

UPDATE QUESTIONNAIRE FOR IECEE MEMBERS

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IEC System for Conformity Testing and Certification of Electrotechnical equipment and Components

This Administrative Document is only to be completed when significant changes from the previously recorded information occur within the Member Body, NCB or CBTL organisations.

Only the sections related to the organisation in which there is a change shall be completed, for example only the NCB section is completed to notify a change in the NCB.

The following information is provided under the responsibility of:

Name:

Date:

Signature:

1 MB - Member Body

Complete corporate name and complete address of the IECEE MB

	Contact person	Alternate
Name		
Position		
Telephone		
Mobile		
Fax		
Email		



2 NCB - National Certification Body

Complete corporate name and complete address of the IECEE NCB	

Contact person	
Name	
Position	
Telephone	
Mobile	
Fax	
Email	

Employees	
Number of overall persons employed by the NCB	
Number of persons working in the overall certification area of the NCB	
Number of persons involved with the product certification activity within the IECEE scope	

Responsible Executive of the IECEE NCB		
Name	Position	Since (year)



IEC System for Conformity Testing and Certification of Electrotechnical equipment and Components

Responsible Managers for Certification of the IECEE NCB		
Name	Position	Since (year)

Principal staff involved in Certification		
Name	Position	Since (year)

Quality Management System of the IECEE NCB
<p><i>(Briefly describe the structure of the Quality Management System, its documentation and degree of implementation, and how it is checked for compliance with ISO/IEC Guide 65. Also indicate if rules and procedures of the relevant IECEE Scheme are duly reflected in the quality system.</i></p>

Staff involved in the Quality Management System of the IECEE NCB		
Name	Position (Including relationships)	Since (year)



3 CB Testing Laboratory

Complete corporate name and complete address of the IECEE CBTL

Contact person	
Name	
Position	
Telephone	
Mobile	
Fax	
Email	

Responsible Executive of the IECEE CBTL		
Name	Position	Since (year)

Responsible Managers of the IECEE CBTL		
Name	Position	Since (year)



IEC System for Conformity Testing and Certification of Electrotechnical equipment and Components

Principal staff involved in the IECEE CBTL		
Name	Position	Since (year)

Quality Management System of the IECEE CBTL
<p><i>(Briefly describe the structure of the Quality Management System, its documentation and degree of implementation, and how it is checked for compliance with ISO/IEC Guide 65. Also indicate if rules and procedures of the relevant IECEE Scheme are duly reflected in the quality system.</i></p>

Staff involved in the Quality Management System of the IECEE CBTL		
Name	Position (Including relationships)	Since (year)