

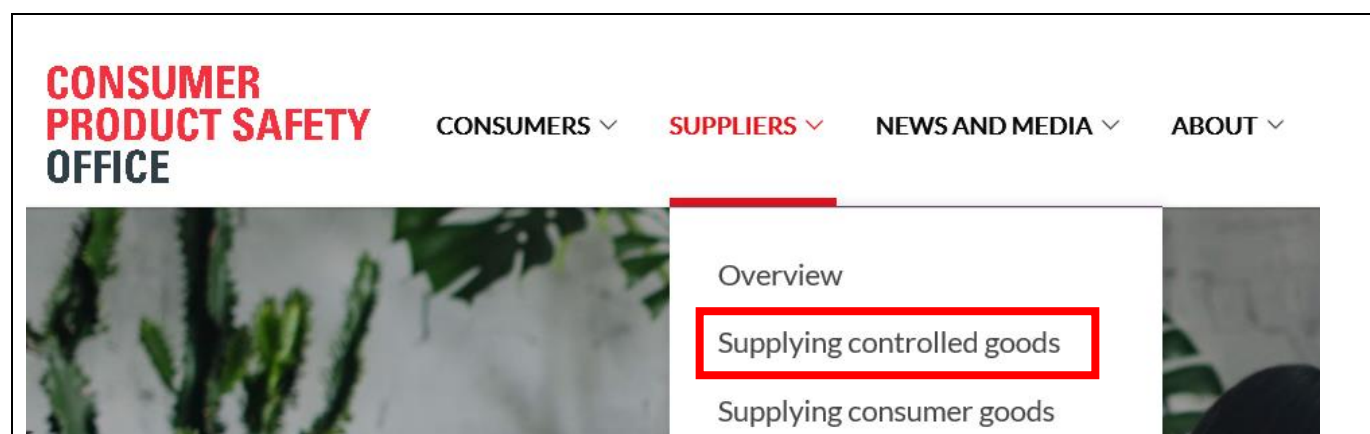
How to register Controlled Goods (CGs) for sale in Singapore

Purpose of Document:

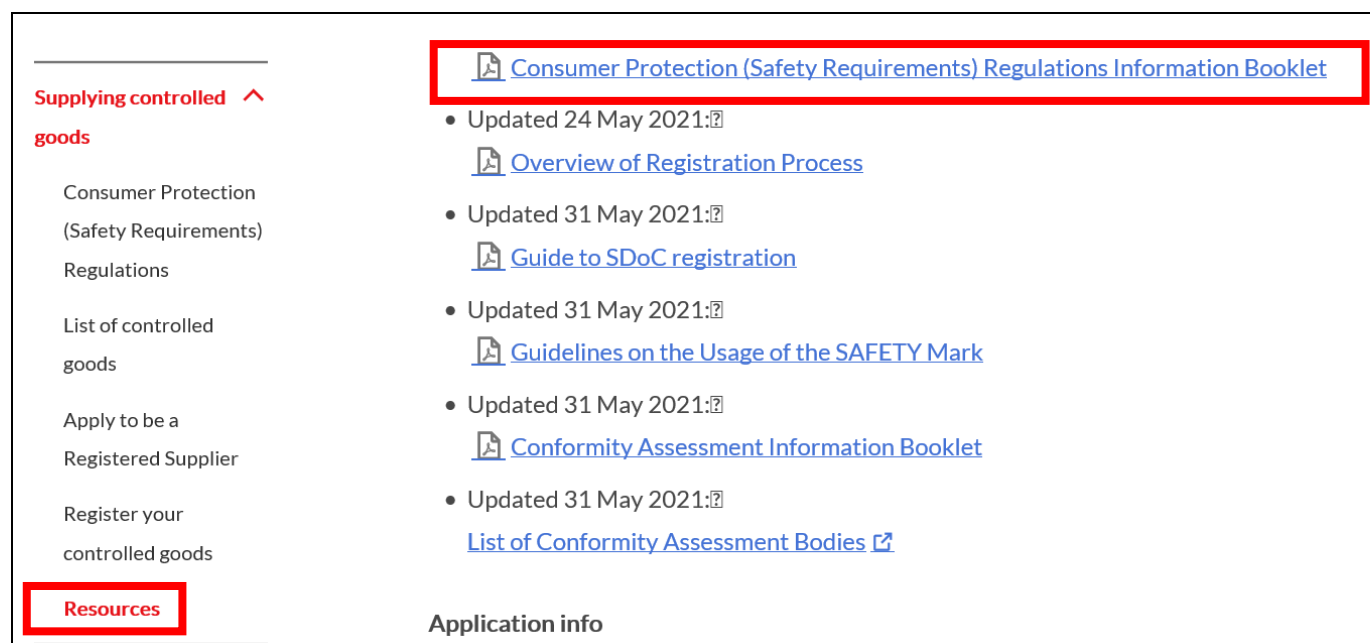
This document summarizes the procedure for registration of CGs as stated in the “Consumer Protection (Safety Requirements) Registration Scheme Information Booklet (CPSR Information Booklet)”. It is meant to present suppliers with the main steps of the registration process. If information in this document differs from that in the CPSR Information Booklet, what is shared in the CPSR Information Booklet should take precedence.

For more details on CGs, procedures and requirements please download a copy of the CPSR Information Booklet by following these steps:

1. Visit our website : <https://www.consumerproductsafety.gov.sg>
2. Select the “Suppliers” tab at the top of the page and click on “supplying controlled goods”



3. Select “Resources” in the sidebar, and download the information booklet



Overview of Controlled Good (CG) Registration

To sell CGs¹ in Singapore, suppliers must do the following:

1. Register with the Consumer Product Safety Office (CPSO)², to be a Registered Supplier (RS); Refer to page 4 for more details
2. Obtain the necessary test report(s)^{3,4}. If none are available, RS can contact a CAB (Testing)⁵ to test their CG.
3. Determine the CG's risk category by referring to chapter 6 of the CPSR Information Booklet.
4. **[For CGs of all risk levels]** RS submits test reports and other relevant documentation to a CAB (Certification)⁶ for review. If the CGs meet safety requirements, the CAB (Certification) issues a Certificate of Conformity (CoC) and submits the CoC to the CPSO.
5. **[For Low Risk CGs]** instead of approaching a CAB (Certification), RS may instead choose to submit a Supplier's Declaration of Conformity (SDoC)⁷ directly to the CPSO. In doing so the RS is making a self-declaration that the low risk CGs conform to the CPSO's requirements.
6. If the CPSO judges that the application is in order, a Letter of Approval (LOA) will be issued to the RS.
7. Upon receiving the LOA, the RS can affix the SAFETY Mark on the registered CG before they sell it in Singapore.

¹ There are 33 categories of household electrical and gas products classified as CGs. For a complete list of CGs and their risk categories, refer to chapter 6 of the CPSR Information Booklet.

² The Consumer Product Safety Office (CPSO) is an office overseen by Enterprise Singapore

³ Test reports are issued by test laboratories and detail how well the CG complies with specified safety standards. For a full list of accepted test reports, refer to the below sections on SDoC or CoC application.

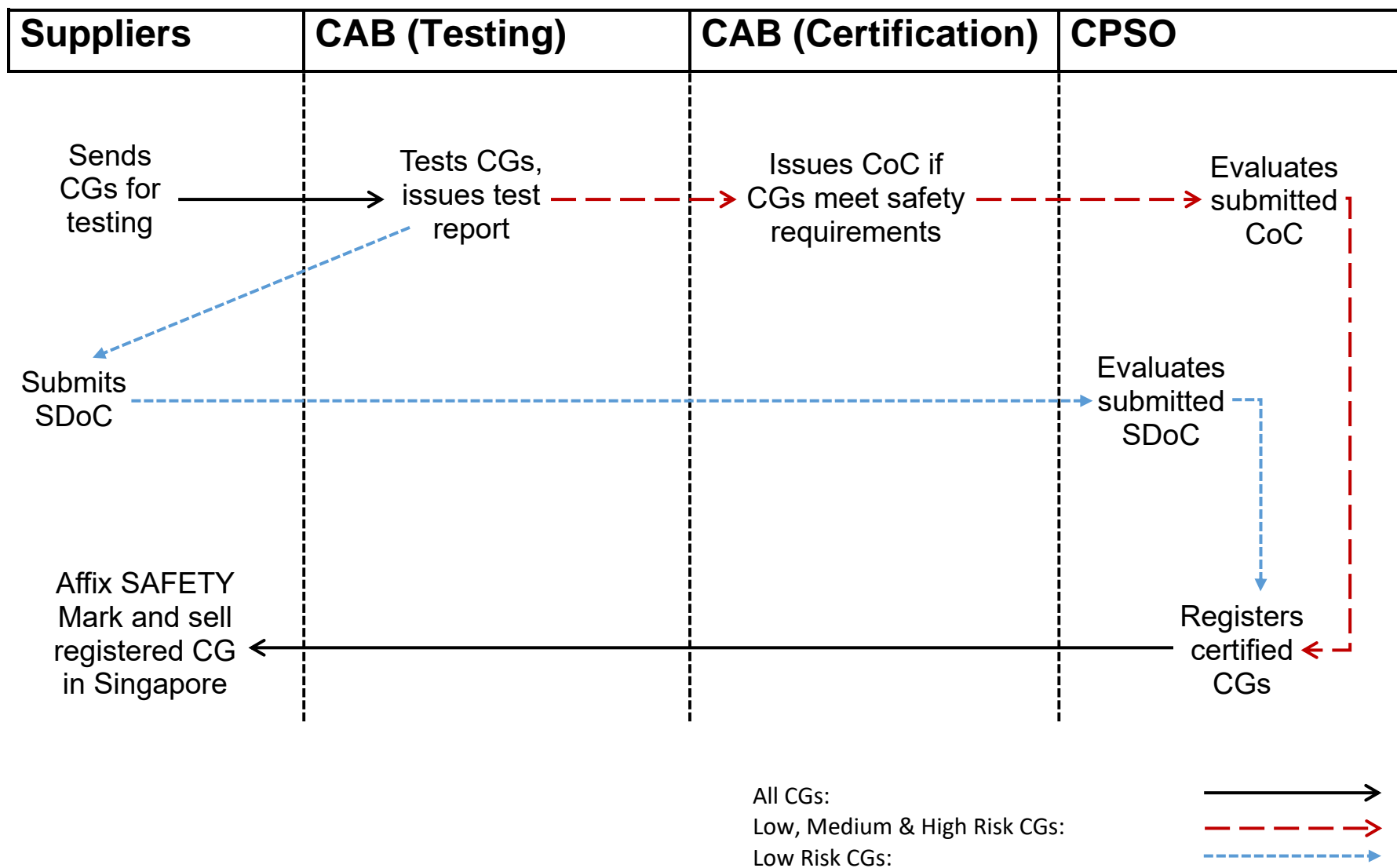
⁴ If the RS obtains test reports from a third party (usually the original manufacturer of the CG), the third party must also provide an authorization letter allowing the RS to use their test report.

⁵ CABs (Testing) are third party testing laboratories designated by the CPSO that can test the CGs against relevant safety standard(s) and issue a test report.

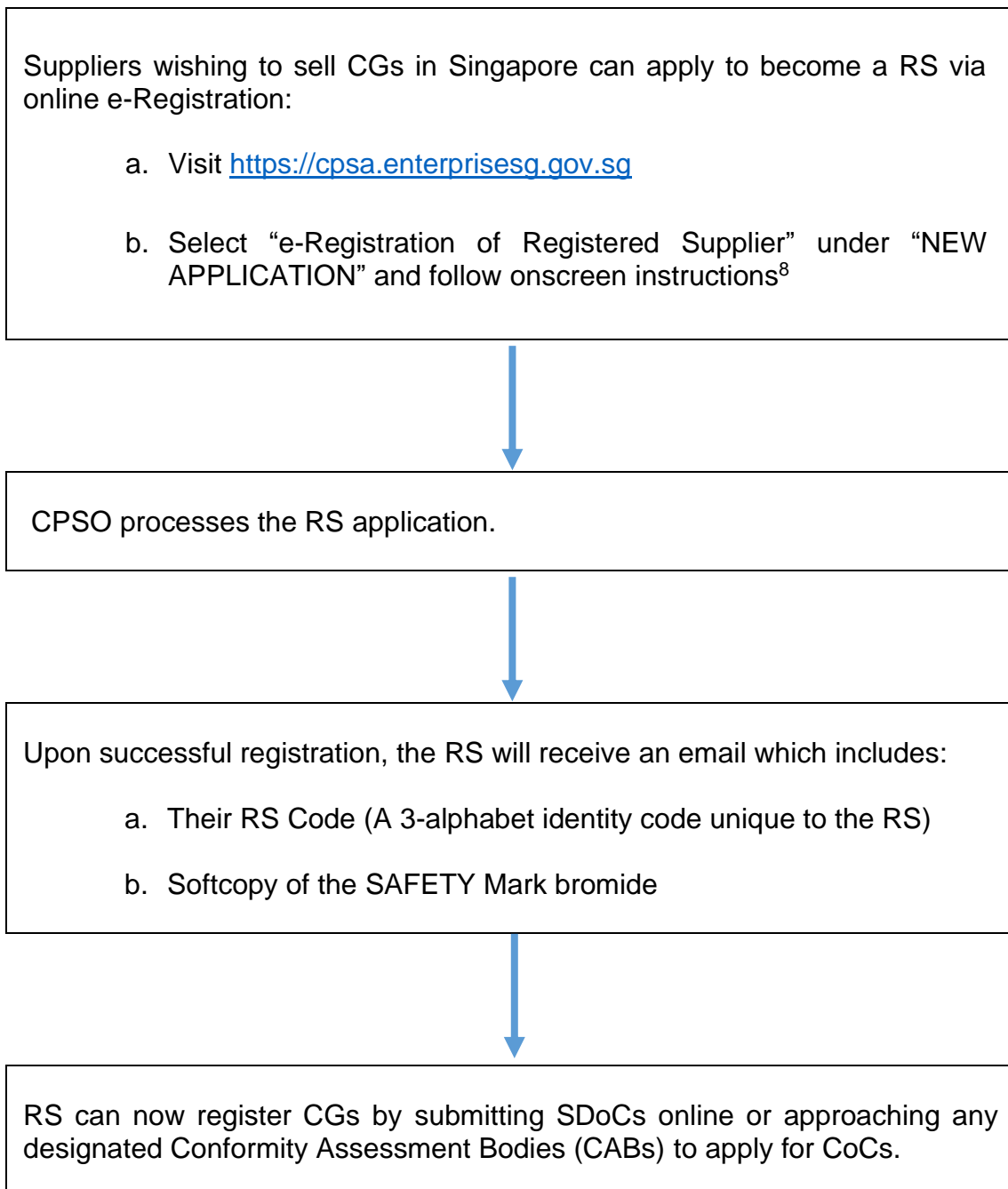
⁶ CABs (Certification) are third party certification bodies designated by the CPSO which can certify if the CGs conform to specified safety requirements.

⁷ Supplier's Declaration of Conformity. A declaration by the RS that their CGs meets safety requirements specified by CPSO.

Registration Flowchart



Becoming an RS



⁸ Note that a copy of the Certification of Incorporation of Private Company/Certificate of Registration issued by ACRA will be required for registration.

Registration of Low Risk CGs via SDoC submission

RS first obtains documentation (i.e. test reports) certifying their CG meets required safety standards⁹. These test report types are accepted:

- a. Reports with IECEE CB certificates
- b. Reports issued by testing laboratories accredited by the Singapore Accreditation Council or its Mutual Recognition Agreement partners
- c. Reports issued by CABs (Testing)

RS may obtain relevant documentation from the original manufacturer of the CG or send CGs to a CAB (Testing) to be tested.



RS declares the CG complies with the safety requirements by submitting an SDoC online.

- a. Visit: <https://cpsa.enterprisesg.gov.sg>
- b. Login to your RS account
- c. Select “Registration of SDOC – New” in the sidebar and follow onscreen instructions



CPSO approves the registration and issues an LOA if the information in the SDoC is deemed to be in order.



Upon receiving the LOA, RS can affix SAFETY Mark to the CG and sell it in Singapore.

⁹ For a list of applicable standards by product category, refer to chapter 6 of the CPSR Information Booklet.

Registration of all categories of CGs via CoC submission

RS first obtains documentation (i.e. test reports) to certify their CG complies with required safety standards (designated CABs should know the safety standards required for each of the CG categories). The following test report types are accepted:

- a. Reports with IECEE CB certificates
- b. Reports issued by testing laboratories accredited by the Singapore Accreditation Council or its Mutual Recognition Agreement partners
- c. Reports issued by CABs (Testing)

RS may obtain documentation from the original manufacturer of the CG or send CGs to a CAB (Testing) to be tested. Please note that test reports must be dated within 3 years of CoC application.



RS submits the necessary documentation to a CAB (Certification). If everything is found to be in order, the CAB (Certification) issues a CoC.



CAB (Certification) will submit CoC to the CPSO. CPSO registers the CG and issues an LOA if the information in the CoC is deemed to be in order.



Upon receiving the LOA, the RS can affix SAFETY Mark to the CG and sell it in Singapore.

Note: Many CABs act as both CAB (Testing) and CAB (Certification). CABs (Certification) will also submit CoCs to CPSO on the supplier's behalf. Do check with CABs to determine their services offered.

Documents required for CoC application

A CAB (certification) usually needs to review the following documents when registering a new Controlled Good

1. Valid test report(s) and any applicable associated test certificate(s); test reports and certificates must be in English
2. Full electrical wiring/circuit diagram. Service manual containing the electrical wiring/circuit diagram can also be used.

Circuit diagram must indicate the component's values or be supported with Bill of Material/Part List.

3. Technical/constructional drawing for gas products
4. Photographs of product(s) including but not limited to:
 - Front, top and rear exterior view of product
 - Nameplate
 - Rating label
 - Mains plug that will be used with the product
 - Critical safety components within the product

Polaroid photographs or photocopies in black and white will not be accepted.

5. User Manual; there should be an English version included

CABs might also require additional supporting document(s) depending on a situation

Contacts for CABs (Certification) Located in Singapore

TÜV SÜD PSB Pte Ltd	
<u>Location:</u> 15 International Business Park TÜV SÜD @ IBP Singapore 609937 <u>Website:</u> https://www.tuvsud.com/sq	<u>Contact:</u> Mr Desmond Soh Tel: 69736097 Fax: N/A Email: testing@tuvsud.com or desmond.soh@tuvsud.com
Intertek Testing Services (S) Pte Ltd	
<u>Location:</u> Asiawide Industrial Building 5 Pereira Road #06-01 Singapore 368025 <u>Website:</u> www.intertek.com	<u>Contact:</u> Mr Ong Keng Chuan Tel: 62827187 ext. 200/206/210 Fax: 62800840 Email: kengchuan.ong@intertek.com
UL International Singapore Pte Ltd	
<u>Location:</u> 1 Fusionopolis Walk #10-01 Solaris South Tower Singapore 138628 <u>Website:</u> www.ul.com	<u>Contact:</u> Mr Aryan Josef Velchez Basas Tel: 62740702 Fax: N/A Email: MBX.Global.COSingapore.ED@ul.com or arianjosef.basas@ul.com
Centre Testing International Pte Ltd	
<u>Location:</u> Blk 10 Ubi Crescent #03-26 (Room C) Ubi Techpark Singapore 408564 <u>Website:</u> http://www.cti-cert.com/en/	<u>Contact:</u> Mr Don Quek Tel: 67495821 Fax: 67425916 Email: donquek@cti-cert.com
SGS Testing & Control Services Singapore Pte Ltd	
<u>Location:</u> 30, Boon Lay Way #03-01 Singapore 609957 <u>Website:</u> http://www.sgs.com	<u>Contact:</u> Mr Christopher Hee Tel: 63790269 Fax: 67756124 Email: christopher.hee@sgs.com

Contacts for CABs (Testing) Located in Singapore

TUV SUD PSB Pte Ltd (Electrical and Electronics Centre)	
<u>Location:</u> 15 International Business Park TÜV SÜD @ IBP Singapore 609937 <u>Website:</u> https://www.tuvsud.com/sg	<u>Contact:</u> Dr Deng Jun Hong Tel: 69736268 Fax: N/A Email: enquiries@tuvsud.com or junhong.deng@tuvsud.com
Intertek Testing Services (S) Pte Ltd	
<u>Location:</u> Asiawide Industrial Building 5 Pereira Road #06-01 Singapore 368025 <u>Website:</u> www.intertek.com	<u>Contact:</u> Mr Wong Tuck Hoong Tel: 6282 7187 ext 209 Fax: 6280 0840 Email: tuckhoong.wong@intertek.com
SETSCO Services (S) Pte Ltd	
<u>Location:</u> 18 Teban Gardens Crescent Singapore 608925 <u>Website:</u> www.setsco.com	<u>Contact:</u> Mr Edwin Leong Tel: 6566 7777 ext 363 Fax: 6566 7718 Email: edwinleong@setsco.com
UL International-Singapore Pte Ltd (Consumer Technology Division)	
<u>Location:</u> 20 Kian Teck Lane #01-00PT Singapore 627854 <u>Website:</u> www.ul.com	<u>Contact:</u> Mr. Sam Hsu Tel: 6876 4619 Fax: N/A Email: gma.singapore@ul.com or sam.hsu@ul.com
Singapore Electrical Testing Services (Schneider Electric South East Asia (HQ) Pte Ltd)	
<u>Location:</u> 50 Kallang Avenue Singapore 339505 <u>Website:</u> www.sets.com.sg	<u>Contact:</u> Mr. Victor Ang (Principal Engineer) Tel: 64802117 Fax: N/A Email: victor.ang@se.com