

# Certification Rules

## Mark



# ELECTRICAL EQUIPMENT FOR HOUSEHOLD AND SIMILAR USE

**Mandated Certification Body:**

LCIE France  
33 avenue du Général Leclerc  
B.P. 8  
92266 FONTENAY-AUX-ROSES Cedex  
[www.lcie.fr](http://www.lcie.fr)



**L C I E**

Accreditation  
N°5-0014  
Scope available  
on  
[www.cofrac.fr](http://www.cofrac.fr)



**Certification Body:**

AFNOR Certification  
11, rue Francis de Pressensé  
93571 LA PLAINE Saint Denis Cedex  
*S.A.S. au capital de 18 187 000 €, immatriculée au registre  
du commerce de Bobigny sous le n°B 479 076 002*



**The NF Mark referential is constituted of this Certification Rules, the relevant standards and of the General Rules of the NF Mark.**

**In case of doubt or dispute, the original language text (French) only is valid**

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These Certification Rules were approved by the AFNOR Certification Director on June 15, 2010.

Any previous version is superseded by these Certification Rules.

LCIE France undertakes with the Applicants/Licence Holders representatives, the users and the technical experts to ensure the relevance of these Certification Rules in terms of the certification process and requirements definitions relative to market developments.

The Certification Rules may therefore be reviewed, wholly or in part, by LCIE France, always after consultation with the Mark Committee.

Any revised version is approved by the AFNOR Certification Director.

## MODIFICATIONS

Modified parts	Revision No.	Date	Modification eventually made
All the document	3	2008/02/15	Global revision of the Certification Rules (notably) : new format introduction of the retailer concept (especially in part 3) case of improper use clarified
All the document	4	2009/11/09	- "AFAQ AFNOR Certification" is replaced by "AFNOR Certification" + modifications of the registered name of ADT and Curtis-Straus
Page 4	4		- Addition of "Any previous version is superseded ..."
Partie 1 / § 1.1	4		- Addition of the commitment of the applicants to not apply for certification of counterfeit products
Partie 1 / § 1.3	4		- Suppression du LCIE Voiron et ajout du LCIE Sud-Est
Partie 2 / § 2.1	4		- References of Articles of the French Consumer Code are modified
Partie 2 / § 2.5	4		- Mention added: "and promotes the certification and its contents"
Partie 2 / § 2.5.6	4		- Title of the clause is updated
Partie 3 / Définitions	4		- Definitions added for component and safety component
Partie 4 / § 4.1.1	4		- Clarification concerning the renewal of testing under the certification surveillance scheme
Partie 4 / § 4.1.2	4		- Change the text relevant to the issuing of the No Sample Selection Report
Partie 5 / § 5.2.1	4		- Addition of functions covered by LCIE France (previously mentioned in Part 6 / § 6.2)
Partie 5 / § 5.2.2	4		- « subsidiaries » is replaced by « employees » in the 1 <sup>st</sup> paragraph
Partie 5 / § 5.2.3	4		- Addition of precision for tests sub-contracted
Partie 6 / § 6.2	4		- New presentation of the obligations covered by the annual fees
Appendix 1	4		- List of the standard is updated - New products entitled for certification: circuit-breakers with plug-in connecting devices for connecting bars
Appendix 7	4	- Two different No Sample Selection Reports instead of one	
Appendix 8	4	- Provision regarding NF logotype is updated	

# Part 1

## PRESENTATION AND SCOPE

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### 1.1 Introduction

These Certification Rules are available to any applicant whose products fall under the scope defined below and meet the technical requirements described in Part 2 of this document:

- scope: Refer to appendix 1

These Certification Rules and their appendixes apply the General Rules in force for the NF Mark which the applicants and licence holders of the right to use commit themselves to respect.

It is the responsibility of the licence holder to ensure that the regulations applicable to its product are actually implemented (example: CE marking). He specifically agrees not to apply for certification of counterfeit products.

### 1.2 Our services

#### 1.2.1 The NF Mark

The NF mark, owned by AFNOR, has been in existence for more than 60 years.

It is a voluntary mark of conformity with French, European and international standards. The entire business of products and services certification with the NF mark gains its value and originality from the standards defined by all the economic and social partners, who determine objective, measurable and traceable product features.

Within the European Economic Area, national legislation is giving way to European regulation, notably via directives. Many NF certified products and services are covered by these directives.

CE marking, which confirms that products comply with the provisions of directives which are themselves based on European standards, has shifted the positioning of the NF mark in particular for the construction products sector where it has deep roots. The NF mark has evolved for itself as a quality mark, based on standards specifying the performance level, to which are added any further specifications required by the market, such as employability or durability. It is an essential complement for promoting the quality and performance of the products and services to which it applies.

The current notoriety of the NF mark is the result of a continuous policy of seeking excellence and a desire to meet the evolving expectations of the market: the national market, the European market and the world market.

This policy has resulted in the establishment of a mechanism combining various certification bodies and recognised technical experts, constituting the NF Network.

This network for certification of industrial and consumer goods and services surrounding the NF mark has built up by providing structural and technical guarantees complying with the requirements of French standard NF EN 45011 (ISO/IEC guide 65) and the national regulatory requirements stipulated by the French Consumer Code.

This network is constituted by AFNOR Certification, mandated bodies, laboratories, inspection bodies, auditors, regional coordinators and technical secretariats.

NF mark approval is subject to a public interest mandate which is formalised in an agreement highlighting the strong bond of partnership between AFNOR Certification, the mandated certification bodies, which entirely fulfil their assigned mission as certification bodies.

In this regard, AFNOR Certification and the mandated certification bodies work by applying the NF certification system, namely the General NF Mark Rules and the specific Certification Rules. This certification system is defined under the responsibility of AFNOR Certification. It is applied and broken down by product and service category or by trade sector by AFNOR Certification or the mandated certification bodies.

In order to meet the expectations of the national, European and international markets relative to a certified product or service, AFNOR Certification and the bodies in the NF Network are committed to implementing a quality process based on generic principles.

COFRAC accreditation or some other external recognition of quality is always sought.

With the advent of Europe and the globalisation of trade, the NF network, in conjunction with the NF mark's clients, seeks at every available opportunity and in the clients' interests, recognition agreements with other European or international certifications or marks which convey the same values and are recognised by the markets.

### **1.2.2 The Certification Body's commitments: impartiality, competence and reliability**

AFNOR Certification, certification body for the NF Mark, and LCIE France, mandated certification body by AFNOR Certification, are impartial organisations.

They provide their technical skill as regards certification, i.e. in evaluating and inspecting your products and your organisation and quality management procedures.

### **1.2.3 NF applied to your product**

The NF mark on your product(s) provides assurance to safety and a consistent quality inspected by experts because the licence holder has undertaken to respect these Certification Rules.

## **1.3 List of contacts or contacts arrangements**

Any inquiries concerning the right to use the NF Mark should be submitted to:

### **LCIE France**

33 avenue du Général Leclerc  
B.P. 8  
92266 FONTENAY-AUX-ROSES Cedex  
FRANCE

### **LCIE Sud-Est**

ZI Centr'alp  
170 rue de Chatagnon  
38430 MOIRANS  
FRANCE

### **LCIE China**

F5, Building 10  
N°489, North Tibet Road  
200071 SHANGHAI  
CHINA

### **Bureau Véritas Hong Kong LCIE Electrical Division**

Unit 1611, Vanta Building  
21-33 Tai Lin Pai Road  
Kwai Chung, N.T  
HONG KONG

**Bureau Véritas CPS Taiwan Branch**

N°19 HWA YA 2ND RD  
WEN HAW TSUEN  
KWEI SHAN HSIAN  
TAOYUAN HSIEN 333 000  
TAIWAN

**Curtis-Straus Bureau Veritas CPS**

1 Distribution Center Circle  
Suite 1  
Littleton  
MA 01460  
USA

All these entities are committed to implement and enforce these Certification Rules to their customers.

AFNOR Certification reserves the right to verify that all these entities actually respect their commitment.

## Part 2

# THE REFERENTIAL

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The referential of this NF Mark application is constituted by the General Rules of the NF Mark, these Certification Rules, the relevant standards, as well as any additional features.

### 2.1 General Rules of the NF Mark

The NF Mark is a registered collective certification mark with general rules which set down the overall organisation and the conditions of use for the mark.

These certification Rules which fall under the certification of non-food products and services as provided in the Articles R 115-1 to R 115-12 and L 115-27 to L 115-32 of the French Consumer Code stipulate the conditions for application of the General NF Mark Rules to the products stipulated in Part 1.

Entitlement to use the NF mark is granted on the basis of compliance with a standard or standards and more generally with the entire referential stipulated in this section, for a product from a designated applicant and a designated design and/or manufacturing and/or sales and marketing process.

### 2.2 Standards and additional specifications

The standards and additional specifications applicable to the products relevant to the scope of these Certification Rules are mentioned in Appendix 1.

The forms used for the audits/inspections of the factories are the following:

- CIG 021 : « Factory Inspection Procedures, Harmonised Requirements »
- CIG 022 : « Pre-Licence Factory Inspection Report »
- CIG 023 : « Factory Inspection Report »
- CIG 024 : « The Conduct of Factory Inspections »

The CIG forms are approved by the CIG Group and used by all the signatories of the CENELEC Agreement (CCA: CENELEC Certification Agreement)

### 2.3 Regulations

Among the regulations that apply to products in these Certification Rules, are the requirements of the Article 2 of the Low Voltage Directive n° 2006/95/C E dated December 12, 2006 when the standards are actually published by the competent authority in the Official Journal of the French Republic (JORF) Compliance with this aspect is attested by the CE mark.

### 2.4 Quality management provisions

The applicant or licence holder of the right to use the NF Mark shall:

- Ensure control of its manufacturing and its products in its marketing channels to the end user,
- Implement provisions on system quality management in order to ensure that products which have or will have the right to be marked with the NF Mark are or will be manufactured permanently in compliance with the Certification Rules.

The minimum that the applicant / licence holder of the right to use the NF Mark must put in place for quality assurance and testing products to ensure that those who have the right to be marked with the NF Mark are manufactured permanently in compliance with the Certification Rules, is described below.

The licence holder shall:

- Implement on products from its production:

- routine tests (100% of the production) defined in appendix 8
- random tests defined in appendix 8
- Ensure compliance of its quality system with the requirements of the CIG 021
- Assure product identification and traceability by any appropriate means (for example: UF number and production date, ...)

The verification of the implementation of the provisions set forth above is achieved during surveillance audits / inspections whose frequency is defined in paragraph 4.1 of these Certification Rules.

In the case of non-compliance found, the manufacturer must implement appropriate corrective actions.

If the activity of the factory regarding the Mark is certified against ISO 9001 by an accredited certification body for quality management system, member of the EA and holder of MLA, the manufacturer can:

- After validation by LCIE France, reduce the number of random tests (see Appendix 8),
- Benefit from a reduction in the number of surveillance audits / inspections as defined in paragraph 4.1 of these Certification Rules. The minimum number of annual audits / inspections should not be less than one.

## **2.5 Marking**

Marking is an integral part of a certified product.

Over and above of the identification of a certified product and its traceability, the marking of a product with the NF logo provides improved user protection and enables licence holders to defend themselves against misuse and infringements/counterfeiting.

Furthermore, French law adds the mention of the essential certified characteristics, which is an advantage to consumers and promotes certification and its content.

Reproduction and affixing logos of AFNOR, AFNOR Certification and LCIE is strictly prohibited without prior approval of these bodies.

### **2.5.1 The NF Mark in general**

The NF logo must ensure identification of any certified product.

NF certified products are separately designated and identifiable from non-certified products.

The licence holder is only entitled to use the NF logo to distinguish certified products and in such a way that there is no risk of confusion with other products and in particular non-certified products.

Graphical tools for the logo are available from LCIE France and from the “mark holders” area on the website at [www.marque-nf.com](http://www.marque-nf.com).

It is recommended to the licence holders to submit all documents where the NF mark is mentioned to LCIE France beforehand.

## 2.5.2 Reference documents

### *The general NF Mark Rules*

The purpose of the marking regulations below is to guide the licence holder through compliance with regulatory guidelines, and the requirements of NF certification. Articles 4, 11, 14 and 15 of the general NF Mark Rules stipulate the conditions of use, the validity conditions, and the sanctions in the event of misuse.

The following cases of the use of the NF Mark constitute misuse of the NF Mark:

- Products for which the request is being processed,
- Products for which the right to use the NF Mark has been denied, suspended or withdrawn,
- An entire range or any advertising / commercial medium (eg: catalogue, website...) of products which only certain models are eligible,
- Products other than those certified,
- Products for which the trademark and / or commercial reference was (were) modified without request of maintenance with LCIE France
- Use of a trademark that has not been requested for the right to use the NF Mark (e.g. maintenance).

Article 11 of the General Rules of the NF Mark specifies that any misuse of the NF Mark, whether committed by a licence holder or by other person, will allow AFNOR, within the framework of current legislation, to start any legal action it will deem appropriate.

## 2.5.3 Marking arrangements

This section describes both the arrangements for affixing the NF logo and the marking of certified features. A “certified characteristic” means any information whose content is checked under NF marking. A traceability identification of the products must be marked on the certified products.

It deals with the following four aspects:

- Marking of the NF logo on an NF certified product
- Marking of the NF logo on the packaging of an NF certified product, where appropriate
- Marking of the NF logo on documentation, user and installation manuals
- Marking of the NF logo on websites

### **2.5.3.1 - Marking of an NF certified product**

The use of the NF Mark logo must be carried out in accordance with graphical tools mentioned in paragraph 2.5.1 of these Certification Rules.

The NF Logo must be affixed, under the terms of paragraph 2.5.5, durably and legibly on each certified product, at a location where there is no danger of it's being damaged, on a substrate linked to the device, for example, by reproducing that logo in a large enough size.

Note: It is acceptable to apply the logo by etching, stamping or moulding, etc., on a main part of the equipment.

The essential certified characteristics relevant to the electrical safety of certified products are marked on the product, in accordance with the marking requirements of the standard.

### **2.5.3.2 - Marking on the packaging of an NF certified product or on supporting documentation**

It is possible and desirable to affix the NF logo on the packaging of certified products. This is one of the means of promoting the NF Mark.

In addition to the NF logo, and at a minimum, the reference of the certified product and its trademark should appear on the packaging.

### **2.5.3.3 - Marking on documentation (technical and sales documents, labels, notices, advertisings, websites, user and installation manuals, etc. ...)**

The licence holder shall use the NF Mark in its documentation only in distinguishing the certified products without confusion.

**Attention:** The use of the NF Mark on correspondence paper letterheads is prohibited unless the licence holder of the NF Mark holds it for all its products.

Any documentation referring to the certification must contain the information relative to the essential certified characteristics.

## **2.5.4 Conditions for withdrawing the NF Mark**

Mark withdrawal is the action by which a licence holder of the right to use the NF Mark withdraws the NF Mark logotype from its products and from all the promotional media (websites, catalogues, packaging, ...)

Any withdrawal of the right to use the NF Mark entails the prohibition of using the NF Mark and of referring to it.

When a certified product turns out to be deficient with regard to the requirements or dangerous for the user, the licence holder must take all necessary measures so that the mark withdrawal will be done at every location where reference is made to the NF Mark (not only on the certified products, but also on their packaging, on their documentation, ...) and that this withdrawal will be carried out on the products in inventory and on the products which are in the sales circuit. This action must be conducted independently of the actions of withdrawal from the market operated under the responsibility of the licence holder.

## **2.5.5 Marking procedures**

The NF Mark is substantiated by the logotype defined in appendix 8 which is affixed on each certified product according to the product's specific safety standards.

For agreement the licence holder submits the design of the marking plate or of the etching, containing the Mark's monogram, to the mandated certification body.

Any concordance with this logotype is accepted.

## **2.5.6 Essential certified characteristics**

Without prejudice to the penalties provided for in Article 11 of the General Rules of the NF Mark, any erroneous advertisement of the essential certified characteristics expose the licence holder to prosecution for fraud and / or misleading advertising.

It is remembered that the essential certified characteristics are those which have been checked according to the standard(s) and the additional specification(s) applicable to the product. The essential certified characteristics covered by these Certification Rules are mentioned in Appendix 2.

## Part 3

# OBTAINING CERTIFICATION

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### Introduction:

The applicant, the licence holder, the manufacturer, the retailer and the agent are involved in the process of obtaining certification. Their roles and responsibilities are defined below.

### Definitions

**Applicant:** It is the legal entity that wishes to obtain the right to use the NF Mark for its own account or on behalf of a third party, for a product or product range and committed itself to quality control of the products. He claims the right to use the mark for one or more factories. Is regarded as factory the place where the certified product is manufactured and / or assembled. This is also the place where the routine and random tests are conducted on behalf of the licence holder.

He signs the commitment letter (see Appendix 6). When the applicant requests the right to use several NF Marks, he signed a commitment letter for each NF Marks.

Reminder: The applicants are either suppliers ("first party") or buyers ("second party").

**Retailer:** Organization distributing the products of the licence holder and that does nothing neither on the product nor its accessories (packaging, user or installation manuals,...) in view to modify anything with the requirements of the NF Mark. It is the responsibility of the licence holder to inform retailers that any change imposes to request jointly the **maintenance of the right to use** the NF Mark.

The types of retailers can be the following:

- Retailers who **do not intervene technically** on the product and distribute the product under **the licence holder's trademark**, and which does not request the NF Mark.
- Retailers who **do not intervene technically** on the product and distribute the product with a **change in trademark and / or reference or introduction of a trademark that has not been the subject of a request of maintenance of the right to use**, or of a request of the right to use if the applicant does not wish that explicit reference to the licence holder be done. In the latter case the responsibilities are defined in advance by contract and the agreement of the licence holder must be in writing. A copy of this agreement must be provided to LCIE France. If no request of the right to use the mark has been raised, affixing the logo of the NF Mark on products, commercial and technical documentations, etc.... is a misuse.
- Retailers who **do not intervene technically** on the product but who require modifications thereof and distribute the product with a change in trademark and / or reference or introduction of a trademark that has not been the subject of a request of maintenance or extension of the right to use or of a request of the right to use if the applicant does not wish that explicit reference to the licence holder be done. In the latter case the responsibilities are defined in advance by contract and the agreement of the licence holder must be in writing. A copy of this agreement must be provided to LCIE France. If no request of the right to use the mark has been raised, affixing the logo of the NF Mark on products, commercial and technical documentations, etc.... is a misuse.

**Manufacturer:** Organisation, located at one (or more) place(s) given(s), which performs or controls all the steps of design, manufacture, control, handling, storage and marketing of a product.

Note 1: Applicant and manufacturer are often one and the same entity.

Note 2: The idea of manufacturer can also be extended to any applicant of the NF Mark when the responsibility of maintaining, over time, the compliance, remains its responsibility, and when the Certification Body carries out Quality Control operations in the factories.

**Licence Holder:** Legal entity that benefits the right to use the NF Mark, which commits, which accepts responsibility for the maintenance over time that the product will conform with the appropriate requirements, and which submits to all obligations. Therefore, the legal entity that ensures control over its manufacturing (assembly, quality control, marking, packaging) and its marketing channels. The licence holder has the responsibility for compliance with all the requirements defined in the Certification Rules of the NF Mark.

**Agent:** Natural or corporate person established in the European Economic Area which has a function of representation of the applicant / licence holder outside European Economic Area, and has a written mandate from the applicant / licence holder ensuring that it can act on its behalf and specifying which framework (missions and responsibilities and financial aspects, claims, interlocutor of the certification body, among others) in the certification process of the NF under the provisions of the Certification Rules.

The agent can be retailer or importer; its various functions are clearly identified.

**Component:** A component is a constituent (part or subassembly) of an end-product installed in factory by the manufacturer. Some examples: switches for equipment, capacitors, filters, power supplies, CD Rom or hard disk.

**Safety component:** A safety component is a component (part or subassembly) which physical and/or operational failure would result in safety hazard for persons and goods.

The safety component shall conform to the requirements of its own standard when it exists and those, if any, of the standard of the end-product in which it is placed.

The list of safety components and evidences of their conformity are mentioned in the test report of the end-product.

Evidences of conformity can be:

- A valid certificate issued by a Certification Body registered in a Mutual Recognition System which LCIE France is part of (e.g. IECEE, CCA, ENEC, HAR)
- A test report referring to the "component" standard, when it exists, and issued by one of the third part laboratories listed in appendix 4.

Other types of evidence can be examined by LCIE France, on a case by case and in particular where there is no specific standard for the component.

### 3.1 Request of the right to use the NF Mark

A request is the mail by which the applicant asks for the right to use the NF Mark, declares that it knows and commits itself to comply with the General Rules as well as the Certification Rules applicable to its request.

A request of the right to use the NF Mark can lead to a product or product range to:

- An admission: decision notified by LCIE France on behalf of AFNOR Certification allowing to grant the right to use the NF Mark for a new product or product range for an applicant. A request for admission is the first request of a manufacturer who does not have the right to use the NF Mark for a product or range of products yet.
- A maintenance: decision notified by LCIE France on behalf of AFNOR Certification by which the right to use the NF Mark is granted to a product different from the basic product, type accepted by the NF Mark, by the aesthetics, by the trademark, by modifications or changes that do not require testing or verification. A request for maintenance concerns a different product from the basic one by aesthetics, by the trademark, by modifications or changes that do not require testing or verification.
- An extension: decision notified by LCIE France on behalf of AFNOR Certification by which the right to use the NF Mark is extended to a modified product. An extension concerns a modified product compared to a product already accepted by the NF Mark. The validation of changes requires partial verifications and tests. An extension request concerns a modified product compared to a product already accepted by the NF Mark. The validation of changes requires partial verifications and tests.

When maintenance is requested by a retailer, the request must be made jointly by the licence holder and the retailer.

A request of the right to use the NF Mark may also cover:

- Obtaining other foreign marks by the implementation of the CCA agreements.
- The attribution of the NF Mark for a product having a foreign compliance Mark on the basis of a Notification of Test Results accompanied by a Test Report and a statement of identity established by a foreign Certification body by the implementation of the CCA agreements.
- The attribution of the NF Mark for a product having obtained a Test Report and a CB certificate by the implementation of the IECEE procedures. This implies a satisfactory preliminary audit / inspection in the case of a factory not known for the product category.

### **3.2 Filling of a certification application**

Before to request the Mark, the applicant must ensure that it meets, at the time of application, the conditions defined in these Certification Rules concerning its product and sites involved in the process.

He must commit to the same conditions during the entire duration of the right to use the NF Mark.

The request of the right to use the NF Mark must be submitted in accordance with the conditions given in Part 7 of these Certification Rules.

Upon receipt of the request, the following process is involved:

- Review of the admissibility of the file,
- Implementation of checks and inspections,
- Assessment and decision.

A request for admission necessarily requires the completion of an audit / inspection and testing.

Audits / inspection and testing may not be carried out in the case:

- Of an extension
- Where the factory is known under other certification systems and for the same type of product

The decision to perform or not an audit / inspection and testing is taken by LCIE France depending on the nature of the evolution of the product.

### **3.3 Admissibility check**

Upon receipt of the request, LCIE France verifies that:

- All documents requested in the file of request are attached,
- Elements of the technical file comply with the requirements of the Certification Rules.

LCIE France may be forced to ask additional information necessary for the admissibility of the file when it is incomplete. Once the request is admissible, LCIE France organizes the checks and inspections, and informs the applicant of organisational procedures (auditor, the audit period, sites audited, laboratories, products selected, etc.....).

### 3.4 Terms of controls and check during an application process

Several types of controls are carried out within the framework of the NF mark:

- The tests and inspections on the products,
- The audits performed in the factories (Process design and / or manufacturing and / or marketing, distribution centres...)

#### 3.4.1 - The tests and inspections

##### 3.4.1.1 - Identification of the products to be tested

The products sent to the laboratory shall be fitted with a solidly fixed label containing the designation and the reference of the product, as well as the date of shipment. The applicant must provide evidence showing how it ensures the traceability of the product.

Their package must be mechanically strong enough so that the products will arrive in good condition at the laboratory.

#### **ATTENTION**

**The products intended for certification tests must be sent to the third party laboratory, customs cleared and transportation costs paid, so that the laboratory does not have to take any action concerning their reception.**

**Non-compliance with this clause implies rejection of such products by the addressee.**

##### 3.4.1.2 - Tests

LCIE France prepares the list of products necessary for the tests and communicates the corresponding inscription number(s), as well as the amount of the certification test costs (given in Part 6 of these Certification Rules) to be paid before the tests are initiated.

The testing program is defined by LCIE France.

In the case of a request for extension for a modified certified product, the inspections and tests are defined by LCIE France taking into account the modification concerned.

In the case of a request for maintenance, there are no tests to be performed.

The tests can be performed in a third party laboratory or in an authorised laboratory in compliance with Appendixes 5A, 5B, 5C. The test results are written up in a Test Report according to the CCA procedure, incorporating the desired national deviations. A copy of these tests reports shall be sent to the factory when it is different from the licence holder.

The tests linked to certification and made before the certification requirement, may be taken into account, provided that the provisions of articles 4.4a and 4.4b of the standard EN 45011 are satisfied.

Under the CCA procedure, the results of the tests of a certification body signatory of the CCA Agreement, are taken into account by LCIE France. However, complementary tests may be required to satisfy national deviations.

The results from laboratories recognized in other certification schemes (e.g. IECCEE, CENELEC (CCA), LOVAG and ASEFA) can be taken into consideration for the issuance of the NF Mark. When a new certification scheme is added, the relevant procedure shall be added to these Certification Rules.

### **3.4.1.2.1 – CCA Procedure**

The CCA procedure allows manufacturers to have access to the NF Mark based on other European Marks, granted by a certification body signatory of the CCA Agreement. Reciprocally, the access to other European Marks can take place based on the NF Mark.

There are two types of CCA procedure: the normal CCA procedure and the accelerated CCA procedure.

#### **3.4.1.2.1.1 – Normal procedure**

This procedure is based on the CENELEC Certification Agreement of September 11, 1973 revised on March 29, 1983. The text of this Agreement is published in CENELEC MEMORANDUM no. 13.

- It applies to electrical equipment which satisfies the harmonised standards, that are standards in compliance with a Harmonisation Document (HD) or with a European Standard (EN) from the CENELEC or with a document which is covered by the procedure defined in CENELEC Memorandum no. 7.

- Its purpose it is to avoid repeating tests in various laboratories of the signing bodies, when the device presented has been the subject of an agreement to use a European Mark, issued by a signing body, after tests based upon the harmonised standards.

- It can be used - even in the case where the harmonised standards do not exist yet - for equipment which is covered by standards which have been brought into line with European publications (EEC) or international publications (IEC). It is evident that only bodies that issue their Mark according to their national standards, which have been brought into line with these publications, can accept this procedure.

The description below indicates the various steps in the normal CCA procedure for obtaining the NF Mark. The manufacturer sends the following to LCIE France:

- a written request, accompanied by a description of the device,
- a copy of the Notification of Test Results (NTR) accompanied by a copy of the TR (Test Report) from the European Certification Body which carried out the tests,
- a copy of the declaration of identity or, as the case may be, a descriptive statement of the modifications made or planned.

Based on the CCA Agreement, LCIE France examines the above described documentation, determines, as the case may be, any complementary tests to be carried out, and then issues the NF Mark.

The costs related to applying this procedure are invoiced to the manufacturer in compliance with the Part 6 of these Certification Rules, and according to whether the company is known or unknown by LCIE France, a preliminary visit may be carried out by LCIE France or by an equivalent European body when the manufacturer is located outside continental France.

#### **3.4.1.2.1.2 – Accelerated Procedure**

As an alternative to the normal CCA procedure, the accelerated procedure applies the same principles and provides manufacturers with National and European Marks in shorter periods of time.

The European certification body takes the responsibility for all the technical and administrative steps in the place of the manufacturer by directly acting with relation to the signatories of the accelerated CCA Agreement.

LCIE France issues the NF Mark to the manufacturer or to the national representatives concerned, according to the information supplied in advance.

The invoices related to the certifications by LCIE France are sent to the manufacturer.

#### **3.4.1.2.2 – IECEE CB Procedure**

It is possible to obtain the NF Mark by the consideration of the test results and of the CB Certificate within the framework of the IECEE procedures (CB Scheme) after examination case by case by LCIE France. Based on the IEC reference documents, this procedure can entail complementary tests, particularly for taking into account national deviations.

#### **3.4.1.2.3 - ASEFA/LOVAG Procedure**

It is possible to obtain the NF Mark by the consideration of the test results performed based on EN standards and of the ASEFA/LOVAG certificate after examination case by case by LCIE France.

### **3.4.2 - Audits/Inspections**

When investigating a first application, a preliminary audit / inspection is carried out. The duration of this audit / inspection is defined in Appendix 8.

This audit / inspection, aims to ensure that the provisions defined and implemented by the applicant in the process of design and / or manufacturing and / or marketing audited, meet the requirements of Part 2 of these Certification Rules.

The date of this audit / inspection is planned at the request of LCIE France and in accordance with the wishes of interested Parts (licence holder and possibly subcontractors of LCIE France)

If the entity subcontracts parts of its business and depending on the organization of the subcontracting, LCIE France reserves the right to ask a complementary audit/inspection, performed by a NF auditor / inspector, to the subcontractor(s) based on the same referential.

All means (premises, facilities, equipment), which enables the auditor / inspector to perform the mission under his responsibility must be placed at its disposal, as well as the qualified persons for implementing it.

A copy of the audit / inspection report (CIG 023) is delivered to the representative of the factory at the end of the audit / inspection. A copy of the audit report / inspection is sent to the licence holder when the factory is different from the licence holder.

For subsequent requests for admission or extension, the Certification Manager evaluates the need to carry out an audit / inspection (for example: different product category, different type of product, major modification to the product)

In the case of a request for maintenance, there is no audit / inspection.

### **3.5 Evaluation and decisions**

LCIE France has the responsibility to assess the audit / inspection and testing reports as well as documentation of the certification file as defined in Part 7 of these Certification Rules.

When sending the report(s), and if applicable, a request to reply within a time limit is specified in the expedition letter.

The applicant shall submit for each deviation, with the date of application, the corrective actions taken or planned.

LCIE France analyses the relevance of the response and may ask to carry out a complementary check (complete or partial audit and / or testing).

If needed, LCIE France may set out to the Particular Committee, anonymously and for advice, all assessment results.

The decisions are proposed to the Director for Certification by the Certification Manager on the recommendation of the Evaluation Officer.

In case of absence, the Director for Certification can delegate the decision to the Certification Manager.

### **3.5.1 - Type of decisions**

The investigation of a file gives rise to one of the following decisions notified by mail by LCIE France:

- a) Granting the right to use the NF Mark, the mail and the licence are then sent together,
- b) Denial of the right to use the NF Mark. This refusal is in all cases argued.

In case of a positive decision, LCIE France sends to the applicant or to the licence holder of the NF licence, the document notifying the decision and an identification number of the factory is assigned. This number preceded by the letters "UF" and associated with a production date can be replaced by any other distinguishing mark (to ensure traceability) registered with LCIE France, must be affixed to the certified products. In the case of impossibility of marking on the product, it must appear on the packaging and on the shipping note.

When issued, the NF licence is signed by the Director for Certification. In his absence, he may delegate his signature to the Certification Manager.

The Director for Certification and / or the Certification Manager shall be entitled to notify the refusal of the right to use the NF Mark.

Notes:

- 1 The procedure described above concerns the products for which the right to use the Mark is requested and when the licence holder does not hold any certification issued by LCIE France yet.
- 2 The maintenance, extension and admission procedures can be lightened for a licence holder already having the right to use other Mark(s) delivered by LCIE France.

### **3.5.2 - Taking effect of the decisions**

The decisions are notified by registered letter with acknowledgment of receipt.

The decisions are binding as well as they are received or at the date of the first submission of the registered letter with acknowledgment of receipt or other means for demonstrating the receipt of the document.

### **3.5.3 - Delegation of the decisions**

The decisions taken by LCIE France on behalf of AFNOR Certification shall not be delegated.

### **3.5.4 - Dispute of the decisions - Appeals**

The disputes and appeals are treated according to article 12 of the General Rules of the NF Mark.

On his own request a licence holder, a hearing may be given by the Mark committee which might ask for a complementary evaluation.

## Part 4

# ARRANGEMENTS FOR THE CERTIFICATION SURVEILLANCE

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The licence holder shall throughout the validity of the certification commit to the following:

- Meet the requirements defined and the methods of marking described in Part 2
- Update his file certification as provided in Part 7
- Systematically inform LCIE France of any change in the characteristics of the certified product or of any change in his organization

A surveillance is carried out under the responsibility of LCIE France upon assignment of the right to use the NF Mark.

### 4.1 Surveillance operations on the certified products

The checks carried out within the scope of the surveillance of the certified products are achieved through:

- Audits / inspections of the factory
- Inspections and testing of the selected products

The surveillance is also carried on the use of the NF Mark on the product, packaging and any communication medium.

The surveillance procedures are implemented in accordance with the decisions taken following to the previous checks.

Within the scope of the control operations of the conformity of the products, the interventions and stakeholders are specified below:

Option Action	Check	
	Stakeholder (1)	Frequency
Audit / Inspection	A	1 / year minimum
Periodic sample selection in factory	A	According to Appendix 8
Tests on sample selected in factory	C	According to Appendix 8
<b><i>In case of non compliance</i></b>		
Increased sampling	A	According to the Certification Manager decision
Tests	C	
Additional inspections	A	

- (1) Stakeholder:  
 A: Certification Body (product certification)  
 C: Third party laboratory qualified by LCIE France

The periodic sample selection is made on request of the certification body that indicates the type(s) of the sample(s) to select. This sample selection cannot be less than 1 per year.

In any case, the absence of sample selection must be controlled (refer to Appendix 7)

Further to the controls (tests, audits / inspections) conducted, reports are issued and sent to the licence holder by LCIE France. A copy of the tests reports shall be sent to the factory when it is different from the licence holder. A copy of the audit / inspection report (CIG 023) is delivered to the representative of the factory at the end of the audit / inspection. A copy of the audit / inspection report is sent to the licence holder when the factory is different from the licence holder.

A summary of the overall results of the licence holders is submitted anonymously to the Particular Committee.

#### **4.1.1 – Controls on the selected samples**

The controls of the certified samples selected at the factory or marketing channels are performed according to the applicable standards and specifications (refer to Appendix 1)

The controls are performed by the laboratory(ies) listed in the Appendix 4 of these Certification Rules.

The testing program is defined by LCIE France and is based on the edition of the standards used for delivering the right to use the NF Mark.

If a non-conformity is identified when the testing program is carried out, an appropriate decision letter is issued depending on this non-conformity.

The results of surveillance operations of factories and marketing channels are regularly presented to the Mark Committee.

##### **4.1.1.1 Control of the NF certified products selected at the factory**

The frequency of the sample selection takes into account the range of the product categories NF certified and the results obtained previously.

##### **4.1.1.2 Control of the NF certified products selected in the marketing channels**

These controls notably include testing on one or more products bearing the NF Mark, selected in the marketing channels and to examine the commercial documentation. These sample selections are carried out on a regular basis and may be requested by the Certification Manager.

In case of non-compliance the Certification Manager may decide to impose strengthened sample selection at the factory, additional tests on the products selected at the factories. It may also decide to ask supplementary audit / inspection. The costs related to these operations are charged to the licence holder in accordance with article 6.3 of these Certification Rules.

#### **4.1.2 – Audits / Inspections**

This visit is carried out under the conditions specified in § 3.4.2.

The audits / inspections of the factories are, as far as possible, unannounced. The duration of audits / inspections is defined in Appendix 8.

During the audit / inspection of the factory LCIE France ensures that the licence holder has:

- Established, maintained and implemented for the factory concerned the procedures relating to the product;
- Checked the conformity of the product (routine and random tests)
- Implemented the requirements of these Certification Rules
- Identified the components of the product as well as suppliers and subcontractors

- Ensured product identification and traceability [example: UF number, serial number, date of production (example: year, week...) ...]

All possible means permitting the auditor / inspector to perform his mission must be put at his disposal free (premises, facilities, equipment, qualified personnel ...)

At the factory, the auditor / inspector can conduct or witness tests and selects samples for testing by the third party laboratory(ies).

When a product or type of product cannot be selected during an audit/inspection (scheduled or additional factory inspection), a “no sample selection report No.1” is issued (see appendix 7). If product selection cannot still be operated during the next audit/inspection a “no sample selection report No.2” is issued (see appendix 7) and the right to use the NF Mark is temporarily suspended for the products concerned which therefore cannot be sold with the NF Mark prior the agreement of LCIE France.

Note: “no sample selection report” No.1 and No.2 are regarded as an integral part of the inspection report CIG 023.

Throughout all the time where the “no sample selection report” remains valid the product or type of product concerned continues to appear in the list of certified products.

An inspection report, issued according to the CIG 023 form “Factory Inspection Report” is given to the manufacturer at the end the audit / inspection.

#### **4.1.3 – Verifications following disputes, complaints, contestations, etc.**

LCIE France reserves the right to perform, or to request any verification as it deems necessary following disputes, complaints, contestations, and so on, which he would have knowledge of and relating to the use of the NF Mark.

The checks may include samples selection for construction analysis or testing anywhere certified products are used (in this case, the licence holder is invited to nominate a representative to attend the sample selection and testing).

The costs of tests and examinations are borne by the applicant who must send an order to LCIE France.

## **4.2 Evaluation and decisions**

The evaluation procedures are similar to those described for the admission in Part 3 (article 3.5).

The findings found during the audits / inspections and during the surveillance tests are brought to the licence holder.

The licence holders' factories are evaluated over a period of three years from the results of the controls of the certified products (audits / inspections + tests on sample selection in factory + sample selection in the marketing channels) Decisions may lead to an increase in the frequency of controls (audits / inspections + additional tests on sample selected at the factory + sample selection in the marketing channels)

The resulting decisions are proposed to the Certification Director by the Certification Manager on the recommendation of the Evaluation Officer.

#### **4.2.1 - Type of decisions**

Based on the results of the audits / inspections of the factory and / or the results of the tests performed by a third party laboratory, LCIE France may notify the licence holder, one of the following decisions in accordance with Article 11 of the General Rules of the NF Mark:

1. Renewal of the right to use the NF Mark,
2. Conditional renewal of the right to use the NF Mark with transmission of remarks or a warning, which may be accompanied by an increase in the frequency of inspections and / or additional sample selection and / or additional tests,
3. Suspension of the right to use the NF Mark,
4. Withdrawal of the right to use the NF Mark.

Decisions 1 and 2 are notified by the Certification Director and / or the Certification Manager.

Decisions 3 and 4 are signed by the Certification Director. In his absence, he may delegate his signature to the Certification Manager. This delegation is notified to AFNOR Certification. This delegation may be refused and notified within 15 days to LCIE France by AFNOR Certification by registered letter with acknowledgment of receipt.

In all cases the decisions, the licence holder undertakes to provide to LCIE France, the evidence of its actions.

Without providing evidence, LCIE France reserves the right to reclassify the original decision.

In all cases of decisions, the costs of additional controls requested by LCIE France are borne by the licence holder, regardless of their results.

In cases where a suspension or withdrawal decision is decided, LCIE France may request to the licence holder to remove from the market the concerned products referring to the NF Mark at his own expense.

In the case of suspension or withdrawal decisions, AFNOR Certification, the DGCCRF (General Direction for Competition of Consumer and the Prevention of Fraud) and the Customs in the case of products manufactured outside of the European Economic Area are informed of the decisions. In the case of products selected in the marketing channel, the entity where the sample was selected is informed. These provisions do not relieve the licence holder of its obligations as defined in these Certification Rules.

#### **4.2.2 - Taking effect of the decisions**

All the conditional renewal, suspension or withdrawal decisions shall be notified by registered letter with acknowledgment of receipt or other means for demonstrating the receipt of the document by the licence holder. The costs arising from this shipment are charged to the licence holder.

The decisions are binding as well as they are received or at the date of the first submission of the registered letter with acknowledgment of receipt or other means for demonstrating the receipt of the document.

A summary of the notifications is presented to the Particular Committee.

#### **4.2.3 - Delegation of the decisions**

The decisions taken by LCIE France on behalf of AFNOR Certification should not be delegated.

#### **4.2.4 - Dispute of the decisions - Appeals**

In compliance with article 12 of the General Rules of the NF Mark, the licence holder may contest the decision. The procedure is described in article 3.5.3 of these Certification Rules.

### **4.3 Statement of changes**

Any modification of the conditions under which the NF Mark was granted must be communicated in writing by the licence holder.

The absence of such information may lead to a suspension or the withdrawal of the right to use the NF Mark.

#### **4.3.1 - Modification concerning the licence holder**

The licence holder must communicate to LCIE France, in writing, any legal modification concerning its company or any change in its registered name.

In case of merging, winding up or taking over of the licence holder, all the rights to use the NF Mark which it might hold, automatically stop.

It is up to the LCIE to examine the procedures for a new granting of the right to use the NF Mark by the new licence holder, or the maintaining in force of that right to use the NF Mark.

However, in certain cases and after examination by LCIE France, the initial elements of a file concerning the right to use the Mark may be taken into account when a modification concerns the licence holder, subject to a clear definition of the conditions of that modification requires protective measures so as not to interrupt production under the NF Mark.

All the decisions taken under these Certification Rules are sent to the address stated by the licence holder. Accordingly, the licence holder must notify immediately to LCIE France, by registered letter with acknowledgment of receipt, any change of address.

#### **4.3.2 - Modification concerning the factory**

Any transfer (total or partial) of the factory of a NF certified product to another factory, entails the immediate stopping of the use of the NF Mark by the licence holder on the product(s) transferred.

The licence holder must declare such transfer in writing to LCIE France which will organise an inspection visit to the new factory and, as the case may be, carry out appropriate testing.

The evaluation and decision procedures to renew the certification are identical to those of admission described in paragraph 3.5 of these Certification Rules.

In all cases a new identification number of the factory will be awarded.

#### **4.3.3 - Modification concerning the quality organisation of the design and / or manufacturing and / or marketing process**

The licence holder must declare in writing to LCIE France any change regarding its quality organization may have an impact on compliance of the design and / or manufacturing and / or marketing regarding the requirements of these Certification Rules. (Changes concerning its facilities, quality policy, his agent ...)

In particular, he must declare all modification of certification of its Management System of Quality.

On the other hand, any temporary stopping of internal quality control of a NF certified product entails an immediate stopping of its marking by the licence holder.

The licence holder shall inform LCIE France.

The evaluation and decision procedures to renew the certification are identical to those of admission described in paragraph 3.5 of these Certification Rules.

#### **4.3.4 - Modification concerning the NF certified product**

Any modification to the NF certified product compared with the first application, with the model accepted, with the rules defined in the Certification Rules likely to have an impact on product conformity with the requirements of these Certification Rules or any change of trademark must be subject to a written statement to LCIE France.

According to the modification declared, LCIE France determines whether it is a request for certification extension, for complementary admission or for certification maintenance.

#### **4.3.5 - Modification concerning the standards and specifications applicable**

Any development of the standards and specifications applicable requires from the licence holder an application to update their licences.

In the case of a notification of withdrawal of a standard for Safety reasons, the withdrawal of the right to use the NF Mark is notified by LCIE France, imposing to the manufacturer the immediate cessation of its production and the withdrawal of its products from the marketing channels.

#### **4.3.6 - Temporary or definitive stopping of production**

Any temporary (1 year maximum) or definitive stopping of production of a NF certified product or any abandonment of a right to use the NF Mark must be declared in writing to LCIE France with the information concerning the time necessary for the depletion of the inventory of the NF marked products. The suspension or withdrawal of the right to use the NF Mark is pronounced by LCIE France. At the expiration of the delay declared by the licence holder the product is withdrawn from the certified product list.

## Part 5

# THE STAKEHOLDERS

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This Part presents the various stakeholders involved in the management of the NF Mark. All stakeholders are subject to professional secret.

### 5.1 AFNOR Certification

The NF mark is the exclusive property of AFNOR.

AFNOR conceded to AFNOR Certification, certification body, a licence of total exploitation of the NF mark.

To this title, AFNOR Certification assumes the responsibility of the application of these Certification Rules and of all the decisions taken due to their setting. Therefore, in accordance with the code of consumption, the decisions taken by LCIE France on behalf of AFNOR Certification cannot be delegated.

### 5.2 LCIE France

LABORATOIRE CENTRAL DES INDUSTRIES ELECTRIQUES (LCIE France)  
Direction de la Certification  
B.P. n°8 - 33 avenue du Général Leclerc, F 92266 Fontenay-aux-Roses Cedex  
Télécopie : 33 (1) 40 95 54 01

#### 5.2.1 Functions covered by LCIE France

LCIE France, mandated body by AFNOR Certification, is responsible for all the management operations which are entrusted to it within the framework of its mandate. It implements the certification procedures within the framework of its mandate and of the international recognition agreements in which it participates.

In particular, within the scope of the NF Mark, it is responsible for:

- preparing the Certification Rules defining the procedures for assessing and monitoring compliance with the standards, in particular, the requirements concerning the manufacturer's quality of the products,
- The processing of applications for the right to use the NF Mark, their follow-up and the notifications of Certification decisions,
- The acceptance and maintenance of the manufacturers laboratories (SMT, WMT or TMP),
- The acceptance and maintenance of the third party laboratories for the admission and surveillance tests, in conjunction with AFNOR Certification,
- The relationship with the applicants / licence holders,
- The operational management of the Mark (Development and evolution of the Certification Rules, Secretariat of the Committee in accordance with the Rules of the NF network, logistical support to the committee meetings, databases, information),
- The management of the of the customers satisfaction,
- The provision of statistics' elements concerning the NF Mark to the Executive Certification Committee,
- The provision of statistics' elements concerning the NF Mark to AFNOR Certification,
- The periodic report on the operation of the mark to AFNOR Certification,
- The participation in meetings of the NF network quality commission with a view to improving the rules and procedures of the network.
- The qualification of the auditors / inspectors (initial, maintenance and renewal of the qualification),
- The audits / inspections performed in the factories,
- The tests performed (admission and surveillance),
- The Market surveillance operations.

### **5.2.2 Audits / Inspections**

The results of the audits / inspections conducted by certification bodies recognized under the IECEE Scheme and under the CENELEC Certification Agreement (CCA), or by qualified auditors / inspectors (see article 5.2.1) employed by subsidiaries entities of Bureau Véritas Group that owns LCIE France, can be taken into account for the issuance of the NF Mark. In the latter case, the employees of Bureau Véritas are qualified by LCIE France.

The audits / inspections carried out in the factory, and the sample selection made in the marketing channels are provided by LCIE France or, after agreement by AFNOR Certification, by one of its subcontractors, under the responsibility of LCIE France.

The audits / inspections and the sample selection may be subcontracted to foreign bodies by LCIE France. In this case, all samples are sent to LCIE France for surveillance tests.

### **5.2.3 Laboratories**

LCIE France is responsible for the qualification of the third-party laboratories and the manufacturers' laboratories.

#### **5.2.3.1 Third party laboratories**

To be qualified, third-party laboratories must necessarily have a quality system compliant with NF EN ISO/IEC 17025 and be accredited by an accreditation body signatory to the ILAC MRA agreement, preferably COFRAC.

The NF admission tests are performed according to the instructions from LCIE France in a third party laboratory mentioned in Appendix 4.

Sub-contracting is permitted only according to the provisions of the "Committee of Testing laboratories" (CTL) under the "CB Scheme".

The surveillance tests performed on the NF certified products are performed according to the instructions from LCIE France in a third party laboratory mentioned in Appendix 4.

#### **5.2.3.2 Accepted manufacturers' laboratories**

For a laboratory manufacturer to be accepted by the LCIE France, it is necessary that they have the appropriate means (human and material) for the acceptance scope claimed, meet the requirements of NF EN ISO/IEC 17025 standard and perform at least once a year the inter-comparison tests needed.

The NF admission tests are performed according to the instructions from LCIE France in the accepted manufacturer's laboratory, under the conditions defined in the Appendixes 5A, 5B, 5C.

In this context, the laboratories of the manufacturers are not allowed to perform subcontracts.

In any case, the surveillance tests on the NF certified products cannot be performed in a manufacturer's laboratory.

#### **5.2.3.3 Delegation of the admission and surveillance tests on the selected sample during the factories audits / inspections**

The admission and surveillance tests can be delegated to qualified third party laboratories (see Appendix 4) by LCIE France. The tests allowed are those which arise from the standards included in the scope of accreditation of qualified laboratory.

Regardless of comparison tests needed and expected in the process of acceptance of these third party laboratories, samples are selected and sent to LCIE France for surveillance tests. This must be done so as to enable LCIE France to carry out at least one surveillance test over a period of five years on at least one of the references listed on each licence of a licence holder from the date of appearance of the reference on the licence.

### **5.3. Particular Committee**

The particular committee is a consultative authority.

#### **5.3.1 Attributions**

The particular committee participates in the certification activities monitoring and provides, where appropriate, advisory opinions on:

- The Certification Rules and their revisions. The Certification Rules are largely based on the particular committee experience and the expression of a consensus of its opinions,
- The files posing problems of interpretation or the decisions contested,
- The advertising and promotional action plans concerning its activity,
- The choice of the third party laboratories.

The particular committee issues opinions that are the expression of a consensus. Any expert who might be called in to assist to the particular Committee takes no part in the voting.

#### **5.3.2 Composition**

The detailed composition of the particular committee is given in Appendix 3.

The members of the particular committee (permanent or substitute) are appointed by the AFNOR Certification Director upon nomination by LCIE France. The duration of their mandate is 3 years. It may be renewed by tacit agreement.

The particular committee Chairman is chosen among the permanent members and he is also appointed by the AFNOR Certification Director under the same conditions.

The Chairman is not being replaced in his college.

If a vice-president is also a member of a college, the same rules are applied.

The Chairman and the vice-president(s) have no substitutes.

Each member of the particular committee is informed of the AFNOR Certification Director's decision by LCIE France.

The performance of the duties of a member of the particular committee is strictly personal.

The members of the particular committee cannot receive any remuneration for the functions and / or missions entrusted to them.

The members of the particular committee are bound by professional secret.

If the balanced representation of the different parts of the particular committee is not reached, the consultation of all concerned Parts is made through the "Executive Certification Committee".

### **5.4 Confidentiality - Protection of documents**

All the agencies and their staff involved in the management of the NF Mark are bound by professional secret.

## Part 6

# CERTIFICATION PRICES

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All fees are charged according to the certification prices applicable which, upon request, are available to the applicants and the licence holders, in accordance with ISO 65 / EN 45011 § 4.8.1.d.

### 6.1 Costs of certification admission

The costs related to the NF Certification are broken down as follows:

- Admission, extension or maintenance fees and costs for investigating requests,
- Costs for tests,
- Costs for preliminary audits / inspections,
- Specific promotion as the case may be.

As the case may be, costs are scheduled for a preliminary study of a file.

In the case of a deposit request, the non-payment thereof within a period of 2 months may lead to close the file. In this case, filing fees and admission fees are charged.

#### 6.1.1 Admission fees

For each admission, extension or maintenance request for the right to use the NF Mark, admission fees are paid by the company, as defined by the applicable certification prices.

In case the procedure stops, this fee remains payable to LCIE France. In cases where, in a period of three months, the applicant requests to start again the certification process previously stopped, these fees are not charged again.

#### 6.1.2 Complementary costs for the purpose of issuing the NF Mark

These costs include:

- The consideration of the documents in the context of the CCA, OC, ASEFA LOVAG procedures for the purpose of issuing the NF Mark,
- The consideration of the tests results of laboratories NF / SMT / WMT / TMP accepted or outside third party laboratories for the purpose of issuing the NF Mark.

The payment of these costs shall be forfeited even if the right to use the NF Mark should not be granted or if the application would be abandoned during the investigation.

These fees are charged according to the certification prices in force and are payable regardless of the certification decision.

#### 6.1.3 Tests costs

The costs of tests which led to the issuance of a licence and corresponding to the rates of laboratories are billed according to a quotation pre-accepted by the applicant.

In case of a test stops and abandonment of the certification process, the related costs are due in proportion.

#### 6.1.4 Audit / inspection costs

The audits / inspections costs which led to the issuance of a licence and corresponding to the certification prices in force are billed according to a quotation pre-accepted by the applicant.

The payment of these costs is due whatever the result of the audit / inspection.

In case of abandonment of the certification process, the related costs are due.

## 6.2 Annual fees

Each year, LCIE France fixes the annual fees based on turnover that the licence holder shall declare to LCIE France each year before January 31.

The licence holder of the right to use the NF Mark must pay to LCIE France annual fees. The methods of calculation of these fees are available upon request of the applicants and the licence holders, in accordance with ISO 65 / EN 45011 § 4.8.1.d.

The annual fees that arise from the right to use the NF Mark cover the following obligations:

**1/** The share that must be returned to AFNOR Certification by LCIE France to cover the general operation, the promotion and defence of the NF Mark. This share is calculated on the amount of all admission, surveillance of the licence holders and of the marketing channels operations,

**2/** Surveillance operations of the licence holders:

- Surveillance tests (performed by LCIE France or by the third party laboratories mentioned in Appendix 4) following sample selection in factory,
- Surveillance audits / inspections out of travel and accommodation costs.
- Information of the authorities by LCIE France,

**3/** Market surveillance operations by LCIE France:

- Detection of the improper use,
- Sample selection in the marketing channel,
- Tests performed on the sample selected in the marketing channel

In order to enable the effective implementation of this obligation, the cover for this operation must be at least 10% of the cost of the admission operations and surveillance of the licence holders, but may not exceed 15%.

**4/** Other operations:

- Administrative management by LCIE France, of the surveillance operations.

For the first admission, the annual fees are calculated for the current year prorated on the basis of the minimum annual fees.

All NF certified products of a licence holder are subject to follow-up and to annual fees.

The annual fees shall be fully paid in case of abandonment of the Mark or when production stops during the year.

## 6.3 Non-compliant products

In the case of decisions defined in Article 4.2.1 of these Certification Rules, the costs of the additional controls (testing and audits / inspections) decided by LCIE France shall be paid by the licence holder, whatever their results.

If the result of the tests carried out on the products selected in the factory or on the market is not satisfactory, the costs resulting of the tests, time of evaluation and certification decision, time spent for market surveillance and costs for buying NF certified products submitted for testing are charged to the licence holder. A suspension gives rise to a withdrawal of the licences and when return to the NF Mark is pronounced, the licences are reissued. Fees for reissuing licences are charged to the licence holder.

## 6.4 Evaluation of the licence holders' factories under the application of the Certification Rules

The licence holder's factories are assessed in accordance with the article 4.2 of these Certification Rules.

The costs related to these operations are charged to the licence holder.

## **6.5 Costs recovery**

The costs defined above (§ 6.1, 6.2, 6.3 and 6.4) are invoiced to the applicant / licence holder and as regards the payment conditions, the general conditions governing the performance of the services of LCIE France apply.

Any delay in the payment of invoices expose the licence holder to a suspension or withdrawal decision or adjournment decision of the files in progress.

Any failure of declaration of turnover means that LCIE France invoices a fixed price defined in the certification prices. Any failures of declaration of turnover, of payment, from the licence holder is an obstacle to the exercise by LCIE France of its responsibilities of controls under the NF Mark and expose the licence holder to a suspension or withdrawal decision or adjournment decision of the files in progress.

In cases where an initial notification by registered letter with acknowledgment of receipt does not permit, within a period of one month, the recovery of the full amount owed, the process leading to the suspension or withdrawal of the licences is involved.

The invoices are issued by:

### **LCIE France**

33 avenue du Général Leclerc  
B.P. 8  
92266 FONTENAY-AUX-ROSES Cedex  
FRANCE

### **LCIE Voiron**

ZI des Blanchisseries  
38500 VOIRON  
France

### **LCIE China**

F5, Building 10  
N°489, North Tibet Road  
200071 SHANGHAI  
CHINA

### **Bureau Véritas LCIE Electrical Division**

Unit 1611, Vanta Building  
21-33 Tai Lin Pai Road  
Kwai Chung, N.T  
HONG KONG

### **Advance Data Technology Corporation (ADT)**

N°19 HWA YA 2ND RD  
WEN HAW TSUEN  
KWEI SHAN HSIAN  
TAOYUAN HSIEN 333 000  
TAIWAN

### **Curtis-Straus LLC, A Bureau Veritas Company**

527 Great Road  
Littleton  
MA 01460  
USA

## **Part 7**

### **CERTIFICATION FILE**

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The request must be submitted in accordance with the conditions given in these Certification Rules.

Upon receipt of the request, the admission procedure defined in section 3.2 is engaged.

To submit an acceptable file, the applicant, at the time of the request, must meet the conditions set out in Part 3 of these Certification Rules concerning the product and the factory. He must commit itself to comply with the same conditions during the entire duration he will have the right to use the NF Mark. He must have also signed the commitment letter.

#### **7.1 Submission of applications**

The application for the right to use the NF Mark to LCIE France can be sent to:

**LCIE France**

33 avenue du Général Leclerc  
B.P. 8  
92266 FONTENAY-AUX-ROSES Cedex  
FRANCE

**LCIE Voiron**

ZI des Blanchisseries  
38500 VOIRON  
France

**LCIE China**

F5, Building 10  
N°489, North Tibet Road  
200071 SHANGHAI  
CHINA

**Bureau Véritas LCIE Electrical Division**

Unit 1611, Vanta Building  
21-33 Tai Lin Pai Road  
Kwai Chung, N.T  
HONG KONG

**Advance Data Technology Corporation (ADT)**

N°19 HWA YA 2ND RD  
WEN HAW TSUEN  
KWEI SHAN HSIAN  
TAOYUAN HSIEN 333 000  
TAIWAN

**Curtis-Straus LLC, A Bureau Veritas Company**

527 Great Road  
Littleton  
MA 01460  
USA

In cases where the product is manufactured in a factory located outside the European Economic Area, the applicant formally undertakes to respect the Directives applicable to the product and applicable within the European Economic Area.

## 7.2 Establishment of a file

Each product / range of product presented must be the subject of a request for admission established in one copy, accompanied by a file consisting of elements such as:

- 1 power of attorney from the licence holder or future licence holder when it is represented by an agent,
- 1 user manual (in French language)
- 1 installation manual (in French language) for non-mobile devices,
- 1 electrical diagram,
- 1 operating diagram (if necessary)
- 1 overall drawing, with dimensional references, and list of parts,
- materials used (if necessary)
- 1 descriptive questionnaire, using the appropriate form, supplied by the LCIE (if necessary),
- 1 photographic reproduction of each product,
- 1 commitment letter for the first request.

In the case of an initial contact with LCIE France regarding the NF Mark, a copy of each of the following documents must be submitted by LCIE France:

- General Rules of the NF Mark
- These Certification Rules

Moreover, for the first request the CIG 022B form – Pre-Licence Factory Inspection (questionnaire) must be returned duly filled, dated and signed.

Note: Any incomplete application filed for more than three months shall be deemed as no action and automatically adjourned.

When the tests for admission are in progress, if there are any stops as a result of non-compliance with the standard or as a result of the non-delivery of complementary elements that could be required by LCIE France, the certification file is closed and the certification is considered abandoned. LCIE France informs the applicant. Only two stops for simple failure are allowed, the third stop triggers closing of the certification file. A serious or critical failure triggers the immediate closure of the certification file. However, the maximum amount of accumulated stops may not exceed one month. The tests can continue in the context of a request for direct testing. The results of these tests called "direct" could be considered at a subsequent application for certification for the same product.

## Part 8

# GLOSSARY

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### 8.1 GENERAL DEFINITIONS

**Evaluation Officer:** Person responsible for evaluating audits / inspections reports and test reports. It transmits its recommendations to the Certification Manager.

**Range of products:** All products of a similar nature that could have different characteristics, but which can be identified on the basis of one or more generic products.

**Commitment letter:** Contractual document outlining the commitments of the applicant / licence holder under the NF Mark. This document is signed by the applicant / licence holder (see Appendix 6).

**Product:** Finished element with specific and identified characteristics.

**Certification Rules:** Document issued under the General Rules and specifying, for a given category of products, the conditions under which the right to use the NF Mark is awarded, checked.

**Factory (site) Representative:** Manager of the site or person designated by that manager to accompany the inspector and/or the auditor during the visit.

**NF network:** Set of bodies, including AFNOR Certification, which work together in the NF Certification activity and which obey the requirements of the Quality Manual and of the NF Network Procedures Manual.

**Certification Manager:** Person responsible for performing the certification procedure for a given application. This person belongs to AFNOR Certification or to a mandated body. He proposes the certification decisions.

**Third party:** Person or body, recognised as independent from the Parts in question with relation to the subject in question.

### 8.2 GLOSSARY OF ABBREVIATIONS

AFNOR Certification

ASEFA

AFNOR Association française de Normalisation (French standardisation association)

CCA Cenelec Certification Agreement

COFRAC Comité Français d'Accréditation (French accreditation committee)

CTL Certification Testing Laboratory (CB Scheme)

DA Application Documents

IECEE/OC IEC system for conformity testing to standards for safety of electrical equipment - CB Scheme

LCIE France Laboratoire Central des Industries Electriques

LOVAG Low Voltage Agreement

MLA Mutual Laboratory Agreement

NTR	Notification of Test Results
OSM	Operational Staff Meeting (CCA Agreement)
SMT	Supervised Manufacturer's Testing
STR	Statement of Test Results
TMP	Testing at Manufacturer's Premises
WMT	Witnessed Manufacturer's Testing

# Appendix 1

## APPLICABLE STANDARDS AND SPECIFICATIONS SCOPE OF APPLICATION

Each right to use the NF Mark is granted based on compliance with one or more standards and/or specifications applicable to a product/range of products issued by a manufacturer identified for one or more declared factories.

Moreover, LCIE reserves the right to use existing OSM decisions, especially in the scope of CCA agreements, whenever appropriate.

The same rule is applied regarding CTL decisions under IECEE (CB scheme)

OSM and CTL decision lists are available on simple request to LCIE.

### 1 - APPLICABLE STANDARDS AND SPECIFICATIONS

No NF licence can be issued on the basis of a standard's draft except in exceptional case subject to Particular Committee decision.

In case a licence would have been issued according to a standard's draft, this licence is to be updated as soon as the relevant standard is published or to be cancelled where the draft is getting null.

The scope is updated annually as a minimum.

Between two successive updating operations the Particular Committee is informed by LCIE of any request to have a standard or a specification added.

Standards	Type of product
NF EN 50075	Flat plug 2.5A-250V
NF EN 60238	Edison screw lampholders
NF EN 60269-1	Low voltage fuses
NF EN 60269-3	Low voltage gG fuses
NF HD 60269-3	Fusibles basse tension : exemples de systèmes de fusibles normalisés A à F
NF EN 60320-1	Connectors
NF EN 60320-2-2	Interconnection couplers
NF EN 60669-1	Switches
NF EN 60669-2-1	Electronic switches
NF EN 60669-2-2	Electromagnetic remote control switches
NF EN 60669-2-3	Time delay switches
NF EN 60669-2-4	Disconnectors
NF EN 60670-1	Boxes and enclosures for electrical accessories for fixed installations – General requirements
NF EN 60670-22	Connecting boxes and enclosures
NF EN 60730-1	Automatic electrical controls - General requirements
NF EN 60730-2-1	Automatic electrical controls – Particular requirements for household appliances

<b>Standards</b>	<b>Type of product</b>
NF EN 60730-2-7	Time switches
NF EN 60730-2-9	Temperature sensing controls
NF EN 60799	Cord set and interconnection connectors
NF EN 60898	Circuit-breakers
NF EN 60898-1	Circuit-breakers (a.c.)
NF EN 60898-2	Circuit-breakers (a.c. and d.c.)
NF EN 60934	Circuit-breakers for equipment
NF EN 60998-1	Connecting devices for low voltage circuits (General rules)
NF EN 60998-2-1	Connecting devices: screw type clamping units
NF EN 60998-2-2	Connecting devices: screwless type clamping units
NF EN 60998-2-3	Connecting devices: insulation piercing clamping units
NF EN 61008-1	Residual current operated circuit-breakers (RCCB's)
NF EN 61008-2-1	Residual current operated circuit-breakers (RCCB's)
NF EN 61009-1	Residual current operated circuit-breakers with overcurrent protection (RCBO's)
NF EN 61009-2-1	Residual current operated circuit-breakers with overcurrent protection (RCBO's)
NF EN 61058-1	Switches for appliances
NF EN 61058-2-1	Cord switches
NF EN 61058-2-4	Independently mounted switches.
NF EN 61095	Electromechanical contactors ( $I_n \leq 63$ A)
NF EN 61184	Bayonet lampholders
NF EN 61242	Cable reels
NF EN 61535	Installation couplers intended for permanent connection in fixed installations
NF EN 61558-1	Transformers (safety of...) - General requirements and tests
NF EN 61558-2-5	Shaver transformers and shaver supply unit
NF EN 61558-2-6	Safety isolating transformers
NF EN 61558-2-8	Bell and chime transformers
NF EN 61643-11	Surge protective devices connected to LV power systems
NF EN 61995-1	Devices for the connection of luminaires (DCL) for household and similar purposes
NF EN 61995-2	Standard sheets for DCL
NF EN 62019	Auxiliary contact units for circuit-breakers
NF EN 62094-1	Indicators light units for fixed electrical installations
NF C 60-050	Installation couplers for permanent connection in fixed installations
NF C 61-203	Low-voltage fuses
NF C 61-314	6 A - 250V and 16A - 250V plugs and socket-outlets
NF C 61-315	20 A - 400V and 32A - 400V plugs and socket-outlets
NF C 61-730	Sound signalling devices
NF C 61-750	Electronic devices of automatic load limitation
NF C 61-910	Control and distribution factory built-in boards
NF C 62-411	Residual current operated circuit breakers in LV Installations
NF C 62-412	Circuit-breakers in LV installations
UTE C 15-150-22	Accessories for discharge lamps : protective muff

Standards	Type of product
UTE C 15-150-23	Accessories for discharge lamps: support
UTE C 17-210	Automatic disconnecting devices for public lighting
UTE C 61-155	Plug-in residual current operated circuit-breakers
UTE C 61-390	Connecting devices for luminaires
UTE C 61-392	Cable outlet for fixed installations
UTE C 61-393 (1)	Industrial/household cable adaptors
UTE C 61-421	Circuit-breakers and similar equipment for household use with plug-in connecting devices for connecting bars
UTE C 61-481	Electromechanical contactors (63 A < I <sub>n</sub> ≤ 125 A)
UTE C 61-650	Switches for boards and B-type fuses (fuse/switch combination)

(1) The content of this standard has been incorporated in May 2010 in Amendment A1 of NF C 61-314 standard.

When applying for certification, reference documents cited in this appendix are, by default, the latest editions and related amendments, if any.

However, because of possible overlap of different evolutions of the same standard, the applicant / licence holder must indicate the version chosen to be used for NF certification purpose. He must undertake to comply with the new version of the standard as soon as the previous version is no longer valid. LCIE France indicates to the licence holder the date from which the right to use the NF Mark is no longer valid.

The exhaustive list of the applicable standards, with their dates of expiry, if known, can be consulted on the document "Standards for certification according to NF 012 Mark (ELECTRICAL EQUIPMENT FOR HOUSEHOLD AND SIMILAR USE) with validity date" available on Internet site of the LCIE France in the heading NF Mark Certification: <http://www.lcie.fr>

## **Appendix 2**

### **ESSENTIAL CERTIFIED CHARACTERISTICS**

The reference document(s) is (are) kept available to the public by the certification body under the conditions given in the fourth subparagraph of the Article L 115-28 of the Consumer Code.

The essential certified characteristics of the appliances for fixed electrical installations, for household use and similar and related equipment, are dealing with:

- Rated electrical characteristics
- Protection against electric shock
- Protection against the environment effects
- Functioning characteristics
- Resistance to heat and fire
- Internal heating
- Mechanical characteristics

For each type of appliance the permitted limits of these characteristics are mentioned in the standards listed in appendix 1.

## **Appendix 3**

### **COMPOSITION OF THE PARTICULAR COMMITTEE**

#### **1 - CHAIRMAN**

- 1 Chairman
- Two Vice-Chairmen, who can replace the Chairman when necessary:
  - 1 representative of LCIE France, Certification Direction
  - 1 representative of AFNOR Certification

#### **2 – COLLEGE OF MANUFACTURERS / RETAILERS**

- 6 representatives of electrical installation equipment manufacturers

#### **3 - COLLEGE OF USERS / CONTRACTORS**

- 1 representative from installers profession
- 2 representatives from contractors

#### **4 - COLLEGE OF TECHNICAL BODIES AND ADMINISTRATIONS**

- 1 representative from the Union Technique de l'Electricité (UTE)
- 2 representatives from the Laboratoire Central des Industries Electriques (LCIE)

#### **Experts' participation**

Furthermore, some persons can be called upon as experts for particular points; they are chosen for their competence, after favourable decision from the majority of the members of the Particular Committee and according to the procedures defined by the Committee.

## Appendix 4

### THIRD PARTY LABORATORIES

#### LCIE France

Laboratoire Central des Industries Electriques  
33 avenue du Général Leclerc - B.P. n°8  
F 92266 Fontenay-aux-Roses Cedex  
Téléphone : 33 1 40 95 60 60  
Télécopie : 33 1 40 95 54 01

#### LCIE China

LCIE China  
F5, Building 10  
N°489 North Tibet Road  
200071, Shanghai China,  
Tél : 00 86 21 6605 8286  
Fax : 00 86 21 6605 9394  
E-mail : [contact@lciechina.com](mailto:contact@lciechina.com)

## Appendix 5A

### SMT ACCEPTANCE OF A MANUFACTURER'S LABORATORY AND ARRANGEMENTS FOR THE TESTS

#### Preamble

The acceptance of a Manufacturer's Laboratory in a Certification System is carried out by a third party process.

In the scope of this acceptance an agreement is signed between the manufacturer and LCIE France Certification.

This schedule applies to manufacturers who have the test equipments and personnel to carry out tests on the products they design, develop, manufacture and who ask for this third party certification. For practical reasons, delay, economic..., they wish the testing be conducted on their premises.

The aim of the implementation of this agreement is to answer this need permitting the use of these resources (1<sup>st</sup> Part) **with a level of confidence equivalent to tests conducted in the premises of a third party.**

#### Definition

SMT Laboratory (Supervised Manufacturer's Testing): "Manufacturer's Laboratory used under contract by the Certification Body to perform the tests in the product categories for which the manufacturer is responsible for the design and for the production, with supervision of the tests and quality procedures" under the responsibility of LCIE France.

#### Subject

This appendix details the procedure by which a manufacturer may be allowed to perform in his or their own laboratories Part or all of the tests required for a certification process. The rules described in this procedure are based on the IECCE's operational documents, themselves included in the CIG and accepted as part of the Europeans Certification Systems (ENEC, KMK, CCA). They are able to evolve following the decisions taken by the concerned Certification Systems.

The conditions for the acceptance of a manufacturer's laboratory and for the recognition of the tests results are defined in the rules set out below.

The costs for processing of applications for acceptance shall be borne by the applicant.

### **1 - ACCEPTANCE PROCESS OF A SMT LABORATORY**

#### Initial acceptance criteria

The manufacturer shall be responsible for the design, development and manufacture of products subject to testing.

For the scope concerned the manufacturer's laboratory must meet the requirements of NF EN ISO / IEC 17025. It must be demonstrated that the laboratory is independent from other departments (for example, research and development, production, sales...). There shall not be any conflict of interest between the laboratory and the rest of the organization.

The manufacturer shall designate a person responsible for the relationship with LCIE France.

Without prior notice, LCIE France must have access to the premises of the manufacturer's laboratory to carry out audits and attend the tests within the scope of this agreement.

At the request of LCIE France, the manufacturer accepts to participate to the proficiency testing program of the concerned certification system.

### **1.1 Request of acceptance**

The request must be sent to LCIE France by the manufacturer in accordance with the form (Laboratory acceptance) supplied by LCIE France

The manufacturer establishes the application of acceptance indicating the products, standards concerned, and provides the necessary documents for instruction (manual quality of the laboratory, list of technical tests procedures and / or instructions, list of testing equipments and calibration equipment...)

If the manufacturer's laboratory holds an accreditation, he provides the accreditation convention and its technical appendix.

Two original copy of the agreement are provided by LCIE France to the manufacturer, with the commercial offer for the acceptance of the application (initial audit, round-robin tests and witnessed tests)

### **1.2 Processing of application acceptance**

Upon receipt of the order, and of both copies of the agreement undersigned by the manufacturer, LCIE France or its representative proceeds to the following operations.

### **1.3 Laboratory assessment**

**1.3.1** Making sure that the rules regarding SMT acceptance conditions are well known.

**1.3.2** Performing the round-robin tests and witnessing a part of these tests.

**1.3.3** Performing a complete initial audit according to all clauses of NF EN ISO/CEI 17025 standard when no accreditation is available and according to the referential(s) of the concerned Certification System.

The processing of the application acceptance is under the responsibility of the Certification Manager that has the authority to implement all phases of the acceptance procedure.

### **1.4 Evaluation review**

LCIE France evaluates the audits and tests reports in order to decide or to refuse the manufacturer's laboratory acceptance.

### **1.5 Particular Committee information**

As all the others decisions, the particular committee is informed of the acceptance decision.

### **1.6 Acceptance notification**

The acceptance of the Manufacturer's Laboratory by LCIE France is then subjected to a written notification which specifies in exhaustively an appendice the scope of acceptance (products, product categories and their associated standards, clauses where needed).

LCIE France signs the two copies of the agreement, and returns one of them to the manufacturer.

## **2 - MAINTENANCE AND EXTENSION CRITERIA OF A SMT LABORATORY**

### **Maintenance criteria**

The maintenance of the acceptance supposes:

- the respect of the initial acceptance criteria,
- the carrying out of operations relative to the maintenance of the acceptance,
- the maintenance of skills of the Manufacturer's Laboratory for the acceptance scope, subject to this agreement.

### **2.1 Maintenance process methodology**

The Certification Department of LCIE France is responsible for:

- defining the annual round-robin test program that the Manufacturer shall perform annually,
- the performance of a follow-up audit the first two years and a renewal audit the third year,
- taking into consideration the witnessed test reports.

LCIE France evaluates the audit and tests reports, the projects of the previous year and decides of the:

- maintenance of first two years,
- renewal of the manufacturer's laboratory acceptance the third year.

LCIE France informs the manufacturer about its decision by letter

### **2.2 Extension of the scope of acceptance**

The scope can be extended. The conditions of acceptance of the scope extension are the same as for an initial acceptance, taking into consideration the already known data.

## **3 - APPLICATION PROCEDURES FOR CERTIFICATION WITH TESTS PERFORMED WITHIN SMT PROCURE**

### **General**

The tests performed by the manufacturer's laboratory within the scope of the certification process must be carried out in accordance with the program defined or accepted by LCIE France. The results of these tests should be submitted to LCIE France in a form determined by LCIE France.

All or Part of each test program performed by the manufacturer's laboratory under the agreement, will be witnessed by LCIE France, which may delegate of persons belonging to its own testing laboratory.

The level of tests witnessed by LCIE France depends on the overall level of confidence he has gained from the laboratory during the various operations conducted in accordance with the SMT certification procedure and the volume of business conducted using this procedure.

### **Application process**

The manufacturer applies for a certification indicating the tests he wishes to perform within the SMT procedure, and indicating the testing program he proposed and the timetable for implementation.

The manufacturer shall provide all information relating to any new elements in the products, in terms of design and construction of the device to be certified.

LCIE France carries out the following operations:

- checking of the file completion,
- implementation of the testing program or validation (after possible modification) of the testing program provided by the applicant,
- Selection of the tests that will be witnessed by LCIE France during supervision visits.

LCIE France or its representative sends its commercial offer and opens the administrative file on receipt of the order.

The supervision visits include the following:

- validation review by the manufacturer of the aspects relevant to the design and construction of devices to certify: technical development and / or new technical principle, identification of the critical components,
- taking into account the progress of testing, test reports and future programs,
- witnessing of the selected tests,
- assessment of the using of the reference documents,
- Treatment of any abnormal events identified since the beginning of the tests,
- issuing of the supervision report.

As the development of the laboratory experience and the confidence level, the contents of the supervision visit evolves from simple observation of the tests to the evaluation of the process.

The test report is signed by the manufacturer's laboratory representative and after assessment, also signed by LCIE France.

Taking into account this test report and all others elements evaluated, LCIE France issues the certification document.

#### **4 - CHANGES MADE IN THE LABORATORY**

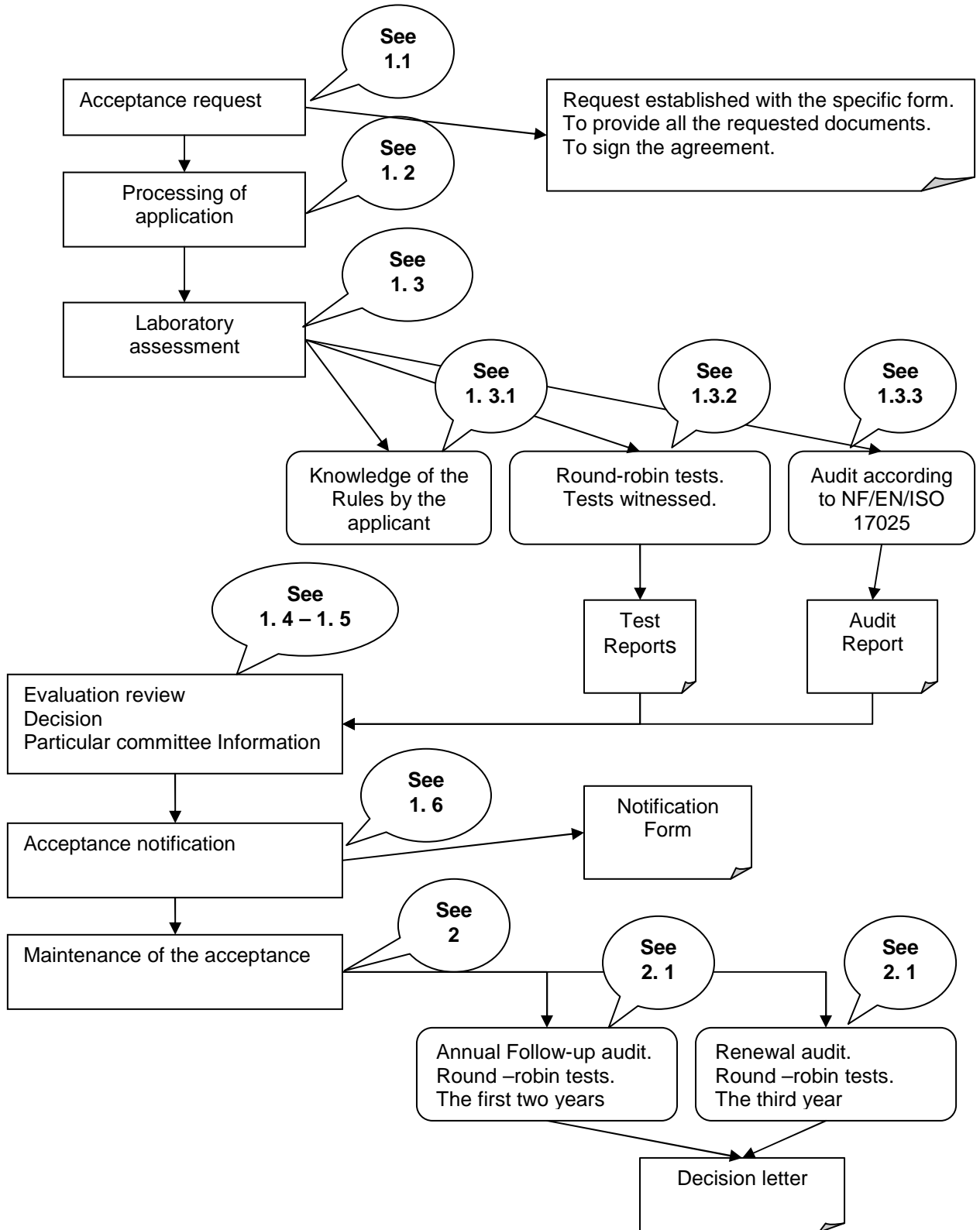
Changes concerning the testing arrangement or measure that might influence the test results, changes in location or structure must be reported to LCIE France before implementation.

Changes concerning the measuring devices can be conveyed after their implementation. It is the same for the changes in the testing personnel.

#### **5 - CANCELLATION OF THE ACCEPTANCE**

Failure to respect of the terms of the agreement and the Rules, purpose of this appendix, entail cancellation decision of the acceptance.

**DIAGRAM OF THE PROCESS OF ACCEPTANCE / MAINTENANCE  
OF SMT MANUFACTURER'S LABORATORY**



## Appendix 5B

### WMT ACCEPTANCE OF A MANUFACTURER'S LABORATORY AND ARRANGEMENTS FOR THE TESTS

#### Preamble

The acceptance of a Manufacturer's Laboratory in a Certification System is carried out by a third party process.

In the scope of this acceptance an agreement is signed between the manufacturer and the laboratories of LCIE France.

This schedule applies to manufacturers who have the test equipments and personnel to carry out tests on the products they design, develop, manufacture and who ask for this third party certification. For practical reasons, delay, economic..., they wish the testing be conducted on their premises.

The aim of the implementation of this agreement is to answer this need permitting the use of these resources (1<sup>st</sup> Part) **with a level of confidence equivalent to tests conducted in the premises of a third party.**

#### Definition

WMT Laboratory (Witnessed Manufacturer's Testing): "Manufacturer's Laboratory used under contract by the laboratories of the Certification Body to perform the tests in the product categories for which the manufacturer is recognised. The tests are 100% witnessed by the Certification Body Testing Laboratory and are performed by the Manufacturer Laboratory staff with their own testing equipment".

#### Subject

This appendix details the procedure by which a manufacturer may be allowed to perform in his or their own laboratories Part or all of the tests required for a certification process. The rules described in this procedure are based on the IECEE's operational documents, themselves included in the CIG and accepted as part of the Europeans Certification Systems (ENEC, KMK, CCA). They are able to evolve following the decisions taken by the concerned Certification Systems.

The conditions for the acceptance of a manufacturer's laboratory and for the recognition of the tests results are defined in the rules set out below.

The costs for processing of applications for acceptance shall be borne by the applicant.

#### **1 - ACCEPTANCE PROCESS OF A WMT LABORATORY**

##### **Initial acceptance criteria**

The manufacturer shall be responsible for the design, development and manufacture of products subject to testing.

For the scope concerned the manufacturer's laboratory must meet the requirements of NF EN ISO / IEC 17025. It must be demonstrated that the laboratory is independent from other departments (for example, research and development, production, sales...). There shall not be any conflict of interest between the laboratory and the rest of the organization.

The manufacturer shall designate a person responsible for the relationship with LCIE France.

Without prior notice, LCIE France must have access to the premises of the manufacturer's laboratory to carry out audits and attend the tests within the scope of this agreement.

At the request of LCIE France, the manufacturer accepts to participate to the proficiency testing program of the concerned certification system.

### **1.1 Request of acceptance**

The request must be sent to LCIE France by the manufacturer in accordance with the form (Laboratory acceptance) supplied by LCIE France

The manufacturer establishes the application of acceptance indicating the products, standards concerned, and provides the necessary documents for instruction (manual quality of the laboratory, list of technical tests procedures and / or instructions, list of testing equipments and calibration equipment...)

If the manufacturer's laboratory holds an accreditation, he provides the accreditation convention and its technical annex.

Two original copy of the agreement are provided by LCIE France to the manufacturer, with the commercial offer for the acceptance of the application (initial audit, round-robin tests and witnessed tests)

### **1.2 Processing of application acceptance**

Upon receipt of the order, and of both copies of the agreement undersigned by the manufacturer, LCIE France or its representative proceeds to the following operations.

#### **1.3 Laboratory assessment**

**1.3.1** Making sure that the rules regarding WMT acceptance conditions are well known.

**1.3.2** Performing the round-robin tests and witnessing a part of these tests.

**1.3.3** Performing a complete initial audit according to all clauses of NF EN ISO/CEI 17025 standard when no accreditation is available and according to the referential(s) of the concerned Certification System.

The processing of the application acceptance is under the responsibility of the Certification Manager that has the authority to implement all phases of the acceptance procedure.

#### **1.4 Evaluation review**

LCIE France evaluates the audits and tests reports in order to decide or to refuse the manufacturer's laboratory acceptance.

#### **1.5 Particular Committee information**

As all the others decisions, the particular committee is informed of the acceptance decision.

#### **1.6 Acceptance notification**

The acceptance of the Manufacturer's Laboratory by LCIE France is then subjected to a written notification which specifies exhaustively in an annex the scope of acceptance (products, product categories and their associated standards, clauses where needed).

LCIE France signs the two copies of the agreement, and returns one of them to the manufacturer.

## **2 - MAINTENANCE AND EXTENSION CRITERIA OF A WMT LABORATORY**

### **Maintenance criteria**

The maintenance of the acceptance supposes:

- the respect of the initial acceptance criteria,
- the carrying out of operations relative to the maintenance of the acceptance,
- the maintenance of skills of the Manufacturer's Laboratory for the acceptance scope, subject to this agreement.

### **2.1 Maintenance process methodology**

The Certification Department of LCIE France is responsible for:

- defining the annual round-robin test program that the Manufacturer shall perform annually,
- checking at each test the arrangements implemented: for product testing at the Manufacturer's Laboratory, for the control of testing equipment and their compliance with national calibration standards,
- the performance of a renewal audit each three year,
- taking into consideration the witnessed test reports.

Each three years, LCIE France evaluates the audit and tests reports, the projects of the previous years and decides of the renewal of the manufacturer's laboratory acceptance.

LCIE France informs the manufacturer about its decision by letter

### **2.2 Extension of the scope of acceptance**

The scope can be extended. The conditions of acceptance of the scope extension are the same as for an initial acceptance, taking into consideration the already known data.

## **3 - APPLICATION PROCEDURES FOR CERTIFICATION WITH TESTS PERFORMED WITHIN WMT PROCURE**

### **General**

The tests performed by the manufacturer's laboratory within the scope of the certification process must be carried out in accordance with the program defined or accepted by LCIE France (certification). The results of these tests are registered by LCIE France in a TR (Test Report).

For each product categories, all the tests performed by the manufacturer's laboratory will be witnessed by LCIE France or its representative.

### **Application process**

The manufacturer applies for a certification indicating the tests he wishes to perform within the WMT procedure, and he proposes the dates when the tests will be able to be witnessed.

LCIE France (certification) carries out the following operations:

- checking of the file completion,
- implementation of the testing program.

LCIE France (certification) or its representative sends its commercial offer and opens the administrative file on receipt of the order.

LCIE France witnesses all the tests and carries out the following operations :

- checking of the control of testing equipment and their compliance with national calibration standards,
- checking of the personnel competence,
- checking of the implementation of the agreement requirements,
- issuing of the Test Report (TR).

#### **4 - CHANGES MADE IN THE LABORATORY**

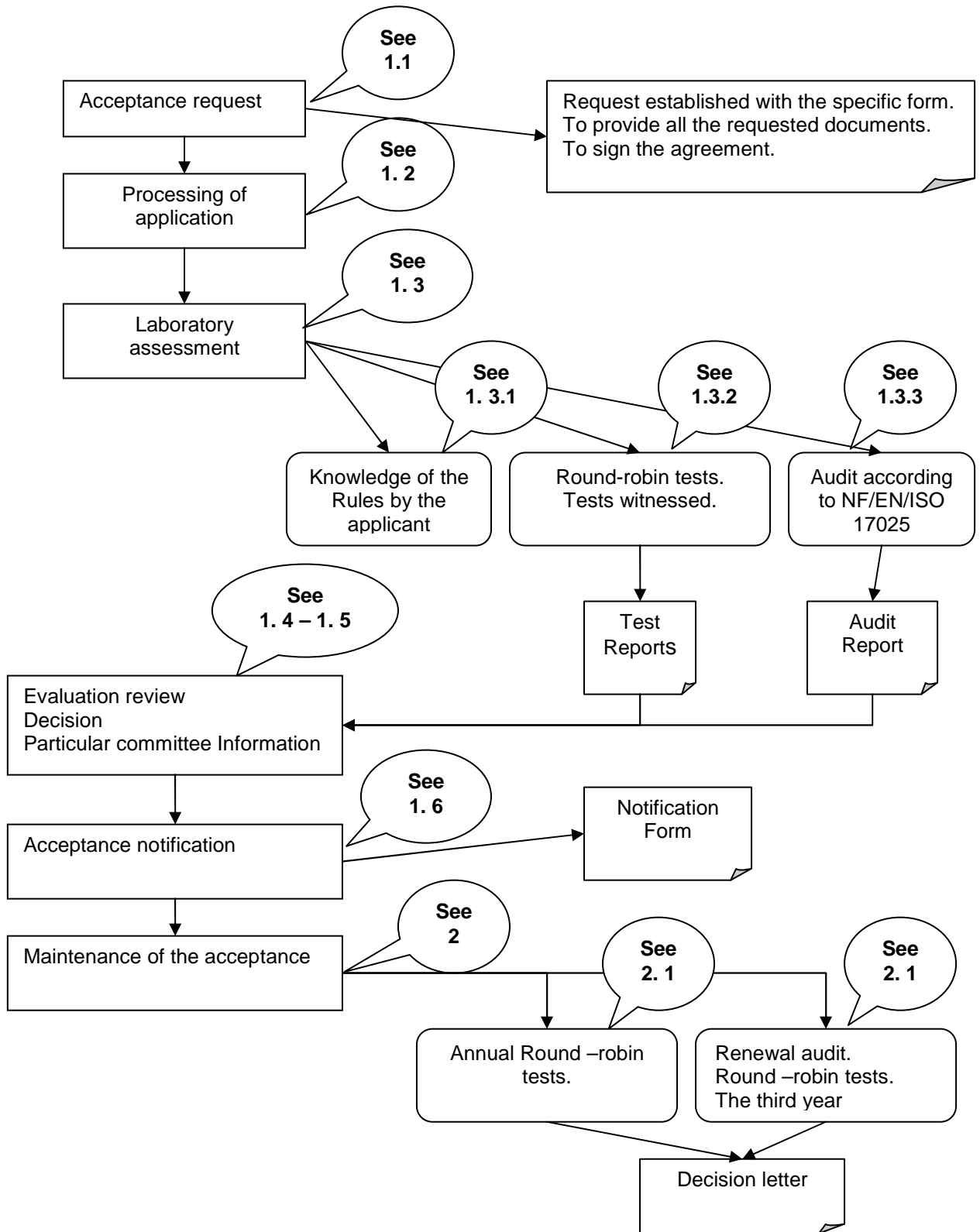
Changes concerning the testing arrangement or measure that might influence the test results, changes in location or structure must be reported to LCIE France before implementation.

Changes concerning the measuring devices can be conveyed after their implementation. It is the same for the changes in the testing personnel.

#### **5 - CANCELLATION OF THE ACCEPTANCE**

Failure to respect of the terms of the agreement and the Rules, purpose of this appendix, entail cancellation decision of the acceptance.

**DIAGRAM OF THE PROCESS OF ACCEPTANCE / MAINTENANCE  
OF WMT MANUFACTURER'S LABORATORY**



## Appendix 5C

### TMP ACCEPTANCE OF A MANUFACTURER'S LABORATORY AND ARRANGEMENTS FOR THE TESTS

#### Preamble

The acceptance of a Manufacturer's Laboratory in a Certification System is carried out by a third party process.

In the scope of this acceptance an agreement is signed between the manufacturer and the laboratories of LCIE France.

This schedule applies to manufacturers who have the test equipments and personnel to carry out tests on the products they design, develop, manufacture and who ask for this third party certification. For practical reasons, delay, economic..., they wish the testing be conducted on their premises.

The aim of the implementation of this agreement is to answer this need permitting the use of these resources (1<sup>st</sup> Part) **with a level of confidence equivalent to tests conducted in the premises of a third party.**

#### Definition

TMP Laboratory (Testing at Manufacturer's Premises): "Manufacturer's Laboratory used under contract by the laboratories of the Certification Body to perform the tests in the product categories for which the manufacturer is recognised. The tests are performed by the Certification Body Testing Laboratory staff with the testing equipment of the manufacturer's laboratory".

#### Subject

This appendix details the procedure by which a manufacturer may be allowed to perform in his or their own laboratories Part or all of the tests required for a certification process. The rules described in this procedure are based on the IECCE's operational documents, themselves included in the CIG and accepted as part of the Europeans Certification Systems (ENEC, KMK, CCA). They are able to evolve following the decisions taken by the concerned Certification Systems.

The conditions for the acceptance of a manufacturer's laboratory and for the recognition of the tests results are defined in the rules set out below.

The costs for processing of applications for acceptance shall be borne by the applicant.

#### **1 - ACCEPTANCE PROCESS OF A WMT LABORATORY**

##### Initial acceptance criteria

For the scope concerned, and in accordance with the agreement signed between the manufacturer's laboratory and LCIE France, the manufacturer's laboratory must meet the requirements of NF EN ISO / IEC 17025.

The manufacturer shall designate a person responsible for the relationship with LCIE France.

Without prior notice, LCIE France must have access to the premises of the manufacturer's laboratory to carry out audits and attend the tests within the scope of this agreement.

At the request of LCIE France, the manufacturer accepts to participate to the proficiency testing program of the concerned certification system.

## **1.1 Request of acceptance**

The request must be sent to LCIE France by the manufacturer in accordance with the form (Laboratory acceptance) supplied by LCIE France

The manufacturer establishes the application of acceptance indicating the products, standards concerned, and provides the necessary documents for instruction (manual quality of the laboratory, list of technical tests procedures and / or instructions, list of testing equipments and calibration equipment...)

If the manufacturer's laboratory holds an accreditation, he provides the accreditation convention and its technical annex.

Two original copy of the agreement are provided by LCIE France to the manufacturer, with the commercial offer for the acceptance of the application (initial audit, round-robin tests)

## **1.2 Processing of application acceptance**

Upon receipt of the order, and of both copies of the agreement undersigned by the manufacturer, LCIE France or its representative proceeds to the following operations.

### **1.3 Laboratory assessment**

**1.3.1** Making sure that the rules regarding TMP acceptance conditions are well known.

**1.3.2** Performing the round-robin tests.

**1.3.3** Performing a complete initial audit according to NF EN ISO/CEI 17025 standard (limited to the clauses defined) et according to the referential of the concerned Certification System.

The processing of the application acceptance is under the responsibility of the Certification Manager that has the authority to implement all phases of the acceptance procedure.

### **1.4 Evaluation review**

LCIE France evaluates the audits and tests reports in order to decide or to refuse the manufacturer's laboratory acceptance.

### **1.5 Acceptance notification**

The acceptance of the Manufacturer's Laboratory by LCIE France is then subjected to a written notification which specifies exhaustively in an annex the scope of acceptance (products, product categories and their associated standards, clauses where needed).

LCIE France signs the two copies of the agreement, and returns one of them to the manufacturer.

## **2 - MAINTENANCE AND EXTENSION CRITERIA OF A TMP LABORATORY**

### **Maintenance criteria**

The maintenance of the acceptance supposes:

- the respect of the initial acceptance criteria,
- the carrying out of operations relative to the maintenance of the acceptance,
- the maintenance of skills of the Manufacturer's Laboratory for the acceptance scope, subject to this agreement.

## 2.1 Maintenance process methodology

The Certification Department of LCIE France is responsible for:

- defining the annual round-robin test program that the Manufacturer shall perform annually,
- checking at each test the arrangements implemented: for product testing at the Manufacturer's Laboratory, for the control of testing equipment and their compliance with national calibration standards,

## 2.2 Extension of the scope of acceptance

The scope can be extended. The conditions of acceptance of the scope extension are the same as for an initial acceptance, taking into consideration the already known data.

## 3 - APPLICATION PROCEDURES FOR CERTIFICATION WITH TESTS PERFORMED WITHIN TMP PROCURE

### General

The tests are performed by LCIE France in the manufacturer's laboratory within the scope of the acceptance.

The results of these tests are registered by LCIE France in a TR (Test Report).

### Application process

The manufacturer applies for a certification indicating the tests he wishes to perform within the WMT procedure, and he proposes the dates when the tests will be able to be performed.

LCIE France (certification) carries out the following operations:

- checking of the file completion
- proposing a date for the performance of the tests.

LCIE France (certification) or its representative sends its commercial offer and opens the administrative file on receipt of the order.

For the tests concerned by the TMP procedure, LCIE France performs the tests and is responsible for the following operations:

- checking of the control of testing equipment and their compliance with national calibration standards,
- checking of the personnel competence (if necessary),
- checking of the implementation of the agreement requirements,
- issuing of the Test Report (TR).

LCIE France (certification) issues the certification document.

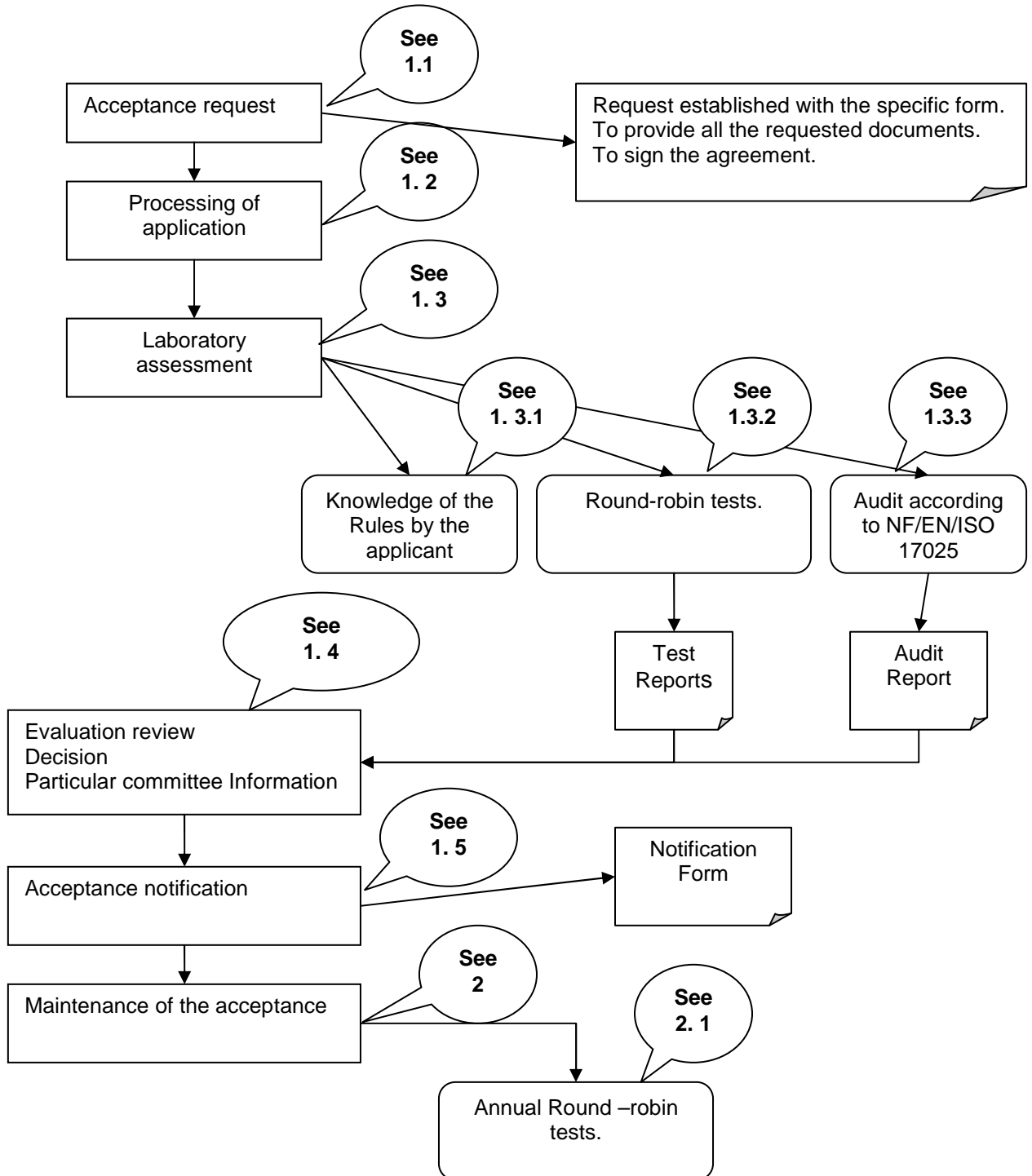
## 4 - CHANGES MADE IN THE LABORATORY

LCIE France shall be informed by the manufacturer of all changes concerning the testing equipment of his laboratory.

## 5 - CANCELLATION OF THE ACCEPTANCE

Failure to respect of the terms of the agreement and the Rules, purpose of this appendix, entail cancellation decision of the acceptance.

**DIAGRAM OF THE PROCESS OF ACCEPTANCE / MAINTENANCE  
OF TMP MANUFACTURER'S LABORATORY**



## Appendix 6 COMMITMENT LETTER



**Document to return duly completed and signed at:**

**LCIE France**  
33, avenue du Général Leclerc  
92266 Fontenay-Aux-Roses Cedex  
France

**COMMITMENT OF THE CERTIFICATION'S APPLICANT AND / OR LICENCE HOLDER**

**Name and address of the certification's applicant and / or licence holder:**

**Subject:** NF Mark - ELECTRICAL EQUIPMENT FOR HOUSEHOLD AND SIMILAR USE (NF 012)

1. We, applicant and / or licence holder state have taken note of Applicable Documents related to the certification process and to the technical process that are applicable to the request for certification subject matter hereof, or to have received them at the time of application, or to already detain them under previous application(s) for certification using the same documents, namely:
  - General Rules of the NF Mark (last edition)
  - Certification Rules of the Mark NF 012 and its appendixes (last edition)
  - Certification prices in force
  
2. **We notably declare:**
  - Have verified that we have in our possession the updated version of the Applicable Documents,
  - Be aware that the applicable documents impose us duties in terms of information to transmit to LCIE France concerning all changes to the certified product,
  - Be aware that the General Rules of the NF Mark and the standards are subject to changes which LCIE France has no control,
  - Be aware that the eventual granting of the use of the mark above is not an indication that the product is not infringing,
  - Accept the technical and financial consequences arising from changes of Certification Rules, of the General Rules of the NF Mark and / or standards except to relinquish himself of all relevant certifications previously obtained.

**3. By this, we notably commits ourselves :**

- To comply with all the provisions of these documents during the process of obtaining the Mark, for the entire time during which the right to use the mark(s) will be in effect, and after a suspension or withdrawal of the Mark,
- To declare you in writing any change in our ability to produce the product that would be certified, in order to permit you to assess certification compliance,
- To make our case with the research needed to identify the risk of counterfeiting created by the product subject to the certification and not to ask any certification for products that would be infringing or for which a doubt would have been highlighted as a result of our research,
- To pay to LCIE France, or any correspondent body of LCIE France through its agreements, certification and audits / inspections costs regardless of the results.

**Name:**

**Function:**

**Date:**

**Signature and stamp of the company which requests certification:**

(preceded with hand written mention:

"Read and Approved, Good for agreement on the terms and conditions of the request for certification")

NB 1: This commitment must be returned to LCIE France, in order to allow the consideration of your application for certification or any future requests.

NB 2: This document is completed for the first application for certification and at each update of documents mentioned.

## Appendix 7



### CONSTAT DE NON PRELEVEMENT N° 1 NO SAMPLE SELECTION REPORT N° 1

Date :  
Date:

N° de dossier :  
File number:

Nom et adresse de l'usine :  
Factory registered name and location:

Produit(s) concerné(s) :  
Concerned product(s):

L'auditeur/inspecteur chargé du suivi de l'opération a visité le site de production et n'a pu procéder au prélèvement prévu par les Règles de Certification de la Marque.  
*Our inspector visited the above factory to conduct an inspection in accordance with the Certification Rules and he couldn't select samples.*

Le fabricant s'engage à avertir le LCIE, par écrit, de toutes prévisions de fabrications avec un préavis minimum de quatre semaines pour permettre au LCIE de prendre les dispositions nécessaires en vue de donner son accord.  
*The manufacturer undertakes to inform LCIE France by letter, at least four weeks prior to resuming production of the above noted product(s) so that an inspection can be scheduled or other arrangements made with LCIE France.*

Pendant toute la durée où cette catégorie de produits est couverte par cette procédure, la redevance reste due en totalité, sauf cas prévus dans les Règles de Certification.  
*During the period under which your production is covered by this NO SAMPLE SELECTION REPORT the normal annual fee will continue to be payable, except for the cases notified in the Mark(s) Rules.*

Le présent constat fait partie intégrante du rapport de visite.  
*This NO SAMPLE SELECTION REPORT is joined to the CENELEC INSPECTION REPORT.*

A :  
Place:

Nom du représentant du fabricant :  
Contact's person's name:

Nom de l'auditeur/inspecteur :  
Inspector's name:

Signature :  
Signature:

Signature :  
Signature:



## CONSTAT DE NON PRELEVEMENT N°2 NO SAMPLE SELECTION REPORT N°2

Date :  
Date:

N° de dossier :  
File number:

Nom et adresse de l'usine :  
Factory registered name and location:

Produit(s) concerné(s) :  
Concerned product(s):

L'auditeur/inspecteur chargé du suivi de l'opération a visité le site de production et n'a pu procéder au prélèvement prévu par les Règles de Certification de la Marque.  
*Our inspector visited the above factory to conduct an inspection in accordance with the Certification Rules and he couldn't select samples.*

En conséquence, le droit d'apposer la Marque et la mise sur le marché avec la Marque NF ne peuvent être réalisés qu'après avoir reçu l'accord écrit du LCIE France.  
*Consequently, the right to use the NF or ENEC Mark(s) and the shipment of the products with the NF or ENEC Mark(s) can be made only after having received written agreement from LCIE France.*

Le fabricant s'engage à avertir le LCIE, par écrit, de toutes prévisions de fabrications avec un préavis minimum de quatre semaines pour permettre au LCIE de prendre les dispositions nécessaires en vue de donner son accord.  
*The manufacturer undertakes to inform LCIE France by letter, at least four weeks prior to resuming production of the above noted product(s) so that an inspection can be scheduled or other arrangements made with LCIE France.*

Pendant toute la durée où cette catégorie de produits est couverte par cette procédure, la redevance reste due en totalité, sauf cas prévus dans les Règles de Certification.  
*During the period under which your production is covered by this NO SAMPLE SELECTION REPORT the normal annual fee will continue to be payable, except for the cases notified in the Mark(s) Rules.*

Le présent constat fait partie intégrante du rapport de visite.  
*This NO SAMPLE SELECTION REPORT is joined to the CENELEC INSPECTION REPORT.*

A :  
Place:

Nom du représentant du fabricant :  
Contact's person's name:

Nom de l'auditeur/inspecteur :  
Inspector's name:

Signature :  
Signature:

Signature :  
Signature:

Nom et signature du Responsable de Certification :  
Certification Manager name:

Signature :  
Signature:

## Appendix 8

### SPECIFIC REQUIREMENTS OF THE MARK

#### 8.1 NF Mark Logotype - ELECTRICAL EQUIPMENT FOR HOUSEHOLD AND SIMILAR USE (NF 012) - (refer to article 2.5.5 of these Certification Rules)

The NF Mark is represented by the following logo affixed to each product certified according to its relevant standards: any dilatation of the logo is allowed provided the legibility is maintained under normal conditions.



NF logotype

NF-USE logotype



Is no more allowed since January 1st, 2010.

#### 8.2 Routine tests and random « PVT » tests performed by the factory – (refer to article 2.4 of these Certification Rules)

The list of routine tests, to be carried out on 100% of the production, and the list of so-called PVT tests on samples taken randomly from the production (refer to CIG021 document) are provided by LCIE to the licence holder for each standard he is concerned with.

**8.3 Nature and frequency of the surveillance operations on the certified products – (refer to article 4.1 of these Certification Rules)**

Action	Option			
	General case		Factory certified according to NF EN ISO 9001	
	Stakeholder (1)	Frequency	Stakeholder (1)	Frequency
Preliminary Audit / Inspection	A	1	A	1
Audit / Inspection	A	2/year	A	1/year
Periodic sample selection in factory	A	2/year	A	1/year (2)
Tests on sample selected in factory	C	2/year	A et/ou C	1/year (2)
<b><i>In case of non compliance</i></b>		According to the Certification Manager decision		According to the Certification Manager decision
Increased sampling	A		A	
Tests	C		C	
Additional inspections	A		A	

(1) Stakeholder:

- A: Certification Body (product certification)
- C: Third party laboratory qualified by LCIE France

(2) This frequency can be increased up to 1/ 18 months due to 2 successive satisfactory annual audit/inspection, under decision of the mandated body.

**8.4 Duration of audits / inspections (refer to article 3.4.2 et 4.1.2 of these Certification Rules)**

Number of employees in the factory	Initial Audit / Inspection (On-site days)	Surveillance Audit / Inspection de suivi (On-site days)
≤ 50 employees	0,75 day	0,5 day
> 50 employees	1 day	0,75 day