

CONSUMER PRODUCT SAFETY OFFICE

Reference : CPSO- 270123-06
Date : 27 Jan 2023
To : Registered Suppliers and Conformity Assessment Bodies
Subject : Updates to renewal processes for CoCs issued by the Consumer Product Safety Office, Enterprise Singapore

Dear Registered Suppliers (RSes) and Conformity Assessment Bodies (CABs),

This circular aims to update on changes to the process for renewing the registration of Controlled Goods with Certificates of Conformity (CoCs) issued directly by the Consumer Product Safety Office (CPSO).

2. With effect from 27 Jun 2023, please be informed that the CPSO will no longer process renewal applications for Controlled Goods with CoCs that were directly issued by the CPSO (i.e., CoCs ending in -00), if other CABs (Certification) have the relevant certification scope.
3. For cases where CoCs issued by the CPSO are renewed by a CAB (Certification), the CoC number will remain unchanged, and RSes will be able to continue using the existing Safety Mark number(s).
4. RSes seeking to renew CoCs issued by the CPSO may contact the CPSO to find out if there are any CAB (Certification) with the certification scope for the product.
5. CPSO will only process the CoC renewal if no CAB (Certification) has the certification scope for the Controlled Good undergoing renewal.
6. RSes will be required to provide the CAB (Certification) with the following documents to process the renewal:
 - a. Test report(s)
 - For renewal of high risk Controlled Goods
 - Valid new test report(s) will be required.
 - For renewal of low/medium risk Controlled Goods
 - Registered Suppliers may provide the CAB with the **existing test report(s)** indicated on the CoC.
 - Additional test report(s) may be required under the following scenarios:
 - I. there are modification(s) made to the Controlled Good

**CONSUMER
PRODUCT SAFETY
OFFICE**

- II. there are updates to the required standard(s)
 - III. the CAB (Certification) detects irregularities in the test report(s) provided
- b. Document declaring if there were modifications made to the product. This can be form CoC07 (available for download at <https://www.consumerproductsafety.gov.sg/suppliers/cpsr/resources/>), or an equivalent form(s) provided by the CAB (Certification)
 - c. Certificate of Conformity (CoC)
 - d. Components of the technical file where applicable, such as:
 - Full Electrical Wiring/Circuit Diagram
 - Rating label
 - e. Any other documents as required by the CAB
7. Please refer to the appended Frequently Asked Questions for any questions that you may have. If your question is not answered there, please contact the CPSO at consumerproductsafety@enterprisesg.gov.sg

Issued by:

The Consumer Product Safety Office

This is a computer-generated circular and no signature is required.

Frequently Asked Questions for Circular CPSO- 270123-06

Q. Will this regulatory update affect CoCs issued by CABs(Certification)?

A. No. Renewal of such CoCs will continue to be done by the CAB (Certification) responsible for its issue (i.e., there are no changes to the renewal process).

Q. Will this regulatory update incur additional costs for RSeS?

A. There may be additional CAB(Certification) fees for document review. Do note that no additional test report will be required when CAB (Certification) renew CoCs originally issued by CPSO if the **existing documents are in order.**

Q. Will RSeS be able to register new Controlled Goods or renew existing registrations if there are no CAB (Certification) with the required certification scope

A. In such cases, the CPSO would process the registration/renewal application and issue CoCs as an interim measure, to avoid delays to the Controlled Good registration process. Should a CABs (Certification) obtain the required certification scope subsequently, the CPSO will no longer process renewal application(s) for the product.

Q. Can RSeS choose to approach CAB (Certification) to renew CoCs that were originally issued by CPSO before the 27th June 2023 deadline?

A. Yes