IECEE OPERATIONAL DOCUMENT

IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE System)

Documentation for Applications to the IECEE Scheme for Certification of Personnel Competence
CONTENTS

CONTENTS .................................................................................................................................................. 2
Scope ......................................................................................................................................................... 3

1 CoPC NCB Application ......................................................................................................................... 4
  1.1 New Candidate NCB ....................................................................................................................... 4
  1.2 NCB Scope Extension ..................................................................................................................... 4
  1.3 NCB Administrative Acceptance Onboarding scope extension ................................................. 4
  1.4 NCB Reassessment ........................................................................................................................ 4
  1.5 NCB Relocation ............................................................................................................................. 4

2 Re-location of NCB ................................................................................................................................. 5
  2.1 Early notification to the IECEE Secretariat ..................................................................................... 5
  2.2 Administrative relocation assessment timeline ............................................................................. 5
  2.3 Documentation to be provided ....................................................................................................... 5

Annex A Forms & Templates associated with OD-6007 ...................................................................... 6

Disclaimer: This document is controlled and has been released electronically.
Only the version on the IECEE Website is the current document version.
Scope

This Operational Document provides checklists of the material to be provided to the IECEE Secretariat, in electronic compatible format, when NCBs are seeking IECEE CoPC Membership, scope extension and further subjected to Re-assessments.

Document Owner

PAC

History of changes

<table>
<thead>
<tr>
<th>Revision Date</th>
<th>Brief summary of changes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Not applicable as first edition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Effective date</th>
<th>Next maintenance due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024-01-01</td>
<td>2027-01-01</td>
</tr>
</tbody>
</table>
1 CoPC NCB Application

Documentation to be provided prior to the assignment of the Assessment Team

1.1 New Candidate NCB
For a new candidate NCB, steps 1 through 9 are followed.

1.2 NCB Scope Extension
For scope extension, steps 2 and 9 are followed.

1.3 NCB Administrative Acceptance
Onboarding scope extension
For scope extension as part of the administrative acceptance of the NCB, steps 2 through 7 and step 9 are followed.

1.4 NCB Reassessment
For reassessment, steps 2 through 9 are followed.

1.5 NCB Relocation
For relocation, steps 2 and 3 and Clause 2 are followed.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Application in writing from the Member Body of the country where the NCB is located</td>
</tr>
<tr>
<td>2</td>
<td>Application in writing from the candidate NCB</td>
</tr>
<tr>
<td>3</td>
<td>OD-2010, Application form for candidate NCBs</td>
</tr>
<tr>
<td>4</td>
<td>OD-6007-F1, Check List for NCBs</td>
</tr>
<tr>
<td>5</td>
<td>Organization Charts of the candidate NCB</td>
</tr>
<tr>
<td>6</td>
<td>If the candidate NCB is accredited, provide the Accreditation Certificate(s), related scope and supporting documentation.</td>
</tr>
<tr>
<td>7</td>
<td>OD-6XXX duly “pre-filled in” to the best extent possible Note: It is the role of the Lead Assessor to complete the Assessment Report(s) however, for the sake of efficiency and to save time, it is desirable that the assessed NCB pre-completes this OD with as much information as possible.</td>
</tr>
<tr>
<td>8</td>
<td>Declaration of special requirements for receiving invoices  ☐ If you require a PO number on your application invoice, please provide it here: xxx  ☐ If you have other special invoicing requirements (such as particular address to which the invoice needs to be sent), please indicate this here: xxx.</td>
</tr>
<tr>
<td>9</td>
<td>Submittal of candidate questions and answers for the inclusion in the CoPC Question Bank</td>
</tr>
</tbody>
</table>
2 Re-location of NCB

2.1 Early notification to the IECEE Secretariat
Information about the intention to re-locate and expected time frame for completing the re-location should be provided to the IECEE Secretariat as soon as possible, but no later than 3 months before the re-location takes place.

Note 1: The contact information and address of the new location will appear in the IECEE website, as well as on the Acceptance Certificate after the re-location has taken place.

Note 2: The re-location of the NCB may only require an administrative assessment.

2.2 Administrative relocation assessment timeline
The administrative relocation assessment shall take place no later than 2 months after the re-location has been completed.

2.3 Documentation to be provided
The organization is expected to provide information regarding any changes related to the re-location, including, but not limited to:

- Organization structure and staff

Documentation to be provided no later than six weeks before the re-location assessment date.
Annex A
Forms & Templates associated with OD-6007

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Form Number</th>
<th>Publication date/Effective date</th>
<th>Brief summary of changes</th>
<th>Maintenance Due Date</th>
<th>Edition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check List for Product National Certification Bodies</td>
<td>OD-2007-F1 (formerly OD-2016Ed.2.0)</td>
<td>2023-01-01</td>
<td>No changes, review date reset</td>
<td>2026-01-01</td>
<td>1.2</td>
</tr>
</tbody>
</table>