

GUIDE ON REGISTRATION FOR CONFORMITY ASSESSMENT BODY (CAB)

A. CRITERIA FOR DESIGNATION AS LISTED CAB

To be registered as a Listed CAB for testing and/or certification purposes under Regulation 97 – Electricity Regulations 1994, a local conformity assessment body shall apply to be registered with the Commission, in a manner that determined by the Commission. Additionally, to qualify as a Listed CAB for testing and/or certification of regulated products to ASEAN MRA partner countries' requirements, a CAB must meet the following criteria:

- (a) It must be a legal entity, capable of suing and being sued in the country of designation;
- (b) It must have sufficient capital and financial resources to maintain viable operations;
- (c) It must be accredited by the National Accreditation Body (NAB) in accordance with the relevant International Organisation for Standardisation (ISO) International Electrotechnical Commission (IEC) standards OR must be a member of the IECEE CB Scheme for testing laboratories and certification bodies respectively.
- (d) CAB shall be accredited by NAB based on the following standards:
 - ISO/IEC 17025 for testing laboratories;
 - ISO/IEC 17065 for product certification bodies.The accreditation shall be relevant to the equipment standard and technical regulations for which designation is sought;
- (e) It shall not operate or be related to any other business that may compromise its role as Listed CAB, so that there is no risk of the CAB conducting Conformity Assessment unfairly or with bias in the conduct of its business.
- (f) It must have the knowledge, capability and competence to perform the tests or certification to relevant requirements specified by the Designating Body or stipulated under the ASEAN E&E MRA, which are applicable to its designation;
- (g) In the case of an application for designation as a Listed CAB, all requirements under the ASEAN E&E MRA shall be fulfilled.
- (h) It shall provide to the Designating Body such other information or documents as may be required by the Designating Body;
- (i) It shall provide the Designating Body or any such person as the Designating Body may authorise access to the laboratory or other premises of the CAB to enable the Designating Body or such person to observe and assess the testing and certification procedures of the CAB.
- (j) The organisation shall be impartial and prevention of conflict of interest or other services which may compromise the objectivity of its testing / certification activities and decisions; while carrying out conformity assessment activities.
- (k) Manufacturer's own Testing Laboratories / Customer Testing Facilities (CTF) shall be located at a different address from the equipment manufacturer's address.

B. APPLICATION PROCEDURES

1. Testing Laboratories or Certification Bodies who require applying for Conformity Assessment Body (CAB) shall register through e-DIK system <https://edik.st.gov.my>
2. Testing Laboratories or Certification Bodies shall complete the application by providing all the information correctly and attach all required documents.
3. Commission shall conduct audit / inspection / examination to the Testing Laboratory or Certification Body to ensure the compliance to the requirements. Certificate of Registration as Conformity Assessment Body (CAB) (as in **Appendix A**) shall be issued if the Testing Laboratories or Certification Bodies comply to all Criteria for Designation as Listed CAB.
4. Certificate of Designation (as in **Appendix B**) for Listed CAB shall only be issued when the designation is accepted by the ASEAN Joint Sectoral Committee (JSC) Electrical and Electronic Equipment (EEE). A Certificate of Designation shall include the terms and conditions.
5. The certificate of accreditation for CAB issued by the NAB shall be valid for not less than 1 year and not exceeding 3 years from the date of issue or renewal of certificate.
6. The renewal of Certificate of Registration of CAB shall be made to the Energy Commission within 6 months before the expiry date of certificate.
7. The designated and listed Testing Laboratory / Certification Body as CAB shall update the Energy Commission if any of the following changes takes place in the organization of the CAB with new application:
 - 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.
8. If CAB extend or modify its acceptance to further products, equipment, standards or business address of Testing Laboratory / Certification Body accepted for use by the Commission, a new application shall be made to the Energy Commission.

C. 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 Information

OR

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) Organisation Structure and Personnel Chart with evidence of qualifications of key personnel and any other relevant information regarding integrity and professional standard;
- 3) Certificate of Accreditation by Department of Standard Malaysia, indicating the full scope of accreditation (comply with Commission's listed standards) to the relevant ISO/IEC standards (ISO/IEC 17025 for Testing Laboratories or ISO/IEC 17065 for Certification Bodies);
- 4) Audit Assessment Report by Department of Standard Malaysia.
- 5) The Laboratory's Layout;
- 6) C.V or personnel competence information of approval signatories for the test report (or certificate);
- 7) Sample copy of approved the test report (or certificate) issued by the Listed CAB, covered with regulatory requirements related to National Differences, as published in Guideline for approval of Electrical Equipment.
- 8) Any other information/document as the Commission deems necessary.

D. CONTACT

Suruhanjaya Tenaga (Energy Commission)

No. 12, Jalan Tun Hussein Precinct 2, 62100, Putrajaya.

Telephone : 03-8870 8500

Fax : 03-8888 8637

www.st.gov.my

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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-mentionedas 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 Scheme.
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 within 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 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.