

# Certification Rules

## Mark



## NF Reseaux COM

### Communication Network Infrastructures

**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)



LCIE

**Certification Body:**

AFNOR Certification  
11, rue Francis de Pressensé  
93571 LA PLAINE Saint Denis Cedex  
*Société par actions simplifiée unipersonnelle, 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**

*To take into account the change of registered name of AFAQ AFNOR Certification to AFNOR Certification since the 1<sup>st</sup> of April 2008, this document should be read in light of this change.*

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These Certification Rules were approved by the AFAQ AFNOR Certification Director on February 21, 2008.

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 AFAQ AFNOR Certification Director.

## MODIFICATIONS MADE

Modified parts	Revision n°	Date	Modification eventually made
All the document	5	2007/11/14	<b>Global revision of the Certification Rules (notably) :</b> <ul style="list-style-type: none"> <li>• new format</li> <li>• introduction of the retailer concept de la notion de distributeur (especially in part 3)</li> <li>• case of improper use clarified</li> </ul>

# 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)

### 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 constituted by AFAQ 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 AFAQ AFNOR Certification, the mandated certification bodies, which entirely fulfil their assigned mission as certification bodies.

In this regard, AFAQ 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 AFAQ AFNOR Certification. It is applied and broken down by product and service category or by trade sector by AFAQ 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, AFAQ 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' 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**

AFAQ AFNOR Certification, certification body for the NF Mark and LCIE France, mandated certification body by AFAQ 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 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

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

AFAQ 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, this 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 115-33 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:

- Ensuring 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 factory is certified 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.

Reproduction and affixing logos of AFNOR, AFAQ 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 French Consumer Code***

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.

Constitute misuse of the NF Mark, the following cases of the use 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 (eg: maintenance).

Article 11 of the General Rules of the NF Mark, said that any misuse of the NF Mark, whether committed by a licence holder or by other person will permit to 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 if 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 medium (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. Any concordance with this logotype is accepted.

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 according to the decree 95.354**

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 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 Marks NF, he signed a commitment letter for each NF Marks.

For the record: The applicants are either suppliers ("first party"), and either buyers ("second party").

**Retailer:** Organization distributing the products of the licence holder and that neither does on the product or 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 what 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.

### 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 AFAQ 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 AFAQ 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 AFAQ 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 Filing 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 centers...)

#### **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.

#### **A T T E N T I O N**

**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 (eg 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 were 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 Marks 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 which 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.

With the report(s) is sent, if applicable, a request to reply within a time limit specified in the letter of shipment of the report.

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 Certification Director by the Certification Manager on the recommendation of the Evaluation Officer.

In case of absence, the Certification Director can delegate 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 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 Certification Director. In his absence, he may delegate his signature to the Certification Manager.

The Certification Director 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 a 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 AFAQ AFNOR Certification should 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.

## 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 participants are specified below:

Option Action	Check	
	Stakeholder (1)	Frequency
Audit / Inspection	A	3 / year minimum
Periodic sample selection	A	According DA4 and DA5
Tests on sample selected in factory	C	According DA4 and DA5
<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) indicated in the Appendix 4 of these Certification Rules.

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

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

All possible means permitting to 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 for two consecutive audits / inspections (scheduled or additional visits), 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.

A “no sample selection report” is issued and is regarded as an integral part of the inspection report CIG 023 (refer to Appendix 7)

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 samples + 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 Certification Manager. This delegation was notified to AFAQ AFNOR Certification. This delegation may be refused and notified within 15 days to LCIE France by AFAQ 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, AFAQ 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 were 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 AFAQ 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 merger, winding up or take 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 require 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, it 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 required 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 channel.

#### **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 AFAQ AFNOR Certification

The NF mark is the exclusive property of AFNOR.

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

To this title AFAQ AFNOR CERTIFICATION assumes the responsibility of the application of THESE Certification Rules and of all the decisions taken in the setting of this one. Therefore, in accordance with the code of consumption, the decisions taken by LCIE France on behalf of AFAQ 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 AFAQ 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 AFAQ AFNOR Certification,
- The relationship with the applicants / licence holders,
- The Particular Committee's secretariat, preparation and monitoring of its meetings,
- 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 marketing channel surveillance.

#### 5.2.2 Audits / Inspections

The results of the audits / inspections conducted by certification bodies recognised under the IECEE Scheme and under the CENELEC Certification Agreement (CCA), or by qualified auditors / inspectors (see article 5.2.1) employed by entities subsidiaries of Bureau Veritas Group that owns LCIE France, can be taken into account for the issuance of the NF Mark. In the latter case the subsidiaries of Bureau Veritas 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 AFAQ 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 or of the licence holders' laboratories. For this qualification, it is necessary that laboratories are consistent with the requirements of NF EN ISO / IEC 17025, have the effective resources and that they perform at least once a year, the comparison tests necessary.

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

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

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

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

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 any cases, 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. Regardless of comparison tests needed and expected in the process of acceptance of these third party laboratories, a few samples are taken 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 to 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 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 experts who might be called in to assist to the particular Committee take 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 AFAQ 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 AFAQ 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 AFAQ 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, it is appealed to "the Executive Certification Committee" for the consultation of all concerned Parts.

### **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 of laboratories 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 should 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 an 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 covers the following obligations:

- 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.
- 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,
- Administrative management by LCIE France, of the surveillance operations,
- Operational management of the Mark by LCIE France (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 share that must be returned to AFAQ AFNOR Certification by LCIE France to cover the general operation, the promotion and defence of the NF Mark,
- Management by LCIE France of the customers satisfaction,
- Provision by LCIE France of statistics' elements concerning the NF Mark to the Executive Certification Committee,
- Provision by LCIE France of statistics' elements concerning the NF Mark to AFAQ AFNOR Certification,
- Periodic report on the operation of the mark to AFAQ AFNOR Certification,
- Participation of LCIE France in meetings of the NF network quality commission with a view to improving the rules and procedures of the network.

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

All the NF certified products of a licence holder Give rise to follow-up and to the annual fees.

The annual fees shall be fully paid in case of abandonment of the mark or a 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 the responsibilities of controls which it is responsible 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 Veritas 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 agrees to abide by the formal guidelines 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, the CIG 022B form – Pre-Licence Factory Inspection (questionnaire) must be returned duly filled, dated and signed for the first requirement.

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 criticism failure triggered 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 goods, 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 AFAQ 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 AFAQ 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

AFAQ 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, coming from a manufacturer identified for one or more of the declared factories.

Moreover, LCIE have the right to use established OSM decisions, especially in the scope of CCA agreements, each time this will be adapted.

It is the same for established CTL decisions in scope of IECEE (CB scheme)

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

### APPLICABLE STANDARDS AND SPECIFICATIONS FOR THE NF Reseaux COM

NF EN 50288-1	Multi-element metallic cables used in analogue and digital communication and control. Part 1 : Generic specification
NF EN 50288-2-1	Multi-element metallic cables used in analogue and digital communication and control. Part 2-1 : Sectional specification for screened cables characterized up to 100 MHz. Horizontal and building backbone cables.
NF EN 50288-2-2	Multi-element metallic cables used in analogue and digital communication and control. Part 2-2 : Sectional specification for screened cables characterized up to 100 MHz. Work area and patch cord cables.
NF EN 50288-3-1	Multi-element metallic cables used in analogue and digital communication and control. Part 3-1 : Sectional specification for unscreened cables characterized up to 100 MHz. Horizontal and building backbone cables.
NF EN 50288-3-2	Multi-element metallic cables used in analogue and digital communication and control. Part 3-2 : Sectional specification for unscreened cables characterized up to 100 MHz. Work area and patch cord cables.
NF EN 50288-4-1	Multi-element metallic cables used in analogue and digital communication and control. Part 4-1 : Sectional specification for screened cables characterized up to 600 MHz. Horizontal and building backbone cables.
NF EN 50288-4-2	Multi-element metallic cables used in analogue and digital communication and control. Part 4-2 : Sectional specification for screened cables characterized up to 600 MHz. Work area and patch cord cables.
NF EN 50288-5-1	Multi-element metallic cables used in analogue and digital communication and control. Part 5-1 : Sectional specification for screened cables characterized up to 250 MHz. Horizontal and building backbone cables.

NF EN 50288-5-2	Multi-element metallic cables used in analogue and digital communication and control. Part 5-2 : Sectional specification for screened cables characterized up to 250MHz. Work area and patch cord cables
NF EN 50288-6-1	Multi-element metallic cables used in analogue and digital communication and control. Part 6-1 : Sectional specification for unscreened cables characterized up to 250 MHz. Horizontal and building backbone cables.
NF EN 50288-6-2	Multi-element metallic cables used in analogue and digital communication and control. Part 6-2 : Sectional specification for unscreened cables characterized up to 250 MHz. Work area and patch cord cables
C 93-531-2	Cables of the 804-series: cables with 32 pairs and 128 pairs for subscribers'lines used in telephone exchanges.
C 93-531-3	Cables of the 904-series for indoor digital transmission equipment at 2 Mbit/s.
C 93-531-4	Cables of the 905-series for indoor digital transmission equipment at 2 Mbit/s.
C 93-531-5	Indoor superscreened cables with symmetrical pairs and single screen for 2 Mbit/s digital transmission.
C 93-531-6	Cables with symmetrical circuits of the series 120, with 4, 8 and 12 pairs for the wiring systems of indoor installations and data transmission systems.
C 93-531-7	Cables with symmetrical circuits of series 120, with 32, 64 et 128 pairs, for the wiring systems of indoor installations and data transmission systems.
C 93-531-8	Connexion cables and cables for indoor subscribers' installations for digital transmission up to 2Mbit/s.
C 93-531-9	Cables for the manufacturing of mixing cords for high rate data terminal and transmission equipment.
C 93-531-10	Symmetrical cables for high frequency transmissions – detail specification for cable of series 907.
C 93-531-11	Unscreened cables for indoor telecommunication installations – grade 1 – detail specification for cable of series 298.
C 93-531-12	Unscreened cables for residential cabling – grade 1 – detail specification for cable used up to 100MHz (including cables of series 298).
C 93-531-13	Unscreened cables for indoor telecommunication installations – grade 2 – detail specification for cable used up to 250MHz.
C 93-531-14	Unscreened cables for indoor telecommunication installations – grade 3 – detail specification for cable used up to 900MHz.

C 93-532-1	Symmetric cables for digital transmission. Quality assessment procedures.
C 93-535	Cables with symmetric quad/pair for digital transmission. Characteristic impedance 120 $\Omega$ and a common overall screen. Cables for use in Local Area Networks. Sectional specification.
C 93-552	Cables of the 910-serie : coaxial cables for installation of transmission equipment. Generic specification

For a certification requirement, the cited referential in this Appendix is the latest editions by default with their eventual amendments.

However, owing to the fact that different evolutions from the same referential overlap, the licence holder can choose and use the right version in the scope of certification process in order to obtain NF Mark. It must commit itself 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 will no longer be valid.

The exhaustive list of the applicable standards, with their completion dates of validity if they are known, are consultable on the document "Standards for certification NF Réseau-COM marks 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 provided for in the fourth subparagraph of the Article L 115-28 of the Consumer Code.

The essential certified characteristics of the products which are in compliance with standards **in appendix 1** are:

- Electrical Characteristics
- Data transmission Characteristics
- Mechanical and Dimensional Characteristics
- Environmental Characteristics

## **Appendix n°3**

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

#### **A Chairman**

#### **Two Vice - Chairmen, who can replace the Chairman when necessary:**

- 1 representative of the LCIE, Direction of Certification
- 1 representative of AFNOR CERTIFICATION

#### **College of Manufacturers / Dealers (5)**

- 3 representatives of manufacturers of Data Cables
- 2 representatives of Distributors, Dealers, of Data Transmission Network Equipment

#### **College of Users / Specifiers (5)**

- 3 representatives of Telecom operators
- 2 representatives of Data Transmission Network Equipment installers

#### **College of technical bodies (3)**

- 1 representative from the Technical Union of Electricity (UTE)
- 1 representative of France Telecom (CNET)
- 1 representative from the Central Laboratory of the Electrical Industries (LCIE)

#### **Experts' participation**

Furthermore, as experts for particular points, persons can be called upon, chosen for their competence, after favourable decision from the majority of the members of the Special Committee and according to 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

## 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 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 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 annexe 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**

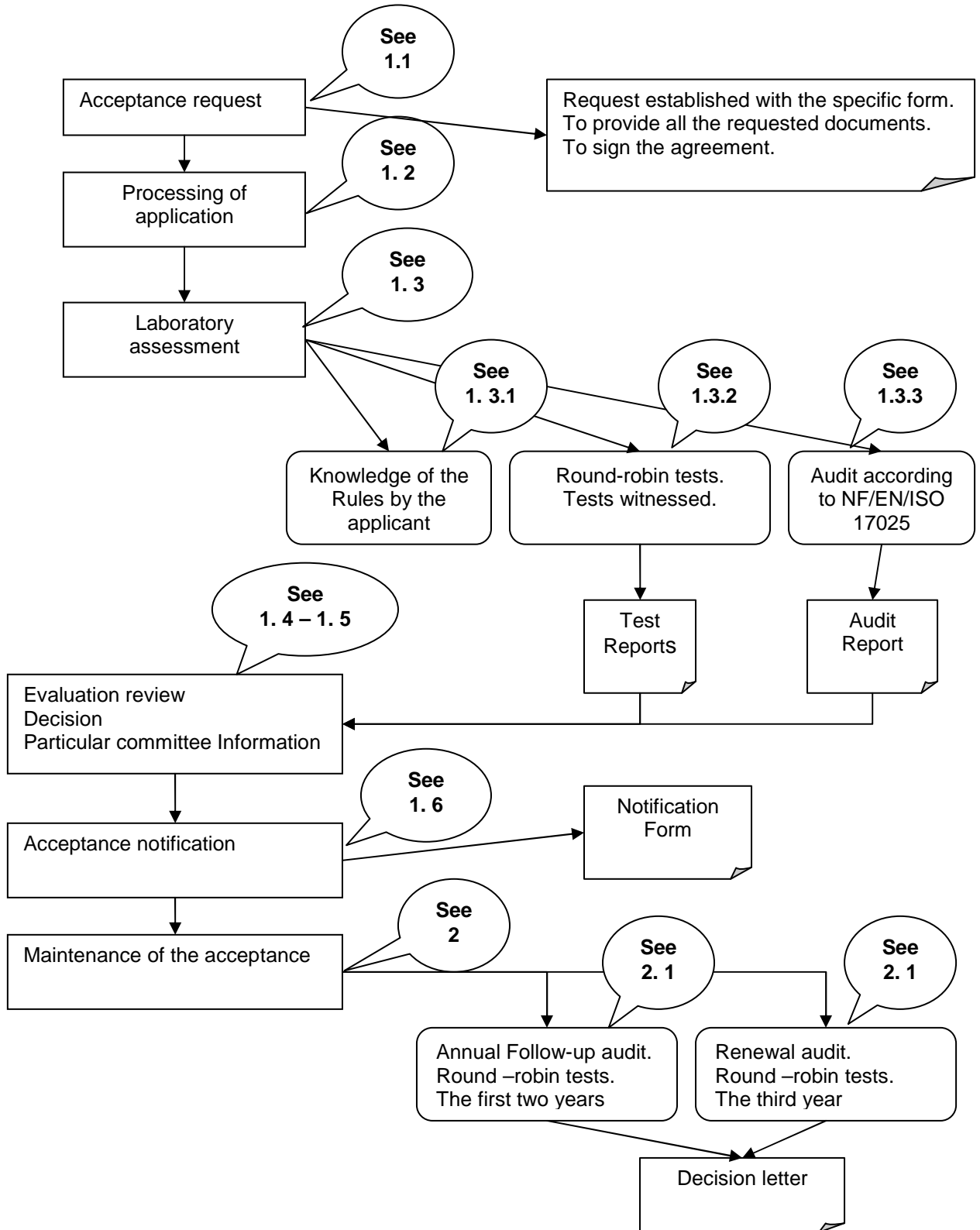
Changes concerning the testing arrangement or measure that might influence the test results, changes in location or structure must be reported to LCIE France before implementation.

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 in exhaustively an annexe 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**

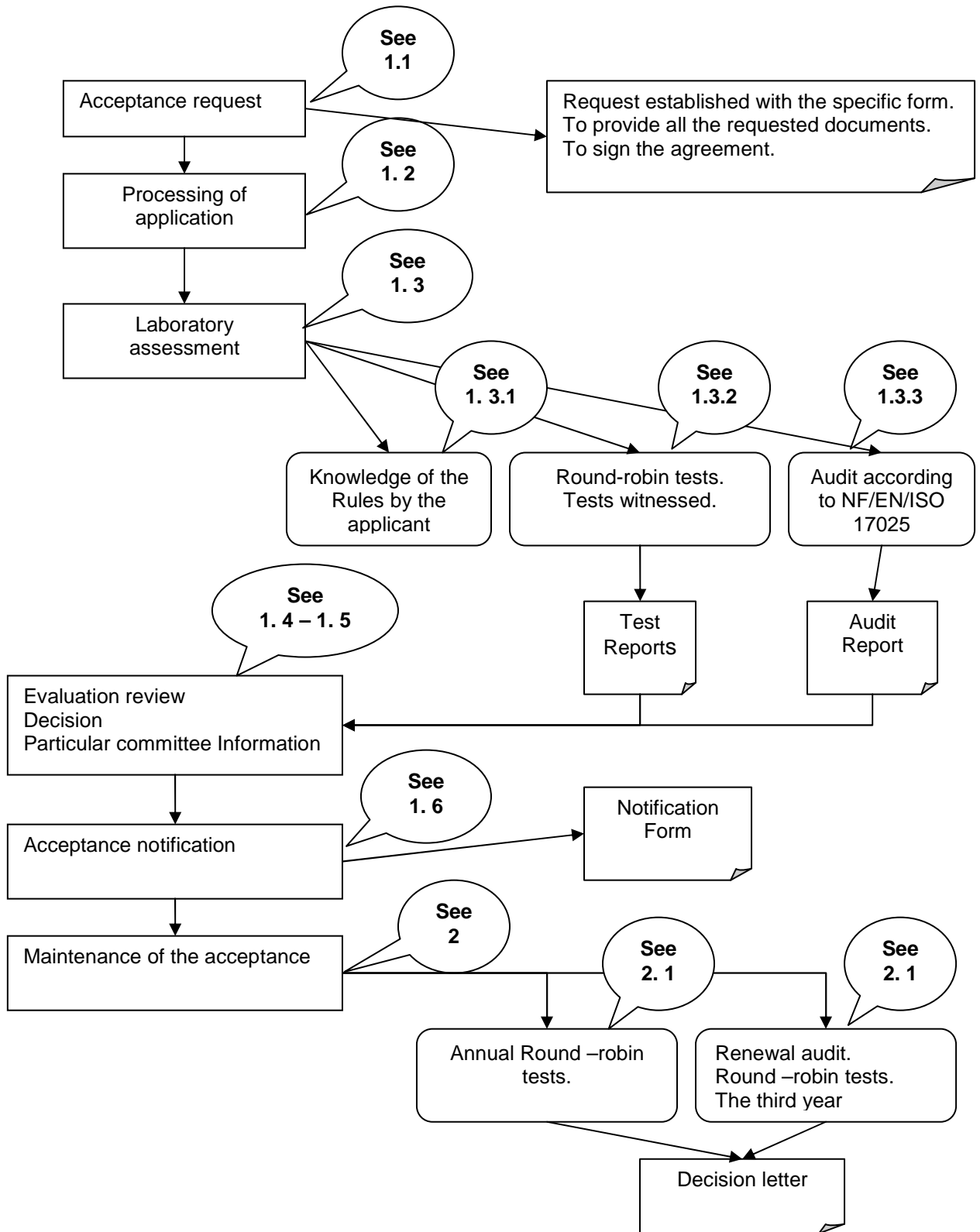
Changes concerning the testing arrangement or measure that might influence the test results, changes in location or structure must be reported to LCIE France before implementation.

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 TMP 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 in exhaustively an annexe 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 TMP 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.

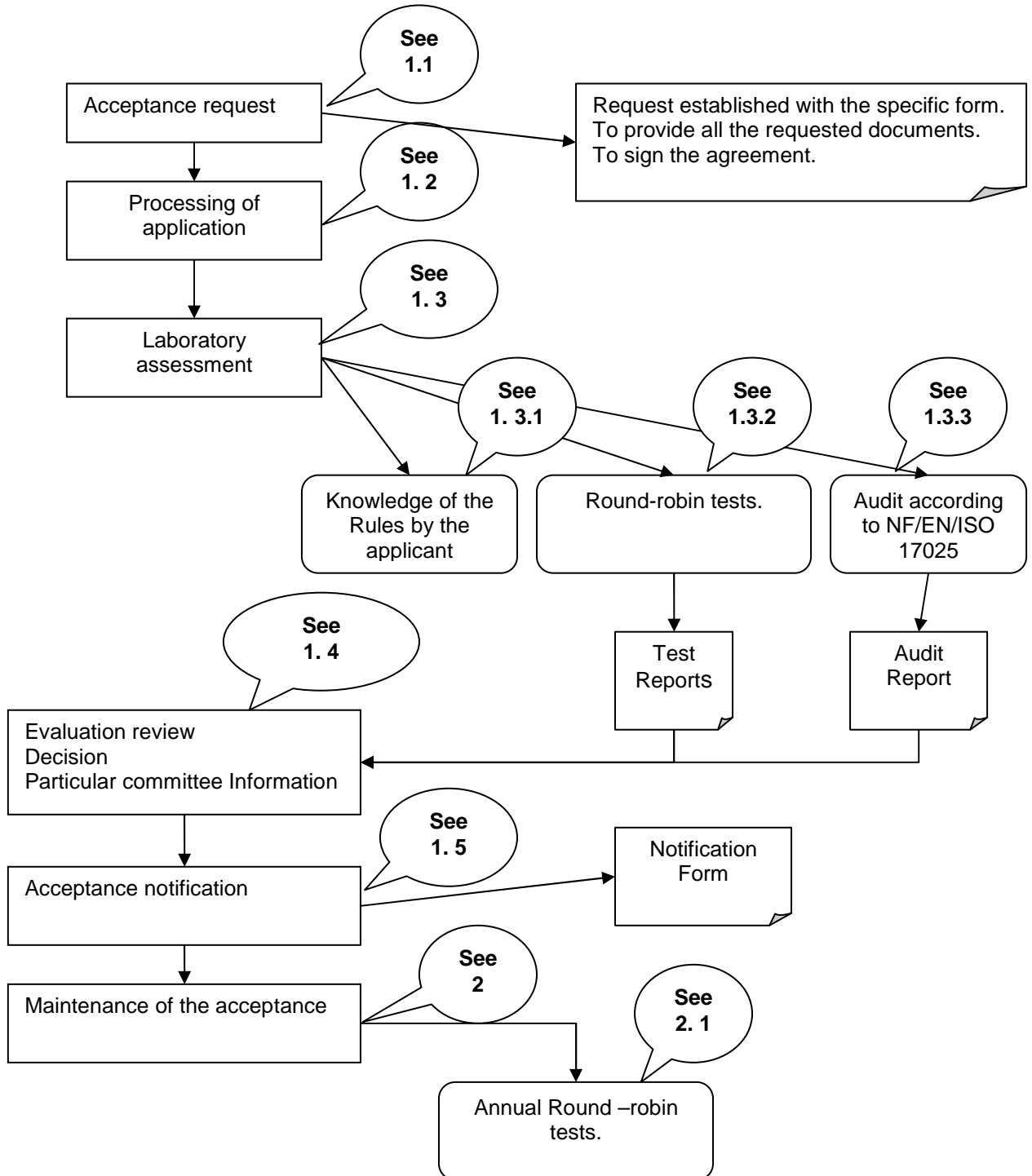
### **4 - CHANGES MADE IN THE LABORATORY**

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-Reseaux COM Marks (NF 288)

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 288 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 NO SAMPLE SELECTION REPORT

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 est temporairement suspendu pour les produits concernés qui par conséquent, ne peuvent être mis sur le marché sans l'accord préalable du LCIE France.  
*Consequently, the right to use the NF, KEYMARK or ENEC Mark(s) is temporarily suspended for the specifically noted product(s) and they cannot be shipped unless you have 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 Part 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:

Tampon de la société :  
Factory's stamp:

## Appendix n°8 SPECIFICS REQUIREMENTS OF THE MARK

### 8.1 Routine tests (refer to article 2.4 of these Certification Rules)

For NF Reseau-COM the routine tests on the certified products are not required. Consequently the corresponding request of the article 2.4 of these certification rules is not applicable

### 8.2 Random tests (refer to article 2.4 of these Certification Rules)

The random test to perform on the certified products concerned by certification type per type are defined in the application document DA4

The random test to perform on the certified products concerned by certification procedure capability approval are defined in the application document DA5

### 8.3 NF reseau-COM Marks Logotype (refer to article 2.5.5 of these Certification Rules)



**LCIE**  
Reseaux COM

#### Colours preferred

"NF" letters	:	white		white
Oval background	:	blue, Pantone 293 C	or	black
Word "NF Reseaux COM" "LCIE"	:	blue, Pantone 293 C		black

#### 8.3.1 Distinctive Mark

The cables granted to the mark must have :

- a first distinctive mark, relative to the manufacturer,
- a second distinctive mark, relative to the NF Mark.

These marks are made, in principle, by either distinctive wires, or a permanent marking affixed at the external of the cable jacket.

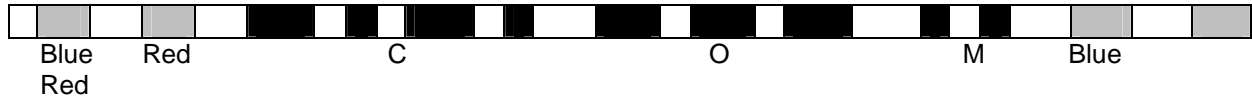
Use of other identification means are not excluded, but it implies the formal approval of the LCIE first.

In addition, all the documents, packaging and labels of containers of conductors and cables must carried out the NF Mark logotype.

### 8.3.2 Distinctive wires of the Mark

The distinctive wire is shown here after, it is made in a white textile wire on which the following signs are printed in the indicated order :

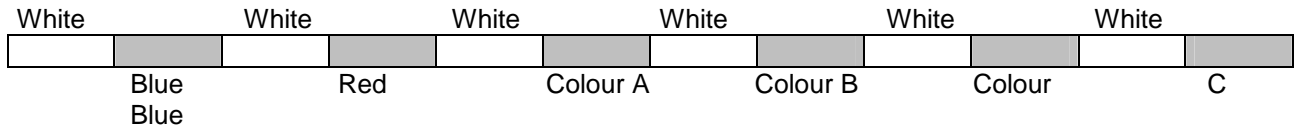
- a blue dash, a space, a red dash, a space, having the same length,
- a series of points and colour dashes, showing the letter "C", "O", "M" in conventional Morse international code, and so on.



### 8.3.3 Distinctive wires of the manufacturer

The distinctive wire designing the manufacturer is made in a white textile wire, on which the following signs are printed in the order as shown :

- a blue dash, a red one,
- a dash of each of the colour (from 2 to 4) characterising the manufacturer, and so on.



The characteristic colours, and their arrangement, are assigned to each manufacturer by the LCIE, in accordance with the norm NF C 30-204.

### 8.3.4 Particular disposals concerning the distinctive wires

#### NF Mark distinctive wire:

The distinctive wire is made by authorised suppliers, under the LCIE control (1).

Any dispute about procurement of such a wire must be reported to the LCIE.

The NF Mark distinctive wire is protected by a trademark deposited at the BIPPI in Bern (Switzerland).

#### Distinctive wire for the manufacturer:

Each applicant is in charge of the procurement of its own distinctive wire, close to a supplier selected at its own. He has to present a sample of the wire to get the LCIE approval. After approval, the applicant must ask for the trademark of the wire, a copy of it must be given to the LCIE.

The use of right relative to this trademark belongs to the applicant exclusively.

### 8.3.5 Marking of distinctive signs on the external jacket of wires and cables

The marking on the external surface of wires and cables is specified in the appropriate norms.

The marking must be done, either by a special ink, or in relief or depth. In all cases, the solution must be approved by the LCIE.

### 8.3.6 Marking

On the cable jacket, the marking is described as follows :

Number of the Factory + Standard Reference + typical use frequency of the cable

(1) : the only authorised suppliers are, at the present time :  
Etablissements RESNEAU-COUEGNAS,  
Brignac (Commune de Royères), F - 87400 Saint Léonard de Noblat  
And Société TARFIL, Via Canonica, I - 40-20154 Milano (Italy)

### **8.3.7 Labelling**

Each label accompanying packaged product admitted to Make and intended for marketing, must necessarily include:

- Mark logotype
- Number of manufacturer
- Product designation
- Standard according product
- Length of product

## **8.4 Certification procedure for granting and maintaining the right to use the NF Mark**

### **8.4.1 Type per type certification**

The terms of paragraph 3 applies for the obtaining, maintenance, extension of the Mark. For surveillance operations see application document DA4.

### **8.4.2 Capability approval certification**

The arrangements for obtaining, maintenance, extension of the Mark. are outlined below and supplemented by the application document DA5

## **1 - INTRODUCTION**

The Capability Approval is designed for a manufacturer wishing an approval about a large range of similar products.

This appendix defines the procedure to be applied, in three steps :

- Admission conditions
- Quality requirements for the production
- Surveillance conditions of the conformity of products certified.

## **2 - DEFINITIONS**

### **2.1 Capability Approval**

The Capability Approval is granted when a manufacturer has demonstrated his ability to master the production processes and the quality control methods used (including design and development (as the case may be), covering the specific technology applied, in accordance with the applicable generic or sectional specification.

### **2.2 Capability Qualifying Component (CQC)**

A Capability Qualifying Component is a specimen sample which can be made specifically for this purpose, or coming from the production, and which is used to verify the Capability, in accordance with the applicable generic or sectional specification, and with the detail specification of the product.

## **2.3 Rework**

A rework is a correction of a mistake before approval of a component by means which are not different from those used in normal production, or by rework method authorised in the quality system of the applicant.

## **2.4 Repair**

A repair is an action carried out to make conform a damaged component, or which became defective after approval.

# **3 - CAPABILITY APPROVAL CONDITIONS**

## **3.1 Ability to Capability Approval**

### **3.1.1 Manufacturer**

A manufacturer of a component is able to Capability Approval if the Manufacturer System Manager is responsible for the direct control of the production processes, from the initial step of production to shipment.

### **3.1.2 Distributors**

Distributors of cables under Capability Approval must be authorised by one or more certified manufacturers, to stock, re-pack, approve and distribute their certified products.

A distributor is authorised to buy components, coming from an other distributor, and to deliver them, if :

- the primary distributor has got the products directly from a certified manufacturer,
- the both distributors are allowed by the certified manufacturer, to deliver those parts.

## **3.2 Subcontractors**

Some of production operations may be subcontracted.

3.2.1 The generic or sectional specification may forbid to subcontract on technical bases, or includes special requirements like, for instance, some operations must be carried out at the same location.

3.2.2 When subcontracting is allowed in the generic or sectional specification, this way is possible if the Manufacturer System Manager is able to demonstrate to the Certification Body that the involved production processes are made in accordance with written procedure of the manufacturer.

3.2.3 If, for establishing that the subcontracted operations are satisfactory, the manufacturer is led to subcontract testing, these tests must be carried out under his control or in a laboratory approved by the Certification Body.

3.2.4 In the case of the generic or sectional specification does not mention subcontracting, and the manufacturer is doing it, the requirements must be conform to the § 3.2.2 and 3.2.3 above.

## **3.3 Capability Approval Request**

The requirements of the § 3.3 are in addition of the § 5.3 of the Special Regulations of the NF Mark.

The manufacturer must declare the perimeter of the Capability Approval, following instructions of points 1) to 7) of § 3.4, by defining clearly the technology and/or the range of products to be produced, in conformity with the generic or sectional specifications.

In his request, the manufacturer must declare :

The site where all the main production, testing and measure operations are made, including the site(s) where some of operations are subcontracted according to the requirements listed in § 3.2.1 and 3.2.4.

When the Capability Approval request filled in by the manufacturer is conform to the specification requirements, and to this Appendix, and when he is ready to demonstrate his ability, he has to inform the Certification Body with his intent to start the Capability Approval tests. He has to address to the Certification Body, a testing plan and a time table.

### **3.4 Description of the Capability Approval**

The description of the Capability Approval shall be presented in a document, called "Capability Manual", which must, either directly, or by reference to internal documents of the manufacturer:

- 1) define, in accordance with the applicable specifications, the perimeter of the Capability Approval for which the approval is requested,
- 2) precise the rules used in Design and Development, when it is required in the applicable specification,
- 3) provide a description of the built-in main characteristics of the product (or components of it),
- 4) supply a flow-chart of the production operations
- 5) give the list of specifications relative to the CQC's, materials and elements used,
- 6) give the list of standards or specifications concerning the controls and tests to be carried out in process,
- 7) define how the changes are done.

The Capability Manual shall includes the following points :

- 1) the Capability Approval disposal,
- 2) the applicable Standards and Specifications,
  - complementary requirements if needed,
  - glossary of terms, definitions, symbols
- 3) the production and control flow-charts,
  - en particular, the critical steps of the process
- 4) the definition of CQC's, and their specifications
- 5) the list of models under Capability Approval, (groups of similar products)
- 6) the definition of the technology
  - raw material used
  - basic production processes
  - application limits
  - technology limits
  - performance limits
- 7) the condition of subcontracting (in the case may be)
  - requirements for procurement (buying procedures, standards)
- 8) the Capability limits
  - structure characteristics covering the range of cables and the materials used
  - mechanical performances limits
  - environment performance limits
  - electric performances limits
- 9) the rules for design
- 10) the geographical limits if needed (if different sites are involved in the Capability Approval)

## **4 - GRANTING CONDITIONS**

### **4.1 Tests on the CQC's**

1. The tests can be carried out by the manufacturer himself if he owns all the means, or by a laboratory approved by the Certification Body (see the Capability Approval granting table, Application Document DA5).

Samples are picked up during the audits for doing comparative tests between labs, relatively to the most critical tests.

2. In the case of the tests are carried out by the manufacturer, a deep analysis is done by the Certification Body upon equipment, personal skills and procedures used, during the initial visit.
3. When the CQC's are designed and produced only for the Capability Approval granting, the manufacturer must assure that the same production processes and procedures are those applied in the normal production.
4. If during the Capability Approval demonstration, one CQC fails regarding the specified test requirements, or if the number of defects is greater than the maximum allowed, the manufacturer must:
  - either modify the perimeter of the Capability Approval aimed
  - or perform a failure analysis in order to determine the root cause of the failure.
  - if the cause of the defect is a test failure, the CQC is defect or a new one is fully tested according to the complete set of tests, after implementing the appropriate corrective actions,
  - if the cause of the defect is a design cause,, or a production process, a test program has to be settled in conjunction between the manufacturer and the Certification Body for demonstrating that the defect is suppressed and that all the corrective actions have been implemented and put in the documents.
5. The satisfactory test results must be recorded in a Capability Approval Test Report, signed by the Manufacturer System Manager.

When the Certification Body has verified and approved the satisfactory Test Report, the Capability Approval is granted.

### **4.2 Changes affecting the Capability Approval during the granting phase**

The manufacturer must inform the Certification Body about any changes having an impact on the Capability Approval validity. The Certification Body has to decide if it is needed to restart the Capability Approval test programme, totally or partially.

By changes having an impact on the Capability Approval validity, it means any changes or renewal in machinery, raw materials and tooling.

The manufacturer may ask for modifying the Capability Approval perimeter.

## **5 - QUALITY REQUIREMENTS OF THE PRODUCTION OF THE REQUESTOR / APPLICANT**

### **5.1 Release for delivery**

#### **5.1.1 Control for the Quality Assurance by the manufacturer**

The control requirements for the quality assurance must be given in the detail specification. The quality assurance is observed after completion of the tests providing proof that the accepted lots satisfy the requirements defined in the detail specification. The lot per lot tests are carried out on each inspection lot (see maintenance of the Capability Approval in the Application Document DA5).

#### **5.1.2 Release for delivery and acceptance validity**

The manufacturer must be able to demonstrate to the Certification Body that all the components approved under the Capability Approval, refer to the CQC's tested and are inside the Capability Approval perimeter as claimed.

### **5.2 Use of In-Process tests**

The in-process tests may replace the specified ones for the quality assurance (lot per lot tests) if the manufacturer demonstrates that the in-process tests meet the final tests requirements of the applicable specification.

## **6 - SURVEILLANCE CONDITIONS OF THE CERTIFIED PRODUCT CONFORMITY**

### **6.1 Maintenance of the Capability Approval**

The maintenance of the Capability Approval is decided after each visit where all the test results and the quality system are verified.

The duration of the visits depends on the complexity of the domain covered by the Capability Approval. It is determined by the Application Manager. It cannot be lower than 1 day.

Capability Approval remains valid until the renewal as specified in the generic or sectional specifications.

The tests on the CQC's to be carried out during each visit and the number of visits to be done by the Third Party are defined in the Application Document DA5.

### **6.2 Procedure to apply in case of failure of a CQC during a test, for maintaining the Capability Approval**

#### **6.2.1 Failure of a CQC during the lot per lot inspection and tests, at the manufacturer.**

The Manufacturing System Manager must immediately :

- Suspend the lot per lot acceptance, and the mark affixing,
- Determine the root causes of the failure, inform the Certification Body of the situation.

This suspension must be maintained until the investigation is completed and the Certification Body is informed upon conclusions.

The manufacturer must propose to the Certification Body the corrective actions and the test programme to be performed.

After agreement of the Certification Body, an action plan, with planning, is launched.

At the end of this programme, the results may be :

- satisfactory : the manufacturer, after agreement of the Certification Body, will accept the lots corrected with affixing the NF mark,
- non satisfactory : the Certification Body must notify the Approval suspension and the withdrawal of the right to use the NF mark. The Capability Approval and the right to use the NF mark will be restored when the manufacturer demonstrates, by satisfactory tests and corrective actions on a new lot of products that the results are conform to the CQC specification requirements.

### **6.2.2 Failure of a CQC during the periodic tests**

The requirements are the same as the ones listed in § 6.2.1.

In addition, the manufacturer must estimate the risks on the last lots delivered previously the periodic test. He must, if necessary, do a product recall and inform the customers concerned and the Certification Body which may decide, according to the case, either maintain the suspension or give up this suspension and deliver the right to use the NF mark.

### **6.2.3 Correlation tests**

The Certification Body, during the visits, picks up samples to carry out comparative test in a different laboratory, allowing to cover in the year the different test equipment. According to the results of those tests, the Certification Body will follow one among the procedures listed below.

## **6.3 Destructive tests**

The samples submitted to destructive tests must not be remitted in the lots to be delivered. Samples submitted to non destructive tests can be delivered, if they passed fully the tests specified.

The samples for the destructive tests must be kept by the manufacturer during a period of 2 years. They can be asked at any time during the period by the Certification Body do carry out some comparative tests or controls.

## **6.4 Test Severity**

The manufacturer may decide to carry out any test presenting higher severity than specified, but the component must, after test, comply with the limits specified. If this severity is performed systematically by the manufacturer, it can be noted in the Capability Manual.

## **6.5 Rework and Repair**

### **6.5.1 Rework**

If needed the generic or sectional specification may forbid or limit rework on all components or a part of them.

All rework procedures must be fully documented.

All rework operation are made under the Manufacturer System Manager supervision.

All rework must be done before the constitution of the control lot to be submitted to the detail specification requirements.

## 6.5.2 Repair

Repaired components cannot be certified by the NF mark.

## 6.6 Visits

Three visits are performed annually to verify the requirements for Capability Approval maintenance.

The quality system and the components under the Capability Approval are to be verified at each visit. In particular, the following clauses of the ISO standard will be checked :

- management review
- internal audits
- corrective actions
- non conforming products
- measuring equipment
- process control.

The Certification Body may add other clauses and verify for instance the customer returns concerning products under the Capability Approval. A synthesis of the returns is recommended.

The Capability Manual content will be checked in order to know if changes occurs or not.

Regarding the products :

- verification and validation of the lot per lot test reports, a synthesis is recommended,
- verification and validation of the periodic test program and the test reports,
- verification and validation of the repairs done by the manufacturer on the products under the Capability Approval.

At the end of each visit a CIG-023 report is filled in with verification results and delivered to the manufacturer. Eventually, when discrepancies are observed, they are noted.

The Certification Body performing visits may modify frequency of them, on the base of experience.

During those visits, the Certification Body may be accompanied by expert(s).

## 8.5 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)
≤ à 50 employees	0,75 day	0,5 day
> à 50 employees	1 day	0,75 day



LCIE

NF 288

**NF Reseaux COM Mark  
APPLICATION DOCUMENT N° DA 4  
CONCERNING THE SURVEILLANCE OPERATIONS  
ON CERTIFIED TYPE PER TYPE PRODUCTS**

## INTRODUCTION

Surveillance operations of the certified products type per type are carried out according to C 93-535 standard.

The procedures and conditions for surveillance operations, type per type, are given in table 1. The frequency of the visits of surveillance is fixed to 3 per year.

The table 1 defines the frequency of the sampling, the types of deviation and the value assigned to the deviations.

- F100 = 100% of the samples are tested
- F50 = 50% of the samples are tested
- F250 = 25% of the samples are tested
- F5 = 5% of the samples are tested
- 

The minimum of samples tested per year is 9 ( 3 samples are selected during each visit). Each certified model shall be tested once at the minimum in this period all on partial tests are performed in table 1.

The following critical characteristics are tested compulsory on the selected samples :

- Dielectric strength
- Insulation resistance
- Capacitance unbalance
- Velocity of propagation
- Linear attenuation
- Near-end Crosstalk
- Characteristic Impedance
- Fire performance

The surveillance operations on the certified products include:

- Factory audits / inspections : A factory inspection report is issued.
- testing of the selected samples are carried-out in the LCIE's laboratory.

The combination of both factory audit/inspection and tests results permit LCIE to take the certification decision

The decisions for the maintenance of the NF mark are taken according to the document DA5A.

Non conformities detected during the surveillance tests are classified according to the values given in table 1.

**TABLE 1  
CLASSIFICATION OF DEVIATIONS AND VALUES OF DEVIATION FOR THE TRANSMISSION CABLES**

Characteristics	Frequency	Type of deviation	Classification of Deviation	Value of Deviation
Electric Resistance of the conductor	F5	R $\square$ 101 % 101 < R $\square$ 103 % R > 103 %	simple critical serious	1 3 6
Dielectric voltage	F100	Non conform	serious	6
Insulation resistance	F5	Non conform	serious	6
Capacity imbalance	F5	Non conform	serious	6
Screen efficiency : - Transfer impedance or coupling attenuation	F5	Non conform	simple	1
Propagation velocity	F100	Non conform	serious	6
Linear attenuation	F50	. $\square$ 103 %	serious	6
Near End Cross-Talk (NEXT)	F100	-10%Measures>3dB - + de 10% mesures>3dB - 1 measure> 6dB	simple critical serious	1 3 6
Characteristic Impedance	F100	[+ 15 $\Omega$ , - 15 $\Omega$ ]	serious	6

TABLE 1 (suite)

Characteristics	Frequency	Type of deviation	Classification of Deviation	Value of Deviation
Conformity to the construction	F100	Lack of component	serious	6
	F100	Lack of identification of origin	serious	6
	F100	Lack of the distinctive wire or labelling as specified in the Mark regulations	simple	1
	F100	Identification of the conductor, combination of colours, non in conformity	critical	3
	F100	Readability of markings impossible and impossibility of identifying the identification wire, non in conformity	simple	1
	F5	Distance between 2 complete markings non in conformity	simple	1
	F5	Other disposition non in conformity	simple	1

TABLE 1 (continued)

Characteristics	Frequency	Type of deviation	Classification of Deviation	Value of Deviation
Thickness of the sheath	F25	Average values lower than specified a) Specified Values on the averages (VS) 0,85>VS<1 b) Specified Values on the averages 0,85>VS<0,7 c) VS<0,7	Simple critical serious	1 3 6
External Dimensions	F25	- Lower than the minimum value or greater than the maximum value by : < 10% ≥10%	Simple critical	1 3
Elongation at break of the conductor	F5	Al>15% 14% > Al < 15% 14% < Al	(Conform) simple serious	1 6
Elongation at break and tensile strength of the insulation	F5	100 > R/A □ 90 % 90 > R/A-□ 80 % 80 % > R/A	Simple critical serious	1 3 6
Elongation at break and tensile strength of the sheath	F5	100 > R/A □ 90 % 90 > R/A-□ 80 % 80 % > R/A	Simple critical serious	1 3 6
Repeated Bending of the cable	F5	Non conform	serious	6

TABLE 1 (continued - end)

Characteristics	Frequency	Type of deviation	Classification of Deviation	Value of Deviation
Shrinkage of the insulation	F5	5 à 8	simple	1
		>8	serious	6
Winding of the insulation at low temperature	F25	Non conform	serious	6
Bending of the insulation at low temperature	F5	Non conform	simple	1
Thermal shock	F5	Non conform	simple	1
Fire resistance – Non propagation of the Flame	F5	Non conform	serious	6
Acid gas emission	F5	Non conform	serious	6
Smoke emission	F5	Non conform	serious	6
UV Resistance	F5	10 %	simple	1
		> 10 %	serious	6



**LCIE**

NF 288

**NF Reseaux COM Mark**  
**APPLICATION DOCUMENT N°DA 5**  
**for CAPABILITY APPROVAL**  
**for obtaining and maintaining the right to use**  
**the NF Mark**

## INTRODUCTION

Obtaining and surveillance operations for the capability certification are carried out according to the NF C 93-532-1 standard.

The procedures and conditions for obtaining the capability certification are given in table 1.

The procedures and conditions for the surveillance operations of the capability certification are given in table 2.

The frequency of the visits of surveillance is fixed to 3 per year.

The minimum of samples tested per year is 3, each certified model shall be tested once at the minimum in this period. It is asked to keep these samples with the associated tests reports (both in factory and third-party laboratory).

The Inspection Report specifies the number of files (at least 3) and samples checked during the inspection.

The surveillance operations on the certified products include :

- Factory audit/ inspections : reports are issued. In this report the number of files (at least 3) and samples checked during the inspection shall be indicated,
- Testing of the selected samples are carried-out in the LCIE's laboratory.

The combination of both factory inspection report and tests results permit LCIE to take the certification decision.

The decisions for the maintenance of the NF mark are taken according to the application document DA5A.

The non conformities detected during the surveillance tests are classified according to the values given, by article of the standard, in the periodic tests column of the table 2.

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**APPLICATION DOCUMENT FOR CAPABILITY APPROVAL FOR OBTAINING AND SURVEY THE RIGHT TO USE THE NF MARK**

Table 1

**OBTAINING THE CAPABILITY APPROVAL**

The parameters to check for obtaining the capability approval, require to define as a preliminary, the standard (s) of cable covered by this approval. A length of each type of cable must be presented for the tests of certification.

Group	Parameters to be verified (if applicable)	On unit length	On sample taken from an unit length	Observations
0	Conformity to construction requirements		2	
0	Identification	X		
0	Conductor Diameter		1	5 cores
1	Dimensional requirements: diameter		3	
1	Dimensional requirements: thickness		3	
2	Integrity of the sheath			
2	Dielectric strength	X		
2	Insulation Resistance	X		
2	Conductor resistance	X		
2	Mutual Capacitance	X		
2	Capacitance unbalance	X		
2	Conductor resistance unbalance	X		
2	Characteristic Impedance (3)	X		
2	Longitudinal attenuation (1)	X		
2	Velocity of propagation	X		
2	Near-end Crosstalk (NEXT) (2)	X		
2	Transfer Impedance		1	

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Table 1

**OBTAINING THE CAPABILITY APPROVAL**

Group	Parameters to be verified (if applicable)	On unit length	On sample taken from an unit length	Observations
3	Ultimate elongation of the conductor		1	5 cores
3	Ultimate Elongation and tensile strength of the insulation		1	5 cores
3	Shrinkage of the insulation		1	
3	Winding of the insulation after aging (a)		1	
3	Bending of the insulation at low temperature (a)		1	
3	Ultimate Elongation and tensile strength of the sheath		1	
3	Ultimate Elongation of the sheath after aging (a)		1	
3	Pressure at high temperature (a)		1	
3	Crush resistance of the cable		1	
3	Bending of the cable at low temperature		1	
3	Bending test	x	1	
4	Fire resistance		1	

CQC: 3 lengths of finish cables allowing covering the Capacity Approval perimeter

(a) a sampling per material used.

(1) Attenuation: one value out of limit gives a penalty point.

(2) Near-end Crosstalk (NEXT): > 10% of values being non conform gives a penalty point.

(3) Impedance: 1 value out of limit give a penalty point.

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Table 2

**SURVEILLANCE OF THE CAPABILITY APPROVAL**

The routine tests are carried out by the manufacturer and are validated at the time of the inspections.

The random tests are carried out by the manufacturer and are validated at the time of the inspections.

The tests of surveillance carried out by the certification body in its laboratory are selected among the routine and/or random tests.

Steps	Parameter to be tested	Routine tests		Random test (PVT)			
		CQC	Controls	CQC	Periodicity	Visit	Deviation
Conductor	Conductor diameter	CQC(x)	In-Line Control	CQC(1)	1 year	V1	1
	Ultimate elongation of the conductor			CQC(1)	1 year	V1	1
	Conductor resistance			CQC(1)	1 year	V1	1
Isolation	Dimensional Requirements	CQC(x)	In-Line Control				
	Dielectric strength	CQC(x)	In-Line Control				
	Ultimate Elongation and tensile strength of the insulation			CQC(1)	1 year	V2	1
	Shrinkage of the insulation			CQC(1)	1 year	V1	3
	Winding of the insulation after aging			CQC(1)	1 year	V1	3
	Bending of the insulation at low temperature			CQC(1)	3 year	V1	3
Pairs	Pair Pitch	CQC(x)	In-Line Control				
	Conductor resistance unbalance (if needed)	CQC(x)		CQC(3)	1 year	V2	6

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Table 2

**SURVEILLANCE OF THE CAPABILITY APPROVAL**

Steps	Parameter to be tested	Routine tests		Random test (PVT)			
		CQC	Controls	CQC	Periodicity	Visit	Deviation
Assembly	Assembly pitch	CQC(x)	In-Line Control				
	Diameter	CQC(x)	In-Line Control				
	Mutual Capacitance (according to process, if needed)			CQC(2)	1 year	V1	1
	Capacitance unbalance to earth (according to process, if needed)			CQC(2)	1 year	V1	1
Screening	Recovering						
	Transfer Impedance			CQC(6)	1 year	V3	3
Sheathing	Dimensional Requirements: diameter	CQC(x)	In-Line Control				
	Dimensional Requirements : thickness	CQC(x)	In-Line Control				
	Dielectric strength	CQC(x)	In-Line Control	CQC(2)	3 by year	V123	1
	Colour of the sheath	CQC(x)	In-Line Control	CQC(2)	3 by year	V123	1
	Identification	CQC(x)	In-Line Control	CQC(2)	3 by year	V123	1
	Ultimate Elongation and tensile strength of the sheath			CQC(8)	1 year	V1	3
	Ultimate Elongation of the sheath after ageing			CQC(8)	1 year	V2	3
	Pressure at high temperature			CQC(8)	1 year	V2	3
Bending of the cable at low temperature			CQC(9)	3 year	Renewal	3	

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Table 2

**SURVEILLANCE OF THE CAPABILITY APPROVAL**

Steps	Parameter to be tested	Routine tests		Random test (PVT)			
		CQC	Controls	CQC	Periodicity	Visit	Deviation
Sheathing	Thermal shock			CQC(8)	1 year	V2	3
	UV resistance			CQC(5)	3 year	Renewal	1
	Fire resistance (before and after ageing)			CQC(4)	1 year	V3	6
	Dégagement de gaz acides			CQC(4)	3 year	Renewal	1
	Acid gas emission			CQC(4)	3 year	Renewal	6
	Crushing of the cable			CQC(4)	3 year	Renewal	6
	Bending test			CQC(4)	3 year	V3	6
Tests on finish cable	Insulation resistance	CQC(7)	2/ lot or 10%	CQC(2)	1 year	V1	6
	Velocity of propagation	CQC(7)		CQC(2)	3 by year	V123	1
	Longitudinal attenuation (1)	CQC(7)	2/ lot or 10%	CQC(2)	3 by year	V123	6
	Near-end Crosstalk (NEXT) (2)	CQC(7)	2/ lot or 10%	CQC(2)	3 by year	V123	6
	Characteristic Impedance (3)	CQC(7)	2/ lot or 10%	CQC(2)	3 by year	V123	6
	Equal Level Far-end Crosstalk (ELFEXT) (to be studied)				-		
	Symmetrical attenuation (to be studied)				-		

(1) Attenuation: one value out of limit gives a penalty point.

(2) Near-end Crosstalk (NEXT): > 10% of values being non conform gives a penalty point.

(3) Impedance: 1 value out of limit give a penalty point.

**CQCs for Maintenance**

The CQC(1) are samples of insulated wires taken at each end of a spool of the smallest and the greatest insulated wire.

The CQC(1) are carried out for each type of conductor (plain, assembled, etc.).

The CQC(2) are samples of finish cable, coming from production, which cover the range of the products manufactured.

The CQC(2) represent 17 samples, to be presented in 3 times, as defined in the Capability Approval Manual.

The CQC(3) sample from one pair, 1 cable with or without sheath.

The CQC(4) are samples having lengths of finish cables, sampled from a length of two cables being different in type or size.

The CQC(4) are different for each of 3 successive visits, with test of extruded material or moulded sheet.

The CQC(5) is a sample coming from a finish cable designed for external use.

The CQC(6) is a sample of finish cable, being different in type or size, each time.

The CQC(7) is a sample of finish cable.

The CQC(8) is a sample of sheath coming from a part of finish cable.

The CQC(9) is a sample coming from a part of a cable.

The CQC(x) has to be defined, according to the process implemented.

Classification of deviation :

Simple deviation = 1

Critical deviation critique = 3

Serious deviation = 6

For a better understanding of the Column Titles, meaning is as per the following:

-Column STEP: Concerns the production step identified, but some steps may be grouped according to the production process. The accessible parameters and the characteristics correspond to the existing physical product or to those measured continuously on the process.

-Column PARAMETER: Concerns the parameters of the applicable generic norm, but at this step, other parameters may be measured.

-Column CHARACTERISTIC: Concerns the characteristics to be realised to verify the Capability Approval.

-Column ROUTINE TESTS: Concerns the series tests to be performed lot/lot.

-Column RANDOM TESTS (PVT)MAINTENANCE: Concerns the periodic tests to be done during the visits.