





Title:	Q-plan NCB PV	 kiwa Partner for progress
File name:	QP-NCB PV	

Q-plan NCB PV


REV	DATE	DESCRIPTION	EDITED BY	APPROVED BY
Release	16-12-2011		Nancy Bijlemeer	

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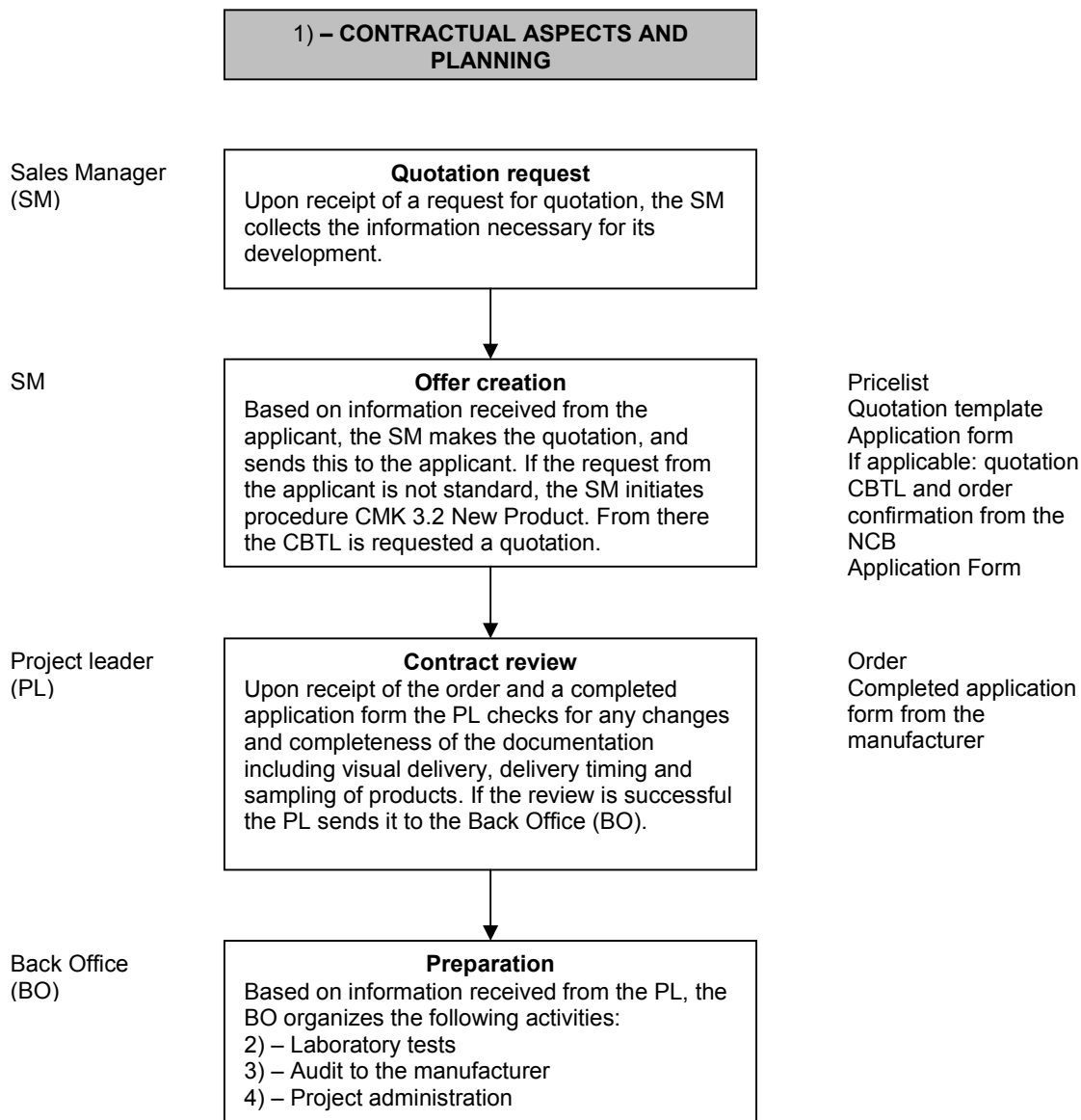
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RESPONSIBILITY	ACTIVITY	DOCUMENTS
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2)- PROJECT ADMINISTRATION

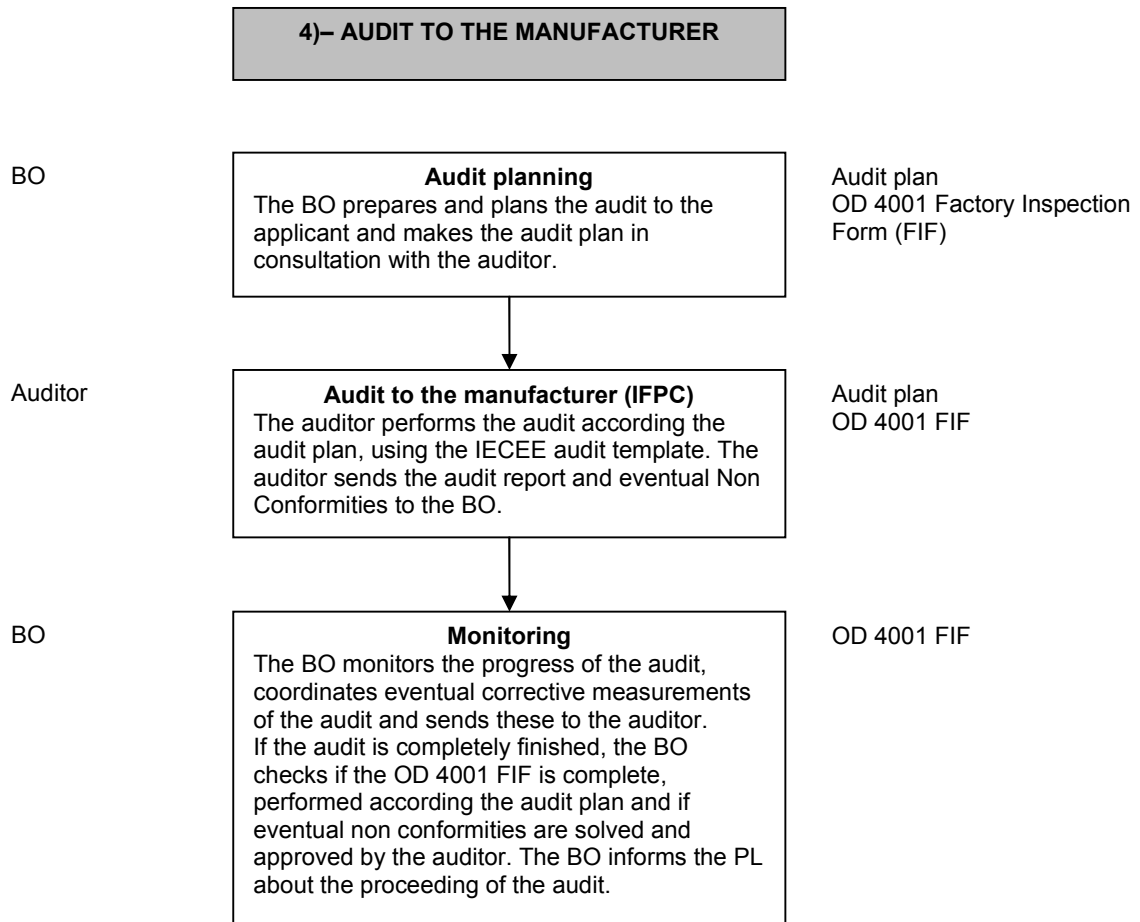
BO	<p style="text-align: center;">Project administration</p> <p>The BO takes care of the project administration:</p> <ul style="list-style-type: none"> - Sets up the surveillance contract and sends it to the applicant - Makes sure the surveillance contract is signed by the manufacturer and send back to the NCB - Starts a certification file and makes sure it is up to date - Opens (inter company) project and project numbers - Updates intranet (sales manager) - Informs the SM and PL and project administration(s) 	Surveillance contract
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3) – LABORATORY TESTS

BO CBTL	<p style="text-align: center;">Preparation</p> <p>The samples – sampling is performed in accordance with the applicable IEC product standard(s) - are sent to the CBTL designated by Kiwa. The BO sends the order to the CBTL, inclusive a description of test(s) to be performed. The CBTL reviews the order from the NCB and confirms the order to the NCB.</p>	Order Order confirmation
↓		
CBTL	<p style="text-align: center;">Laboratory tests</p> <p>The CBTL perform(s) the test(s) according the order, issues the test report and sends it to the NCB (BO).</p>	Order IECEE test report
↓		
BO	<p style="text-align: center;">Monitoring</p> <p>The BO monitors the project and informs the PL about the proceeding of the project. After having received the test report the BO checks if it is complete and conform order.</p>	Order IECEE test report


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BO	<p>Preparation of the certification file</p> <p>The BO:</p> <ul style="list-style-type: none"> - adds the certification checklist - makes the certification file available for the certification officer - completes the certification file. 	Certification file: IECEE Test report OD 4001 FIF Certification checklist Concept conformation certification validity
PL	<p>Preparation certification confirmation</p> <ul style="list-style-type: none"> - checks the completeness of both the test and audit report - checks if the test report and FIF are conform order - Informs the CO when all is ready for certification 	Certification file
CO	<p>Certification confirmation</p> <p>The CO analyses the certification file and, if successful, confirms the validity of certification.</p>	Certification file
BO	<p>Communication to the applicant</p> <p>The BO sends the following items to the applicant:</p> <ul style="list-style-type: none"> - The confirmation of the validity of certification - The IECEE test report - OD 4001 FIF 	Conformation certification validity IECEE Test report OD 4001 FIF
BO	<p>Communication to the IECEE</p> <p>The BO sends a copy of the certificate to the secretary of the IECEE.</p>	CB Certifiacte

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7) – MODIFICATIONS

BO	<p style="text-align: center;">Modifications</p> <p>For modifications, the standard procedure when applicable and as described in 1) through 6) is followed. A new CB Certificate can be issued. Modifications to products are limited to 3. The adjusted certificate is issued conform OD-2037.</p>	CB Certificate OD 2037
BO	<p style="text-align: center;">Communication to the IECEE</p> <p>The BO sends a copy of the certificate to the secretary of the IECEE .</p>	CB Certificate

**8) – TERMINATION/WITHDRAWAL
CERTIFICATE and/or SURVEILLANCE
CONTRACT**

BO	<p style="text-align: center;">TERMINATION/WITHDRAWAL CAR/SURVEILLANCE CONTRACT</p> <p>Termination/withdrawal of the certificate takes place according chapter 15 of the Kiwa regulations for product certification.</p>	Kiwa Regulation for product certification
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BO	<p style="text-align: center;">Communication to the IECEE</p> <p>The BO informs the IECEE in writing about the termination/withdrawal of the CB Certificate/surveillance contract.</p>	CB Certificate Surveillance contract