

IECEE

CB-SCHEME

OD-CB2034-Ed.4.6

OPERATIONAL & RULING DOCUMENTS

**OPERATION OF A LOCAL TECHNICAL
REPRESENTATIVE (LTR) FOR IECEE
TMP, WMT, SMT AND RMT PROGRAMS**

OD-CB2034-Ed.4.6

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1. Introduction

- 1.1 General principles covering the use of manufacturers' test laboratories in the IECEE Schemes are given in OD-CB2027.
- 1.2 The purpose of this OD is to provide a process to utilize qualified technical staff to carry out TMP, WMT, SMT and RMT under the responsibility of the NCB by providing local testing services at the manufacturer's laboratory.
See Annex C for permitted and not-permitted, combinations

2. Definitions

“Local Technical Representative (LTR)” - A specified, competent and contracted person, operating under the responsibility of an NCB for testing at a manufacturer's laboratory, who locally carries out the required TMP, WMT, SMT and RMT activities according to OD-CB 2034, OD-CB 2027, OD-CB 2028, OD-CB 2029, OD-CB 2030 and OD-CB 2031 as applicable.

2.1 “**Local Entity**” – An organization, independent from any Manufacturer, Manufacturer's agent or agency, that accepts to assume responsibilities regarding a LTR as defined in §2.7.

2.2 “**Independent Individual**” is a person legally registered who when working under contract, solely, for a NCB, may act for this NCB as a LTR.

2.3 “**NCB**” - see IECEE 02 Sub clause 3.1

2.4 “**CBTL**”- see IECEE 02 Sub clause 3.4

2.5 Responsibilities of the NCB

The NCB is responsible for:

- Selection and designation of the LTR;
- ongoing supervision and monitoring of the LTR;
- ongoing training of the LTR in the procedures and operation of the CB Scheme;
- qualification of both the initial and ongoing technical competence of the LTRs through assessments and auditing;
- ensuring, in case the LTR is in charge of conducting WM, SMT or RMT under the responsibility of the NCB, there is a signed agreement between the NCB, the LTR and the Local entity (if any);
- ensuring, in case the LTR is in charge of conducting TMP on behalf of CBTL having the appropriate scope under the responsibility of the NCB, that there is a signed agreement between the NCB, the LTR, the involved CBTL and the Local entity (if any);
- execution of a signed agreement (e.g. Annex B) defining the scope of the LTR and enabling his/her activities;
- registration of the LTR with the IECEE Secretary, and maintenance of the current details in the register;
- issue of CB Test Certificates including the use of LTRs;



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- operating as detailed in OD-CB 2028 through 2031.
- accepting the liability issues that may arise because of the LTR work;
- For TMP the review endorsement of the TR is to be done by the CBTL see table in OD-CB 2027
- For supervision see OD-CB 2027 table

The following responsibilities can be delegated by the NCB to one of its CBTLs

- ongoing supervision and monitoring of the LTR
- qualification of ongoing technical competence of the LTR through assessments and auditing

NB : Occasionally the NCB may take some or all the responsibilities of the Local Entity (see § 2.7)

2.6 Responsibilities of the Local Entity

The Local Entity is responsible for:

- completion and document control of a signed agreement (see Annex B) enabling the activities of the LTR;
- providing the facilities and resources to support the LTR;
- ensuring that the LTR maintains accurate documentation regarding his/her technical competency and experience;
- not to be affiliated with, nor consulting for, nor influenced or controlled, by the manufacturers or suppliers;
- taking appropriate steps for LTRs under his/her responsibility, to demonstrate adequate insurance coverage;

NB : When the LTR is an Independent Individual (see Annex C), all above responsibilities shall be assumed by the responsible NCB.

- facilitating on-site the responsibilities of the NCB;

2.7 Responsibilities of the LTR

The LTR is authorized to work for multiple NCBs only within the same corporate family.

As a LTR may be responsible for:

- conducting TMP on behalf of a CBTL with the appropriate scope under the responsibility of a NCB,
- witnessing for WMT under the responsibility of a NCB ,
- supervising SMT under the responsibility of a NCB,
- supervising RMT under the responsibility of a NCB,

he is responsible for:



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- operating in compliance with all relevant requirements of ISO/IEC 17025 and the IECEE CB Schemes requirements, procedures and decisions;
 - operating with the procedures and working instructions of the responsible NCB regarding the use of manufacturers' test laboratories, (procedures related to the specific programs are detailed in OD-CB 2027);
 - maintaining technical competency for the specified scope of work (as per Annex A) within the accepted scope of the NCB, including familiarity with all applicable CTL decisions;
 - maintaining accurate documentation regarding his/her technical competency for the responsible NCB and informing the responsible NCB about any change in status;
 - completing an agreement (see Annex B for example) with the responsible NCB and depending on the situation with the Local Entity or as the Independent Individual alone to enable status as LTR;
 - ensuring that all use of manufacturers' test laboratories is carried out in accordance with the general principles of OD-CB 2027 as well as with the procedures of the responsible NCB;
 - being available, as appropriate, to be assessed under the peer re-assessment programme pertaining to the responsible NCB as requested in advance by the Lead Assessor of the Peer Assessment Team;
 - maintaining accurate documentation regarding his/her technical competency and experience;
 - accepting on site supervision upon request of the responsible NCB (See conditions in § 3.2);
 - not being affiliated with, nor consulting nor influenced or controlled, by the manufacturers or suppliers;
 - taking necessary steps, when LTR is an Independent Individual (see Annex C), to demonstrate reasonable insurance coverage;
 - conducting initial assessment of an MTL, on request of the NCB, only if employed within the same corporate structure of the NCB;
- These responsibilities can not be delegated or subcontracted by the LTR to anyone.

3. Supervision and Monitoring of LTR Operations

3.1 Samples for Examination

The NCB shall be entitled to request, as appropriate, an actual product sample for examination as part of on-going audit/review/oversight process of the test reports completed by the LTR.

3.2 On-Site Supervision at the Manufacturer's Test Laboratory

On at least an annual basis, the NCB is responsible to carry out some TMP, WMT, SMT or RMT programme activities together with the "LTR".

This responsibility may be delegated to a CBTL by the NCB.

To demonstrate competency for TMP and/or WMT either TMP or WMT auditing is acceptable as appropriate. Similarly to demonstrate competency for SMT and/or RMT either SMT or RMT auditing is acceptable as appropriate.



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4. References and General Provisions

4.1 The following documents apply to the general arrangements for the use and operation of manufacturers' test laboratories:

- OD CB 2027 General Principles covering the use of Manufacturer's test Laboratories in the IECEE Schemes.

4.2 The following requirements apply to the assessment and auditing of LTRs:

- ISO/IEC 17025 General Requirements for the Competence of Testing and Calibration Laboratories.
- ISO/IEC Guide 65 General requirements for bodies operating product certification systems

4.3 The following documents apply to operation of the NCB

- ISO/IEC Guide 65
- IECEE 02 and relevant IECEE ODs

5. Notification to the IECEE Secretariat

5.1 The NCB shall register all LTR Agreements by submitting a completed version of Annex A to the IECEE Secretary and confirming that records of LTRs qualifications are available for scrutiny if required. The NCB shall inform the IECEE Secretary whenever a LTR Agreement changes, in that event Annex A shall be updated, or if it is cancelled.

5.2 The IECEE Secretary shall keep the record (OD-CB2019) duly updated giving details of LTRs accepted within the IECEE Scheme and operating in accordance with this Procedure.

6. Agreement between NCB and LTR

The NCB shall sign an agreement with the LTR. An example of such an agreement is given in Annex B. In order to facilitate the application of this OD, the above agreement shall be signed also by a representative of the Local entity, when applicable, or by the Independent Individual alone. In case a CBTL is involved (see §2.6), the above agreement shall be signed also by a representative of the CBTL.



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Annex A

**IEC System for Conformity Testing and
Certification of Electrical Equipment
IECEE Schemes**

NCB LTR Report to the IECEE Secretary

NCB

Organization: _____

Address: _____

Country: _____ Representative: _____

Date of initial "LTR Agreement": _____

Latest revision of "LTR Agreement": _____

Products/Standards covered by the Agreement

Product Category	IEC STANDARD(s)	Product(s) Covered

All product categories and standards are within the scope of the NCB



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LTR

Name: _____

Address: _____

Country: _____

Legal Registration Number (If applicable. see § 2.3) _____

TMP
WMT
SMT
RMT

Records of qualifications of the LTR are available for scrutiny if requested

CBTL (Tick **YES** if applicable or **No** if not) **YES** **NO**

Organization: _____

Address: _____

Country: _____ Representative: _____

Local Entity (Tick **YES** if applicable or **No** if not) **YES** **NO**

Organization: _____

Address: _____

Country: _____ Representative: _____

NB : If this section is not filled it implies the LTR is an Independent Individual

Signature of NCB Representative: _____ Date: _____



Annex B

Example of “LTR Agreement (concerning the LTR’s activities on behalf of the NCB).

The agreement between the LTR , the Local Entity (if applicable), the CBTL(If applicable) and the NCB concerning the use of the LTR shall specify at least:

Between		-LTR
And		-NCB
And		-CBTL *
And		-Local Entity*

*** IF APPLICABLE (see § 2.6)**

Preamble:

This agreement regulates the activities of the LTR within the CB Scheme under the supervision and control of the NCB. It is renewed and / or amended whenever the scope of the LTR’s activities needs to be revised to cover additional, or reduced, Manufacturers’ Testing Laboratory programmes.

LTRs possess the technical and procedural knowledge to handle the operational activities in the CB Scheme including TMP, WMT, SMT and RMT as appropriate. These systems are described in IECEE 02, the relevant OD’s of the CB Scheme as well as in the relevant quality procedures of the NCB which apply to all LTRs of the NCB. Therefore, these procedures, as appropriate, are integral parts of this agreement and any updated version will become an integral part.

IECEE Operational Procedures for Manufacturers’ Testing

- OD-CB 2027 Use of Manufacturers’ Test Laboratories: General Principles.*
- OD-CB 2028 Use of Manufacturers’ Test Laboratories: Operation of TMP Procedure.*
- OD-CB 2029 Use of Manufacturers’ Test Laboratories: Operation of WMT Procedure.*
- OD-CB 2030 Use of Manufacturers’ Test Laboratories: Operation of SMT Procedure.*
- OD-CB 2031 Use of Manufacturers’ Test Laboratories: Operation of RMT Procedure.*



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Agreement:

This agreement is implemented to fulfil the requirements of the procedures in the CB Scheme for the LTR and outlines the essential requirements as demanded by the operational units and the certification body as well as by the accreditation body.

1. The LTR will act under the supervision of the NCB . As applicable to the relevant MTL procedure/s the LTR will act on behalf of the NCB for WMT, SMT and RMT. For TMP (where permitted : see Annex C) and for WMT (when relevant) the LTR may act, by delegation of the NCB, on behalf of the accepted CB Testing Laboratory. The LTR has the technical and formal competence to take responsibility for handling of the procedures in his/her area of responsibility.
2. The NCB is obliged to inform the LTR about any changes of relevant procedures as well as to provide any information and/or training needed to perform the duties as LTR.
3. The LTR shall keep all information acquired in the course of LTR activities strictly confidential and will not disclose it to any third person or legal entity that is not entitled to receive such information.
4. LTRs are registered and listed at the NCB. This list shall be made available during the peer assessment of the NCB
5. The LTR appointment and this agreement can be cancelled by the NCB at any time.
6. It shall be stated that the OD-2034 is a part of the agreement.

LTR

Name: _____

Local Entity (if applicable): _____

Address: _____

Country: _____

Legal Registration Number (If applicable. see § 2.3) _____

Signature of LTR _____ Date: _____



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NCB

Organization: _____

Address: _____

Country: _____ Representative: _____

Signature of Representative: _____ Date: _____

CBTL (If applicable)

Organization: _____

Address: _____

Country: _____ Representative: _____

Signature of Representative: _____ Date: _____

Local Entity (If applicable)

Organization: _____

Address: _____

Country: _____ Representative: _____

Signature of Representative: _____ Date: _____



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ANNEX C			
Permitted and Not Permitted Combinations			
Responsible entity	Combination	Person is employed by	Conditions and Status
NCB-1	NCB-1 wishes to use its employee who is travelling abroad	The NCB-1	YES this is Permitted and NO LTR Agreement is needed.
	NCB-1 wishes to use its employee stationed remote* from NCB-1	The NCB-1	YES this is Permitted and NO LTR agreement is needed unless there is a legal residency requirement of the hosting country.
	NCB-1 wishes to use a person employed in a remote* organization of the same corporate family e.g.: affiliate or subsidiary that is :	A Local NCB-2 of the same corporate family, A Local CBTL-2 of the same corporate family A Local OFFICE of the same corporate family	YES this is Permitted and a LTR Agreement is needed. OD 2027 through OD 2031 applies + relevant part of OD 2034 applies.
	NCB-1 wishes to use a person employed in a remote* organization NOT of the same corporate family, that is :	Another IECEE NCB-3	This is Not Permitted To ensure proper control of the process
		Another IECEE CBTL-3	This is NOT Permitted due to Respect of rules for Categories for CBTL.
	NCB-1 wishes to use a person employed by :	A third Party Independent organisation, not in the IECEE	This is NOT Permitted due to the actual general weakening of the IECEE Scheme.
	NCB-1 wishes to use a person employed by :	An Independent Testing laboratory, not in the IECEE	This is NOT Permitted due to inability to have sufficient control over Independent laboratories and because of resulting potential conflicts of interests (consultancy,..) that may impact impartiality.
		A first party related organisation	
	NCB-1 wishes to use a person employed by :	A Manufacturer	This is NOT Permitted due to potential conflicts of interests that may impact impartiality.
NCB-1 wishes to use a person employed by :	A Manufacturer's agent or agency	This is NOT Permitted due to potential conflicts of interests (Consultancy,..) that may impact impartiality.	



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ANNEX C			
Permitted and Not Permitted Combinations			
Responsible entity	Combination	Person is employed by	Conditions and Status
		An Independent Individual	
	NCB-1 wishes to use an Independent Individual	When working solely for NCB-1 under contract NB : This Independent Individual shall be locally legally registered	This is Not Permitted for TMP see §4.1 in OD 2027. YES this is Permitted for WMT, SMT and RMT and a LTR agreement is needed ;This person has to follow the operating rules and procedures of the NCB-1 that is responsible for the full application of : OD 27 through OD 2031 + relevant part of OD 2034.
	NCB-1 wishes to use an Independent Individual	When Not Working solely for NCB-1	This is NOT Permitted due to inability to have sufficient control over these Independent Individual and because of potential conflicts of interests (Consultancy,...) that may impact impartiality.

***Remote means:** In a different country or if in the same country : not in the same region, state.

NB : When used in this Annex the acronyms, NCB-x, CBTL-y refer to an organization within the CB-Scheme.