

Ningbo Xuntong Standard Technology Service Co., Ltd.

# XunStd PRODUCT CERTIFICATION SCHEME for Electronic & electrical Appliances

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## 0. REVISION HISTORY

No.	Version	Date	Changes	Revised by	Reviewed by	Approved by
1	A/0	2025/1/10	Initial version issued	Chen Qiujun	Jesse Liu	Kevin.Hu ang
2						
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## **1. PURPOSE**

1.1 The purpose of this document is to specify the procedures for the processing and granting of Certificate of Conformity (COC) under the XunStd Product Certification Scheme (XunStdPCS) for Electronic & electrical Appliances.

## **2. REFERENCE**

2.1 ISO/IEC 17065

## **3. DEFINITION**

XunStdPCS – XunStd Product Certification Scheme

COC – Certificate of Conformity

MRA – Mutual Recognition Arrangement

ILAC – International Laboratory Accreditation Cooperation

CAR – Certification Application Reviewer

PCE – Product Certification Engineer

PCO – Product Certification Officer

## **4. PROCEDURE**

### **4.1 General**

4.1.1 The COC stating compliance of the submitted product to standard will be issued for each model of product. However, more than one model is permitted to appear on the same certificate provided they are tested under a family of models, to the same standard.

4.1.2 All products to be certified in this scheme shall bear the applicant's name / trademark and brand name on every sample of the product for identification purposes.

### **4.2 Application**

4.2.1 The flowchart for XunStdPCS is shown in Appendix 1

4.2.2 An applicant may apply for COC (see Appendix 2) under the Product certification scheme provided that a representative sample of the product to be certified has been tested and found to comply with a full national or international standard requirement.

4.2.3 When there is an enquiry from the applicant, the application reviewer will send application form (XT-CP-QP-07-01) with general conditions of service, code of practice, general conditions for certification and Certification Agreement for XunStdPCS, information

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booklet and price list to the applicant. The CAR will request the applicant to fill up the application form (XT-CP-QP-07-01) and submit to XunStd for processing.

4.2.4 The documents that are to be submitted by the applicant are stated as below.

4.2.4.1 Completed application form (XT-CP-QP-07-01) with general conditions for certification and Certification Agreement for XunStdPCS.

4.2.4.2 Test report that is less than 3 years old and issued by laboratory accredited by an ILAC MRA partner.

4.2.4.3 Full electrical wiring/ Circuit diagram or Service manual.

4.2.4.4 Technical / Construction Drawing (if applicable).

4.2.4.5 User's Instruction Manual (English version must be included).

4.2.4.6 Colour photographs showing the front, rear, side, top and internal view of the product.

4.2.4.7 Rating label

4.2.4.8 Authorization Letter from applicant of test report if Certificate Holder is not the owner of the test report/certificate.

4.3 Application Review

4.3.1 Upon receiving the application documents, CAR will check whether XunStdPCS has capability to perform the certification based on the scope applied.

4.3.2 Scope of service for XunStdPCS shall be referred to Information Booklet.

4.3.3 If the review of the application is not satisfactory, CAR will inform the applicant about the reason of rejection.

4.3.4 The 3 days turnaround time for certification application review only starts after all the required documents are received from the applicant.

4.4 Evaluation

4.4.1 Upon received applicant's acceptance of quotation, the evaluation process can then start. Evaluation shall be performed only to those standards that are within the scope.

4.4.2 CAR shall open a file to keep all application documents for the applicant with certificate number, the certificate number should follow the rules stipulated in the procedure XT-CP-QP-11 Quality Procedure for Document Control.

4.4.3 XunStdPCS is responsible to perform all evaluations and certification. Subcontracting of evaluation is allowed and certification is not allowed.

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4.4.4 If the applicant is not the owner of the test reports, the applicant shall submit a letter of authorization from the owner of the test reports.

4.4.5 Reports issued by test laboratories that are accredited by an ILAC MRA partner are acceptable by XunStdPCS.

4.4.6 The PCE shall review the test report and submitted documents according to the Evaluation Report.

4.4.7 If the evaluation shows that there are non-conformances, PCE will inform the applicant the non-conformances and applicant has to resolve them before certification can be continued.

4.4.8 PCE has to make sure that the subcontracted laboratories have been accredited according to the standards as required by XunStdPCS. There is no surveillance requirement for XunStdPCS, thus there is no subcontracting for testing services.

#### 4.5 Review

4.5.1 When the non-conformances are resolved and upon successful review of the test report and documents, PCE shall put up recommendation. PCE will then draft and print the COC and together with the test reports and submit to PCO for review and approval.

4.5.2 PCO will review the evaluation report, the supporting documents and validating all the points contained in the evaluation report.

4.5.3 If there are any non-conformances, the relevant documents will be returned to the respective PCE to follow up with the applicant.

4.5.4 If all the evaluation reports, supporting documents and drafted COC are satisfactory, PCO will sign the evaluation report.

#### 4.6 Certification decision

4.6.1 If a staff who is nominated as PCE of particular job, he shall NOT be the PCO for the same job. However, he can be the PCO provided he is NOT appointed as PCE of the same job.

4.6.2 Only approved PCO can sign the COC.

#### 4.7 Award of COC

4.7.1 After PCO approved, CAR shall then e-copy the COC and file in the technical file. The original COC and invoice shall be sent to the applicant.

4.7.2 Directory of certified products shall be updated and maintained by the CAR.

#### 4.8 Renewal of COC

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4.8.1 The COC is valid for 3 years and may be renewed upon its expiry for further period of 3 years subject to evaluation.

4.8.2 During the renewal, the applicant shall submit the application form (XT-CP-QP-07-01) for renewal and a letter of declaration declaring there is no change in the design and construction of the certified product. In the event there is a change in the design and construction of the product, the product will be required to be sampled for verification test before renewal.

4.8.3 If there is no change in the design and construction of the product, technical file will be updated, and COC will be issued with the same certificate number for another 3 years.

#### 4.9 Modifications

4.9.1 When there is any change to the certified products and/or the applicant/ certificate holder, the certificate holder shall notify XunStd by using the application form (XT-CP-QP-07-01) for modification.

4.9.2 If there is a change to the test standard of the original tested model/family of models (e.g., new edition or amendment of applied standard), then a new test certificate is to be issued with a new certificate number.

4.9.3 Any modification to the certified products, COC shall be issued with a remark of superseding the previous certificate number, i.e. This certificate superseded the certificate number XTCPYYMMXXXXX dated DD/MM/YYYY.

#### 4.9.4 Technical Modifications

4.9.4.1 If any of the following occurs:

- a) Changes in model numbers
- b) Additions in derived models
- c) Any other technical changes

then the COC shall be re-issued with the same certificate number, but the letter M shall be added after the test certificate, i.e.M1, M2, M3 depending on how many changes have been made to the original certificate.

A new date under “date of last revision” and signature is required. A maximum of three modifications is allowed thereafter a new application to be submitted. A new certificate is to be issued with a new certificate number.

#### 4.9.5 Changes due to Misprints and changes to names or address and similar

4.9.5.1 If any of the following occurs:

- a) Misprints in original test certificate

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- b) Changes of company names or addresses
- c) Adding factory locations to previous issued Test Certificate

then the COC shall be re-issued with the same certificate number, but the letter A shall be added after the test certificate, i.e.A1, A2, A3 depending on how many changes have been made to the original certificate.

A new date under “date of last revision” and signature is required. There is unlimited number of changes allowed in this case.

#### 4.10 Termination, reduction, suspension, withdrawal or refusing of certification.

4.10.1 When a nonconformity with certification requirements is substantiated, XunStdPCS shall consider and decide upon the appropriate action. Appropriate action can include the following:

- a) continuation of certification under conditions specified by the XunStdPCS.
- b) reduction in the scope of certification to remove nonconforming product variants.
- c) suspension of the certification pending remedial action by the applicant.
- d) withdrawal of the certification
- e) refusing certification

#### 4.10.2 Suspension of Certification

4.10.2.1 The certificate may be suspended for a limited period in cases such as the following:

- a) if a Corrective Action Request has not been satisfactorily complied with within the designated time limit.
- b) in case of misuse of Certificate with no corrective action by suitable retractions or other appropriate remedial measures by the applicant.
- c) the applicant has violated the General Conditions for Certification Services.
- d) if products are being placed on the market in an unsafe or non-conforming condition

4.10.2.2 The decision for suspension is done by certification manager. He will inform in writing to the applicant the suspension. At the same time, it shall indicate under which conditions the suspension will be removed. At the end of the suspension period, an investigation will be carried out to determine whether the indicated conditions for reinstating the Certificate have been fulfilled. On fulfillment of these conditions the suspension shall be lifted, and the Applicant notified of the Certificate reinstatement. If the conditions are not fulfilled within 3 months, the Certificate shall be withdrawn.

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All costs incurred by XunStd in suspending and reinstating the Certificate will be charged to the Applicant.

#### 4.10.3 Withdrawal of Certification

4.10.3.1 A Certificate may be withdrawn if:

- i) the Applicant takes inadequate measures in case of suspension within 3 months.
- ii) the products do not conform to the standards.
- iii) XunStd terminates its contract with the Applicant.

4.10.3.2 Certification manager shall inform the Applicant (certificate holder) in writing of the withdrawal and the certified company shall not be included in the subsequent directory of certified products. The Applicant may give notice of appeal.

#### 4.10.4 Termination of Certification

4.10.4.1 A Certificate will be terminated if:

- i) the Applicant advises XunStdPCS in writing that it does not wish to renew the Certificate or goes out of business
- ii) the Applicant no longer offers the products.
- iii) the Applicant does not timely commence application for renewal

4.10.4.2 Certification manager shall inform the Applicant (certificate holder) in writing of the termination and certified company, or product shall not be included in the directory of certified products.

#### 4.10.5 Reduction of Scope

4.10.5.1 A Certificate scope can be reduced to remove nonconforming product variants.

4.10.5.2 PCM shall inform the Applicant (certificate holder) in writing of the reduction and the nonconforming products shall not be included in the directory of certified products.

4.10.5.3 The certificate will be amended and reissued to the applicant.

#### 4.10.6 Refusing Certification

4.10.6.1 XunStd may refuse certification if the applicant does not meet the XunStdPCS requirements.

4.10.6.2 The PCM may refuse certification if no confidence in implementing or maintaining. Product Certification is clearly demonstrated by applicant. Prior to certification process, XunStd shall refuse certification if the potential organization is not a legal entity.

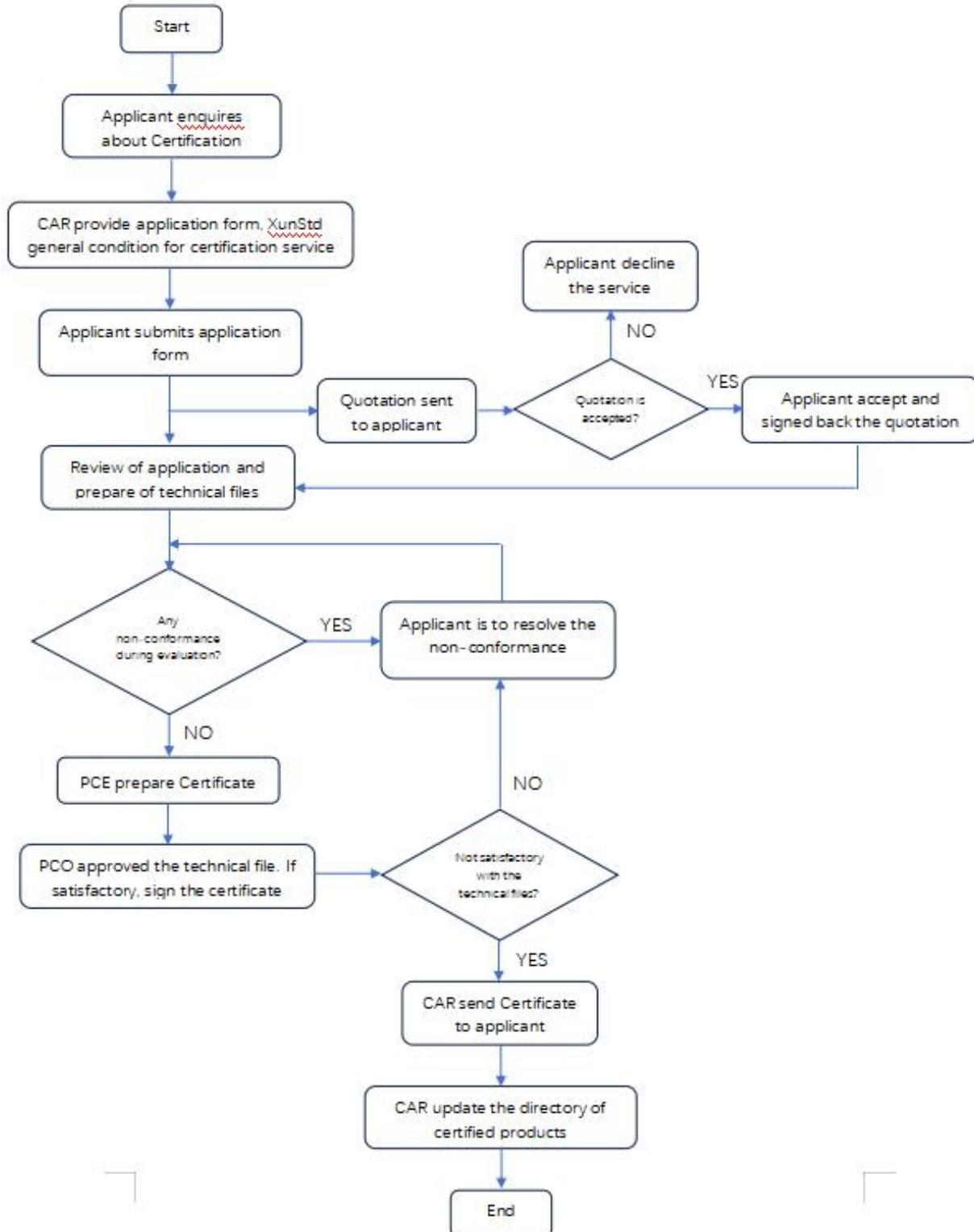
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## 5. REALATED DOCUMENTS

XT-CP-QP-07 Quality procedure for Certification Processing

XT-CP-QP-11 Quality Procedure for Document Control

**Appendix 1: flowchart for certification process**



**Appendix 2: flowchart for renewal and modification process**

