

ENTERPRISE SINGAPORE BOARD (CONFORMITY ASSESSMENT)

Information Booklet

Designating Authority

**Established under the Enterprise Singapore Board
(Conformity Assessment) Regulations**

**CONSUMER
PRODUCT SAFETY
OFFICE**

Enterprise Singapore

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1 PREFACE

This Information Booklet provides guidelines to both certification bodies and testing laboratories interested in undertaking the following roles:

- (i) Designated Conformity Assessment Body [CAB (Certification/Testing)] in Singapore responsible for certifying and/or testing of Controlled Goods under the Consumer Protection (Safety Requirements) Regulations;
- (ii) Designated Conformity Assessment Body [CAB (Certification/Testing)] located in a country/custom territory other than Singapore responsible for certifying and/or testing of Controlled Goods under the Consumer Protection (Safety Requirements) Regulations;
- (iii) Designated Conformity Assessment Body [CAB (Certification/Testing)] in Singapore responsible for certifying and/or testing of any regulated products to the requirements of a foreign country / custom territory that has entered into Mutual Recognition Agreement or Arrangement with Singapore;

Certification bodies and testing laboratories that are interested in undertaking any of the above roles are strongly advised to study and understand the requirements and criteria stipulated in this booklet before applying to the Consumer Product Safety Office (CPSO), the Designating Authority.

The criteria and requirements to be a designated CAB (Certification/Testing) are based on the Enterprise Singapore Board (Conformity Assessment) Regulations.

The CPSO, as the Designating Authority reserves the right to amend and introduce new requirements to the aforementioned scheme without reference to the holder of this booklet and encourages feedback from readers to ensure that improvements to this booklet could be made from time to time.

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2 INTRODUCTION

The Consumer Product Safety Office (CPSO) implements the Consumer Protection (Safety Requirements) Regulations (CPSR). The CPSR requires certain categories of household electrical, electronic and gas appliances, designated as Controlled Goods, to be tested and certified to specified safety standards, then registered with the CPSO, before they can be supplied in Singapore .

Under the CPSR, the CPSO registers Controlled Goods based on a Certificate of Conformity (CoC) issued by a designated Conformity Assessment Body CAB (Certification) located in Singapore, in a country/customs territory specified in the First Schedule of the Enterprise Singapore Board Act 2018 – Enterprise Singapore Board (Conformity Assessment) Regulations 2018, or in a country/customs territory other than Singapore that is an MRA partner of Singapore, i.e. CABs (Certification - MRA). Such method of certification is called a Third Party Certification Scheme.

Enterprise Singapore is also assigned designation and accreditation functions under, the Enterprise Singapore Board Act Reg 6(2)(i)(ii) and Enterprise Singapore Board (Conformity Assessment) Regulations Reg 7. As the Designating Authority, the CPSO will:

- ☐ Designate Conformity Assessment Bodies [**CAB (Certification/Testing)**] located in Singapore to perform certification and/or testing of Controlled Goods under the Consumer Protection (Safety Requirements) Regulations;
- ☐ Designate Conformity Assessment Bodies [**CAB (Certification/ Testing)**] located in Singapore to perform certification and/or testing of regulated products to the Mutual Recognition Agreement or Arrangement (MRA) partner's requirements;
- ☐ Designate Conformity Assessment Bodies [**CAB (Certification/ Testing) - MRA**] located in a country/custom territory other than Singapore to carry out certification and/or testing of Controlled Goods under the Consumer Protection (Safety Requirements) Regulations.

To qualify for designation, CABs must fulfill the criteria of designation. They shall demonstrate their compliance to ISO/IEC 17065 (previously known as ISO/IEC Guide 65) as a Product Certification Body, or ISO/IEC 17025 as a product testing body before their application could be considered. The criteria for designation can be found in Chapter 4 and 5 of this information booklet.

Upon successful designation, the CPSO, as the Designating Authority, will issue a Certificate of Designation to the **CAB (Certification/Testing)**. These certificates are valid for 3 years (subject to compliance with the terms and conditions of designation) and may be renewed 6 months before the expiry date.

The Designating Authority will suspend and/or withdraw the designation of CAB (Certification/Testing) if the CAB (Certification/Testing) were to contravene any of the terms

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and conditions of designation. The procedure for suspension, lifting of suspension/against withdrawal of designation is described in detail in Chapters 16.

NOTE: Definitions of CAB (Certification/Testing), CAB (Certification/ Testing-MRA) and can be found in Appendix A of this information booklet.

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3 KEY REGULATIONS TO NOTE

- Regulation 16 (2): A CAB whose designation has been suspended or withdrawn under Part IV shall immediately discontinue any advertisement relating to its designation, and shall not make any further advertisement or other representation as to such designation.
- Regulation 17 (4): Where the designation of the CAB has been suspended or withdrawn, the CAB shall not issue any certificate of conformity during the period of such suspension or from the date of such withdrawal (as case may be) for the purposes of the registration of any product under the Consumer Protection (Safety Requirements) Regulations or for the purposes of the relevant MRA.
- Regulation 17 (5): A CAB which contravenes paragraph (4) shall be guilty of an offence.
- Regulation 17 (8): A CAB whose designation has been withdrawn shall immediately return its Certificate of Designation and any duplicate thereof to the Designating Authority for cancellation.
- Regulation 6 (2): Where the Designating Authority or such person as the Designating Authority may authorise, conducts any observation or assessment under regulation 5(2)(b), the Designating Authority may require the applicant to pay to it all reasonable costs and expenses incurred by the Designating Authority or that person in conducting the observation or assessment.

4 CRITERIA FOR DESIGNATION AS A CAB (CERTIFICATION/TESTING)

The CAB (Certification/Testing) is to perform certification and/or testing of Controlled Goods to:

- a) Safety Standards specified in the “Controlled Goods and their Applicable Safety Standards and Requirements” section of the Consumer Protection (Safety Requirements) Regulations Information Booklet; and
- b) Requirements specified in the “Additional Requirements for registration of Controlled Goods” section of the Consumer Protection (Safety Requirements) Regulations Information Booklet; or
- c) Any products to be supplied in a country other than Singapore, for conformity to the applicable requirements specified in an MRA to which both Singapore and that country are parties.

Criteria for designation:

- (a) It must be a legal entity, capable of suing and being sued in Singapore, and be located in Singapore;
- (b) It must have sufficient capital and financial resources to maintain viable operations;
- (c) It must demonstrate compliance to the relevant ISO/IEC standards (as listed below) OR must be a member of the IECEE CB Scheme for testing laboratories and IECEE CB-FCS for certification bodies, respectively;
 - ISO/IEC 17025: 2005 for testing laboratories;
 - ISO/IEC 17065: 2012 for product certification bodies.

The accreditation shall be relevant to the product types and technical regulations for which designation is sought;

In addition, the scope of designation that the CAB (Certification) is applying for must be included in the designation scope of its affiliated testing laboratory which is designated by the Designating Authority as an CAB (Testing) of the CPS Scheme.

- (d) It shall not operate or be related to any other business that may compromise its role as a CAB (Certification/Testing), so that there is no risk of the CAB conducting Conformity Assessment unfairly or with bias in the conduct of its business;
- (e) It must have the knowledge, capability and competence to perform the tests or certification to relevant requirements specified by the Designating Authority or

stipulated under an MRA, which are applicable to its designation;

- (f) In the case of an application for designation as a CAB (Certification/ Testing) for MRA partner, all requirements under the relevant MRA have to be fulfilled.
- (g) It shall provide to the Designating Authority such other information or documents as may be required by the Designating Authority;
- (h) It shall set up procedures for ensuring that its staff know, and can comply with the latest requirements from the CPSO on an on-going basis.
- (i) In the case of a testing laboratory, it shall ensure that all necessary test equipment is provided with proper characteristics and tolerances
- (j) In the case of a testing laboratory, it shall set up a procedure for maintaining proper calibration of test equipment
- (k) It shall provide the Designating Authority, or any such person as the Designating Authority may authorize, access to the laboratory or other premises of the CAB to enable the Designating Authority or such person to observe and assess the testing and certification procedures of the CAB.

5 CRITERIA FOR AN OVERSEAS CERTIFICATION BODY OR TESTING LABORATORY TO BE DESIGNATED AS A CAB (CERTIFICATION/ TESTING)

Certification Bodies or Testing Laboratories located in a country/custom territory other than Singapore, who wish to be designated by the CPSO as a CAB (Certification/ Testing) to carry out certification and/or testing of Controlled Goods to the applicable safety standards, and the CPSO requirements stipulated in Chapter 4.0 of the Consumer Protection (Safety Requirements) Regulations Information Booklet, must fulfill the following criteria:

- (a) It is an independent certification body and/or testing laboratory that is a distinct legal entity in the country where it is located. This can be waived if the testing laboratory is owned by the manufacturer and does testing for its own products only. To qualify, the manufacturer must deal with products of short development cycle i.e. those products with development cycles of less than one year; (Development cycle is defined as the time it takes from product planning to the time of first product release).
 - (b) For applications for designation as a CAB (Certification), the certification body shall be located in a country specified in the First Schedule of the Enterprise Singapore Board Act 2018 – Enterprise Singapore Board (Conformity Assessment) Regulations 2018.
 - (c) If it is an independent certification body and/or testing laboratory, it shall satisfy the following:
 - (i) It is able to adequately finance its operation as a certification body and/or testing laboratory;
 - (ii) It must demonstrate compliance to:
 - a) ISO/IEC 17065 for Certification Body;
 - b) ISO/IEC 17025 for Testing BodyAlternatively, membership to the IECEE CB scheme relevant to its recognition, where the product is an electrical and/or electronic product;
 - (iii) It does not carry out or otherwise have a business interest/stake/ownership to which may cause the CAB to certify and/or test any product for which it is designated in an unfair or biased manner.
 - (d) If it is a testing laboratory owned by a manufacturer, it shall demonstrate compliance to ISO/IEC 17025.
 - (e) It has the knowledge, capability and competence to perform the certification and/or tests for conformity to the relevant requirements as specified by the Designating Authority.
 - (f) It shall provide to the Designating Authority such other information or documents as may be required by the Designating Authority.
 - (g) It shall provide the Designating Authority or any such person as the Designating Authority may authorise access to the Certification body and/or Testing laboratory or
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- other premises to enable the Designating Authority or such person to observe and assess the testing procedures of the laboratory.
- (h) It shall set up procedures for ensuring that its staff know and can comply with the latest requirements from the CPSO on an on-going basis.
 - (i) In the case of a testing laboratory, it shall ensure that all necessary test equipment is provided with proper characteristics and tolerances.
 - (j) In the case of a testing laboratory, it shall set up a procedure for maintaining proper calibration of test equipment;
 - (k) Test results from the testing laboratory will need to be certified by a CAB (Certification) designated by the CPSO.

6 INFORMATION TO BE PROVIDED WHEN APPLYING FOR DESIGNATION

CABs that satisfy the criteria in Chapter 4 are required to submit to the Designating Authority, the following when applying for designation as CAB (Certification/Testing)

- (a) The completed application Form CAB 03a (appendix B);
- (b) A non-refundable application fee of S\$500 (refer to Chapter 9 on fees charges) in cheque made payable to “ENTERPRISE SINGAPORE” (other payment modes such as GIRO, Bank transfer or Telegraphic transfer can also be accepted);
- (c) Documents evidencing its incorporation or registration with the Accounting and Corporate Regulatory Authority or ACRA (formerly known as Singapore Registry of Companies and Businesses or RCB);
- (d) Relevant audited financial statements for the last 3 years, including past claims on company arising from its operations if any;
- (e) Its Organisation Structure and Staffing Chart with evidence of qualifications of key personnel¹ and any other relevant information regarding integrity and professional standard;
- (f)
 - (i) Certificate of Accreditation by SAC, indicating the scope of accreditation and including information that the CAB has been accredited to the relevant ISO/IEC standards (ISO/IEC 17025: 2005 for testing or ISO/IEC 17065: 2012 for certification body); or
 - (ii) Documentary evidence of membership with the IECEE CB scheme or IECEE CB-FCS;
- (g) Its Laboratory Layout (applicable for application as a CAB (Testing));
- (h) A statement setting out the testing facilities and test methods to be used for testing each particular technical regulation, standard or specification;
- (i) A sample copy of the Certificate of Conformity to be used by the CAB (Certification) and/or a sample copy of the test report to be used by the CAB(Testing)
- (j) Its Quality Manual, Quality Procedure, Work Instruction; and
- (k) Information on its key personnel¹, share holdings, directorship with other companies, criminal records and suspension records if any;
- (l) Competency Matrix, training/job records of staff involved with the designated scope of work;

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- (m) For application as a CAB (Testing), to provide:
 - (i) Equipment masterlist
 - (ii) Subcontractor list and agreement (if any)
- (n) Any other documents deemed necessary by the designating authority for the purpose of designation

¹ Key personnel include Technical Managers, Quality Manager, Board Director as well as testing personnel as defined by ISO/IEC 17025.

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7 INFORMATION TO BE PROVIDED BY AN OVERSEAS CERTIFICATION BODY OR TESTING LABORATORY APPLYING FOR DESIGNATION AS A CAB (CERTIFICATION/ TESTING)

The Certification Body or Testing Laboratory located in a country/custom territory other than Singapore that satisfies the criteria in Chapter 5, is required to provide to the Designating Authority the following when applying for Designation as a CAB (Certification / Testing):

- (a) The completed application Form CAB 03a (appendix B);
 - (b) A non-refundable application fee of S\$500 (refer to Chapter 9 on fees charges) in cheque made payable to “ENTERPRISE SINGAPORE” (other payment modes such as GIRO, Bank transfer or Telegraphic transfer can also be accepted);;
 - (c) Documents evidencing its incorporation;
 - (d) Its Organisation Structure and Staffing Chart with evidence of qualifications of key personnel² and any other relevant information regarding its integrity and professional standard;
 - (e) Evidence that it has satisfied the following:
 - (i) It is able to adequately finance its operation as a certification body and/or testing laboratory; Relevant audited financial statement for the last 3 years including past claims on company arising from its operations;
 - (ii) It is either accredited by a recognised Accreditation Body to the relevant ISO standards (ISO/IEC 17025: 2005 for testing or ISO/IEC 17065: 2012 (previously named as ISO/IEC Guide 65: 1996) for certification body), or is a member of the IECEE CB or IECEE CB-FCS scheme relevant to its designation, where the product is an electrical and/or electronic products;
 - (iii) It does not carry out or otherwise have a business interest/stake/ownership which may cause the CAB (Certification/ Testing) to test any product for which it is recognised in an unfair or unbiased manner.
 - (f) Its Laboratory Layout (applicable for application as a CAB (Testing));
 - (g) A Statement setting out the testing facilities and test methods to be used for testing each particular technical regulation, standard or specification;
 - (h) A sample copy of the Certificate of Conformity to be used by the CAB (Certification) and/or a sample copy of the test report to be used by the CAB(Testing);
 - (i) Its Quality Manual, Quality Procedure, Work Instruction; and
 - (j) Information on its key personnel: share holdings, directorship with other companies, criminal records and suspension records if any.
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- (k) Competency Matrix, training/job records of staff involved with the designated scope of work;
- (l) For application as a CAB (Testing), to provide:
 - (i) Equipment masterlist
 - (ii) Subcontractor list and agreement (if any)
- (m) For Any other documents deemed necessary by the designating authority for the purpose of designation

² Key personnel include Technical Managers, Quality Manager, Board Director as well as testing personnel as defined by ISO/IEC 17025.

8 APPLICATION PROCEDURE

The application procedure for designation as a CAB (Certification/Testing) is as follows:

- (a) An applicant submits the required documentation as specified in Chapter 6 or Chapter 7 (depending on the type of application), and application fee as specified in Chapter 9, to the Designating Authority for processing.
- (b) The Designating Authority then evaluates the application against the criteria as specified in Chapters 4 or 5 (depending on the type of application). The Designating Authority will feedback to the applicant on any discrepancies found.
- (c) Upon confirmation of the receipt of the application fees, the Designating Authority will then conduct a visit to the applicant's premises for a site assessment.
- (d) If the applicant fulfills all application and site assessment criteria, a Certificate of Designation (see Appendix C and D) that includes the terms and conditions will be issued to the successful applicant upon confirmation of the receipt of the final assessment fees; For applications to be designated as a CAB (Certification/Testing) under a MRA, the Certificate of Designation will only be issued when the designation is accepted by the MRA partner.
- (e) The Designating Authority then enters the successful applicant's information into the Register of Designated CABs.

A flow chart on the application procedure for designation as CAB (Certification/Testing) can be found in Appendix H.

9 APPLICATION FEES

The fees to apply for designation as CAB (Certification/Testing) are specified below:-

Fee charges for:	Fees
a) Application for Designation or Renewal of Designation as a:	
(i) CAB (Testing)	S\$500
(ii) CAB (Certification)	S\$500
b) Application for Designation or Renewal of Designation as an Overseas CAB (Certification or Testing)	S\$500
c) Pre-post administrative activities, assessment preparation and document reviews	Prevailing rates*
d) Site assessment or surveillance visit	Prevailing rates*

* based on per man day (subject to changes), per officer from Enterprise Singapore, who is/are appointed to conduct the assessment or surveillance visit. The final amount chargeable will be computed and billed to the applicant accordingly at the end of the designation process.

NOTE:

From 1 July 2007, the rate of GST has changed from 5% to 7%.

For CAB (Certification/ Testing) located outside Singapore, the payment can be made either by cheque or by Telegraphic Transfer (TT) service through a bank payable to 'Enterprise Singapore'. In the case whereby payment is by TT, the applicant shall include and pay all charges for rendering TT service by the bank.

10 VALIDITY PERIOD OF DESIGNATION AND RENEWAL OF DESIGNATION

Designations as CAB (Certification/Testing) shall be valid for a period of 3 years (subject to compliance with the terms and conditions of designation). Applications for renewal shall be submitted 6 months before the Certificate of Designation expires. A CAB whose designation has been suspended or withdrawn by the Designating Authority is NOT allowed to be renewed.

A CAB (Certification/Testing) that wishes to renew its designation shall apply to the Designating Authority for renewal, and shall submit the following to the Designating Authority:

- (a) A completed Renewal Form Cab 03c or Form Cab 03d (appendix B) depending on the scheme the CAB is applying renewal for
- (b) A non-refundable renewal fee of S\$500 (refer to Chapter 9 for fees charges) made payable to Enterprise Singapore

11 DUTIES AND OBLIGATIONS

11.1 As a CAB (Certification/Testing)

- 1) The CAB (Certification/Testing) shall ensure that it maintains its accreditation status with SAC or with a recognised Accreditation Body if they are located overseas. It shall also ensure that it maintains its memberships with IECEE CB Scheme or IECEE CB-FCS if any part of its designation was granted on the basis of such memberships;
- 2) The CAB (Certification/Testing) shall maintain such standards of practice as are necessary to carry out the testing and certification of Controlled Goods to the relevant requirements as specified in the terms and conditions of designation.
- 3) The CAB (Certification/ Testing) shall ensure that its certification or testing of Controlled Goods is in accordance with the procedures, rules and policies of the CPSO stipulated in the Consumer Protection (Safety Requirements) Regulations Information Booklet:
 - a) Chapter 4.0 – Controlled Goods and their Applicable Safety Standards and Requirements; and
 - b) Chapter 4.1 –Additional requirements for registration of Controlled Goods

For a CAB (Certification/ Testing) designated under a MRA, it shall maintain all criteria required for its designation under the relevant MRA.

- (4) The CAB (Certification/Testing) shall notify the CPSO in writing of the occurrence of any of the following not later than **2 weeks** prior to the date on which it intends to effect such changes:
 - (a) The cessation of its business of conformity assessment for which it is designated;
 - (b) Changes to its shareholding;
 - (c) Changes to its organisational structure;
 - (d) Changes to its accreditation status or its IECEE CB or CB-FCS scheme membership if applicable;
 - (e) Changes in key personnel;
 - (f) Changes to its business address;
 - (g) Changes which may affect its ability to properly test or certify any Controlled Goods for conformity to the requirements for which it is designated;
 - (h) Changes, which may affect continuing compliance with any of the criteria or requirements, specified by the CPSO or the relevant MRA partner

- (5) The CAB (Certification/Testing) shall publish, maintain, and make available to the
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CPSO on request:

- (a) A list of Controlled Goods certifications, submission of testing, evaluation reports, certification reports and other documents or information in connection with the business of conformity assessment of the CAB relevant to its designation;
 - (b) Evidence of its participation in appropriate proficiency testing programs; and
 - (c) Evidence that it has carried out all other tasks stipulated in the Terms and Conditions of Designation.
- (6) The CAB (Certification/Testing) must keep and maintain a technical file of every Controlled Goods tested/ certified by it, as stated in Chapter 13 – Technical File. The information must be made available upon request by the CPSO.
- (7) If a CAB (Certification/Testing) intends to maintain its designation status, it shall renew its designation before the expiry of its Certificate of Designation. Renewal must be done **6 months before expiry date** as mentioned in Chapter 10 – Validity Period of Designation and Renewal of Designation.
- (8) The CAB (Certification/Testing) shall immediately discontinue any advertisement relating to its designation when its status of designation has been suspended or withdrawn by the CPSO as stated in Chapter 15 – Suspension or Withdrawal of Designation.
- (9) Upon accepting a request, the CAB (Certification/Testing) must carry out certifying or testing of Controlled Goods to conform to the applicable safety standards and the CPSO safety requirements without delay, unless the CAB (Certification/Testing) has good reason for not doing so. The applicable safety standards and the CPSO safety requirements can be found in Chapter 4.0 of the Consumer Protection (Safety Requirements) Registration Scheme Information Booklet.
- Similarly for a CAB (Certification/ Testing) designated under an MRA, it must carry out certifying or testing of any regulated products to the MRA partner country's / custom territory's requirements without delay, unless the CAB (Certification/ Testing) has good reason for not doing so.
- (10) In the event where the CAB (Certification/Testing) having certified and/or tested a Controlled Goods, subsequently realises that the Controlled Goods fails to comply with the applicable safety standards and the CPSO requirements, the CAB (Certification/Testing) shall immediately notify the Registered Supplier, and The CPSO in writing.

- (11) The CAB (Certification/Testing) is to participate in proficiency testing or other appropriate comparison exercises where such exercises are technically possible and within reasonable cost. Please see Chapter 14 – Post-Designation surveillance & Post-Recognition surveillance.
- (12) The CAB (Certification/Testing) shall maintain the standards of practice as are necessary to properly carry out the certifying or testing of Controlled Goods to the relevant safety requirements for which it is designated.
- (13) For subcontracting of any testing of Controlled Goods for the CPS scheme, the CAB (Testing) shall only subcontract:
 - (a) clauses that are allowed to be subcontracted in accordance with each IEC standard;
 - (b) to test laboratories with valid accreditation for the subcontracted scope; and
 - (c) to test laboratories that are listed as an approved subcontractor for the CAB (testing)
- (14) For any subcontracted testing of Controlled Goods for the CPS scheme, the CAB (Testing) shall indicate in the testing summary of the test report:
 - (a) the subcontractor details; and
 - (b) the clauses that were subcontracted
- (15) The CAB (Certification/Testing) shall issue its Certificate of Conformity or test report in the format that is acceptable to the CPSO. In this case, once the status as a CAB (Certification/Testing) has been granted, Enterprise Singapore will advise the CAB (Certification/Testing) of the format of the CoC or test report to be issued for the CPS Scheme.

12 TECHNICAL FILE

A CAB (Certification/ Testing), is required to keep and maintain a technical file on each and every Controlled Goods tested/certified by them.

The Technical file shall be kept for a period of 10 years after the expiry of the Certificate of Conformity. Appendix E states the list of documents to be kept in the technical file.

For CABs (Certification/ Testing) designated under MRAs, the Technical File if required under the MRA, shall include such documents and information, and shall be kept for such period of time, as may be required for purposes of the relevant MRA.

The Technical File shall be made available within **7 days** to the CPSO upon request.

13 POST-DESIGNATION SURVEILLANCE

As and when required, the Designating Authority may conduct surveillance assessments, and other non-routine assessments on the CAB (Certification/ Testing). This is:

- (i) To ensure that the CAB's (Certification/Testing), standards of practice are maintained; and
- (ii) To investigate any complaints made against the CAB (Certification/Testing) on matters related to its designation.

The Designating Authority shall require the CAB (Certification/Testing) to participate in proficiency testing, or other appropriate comparison exercises where such exercises are technically possible, and within reasonable cost.

14 SUSPENSION OR WITHDRAWAL OF DESIGNATION

- 14.1 The Designating Authority may withdraw the designation of a CAB (Certification/Testing), if:
- (a) It ceases to carry on the business of conformity assessment for which it is designated; or
 - (b) It applies to the Designating Authority for withdrawal of its designation; or
 - (c) Its accreditation status or its membership with the relevant IECEE CB or CB-FCS scheme is withdrawn; or
 - (d) It fails or neglects to properly test or certify any Controlled Goods for conformity to the relevant safety standards and the CPSO requirements stipulated in Chapter 4.0 of the Consumer Protection (Safety Requirements) Regulations Information Booklet, for which it has been designated; or
 - (e) It has contravened any provision stated in Chapter 12 – Duties and Obligations, and/or any condition imposed by the Designating Authority on its designating; or
 - (f) It fails to maintain the standards required by the Designating Authority; or
 - (g) It is guilty of any offence involving fraud or dishonesty; or
 - (h) It has insufficient capital and financial resources to maintain viable operations such as bankruptcy; or
 - (i) In the case of a CAB (Certification/ Testing) designated under an MRA, it fails to fulfill the requirements stipulated in the EE MRA.
- 14.2 In the event the Designating Authority is of the view that there is cause for the withdrawal of designation as CAB (Certification/Testing), the Designating Authority will suspend the designation of the CAB and:
- (j) Notify the respective CAB in writing of the suspension and the intention of the Designating Authority to withdraw the designation of the CAB (See Appendix I – Notice of Suspension);
 - (k) If necessary, meet the suspended CAB (Certification/Testing) to discuss any corrective measures to be undertaken by the suspended CAB;
 - (l) Disallow a CAB (Certification/Testing) whose designation has been suspended to continue any advertisement relating to its designation, and stop making further advertisement or other representation as to such designation/recognition;

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- (m) Disallow a CAB (Certification/Testing) whose designation has been suspended from issuing any Certification or Test Report during the period of suspension.
- 14.3 Where, after suspending the designation of a CAB, the Designating Authority takes the view that the designation of the CAB (Certification/Testing) should be withdrawn, the Designating Authority will:
- (a) Notify the respective CAB of its intention in writing (See Appendix F – Notice of Withdrawal);
 - (b) Disallow the CAB (Certification/Testing) to continue any advertisement relating to its designation, and stop making further advertisement or other representation as to such designation/recognition;
 - (c) Remove the CAB (Certification/Testing) from the Register of designated CABs and request the CAB (Certification/Testing) to return its Certification of Designation to the Designating Authority for cancellation;
 - (d) Disallow the CAB (Certification/Testing) from issuing any CoC or Test Report.

15 PROCEDURE FOR LIFTING OF SUSPENSION / AGAINST WITHDRAWAL

This procedure applies to: -

- (a) A CAB (Certification/Testing) whose designation has been suspended,

Upon suspension of the designation of a CAB, the CAB will be allowed to make representations in writing to the Designating Authority within **14 days** of receipt of the notice of suspension, for the suspension of the designation of the CAB to be lifted and the designation not be withdrawn. The CAB (Certification/Testing) shall provide any documents or information together with an explanation as to why the suspension should be lifted and the designation not withdrawn.

APPENDIX

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APPENDIX A

DEFINITIONS

- 1 **CAB** means Conformity Assessment Body that conducts Conformity assessment for Controlled Goods.
- 2 **CoC** means a Certificate of Conformity issued by a CAB (Certification) to attest that Controlled Goods met the requirements under the Consumer Protection (Safety Requirements) Regulations or to an MRA partner's requirements for designation under the MRAs.
- 3 **CAB (Certification/Testing)** means CAB that is either located in Singapore or in a country/customs territory other than Singapore and is designated by the CPSO, the Designating Authority, to perform the following function(s) for products or controlled goods supplied in Singapore specified in the First Schedule to the Consumer Protection (Safety Requirements) Regulations, or, if the CAB is designated under an MRA, for any regulated products supplied to Singapore's MRA partner's requirements.
 - a) Carries on the business of testing for conformity assessment and issue a test report; and/or
 - b) Certification and issue a CoC
- 4 **CAB (Certification/ Testing - MRA)** means a CAB that is located in the MRA partner's country, and is designated by the Designating Authority of the MRA partner to issue CoC.
- 5 **Conformity assessment** means any activity concerned with determining directly or indirectly that relevant requirements are fulfilled.
- 6 **Controlled Goods** means any goods of a type, class or description specified in the First Schedule of the Consumer Protection (Safety Requirements) Regulations.
- 7 **Country** includes a customs territory.
- 8 **Designating Authority** means the Enterprise Singapore Board or Enterprise Singapore in short established under section 3 of the Enterprise Singapore Board Act. The Consumer Product Safety Office (CPSO) is an office overseen by Enterprise Singapore and is responsible for designating CAB (Certification) and CAB (Testing).
- 9 **IEC** means the International Electrotechnical Commission.

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- 10 **IECEE** means the International Electrotechnical Commission system for conformity testing and certification of Electrical Equipment.
- 11 **ISO** means the International Organisation for Standardisation.
- 12 **MRA** means a Mutual Recognition Agreement or Arrangement signed between Singapore and another country/customs territory.
- 13 **Registered Supplier** means a person or an organisation that manufactures/imports and supplies Controlled Goods in the Singapore market.
- 14 **Consumer Product Safety Office** is an office overseen by Enterprise Singapore that implements the Consumer Protection (Safety Requirements) Regulations.
- 15 **SAFETY Mark** means the SAFETY Mark specified in the Second Schedule of the Consumer Protection (Safety Requirements) Regulations.
- 16
- 17 **APLAC** means Asia Pacific Laboratory Accreditation Co-operation.
- 18 **ILAC** means International Laboratory Accreditation Co-operations.
- 19 **EA** means European Co-operation for Accreditation.
- 20 **PAC** means Pacific Accreditation Co-operation.
- 21 **IAF** means International Accreditation Forum.
- 22 **FCS** means Full Certification Scheme.

APPENDIX B

Form CAB 03a

**Application for Designation of Conformity Assessment Body (CAB) to Carry
Out Product Testing/Certification under Consumer Protection (Safety
Requirements) Registration Scheme**

APPLICANT'S DATA

Notes:

1. Please submit this form to the CPSO at the address given below together with the following:
 - a) Non-refundable application processing fee of S\$500. The application will be processed and applicant will be advised on the additional fees due to Enterprise Singapore based on the scope for designation (GST amount is not applicable for designation of overseas CABs);
 - b) Incorporation or other business registration documents pertaining to the CAB;
 - c) Relevant audited financial statements for the last 3 years, including past claims on CAB arising from its operations if any;
 - d) The CAB's Organisation Structure and Staffing Chart with evidence of qualifications of key personnel and any other relevant information regarding integrity and professional standing;
 - e) Certificate of Accreditation by SAC, indicating the scope of accreditation (for overseas designation, a Certificate of Accreditation by a recognized Accreditation Body). Alternatively, documentary evidence of membership with IECEE CB Scheme or IECEE CB-FCS;
 - f) The CAB's Laboratory Layout (applicable to those applying to be a Designated Testing Laboratory);
 - g) A sample copy of the test report (or certificate);
 - h) The CAB's Quality Manual;
 - i) Information on its key personnel: share holdings, directorship with other companies, criminal records and suspension records if any; and
 - k) Any other documents deemed necessary by the Designating Authority for the purpose of designation
2. Payment should be made with a crossed cheque payable to "Enterprise Singapore". The application-processing fee is not refundable.

Conformity Assessment Body's Name & Address:

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Contact Name & Designation of applicant:

Email:

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Tel:

Fax:

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CONSUMER PRODUCT SAFETY OFFICE

Standards(s), Specification(s) thereof for which designation is sought:

(if space is insufficient, please attach additional sheet (s))

Products

Applicable Standards

APPLICANT'S LEGAL STATEMENT

AGREEMENT: THE APPLICANT AGREES TO:

- i) Fulfil all conditions and meet all requirements in accordance with the Enterprise Singapore (Conformity Assessments) Regulations for Designation as CAB (Certification/ Testing) to carry out product testing/certification under Consumer Protection (Safety Requirements) Registration Scheme; and
- ii) Indemnify the CPSO from and against all liabilities, damages, claims, cost and expenses incurred or sustained by the CPSO as a result of any action taken by the CPSO relating to the designation as CAB (Certification/ Testing).
- iii) Allow the CPSO and its authorised representative(s) reasonable access to our premises, operations, facilities and procedures for the purpose of assessment and subsequent review and reassessment activity;
- iv) Supply any information needed for the assessment and to pay all fees due to Enterprise Singapore, whether or not designation is granted.
- v) Declare that the information on this form and any other information given in support of this application are correct to the best of our knowledge.
- vi) That the decision for designation is at the discretion of the Designating Authority
- vii) Accept the Terms and conditions as a CAB(Testing) and/or CAB(Certification)

Signature:

Name:

Designation:

Date:

Address:

Enterprise Singapore
Consumer Product Safety Office
230 Victoria Street
#09-00 Bugis Junction Office Tower
Singapore 188024

The Consumer Product Safety Office (CPSO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSO is an office overseen by Enterprise Singapore.

Visit www.consumerproductsafety.gov.sg for more information.

APPENDIX B

Form CAB 03b

**Application for Designation of Conformity Assessment Body (CAB) to Carry
Out Product Testing/Certification for EE MRA partner country**

APPLICANT'S DATA

Notes:

1. Please submit this form to the CPSO at the address given below together with the following:
 - a) Non-refundable application processing fee of S\$500. The application will be processed and applicant will be advised on the additional fees due to Enterprise Singapore based on the scope for designation (GST amount is not applicable for designation of overseas CABs);
 - b) Incorporation or other business registration documents pertaining to the CAB;
 - c) Relevant audited financial statements for the last 3 years, including past claims on CAB arising from its operations if any;
 - d) The CAB's Organisation Structure and Staffing Chart with evidence of qualifications of key personnel and any other relevant information regarding integrity and professional standing;
 - e) Certificate of Accreditation by SAC, indicating the scope of accreditation. Alternatively, documentary evidence of membership with IECEE CB Scheme or IECEE CB-FCS;
 - f) The CAB's Laboratory Layout (applicable to those applying to be a Designated Testing Laboratory);
 - g) A sample copy of the test report (or certificate);
 - h) The CAB's Quality Manual; and
 - i) Information on its key personnel: share holdings, directorship with other companies, criminal records and suspension records if any.
 - k) Any other documents deemed necessary by the Designating Authority for the purpose of designation
2. Payment should be made with a crossed cheque payable to "Enterprise Singapore". The application-processing fee is not refundable.

Conformity Assessment Body's Name & Address:

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Contact Name & Designation of applicant:

Email:

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Tel:

Fax:

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The Consumer Product Safety Office (CPSO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSO is an office overseen by Enterprise Singapore.

Visit www.consumerproductsafety.gov.sg for more information.

CONSUMER PRODUCT SAFETY OFFICE

EE MRA, Standards(s), Specification(s) thereof for which designation is sought:

(if space is insufficient, please attach additional sheet (s))

EE MRA/ Products

Applicable Standards

APPLICANT'S LEGAL STATEMENT

AGREEMENT: THE APPLICANT AGREES TO:

- i) Fulfil all conditions and meet all requirements in accordance with the Enterprise Singapore (Conformity Assessments) Regulations for Designation as CAB (Certification/ Testing) to carry out product testing/certification under Consumer Protection (Safety Requirements) Registration Scheme; and
- ii) Indemnify the CPPSO from and against all liabilities, damages, claims, cost and expenses incurred or sustained by the CPSO as a result of any action taken by the CSO relating to the designation as CAB (Certification/ Testing) for the MRA.
- iii) Allow the CPSO and its authorised representative(s) reasonable access to our premises, operations, facilities and procedures for the purpose of assessment and subsequent review and reassessment activity;
- iv) Supply any information needed for the assessment and to pay all fees due to Enterprise Singapore, whether or not designation is granted.
- v) Declare that the information on this form and any other information given in support of this application are correct to the best of our knowledge.
- vi) That the decision for designation is at the discretion of the Designating Authority

Signature:

Name:

Designation:

Date:

Address:

Enterprise Singapore
Consumer Product Safety Office
230 Victoria Street
#09-00 Bugis Junction Office Tower
Singapore 188024

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APPENDIX B

Form CAB 03c

**Application for Renewal of Designation as a Designated Conformity
Assessment Body (CAB) to Carry Out Product Testing/Certification under
Consumer Protection (Safety Requirements) Registration Scheme**

APPLICANT'S DATA

Notes:

1. Please submit this form to Enterprise Singapore at the address given below together with the following:
 - a) Non-refundable renewal fee of S\$500. The application will be processed and applicant will be advised on the additional fees due to Enterprise Singapore based on the scope for renewal (GST amount is not applicable for renewal of overseas CABs);
 - b) Any other documents if there are any changes in the information submitted earlier at the time of application for designation as CAB (Certification/ Testing)
2. Payment should be made with a crossed cheque payable to "Enterprise Singapore". The renewal fee is not refundable.

Conformity Assessment Body's Name, Address, Certificate of Designation (COD) number and validity of COD:

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Contact Name & Designation of applicant:

Email:

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Tel:

Fax:

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APPLICANT'S LEGAL STATEMENT

AGREEMENT: THE APPLICANT AGREES TO:

- i) Fulfil all conditions and meet all requirements in accordance with the Enterprise Singapore (Conformity Assessments) Regulations for Designation as CAB (Certification/ Testing) to carry out product testing/certification under Consumer Protection (Safety Requirements) Registration Scheme; and
- ii) Indemnify the CPSO from and against all liabilities, damages, claims, cost and expenses incurred or sustained by the CPSO as a result of any action taken by the CPSO relating to the renewal as CAB (Certification/ Testing).
- iii) Allow the CPSO and its authorised representative(s) reasonable access to our premises, operations, facilities and procedures for the purpose of assessment and subsequent review and reassessment activity;

The Consumer Product Safety Office (CPSO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSO is an office overseen by Enterprise Singapore.

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CONSUMER PRODUCT SAFETY OFFICE

- iv) Supply any information needed for the assessment and to pay all fees due to Enterprise Singapore, whether or not renewal is granted.
- v) Declare that the information on this form and any other information given in support of this application are correct to the best of our knowledge.
- vi) That the decision for renewal is at the discretion of the Designating Authority

Signature:

Name:

Designation:

Date:

Address:

Enterprise Singapore
Consumer Product Safety Office
230 Victoria Street
#09-00 Bugis Junction Office Tower
Singapore 188024

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APPENDIX B

Form CAB 03d

**Application for Renewal of Designation as a Designated Conformity
Assessment Body (CAB) to Carry Out Product Testing/Certification for
EE MRA partner Country**

APPLICANT'S DATA

Notes:

1. Please submit this form to the CPSO at the address given below together with the following:
 - a) Non-refundable renewal fee of S\$500. The application will be processed and applicant will be advised on the additional fees due to Enterprise Singapore based on the scope for renewal (GST amount is not applicable for renewal of overseas CABs);
 - b) Any other documents if there are any changes in the information submitted earlier at the time of application for designation as CAB (Certification/ Testing)
2. Payment should be made with a crossed cheque payable to "Enterprise Singapore". The renewal fee is not refundable.

Conformity Assessment Body's Name, Address, Certificate of Designation (COD) number and validity of COD:

--

Contact Name & Designation of applicant:

Email:

Tel:

Fax:

APPLICANT'S LEGAL STATEMENT

AGREEMENT: THE APPLICANT AGREES TO:

- i) Fulfil all conditions and meet all requirements in accordance with the Enterprise Singapore (Conformity Assessments) Regulations for Designation as CAB (Certification/ Testing) to carry out product testing/certification under Consumer Protection (Safety Requirements) Registration Scheme; and
- ii) Indemnify the CPSO from and against all liabilities, damages, claims, cost and expenses incurred or sustained by the CPSO as a result of any action taken by the CPSO relating to the renewal as CAB (Certification/ Testing).
- iii) Allow the CPSO and its authorised representative(s) reasonable access to our premises, operations, facilities and procedures for the purpose of assessment and subsequent review and reassessment activity;

The Consumer Product Safety Office (CPSO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSO is an office overseen by Enterprise Singapore.

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CONSUMER PRODUCT SAFETY OFFICE

- iv) Supply any information needed for the assessment and to pay all fees due to Enterprise Singapore, whether or not renewal is granted.
- v) Declare that the information on this form and any other information given in support of this application are correct to the best of our knowledge.
- vi) That the decision for renewal is at the discretion of the Designating Authority

Signature:

Name:

Designation:

Date:

Address:

Enterprise Singapore
Consumer Product Safety Office
230 Victoria Street
#09-00 Bugis Junction Office Tower
Singapore 188024

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Form CAB 03e

**Application for Expansion Of Scope as a Designated Conformity Assessment
Body (CAB (Certification/ Testing)) For EE MRA/ CPS Scheme**

APPLICANT'S DATA

Notes:

1. Please submit this form to the CPSO at the address given below together with the following:
 - a) Latest SAC accreditation certificate and schedule (for overseas designation, latest Certificate of Accreditation and schedule by a recognized Accreditation Body).
 - b) Any other documents if there are any changes in the information submitted earlier at the time of application for designation as CAB (Certification/ Testing)
2. Payment should be made with a crossed cheque payable to "Enterprise Singapore". The renewal fee is not refundable.

Conformity Assessment Body's Name, Address and Certificate of Designation (COD) number and validity of COD:

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Contact Name & Designation of applicant:

Email:

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Tel:

Fax:

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To indicate the scheme and/or MRA seeking scope expansion:

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Scope for which expansion is sought: (if space is insufficient, please attach additional sheet (s))

Products:

Applicable Standards:

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Type of Accreditation

- ☐ Accreditation to ISO/IEC 17025
- ☐ Accreditation to ISO/IEC 17065
- ☐ Membership in IECEE CB Scheme (applicable for Product Safety only)
- ☐ Membership in IECEE CB-FCS Scheme (applicable for Product Safety only)

Approved Signatories:

Please give the name(s), title(s) & staff nominated as competent to sign test report or Certificate of Conformity. If space is insufficient, please attach additional sheet(s).

CV of Staff:

Please attach details of supporting documents detailing staff of applying CAB's qualifications including a summary of relevant work history, position in organisation and fields of work for which signatory approval is sought.

APPLICANT'S LEGAL STATEMENT

AGREEMENT: THE APPLICANT AGREES TO:

- i) Fulfil all conditions and meet all requirements in accordance with the Enterprise Singapore (Conformity Assessments) Regulations for Designation as CAB (Certification/ Testing) to carry out product testing/certification under Consumer Protection (Safety Requirements) Registration Scheme;

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CONSUMER PRODUCT SAFETY OFFICE

- ii) Indemnify the CPSO from and against all liabilities, damages, claims, cost and expenses incurred or sustained by the CPSO as a result of any action taken by the CPSO relating to the scope expansion as a CAB (Certification/ Testing).
- iii) Allow the CPSO and its authorised representative(s) reasonable access to our premises, operations, facilities and procedures for the purpose of assessment and subsequent review and reassessment activity;
- iv) Supply any information needed for the assessment and to pay all fees (if applicable) due to Enterprise Singapore, whether or not scope expansion is granted.
- v) Declare that the information on this form and any other information given in support of this application are correct to the best of our knowledge.
- vi) That the decision for expansion is at the discretion of the Designating Authority

Signature:

Name:

Designation:

Date:

Address:

Enterprise Singapore
Consumer Product Safety Office
230 Victoria Street
#09-00 Bugis Junction Office Tower
Singapore 188024

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APPENDIX B

Form CAB 03f

**Additional request for EE MRA/ CPS Scheme
(E.g. New testing/certification officer, new scope for testing/ certification
officer)**

APPLICANT'S DATA

Notes:

1. Please submit this form to the CPSO at the address given below together with the following:
 - a) Latest SAC accreditation certificate and schedule (for overseas designation, latest Certificate of Accreditation and schedule by a recognized Accreditation Body).
 - b) Any other documents if there are any changes in the information submitted earlier at the time of application for designation as CAB (Certification/ Testing)

Conformity Assessment Body's Name, Address and Certificate of Designation (COD) number and validity of COD:

Contact Name & Designation of applicant:

Email:

Tel:

Fax:

To indicate request and the scheme and/or MRA:

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Supporting documents (e.g. CV, training records, competency matrix, etc)

APPLICANT'S LEGAL STATEMENT

AGREEMENT: THE APPLICANT AGREES TO:

- i) Fulfil all conditions and meet all requirements in accordance with the Enterprise Singapore (Conformity Assessments) Regulations for Designation as CAB (Certification/ Testing) to carry out product testing/certification
- ii) Indemnify the CPSO from and against all liabilities, damages, claims, cost and expenses incurred or sustained by the CPSO as a result of any action taken by the CPSO relating to the additional request as CAB (Certification/ Testing).
- iii) Allow the CPSO and its authorised representative(s) reasonable access to our premises, operations, facilities and procedures for the purpose of assessment and subsequent review and reassessment activity;
- iv) Supply any information needed for the assessment and to pay all fees (if applicable) due to Enterprise Singapore, whether or not the additional request is granted.
- v) Declare that the information on this form and any other information given in support of this application are correct to the best of our knowledge.
- vi) That the final decision is at the discretion of the Designating Authority

Signature:

Name:

Designation:

Date:

Address:

Enterprise Singapore
Consumer Product Safety Office
230 Victoria Street
#09-00 Bugis Junction Office Tower
Singapore 188024

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Designation Scheme for CAB (Certification)

CERTIFICATE OF DESIGNATION

Certificate No:

Date of Issue :

Date of Expiry :

This is to certify that the Consumer Product Safety Office¹ (CPSO) has under the Designation Scheme for CABs, designate the certification body described below, to carry out product certification activities specified in the attached Annex subject to the terms and conditions specified therein.

CAB DESCRIPTION

Name of CAB :

Address of CAB :

CAB Identification :

Officer's name
for Designating Authority

¹ The Consumer Product Safety Office (CPSO) is an office overseen by Enterprise Singapore

The Consumer Product Safety Office (CPSO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSO is an office overseen by Enterprise Singapore.

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Scope of Designation as CAB (Certification) (Name of CAB)			
No.	Category of Controlled Goods	Technical Regulations	Basis of Designation

APPENDIX C

The Consumer Product Safety Office (CPSO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSO is an office overseen by Enterprise Singapore.

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GENERAL TERMS AND CONDITIONS OF DESIGNATION (CAB)
Annex to Certificate No:

CAB (Certification)

- 1 CAB (Certification) shall ensure that it maintains its accreditation status with SAC or in the case of a CAB (Certification) that is located in a country/custom territory other than Singapore with a recognized Accreditation Body. It shall also ensure that it maintains its memberships with IECEE CB Scheme if its recognition was granted, partly on the basis of these memberships.
- 2 CAB (Certification) shall ensure that its certification of Controlled Goods is in accordance with the procedures, rules and policies of the Consumer Product Safety Office (CPSO).
- 3 The duties of CAB (Certification) shall include publishing, maintaining, and making available to the CPSO on request:
 - (a) A list of Controlled Goods certifications, submission of testing/evaluation/certification reports and other information in connection with the business of product certification;
 - (b) Evidence of participation in appropriate proficiency testing programs; and
 - (c) Evidence that it carries out all other tasks stipulated in the Terms and Conditions of Designation.
- 4 CAB (Certification) must keep technical files on each and every Conformity Assessment Certification done by it and make such information available on request by the CPSO. The files shall be kept for a further period of 10 years after the expiry of the Certificate of Conformity.

For designation under the MRAs, CAB (Certification) may be required to keep and maintain a technical file on each and every product certified by them. The Technical File shall include such documents and information, and shall be kept for such period of time, as may be required for the purposes of the relevant MRA.
- 5 In the event CAB (Certification) having certified a Controlled Good, subsequently realises that the Controlled Goods does not comply with the applicable technical regulations, the CAB (Certification) shall immediately notify the Registered Supplier, and the CPSO in writing.
- 6 CAB (Certification) shall notify the CPSO in writing of any of the following no later than 2 weeks prior to the date on which it intends to effect such change:
 - (a) Changes in its legal, commercial, organisation or accreditation status;
 - (b) Changes in key personnel;
 - (c) Changes to its business address;
 - (d) Changes, which may affect continuing compliance with any of the criteria or

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requirements, specified by the CPSO or the relevant MRA partner

- 7 The designation of CAB (Certification) is valid for a period of 3 years. If the CAB (Certification) intends to maintain its designation, it shall apply for renewal of designated to the CPSO 6 months before the expiry date.

8 Reference to designation Status

- (a) CAB (Certification) may advertise its designation status with regard to standards or parts thereof which are included in the scope of designation. The scope of designation is specified in the Certificate of Designation.
- (b) The advertisement must not imply or otherwise suggest the CPSO approval of the Controlled Goods or imply that the CAB (Certification) is an agent or representative of the CPSO.
- (c) CAB (Certification) whose designation has been suspended or withdrawn for any reason shall discontinue advertisement of its designation status and not make any misleading statements regarding its designation status.

9 Post-recognition Surveillance

- (a) As and when required, the CPSO will conduct surveillance assessments and other non-routine assessments on the CAB (Certification) to ensure that its standard of practice is maintained or to investigate complaints made against a CAB (Certification) on matter related to its designation.
- (b) The CPSO shall require CAB (Certification) to participate in proficiency testing or other appropriate comparison exercises where such exercises are technically possible and within reasonable cost.

10 Withdrawal of Designation

- (a) The CPSO will suspend or withdraw the designation of the CAB (Certification) if:
 - (i) the CAB (Certification)'s membership with IECCE-CB or accreditation status is withdrawn;
 - (ii) it is found that the CAB (Certification) is not complying with the criteria or requirements of this procedure, or with the requirements that it was designated to; or
 - (iii) The CPSO determines there is a just cause for withdrawing the designation.
- (b) An CAB (Certification) whose designation has been suspended will be issued a notice of suspension by the CPSO and if necessary, the CPSO will meet the suspended CAB (Certification) to discuss any corrective measures to be undertaken by the suspended CAB (Certification). Where the CPSO is of the view that designation should be withdrawn, the CPSO will issue notice of withdrawal to the suspended CAB

(Certification) and request it to return the designation certificate to the CPSO.

- (c) A CAB (Certification) whose designation has been withdrawn is not allowed to continue any advertisement relating to its designation and not allowed to issue any test report.

Designation Scheme for CAB (Testing)

CERTIFICATE OF DESIGNATION

Certificate No:

Date of Issue :

Date of Expiry :

This is to certify that the Consumer Product Safety Office¹ (CPSO) has under the Designation Scheme for CABs, designate the testing body described below, to carry out product testing activities specified in the attached Annex subject to the terms and conditions specified therein.

CAB DESCRIPTION

Name of CAB :

Address of CAB :

Officer's name
for Designating Authority

¹ The Consumer Product Safety Office (CPSO) is an office overseen by Enterprise Singapore

The Consumer Product Safety Office (CPSO) safeguards consumer safety by ensuring consumer products supplied in Singapore are safe for use and comply with applicable safety standards. The CPSO is an office overseen by Enterprise Singapore.

Visit www.consumerproductsafety.gov.sg for more information.

Annex to Certificate No:

Scope of Designation as CAB (Testing) (Name of CAB)			
No.	Category of Controlled Goods	Technical Regulations	Basis of Designation

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APPENDIX D

GENERAL TERMS AND CONDITIONS OF DESIGNATION (CAB)
Annex to Certificate No:

CAB (Testing)

- 1 CAB (Testing) shall ensure that it maintains its accreditation status with SAC or in the case of a CAB (Testing) that is located in a country/custom territory other than Singapore with a recognized Accreditation Body. It shall also ensure that it maintains its memberships with IECEE CB Scheme if its recognition was granted, partly on the basis of these memberships.
- 2 CAB (Testing) shall ensure that its testing of Controlled Goods is in accordance with the procedures, rules and policies of the Consumer Product Safety Office (CPSO).
- 3 The duties of CAB (Testing) shall include publishing, maintaining, and making available to the CPSO on request:
 - (a) Testing/evaluation reports and other information in connection with the business of testing;
 - (b) Evidence of participation in appropriate proficiency testing programs; and
 - (c) Evidence that it carries out all other tasks stipulated in the Terms and Conditions of Designation.
- 4 CAB (Testing) shall notify the CPSO in writing of any of the following no later than 2 weeks prior to the date on which it intends to effect such change:
 - (a) Changes in its legal, commercial, organisation or accreditation status;
 - (b) Changes in key personnel;
 - (c) Changes to its business address;
 - (d) Changes, which may affect continuing compliance with any of the criteria or requirements, specified by the CPSO or the relevant MRA partner
- 5 CAB (Testing) shall maintain the standards of practice as are necessary to properly carry out the testing of products to the relevant safety requirements for which it is designated.
- 6 The designation of CAB (Testing) is valid for a period of 3 years. CAB (Testing) shall apply for renewal of designated to the CPSO 6 months before the expiry date.
- 7 Reference to designation Status
 - (a) CAB (Testing) may advertise its designation status with regard to standards or parts thereof which are included in the scope of designation. The scope of designation is specified in the Certificate of Designation.
 - (b) The advertisement must not imply or otherwise suggest the CPSO's approval of a Controlled Good or imply that the CAB (Testing) is an agent or representative of the CPSO.

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- (c) CAB (Testing) whose designation has been suspended or withdrawn for any reason shall discontinue advertisement of its designation status and not make any misleading statements regarding its designation status.

8 Post-recognition Surveillance

- (a) As and when required, the CPSO will conduct surveillance assessments and other non-routine assessments on the CAB (Testing) to ensure that its standard of practice is maintained or to investigate complaints made against a CAB (Testing) on matter related to its designation.
- (b) The CPSO shall require CAB (Testing) to participate in proficiency testing or other appropriate comparison exercises where such exercises are technically possible and within reasonable cost.

9 Withdrawal of Designation

- (c) The CPSO will suspend or withdraw the designation of the CAB (Testing) if:
 - (iv) the CAB (Testing)'s membership with IECEE-CB or accreditation status is withdrawn;
 - (v) it is found that the CAB (Testing) is not complying with the criteria or requirements of this procedure, or with the requirements that it was designated to; or
 - (vi) The CPSO determines there is a just cause for withdrawing the designation.
- (d) An CAB (Testing) whose designation has been suspended will be issued a notice of suspension by the CPSO and if necessary, the CPSO will meet the suspended CAB (Testing) to discuss any corrective measures to be undertaken by the suspended CAB (Testing). Where the CPSO is of the view that designation should be withdrawn, the CPSO will issue notice of withdrawal to the suspended CAB (Testing) and request it to return the designation certificate to the CPSO.
- (e) A CAB (Testing) whose designation has been withdrawn is not allowed to continue any advertisement relating to its designation and not allowed to issue any test report.

APPENDIX E

TECHNICAL FILE TO BE MAINTAINED BY CAB (CERTIFICATION/ TESTING)

List of documents in technical file to be maintained by CAB (Certification/ Testing) are as follows:

No	Type of Document	Remarks
1	Certificate of Conformity or equivalent (in English version <u>only</u>) (Applicable to CAB (Certification))	
2	Test Reports (in English version <u>only</u>)	
3	Full Electrical Wiring / Circuit Diagrams or Service Manual	Circuit diagrams must indicate the component's values, or alternatively, be supported with Bill of Material/Part List.
4	Photographs showing exterior (whole, front, top and rear view of controlled goods, nameplate, rating label, mains plug, etc.) and interior (critical safety components) views. Polaroid photographs as well as photocopies (in black and white) are <u>not</u> acceptable. Photographs for similar/derived models must also be kept together with the photographs of the basic model.	
5	Rating Label (if it is not clear in the photograph) To provide an original or clear photograph or artwork	
6	User Instruction Manual (English version must be included)	Need only to file the mandatory safety instruction(s) as required by technical regulations, if applicable.
7	Record of Modification, if any	

APPENDIX F

Notice No. :

Date of issue :

*Person in-charge
Position holding*

*CAB's Name
Company Address
Postal code*

Dear [*Salutation*]

AR REGISTERED

NOTICE OF SUSPENSION

At our recent [*post-designation*] surveillance exercise conducted on [*to specify date*], we have found that [*to specify CAB's name here*] has [*to specify offence CAB has committed & description of Controlled Goods*].

Take note that this is a contravention of [*to specify provision of the Regulations*] of the Enterprise Singapore Board (Conformity Assessment) Regulations.

By reason of the contravention of the above [*Regulation / Regulations*], the Designating Authority has decided to suspend the designation of [*to specify the CAB's name*] as [*the Conformity Assessment Body (CAB) designated*] to perform conformity assessment, with effect from [*to specify date of issue*].

We wish to draw your attention to the following provisions of the Regulations, which you are required to comply with, from the effective date of suspension: -

(a) Regulation [*to specify the specific regulation*] provides that "[*extract of the regulations*]"; and

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CONSUMER PRODUCT SAFETY OFFICE

(b) Regulation [*to specify the specific regulation*] provides that “[*extract of the regulations*]”.

We will reconsider restoring the status of designation if you furnish us within 14 days of the receipt of this notice, with satisfactory reasons supported by documents, if applicable, for the failure to comply with the aforementioned regulations. However, any restoration of designation shall be at the discretion of the Designating Authority whose decision shall be final and you will be informed of the final decision in due course.

Please contact [*to specify officer's name*] at DID: [*to specify officer's contact no.*] or email: [*officer's email address*], if you need further clarification or assistance.

Yours faithfully

[*Officer's name*]
for Designating Authority

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APPENDIX G

Notice No. :
Date of issue :

Person in-charge
Position holding

CAB's Name
Company Address
Postal code

AR REGISTERED

Dear [*Salutation*]

NOTICE OF WITHDRAWAL

We refer to the Notice of Suspension [*to specify notice no.*] dated [*to specify date of notice issued*].

Having considered your explanations and the documentation, we have decided to withdraw the [*designation*] of [*to specify the CAB's name*] as the [*Conformity Assessment Body designated*] to perform conformity assessment with immediate effect.

As provided in Regulation [*to specify provision of the regulation here*] of Enterprise Singapore (Conformity Assessment) Regulations, from the effective date of withdrawal, you are required to arrange to return the Certificate of Designation [*to state Certificate no here*] and any duplicate thereof to us immediately for cancellation at the following address: -

230 Victoria Street #09-00
Bugis Junction Office Tower
Singapore 188024

Telephone: 6898 1800
Website: www.consumerproductsafety.gov.sg
Email: consumerproductsafety@enterprisesg.gov.sg

Please contact [*officer's name*] at [*officer's contact no*] or email [*officer's email*], if you need

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PRODUCT SAFETY
OFFICE**

further clarification or assistance.

Yours faithfully

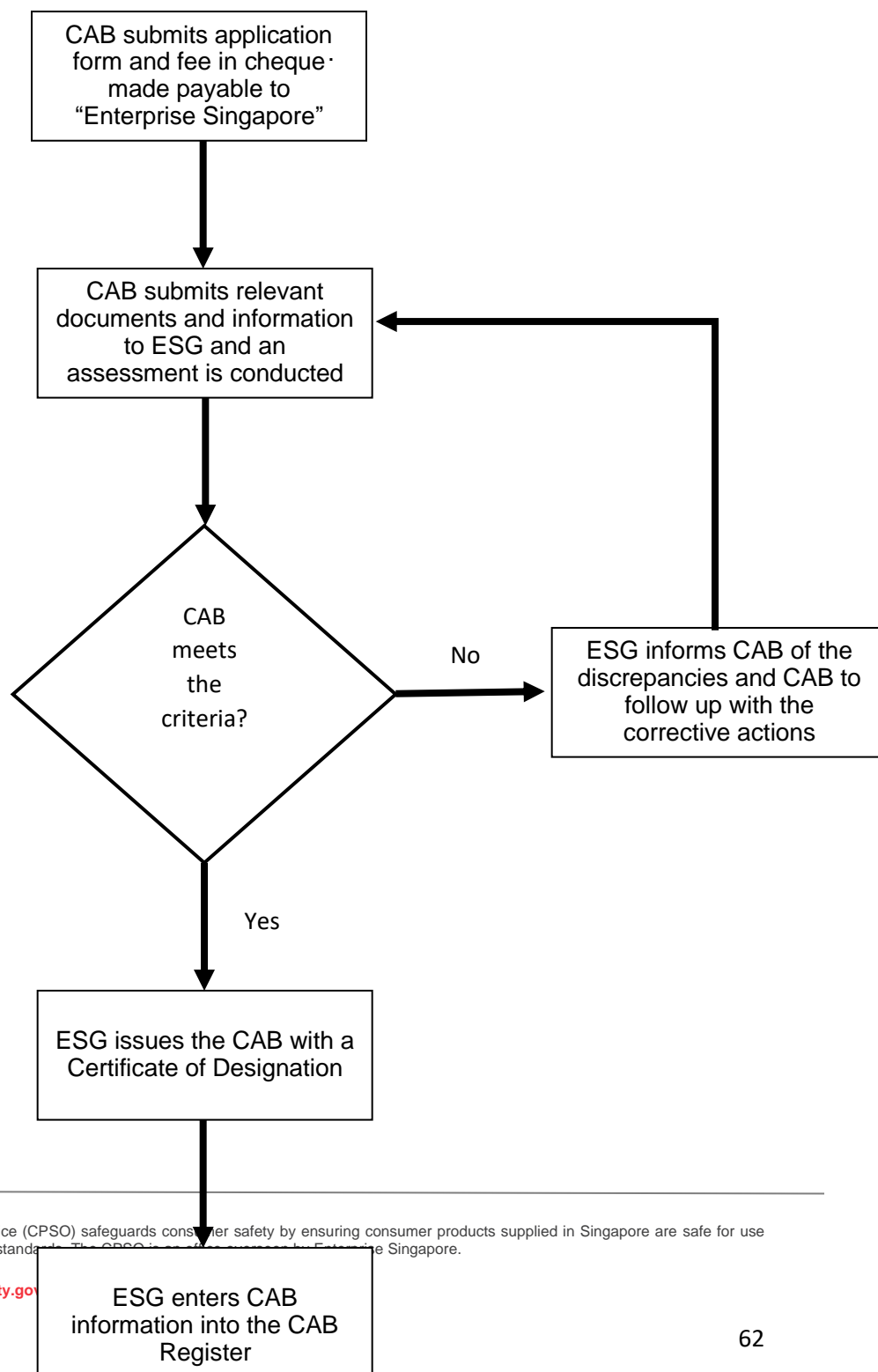
[*Officer's name*]
for Designating Authority

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Appendix H

FLOW CHART ON APPLICATION PROCEDURE OF DESIGNATION



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APPENDIX I

Summary of Updates

No.	Chapter	Changelog (only main changes will be highlighted)
1	NA	Updated division name to the Consumer Product Safety Office (CPSO). Updated the website URL from www.enterprisesg.gov.sg to www.consumerproductsafety.gov.sg

- END -