



Zertifizierungsprogramm IECQ Certification

IECQ Statement of Surveillance Arrangements (SSA)

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Statement of Surveillance Arrangements (SSA)

Issue 5.1, May 2023

Annex A to the NSSA of the Austrian IECQ Member Body OVE

of

OVE Certification

IECQ Certification Body

within the

IECQ

IEC Quality Assessment System for Electronic Components

OVE - Österreichischer Verband für Elektrotechnik
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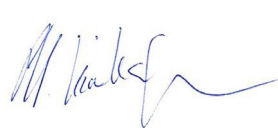

Table of Contents

1	Introduction	4
1.1	General	4
1.2	Major Changes:	5
1.3	Declared Locations for IECQ activities according to IECQ 02 Clause 4.1.2	5
1.3.1	IECQ Certification Body (IECQ CB) Head Office details	5
1.3.2	Contact Details for IECQ CB Head Office	5
1.3.3	Other Declared Locations According to IECQ 02 Clause 4.1.2.	5
2	Description of the IECQ CB's organization	5
2.1	a) Organization Structure	5
2.1.1	General	5
2.1.2	Assignment of Specific Activities to Declared Locations	6
2.1.3	Organization Chart	6
2.2	b) Statement of Responsibilities for the Surveillance	6
2.2.1	General	6
2.2.2	Impartiality Commitment	6
2.2.3	Confidentiality	6
2.3	c) Statement of Geographical Area	6
2.4	d) Statement of Scheme / Scope (Technological) Areas	6
2.5	e) Internal Quality Audits	7
2.6	f) Arrangements for Appeal	7
2.7	g) Description of Certification Process	7
2.8	h) Description of the Arrangements for the Implementation of	7
2.8.1	the IECQ Approved Process certification	7
2.8.2	the IECQ Approved Component certification	8
2.8.3	the IECQ Independent Test Laboratory Approval	9
2.9	i) Description of the Arrangements for Surveillance Frequency	9
2.10	j) Description of the Arrangements for Attestation of Conformity	9
3	Description of the IECQ CB Resources	10
3.1	a) Responsibility and authority	10
3.2	b) Skills and Competence	10
3.3	c) Full time resource	10
3.4	d) Contracted external resources	11
3.5	e) IECQ CB Outsourcing	11
3.6	f) Testing Facilities	11
4	Availability of guidance material	11
5	List of Associated Procedures	11
	Annex A - Organization chart	12
	Annex B - Technical scope	13
	Annex C - Internal procedures	14

Amendment Record

Issue	Date	Change description
SSA Issue 1	January 2008	Complete Revision in order to comply with the revised IECQ Basic Rules due to the merger of IECQ and CECC
SSA Issue 2	July 2013	Editorial modifications to comply with the current IECQ Rules
SSA Issue 3	March 2018	Minor editorial modifications
SSA Issue 4	May 2018	Scope extension to cover IECQ Scheme for LED Lighting
SSA Issue 4.1	October 2019	Minor editorial modifications (new Logo)
SSA Issue 5.0	March 2023	Complete Revision in order to comply with IECQ 02 Ed. 4.0
SSA Issue 5.1	May 2023	Reference to Capability and Technology Approval added

Approval

Prepared		Reviewed / Approved	
Name/Function:	Signature:	Name/Function:	Signature:
Philipp Simhofer Quality Manager		Thomas Neumayer Head of the IECQ CB	



1 Introduction

1.1 General

Österreichischer Verband für Elektrotechnik OVE Certification, hereafter referred to OVE Certification, an IECQ Certification Body (IECQ CB) is recognised by the IECQ Member Body (IECQ MB) Austria (OVE - Austrian Electrotechnical Association (Österreichischer Verband für Elektrotechnik), the Austrian member Body for the IECQ System and is bound by the requirements set forth in the Austrian National Statement of Surveillance Arrangements to which this statement forms an Appendix.

The IECQ CB is responsible for the harmonized implementation of the quality assessment procedures of the IECQ System, all surveillance necessary by the System, the granting of certifications, approvals and the supervision of the attestation of conformity and of the correct application of the IECQ Mark of Conformity.

OVE Certification, able to act impartial and independently, is part of OVE (Österreichischer Verband für Elektrotechnik / Austrian Electrotechnical Association), a juridical entity organized as a non-profit association under the laws of Austria.

OVE Certification is staffed by a group of highly educated, senior professional businessmen who are fully capable of delivering the required professionalism, certification and certification management for providing management system services to industry and ensure the smooth operations of the staff, auditors, technical experts..

OVE Certification has implemented and operates to an ISO/IEC 17020 management system for performing inspection and ISO/IEC 17065 management system for certifying products, processes and services, and maintains current valid accreditations from accreditation bodies that are members of IAF (International Accreditation Forum), Akkreditierung Austria, accreditation numbers 0156 and 0902 respectively.

OVE Certification is:

- A Certification Body in accordance with EN ISO/IEC 17065 accredited by the Austrian Accreditation Body "Akkreditierung Austria"
- An Inspection Body in accordance with EN ISO/IEC 17020 accredited by the Austrian Accreditation Body "Akkreditierung Austria"

OVE Certification participates in the IECQ System in accordance with IEC CA 01 and IECQ 01-S, IECQ System Management Basic Rules, IECQ 02 General Requirements for the Acceptance of IECQ Certification Bodies into the IECQ system, and rules of procedure IECQ 03-1 Part 1: General Requirements for all IECQ Schemes along with IECQ 03-5 Part 5: IECQ HSPM Scheme and applicable operational documents including IECQ OD 0201. OVE Certification commits to ensuring they maintain their knowledge and understanding of the practical application of IECQ Rules and Operational Documents and Procedures. This SSA provides an outline of the operational controls for managing the IECQ System by OVE Certification and will be always maintained in accordance with the IECQ 02 rules of procedure.

OVE Certification commits to, continually abiding by the IECQ System Basic Rules and Scheme(s) Rules of Procedure, maintaining a permanent delegation comprising no more than three persons, ensuring the delegations participation and attendance at IECQ annual meetings and training events, including its representation at all meetings of the IECQ CAB and implementation of all decisions made by the IECQ CAB, and to inform the IECQ System via the IECQ Secretariat and it's recognising IECQ MB in writing, of any changes that may compromise its ability to maintain compliance with the IECQ system.

OVE Certification will be responsible for payment of all financial liabilities as defined in IECQ OD 011 and any other IECQ published documents and undertakes to ensure all fees and expenses are paid in a timely manner before the due date stated on the issued invoices directly to the IECQ System, including but not limited to: application fees, audit fees, annual fees, certificate fees, training fees and travel expenses, etc.

This SSA provides a description of the organisation, the operation and the resources of the IECQ CB and forms an Appendix to the Austrian NSSA.



1.2 Major Changes:

Any major changes in these arrangements will be notified to the IECQ Conformity Assessment Body Committee (CABC) via the IECQ Secretariat.

1.3 Declared Locations for IECQ activities according to IECQ 02 Clause 4.1.2

1.3.1 IECQ Certification Body (IECQ CB) Head Office details

Name: OVE - Österreichischer Verband für Elektrotechnik

Other Name: OVE Certification

Address: Kahlenberger Straße 2a 1190 Wien, Austria.

Common Email (if applicable): certification@ove.at.

Common Telephone (if applicable): +43 1 3705806

Website: www.ove.at

1.3.2 Contact Details for IECQ CB Head Office

1.3.2.1 Nominated Certification Body Representative to IECQ System

Name: Thomas Neumayer

E-mail: t.neumayer@ove.at | Tel: +43 1 3705806-480 | Cell: +43 664 4222972

1.3.2.2 IECQ Scheme(s) contact

Name: Thomas Neumayer

E-mail: t.neumayer@ove.at | Tel: +43 1 3705806-480 | Cell: +43 664 4222972

1.3.2.3 IECQ Scheme(s) Sales contact

Name: Thomas Neumayer

E-mail: t.neumayer@ove.at | Tel: +43 1 3705806-480 | Cell: +43 664 4222972

1.3.2.4 IECQ CB Accounts contact point

Name: Thomas Neumayer

E-mail: t.neumayer@ove.at | Tel: +43 1 3705806-480 | Cell: +43 664 4222972

1.3.3 Other Declared Locations According to IECQ 02 Clause 4.1.2.

No other declared locations.

OVE Certification does not conduct any IECQ activities according to IECQ 02 Clause 4.1.2 outside the Declared Certification Body Head Office.

2 Description of the IECQ CB's organization

2.1 a) Organization Structure

2.1.1 General

OVE Certification, the declared IECQ CB Head Office operates a single management system across all declared locations as defined in section 1.3 above. The day-to-day IECQ activities Non-critical and Critical functions according to IECQ 02 Clause 4.1.2 will be undertaken and managed by the IECQ Certification Body OVE Certification Head Office based in Wien, Austria. OVE Certification Head Office will issue all IECQ Certifications.



2.1.2 Assignment of Specific Activities to Declared Locations

No other declared locations. IECQ CB does not conduct any IECQ activities according to IECQ 02 Clause 4.1.2 outside the declared locations and their assigned functions.

2.1.3 Organization Chart

OVE Certification organization chart is contained in **Annex A - Organization Chart**.

2.2 b) Statement of Responsibilities for the Surveillance

2.2.1 General

OVE Certification in its capacity as a certification body (CB) will be responsible for surveillance functions within the IECQ Scheme. This surveillance will be performed in accordance IECQ 03-1 Clause 9.8 and established internal procedures. <<Internal Procedure: Viflow 6.1.2 – IECQ>>

2.2.2 Impartiality Commitment

In order to ensure OVE Certification can keep impartiality during the certification process, and provide a dependable certification service for our clients, we establish an Impartiality Commitment to maintain the impartiality of the certification activities.

When we deliver the service of certification as an IECQ CB, we will ensure we are free from any influence, which could prevent it from acting in an impartial manner. We will ensure all the processes are independent and impartial and we will put in under the supervision of the Impartiality Committee of OVE Certification and IECQ MC. For details of the Impartiality Commitment, please refer to <<Internal Procedure: Viflow 4 - Impartiality>>.

2.2.3 Confidentiality

We will ensure that our representatives are under an obligation not to disclose any information concerning the organization, which is of a confidential nature, other than the information which is in the public domain, or which may be required by law. All of the staff related to the certification business have signed the Confidentiality Agreement with OVE Certification. <<Internal Procedure: Viflow 14 - Confidentiality>>

2.3 c) Statement of Geographical Area

OVE Certification proposes to conduct activities based in the

- Europe/Middle East/Africa

2.4 d) Statement of Scheme / Scope (Technological) Areas

OVE Certification participates in the following scheme(s) and program(s) of the IECQ System:

Scope	List of IECQ Scheme(s) / Programmes	Rules / Standards
	IECQ CB Acceptance according to IECQ 02 IECQ General Rules of Procedure for all Schemes	IECQ 02 IECQ 03-1
<input checked="" type="checkbox"/>	IECQ AP <i>(Including Manufacture, Specialised Process and Specialist Contractor)</i>	IECQ 03-2
<input checked="" type="checkbox"/>	IECQ AC <i>(includes Qualification)</i>	IECQ 03-3
<input checked="" type="checkbox"/>	IECQ AC – C Capability Certification	IECQ 03-3-3
<input checked="" type="checkbox"/>	IECQ AC – TC Technology Certification	IECQ 03-3-1
<input checked="" type="checkbox"/>	IECQ LED Component Product Programme	IECQ 03-8
<input checked="" type="checkbox"/>	IECQ Independent Testing Laboratory Scheme	IECQ 03-6

OVE Certification has capability in technological areas (testing capabilities) as declared in **Annex B - Technological Coverage**.



The above statements and areas indicate the present participation and capability, and it is intended to expand this participation/capability in the future. Any such extension shall be submitted in advance to the IECQ Secretariat for approval by CAB.

2.5 e) Internal Quality Audits

OVE Certification holds national and international accreditations. A condition of these accreditations is the need to conduct regular Internal audits of its IECQ CB Head Office and any remote locations where IECQ activities are undertaken. Arrangements for managing and conducting a comprehensive system of internal quality audits to verify compliance with the relevant IECQ System and its Scheme(s) and Program(s) requirements are conducted in accordance with <<Internal Procedure: Viflow 8 – Internal audit>> and conducted at least annually.

2.6 f) Arrangements for Appeal

The arrangements for appeal are in compliance with the accreditation requirements of the ISO/IEC accreditation standards listed in item 1 above and undertake to include provision for appeals to IECQ MC and IEC CAB and the appropriate communication path. All appeals shall be handled in accordance with <<Internal Procedure: Viflow 12 – Complaints and Appeals>>. The appeals process is available for clients upon request and communicated on-site during opening and/or closing meetings.

2.7 g) Description of Certification Process

The certification process follows an on-site verification and where applicable depending on the IECQ Scheme the completion of component product testing that an organizations component product, activities and process are compliant with the applicable IECQ scheme requirements for the intended scope of activity for which certification is applied. The recommendation by the IECQ Lead auditor is subsequently subject to a series of independent desktop technical certification reviews (Technical Review) by a qualified competent evaluator serve to ensure that the recommendation by the auditor is sound and that all pertinent areas were covered during the assessment / evaluation.

The information concerning the process to achieve certification is available on request by the client.

2.8 h) Description of the Arrangements for the Implementation of

2.8.1 the IECQ Approved Process certification

– IECQ AP (Approved Process)

The certification processes are described within <<Viflow 6.1.2.1 – IECQ Approval of Organization and Process>>. During the contract review process the application details, supporting application documentation and IECQ CB capability shall be confirmed. After a certification contract is signed with OVE Certification, the audit team shall be determined. The composition of the audit team shall consist of IECQ AP qualified auditors (for the applicable IECQ scheme or programme) with the relevant products/processes knowledge & skills and have IAF/EA code 19 as a minimum.

The man-day calculation shall be determined in accordance with the guidelines of IECQ 03-2; justification of any adjustment of increase or reduction of the man-day allocation shall be documented in the report.

The audit consists of two stages; the stage 1 element the examination of documentation may be conducted either on- or off-site. If conducted off-site due justification shall be documented, whilst stage 2 shall be conducted onsite or as a hybrid under the provisions of IECQ OD 0201. <<Viflow 6.1.2.1 – IECQ Approval of Organization and Process>> when invoked.

The audit requires that the company demonstrate to the auditor, through “on-site” sample measurements, that the IECQ Scheme / Programme control elements used by the company meet the documented specifications. The basis of the audit is to seek objective evidence of compliance with requirements. The approach to assessment being that decisions shall be either “comply” or “does not comply”.

As a provision of IECQ 03-1 the quality system of organizations (manufacturers, distributors and specialist contractors) shall meet the requirements of ISO 9001. The system may be assessed by OVE Certification directly. In addition a cooperation agreement between OVE and Quality Austria, an accredited body for the certification of quality systems, allows to perform joint audits. The evidence of compliance to ISO 9001



may also be obtained by any other accredited body that is a member of IAF. In this case account will be taken of these approvals, but the adequacy of ISO 9001 certification will be checked regularly in the course of the IECQ inspection visits by the CB.

Certification decisions will be made in accordance with <<Viflow 6.1.2.1 – IECQ Approval of Organization and Process>>. The technical review and certification decision being conducted by a qualified competent person who is independent from the audit team. Certificates will be signed by the Head of IECQ CB or Deputy Certification Manager, in accordance with the Approved Signatory List; the template of the certificate is the one on the IECQ On-line Certificate System and shall not be substituted.

The validity of certificates is subsequently based upon successful on-going surveillance audits and shall be maintain via the IECQ On-line Certificate System website <https://certificates.iecq.org/>.

2.8.2 the IECQ Approved Component certification

- IECQ AC (Approved Component)
- IECQ AC – C (Capability Certification)
- IECQ AC – TC (Technology Certification)
- IECQ AC-LED (LED Component Products)

The certification processes are described within <<Viflow 6.1.2.2 – IECQ Approval of Components>>. During the contract review process application details, supporting application documentation and IECQ CB capability shall be confirmed. After a certification contract is signed with OVE Certification, the Component Product Specification shall be confirmed. Once confirmed a test / assessment plan and on-site audit plan shall be developed / established. The component product shall be tested / assessed to confirm compliance with the Component Product Specification with the result being Independent reviewed.

The audit team for the on-site assessment shall be determined. The composition of the audit team shall consist of IECQ AC qualified auditors with at least one qualified auditor who has the relevant products/processes knowledge & skills (and allocated relevant IAF/EA code(s), 19 as a minimum), shall be assigned. The man-day calculation shall be determined and agree between the client and the IECQ Certification Body in accordance with any guidance / requirements of the applicable IECQ scheme or programme; justification of any adjustment of increase or reduction of the man-day allocation shall be documented in the form/report.

The audit consists of two stages; the stage 1 element the examination of documentation may be conducted either on- or off-site. If conducted off-site due justification shall be documented, whilst stage 2 shall be conducted onsite or as a hybrid under the provisions of IECQ OD 0201 <<Viflow 6.1.2.2 – IECQ Approval of Components>> when invoked.

As a provision of IECQ 03-1 the quality system of organizations (manufacturers, distributors and specialist contractors) shall meet the requirements of ISO 9001. The system may be assessed by OVE Certification directly. In addition a cooperation agreement between OVE and Quality Austria, an accredited body for the certification of quality systems, allows to perform joint audits. The evidence of compliance to ISO 9001 may also be obtained by any other accredited body that is a member of IAF. In this case account will be taken of these approvals, but the adequacy of ISO 9001 certification will be checked regularly in the course of the IECQ inspection visits by the CB.

Certification decisions will be made in accordance with <<Viflow 6.1.2.2 – IECQ Approval of Components>>. The technical review and certification decision being conducted by a competent person who is independent from the audit / assessment team. Certificates will be signed by the Head of IECQ CB or Deputy Certification Manager, in accordance with the Approved Signatory List; the template of the certificate is the one on the IECQ On-line Certificate System and shall not be substituted.

The validity of certificates is subsequently based upon successful on-going surveillance audits and shall be maintain via the IECQ On-line Certificate System website <https://certificates.iecq.org/>.



2.8.3 the IECQ Independent Test Laboratory Approval

The approval processes are described within <<Viflow 6.1.2.1 – IECQ Approval of Organization and Process>>. During the contract review process the application details, supporting application documentation and IECQ CB capability shall be confirmed. After a certification contract is signed with OVE Certification, the audit team shall be determined. The composition of the audit team shall consist of IECQ ITL qualified auditors with the relevant products/processes testing knowledge & skills and have IAF/EA code 19 along with relevant ILAC capability skills as a minimum.

The man-day calculation shall be determined in accordance with the guidelines of IECQ 03-6 and ISO/IEC 17025 under ILAC; justification of any adjustment of increase or reduction of the man-day allocation shall be documented in the report.

The audit consists of two stages; the stage 1 element the examination of documentation may be conducted either on- or off-site. If conducted off-site due justification shall be documented, whilst stage 2 shall be conducted onsite or as a hybrid under the provisions of IECQ OD 0201. <<Viflow 6.1.2.1 – IECQ Approval of Organization and Process>> when invoked.

The audit requires that the company demonstrate to the auditor, through “on-site” sample measurements, that the IECQ Scheme testing capability and methods used by the company meet the documented specifications. The basis of the audit is to seek objective evidence of compliance with requirements. The approach to assessment being that decisions shall be either “comply” or “does not comply”.

Approval decisions will be made in accordance with <<Viflow 6.1.2.1 – IECQ Approval of Organization and Process>>. The technical review and approval decision being conducted by a qualified competent person who is independent from the audit team. Certificates will be signed by the Head of IECQ CB or Deputy Certification Manager, in accordance with the Approved Signatory List; the template of the certificate is the one on the IECQ On-line Certificate System and shall not be substituted.

The validity of certificates is subsequently based upon successful on-going surveillance audits and shall be maintain via the IECQ On-line Certificate System website <https://certificates.iecq.org/>.

2.9 i) Description of the Arrangements for Surveillance Frequency

The planning and frequency of surveillance visits to manufacturers will be maintained to comply with the IECQ Scheme rules of procedure and related operational documents (see IECQ 03-1, clause 9.8, IECQ 03-3, clause 8.6, IECQ 03-6, clause 7.6).

Surveillance audits shall be conducted annually, with the interval being not longer than 12 months. The date of the first surveillance audit following initial certification shall not be more than 12 months from the certification decision date. The certification decision date of the Master site forms the permanent cycle date of the IECQ Certification for all sites.

All surveillance audits shall consist of a complete audit; for multiple site certification, sampling of sites is not permitted.

Refer to <<Viflow 6.1.2.1 – IECQ Approval of Organization and Process>> for more details.

2.10 j) Description of the Arrangements for Attestation of Conformity

An attestation of conformity (IECQ Approved Component Scheme) shall be authenticated by the application of the IECQ Mark of Conformity or by the issue of a Supplier’s Declaration of

Conformity (SDoC). The application of a Mark of Conformity or the issue of a SDoC attests that the component(s) conform to the IECQ Approved Component Certification (e.g., detail specification) concerned.

The Mark of Conformity shall be followed by the following information:

- Identification of the CB



- Approval number of the manufacturer or distributor
- Inspection lot number

The Supplier Declaration of Conformity (SDoC) shall be issued in accordance with IECQ 03-3, Annex B.

3 Description of the IECQ CB Resources

3.1 a) Responsibility and authority

President of the Governing Board (= impartiality committee):

Kari Kapsch

General Secretary of **OVE**:

Peter Reichel

Head of **OVE Certification** (IECQ CB):

Thomas Neumayer

Certification Body Representative to IECQ System:

Thomas Neumayer

Quality Manager

Philipp Simhofer

3.2 b) Skills and Competence

In line with the accreditations held by OVE Certification, a comprehensive Skills and Competence Matrix <<Document D_M_004>> is maintained along with training and proficiency records, the Skills and Competence Matrix is provided to the IECQ secretariat annually in accordance with IECQ OD 010. OVE Certification undertakes to ensure that these are constantly reviewed for confirmation of compliance with IECQ System requirements.

OVE Certification shall utilize qualified IECQ auditors in accordance with IECQ OD 010, any IECQ Scheme specific requirements and <<Viflow 3.2 – Management of Competence>>, including on-site witness assessment by an IECQ authorised IECQ Internal Witness Assessor. All qualified IECQ auditors shall be re-qualified in accordance with the above every three years, this shall include a witness assessment by an IECQ Witness Assessor.

3.3 c) Full time resource

OVE Certification hold accreditation by “Akkreditierung Austria”, and has qualified experienced staff within the certification industry. The staff related to certification includes following:

The authorized person for endorsement of the certification decision and issuing of certificates:

Thomas Neumayer (Head of IECQ CB)

Matthias Neugebauer (Deputy Certification Manager)

Contract reviewer:

Thomas Neumayer



Qualified IECQ auditor/assessor:

Thomas Neumayer (for Process/Component/ITL Assessments)

Qualified Technical reviewer:

Matthias Neugebauer

It has to be ensured that the technical review and certification decision being conducted by a qualified competent person who is independent from the audit/assessment team.

3.4 d) Contracted external resources

OVE Certification does not utilize external resources, e.g., individual external auditor resources.

3.5 e) IECQ CB Outsourcing

OVE Certification does not outsource any IECQ activities to other IECQ CBs.

3.6 f) Testing Facilities

OVE Certification does not operate own laboratory resources for testing. Usually, the CB carries out the supervision of manufacturers Component Approval testing arrangements. If necessary the CB has access to IECQ approved independent test laboratories or accredited test laboratories.

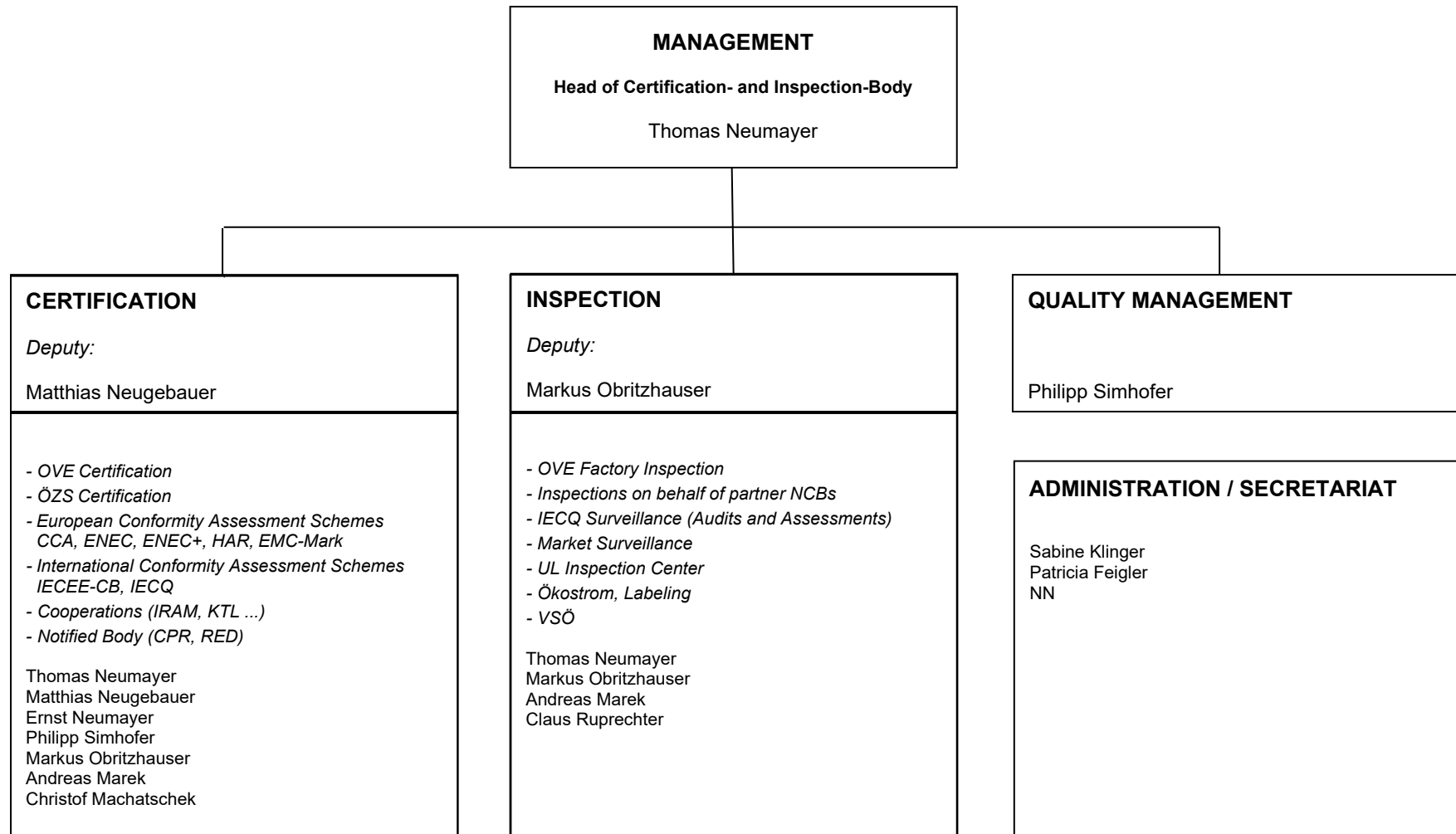
4 Availability of guidance material

OVE Certification maintains a comprehensive Quality Management System supported by documented procedures and work instructions. OVE Certification undertakes to ensure that these procedures and work instructions are aligned with the requirements of the IECQ System and its Schemes and Operational Documents. Documents will be continually reviewed and where necessary revised to ensure compatibility with the requirements of the IECQ Rules and Procedures of IECQ scheme(s) and Program(s) in which OVE Certification participate.

5 List of Associated Procedures

Annex C contains a list with relevant internal procedures

Annex A- Organization chart



Annex B - Technical scope

The technical scope is defined per Generic Specification according to the following table:

Component type	IEC Standard
<p>Passive Components:</p> <p>Inductor cores and transformers, custom-built Capacitors, fixed Passive filter units Inductors, fixed Resistors, fixed Potentiometers Varistors Thermistors, negative temperature coefficient Thermistors, positive temperature coefficient Piezoelectric ceramic filters</p> <p>Piezoelectric ceramic resonators Quartz crystal units Quartz crystal controlled oscillators</p>	<p>IEC 61248-1 IEC 60384-1 IEC 60939-1 IEC 60938-1 IEC 60115-1 IEC 60393-1 IEC 61051-1 IEC 60539-1 IEC 60738-1 IEC 60368-1 IEC 61261-1 IEC 61253-1 IEC 60122-1 IEC 60679-1</p>
<p>Printed Boards:</p> <p>Printed boards</p>	<p>IEC 62326-1</p>
<p>Electromechanical Components:</p> <p>Electromechanical all-or-nothing relays Reed contact units Connectors for frequencies below 3MHz</p> <p>Electromechanical switches</p>	<p>IEC 61810-1 IEC 61811-1 IEC 62246-1 IEC 60603-1 IEC 60807-1 IEC 61020-1</p>
<p>LED Lighting:</p> <p>LED modules for general lighting - Performance requirements Luminaire performance - Part 1: General requirements Luminaires - Part 1: General requirements and tests Photobiological safety of lamps and lamp systems Application of IEC 62471 for the assessment of blue light hazard to light sources and luminaires</p> <p>DC or AC supplied electronic control gear for LED modules - Performance requirements</p> <p>Self-ballasted LED lamps for general lighting services with supply voltages > 50 V - Performance requirements</p> <p>Self-ballasted LED-lamps for general lighting services by voltage >50 V - Safety specifications</p>	<p>IEC 62717 IEC 62722-1 IEC 60598-1 IEC 62471 IEC TR 62778</p> <p>IEC 62384</p> <p>IEC 62612</p> <p>IEC 62560</p>

Annex C- Internal procedures

Procedure no. / Document no.	Title
Viflow 6.1.2	IECQ
Viflow 4	Impartiality
Viflow 14	Confidentiality
Viflow 8	Internal audit
Viflow 12	Complaints and Appeals
Viflow 6.1.2.1	IECQ Approval of Organization and Process
Viflow 6.1.2.2	IECQ Approval of Components
Viflow 3.2	Management of Competence

---- End of SSA ----