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November 2007

QUALITY MANAGEMENT SYSTEM CERTIFICATION

in accordance with ISO 9001 standard

CERTIFICATION REGULATIONS **Edition 5**

This document is a translation of the French issue. In case of conflict, the French issue will prevail.
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LABORATOIRE CENTRAL DES INDUSTRIES ELECTRIQUES
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CORPORATE QUALITY MANAGEMENT SYSTEM CERTIFICATION
in accordance with ISO 9001 standard

CERTIFICATION REGULATIONS

This issue cancels and replaces the issue 4, Sept 2005.

1 Purpose and scope

The present Certification Regulations apply to companies that want to obtain and retain certification of compliance of their quality management systems with ISO 9001 standard by the LCIE in the field of electrical and electronic equipment and components.

The LCIE is a limited company incorporated in France and a fully-owned subsidiary of the Bureau Veritas group. Its certification department is an approved certification body in the following fields:

- certification of quality management systems according to ISO 9001 standard,
- quality certification of electronic components (according to Certification Regulations LCIE C 00-190 for the NF electronic components mark, and LCIE C 00-195 for the IECQ mark (according to QC 001002-3),
- certification of independent testing laboratories in the framework of electronic components (in accordance with ISO/CEI 17025).

The LCIE is accredited by the COFRAC for the certification of the following:

- quality management system certification (ISO 9001) for companies belonging to the electrical, electronic domain (EA code 19) or other domain. The list of accredited fields is available on request.
- product and components in the electrical/electronic field.

Within this framework, the LCIE offers internationally recognised certification.

The present document is available on request at the LCIE – Certification department secretariat. It is also sent to the companies applying for the certification. Up-dates are sent to each company certified for acceptance and consideration.

2 Certification reference standards

- The certification standard is ISO 9001 standard, version 2000 “quality management systems – requirements”,
- The ISO 19011 : 2002 standard “Guidelines for quality and/or environmental management systems auditing”, used in audit assessment,
- The ISO/IEC 17021:2006 “Conformity Assessment - Requirements for Bodies providing audit and certification of management systems”.

3 Use of the certificate

The holder may refer to its ISO 9001 certification granted by the LCIE, provided that this corresponds to the specific characteristics of the certificate issued to him.

4 Procedure for obtaining ISO 9001 certification

4.1 General Conditions

Before making an application, the applicant must ensure that the activity to be certified belongs to the electrical and electronic sector (code EAC 19), or other accredited domain of LCIE.

By his application, the applicant commits himself to:

- maintain the same conditions of operation during all the period of validity of the certification,
- set up and maintain a Quality Management System in conformity with the ISO 9001: 2000 standard requirements, or equivalent,
- facilitate access to buildings and installations by the audit team, into the usual opening time of work of the company, to allow it to carry out the evaluation, object of the application,
- use his certificate only for the range and perimeter defined,
- do not use his certificate in such manner which can affect the reputation of the Certification Body,
- cease immediately, in case of suspension or withdrawal, the usage of the certificate,
- do not cause any degradation to the reputation of the Certification Body when he mentions his certification in his communication,
- comply with the Certification Body requirements when he uses his certificate by means of communication.

The applicant commits also to the following:

- comply with the Certification Body requirements when he refers to the situation of his certification through his communication means, such as internet, brochures or advertisement, and any other documents,
- do not make false declaration concerning his certification,
- Do not make improper use of any document of certification, in total or partial,
- cease immediately, in case of suspension or withdrawal, usage of the certificate, any communication referring to the statement of a certified system,
- modify any object of publicity in case of reduction of his perimeter of certification,
- do not let use the reference to the certification of his quality management system for letting supposed that a product or a process is approved by the certification body,
- do not let understand that the certification applies to any activities out of the perimeter of certification,
- do not use his certification in a manner which causes degradation of the reputation of the certification body and impacting the confidence the public has in him.

The program of certification includes an initial audit in two phases, some surveillance audits during the first and second year and a renewal audit during the third year before expiration of the certification. The cycle of 3 years begins with the decision of certification or renewal of the certification.

4.2 Application

The applicant must fill in an Application Form which shall specify

- the perimeter aimed for the certification
- the general characteristics of the organism, including the name, address of list of the site(s) concerned with certification, significant aspects of its processes and operations, and any legal applicable obligation
- the activities to be certified, the population of each site,
- the information relative to the process which may be subcontracted having an impact on the management system,
- the ISO 9001 or other equivalent reference standard chosen by the company for the certification,
- any information relative to any individuals/companies having providing consultancy to the company in relation to the management system.

A representative of the company to be audited is designated to be the permanent interface with the Certification Body (this person is called "DMR", Designated Management Representative).

4.3 Review of the Application

Before planning the audit, the Certification Body shall make a review of the application and of the information provided, in order to be sure that:

- information provided are sufficient to proceed with the audit,
- the requirements relative to the certification are clearly defined and documented,
- any discrepancy in understanding between the certification body and the candidate organism a been solved,
- the certification body has competency and capacity to perform the certification mission,
- the perimeter, the site(s), the duration required to perform the audits, and any other points having an impact on the certification tasks are taken into account,
- the records of the justification of the decision to perform the audit are kept.

On the basis of this review, the Certification Body determines the needed competences for the audit team and the decision of certification.

The Certification Body decides upon the audit team according to the competence and availability of the auditors.

The person in charge of deciding to accept the Application for Certification is the Certification Manager.

4.4 Initial Certification Audit

4.4.0 Tender and Order

- A commercial offer is drawn up and submitted to the company. Once agreed, it is asked to place an order for invoicing purposes.
- A "Certification Contract" is sent to the company in duplicate for signature by the applicant. One approved copy must be returned to the Certification Body.

4.4.1 Audit phase 1

Evaluation of the Quality Management System to be audited:

- Audit of the documentation of the QMS implemented by the applicant (Quality manual, procedures, organisation chart, etc.)
 - Evaluation of the location and specific conditions relating to the site and, exchange with the applicant for appreciating the degree of preparation for the audit phase 2,
 - Review of the situation of the client company and of its understanding of the standards regarding performance, processes, objectives and application of the QMS,
 - Definition of the perimeter, processes, applicable lawful and regulatory requirements
 - Review of resources allocation for the audit phase 2, and organization of it,
 - Preparation of the planning for the audit phase 2,
 - Review if the internal audits and management review have been performed and if the QMS is ready for being certified.
- An audit "phase 1" may be performed on the site(s) to be certified, in order to evaluate maturity of the quality management system implemented and to complete the documentation review. A questionnaire may be used to collect data from the company. The audit is used to determine any corrections or additions to be made to the quality management system before the certification audit "phase 2". The results of the audit phase 1 are communicated to the customer.
 - Preparation of the audit « phase 2 »:
 - The audit plan and the list of the audit team members are sent to the company at least two weeks before the scheduled audit date.
 - A form used to assess the auditor's performance is sent to the company either with the audit plan or with the report. This form should be returned to the LCIE's quality department.

4.4.2 Audit phase 2

- Carrying out the audit
 - The audit is carried out according to the requirements of ISO 19011. It aims to collect information and proofs of conformity regarding all the requirements of the applicable reference standards,

notably regarding surveillance, measurement, review report and performance review of the QMS in relation to the objectives of the organism.

- All the sections of the ISO 9001 standard are taken into account.
- In case of discrepancies to the requirements (non conformances), a Corrective Action Request is drawn up, indicating the requirements which are not respected, and the non conformity observed.
- The non conformity(ies) is/are communicated to the auditee and the CAR (s) is /are provided at the end of the audit allowing the auditee to complete with the corrective actions he decides to implement to solve the non conformity reported.
- The audit is summarised at the closure meeting.

4.5 Audit conclusion

- An audit report is drawn up, incorporating the Corrective Action Requests issued during the audit and completed by the audited company with the corresponding corrective action. The report is delivered to the audited company.
- 90 days are allowed to the auditee for returning the Corrective Action Requests to the Lead Auditor, and for providing evidence that the corrective actions are implemented. Beyond this time, the audit should to be performed again.
- A proposal of certification is prepared by the lead auditor.

4.6 Certification decision:

- The information transmitted by the audit team is examined by a Review Committee made of 2 competent people having not participated to the audit. Those information concerns at least the following:
 - The audit report,
 - Observations relative to the non conformities and corrective actions undertaken by the client organism,
 - Confirmation of the information provided to the certification body and used for the application review
 - Proposal relative to the decision to grant or not the certification, with any reserves or remarks,
 - and any complementary document useful for making the decision of certification.
- The decision of certification is never made by the personnel involved in the audit.
- The Review Committee recommends a certification decision.
- From the elements gathered by the audit, the Director for Certification takes one of the following decision:
 - certification is granted,
 - decision is adjourned until after another audit,
 - certification is refused.
- In case of positive decision, the certificate is issued and sent to the audited company.
- In case of adjournment or refusal, a motivated letter is sent to the applicant.

4.7 Surveillance of the Certification

4.7.1 Surveillance Audit

- The surveillance activities are made of surveillance audits mainly. Other activities may include surveys of the certified organism, review of customer declaration regarding its operations, request made to the client to get documents or records, or other surveillance methods.
- Surveillance audits are held regularly to ensure that the quality system still complies with the requirements of the ISO 9001 standard.
- The surveillance audits are prepared, performed and concluded in the same way as for the initial audit and the certification decision as well.
- The program of the surveillance audit includes at least the following:
 - Internal audits and management review,

- Review of the corrective actions implemented according to the non conformities identified during the previous audit,
- Treatment of complaints,
- Efficiency of the QMS regarding the objectives,
- Statement regarding the continuous improvement actions,
- Control of the daily operations,
- Review of the any changes impacting the QMS,
- Usage of logos and marks, and any reference to the certification.

4.7.2 Frequency of the surveillance audits

- The certification is renewed every three years. This implies that verification of the effectiveness of the system requirements has been demonstrated, and complies with the requirements of the ISO 9001 reference standard.
- The surveillance audits shall be scheduled once a year at least. The date of the first surveillance audit following the initial certification shall be fixed in 12 months maximum after the last day of the audit phase 2.
- For electronic components, the normal frequency of surveillance shall be 2 visits per year (typical 6 months between consecutive visits).
At the discretion of the SI, the frequency of surveillance of an organization may be reduced to one visit per year per site if no significant non-conformity has occurred after two years (typical 12 months between consecutive visits).
- In other case, the normal audit frequency is annual.
- After the first year, upon company request, and proposal to the LCIE Director for Certification for review, flexibility of -2 months / +4 months maximum is allowed around the target date of the audit, without effect on the target date for the following years (the target date stays the same all over the years, unless otherwise decided independently of the flexibility). Over this period of time, the certification is suspended and can only be reactivated by performing the planned audit. Some exceptional circumstances may be taken into account and drive for concession by the LCIE Director for Certification. In any case, suspension may last more than 6 months.

4.7.3 Decision for maintenance of the certification

The information transmitted by the audit team is examined by a Review Committee made of competent people having not participated to the audit. Information The Review Committee recommends a certification decision, and the Director for Certification takes one of the following decisions:

- maintenance of the certification,
- adjournment of the decision and request for a complementary action of evaluation,
- maintenance is refused and request for suspension or withdrawal.

In any case, a motivated letter is sent to the client and complementary actions are undertaken.

4.8 Renewal of the certification

4.8.1 Planning of the renewal audit

A renewal audit is planned and performed for evaluating the continuity of conformity to all the ISO 9001 clauses requirements, and also evaluating efficiency of the global QMS, pertinence and permanent applicability for the perimeter of certification.

The renewal audit concerns the performance review of the QMS over the certification period and includes review of the previous surveillance audit reports.

When significant changes occurred for the QMS, the company or the context of operation, the renewal audit activity may require to performing again an audit phase 1.

In the case the certification covers several sites the renewal audit is planned for assuring that on site audits cover the sites sufficiently to provide confidence in the certification.

4.8.2 On site Audit

The renewal audit implies the following points:

- Efficiency of the QMS in its totality, regarding internal or external changes, its pertinence and applicability for the perimeter of the certification,
- Proof of commitment to maintain and improve the QMS in order to increase the global performances,
- Verification that the operations in the QMS contribute to reaching the objectives fixed in the quality policy of the audited company,

The non conformities identified are documented onto non conformity sheets. The audited company has 90 days maximum for implementing the corrective actions needed to solve the non conformities.

4.8.3 Decision for renewing the certification

The decision for renewing the certification is taken considering the results of the renewal audit, the results of the review of the QMS over the period of certification, and complaints received from users of the certification.

4.9 Particular audits

4.9.1 Extension of the perimeter of certification

In case of request for extension of the certification perimeter already granted, review of the application shall determine any audit activity needed for deciding or not to grant the extension. This extension may be made during a surveillance audit.

4.9.2 Audit with short notice

It may be needed to plan an audit with short notice, in order to instruct a complaint or following changes or to make a follow-up of suspended customers.

In this case, the audit date is fixed by common agreement with the company, taking care to the audit team designation which cannot be refused by the audited company.

This audit is concluded by an audit report like another audit. The corresponding decision is taken in the current conditions of the Certification Body (as initial, surveillance, renewal).

4.10 Certification by equivalence

A company already granted with IECQ (IECQ-CECC) certification (or in previous electronic components quality assurance systems CECC and/or IECQ) by the LCIE may obtain certification according to ISO 9001 standard directly, since the IECQ (IECQ-CECC) reference document "QC 001002-3" is based on ISO 9001 with additional requirements.

The company should apply to the LCIE, which will analyse the application, update the file and print the certificate of compliance of the quality management system (QMS) with the chosen standard.

5 Maintenance of the quality system by the applicant

The applicant undertakes to maintain and improve its quality management system in accordance with the ISO 9001 requirements.

The certificate holder must keep a record of all complaints relative to its quality management system. This record must be produced to the LCIE's auditor during audits.

6 Organisation responsible for the ISO 9001 certification and follow-up of certification

This chapter describes the different parties implies in the Certification process.

6.1 Laboratoire Central des Industries Electriques (LCIE)

The LCIE, Certification department, is responsible for applying the present Certification Regulations and for all decisions made in the frame of them.

It is responsible for the following operations:

- a) drawing up and updating the Certification Regulations defining the procedures for assessing and monitoring compliance with the standard, notably the requirements concerning the manufacturer's management of its quality system, distributing amended Certification Regulations to companies already certified so that they can apply the new requirements where applicable,
- b) investigating applications for granting, maintaining, extending or reducing certification, plus partial or total suspensions and withdrawals, for all or part of the scope of certification of the company concerned,
- c) drawing up the Certification Contract with the company concerned,
- d) performing the initial and surveillance audits for the certification of the company concerned,
- e) issuing the certificates,
- f) updating and publishing the list of certified companies,
- g) secretariat of the Certification Committee (see 6.3),
- h) supervising the financial situation of the certification activity.

6.1.1 Auditors

The auditors in charge of Certification operations have qualifications, competencies and experience in the audited field. They are approved by the LCIE. They commit to respect a code of ethics with respect to confidentiality, potential conflict of interest and methodology rules.

6.2 The LCIE's Certification Management Committee

Note: Mission, composition and mode of operation of the Certification Management Committee of LCIE are detailed in the internal procedure CERT N°73 (editi on in force).

Information set forth below is an abstract only.

The Certification Management Committee has the following functions, relative to the certifications delivered by the LCIE:

- On a strategic level, and of a general nature:
 - It formulates principles of actions concerning the operation of certification,
 - It supervises the application of the policy defined, including the promotional actions of certifications,
 - It supervises the financial situation.
- Moreover, it is the authority of recourse.

The Certification Management Committee is formed by three colleges:

A- "Manufacturers"

B- "Users" including representatives of final users, installers, operators, etc.

C- "Others" including representatives of Public Authorities, Standard institution, the LCIE.

The LCIE ensures the secretary charges of the Certification Management Committee.

6.3 Certification committee (CTCC)

For the certification of Quality Management System, the Certification Committee (CTCC – Comité Technique de Certification des Composants Electroniques – has its role enlarged to the surveillance of the certification of QMS according to ISO 9001) has an advisory role on the general orientations, useful for promoting the certification to the professional associations.

The Committee is also called "Particular Committee" for the need of the "NF Electronic Components" Mark.

6.3.1 Role and remit of the Certification Committee (CTCC)

The CTCC is charged to contribute to the follow-up of the activities of certification and to provide opinions on:

- certification rules and its revisions
- decisions to be taken relatively to the certification rules
- files posing of the problems of interpretation or being the subject of dispute
- projects of actions of publicity and promotion concerned with its activity,

The CTCC can verify impartiality and coherence of the certification decision taken. It can emit reserves or comments to the Director of Certification.

The CTCC gives opinions which are the expression of a consensus. In the event of dissension, the President can proceed to the vote to release the dominating opinion. In this case, the decisions are made with the vote in the majority simple with a turn. In the event of ballot, the voice of the President is dominating.

Each College has a voice collectively. To be valid, the quorum is at least 1 present by College. The members absent of a College can give other member of the same College proxy to vote.

The experts possibly invited to assist the particular Committee do not take share with the vote.

6.3.2 Membership

A President,

Two vice-presidents, for replacement of the President if necessary:

- a representative of the LCIE, Direction Certification,
- a representative of AFAQ AFNOR Certification

College A: "Manufacturers and Distributors, Manufacturers as well as the representatives of the trade associations"

- 5 representatives' maximum, 1 minimum.

College B: "Users and Prescribers"

- 5 representatives' maximum, 1 minimum.

College C: "Other technical parties and administration"

- 5 representatives' maximum, 1 minimum.

Among these representatives, there are

- 1 of the representatives of the authorities of the DGCCRF,
- 1 representative of the UTE, the authorities of standardization,
- 1 representative of AFAQ AFNOR Certification,
- 1 representative of the LCIE.

Participation of expert:

Moreover, people chosen for their competence can be destined for title of expert, for particular points, after favourable opinion of the majority of the members of the particular Committee.

The personal composition is established in document in force "PROC/SNQ/142".

The candidates for any College have to be addressed to the Electronic Component Certification Manager of LCIE who presents the candidate to the CTCC during a normal meeting. When the candidate is accepted, it is approved by the LCIE General Director.

The members of the Committee are named by the General Manager of the LCIE. The duration of their mandate is 2 years; it is renewable by renewal by tacit agreement.

The President is designated from the members of the Colleges, on proposal of the CTCC. He is preferably issued from the College A or B. The President of the CTCC is also named by the General Manager of the LCIE.

A Chairman can also be appointed during the meeting by the members who are present.

The exercise of the functions of member of CTCC is strictly personal.

The members of the CTCC cannot receive any remuneration for the functions and/or missions which are entrusted to them.

This Committee is in charge of other certification scheme than ISO 9001.

6.2 Review Committee

A Review Committee is made for verifying the information transmitted by the audit team (audit report, observations relative to the non conformities and corrective actions undertaken by the client organization, and other documents useful to take the decision) and recommending a decision to the Director for Certification of LCIE.

The Committee is made of LCIE qualified auditors. The auditor who has written the audit report does not take part of the debate, but may present and comment his audit report.

6.4 Confidentiality

All these members are held with the professional secrecy.

The members must guarantee the protection of the documents which are entrusted to them against duplication and the unauthorized diffusion.

The information data relative to the client which are made publicly available are those from the certificate. Other information is considered as confidential.

However, any information data of the certification file are accessible to the Accreditation Body (i.e. COFRAC) or Peer Assessment bodies, which are themselves committed by confidentiality.

7 Appeals and recourse

In case of dispute for any reason, the requestor has 15 working days deadline after notification of a decision or knowing about the contested situation for submitting his observations by writing to the Director of Certification.

The appeals and recourses are not suspensive.

If the contestation cannot be resolved kindly, the litigation is transmitted to the Certification Committee (CTCC) which makes examination. The object of the dispute is sent to the CTCC members with the meeting agenda for allowing them to take note about it. The proxies provided by the absent members are explicit to this object.

In any case, a non solved dispute may be submitted to the Certification Management Committee of LCIE which is the last recourse instance.

Information of end of treatment of the appeal and the decision are communicated to the company.

People implied in the process of treatment of appeals are different from those having performed the audits and taken the decision of certification.

Appeals are recorded and managed according to the corresponding applicable general procedure of LCIE. The appropriate corrective actions are also managed according to this procedure.

Notes

The application of the present Certification rules is subjected to the French law; the unresolved disagreements or litigations may be carried in justice to the courts of Paris, only qualified.

8 CLAIMS AND COMPLAINTS

Claims and complaints are recorded and managed according to the corresponding applicable general procedure of LCIE.

The appropriate corrective actions are also managed according to this procedure.

When the claim concerns a certified company, the customer is notified in due time and the claim is examined regarding efficiency of the QMS of this client.

The claimer is acknowledged about reception and consideration of his claim, and about progress and completion as well.

The decision concerning the claim is taken by a person being not involved in the subject of the claim. In general, this person is the Quality Director of LCIE.

The LCIE, the customer and the claimer decide all together if the object of the claim and its solution may be made publicly available, and how far it is.

9 Procedure to be followed by the holder in the event of changes affecting compliance of the Management System with ISO 9001

Holders of ISO 9001 certification must notify the LCIE in writing of any change in the legal corporate status or any change of company name. In the event of merger, liquidation or acquisition of a holder, its right to refer to ISO 9001 certification is cancelled immediately and the certificate is withdrawn.

Certification holders must notify the LCIE in writing of any changes in their quality management systems that may have an effect on the certification obtained. The LCIE-SNQ reserves the right to check that any changes made do not compromise existing certification.

Changes may concern the following:

- The legal or commercial status, its owners or the organization
- The organization and management (i.e. key people such as managers, decision-makers or technicians),
- Name and address of the person to be contacted and the main sites,
- The perimeter of operations made in the frame of the management system certified,
- The important changes made to the Quality Management System and to the processes.

10 Certificates, validity and renewal

10.1 Certificate

The standard form is an LCIE certificate stating compliance with ISO 9001.

It is issued according to the following procedure:

- Upon the certification committee's decision, certification is granted to the applicant and a certificate is issued.
- The registration number 196YY-XXX- is allocated as follows:
196: certification according to the present Certification Regulations, where
YY: year of issue.
XXX: chronological number in the year
- The date of the certificate is stated thereon, as is its period of validity.
- Any certificates that have been cancelled or replaced by the new certificate are mentioned.
- The certification manager may be notified of any certificate errors or omissions, which are rectified as quickly as possible (issue of a new certificate or a certificate with a higher number).

The date of issue of the certificate is the date of decision of certification, unless otherwise decided by the Director for Certification of LCIE.

10.2 Validity period and renewal

Quality management system certificates are valid for a maximum period of three years and all the system and product requirements must be covered for the same period.

At the end of this period, a renewal audit is conducted relative to all the ISO 9001 clauses. A new certificate may be issued for a further three-year period, on positive decision of the Director for Certification of LCIE.

11 SUSPENSION / WITHDRAWAL OF CERTIFICATION

The decision of stoppage of the certification may be taken

- either by the company which can decide it. The request is managed by the Certification manager and a notification of withdrawal is sent to the company.
- or by the Certification Body in case of serious failure of the company to its commitment to maintain the conditions of certification, and possibly after recall of the Certification Body remained without effect, notably when
 - o the QMS does not respect the certification requirements critically, including the requirement for efficiency of the QMS,
 - o the customer has not allowed the realization of the surveillance or renewal audits according to the frequency required,
 - o It can also occur if the company does not pay the invoices duly emitted for covering the charges of the certification.

When the certified company is unable to fulfil its commitments relative to the certification temporarily, it must inform the Certification Body which pronounces a temporary suspension of certification. The Certification Body is committed to verify the return of the satisfactory conditions of certification before withdrawn the suspension.

A suspension lasting more than 1 year is turned to a withdrawal.

In case of suspension or withdrawal, the holder is committed to return the certificate immediately to the Certification Body which has emitted it.

The applicant cannot make state of its certification any longer.

Any wrong reference to the system of certification and any deceptive usage of the certificates or marks allow the Certification Body to treat this failure as an infringement to the Rules of Certification. The actions are decided by the Director of Certification according to the gravity of the situation, which can be a formal notice or taking the case to court.

On a simple of a third, the LCIE is require to communicating the status of the certification of a customer, as valid, suspended, withdrawn or reduced.

12 Improper use of certificate granted by LCIE

The improper use of the certification granted by LCIE, the withdrawal request is documented by the Certification Manager, and the decision is taken by the Director for Certification. The certificate is withdrawn immediately and the offender is notified for stopping and solving the improper situation.

13 Records relative to the requestors and to the customers

The records relative to the QMS certification activity are kept by LCIE, according to the relevant applicable general procedure

The records include:

- Information relative to the application, review of application and audit reports,
- Certification contract
- In case of multi-site certification, the method used for the sampling,
- Definition of the time allocated to the auditors,
- Verification of the Corrective Actions,
- Records of the Claims and appeals, including any relevant corrective action,
- Minutes of Review Committee and Certification Committee meetings
- Documentation relative to the decisions taken for the certification,
- Certification documents, including those relative to the perimeter of certification,
- Records relative to the competency and the qualification of the auditors.

Those records are kept in a safe place for confidentiality purpose.

14 Financial terms

The company undertakes to pay all dues relative to certification. The LCIE will be entitled to terminate the certification procedure if any such dues are not paid.

Certification expenses include administrative expenses, the cost of drawing up certificates and audit expenses (which depend on the number of audit days determined according to the "IAF Guide for implementation of ISO/CEI Guide 62: 1996).

Travel expenses may be included in overall certification expenses or presented separately.

15 Approval / Revision

The present Certification Regulations, and its revisions, are submitted to the Certification Committee CTCC for getting its opinion, and then approved by the Managing Director of the LCIE.



APPLICATION FORM

Information relative to the company requiring certification

**Certification of a Quality Management System
Of Company of the electric/electronic domain**
As per the ISO 9001:2000 and the Certification Rules LCIE C 00-196.

We thank you for choosing LCIE for your ISO 9001:2000 certification. Please complete this application form and return it to your contact person in LCIE. Feel free to contact us for further information you may need.

I- APPLICANT INFORMATION

Company Name			
Company Address			
Legal Status			
Managing Director Name			
Contact Name (representative)		Position	
Telephone N°		Fax N°	
E-mail Address		website	

Service Requested	<input type="checkbox"/> Initial Audit <input type="checkbox"/> Renewal audit <input type="checkbox"/> Change of Certification Body for an already certified QMS <input type="checkbox"/> In association with another service of certification? <i>(please, specify)</i>		
Target Date			
Number of sites to be assessed	1	<i>(Please fill-in the part II for each manufacturing site)</i>	
Total number of employees			

The company demands to the BV/LCIE, which accepts it, to proceed to the certification of the Quality management System according to the reference standard defined. The Audit is led in prevision of delivery of the Certificate of conformity to the ISO 9001 : 2000, and in accordance with the Certification Rules LCIE C 00-196 (QMS according to ISO 9001), or others, which have been communicated. The certificate will be established on the base of the Rules and Standards cited above. The documentation to be provided with the present Application Form, is made of, at least, the Quality Manual, the list of the main procedures, the organization chart and any other document the requestor estimates useful for the examination of his request. The requestor commits to respects the requirements relative to the certification and provides all information needed for its evaluation.

This application is considered as a new ANNEX to the Certification Contract, when it exists, N°

Date:	Signature:
Applicant representative Name:	Company Stamp:

The present application form has to be filled in and signed.

II- Perimeter for the certification (Site(s) to be audited *(Please fill-in this part for each manufacturing site)*

Site to be audited N° & Name			
Factory Address			
Activity of the site			
Contact Name (representative)		Position	
Telephone N°		Fax N°	
E-mail Address		website	

BREAK DOWN OF PERSONNEL *(Please provide allocation of the staff by main department)*

Department	Number of employees (including temporary)	Number of employees working in shift
Administration / Management / Sales		
Design / Engineering / Laboratory		
Manufacturing / Engineering / Control		
Quality Assurance		
Total Number		

Comments:

(Other site – optionally)

Site to be audited N° & Name			
Factory Address			
Activity of the site			
Contact Name (representative)		Position	
Telephone N°		Fax N°	
E-mail Address		website	

BREAK DOWN OF PERSONNEL *(Please provide allocation of the staff by main department)*

Department	Number of employees (including temporary)	Number of employees working in shift
Administration / Management / Sales		
Design / Engineering / Laboratory		
Manufacturing / Engineering / Control		
Quality Assurance		
Total Number		

Comments:

III- DESCRIPTION OF THE PERIMETER TO BE AUDITED



Please describe the main activity of the company (this description will be put on the future certificate, when it is delivered (e.g., Design, manufacturing and sales of connectors for electronic industry, etc...))

Is the company part of a group?
What is the legal link between the sites (if any)
Is a multi-sites certification required?

Is the design and development process included in the assessment perimeter?

What should be the declared excluded processes, if any (*as per ISO 9001:2000 § 1.2, on justification, where exclusions are made, claims of conformity to the standard are not acceptable unless these exclusions are limited to requirements within clause 7, and such exclusions do not affect the organization's ability, or responsibility, to provide product that meets customer and applicable regulatory requirements*)

Is the company already certified?	According to what reference standard(s)? What Certification Body? Expiry date of the actual certificate(s)?
In case of change of Certification Body, please join one copy of the last 3 audit reports.	

Is the company has been advised by a Consulting agent/company for implementing its Quality Management System?

If yes, please indicate the name of the consultant

IV- COMMENTS FROM THE APPLICANT (*Please write down your additional comments regarding this application*)

V- DOCUMENTATION LIST (*to be attached to the application*)

- Quality Manual,
- List of procedures
- Organization chart(s)
- Any document the requestor may consider as useful for evaluation of his Application.

For LCIE Use ONLY: Review of the Demand (Name and date)