued.)*



ANNEX 6

(The requirements apply to stability of laboratory power sources only. The requirements do not address short circuit current testing, abnormal testing, switching testing and the like that relate to source capacity.

The approved power source stability requirements apply to testing of products that are connected to ordinary branch circuits found in residences and businesses - for example 120 V, 15 and 20 A; 240 V, 15 A circuits in North America and 230 V, 10 and 15 A branch circuits in Europe.)

MTL POWER SUPPLY CAPABILITIES

1.1 Electrical Power Distribution System for Testing

Is the electrical power distribution system appropriate for the scope of recognition according to ISO/IEC 17025:2005, Sub-clause 5.3?

YES NO

1.2 Electrical Power Supply Stability

When not otherwise specified in the testing standard, laboratory power sources used for testing meet the following criteria at the point where testing is performed under both loaded and no-load conditions according to CTL-OP110:

Voltage stability: +/- 3 percent maximum

Frequency stability: +/- 2 percent maximum

Total harmonic distortion: maximum 5 percent

The laboratory power supplies meet additional specific criteria required by the test standard?

YES NO Not Applicable

IEC Standard Numbers/Titles and Clauses:

Comments about the laboratory's power distribution system including its capacity and stability for testing equipment within the scope of this assessment:

1.3 Electrical Power Supply Monitoring

The laboratory has an operating procedure to monitor, control and record characteristics of the laboratory power supplies used for testing to ensure continued conformance with the requirements.

Title:

Document Number:

The laboratory's operating procedure requires the laboratory power supply characteristics to be checked upon initial installation, modification and repair, and periodically thereafter.

The laboratory's operating procedures require monitoring of critical characteristics specified by the test standard (e.g. voltage) throughout the performance of the test.