

香港認證中心有限公司
Hong Kong Certification Centre Ltd



**YOUR GUIDE
TO
CB Test Certificate Application under
IEC System of Conformity Assessment Schemes for
Electrotechnical Equipment and Components
(IECEE CB Scheme)**



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1. Introduction to The Hong Kong Certification Centre Ltd.

Safety is a basic human need. To be free from danger is a common goal among people of all ages and races. In recent years, frequent news about serious household accidents caused by unsafe products has raised increasing public concerns in the territory. There is a real need to meet the public's growing demand for a safety certification program to meet the needs regarding product safety in the Hong Kong market and the international market. At the same time, the Government of the Hong Kong Special Administrative Region (HKSAR) has enacted several safety legislations covering several consumer products while conducting a series of safety education programs in the mass media.


In response to the worldwide trend and the Government's policy to promote product safety in the territory, The Hong Kong Certification Centre Ltd. (HKCC), formerly known as The Hong Kong Safety Instituted Ltd. (HKSIL), has been established to meet the perceived requirements of Hong Kong in the field of product safety certification. Incorporated in Hong Kong as a limited company in August 1998, the aim of HKCC is to develop, implement and administer a third-party product safety certification program in Hong Kong – the Hong Kong Safety Mark Scheme. HKCC operates as a not-for-profit entity with the basic aim to serve the public regarding product safety.

HKCC has been authorized as the National Certification Body (NCB) of China under the International Electrotechnical Commission System of Conformity Assessment Schemes for Electrotechnical Equipment and Components ("IECEE CB scheme"). As an NCB in China, HKCC is under the administration of the Certification and Accreditation Administration of the People's Republic of China ("CNCA"). Under the IECEE CB Scheme, NCB is eligible to issue CB Test Certificates under a global mutual acceptance arrangement dealing with the safety of electrical and electronic products.

HKCC is wholly-owned by The Hong Kong Standards and Testing Centre Limited (STC) but operates independently as a separate entity. Established in 1963, STC is the territory's oldest-established, independent, not-for-profit laboratory testing and inspection agency. Being the oldest testing institute accredited by the Hong Kong Government, STC is most qualified to make available its technical expertise in toys, children's products, food, mechanical, electronic and electrical products, and many other products, to serve the business and consumer sectors regarding product safety.

HKCC is supervised by a Board of Directors. Board Members include prominent industrialists, representatives from major industrial, trade and service organizations, tertiary education institutions, consumer associations, specialists or professionals in the field of product quality and safety and other independent persons contributing to the product certification field. A table listing the Board Members for the current term is included in Appendix I.

As a unique organization in the territory to provide product safety certification service for the Hong Kong market, the principal mission of HKCC is to assist manufacturers, importers and distributors to enhance their product safety performance. HKCC operates the following certification schemes for local and international markets. For details, please refer to respective certification scheme.

Certification Scheme	Certification Mark
Electrical Appliances Products	
LED Lighting Products	
Energy Saving	
RoHS	
EMC	
Hong Kong ECO Mark	
Biodegradable Mark	
Medical Device	

Certification Scheme	Certification Mark
Phthalates Compliance	 <p>The logo for Phthalate Compliance features a blue stylized 'HK' symbol on the left, the text 'Phthalate Compliance' in the center, and a circular icon with a checkmark on the right. Below the text is the Chinese text '塑化劑符合國際標準'.</p>
Hong Kong Excellent Service Mark	 <p>The logo for Hong Kong Excellent Service Mark features a stylized pink hand icon inside a blue diamond shape. Below the icon is the Chinese text '香港傑出服務' and '香港服務業協會'.</p>
Made in Hong Kong Mark	 <p>The logo for Made in Hong Kong Mark features a red circular seal with the text 'MADE IN HONG KONG' at the top and '香港製造' in the center, with a small 'HK' symbol below it.</p>
Other Products	 <p>The logo for Hong Kong Safety Mark features a blue stylized 'HK' symbol. Below it is the Chinese text '香港安全標誌' and the English text 'Hong Kong Safety Mark'.</p>

2. The IECEE CB Scheme

IECEE, the IEC System for Conformity Assessment Schemes for Electrotechnical Equipment and Components, is a multilateral certification system (hereinafter “CB Scheme”) based on IEC International Standards. Its Members observe the principle of mutual recognition (reciprocal acceptance) of test results to obtain certification or approval at national levels around the world.

The IECEE Schemes address the safety, quality, efficiency and overall performance of components, devices and equipment for homes, offices, workshops, health facilities among others. In all, IECEE covers 23 categories of electrical and electronic equipment and testing services.

Global both in concept and practice, the CB Scheme offers the potential of one-stop shopping of one test (based on IEC International Standards) and one certification, recognized internationally. It helps reduce trade barriers caused by different certification criteria in different countries and promotes access to new markets. It eliminates the delays and costs of multiple testing, thus allowing companies to market their products faster while reducing overall manufacturing costs.

IECEE membership is open to any country that is a Full or Associate Member National Committee of the IEC.

IECEE qualifies the National Certification Bodies (NCBs) that are responsible for recognizing and issuing CB Test Reports and Certificates. In turn IECEE NCBs employ test laboratories, known as CB Testing Laboratories (CBTLs) to perform the tests in compliance with IEC International Standards.

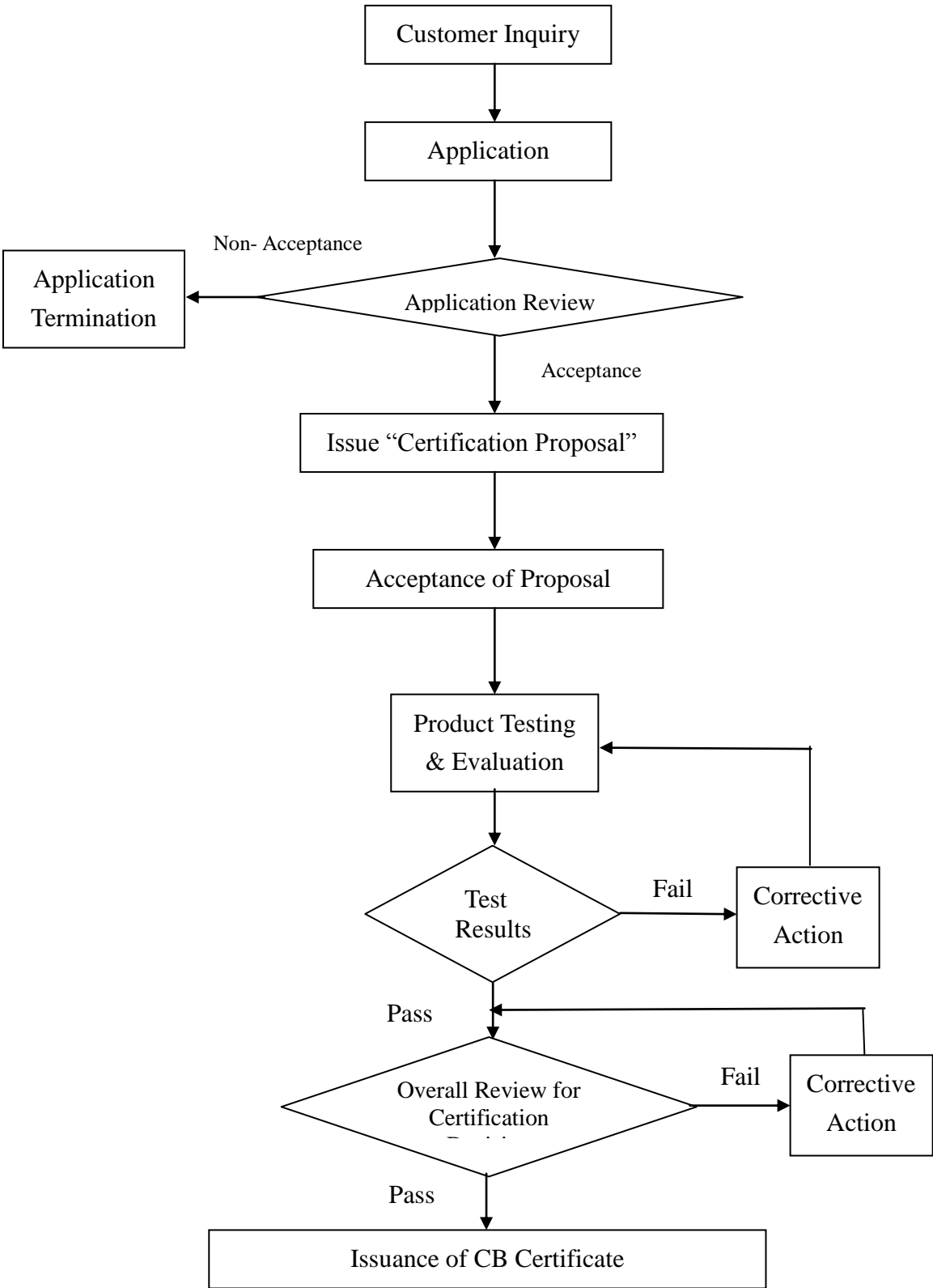
The Hong Kong Certification Centre Limited is one of the recognized NCBs in China under the administration of the Certification and Accreditation Administration of the People's Republic of China ("CNCA"). CNCA is the National Committee member of IEC.

3. CB Scheme Application Process

The CB Scheme adopts a “product-oriented” certification program. Product applying for CB Test Certificate is subject to product testing to ensure full compliance with the relevant applicable IEC safety regulations and/ or standard(s) requirements as defined by IECEE CB Scheme. Applicant may also specify the country destinations as to cover the national differences (if any) for full compliance to the countries’ legal or technical requirements.

The chart shown below summarizes the certification process of the IECEE CB Scheme.

4. CB Scheme Work Flow



5. Application Procedures

In general, an organization that wishes to apply for a CB Test Certificate will be required to go through the following process:

1. Submission of the following information to HKCC:
 - Completed CB Application Form (F/001(CB));
 - A copy of Business Registration Certificate and/or Certificate of Incorporation;
 - Photos/ Catalogues/ Pamphlets of the product(s);
 - Product Specification; individual and/or family models;
 - User/ Instruction Manual;
 - Circuit Diagram;
 - Engineering Drawing (Mechanical/ Electrical);
 - Parts List (Bill of Materials);
 - Declaration for family models difference or similarity;
 - Declaration for representative samples tested or multiple factories; and
 - Other details as required.

2. HKCC shall review the application form and information provided by the Applicant to ensure that product seeking certification falls within HKCC CB scopes of services.

Note: HKCC can decline to accept an application or maintain a contract for certification from an Applicant when fundamental or demonstrated reasons exist, such as the Applicant participating in illegal activities, having a history of repeated non-compliances with certification/product requirements, or similar client-related issues.

3. Submission of sample(s) for testing if the application is accepted by HKCC;

4. Product testing carried out by assigned CB Testing Laboratory supervised by HKCC;

5. Issue of the IECEE CB Test Certificate by HKCC if the results of the above evaluation are satisfactory;

6. Any request for modifications or amendments to the CB Test Certificate will be handled as an independent application and/or with separate CB Test Certificate issued upon successful completion of certification process.

6. Use of CB Test Certificate

The use of CB Test Certificate is subject to certain conditions as outlined below:

- 6.1 There is no designated CB Mark logo in the CB Scheme. The IEC, IECEE and combination IEC/IECEE logos (see appendix III CB certificate) are copyrighted and belong to the IEC. Their use is restricted to official documents published by the IEC or the IECEE. They may not be affixed to any CB or non-CB certified products.
- 6.2 The HKCC CB Test Certificate is the property of The Hong Kong Certification Centre Ltd. HKCC has exclusive control over the use and display of the Certificate. The organizations using any certificate issued by HKCC shall ensure that such certificate(s) are used in accordance with the regulations and requirements laid down in this Guide, HKCC CB Certification Scheme Regulation and the IECEE CB Scheme policy and operation documents issued from time to time.
- 6.3 Following certification of the product, the organization may include in its catalogues, information accompanying the product (such as instruction books, manuals) and advertising literature the statement: “This xxx is granted a CB Test Certificate (No. XXXXX) issued by The Hong Kong Certification Centre.”
- 6.4 Other wording indicating compliance with HKCC’s or IECEE CB Scheme requirements may be used after obtaining the prior written approval of HKCC.

7. Publication

HKCC will organize, publish and update a directory of certified products, namely “Directory of HKCC CB Listed Products”. This information is made available to the public by the following means:

- The homepage of HKCC (www.hk-cc.hk); and
- An updated copy maintained at HKCC.

Manufacturers, importers, distributors, retailers and consumers are welcome to look for guidance in the Directory to source required certified products.

Relevant certification details will also be notified to IECEE Secretariat for reference and listed under the official website.

8. Cancellation of CB Certificate

8.1 Suspension of CB Test Certificate is not applicable to IECEE CB Scheme.

8.2 Situations where cancellation of CB Test Certificate may arise shall include, but not limited to, the following:

- The Applicant has contravened the agreement with HKCC, or is persistently failing to comply with its obligation under the respective Certification Scheme and / or the regulations stipulated by the HKCC;
- The CB Test Certificate is misused;
- The CB Test Certificate has been issued in error, the equipment being no longer corresponding to the specimens tested and described in the attached Test Report.

8.3 Any such matters shall be dealt with in accordance with HKCC Company Operating Procedure, CC/COP/016 “Corrective Actions for Applicants / Subscribers”. If a decision of withdrawal of certification should result, procedure CC/COP/015/CB “Termination and Withdrawal of CB Certification” shall be followed.

9. Complaints, Appeals and Disputes

- 9.1 HKCC has established procedures to ensure fair handling of complaints and disputes brought by Applicants or other interested parties, and to allow them an avenue of appeal.
- 9.2 An Applicant may submit complaints to HKCC about any aspects of HKCC's service, or lodge an appeal against any decision made or action taken by HKCC.
- 9.3 A written submission providing grounds of the complaint or appeal shall be made to HKCC within 21 calendar days after having been informed of such a decision.
- 9.4 HKCC shall investigate and examine the case at executive level. HKCC will notify the complainant / appellant the outcome of such investigation and examination.
- 9.5 Should the complainant / appellant refuse to accept the outcome as determined by the HKCC executives, he may choose to submit the case to the HKCC Appeal Panel. The Appeal Panel is composed of members who have no prior involvement in the matter concerned to ensure impartiality.
- 9.6 The Appeal Panel hearing will convene a hearing to investigate and examine the case. Concerned parties including the complainant / appellant shall be entitled to be heard in confidence.
- 9.7 The complainant / appellant will be informed of the decision of the Appeal Panel.
- 9.8 Under the CB Scheme, if there are complaints concerning the behavior of an NCB or CBTL, the case shall be reported to the Secretary of the IECEE with due documentation of evidence. After review and acceptance of the complaint, the Secretary of the IECEE will submit the case to the Board of Appeal in accordance with the procedure as per sub-clause 4.2 of IECEE 02-1.
- 9.9 Under the CB Scheme, if the Applicant is not satisfied with the result of the appeal at national level, and if the disagreement concerns the application of these Rules, the dispute may be referred to the Board of Appeal of the IECEE.

10. Fee Schedule

10.1 HKCC is an independent and non-profit distributing organization providing third-party certification service. Applicants are required to pay an application fee, product certification fee and product testing fee, essential to support the operations of the certification scheme. The certification fee will depend on the nature of product seeking certification.

10.2 For detailed fee schedule or other application requirements or procedures, Applicant may contact:

THE HONG KONG CERTIFICATION CENTRE LTD.

Unit B, 10/F, Block 1, Tai Ping Industrial Centre,

No. 57 Ting Kok Road, Tai Po, N. T., Hong Kong

Tel: (852) 2661 2083 Fax: (852) 2661 3181

Homepage: www.hk-cc.hk Email: hkcc@hk-cc.hk

Appendix I

The Hong Kong Certification Centre Ltd. Board of Directors


NAME	TITLE	ORGANIZATION
The Honorable Ms. CHOY So-yuk, BBS, JP	Hong Kong Delegate	National People's Congress of the People's Republic of China
Prof. Roy C P Chung	Co-Founder	Techtronic Industries Co., Ltd.
Mr. Richard Fung	Chief Executive	Hong Kong Standards & Testing Centre
The Honorable Mr. Jeffrey Lam, MBE, JP	Legislative Councilor	Hong Kong SAR Legislative Council
Mr. Tom Tang, JP	Chairman	Hong Kong Standards & Testing Centre
Mr. Bernie W C Ting	Managing Director	Qualidux Industrial Co., Ltd
Prof. K W Yeung, Ph.D, Ctext, FTI, Ccol, FHKITA, FTA	Executive Director	Clothing Industry Authority

Sample of Application Form for the CB Test Certification (F/001(CB))

		香港認證中心有限公司 The Hong Kong Certification Centre Ltd 香港新界大埔汀角路57太平工業中心第1座10樓B室 Unit B, 10/F., Block 1, Tai Ping Industrial Centre, No. 57 Ting Kok Road, Tai Po, N. T., Hong Kong 電話 Tel: (852) 2661 2083 傳真 Fax: (852) 2661 3181 網頁 Homepage: www.hk-cc.hk 電郵 Email: hkcc@hk-cc.hk				
		C B 證書申請表 APPLICATION FOR THE IECEE CB SCHEME TEST CERTIFICATE				
Applicant's information 申請機構資料:						
Applicant's name and address 申請機構名稱及地址:						
Authorized management representative dealing with this application 此項申請的授權代表人:						
Name姓名		Title 職銜				
Phone電話		Fax傳真		Email address電郵地址		
Manufacturer's registered name and address (if different from Applicant's) 生產商註冊名稱及地址(如與申請機構不同):				Factory's registered name and address (if different from manufacturer) 生產廠房註冊名稱及地址(如與生產商機構不同):		
Phone電話		Fax傳真		Phone電話		
Email address電郵地址				Fax傳真		
		Phone電話		Email address電郵地址		
Designation of product for which certification is requested 申請認證的產品資料:						
Product Name and Description: 產品名稱及概述:				<input type="checkbox"/> New Product 新產品 <input type="checkbox"/> Existing Product 現有產品		
Brand Name 品牌:		Model No. 產品型號:				
Certification granted by HKCC or other bodies 有否獲得本中心或其它機構證書:				<input type="checkbox"/> Yes 有 <input type="checkbox"/> No 無		
Issuing Authority 發證機構		Certificate Number. 證書編號		Report Number 報告編號		
Other information of value to HKCC (such as catalogues, manuals, photos, parts list, assembly drawings, circuit diagrams, declaration letter) is enclosed and listed as follows 其它提供給香港認證中心的有關資料(如產品介紹冊、使用手冊、照片、零件清單、裝配圖、電子線路圖、聲明書等)						
Standard reference with version and amendments to be apply 申請標準號, 版本及增補版:						
National Differences included (國家差異要求):						
I/We, the Applicant, warrant and agree: (i) to supply all complete and necessary information for this application and that the information provided with this application is true and accurate in every respect; (ii) to adopt all data, statements, or any other information furnished to HKCC by the Applicant or any other third parties at or prior to the signing of this application and thereafter; (iii) all information disclosed to HKCC has proper consents, licenses or authorities required by the laws and this product does not infringe upon any intellectual property rights; (iv) to fully indemnify HKCC of all damages or liabilities to any disputes, controversy, or claims arising out of or relating to the data, statements, or any other information provided; (v) to abide by the HKCC Regulation of IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE CB Scheme) (please refer to the "Download" section in www.hk-cc.hk) and any rules and procedures of HKCC deemed applicable; (vi) to make all payments on time; and (vii) to indemnify HKCC against any disputes, controversy, or claims arising out of this product. 我/我等, 申請機構, 聲明如下: (i) 提供所有完整及必須的資料, 且有關資料皆真確無訛; (ii) 確認由申請機構或協力廠商向香港認證中心提供所有的數據、陳述或其他資料, 無論是在簽署此申請表之前或之後提供; (iii) 本產品及其有關資料已就法律要求得到所須的同意、准許和授權。本產品並不侵犯任何知識產權。(iv) 因數據、陳述或所提供的其他資料而引起的, 或與之相關的任何糾紛、爭論或索賠, 香港認證中心均毋須承擔其任何賠償或債務, 一切後果由申請機構承擔; (v) 遵守香港認證中心的國際電工委員會電工產品符合性評定計劃條例(可參閱香港認證中心網頁 www.hk-cc.hk 內“下載區”所列的所有條款)及遵守有關認證計劃的條例和程式進行有關的申請; (vi) 按時繳納所有費用; 及 (vii) 凡因本產品而引起或與之相關的糾紛、爭論或索賠, 申請機構須代替香港認證中心負上賠償責任。						
Printed name and title of person authorized to sign on behalf of the Applicant 申請機構授權簽字人姓名及職務:		Signature and Company Chop : 簽字及公司蓋章:		Date 日期:		
Remark: For more details, please visit HKCC homepage www.hk-cc.hk 備註: 如欲獲得更多有關資料, 請瀏覽香港認證中心之網頁 www.hk-cc.hk 。						
For office use only 本中心專用	Reviewed 覆核		Application No. 申請編號		Reviewed 覆核	
	By 簽名	Date 日期			By 簽名	Date 日期
Customer Services Office			Certification and Surveillance Office			
F/001(CB)/B						

Appendix III

Sample of the CB Test Certificate

		Ref. Certif. No.
IEC SYSTEM FOR MUTUAL RECOGNITION OF TEST CERTIFICATES FOR ELECTRICAL EQUIPMENT (IECEE) CB SCHEME		
CB TEST CERTIFICATE		
Product	<div style="border: 1px solid black; background-color: #cccccc; width: 100%; height: 100%;"></div>	
Name and address of the applicant		
Name and address of the manufacturer		
Name and address of the factory		
<small>Note: When more than one factory, please report on page 2</small>		
Ratings and principal characteristics		
Trademark (if any)		
Customer's Testing Facility (CTF) Stage used		
Model / Type Ref.		
Additional information (if necessary may also be reported on page 2)		
A sample of the product was tested and found to be in conformity with		
As shown in the Test Report Ref. No. which forms part of this Certificate		
This CB Test Certificate is issued by the National Certification Body		
Date:	Signature:	

Appendix IV

References of IECEE CB Scheme Documents

Reference	Description
IEC CA 01	IEC Conformity Assessment Systems – Basic Rules
IECEE 01-S	IECEE Supplement to IEC CA 01
IECEE Definitions	Definitions
IECEE 02	IECEE Rules of Procedure - CB Scheme
IECEE 02-1	IECEE Particular Rules of Procedure - Structure, Constitution & Organization
IECEE 02-2	IECEE Particular Rules of Procedure - Membership
IECEE 02-3	IECEE Particular Rules of Procedure - Peer Assessment Program
OD-2020 & F1-F6	TRF – Development, maintenance and use
OD-2026	Finances
OD-2033	Process elements related to infringements of the Rules
OD-2037	CB Scheme Test Certificates
OD-2039	Acceptance of components within the IECEE CB Scheme and component acceptance matrix
OD-2041	Guide on product families, family ranges or series of products
OD-G-2058	Guidance for the use of the IECEE Logo
OD-G-2060	Guidelines on Component Interchangeability
OD-G-2063	IECEE Policy Statement