

**ENTERPRISE SINGAPORE BOARD
(CONFORMITY ASSESSMENT)**

Information Booklet

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

Enterprise Singapore

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

Hotline : 6898 1800
Website : www.consumerproductsafety.gov.sg

Published : 1 April 2002

Updated : 1 November 2021

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without prior written permission of the publisher.

Table of Contents

| | | |
|-----------------|--|----|
| 1. | Preface | 4 |
| 2. | Introduction | 5 |
| 3. | Key Regulations under the Enterprise Singapore Board (Conformity Assessment) Regulations | 6 |
| 4. | Criteria for Designation as a Local CAB (Certification/ Testing) | 7 |
| 5. | Criteria for Designation as an Overseas CAB (Certification/Testing) | 9 |
| 6. | Information to Be Provided When Applying for Designation | 11 |
| 7. | Application Procedure | 12 |
| 8. | Application Fees | 13 |
| 9. | Validity Period of Designation and Renewal of Designation | 14 |
| 10. | Requirements on Subcontracting of Tests | 15 |
| 11. | Technical File | 16 |
| 12. | Post-designation Surveillance | 17 |
| 13. | Suspension or Withdrawal of Designation | 18 |
| Appendix | | |
| A | Definitions | 21 |
| B | Application, Renewal and Scope expansion forms | 23 |
| C | Conditions of Designation for CAB (Certification) | 29 |
| D | Conditions of Designation for CAB (Testing) | 35 |
| E | Technical file to be maintained by CAB (Certification/ Testing) | 41 |
| F | Flow Chart on Application Procedure of Designation | 42 |
| G | Summary of Updates | 43 |

CONSUMER PRODUCT SAFETY OFFICE

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, criteria and designation conditions stipulated in this booklet before applying to the Consumer Product Safety Office (CPSO), which is overseen by 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 CPSO 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.

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

Telephone: 6898 1800

Email: consumerproductsafety@enterprisesg.gov.sg

Website: www.consumerproductsafety.gov.sg

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 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. Such method of certification is called a Third-Party Certification Scheme.

Based on the designation functions assigned under the Enterprise Singapore Board Act section 6(2)(i)(ii) and Enterprise Singapore Board (Conformity Assessment) Regulation's regulation 7, the CPSO will designate CABs that are:

- located in Singapore to perform certification and/or testing of Controlled Goods under the CPSR
- located in Singapore to perform certification and/or testing of regulated products to the Mutual Recognition Agreement or Arrangement (MRA) partner's requirements
- located in a country/custom territory other than Singapore to carry out certification and/or testing of Controlled Goods under the CPSR

To qualify for designation, CABs must fulfill the criteria of designation. They shall demonstrate their compliance to ISO/IEC 17065 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 Chapters 4 and 5 of this information booklet.

Upon successful designation, the CPSO will issue a Certificate of Designation to the CAB. These certificates are valid for 3 years (subject to compliance with the designation conditions listed in Appendix C and D) and may be renewed 6 months before the expiry date.

The CPSO will suspend and/or withdraw the designation of CAB if they were to contravene any of the designation conditions. The procedure for suspension, lifting of suspension/against withdrawal of designation is described in detail in Chapter 13.

3 Key Regulations under the Enterprise Singapore Board (Conformity Assessment) Regulations

A CAB whose designation has been suspended or withdrawn:

- shall immediately discontinue any advertisement relating to its designation and shall not make any further advertisement or other representation as to such designation. [regulation 16 (2)]
- shall not issue any CoC 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 CPSR or for the purposes of the relevant MRA. A CAB which contravenes the above shall be guilty of an offence. [regulations 17 (4) and 17 (5)]

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 17 (8)]

Where the CPSO 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. [regulation 6 (2)]

Throughout the period of its designation, a CAB must:

- remain eligible for designation
- maintain the standards of practice as are necessary for the CAB to properly carry out the testing or certification of products to the relevant requirements for which the CAB is designated
- comply with the guidelines as to the standards of practice [regulations 15 (1) and 15 (2)]

For the purpose of monitoring compliance with the above, the CPSO may:

- conduct such surveillance assessments as it thinks fit (the CAB is required to pay to the CPSO all reasonable costs and expenses incurred)
- require the CAB to participate in proficiency testing or any other comparison exercise that the CPSO may reasonably require. [regulations 15 (3) and 15 (4)]

A person who obstructs the CPSO in the conduct of any surveillance assessment mentioned above shall be guilty of an offence. [regulation 15 (5)]

A CAB must notify the CPSO in writing of the occurrence of any change to its key personnel (i.e., director, managing director, technical manager, quality manager or testing personnel of the CAB) not later than 2 weeks before that occurrence. [regulations 11 (3) and 11 (5)]

4 Criteria for Designation as a Local CAB (Certification/Testing)

The CAB (Certification/Testing) is to perform certification /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 be accredited to the following ISO/IEC standards OR must be a member of the IECEE CB Scheme for testing laboratories and IECEE CB-FCS for certification bodies, respectively.
 - (i) ISO/IEC 17025: 2017 for testing laboratories.
 - (ii) 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 CPSO 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 CPSO 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.

**CONSUMER
PRODUCT SAFETY
OFFICE**

- (g) It shall provide to the CPSO 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 CPSO, or any such person as the CPSO may authorize, access to the laboratory or other premises of the CAB to enable the CPSO or such person to observe and assess the testing and certification procedures of the CAB.

5 Criteria for Designation as an Overseas 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 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 be accredited to:
 - a) ISO/IEC 17065: 2012 for product certification bodies.
 - b) ISO/IEC 17025: 2017 for testing laboratoriesAlternatively, membership to the IECCE 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) It has the knowledge, capability and competence to perform the certification and/or tests for conformity to the relevant requirements as specified by the CPSO.
- (e) It shall provide to the CPSO such other information or documents as may be required by the CPSO.
- (f) It shall provide the CPSO or any such person as the CPSO may authorise access to the Certification body and/or Testing laboratory or other premises to enable the CPSO or such person to observe and assess the testing procedures of the laboratory.
- (g) 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.

**CONSUMER
PRODUCT SAFETY
OFFICE**

- (h) In the case of a testing laboratory, it shall ensure that all necessary test equipment is provided with proper characteristics and tolerances.
- (i) In the case of a testing laboratory, it shall set up a procedure for maintaining proper calibration of test equipment.
- (j) 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

Local/ overseas CABs that satisfy the criteria in Chapter 4 or 5 are required to submit to the CPSO, 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 8 on fees charges) via electronic payment to Enterprise Singapore (other payment modes such as telegraphic transfer can also be accepted).
- (c) Documents evidencing its legal entity's incorporation or registration.
- (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 and scope of Accreditation to the relevant ISO/IEC standards (ISO/IEC 17025: 2017 for testing laboratory 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, if applying to be 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.
- (k) Information on its key personnel¹, shareholdings, 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.
- (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 CPSO for the purpose of designation

¹ Key personnel include Technical Managers, Quality Manager, Board Director as well as testing personnel as defined by Enterprise Singapore Board (Conformity Assessment) Regulations.

7 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 and application fee (when invoiced) to the CPSO for processing.
- (b) The CPSO then evaluates the application against the criteria as specified in Chapters 4 or 5 (depending on the type of application). The CPSO will feedback to the applicant on any discrepancies found.
- (c) Upon confirmation of the receipt of the fee payment, the CPSO 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 that includes the Designation 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 CPSO 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 F.

CONSUMER PRODUCT SAFETY OFFICE

8 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 local/ overseas CAB (Certification or Testing) | S\$500 |
| b) Pre-post administrative activities, assessment preparation and document reviews | Prevailing rates* |
| c) Site assessment or surveillance visit | Prevailing rates* |

* Based on per man day (subject to changes), per officer from the CPSO, 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:

For CAB (Certification/ Testing) located outside Singapore, the payment can be made either by electronic payment, 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.

9 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 designation conditions). 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 CPSO is NOT allowed to be renewed.

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

- (a) A completed Renewal Form CAB 03b (Appendix B) and/ or Form CAB 03c (Appendix B) for other change requests
- (b) A non-refundable renewal fee of S\$500 (refer to Chapter 8 for fees charges) made payable to Enterprise Singapore

10 Requirements on Subcontracting of Tests

CAB (Testing) are required to note the following subcontracting conditions.

- (a) For subcontracting of any testing of Controlled Goods for the CPS scheme, the CAB (Testing) shall only subcontract:
- clauses that are allowed to be subcontracted in accordance with each IEC standard
 - to test laboratories with valid accreditation for the subcontracted scope; and
 - to test laboratories that are listed as an approved subcontractor for the CAB (testing)
- (b) For any subcontracted testing of Controlled Goods for the CPS scheme, the CAB (Testing) shall indicate in the testing summary of the test report:
- the subcontractor details; and
 - the clauses that were subcontracted

11 Technical File

A CAB (Certification/ Testing) is required to keep and maintain a Technical File on 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.

12 Post-designation Surveillance

As and when required, the CPSO may conduct surveillance assessments, and other non-routine assessments on the CAB (Certification/ Testing) within the period of the CAB's designation. 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 CPSO 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.

The CPSO may require the CAB to pay to it all reasonable costs and expenses incurred in conducting any of such assessment.

13 Suspension or Withdrawal of Designation

- 13.1 The CPSO 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 CPSO 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 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 10, Appendix C, Appendix D, and/or any condition imposed by the CPSO on its designating; or
 - (f) It fails to maintain the standards required by the CPSO; 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 designated under an MRA, it fails to fulfill the requirements stipulated in that MRA.
- 13.2 In the event the CPSO is of the view that there is cause for the withdrawal of designation as CAB (Certification/Testing), the CPSO will suspend the designation of the CAB and:
- (a) Notify the respective CAB in writing of the suspension and the intention of the CPSO to withdraw the designation of the CAB.
 - (b) If necessary, meet the suspended CAB to discuss any corrective measures to be undertaken by the suspended CAB.
 - (c) Disallow the suspended CAB to continue any advertisement relating to its designation and stop making further advertisement or other representation as to such designation/recognition.
 - (d) Disallow the suspended CAB from issuing any Certification or Test Report during the period of suspension.
- 13.3 Upon suspension of its designation, the CAB will be allowed to make representations in writing to the CPSO 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 shall provide any documents or information together with an explanation as to why the suspension should be lifted and the designation not withdrawn.

**CONSUMER
PRODUCT SAFETY
OFFICE**

- 13.4 Where, after suspending the designation of a CAB, the CPSO takes the view that the designation of the CAB should be withdrawn, the CPSO will:
- (a) Notify the respective CAB of its intention in writing.
 - (b) Disallow the CAB 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 from the Register of designated CABs and request it to return its Certification of Designation to the CPSO for cancellation.
 - (d) Disallow the CAB from issuing any CoC or Test Report.

APPENDIX

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 a CAB that is either located in Singapore or in a country/customs territory other than Singapore and is designated by the CPSO to perform the following function(s) for products or controlled goods supplied in Singapore specified in the First Schedule to the CPSR, 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.
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.
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.

CONSUMER PRODUCT SAFETY OFFICE

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. **APLAC** means Asia Pacific Laboratory Accreditation Co-operation.
17. **ILAC** means International Laboratory Accreditation Co-operations.
18. **EA** means European Co-operation for Accreditation.
19. **PAC** means Pacific Accreditation Co-operation.
20. **IAF** means International Accreditation Forum.
21. **FCS** means Full Certification Scheme.

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

- under CPS Scheme
 for EE MRA Partner Country

APPLICANT'S DATA

Notes:

1. Please submit this form to the CPSO together with the following:
 - a) Incorporation or other business registration documents pertaining to the CAB.
 - b) Relevant audited financial statements for the last 3 years, including past claims on CAB arising from its operations if any.
 - c) 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.
 - d) 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.
 - e) The CAB's Laboratory Layout (applicable to those applying to be a Designated Testing Laboratory).
 - f) A sample copy of the test report (or certificate).
 - g) The CAB's Quality Manual.
 - h) Information on its key personnel: shareholdings, directorship with other companies, criminal records and suspension records if any; and
 - i) Any other documents deemed necessary by the CPSO for the purpose of designation
2. Full payment (including a non-refundable application fee of S\$500) should be made to Enterprise Singapore once the invoice is received.

Conformity Assessment Body's Name & Address:

Applicant Name & Designation:

Email Address:

Contact Number:

Fax Number:

**CONSUMER
PRODUCT SAFETY
OFFICE**

Standards(s), Specification(s) thereof for which designation is sought (if space is insufficient, please attach additional sheets):

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, regardless if 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) Accept that the decision for designation is at the discretion of the CPSO
- (vii) Accept the Conditions as a CAB(Testing) and/or CAB(Certification)

Signature:

Applicant Name and Designation:

Date:

Address:

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

**Application for Renewal of Designation of Conformity Assessment Body
(CAB) to Carry Out Product Testing/ Certification**

- under CPS Scheme
 for EE MRA Partner Country

APPLICANT'S DATA

Notes:

1. Please submit this form to the CPSO together with 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. Full payment (including a non-refundable application fee of S\$500) should be made to Enterprise Singapore once the invoice is received.

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

| |
|--|
| |
|--|

Applicant Name & Designation:

| |
|--|
| |
|--|

Email Address:

| |
|--|
| |
|--|

Contact Number:

| |
|--|
| |
|--|

Fax Number:

| |
|--|
| |
|--|

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.
- (iv) Supply any information needed for the assessment and to pay all fees due to Enterprise Singapore, regardless if renewal is granted.

**CONSUMER
PRODUCT SAFETY
OFFICE**

- (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) Accept that the decision for renewal is at the discretion of the CPSO.

Signature:

Applicant Name and Designation:

Date:

Address:

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

Application for Expansion of Scope or Other Additional Request (e.g., new testing/ certification officer) as a Designated Conformity Assessment Body (CAB (Certification/ Testing))

- under CPS Scheme
 for EE MRA Partner Country

APPLICANT'S DATA

Notes:

1. Please submit this form to the CPSO together with the following:
 - a) Latest accreditation certificate and schedule issued 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, Certificate of Designation (CoD) number and validity:

Applicant Name & Designation:

Email Address:

Contact Number:

Fax Number:

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

To provide details on scope expansion or other additional request:

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)

CONSUMER PRODUCT SAFETY OFFICE

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, training records, competency matrix of Staff:

Please attach details of supporting documents detailing staff'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
- (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) Accept that the decision for application is at the discretion of the CPSO.

Signature:

Applicant Name and Designation:

Date:

Address:

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

**Conditions of Designation for CAB (Certification)
Annex to Certificate No: XXX-CPS-CBC-XXXX**

1. These Conditions are made and imposed pursuant to regulation 7(1) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018 and apply to all applications for issue of a Certificate of Designation for Certification, and the operations of all Designated CAB upon approval of applications.
2. The approval and operations of any designated CAB are subject to these Conditions as set out herein as may be varied from time to time by the Consumer Product Safety Office (CPSO) as the Designating Authority. The CPSO reserves the right to vary the Conditions as may be required from time to time.
3. For avoidance of doubt, a breach of the conditions set out herein is a breach of regulation 17(1)(e) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018.

General Duties and Obligations of a Designated Conformity Assessment Body (CAB)

4. A designated CAB shall ensure familiarity and strict compliance with the duties and obligations of a designated CAB as set out in Part 3 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018. A copy of Part 3 is annexed herein.
5. A designated CAB shall ensure that its operations and testing are conducted in accordance with all procedures, rules and policies of the CPSO as may time to time be in force, and specifically the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, Enterprise Singapore Board (Conformity Assessment) Information Booklet, the Consumer Protection (Safety Requirements) Regulations, and the Consumer Protection (Safety Requirements) Information Booklet.
6. Where a CAB (Certification) knows or has reasons to believe that a product certified by it as conforming to any safety requirements for the purposes of the Consumer Protection (Safety Requirements) Regulations no longer conforms to those safety requirements, the CAB (Certification) must immediately notify in writing, the Designating Authority and any person to whom the CAB (Certification) has provided that certification.
7. A CAB (Certification) shall notify the Designating Authority immediately when it knows or has reasons to believe that a test report(s) submitted to it, by any CAB (Testing), CAB (Testing — MRA) or alternate testing laboratory as specified by the CPSO, for the purposes of certifying a product to be in conformance to the Safety Requirements specified by the CPSO under the Consumer Protection (Safety Requirements) Regulations, has:
 - (a) Obvious errors
 - (b) Critical tests omitted/ not conducted
 - (c) Tests that were improperly/ incorrectly conducted
 - (d) Tests conducted by CAB (Testing), CAB (Testing-MRA), or alternate testing laboratory that was not duly designated, or suspended/ withdrawn by the Designating Authority at the time of testing.

CONSUMER PRODUCT SAFETY OFFICE

8. In addition to the conditions set out in regulation 15 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, a designated CAB must throughout the period of its designation, remain eligible for designation by having an affiliated CAB (Testing) accredited for testing of the same scope for which the CAB (Certification) is designated to certify.
9. In strict accordance to regulation 11(3) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, a CAB (Certification) where applicable must notify the Designating Authority in writing of the **advance** occurrence of any of the following not later than 2 weeks **before** the change takes effect:
 - (a) The cessation of its business of certification of products relating to conformity assessment for which it is designated;
 - (b) Where the CAB (Certification) is a company (other than a publicly listed company) – any change to its shareholding;
 - (c) Any change to its organisational structure;
 - (d) Any change to its accreditation status/ schedule/ scope(s) which may affect its ability to function as a CAB (Certification) for CG under the CPSR, or its IECEE scheme membership, as the case maybe;
 - (e) Any change to its key personnel;
 - (f) Any change to its business address;
 - (g) Any change which may affect its ability to properly certify any product for conformity to the requirements which it is designated.

Duration and Renewal of Designation

10. In accordance with regulation 8 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, the designation of a CAB (Certification) shall be valid for a period of three (3) years from the date of designation and may be renewed in the manner and form required by the Designating Authority and subject to any additional conditions that the Designating Authority thinks fit.
11. Unless there are good and valid reasons why a designated CAB is not able to do so, an application for the renewal of designation of a CAB (Certification) must be made to the Designating Authority at least 6 months before the designation of the CAB expires.
12. The Designating Authority shall remain the sole arbiter as to whether the reasons provided by the designated CAB are good and valid. Designated CAB who does not apply for a renewal by the time stipulated and who are not able to satisfy the Designating Authority as to the reasons for delay, may be required to re-apply for designation.

Suspension and Withdrawal of Designation

13. With the approval of the Designating Authority, a CAB (Certification) may request for the voluntary withdrawal of its designation by submitting to the Designating Authority a written request for such withdrawal. The written request should include reasons why the CAB

CONSUMER PRODUCT SAFETY OFFICE

(Certification) wishes for its designation to be withdrawn and a declaration that such a withdrawal would not prejudice any of its clients and customers.

14. Upon informing of its request to withdraw its designation, the CAB (Certification) may be required to cease accepting any new certification projects for the purposes of the CPS scheme and/ or applicable MRA, as required by the Designating Authority.
15. Subject to and pursuant to regulation 17 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, the Designating Authority may withdraw the designation of a CAB where any of the grounds set out in regulation 17(1) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018 exist.
16. The process for suspension and withdrawal shall be as set out in regulation 17(2) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018. Upon receipt of the notification from the Designating Authority of an intention to withdraw the designation of the designated CAB, the CAB shall respond within fourteen (14) days from the date of notification with any explanation it may wish to offer and inform the Designating Authority whether it wishes to be heard. If a designated CAB wishes to be heard, the hearing will be on a mutually convenient date and forum as fixed by the Designating Authority.
17. The Designating Authority will consider the explanation (and hearing if one is held) and inform the designated CAB of its decision in writing in accordance with regulation 17(3) of Enterprise Singapore Board (Conformity Assessment) Regulations 2018.
18. In lieu of withdrawing the designation of the designated CAB, the Designating Authority may, in its sole discretion, impose a period of suspension of a duration deemed appropriate.
19. Pursuant to regulation 17(2)(b) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, upon the receipt of any notification as set out above and in accordance with regulation 17(2) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, the designation of the CAB is suspended as from the date of that notification.
20. A CAB (Certification) whose designation has been suspended pending proceedings under regulation 17(1) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018 must not, during the period of the suspension, conduct any testing of products for which their designation under the Consumer Protection (Safety Requirements) Regulations for the CPS scheme has been suspended; or the certification of any product for which their designation under the applicable MRA has been suspended, to the applicable requirements for supply in the country other than Singapore under the MRA.
21. The Designating Authority may require the CAB concerned to pay to it any costs and expenses of and incidental to any inquiry conducted under the regulation that the Designating Authority thinks fit.

Part 3 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018 states:

***DUTIES AND OBLIGATIONS OF CONFORMITY ASSESSMENT BODIES DESIGNATED
BY DESIGNATING AUTHORITY***

Information to be Provided to Designating Authority

11.— (1) A CAB designated by the Designating Authority must, where applicable, maintain and make available to the Designating Authority information on all or any of the following relating to its designation:

- (a) product certifications;
- (b) submissions of testing;
- (c) evaluation reports;
- (d) certification reports;
- (e) evidence of participation in proficiency testing or any other comparison exercise mentioned in regulation 15(3)(b);
- (f) any other documents and information in connection with the business of conformity assessment or testing of products relating to conformity assessment of the CAB relevant to its designation that the Designating Authority may require.

(2) Where a CAB (Certification) knows or has reason to believe that a product certified by it as conforming to any safety requirements for the purposes of the Consumer Protection (Safety Requirements) Regulations no longer conforms to those safety requirements, the CAB (Certification) must immediately notify in writing the Designating Authority and any person to whom the CAB (Certification) has provided that certification.

(3) A CAB designated by the Designating Authority must notify the Designating Authority in writing of the occurrence of any of the following not later than 2 weeks before that occurrence:

- (a) the cessation of its business of conformity assessment or testing of products relating to conformity assessment for which it is designated;
- (b) where the CAB is a company (other than a publicly listed company) — any change to its shareholding;
- (c) any change to its organisational structure;
- (d) any change to its accreditation status or its IECEE scheme membership, as the case may be;
- (e) any change to its key personnel;
- (f) any change to its business address;
- (g) any change which may affect its ability to properly test or certify any product for conformity to the requirements for which it is designated.

(4) A CAB that contravenes paragraph (1) or (3) shall be guilty of an offence.

(5) In paragraph (3), “key personnel” means any director, managing director, technical manager, quality manager or testing personnel of the CAB.

CONSUMER PRODUCT SAFETY OFFICE

Complying with Request for Conformity Assessment or Testing of Products Relating to Conformity Assessment Without Delay

12. Where a CAB designated by the Designating Authority accepts a request to test or certify any product for conformity to the requirements for which it is designated, the CAB must carry out the request without delay, unless it has good reason for not doing so.

CAB (Certification) to Accept Test Conducted by CAB (Testing), etc.

13.— (1) Subject to paragraph (2), where a CAB (Certification) is requested to certify that a product conforms to the safety requirements specified by the Safety Authority under the Consumer Protection (Safety Requirements) Regulations, the CAB (Certification) must accept as correct a test report on that product issued by any CAB (Testing), CAB (Testing — MRA) or alternate testing laboratory.

(2) A CAB (Certification) must not cause another test to be conducted unless it has reason to believe that any test that was used to produce a test report mentioned in paragraph (1) was —

- (a) improperly or incorrectly conducted; or
- (b) conducted at a time when —
 - (i) the designation of the CAB (Testing) that conducted the test was suspended or withdrawn under these Regulations;
 - (ii) the designation of the CAB (Testing — MRA) that conducted the test was suspended or withdrawn by the country that designated it; or
 - (iii) the testing laboratory that conducted the test was no longer an alternate testing laboratory.

Technical File

14.— (1) A CAB (Certification) must maintain a technical file on every product that it certifies.

(2) A technical file maintained by a CAB (Certification) must include the documents and information specified by the Designating Authority and the CAB (Certification) must keep the technical file for a period of at least 10 years after the date of expiry of the last certificate of conformity issued by that CAB (Certification) for the product in respect of which the technical file is maintained.

(3) A technical file maintained by a CAB (Certification) that carries out certification of any product 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, must —

- (a) include the documents and information required for the purposes of the relevant MRA; and
- (b) be kept for the period of time required for the purposes of the relevant MRA.

(4) A CAB (Certification) must make available to the Designating Authority any technical file maintained by it within 7 days after receipt by the CAB of a request from the Designating

CONSUMER PRODUCT SAFETY OFFICE

Authority for the technical file.

(5) A CAB (Certification) that contravenes any provision of this regulation shall be guilty of an offence.

Standards of CABs

15.— (1) A CAB designated by the Designating Authority must, throughout the period of its designation, remain eligible for designation under regulation 4.

(2) A CAB designated by the Designating Authority must, throughout the period of its designation —

- (a) maintain the standards of practice as are necessary for the CAB to properly carry out the testing or certification of products (as the case may be) to the relevant requirements for which the CAB is designated; and*
- (b) comply with the guidelines as to the standards of practice that the Designating Authority may, from time to time, issue.*

(3) For the purpose of monitoring compliance with paragraphs (1) and (2), the Designating Authority may —

- (a) conduct such surveillance assessments as it thinks fit; and*
- (b) require the CAB to participate in proficiency testing or any other comparison exercise that the Designating Authority may reasonably require.*

(4) For the purposes of paragraph (3), the Designating Authority may require the CAB to pay to it all reasonable costs and expenses incurred by the Designating Authority in conducting any surveillance assessment.

(5) A person who obstructs the Designating Authority or any person authorised by the Designating Authority in the conduct of any surveillance assessment mentioned in paragraph (3)(a) shall be guilty of an offence.

Advertising by CAB Designated by Designating Authority

16.— (1) A CAB designated by the Designating Authority must not advertise or otherwise represent its designation in any way that suggests or implies any of the following:

- (a) that the CAB is entitled to test or certify any product for conformity to any requirement for which the CAB is not designated;*
- (b) that the Designating Authority is responsible for any service provided by the CAB or that the CAB is an agent or representative of the Designating Authority;*
- (c) that the product the CAB is designated to test or certify is approved by the Designating Authority for any particular use.*

(2) A CAB whose designation has been suspended or withdrawn under Part 4 must immediately discontinue any advertisement relating to its designation, and must not make any further advertisement or other representation as to that designation.

Appendix D

**Conditions of Designation for CAB (Testing)
Annex to Certificate No: XXX-CPS-CBT-XXXX**

1. These Conditions are made and imposed pursuant to regulation 7(1) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018 and apply to all applications for issue of a Certificate of Designation for Testing, and the operations of all Designated CAB upon approval of applications.
2. The approval and operations of any designated CAB are subject to these Conditions as set out herein as may be varied from time to time by the Consumer Product Safety Office (CPSO) as the Designating Authority. The CPSO reserves the right to vary the Conditions as may be required from time to time.
3. For avoidance of doubt, a breach of the conditions set out herein is a breach of regulation 17(1)(e) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018.

General Duties and Obligation of a Designated Conformity Assessment Body (CAB)

4. A designated CAB shall ensure familiarity and strict compliance with the duties and obligations of a designated CAB as set out in Part 3 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018. A copy of Part 3 is annexed herein.
5. A designated CAB shall ensure that its operations and testing are conducted in accordance with all procedures, rules and policies of the CPSO as may time to time be in force, and specifically the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, Enterprise Singapore Board (Conformity Assessment) Information Booklet, the Consumer Protection (Safety Requirements) Regulations, and the Consumer Protection (Safety Requirements) Information Booklet.
6. Where a designated CAB (Testing) knows or has reasons to believe that a product tested by it as conforming to any safety requirements for the purposes of the Consumer Protection (Safety Requirements) Regulations no longer conforms to those safety requirements, the designated CAB (Testing) must immediately notify in writing the Designating Authority and any person to whom the CAB (Testing) has provided that testing.
7. In strict accordance to regulation 11(3) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, a CAB (Testing) where applicable must notify the Designating Authority in writing of the **advance** occurrence of any of the following not later than 2 weeks **before** the change takes effect:
 - (a) The cessation of its business of testing of products relating to conformity assessment for which it is designated;
 - (b) Where the CAB (Testing) is a company (other than a publicly listed company) – any

- change to its shareholding;
- (c) Any change to its organisational structure;
- (d) Any change to its accreditation status/ schedule/ scope(s) which may affect its ability to function as a CAB (Testing) for CG under the CPSR, or its IECEE scheme membership, as the case maybe;
- (e) Any change to its key personnel;
- (f) Any change to its business address;
- (g) Any change which may affect its ability to properly test any product for conformity to the requirements which it is designated.

Duration and Renewal of Designation

8. In accordance with regulation 8 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, the designation of a CAB (Testing) shall be valid for a period of three (3) years from the date of designation, and may be renewed in the manner and form required by the Designating Authority and subject to any additional conditions that the Designating Authority thinks fit.
9. Unless there are good and valid reasons why a designated CAB is not able to do so, an application for the renewal of designation of a CAB (Testing) must be made to the Designating Authority at least 6 months before the designation of the CAB expires.
10. The Designating Authority shall remain the sole arbiter as to whether the reasons provided by the designated CAB are good and valid. Designated CAB who does not apply for a renewal by the time stipulated and who are not able to satisfy the Designating Authority as to the reasons for delay, may be required to re-apply for designation.

Suspension and Withdrawal of Designation

11. With the approval of the Designating Authority, a CAB (Testing) may request for the voluntary withdrawal of its designation by submitting to the Designating Authority a written request for such withdrawal. The written request should include reasons why the CAB (Testing) wishes for its designation to be withdrawn and a declaration that such a withdrawal would not prejudice any of its clients and customers.
12. Upon informing of its request to withdraw its designation, the CAB (Testing) may be required to cease accepting any new testing projects for the purposes of the CPS scheme and/ or applicable MRA, as required by the Designating Authority.
13. Subject to and pursuant to regulation 17 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, the Designating Authority may withdraw the designation of a CAB where any of the grounds set out in regulation 17(1) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018 exist.
14. The process for suspension and withdrawal shall be as set out in regulation 17(2) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018. Upon receipt of the notification from the Designating Authority of an intention to withdraw the

CONSUMER PRODUCT SAFETY OFFICE

designation of the designated CAB, the CAB shall respond within fourteen (14) days from the date of notification with any explanation it may wish to offer and inform the Designating Authority whether it wishes to be heard. If a designated CAB wishes to be heard, the hearing will be on a mutually convenient date and forum as fixed by the Designating Authority.

15. The Designating Authority will consider the explanation (and hearing if one is held) and inform the designated CAB of its decision in writing in accordance with regulation 17(3) of Enterprise Singapore Board (Conformity Assessment) Regulations 2018.
16. In lieu of withdrawing the designation of the designated CAB, the Designating Authority may, in its sole discretion, impose a period of suspension of a duration deemed appropriate.
17. Pursuant to regulation 17(2)(b) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, upon the receipt of any notification as set out above and in accordance with regulation 17(2) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018, the designation of the CAB is suspended as from the date of that notification.
18. A CAB (Testing) whose designation has been suspended pending proceedings under regulation 17(1) of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018 must not, during the period of the suspension, conduct any testing of products for which their designation under the Consumer Protection (Safety Requirements) Regulations for the CPS scheme has been suspended; or the testing of any product for which their designation under the applicable MRA has been suspended, to the applicable requirements for supply in the country other than Singapore under the MRA.
19. The Designating Authority may require the CAB concerned to pay to it any costs and expenses of and incidental to any inquiry conducted under the regulation that the Designating Authority thinks fit.

Part 3 of the Enterprise Singapore Board (Conformity Assessment) Regulations 2018 states:

***DUTIES AND OBLIGATIONS OF CONFORMITY ASSESSMENT BODIES DESIGNATED
BY DESIGNATING AUTHORITY***

Information to be Provided to Designating Authority

11.— (1) A CAB designated by the Designating Authority must, where applicable, maintain and make available to the Designating Authority information on all or any of the following relating to its designation:

- (a) product certifications;
- (b) submissions of testing;
- (c) evaluation reports;
- (d) certification reports;
- (e) evidence of participation in proficiency testing or any other comparison exercise mentioned in regulation 15(3)(b);
- (f) any other documents and information in connection with the business of conformity assessment or testing of products relating to conformity assessment of the CAB relevant to its designation that the Designating Authority may require.

(2) Where a CAB (Certification) knows or has reason to believe that a product certified by it as conforming to any safety requirements for the purposes of the Consumer Protection (Safety Requirements) Regulations no longer conforms to those safety requirements, the CAB (Certification) must immediately notify in writing the Designating Authority and any person to whom the CAB (Certification) has provided that certification.

(3) A CAB designated by the Designating Authority must notify the Designating Authority in writing of the occurrence of any of the following not later than 2 weeks before that occurrence:

- (a) the cessation of its business of conformity assessment or testing of products relating to conformity assessment for which it is designated;
- (a) where the CAB is a company (other than a publicly listed company) — any change to its shareholding;
- (b) any change to its organisational structure;
- (c) any change to its accreditation status or its IECEE scheme membership, as the case may be;
- (d) any change to its key personnel;
- (e) any change to its business address;
- (f) any change which may affect its ability to properly test or certify any product for conformity to the requirements for which it is designated.

(4) A CAB that contravenes paragraph (1) or (3) shall be guilty of an offence.

(5) In paragraph (3), “key personnel” means any director, managing director, technical manager, quality manager or testing personnel of the CAB.

CONSUMER PRODUCT SAFETY OFFICE

Complying with Request for Conformity Assessment or Testing of Products Relating to Conformity Assessment Without Delay

12. Where a CAB designated by the Designating Authority accepts a request to test or certify any product for conformity to the requirements for which it is designated, the CAB must carry out the request without delay, unless it has good reason for not doing so.

CAB (Certification) to Accept Test Conducted by CAB (Testing), etc.

13.— (1) Subject to paragraph (2), where a CAB (Certification) is requested to certify that a product conforms to the safety requirements specified by the Safety Authority under the Consumer Protection (Safety Requirements) Regulations, the CAB (Certification) must accept as correct a test report on that product issued by any CAB (Testing), CAB (Testing — MRA) or alternate testing laboratory.

(2) A CAB (Certification) must not cause another test to be conducted unless it has reason to believe that any test that was used to produce a test report mentioned in paragraph (1) was —

- (a) improperly or incorrectly conducted; or
- (b) conducted at a time when —
 - (i) the designation of the CAB (Testing) that conducted the test was suspended or withdrawn under these Regulations;
 - (ii) the designation of the CAB (Testing — MRA) that conducted the test was suspended or withdrawn by the country that designated it; or
 - (iii) the testing laboratory that conducted the test was no longer an alternate testing laboratory.

Technical File

14.— (1) A CAB (Certification) must maintain a technical file on every product that it certifies.

(2) A technical file maintained by a CAB (Certification) must include the documents and information specified by the Designating Authority and the CAB (Certification) must keep the technical file for a period of at least 10 years after the date of expiry of the last certificate of conformity issued by that CAB (Certification) for the product in respect of which the technical file is maintained.

(3) A technical file maintained by a CAB (Certification) that carries out certification of any product 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, must —

- (a) include the documents and information required for the purposes of the relevant MRA; and
- (b) be kept for the period of time required for the purposes of the relevant MRA.

(4) A CAB (Certification) must make available to the Designating Authority any technical file maintained by it within 7 days after receipt by the CAB of a request from the Designating

CONSUMER PRODUCT SAFETY OFFICE

Authority for the technical file.

(5) A CAB (Certification) that contravenes any provision of this regulation shall be guilty of an offence.

Standards of CABs

15.— (1) A CAB designated by the Designating Authority must, throughout the period of its designation, remain eligible for designation under regulation 4.

(2) A CAB designated by the Designating Authority must, throughout the period of its designation —

- (a) maintain the standards of practice as are necessary for the CAB to properly carry out the testing or certification of products (as the case may be) to the relevant requirements for which the CAB is designated; and*
- (b) comply with the guidelines as to the standards of practice that the Designating Authority may, from time to time, issue.*

(3) For the purpose of monitoring compliance with paragraphs (1) and (2), the Designating Authority may —

- (a) conduct such surveillance assessments as it thinks fit; and*
- (b) require the CAB to participate in proficiency testing or any other comparison exercise that the Designating Authority may reasonably require.*

(4) For the purposes of paragraph (3), the Designating Authority may require the CAB to pay to it all reasonable costs and expenses incurred by the Designating Authority in conducting any surveillance assessment.

(5) A person who obstructs the Designating Authority or any person authorised by the Designating Authority in the conduct of any surveillance assessment mentioned in paragraph (3)(a) shall be guilty of an offence.

Advertising by CAB Designated by Designating Authority

16.— (1) A CAB designated by the Designating Authority must not advertise or otherwise represent its designation in any way that suggests or implies any of the following:

- (a) that the CAB is entitled to test or certify any product for conformity to any requirement for which the CAB is not designated;*
- (b) that the Designating Authority is responsible for any service provided by the CAB or that the CAB is an agent or representative of the Designating Authority;*
- (c) that the product the CAB is designated to test or certify is approved by the Designating Authority for any particular use.*

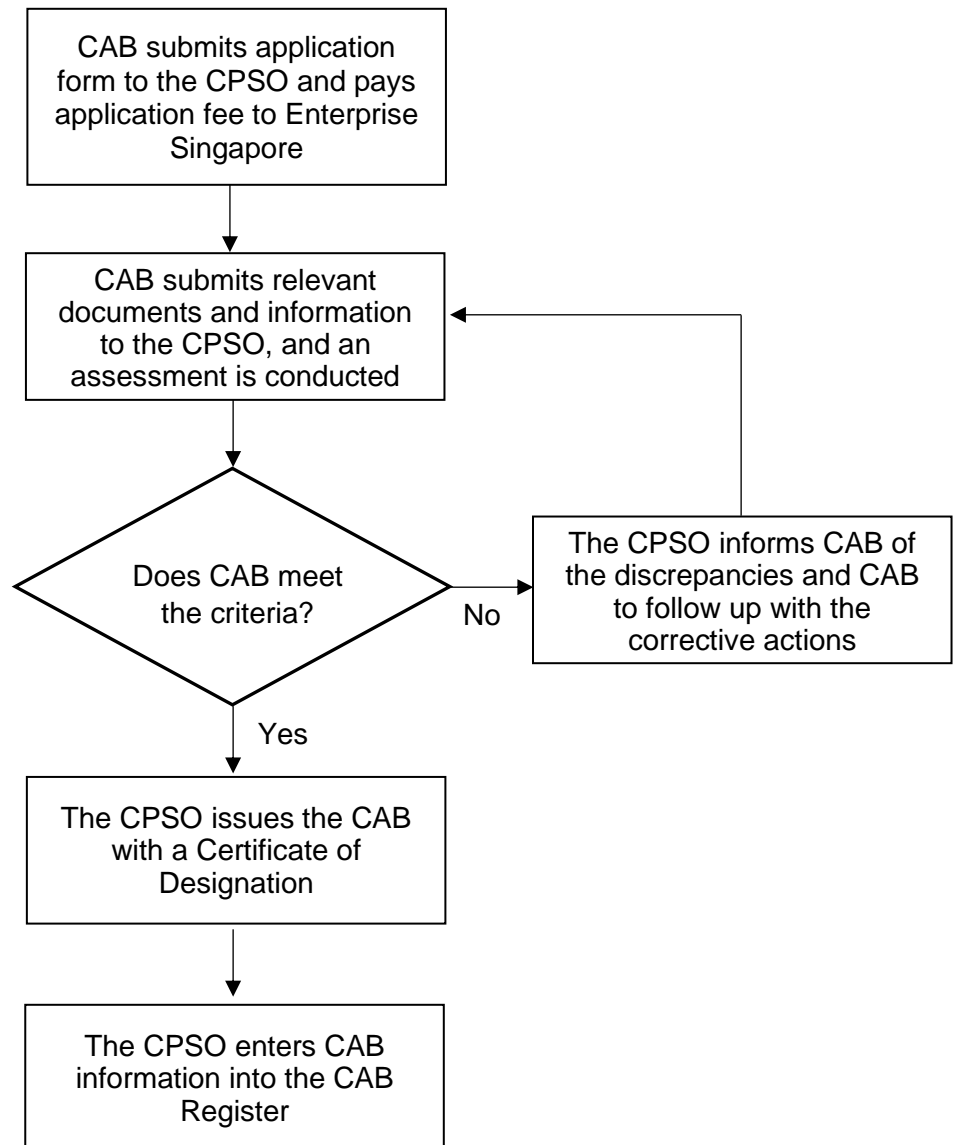
(2) A CAB whose designation has been suspended or withdrawn under Part 4 must immediately discontinue any advertisement relating to its designation, and must not make any further advertisement or other representation as to that designation.

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 |
|-----|--|
| 1. | Acknowledgement Receipt for Certificate of Conformity [also known as Letter of Approval (LOA)] |
| 2. | Certificate of Conformity or equivalent (in English version <u>only</u>) (Applicable to CAB (Certification)) |
| 3. | Test Reports including its Test Certificates (if applicable) (in English version <u>only</u>) |
| 4. | Full Electrical Wiring / Circuit Diagrams or Service Manual (contains the electrical wiring/ circuit diagram) (Circuit diagrams must indicate the component's values, or alternatively, be supported with Bill of Material/Part List) |
| 5. | Technical/ Constructional Drawing (for gas products) |
| 6. | 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. |
| 7. | Photographs for similar/ derived models must also be kept together with the photographs of the basic model. |
| 8. | Rating Label (if it is not clear in the photograph) To provide an original or clear photograph or artwork |
| 9. | User Instruction Manual (English version must be included) Need only to file the mandatory safety instruction(s) as required by technical regulations, if applicable. |
| 10. | Record of Modification, if any |

Flow Chart on Application Procedure of Designation



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 |
| 2. | Chapters 3 and 12 Appendix B Appendix C and D | Expanded on key regulations to note (including surveillance assessments and CAB's duty to report on staff movement) Revised CAB application forms Updated the Conditions of Designation as CAB (including suspension in lieu of designation withdrawal) (Changes as of 1 November 2021) |

- END -