

# ENTERPRISE SINGAPORE BOARD (CONFORMITY ASSESSMENT)

## Information Booklet



### **Designating Authority**

Established under the Enterprise Singapore Board  
(Conformity Assessment) Regulations

(Revision 02)

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# 1 PREFACE

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This Information Booklet provides guidelines to 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 Enterprise Singapore, 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 Enterprise Singapore Board or Enterprise Singapore in short, 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

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Enterprise Singapore Board or Enterprise Singapore in short has been appointed the Safety Authority under the Consumer Protection (Safety Requirements) Regulations 1991. The Safety Authority approves and registers consumer products designated as Controlled Goods under the Singapore Consumer Protection (Safety Requirements) Registrations Scheme.

Under the Consumer Protection (Safety Requirements) Regulations, the Safety Authority 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 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 and Regulations. As the Designating Authority, Enterprise Singapore will:

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

To qualify for designation, CABs must fulfil 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.

Enterprise Singapore, the Designating Authority, will issue Certificate of Designation to **CAB (Certification/Testing)**. These certificates are valid for 3 years and may be renewed 6 months before the expiry date.

The Designating Authority will suspend and/or withdraw the designation of CAB (Certification/Testing) when they have contravened the terms 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.

### 3 KEY REGULATIONS TO NOTE

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- 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 2002 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 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.

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

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In order to qualify for Designation as a CAB (Certification/ Testing):

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

- a) Chapter 6 – “Controlled Goods and their Applicable Safety Standards”; and
- b) Chapter 7 – “Safety Authority’s requirements” of the Singapore Consumer Protection (Safety Requirements) Registration Scheme Information Booklet;
- c) For MRA designation, the CAB is to perform certification and/or testing for any regulated products to the MRA partner country’s requirements:

A CAB must fulfil the following criteria:

- (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 (previously known as ISO/IEC Guide 65: 1996) 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 the CAB (Certification) is applying for, must link up to 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 provide the Designating Authority or any such person as the Designating Authority may authorise 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)**

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Certification Bodies or Testing Laboratories located in a country/custom territory other than Singapore, who wish to be designated by Enterprise Singapore as a CAB (Certification/Testing) to carry out testing of Controlled Goods to the applicable safety standards and the Safety Authority's requirements stipulated in Chapter 6 and Chapter 7 of the Singapore Consumer Protection (Safety Requirements) Registration Scheme Information Booklet must fulfil 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 of IECEE CB scheme relevant to its recognition, where the product is an electrical and/or electronic products;
  - (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 other premises to enable the Designating Authority or such person to observe and assess the testing procedures of the laboratory.
- (h) It sets up procedures for ensuring that its staff know and can comply with the latest Safety Authority requirements on an on-going basis.
- (i) In the case of a testing laboratory, it needs to ensure that all necessary test equipment is provided with proper characteristics and tolerances.



- (j) In the case of a testing laboratory, it needs to sets up a procedure for maintaining proper calibration of test equipment;
- (k) Test results from the testing laboratory will need to be certified by an Enterprise Singapore designated CAB (Certification).

## 6 INFORMATION TO BE PROVIDED WHEN APPLYING FOR DESIGNATION

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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”;
- (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 personnel<sup>1</sup> 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 (previously named as ISO/IEC Guide 65: 1996) for certification body); or
  - (ii) Documentary evidence of membership with the IECEE CB scheme or IECEE CB-FCS;
- (g) Its Laboratory Layout (applicable for those seeking to be designated 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 to be used by the CAB (Certification/Testing)
- (j) Its Quality Manual, Quality Procedure, Work Instruction; and
- (k) Information on its key personnel<sup>1</sup>, share holdings, directorship with other companies, criminal records and suspension records if any.

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

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

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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;
- (c) Documents evidencing its incorporation;
- (d) Its Organisation Structure and Staffing Chart with evidence of qualifications of key personnel<sup>2</sup> 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 if any;
  - (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;
- (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 test report;
- (i) Its Quality Manual, Quality Procedure; and
- (j) Information on its key personnel: share holdings, directorship with other companies, criminal records and suspension records if any.

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

## 8 APPLICATION PROCEDURE

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The application procedure for designation as a CAB (Certification/Testing) in Singapore 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) The Designating Authority will then conduct a visit to the applicant's premises for a site assessment.
- (d) If the applicant fulfils 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; 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

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

<u>Fee Charges for:-</u>	<u>Fee</u>
(a) Application and Renewal of Designation as a :	
(i) Testing CAB	- S\$500*
(ii) Certification CAB	- S\$500*
(iii) Testing and Certification CAB	- S\$500
(b) Application and Renewal of Designation as an Overseas CAB (Certification/ Testing)	- S\$500*
(c) Pre-post administrative activities, assessment preparation and documentation review	- S\$1000* -
(d) Site Assessment and Surveillance Visit	- based on S\$1000* per man day, per officer from Enterprise Singapore who is appointed to conduct the assessment or surveillance visit

**\* NOTE:** (a) All fees indicated above are subject to the goods and services tax (GST) chargeable under the Singapore's Goods and Service Tax Act (Cap. 117A). This is applicable only to jobs that are carried out in Singapore.

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

(b) 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

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Designations as CAB (Certification/Testing) shall be valid for a period of 3 years, and shall be renewed 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 completed Renewal Form Cab 03b (appendix B).
  - i) A non-refundable renewal fee of S\$500 (refer to Chapter 9 for fees charges) made payable to Enterprise Singapore
- 2) Investigative assessments as a result of complaints filed with the Designating Authority.



## 12 DUTIES AND OBLIGATIONS

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### 12.1 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 its designation was granted, partly 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 products 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 equipment is in accordance with the procedures, rules and policies of Enterprise Singapore stipulated in Chapter 6 – “Controlled Goods and their Applicable Safety Standards” and Chapter 7 – “Safety Authority’s Requirements” of the Singapore Consumer Protection (Safety Requirements) Registration Scheme Information Booklet;

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

- (4) The CAB (Certification/Testing) shall notify Enterprise Singapore 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 product for conformity to the requirements for which it is designated;
- (5) The CAB (Certification/Testing) shall publish, maintain, and make available to Enterprise Singapore on request:
  - (a) A list of product 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.



## 12 DUTIES AND OBLIGATIONS

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- (6) The CAB (Certification/Testing) must keep and maintain a technical file as stated in Chapter 13 – Technical File. The information must be made available upon request by Enterprise Singapore.
- (7) The CAB (Certification/Testing) 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 Enterprise Singapore 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 Safety Authority's safety requirements without delay, unless CAB (Certification/Testing) has good reason for not doing so. The applicable safety standards and the Safety Authority's safety requirements can be found in Chapter 6 and Chapter 7 of the information booklet titled the Singapore 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 a Controlled Goods, subsequently realises that the product fails to comply with the applicable safety standards and the Safety Authority's requirements, the CAB (Certification/Testing) shall immediately notify the Registered Supplier, and Enterprise Singapore 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 products to the relevant safety requirements for which it is designated.
- (13) If the CAB (Testing) were to subcontract any testing of controlled goods for the CPS Scheme, it shall only subcontract to testing laboratories that are designated by Enterprise Singapore.
- (14) The CAB (Certification/Testing) shall issue its Certificate of Conformity or test report in the format that is acceptable to Enterprise Singapore. 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 and test report to be issued for the CPS Scheme.



### 13 TECHNICAL FILE

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

The Technical file shall be kept for a period of 10 years after the expiry of the Certificate of Conformity. Appendix D 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 Enterprise Singapore upon request.

## **14 POST-DESIGNATION SURVEILLANCE**

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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.

## 15 SUSPENSION OR WITHDRAWAL OF DESIGNATION

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- 15.1 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 product for conformity to the relevant safety standards and the Safety Authority's requirements stipulated in Chapter 6 and 7 of the Singapore Consumer Protection (Safety Requirements) Registration Scheme 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 fulfil the requirements stipulated in the EE MRA.
- 15.2 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:
- (a) 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);
  - (b) If necessary, meet the suspended CAB (Certification/Testing) to discuss any corrective measures to be undertaken by the suspended CAB;
  - (c) 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;
  - (d) Disallow a CAB (Certification/Testing) whose designation has been suspended from issuing any Certification or Test Report during the period of suspension.

## 15 SUSPENSION OR WITHDRAWAL OF DESIGNATION

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- 15.3 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 Certification or Test Report.

## **16 PROCEDURE FOR LIFTING OF SUSPENSION / AGAINST WITHDRAWAL**

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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 that such 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.

### 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 Safety Authority's requirements 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 Enterprise Singapore, 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 Standards, Productivity and Innovation Board Act.
- 9 **IEC** means the International Electrotechnical Commission.
- 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 **Safety Authority** means the Enterprise Singapore Board established under Section 3 of the Standards, Productivity and Innovation Board Act (Chapter 303A).



### DEFINITIONS

- 16     **SAFETY Mark** means the SAFETY Mark specified in the Second Schedule of the Consumer Protection (Safety Requirements) Regulations.
- 17     **APLAC** means Asia Pacific Laboratory Accreditation Co-operation.
- 18     **ILAC** means International Laboratory Accreditation Co-operation.
- 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.



**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 Enterprise Singapore at the address given below together with the following:
  - a) Non-refundable application processing fee of S\$500 + GST amount i.e. S\$535. 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; and
  - i) Information on its key personnel: share holdings, directorship with other companies, criminal records and suspension records if any.
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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**Enterprise Singapore**

Solaris, 1 Fusionopolis Walk, #01-02 South Tower, Singapore 138628

Tel : 1800-773 3163 Fax : 6278 9885 Website : [www.enterprisesg.gov.sg](http://www.enterprisesg.gov.sg)

## APPENDIX B

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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 Enterprise Singapore from and against all liabilities, damages, claims, cost and expenses incurred or sustained by Enterprise Singapore as a result of any action taken by Enterprise Singapore relating to the designation as CAB (Certification/Testing).
- iii) Allow Enterprise Singapore 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:**

**Enterprise Singapore**

Solaris, 1 Fusionopolis Walk, #01-02 South Tower, Singapore 138628

Tel : 1800-773 3163 Fax : 6278 9885 Website : [www.enterprisesg.gov.sg](http://www.enterprisesg.gov.sg)

## APPENDIX B

Form CAB 03b



### 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 + GST amount i.e. S\$535. 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 and Certificate of Designation number:

--

Contact Name & Designation of applicant:

Email:

--

--

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

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Tel : 1800-773 3163 Fax : 6278 9885 Website : [www. enterprisesg.gov.sg](http://www.enterprisesg.gov.sg)

## APPENDIX B

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- ii) Indemnify Enterprise Singapore from and against all liabilities, damages, claims, cost and expenses incurred or sustained by Enterprise Singapore as a result of any action taken by Enterprise Singapore relating to the renewal as CAB (Certification/ Testing).
- iii) Allow Enterprise Singapore 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 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:**

**Enterprise Singapore**

Solaris, 1 Fusionopolis Walk, #01-02 South Tower, Singapore 138628

Tel : 1800-773 3163 Fax : 6278 9885 Website : [www. enterprisesg.gov.sg](http://www.enterprisesg.gov.sg)



**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 Enterprise Singapore 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 number:

Contact Name & Designation of applicant:

Email:

Tel:

Fax:

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

**Enterprise Singapore**

Solaris, 1 Fusionopolis Walk, #01-02 South Tower, Singapore 138628

Tel : 1800-773 3163 Fax : 6278 9885 Website : [www.enterprisesg.gov.sg](http://www.enterprisesg.gov.sg)

## APPENDIX B

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

Products:

Applicable Standards:

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; and

**Enterprise Singapore**

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## APPENDIX B

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- ii) Indemnify Enterprise Singapore from and against all liabilities, damages, claims, cost and expenses incurred or sustained by Enterprise Singapore as a result of any action taken by Enterprise Singapore relating to the renewal as CAB (Certification/ Testing).
- iii) Allow Enterprise Singapore 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 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:**

**Enterprise Singapore**

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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 Enterprise Singapore Board or Enterprise Singapore in short has under the Designation Scheme for CAB designated by Enterprise Singapore, 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

Scope of Designation as CAB (Certification) (Name of CAB)		
Category of Controlled Goods	Technical Regulations	Basis of Designation

SPECIMEN

## **Annex to Certificate No:**

### **Terms & Conditions of Designation for CAB (Certification)**

#### **Obligations of the CAB (Certification)**

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 and IECEE CB-FCS if its designation was granted, partly on the basis of these memberships.

CAB (Certification) shall ensure that its certification of equipment is in accordance with the procedures, rules and policies of Enterprise Singapore.

The duties of CAB (Certification) shall include publishing, maintaining, and making available to Enterprise Singapore on request:

- (a) A list of product certifications, submission of testing/evaluation/certification reports and other information (such as circuit diagram, photographs in technical file);
- (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 Enterprise Singapore. 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 product fails to comply with the applicable technical regulations, the CAB (Certification) shall immediately notify the Registered Supplier, and Enterprise Singapore in writing.
- 6 CAB (Certification) shall notify Enterprise Singapore 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 Enterprise Singapore or the relevant MRA partner

The designation of CAB (Certification) is valid for a period of 3 years. CAB (Certification) shall apply for renewal of designation to Enterprise Singapore 6 months before the expiry date.

## 7 Reference to Designation Status

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.

The advertisement must not imply or otherwise suggest Enterprise Singapore's approval of a product or imply that the CAB (Certification) is an agent or representative of Enterprise Singapore.

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-designation Surveillance

- (a) As and when required, Enterprise Singapore 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 CAB (Certification) on matter related to its designation.
- (b) Enterprise Singapore 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) Enterprise Singapore will suspend or withdraw the designation of a CAB (Certification) if :
  - (i) The CAB (Certification) membership with IECEE-CB or accreditation 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 authorised to; or
  - (iii) Enterprise Singapore determines there is a just cause for withdrawing the designation.
- (b) A CAB whose designation has been suspended will be issued a notice of suspension by Enterprise Singapore and if necessary, Enterprise Singapore will meet the suspended CAB (Certification) to discuss any corrective measures to be undertaken by the suspended CAB. Where Enterprise Singapore is of the view that the designation should be withdrawn, Enterprise Singapore will issue notice of withdrawal to the suspended CAB and request it to return the designation certificate to Enterprise Singapore.
- (c) A CAB whose designation has been withdrawn is not allowed to continue any advertisement relating to its designation and not allowed to issue any certification.

- End -

Designation Scheme for CAB (Testing)

**CERTIFICATE OF DESIGNATION**

**Certificate No:**

Date of Issue :

Date of Expiry :

This is to certify that the Enterprise Singapore Board or Enterprise Singapore in short has under the Designation Scheme for CAB designated by Enterprise Singapore, 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



Annex to Certificate No:

Scope of Designation as CAB (Certification) (Name of CAB)		
Category of Controlled Goods	Technical Regulations	Basis of Designation

Annex to Certificate No:



**Terms & Conditions of Designation as CAB (Testing)**

Obligations of 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 IECCE CB Scheme if its recognition was granted, partly on the basis of these memberships.
- 2 CAB (Testing) shall ensure that its testing of equipment is in accordance with the procedures, rules and policies of Enterprise Singapore.
- 3 The duties of CAB (Testing) shall include publishing, maintaining, and making available to Enterprise Singapore 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 Recognition.
- 4 CAB (Testing) shall notify Enterprise Singapore 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 its ability to properly test any product for conformity to the requirements for which it is recognised.
- 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 Enterprise Singapore 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 Enterprise Singapore's approval of a product or imply that the CAB (Testing) is an agent or representative of Enterprise Singapore.
  - (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, Enterprise Singapore 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) Enterprise Singapore 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

- (a) Enterprise Singapore will suspend or withdraw the designation of the CAB (Testing) if:
  - (i) the CAB (Testing)'s membership with IECEE-CB or accreditation status is withdrawn;
  - (ii) 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
  - (iii) Enterprise Singapore determines there is a just cause for withdrawing the designation.
- (b) An CAB (Testing) whose designation has been suspended will be issued a notice of suspension by Enterprise Singapore and if necessary, Enterprise Singapore will meet the suspended CAB (Testing) to discuss any corrective measures to be undertaken by the suspended CAB (Testing). Where Enterprise Singapore is of the view that designation should be withdrawn, Enterprise Singapore will issue notice of withdrawal to the suspended CAB (Testing) and request it to return the designation certificate to Enterprise Singapore.
- (c) 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.

- End -



**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	<b>Certificate of Conformity or equivalent</b> (in English version <u>only</u> )	
2	<b>Test Reports</b> (in English version <u>only</u> )	
3	<b>Full Electrical Wiring / Circuit Diagrams or Service Manual</b>	Circuit diagrams must indicate the component's values, or alternatively, be supported with Bill of Material/Part List.
4	<b>Photographs</b> 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	<b>Rating Label</b> (if it is not clear in the photograph) To provide an original or clear photograph or artwork	
6	<b>User Instruction Manual</b> (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	

Notice No. :  
Date of issue :

*Person in-charge*  
*Position holding*

*CAB's Name*  
*Company Address*  
*Postal code*

Dear [*Salutation*]

**FAX & 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
- (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

Notice No. :  
Date of issue :

*Person in-charge*  
*Position holding*

*CAB's Name*  
*Company Address*  
*Postal code*

**FAX & 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: -

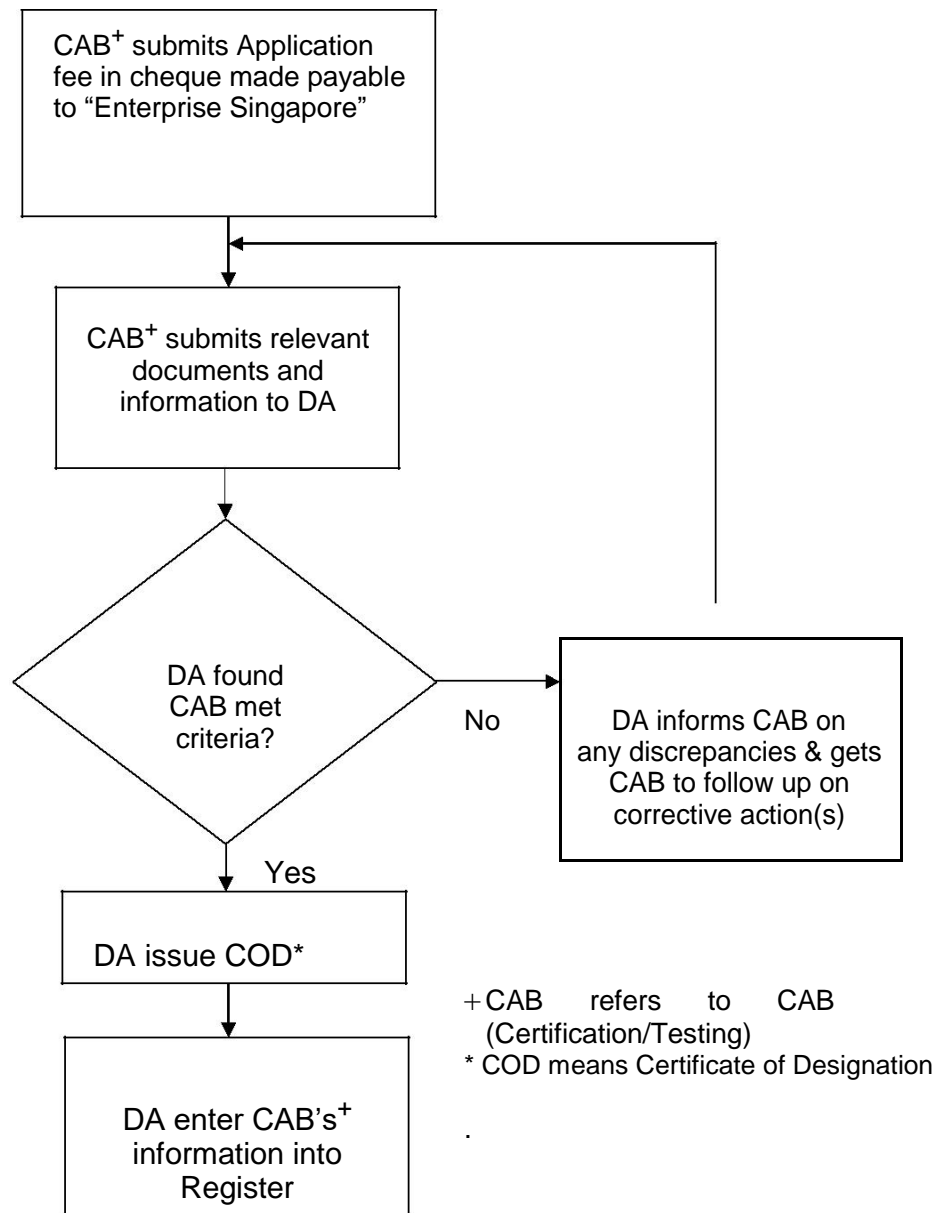
Enterprise Singapore  
2 Fusionopolis Walk  
#15-01, Innovis  
Singapore 138634  
Tel: 6279 1834  
Fax: 6278 9885

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

Yours faithfully

[*Officer's name*]  
for Designating Authority

FLOW CHART ON APPLICATION PROCEDURE OF DESIGNATION



## APPENDIX I

### Summary of Updates

Item	Before	After
Cover page	Version 3.0	Revision 00
Address of Enterprise Singapore	2 Bukit Merah Central Singapore 159835	Enterprise Singapore 1 Fusionopolis Walk #01-02 South Tower, Solaris Singapore 138628
Chapter 17	Assessment by Singapore Accreditation Council (SAC)	Removed as SAC no longer undertaking the initial assessment on potential CAB and RTL.
Appendix A		Revised some of the terminology and definitions.
Appendices B to E	(a) Application form for Designation/Recognition (b) Renewal form for Designation/Recognition	Removed The respective forms can be accessible directly from the website
Appendices F to L		Renumbering of these appendices to Appendices B to H due to deletion of some Chapters and Appendices
Appendix H	Designation of LabOne (S) Pte Ltd as Testing Laboratory for Australia	Removed "LabOne (S) Pte Ltd" as the testing laboratory has closed down.
	Designation of LabOne (S) Pte Ltd as testing laboratory for:- - BSMI-SPRING EEMRA - ASMRA (Australia) - ANZSCEP ( New Zealand)	Removed "LabOne (S) Pte Ltd" as the testing laboratory for - BSMI-ESG EEMRA - ASMRA (Australia) - ANZSCEP ( New Zealand)
	TUV SUD PSB Pte Ltd as a testing and certification body for APEC EE MRA (Australia) and ASMRA	Removed
	nil	(new) Added TUV SUD PSB Pte Ltd as the testing and certification body for Korea under the KSFTA EE MRA.
	TUV SUD PSB Pte Ltd as a testing and certification body for ASEAN EE MRA.	Update the latest scope of designation of TUV SUD PSB Pte Ltd for ASEAN Member States under the ASEAN EE MRA.
	TUV SUD PSB Pte Ltd as a testing and certification body for BSMI under the BSMI-SPRING EE MRA.	Update the latest scope of designation of TUV SUD PSB Pte Ltd for BSMI under the BSMI-ESG EE MRA.
Appendix G	Designated CABs under the CECA EE MRA (India)	Removed
Cover Page	Revision 01	Revision 02
Entire Booklet	Spring Singapore CAB (Local)	Enterprise Singapore CAB (Certification/Testing)
	www.spring.gov.sg	www.enterprisesg.gov.sg

- END -