

REGISTRATION PROCEDURE AS CONFORMITY ASSESSMENT BODY (CAB)

A. Application Procedures

- 1) Testing Laboratories or Certification Bodies who require applying for Conformity Assessment Body (CAB) shall register through e-DIK system <http://edik.st.gov.my>
- 2) Testing Laboratories or Certification Bodies shall complete the application by providing all information correctly and attach all required documents.
- 3) Commission will conduct Audit / inspection / examination to the laboratory to ensure the compliance to requirements.
- 4) If the Testing Laboratories or Certification Bodies comply to all criteria, a Certificate of Registration as Conformity Assessment Body (CAB) as in **Appendix A** will be issued.
- 5) Certificate of Designation (as in **Appendix B**) for LISTED CAB will only be issued when the designation is accepted by the ASEAN Joint Sectoral Committee (JSC) Electrical and Electronic Equipment (EEE). A Certificate of Designation will includes the terms and conditions.
- 6) A CAB shall be valid for not less than 1 year and not exceeding 3 years from the date of issue or renewal.
- 7) A CAB shall apply for renewal of CAB to the Energy Commission 6 months before the expiry date.

B. Documents Required

Documents required for Certificate of Registration as Conformity Assessment Body (CAB) are as follows:

- 1) Business Registration with Companies Commission of Malaysia (under Business Registration Act)
 - Certificate of Business Registration (Form D)
 - Others Business Informationor
Company Incorporation with Companies Commission of Malaysia (under Companies Act)
 - Form 9 / Form Section 17
 - Form 44 / Form Section 46(3)
 - Form 49 or latest Form of Annual Return of a Company / Form Section 14 / Form Section 68 / Form Section 58
 - Form 24 / Form Section 51 / Form Section 78;
- 2) Its Organisation Structure and Staffing Chart with evidence of qualifications of key personnel and any other relevant information regarding integrity and professional standard;

- 3) Its Certificate of Accreditation by Department of Standard Malaysia, indicating the scope of accreditation (comply with Commission's standards) and including information that the CAB has been accredited to the relevant ISO/IEC standards (ISO/IEC 17025 for testing or ISO/IEC 17065 for certification body);
- 4) Its Laboratory Layout;
- 5) Information on its competent personnel signatories for test report;
- 6) A sample copy of the test report (or certificate) to be used by the Listed CAB;
- 7) any other information/document as the Commission deems necessary.



FORM U1
(Regulation 97B)
ELECTRICITY SUPPLY ACT 1990

CERTIFICATE OF REGISTRATION AS CONFORMITY ASSESSMENT BODY

The Energy Commission hereby certifies in pursuance of section 4(l) of the
Electricity Supply Act 1990 that
.....
.....has satisfied the requirements of the
Act and Regulations made thereunder.

The Energy Commission certifies that the above-mentioned
.....as testing
laboratory / certification body within the accredited scoped has been
registered and this Certificate of Registration shall be valid for a period of
..... from the date of issue stated below.

Date of issue :

Place :

.....
Energy Commission

**Not less than one year and not more than 3 years*



Designation Scheme for LISTED CAB

CERTIFICATE OF DESIGNATION

Certificate No:

Date of Issue :

Date of Expiry :

This is to certify that Energy Commission, the Designating Body for Malaysia, has under the Designation Scheme for CAB, designated the CAB described below, after JSC EEE's agreement to list it, to carry out product testing activities specified in the attached Annex subject to the terms and conditions specified therein.

CAB DESCRIPTION

Name of CAB :

Address of CAB :

CAB Identification :

Energy Commission

TERMS AND CONDITIONS FOR THE DESIGNATION OF CAB

1. The designation of the Testing Laboratory / Certification Body as CAB is without prejudice to the rights of the Energy Commission and Government of Malaysia to designate any other Testing Laboratory.
2. The designated and listed Testing Laboratory / Certification Body as CAB shall ensure that it maintains its accreditation status with the National Accreditation Scheme or the IECEE CB or IECEE CB-FCS.
3. The designated and listed Testing Laboratory / Certification Body as CAB is valid for a period of (1 year / 2 years / 3 years). The designated and listed CAB shall apply for renewal of designation to the Energy Commission and Government of Malaysia 6 months before the expiry date.
4. The designated and listed Testing Laboratory / Certification Body as CAB shall ensure that its operation procedure is in accordance with the procedures, rules and policies of the Energy Commission and Government of Malaysia.
5. The designated and listed Testing Laboratory / Certification Body as CAB shall inform the Energy Commission of Malaysia if any of the following changes takes place in the organization of the CAB:
 - a) changes in its legal, commercial organization or accreditation status;
 - b) changes in key personnel;
 - c) changes to its business address; or
 - d) changes which may affect compliance with the requirements specified by the Energy Commission and Government of Malaysia.
6. The Energy Commission and Government of Malaysia reserves the right to conduct surveillance assessment and other non-routine assessment on the designated and listed Testing Laboratory / Certification Body as CAB to ensure its compliance for designation or to investigate complaints made against the CAB on matters related to its designation.
7. The designated and listed Testing Laboratory / Certification Body as CAB shall submit to the Energy Commission and Government of Malaysia periodic reports in writing in the national language and English language regarding the types of electrical and electronic equipment which have been tested and approved.

8. The designated and listed Testing Laboratory / Certification Body as CAB shall carry out monitoring of the labeling of electrical and electronic equipment after certification and if there is found to be any fraud, forgery or non-compliance of labeling, then the Testing Laboratory shall take the necessary action at its own cost and expenses.
9. The designated and listed Testing Laboratory / Certification Body as CAB shall bear all the cost of re-testing of electrical and electronic equipment's if the earlier tests are found to be improperly conducted.
10. The designated and listed Testing Laboratory / Certification Body as CAB shall take up public liability insurance or other appropriate insurance at its own cost and expense.
11. The designated and listed Testing Laboratory / Certification Body as CAB shall indemnify the Energy Commission and Government of Malaysia for any expenses, cost, loss or damage suffered by the Commission arising out of any act, default, negligence or omission of the designated and listed Testing Laboratory.
12. The Energy Commission and Government of Malaysia shall suspend or withdraw the Designated CAB if:
 - a) the CAB's accreditation has been terminated;
 - b) the CAB's membership of the IECEE CB or IECEE-CB-FCS scheme has been withdrawn;
 - c) the CAB is not complying with the designation requirements;
 - d) the CAB is wound up;
 - e) the CAB commits a breach of these terms and conditions; or
 - f) any other reason that the Energy Commission and Government of Malaysia deems as just cause for suspending or canceling the designation and listing.
13. A designated and listed Testing Laboratory / Certification Body as CAB whose designation has been cancelled shall return the Designation Certificate to the Energy Commission.