

Product Certification User's Manual

编 制 Prepared By	审 核 Reviewed by	批 准 Approved by
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修订历史
Modification History

版本 Version	修订章节 Modified Section	变更说明 Description of modification	编制 Prepared by	审核 Reviewed by	批准 Approved by	日期 Date
A-0	全文 All	新版发行 New Release	欧小清	欧小清	王廷器	2024-07-01

1 Introduction

1.1 Incorporation

1.1.1 CCICT company (China Certification ICT Co., Ltd (Dongguan)) is organized under the General Corporations Law of china and was incorporated in Dongguan on Feb, 2021.

1.2 Accreditation

CCICT company is accredited by:

1.2.1 CNAS for ISO/IEC 17025

1.2.2 A2LA for ISO/IEC 17025

1.2.3 IAS for ISO/IEC 17020 and ISO/IEC 17065

1.3 Facility Location and Contact Information:

1.3.1 Name: China Certification ICT Co., Ltd (Dongguan)

1.3.2 Address: No. 113 Pingkang Road, Dalang Town, Dongguan, Guangdong, China

1.3.3 Tel: 86-0769-83085888

1.3.4 Web.: <http://www.CCTTT.com.cn>

2 CCICT's certification program

2.1 Manufacturers, Agents and test laboratories, which assemble certification applications for manufacturers, may also submit their applications directly to CCICT. An applicant or agent must file their application directly with the specified products.

3 Eligible products

3.1 SASO and GSO issued a series of product regulations. Which products is in CCICT's scope please check with the SASO and GSO website.

3.2 The specified products to be certified under the certification program. Some products are not eligible for the certification program because procedures do not exist for some test methods used to evaluate certain devices. Contact CCICT if you have any questions concerning your product's qualification for processing under CCICT's certification program.

4 CCICT contact for certification application

4.1 Contact: Certification Manager

4.2 Email: qa@CCICT.com

4.3 Phone: 0769-83085888

5 The Certification Agreement

5.1 The applicant and CCICT must execute a Certification Agreement, signed by an authorized representative of the applicant and CCICT, agreeing to various terms and conditions for product certification. The Certification Agreement requests product information, test data, product specifications and various information required in accordance with the certification scheme, liabilities, confidentiality, compliance, certification withdrawal/cancellation, changes, regulatory revisions to certified products, disputes & appeals, complaints, surveillance testing, agents, payment, agreement period, etc.

6 Choice of Test Laboratory

- 6.1 Applicants may use CCICT or another test laboratory for product testing. Test laboratories should be accredited to ISO/IEC 17025:2005 by a national accreditation body such as A2LA, CNAS, NVLAP, etc., or be recognized through an MRA (Mutual Recognition Agreement) and have the relevant test methods in their scope of accreditation to be considered competent to perform the specific tests and measurements. CCICT must assess any outside test lab that was used to perform the product testing and provides a test report which is to be used for certification, that is not accredited or without the proper test scope for competency to perform the test and measurements. Applicants must assure their tested product is equivalent to their production product.
- 6.2 A Technical Evaluator that is familiar with the particular product type and the rules for the specific certification sought will review the certification application file. If the test data does not adequately document product compliance, additional test data may be requested. If the test data presented is questionable, a product sample may be requested for testing. A "Recommend Grant" Technical Evaluation Report is required to proceed to the Certifier. The Certifier reviews the documents, data, etc., and if everything meets requirements, completes a "Recommend Grant" Certification Checklist which Document Control uses to create the Grant Certificate and complete the certification application.

7 Certification Fees

- 7.1 Certification Fees are set by CCICT. All applicants are charged the same fee proportional to the scope of work, regardless of the number of certificates issued. Certification fees include a levy supporting factory inspection. Certification fees are subject to change without notice.

8 The Application & Delivery

- 8.1 Applications are submitted to CCICT in an electronic format, or there are additional fees for processing. If the application is adequate it is accepted. If it is deficient, CCICT will provide the application deficiencies to the applicant for corrective action.
- 8.2 Electronic Format files submitted in Adobe PDF format are preferred. Files in MS-WORD, jpg, MS-Excel, or ASCII text are acceptable. The above files may be delivered by email to CCICT'. CCICT will email a follow-up confirmation to the applicant.
- 8.3 Paper Files should be sent to CCICT by EMS, SF Express as those companies track their packages.

9 Application Format

9.1 Cover Letter

- 9.1.1 The customer's cover letter explains the services being requested from CCICT and may request confidentiality of some certification application elements.

9.2 External Photos

- 9.2.1 Good quality photos (1M pixel or greater) are required showing the exterior of the product from all sides. External photos cannot be kept confidential.

9.3 Internal Photos

9.3.1 Good quality (1M pixel or greater) photos are required showing the inside of the product and both sides of all printed circuit boards. Confidentiality may be requested for internal photos if the user is unable to gain access to the interior of the product without damaging it.F

9.4 Test setup photos

9.4.1 Photos are required which show evidence of the cable and equipment configuration that produced the worst case of radiated and conducted emissions. Front and back photos are required. Four individual photos are typically used.

9.5 Operational Description

9.5.1 Provide a brief description of the circuitry functions of the product describing how the product operates. The statement shall contain a description of the grounding system and antenna(s), if any, used with the product.

9.6 Schematics

9.7 Provide a schematic diagram of the product. Make sure schematics are formatted per the A4 size (approximately 21.5cm x 28cm).

9.8 Test Report

9.9 An approved test report is required of the product that was tested (model and serial number), all the specific tests and measurements for the product which shows compliance with the specific technical requirements. The test report must state the industry standard and test processes used, the date the test and measurements were made, the calibrated test equipment used to make the measurements and the location where the measurements were made. The test report must include calculations showing how the measurement results were converted for comparison with the technical requirements, if applicable. The test report must state the accreditation status of the test facility, the accreditation certificate number or lab code and scope of accreditation.

9.10 User's Manual

9.10.1 A copy of the user's manual is required for the product with all required statements.

10 Things to be Considered

10.1 a. Confidentiality Requests

10.1.1 For any application file to be treated as confidential, a section of the applicant's cover letter exhibit or separate confidentiality justification letter exhibit must specifically request confidentiality and the reasons(s). The request must specify the application file(s) that are requested to be confidential. If a portion of a category of an application file contains both confidential and non-confidential information, split the file into two files and submit both with one identified as confidential.

10.1.2 Requesting an application file to be confidential does not guarantee it will determine it remains confidential. The determines which files are treated as confidential after the applicant makes a request for either short or long term confidentiality.

10.2 Response time for requests for information

10.2.1 Applicants must respond to requests for information from CCICT about a product certification application as soon as possible, but within 60 days, or the application will be denied without prejudice and returned. The application fee is not refundable.

10.3 Use of Agents

10.3.1 Applicants may authorize agents to act on their behalf. Applicants authorizing agents to perform such functions on their behalf remain responsible for the contents of their application and any actions of their agent. Any disagreement between the applicant and their agent is a civil matter to be resolved between the applicant and their agent. CCICT reserves the right to contact applicants directly at any time, whether an agent is involved or not.

11 Technical Evaluation & Certification

11.1 A Technical Evaluator that is familiar with the particular product type and the rules for the specific certification sought will review the certification project file. If the test data and information submitted does not adequately document product compliance, additional test data or information may be requested. If the test data or information presented remains questionable, a product sample may be requested for testing.

11.2 Once the technical review and evaluation is complete and the CCICT certifier determines the product satisfactorily complies with the regulatory standards and CCICT requirements, the product will be certified.

12 Directory of Certified Products

12.1 The product and information is entered into the SABER database of certified products. The product and related information will also be entered into the CCICT Directory of Certified Products and available upon request.

13 Modifications of Certified products

13.1 Modifications to certified products may require re-certification of the products. The applicant shall notify CCICT before a certified product has been modified, to determine the validity of its certification. CCICT will review and evaluate the modification and provide the applicant with a document stating the results.

14 Certification Retention and Audits

14.1 Certificate holders shall assure that all production products certified by CCICT continue to meet the applicable technical and procedural requirements of CCICT. CCICT will conduct factory inspection to assure continued compliance according to the product regulations.

14.2 Subsequent production units must adhere to the technical characteristics and quality under which certification was originally issued. The certificate holder shall assure continued compliance with the technical standards and requirements by performing periodic testing.

15 Withdrawal of Certification

15.1 CCICT may withdraw G-Mark certifications within 30 days of the certification date. After 30 days only SABER may withdraw G-Mark certifications.

15.2 For other certifications, the holders shall inform SABER to withdraw.

16 Rights of Applicants of CCICT Certified Products

16.1 Applicants may always request in-depth information about any aspect of their pending certification, completed certification or any other related matter. CCICT and the applicant will attempt to resolve any disputes or appeals that arise between the applicant and CCICT. If resolution is not possible, the dispute will be appealed to the specific regulatory authority as the final arbiter.

16.2 The applicant and CCICT will each have a reasonable time to provide comments before the regulatory authority reaches a final decision. Applicants, suppliers, or other parties with complaints about a CCICT certification that have a right to receive related information, may request in-depth information about related aspects of their completed certification or other related matters.

17 Related documents
No