

**IECEE**

**CB-SCHEME**

**OD-CB2028-Ed.1.2**

**OPERATIONAL & RULING DOCUMENTS**

**OPERATION OF TESTING AT  
MANUFACTURERS' PREMISES (TMP)**

**OD-CB2028-Ed.1.2**

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IECEE Secretariat, 3, rue de Varembé, Geneva, Switzerland, Telefax : +41 22 919 0300, e-mail : [pro@iec.ch](mailto:pro@iec.ch)



# IEC System for Conformity Testing and Certification of Electrotechnical Equipment and Components CB Scheme

## 1. Introduction

- 1.1 General principles covering the use of manufacturers' test laboratories for the purpose of third party assessment and certification are in OD CB 2027.
- 1.2 TMP is a procedure by which, at the request of an NCB, personnel from a CBTL perform testing at a manufacturer's testing laboratory with its own or the manufacturer's test equipment.
- 1.3
- 1.4 A TMPL is a manufacturer's laboratory being used to test specified products for which the manufacturer has production responsibility. Qualified personnel from an accepted CBTL, at the request of its NCB, performs tests at the manufacturer's laboratory.
- 1.5 The NCB and its CBTL wishing to use this procedure must have the relevant product category(ies) and standard(s) in their accepted IECEE scope. The CBTL staff who witness tests must have the necessary competence and expertise to carry out tests to the relevant standard(s).
- 1.5 TMP may be conducted by a registered LTR, according to OD-CB2034.
- 1.6 Under this procedure the testing remains under the control of the CBTL which is responsible for and signs the test report. The decision to conduct TMP must be approved beforehand by the relevant NCB.

## 2. Responsibilities

### 2.1 Responsibilities of the NCB

- 2.1.1 The NCB to whom the manufacturer has made application is responsible for:
  - a) ensuring that all personnel performing TMP are trained on an ongoing basis in:
    - procedures which apply to TMP in the IECEE Schemes;
    - relevant laboratory practices, test plans and testing procedures
  - b) the assessment and acceptance of the Quality Procedures of the CBTL applicable to the operation of the TMP programme;
  - c) review of documentation held by the CBTL performing TMP covering the assessment of the TMPL facilities and the TMP contractual arrangements;
  - e) ensuring that there is an appropriate three-way agreement between the NCB, CBTL and the TMPL.
  - f) registration of the laboratory as a TMPL with the IECEE Secretariat, and the maintenance of the correct and current details in the register;
  - g) issuing CB Test Certificates and CB Test Reports based on TMP.

2.1.2 The CBTL shall agree with the responsible NCB the use of TMP Procedures and the NCB's acceptance of the test programme. The NCB shall ensure that TMP is used in accordance with this Procedure.

## **2.2 Responsibilities of the CBTL**

- a) having ISO/IEC 17025 QMS Procedures which adequately cover all aspects of working off-site;
- b) auditing its own quality system to ensure the correct application of off-site work procedures for TMP;
- c) assessing the facilities and equipment of the manufacturer's TMP laboratory;
- d) defining the role of manufacturer's personnel in support of the CBTL TMP activities;
- e) assessment, if necessary, of the competence of manufacturers personnel to support the TMP activities;
- f) being a party to an appropriate agreement as in 2.1.1 e) above.
- g) carrying out all testing at the TMP laboratory and for the content of the subsequent test report;
- g) signing the test report under "Tested by" and under "Authorized by", according to OD-CB2027.

## **2.3 Responsibilities of the TMPL**

The manufacturer's laboratory used for TMP is responsible for:-

- a) demonstrating that the facilities are in compliance with all relevant requirements of ISO/IEC 17025 and the IECEE requirements;
- b) appointing an appropriate persons to be responsible for the TMP facilities and the support of the TMP operations;
- c) ensuring that the manufacturer's (TMPL) staff follow the instructions of the personnel (CBTL or LTR) conducting TMP testing;

## **3. References**

3.1 The following documents apply to the general arrangements for the operation of TMP:

- OD-CB 2027                      Use of Manufacturers' Testing Laboratories: General Principles
- OD-CB 2034                      Use of Local Technical Representative (LTR) for IECEE TMP, WMT, SMT and RMT Programmes

#### **4. Procedures for TMP**

4.1 The CBTL performing TMP shall have ISO/IEC 17025 QMS Procedures covering all aspects of working off-site, including:

- a) initial assessment and periodic auditing of suitability of the manufacturer's staff, test facilities and test equipment in accordance with the relevant requirements of ISO/IEC 17025, in particular:
  - i) competence of the TMPL staff who support the TMP activities, as applicable (ISO/IEC 17025 Cl. 5.2),
  - ii) control of environmental conditions at the laboratory (Cl. 5.3),
  - iii) stability and capacity of power supplies (Cl. 5.3),
  - iv) availability of acceptable test equipment (cl. 5.5),
  - v) test equipment calibration (Cl 5.6.2.2).
- b) arrangements for periodic auditing of its own off-site operations

4.2 The TMP agreement shall, as a minimum, cover:

- a) the facilities and services being supplied by the manufacturer's laboratory;
- b) use of data generated, including laboratory records;
- c) the role of the TMPL support staff, and the right to audit and/or re-assess the facilities

#### **5. Conduct of Testing**

5.1 Under TMP, testing is carried out by the CBTL personnel, supported by TMPL staff, with own or manufacturer's test equipment.

5.2 Manufacturer's personnel may assist in the preparation for and in the conduct of tests, but full responsibility for the testing rests with the CBTL or LTR.

#### **6 Notification to the IECEE Secretariat**

6.1 A NCB wishing to register a TMPL for recognition within the IECEE Schemes shall inform the IECEE Secretariat by submitting a completed Annex A of this OD and confirming that records of assessments are available for scrutiny. The NCB shall also inform the IECEE Secretariat when the agreement with the TMPL changes or if it is cancelled.

6.2 The IECEE Secretariat shall keep the record (OD-CB2019) updated giving details of TMPL facilities registered within the IECEE Schemes and operating in accordance with this OD.

#### **7. Conditions concerning Choice of NCB**

An TMPL shall be permitted to participate in the IECEE Schemes for more than one NCB in the same product category

An TMPL shall not be permitted to participate in the IECEE Schemes for more than one NCB for the same product model

NOTE: an TMPL shall not be permitted to address a test report for the same model to more than one NCB.

NCB responsibilities including supervision and traceability requirements shall be applied independently by each NCB

## **8. Assessment, Auditing and Verification of Competence**

- 8.1 Responsibility for the initial assessment of the manufacturer's test facility rests with the CBTL, or LTR, in accordance with OD-CB2034, depending on who is involved.
- 8.2.1 Additionally, at each subsequent visit to the TMPL, the initial assessment results shall be re-validated, as necessary to ensure the ongoing suitability of the facility. The frequency of visits, changes at the TMPL organization and facilities, and TMPL scope shall be considered in determining the required level of re-assessment.
- 8.3 Any assessment or re-assessment activity is to be fully documented by the NCB utilising the IECEE appropriate Assessment Report Form. Records shall be maintained for a minimum of ten years. The documentation shall be made available for audit by the NCB, and for scrutiny at any subsequent IECEE Scheme re-assessment.
- 8.4 During the IECEE re-assessments, the responsibilities of the NCB or CBTL in respect to any TMP arrangements shall be reviewed.

## **9. Test Reports and Test Certificates**

- 9.1 Test reports prepared using TMP shall use the relevant CB Test Report Forms and shall be signed by:
  - a) TMP qualified tester who carried out the testing - under "Tested by";
  - b) qualified CBTL reviewer, other than the staff who carried out the tests, following a review, - under "Authorized by".
- 9.2.1 Test Reports prepared using TMP shall record the name and address of the manufacturer's laboratory used, and indicate what tests have been carried out under TMP in the section "General Remarks".
- 9.3 When IECEE Test Certificates are based on TMP, a reference to the use of TMP shall be included under "Additional Information".

