

**IECEE**

**CB-SCHEME**

**OD-CB2029-Ed.1.2**

**OPERATIONAL & RULING DOCUMENTS**

**OPERATION OF WITNESSED  
MANUFACTURERS' TESTING (WMT)  
LABORATORIES**

**OD-CB2029-Ed.1.2**

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# 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' testing laboratories for the purpose of third-party assessment and certification are in OD-CB 2027.
- 1.2 A WMTL is a manufacturer's laboratory being used to test specified products or which the manufacturer has production responsibility. A representative of an accepted NCB or, on the request of that NCB a representative of an accepted CBTL, witnesses all tests done by a manufacturer's laboratory which uses its own test equipment.
- 1.3 The NCB or CBTL wishing to use this procedure must have the relevant product category(ies) and standard(s) in its accepted IECEE scope. The staff who witness tests must have the necessary competence and expertise to carry out tests to the relevant standard(s).
- 1.4 WMT may be witnessed by a registered LTR, according to OD-CB2034.
- 1.5 The decision to conduct WMT 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 involved in witness testing are trained on an ongoing basis in:
    - procedures which apply to WMT in the IECEE Schemes;
    - relevant laboratory practices and testing procedures
  - b) where a CBTL is involved, the assessment and acceptance of the Quality Procedures of the CBTL applicable to the operation of the WMT programme ;
  - c) where the NCB performs WMT without involving a CBTL, having appropriate procedures and documentation for the operation of WMT programme;
  - d) review of documentation held by the CBTL performing WMT covering the assessment of the WMTL facilities and the WMT contractual arrangements;
  - e) Ensuring that there is an appropriate two-way agreement either directly between the NCB and its WMTLs, or, where a CBTL not integrated with the NCB is involved, a three-way agreement between the NCB, each CBTL and the WMTL.
  - f) registration of the laboratory as a WMTL with the IECEE Secretariat, and the maintenance of the correct and current details in the register;
  - g) reviewing and signing the test report under "Authorized by", according to OD-CB2027, where the NCB is performing the WMT;
  - h) issuing CB Test Certificates and CB Test Reports based on WMT



## **2.2 Responsibilities of the CBTL (where involved)**

- a) having ISO/IEC 17025 QMS Procedures which adequately cover all aspects of working off-site;
- b) auditing its quality system to ensure the correct application of off-site work procedures for WMT;
- c) assessing the facilities and equipment of the manufacturer's WMT laboratory;
- d) ensuring the presence of CBTL' staff at the manufacturer's laboratory during testing and defining their role in relation to the manufacturer's personnel who prepare and carry out the tests;
- e) assessing the competence of manufacturer's personnel to perform the required tests;
- f) being a party to an appropriate agreement as in 2.1.1 e) above.
- g) witnessing all aspects of the tests carried out by the manufacturer's laboratory during Witness Testing;
- h) reviewing and signing the test report under "Authorized by", according to OD-CB2027.

## **2.3 Responsibilities of the WMT Laboratory**

The manufacturer's laboratory used for Witness Testing is responsible for:-

- a) demonstrating that the facilities are in compliance with all relevant requirements of ISO/IEC 17025 and the IECEE Schemes' requirements;
- b) appointing an appropriate person to be responsible for the WMT facilities and operations; ;
- c) ensuring that all tests are carried out in accordance with the applicable technical requirements and the instructions of the witnessing personnel;
- d) signing the test report under "Tested by", according to OD-CB2027.

## **3. References**

1.4 The following documents apply to the general arrangements for the operation of WMT:-

- OD-CB 2027                      General Principles Covering the Use of Manufacturers' Test Laboratories in the IECEE Schemes.
- OD-CB 2034                      Operation of Local Technical Representative (LTR)

## **4. Procedures for Witness Testing**

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



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

- 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 WMTL staff who perform the tests (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 WMT 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 supervisory role of the witnessing staff, and the right to audit and/or re-assess the facilities

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

5.1 Under WMT, testing is carried out by the manufacturer's personnel but full responsibility for the testing rests with the witnessing entity, ie. NCB, CBTL or LTR. Qualified witnessing staff shall be present whenever tests are conducted, and shall supervise, check, and witness all critical aspects of the tests. This includes but is not limited to:

- a) preparing a product test plan and providing it to the manufacturer's laboratory;
- b) checking the test set-up, instrumentation and the relevant equipment calibration;
- c) directing proper placement and attachment of thermocouples;
- d) witnessing the final data acquisition or read-out and conducting its validation where necessary.

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

6.1 A NCB wishing to register a WMTL 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 WMTL changes or if it is cancelled.

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



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

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

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

NOTE: an WMTL 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 NCB, CBTL, or LTR, in accordance with OD-CB2034, depending on who is involved.
- 8.2 Additionally, at each subsequent visit to the WMTL, 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 WMTL organization and facilities, and WMTL 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 of any WMT arrangements shall be reviewed.

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

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

