



LCIE C 00-196
January 2011

QUALITY MANAGEMENT SYSTEM CERTIFICATION

in accordance with ISO 9001 standard

CERTIFICATION REGULATIONS **Edition 7**

This document is a translation of the French edition. In case of conflict, the French edition will prevail.
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CORPORATE QUALITY MANAGEMENT SYSTEM CERTIFICATION
in accordance with ISO 9001 standard

CERTIFICATION REGULATIONS

This issue cancels and replaces the issue 6, Feb 2009.

1 Purpose and scope

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

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

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

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

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

Within this framework, the LCIE offers internationally recognised certification.

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

2 Certification reference standards

- The certification standard is ISO 9001 standard, version 2008 “quality management systems – requirements”,
- The ISO/IEC 17021:2006 “Conformity Assessment - Requirements for Bodies providing audit and certification of management systems”,
- The ISO 19011: 2002 standard “Guidelines for quality and/or environmental management systems auditing”, used in audit assessment and auditor qualification.

3 Use of the certificate

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

4 Procedure for obtaining ISO 9001 certification

4.1 General Conditions

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

By his application, the applicant commits himself to:

- maintain the same conditions of operation during all the period of validity of the certification,
- set up and maintain a Quality Management System in conformity with the ISO 9001 standard requirements, or equivalent,
- facilitate access to buildings and installations by the audit team, into the usual opening time of work of the company, to allow it to carry out the evaluation, object of the application,
- use his certificate only for the range and perimeter defined,
- accept observers mandated by the Certification Body for assessing the auditor on site, including the Accreditation Body representative.

The applicant commits also to the following:

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

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

4.2 Application

The applicant must fill in an Application Form which shall specify

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

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

Case of Multi-site Organizations

As per IAF MD1, a multi-site organization is defined as an organization having an identified central function at which certain activities are planned, controlled and managed, and a network of offices or branch (sites) at which such activities are fully or partially carried out.

The companies with multiple sites may be certified with a unique certificate for all the sites, titled "Company certificate" when some required conditions listed hereafter apply.

- a) All sites shall have a legal or contractual link with the central office of the organization and be subjected to a common management system
- b) The common Quality Management System must be settled, managed in a central manner and be audited internally periodically, on all sites, according to the ISO 9001 requirements,
- c) The Quality Management System must comply with ISO 9001 requirements,
- d) The activities which can be centralised includes the following:
 - 1- The document system and management of the system changes,
 - 2- The management review of the QMS,
 - 3- The customer claims,
 - 4- Planning of quality and continuous improvement actions,
 - 5- Planning of internal audits and measurement of their results,
 - 6- Evaluation of Corrective Actions Efficiency,And, according to the structure of the company:
 - 7- Design activities,
 - 8- Supplier qualification
 - 9- Evaluation of Training needs
 - 10- Customer order review (out of local order acceptance).

In order to audit the Quality Management System totally, it is needed to audit each site.

The number of man-days per site, including the central office, shall be calculated for each site using the calculation man-days table of IAF MD5. Reduction can apply to take into account the clauses that are not relevant to the central office or local site(s). Reasons for justification shall be documented.

The total time spent is the total sum of the time spent at each site plus the central office and should never be less than that which would have been calculated for the size and complexity of the operation if all the work has been undertaken at a single site (all employees on 1 site).

For companies having multiple offices doing the same operations, like the commercial agencies of distributors, when they have all the same structure and the same activity, sampling of sites may be decided by the Certification Body according to the IAF rules.

The Application for Certification prepared by the applicant must explicit the company situation in detail, for allowing a clear understanding of the CB.

Case of Certification Transfer

Transfer of Certification already get from another Certification Body (CB) is possible. The previous certification must not be suspended or withdrawn by the previous CB; the non conformities detected by the previous CB must be closed.

The Certification Transfer file is evaluated and a decision of certification is taken like for a new certification.

The transfer of certification is usually performed after an on-site audit (renewal or specific surveillance audit).

The certification Request must explicit the company situation as far as possible.

The company commits to make the following information available to the audit team:

- The current certificate (accreditation, validity, scope of activities),
- The previous audit reports and absence of pending non-conformities,
- The customer claims received and the actions undertaken,
- Any commitment to the Authorities in respect of the legal requirements.

This information allows the audit team to verify that:

- The perimeter of certification is the same than the previous one,
- No non conformity is pending,
- The system for customer claim is efficient,

The audit team decides about following steps in case of non satisfactory elements.

4.3 Review of the Application

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

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

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

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

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

4.4 Initial Certification Audit

4.4.0 Tender and Order

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

4.4.1 Initial Audit phase 1

Evaluation of the Quality Management System to be audited:

- Audit of the documentation of the QMS implemented by the applicant (Quality manual, procedures, organisation chart, etc.)
- Evaluation of the location and specific conditions relating to the site and, exchange with the applicant for appreciating the degree of preparation for the audit phase 2,
- Review of the situation of the client company and of its understanding of the standards regarding performance, processes, objectives and application of the QMS,
- Definition of the perimeter, processes, applicable lawful and regulatory requirements
- Review of resources allocation for the audit phase 2, and organization of it,
- Preparation of the planning for the audit phase 2,
- Review if the internal audits and management review have been performed and if the QMS is ready for being certified.

- An audit "phase 1" may be performed on the site(s) to be certified, in order to evaluate maturity of the quality management system implemented and to complete the documentation review. A questionnaire may be used to collect data from the company. The audit is used to determine any corrections or additions to be made to the quality management system before the certification audit "phase 2".
The results of the audit phase 1 are communicated to the customer.
- Preparation of the audit « phase 2 »:
 - The audit plan and the list of the audit team members are sent to the company at least two weeks before the scheduled audit date.
 - A form used to assess the auditor's performance is sent to the company either with the audit plan or with the report. This form should be returned to the LCIE's quality department.

4.4.2 Initial Audit phase 2

- Carrying out the audit

- The audit is carried out according to the requirements of ISO 19011. It aims to collect information and proofs of conformity regarding all the requirements of the applicable reference standards, notably regarding surveillance, measurement, review report and performance review of the QMS in relation to the objectives of the organism.
- All the sections of the ISO 9001 standard are taken into account.
- In case of discrepancies to the requirements (non conformances), a Corrective Action Request is drawn up, indicating the requirements which are not respected, and the non conformity observed.
- The non conformity(ies) is/are communicated to the auditee and the CAR (s) is /are provided at the end of the audit allowing the auditee to complete with the corrective actions he decides to implement to solve the non conformity reported.
- The audit is summarised at the closure meeting.

4.5 Audit conclusion

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

4.6 Certification decision:

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

4.7 Surveillance of the Certification

4.7.1 Surveillance Audit

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

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

4.7.2 Frequency of the surveillance audits

- The certification is renewed every three years. This implies that verification of the effectiveness of the system requirements has been demonstrated, and complies with the requirements of the ISO 9001 reference standard.
- The surveillance audits shall be scheduled once a year at least. The date of the first surveillance audit following the initial certification shall be fixed in 12 months maximum after the last day of the audit phase 2.
- For electronic components, the normal frequency of surveillance shall be 2 visits per year (typical 6 months between consecutive visits).
At the discretion of the SI, the frequency of surveillance of an organization may be reduced to one visit per year per site if no significant non-conformity has occurred after two years (typical 12 months between consecutive visits).
- In other case, the normal audit frequency is annual.
- The renewal audit is organized at the end of the 3 year period of certification, in such a way the cycles of certification are continued without interruption.
- The certification may be suspended for non respect of dates of audit at the target dates, and can only be reactivated by performing the planned audit. Some exceptional circumstances may be taken into account and drive for concession by the LCIE Director for Certification. In any case, suspension may last more than 6 months.

4.7.3 Decision for maintenance of the certification

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

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

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

4.8 Renewal of the certification

4.8.1 Planning of the renewal audit

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

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

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

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

The Renewal Audit is scheduled 2 to 3 months before the expiry date of the current certificate, approximately. When, for exceptional reasons, the realization of the renewal audit or the treatment of the non conformities, makes that the expiry date of the certification is over, LCIE may decide of the following:

- reduce the expiry date of the new certificate for keeping the new cycle aligned with the previous one,
- perform a complementary audit (before the certification decision) or supplementary audit (after the certification decision),
- plan more complete surveillance audits,
- perform a complete initial audit.

4.8.2 On site Audit

The renewal audit implies the following points:

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

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

4.8.3 Decision for renewing the certification

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

4.9 Particular audits

4.9.1 Extension of the perimeter of certification

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

4.9.2 Audit with short notice

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

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

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

4.10 Certification by equivalence

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

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

5 Maintenance of the quality system by the applicant

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

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

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

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

6.1 Laboratoire Central des Industries Electriques (LCIE)

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

It is responsible for the following operations:

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

6.1.1 Auditors

The auditors in charge of Certification operations have qualifications, competencies and experience in the audited field. They are approved by the LCIE.

They commit to respect a code of ethics with respect to confidentiality, potential conflict of interest and methodology rules.

6.2 The LCIE's Certification Management Committee

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

Information set forth below is an abstract only.

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

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

The Certification Management Committee is formed by three colleges:

A- "Manufacturers"

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

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

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

6.3 Confidentiality

All these members are held with the professional secrecy.

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

The information data relative to the client which are made publicly available are those from the certificate.

Other information is considered as confidential.

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

7 Appeals and recourse

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

The appeals and recourses are not suspensive.

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

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

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

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

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

Notes

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

8 CLAIMS AND COMPLAINTS

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

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

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

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

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

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

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

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

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

Changes may concern the following:

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

The applicant cannot make state of its certification any longer.

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

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

12 IMPROPER USE OF CERTIFICATE GRANTED BY LCIE

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

13 RECORDS RELATIVE TO THE REQUESTORS AND TO THE CUSTOMERS

The records relative to the QMS certification activity are kept by LCIE, according to the relevant applicable general procedure, and respecting the confidentiality rules.

The records include:

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

14 FINANCIAL TERMS

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

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

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

15 CHANGE OF ACCREDITATION AND CERTIFICATION RULES

In case of changes, and if those changes impact the current contracts, LCIE will inform its clients of the methods linked to the changes.

The maintenance of existing certificates shall be dependent of the respect of transition methods imposed by the Rules.

16 APPROVAL / REVISION

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

ANNEX 1

<p>APPLICATION FORM</p> <p>Information relative to the company requiring certification</p>	<p>ISO 9001 : 2008</p> <p>*</p>
----------------------------------------------------------------------------------------------------------	---------------------------------

* Cross out the unuseful standard

**Certification of a Quality Management System
Of Company of the electric/electronic domain**

As per the ISO 9001: 2008 and the Certification Rules LCIE C 00-196.

We thank you for choosing LCIE for your ISO 9001: 2008 certification. Please complete this application form and return it to your contact person in LCIE. Feel free to contact us for further information you may need.

I- APPLICANT INFORMATION

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

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

The company demands to the BV/LCIE, which accepts it, to proceed to the certification of the Quality management System according to the reference standard defined. The Audit is led in prevision of delivery of the Certificate of conformity to the ISO 9001: 2008, and in accordance with the Certification Rules LCIE C 00-196 (QMS according to ISO 9001), or others, which have been communicated. The certificate will be established on the base of the Rules and Standards cited above. The documentation to be provided with the present Application Form, is made of, at least, the Quality Manual, the list of the main procedures, the organization chart and any other document the requestor estimates useful for the examination of his request. The requestor commits to respects the requirements relative to the certification and provides all information needed for its evaluation.

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

Date:	Signature:
Applicant representative Name:	Company Stamp:

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



LCIE

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

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

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

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

Comments:

(Other site – optionally)

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

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

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

Comments:

III- DESCRIPTION OF THE PERIMETER TO BE AUDITED

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

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

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

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

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

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

If yes, please indicate the name of the consultant

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

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

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

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