

Identification No.: NF 012  
Revision No.: B – March 2015  
Application date: 2015-07-01

# Certification Rules of the Mark



**APPAREILLAGE ELECTRIQUE  
DOMESTIQUE**

## **ELECTRICAL EQUIPMENT FOR HOUSEHOLD AND SIMILAR USE**

**Certification Body mandated by AFNOR**

**Certification:**

LCIE

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Accreditation  
N°5-0014  
Scope available  
on  
[www.cofrac.fr](http://www.cofrac.fr)



**The NF Mark referential is constituted of these Certification Rules, the relevant standards and of the General Rules of the NF Mark.**

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These Certification Rules were approved by the AFNOR Certification General Director on May 5th, 2015.

Any previous version is superseded by these Certification Rules.

LCIE undertakes with the Applicants/License Holders representatives, the users and the technical experts to ensure the relevance of these Certification Rules in terms of the certification process and requirements definitions relative to market developments.

The Certification Rules may therefore be reviewed, wholly or in part, by LCIE, always after consultation with the Particular Committee and the interested Parts.

The revised version is approved by the AFNOR Certification General Director.

## MODIFICATIONS

Modified parts	Revision No.	Date	Modifications
Part 1 / § 1.2 Part 1 / § 1.3  Part 2 / § 2.3 Part 2 / § 2.5.2  Part 2 / § 2.5.3 Part 2 / § 2.5.3.2 Part 2 / § 2.5.5 Part 2 / § 2.5.6  Part 3 / § 3.0 Part 3 / § 3.1 ; 3.2 Part 3 / § 3.4.1.1 Part 3 / § 3.4.1.2 Part 3 / § 3.4.2  Part 3 / § 3.5 Part 3 / § 3.5.1 ; 3.5.2 ; 3.5.3 ; 3.5.5 Part 3 / § 3.5.4 Part 3 / § 3.5.5  Part 4 / § 4.1 Part 4 / § 4.1.2  Part 4 / § 4.2 Part 4 / § 4.2.1 Part 4 / § 4.3.6  Part 5 / § 5.1 Part 5 / § 5.2 Part 5 / § 5.2.1  Part 5 / § 5.4  Part 6 / § 6.2  Part 7 / § 7.2  Part 8	B	03/2015	<ul style="list-style-type: none"> <li>- Chapter renamed and reworded</li> <li>- Addition of BV Shenzhen, as well in Part 6 / § 6.5 et Part 7 / § 7.1)</li> <li>- Chapter completed</li> <li>- Integration of provisions to meet the requirements of NF/EN ISO/IEC 17065</li> <li>- Chapter completed</li> <li>- Chapter revised</li> <li>- Content transferred in chapter 2.5.3</li> <li>- Becomes 2.5.5</li> <li>- Reorganisation of the definitions by alphabetic order and transfer of components definitions in Part 8</li> <li>- Chapters completed</li> <li>- Chapter revised</li> <li>- Chapter revised (deletion of inaccuracies)</li> <li>- Integration of provisions to meet the requirements of NF/EN ISO/IEC 17065</li> <li>- Evaluation is replaced by review</li> <li>- Chapters revised</li> <li>- New chapter</li> <li>- Previously 3.5.4</li> <li>- Addition of sampling in the marketing channels</li> <li>- Integration of provisions to meet the requirements of NF/EN ISO/IEC 17065</li> <li>- Evaluation is replaced by review</li> <li>- Chapter completed</li> <li>- Chapter completed</li> <li>- Addition of the coordinates of AFNOR Certification</li> <li>- Chapitre completed</li> <li>- "NF network quality commission" is replaced by Mandated Bodies Commission"</li> <li>- Precision related to impartiality / conflict of interests</li> <li>- Chapter completed</li> <li>- Chapter completed including information on components transferred from Part 3 / § 3.0</li> <li>- Addition of definitions for components</li> </ul>

Modified parts	Revision No.	Date	Modifications
Appendix 1  Appendix 3  Appendix 4 Appendices 5, 6 and 7  Appendix 5 (previously Appendix 8)			<ul style="list-style-type: none"> <li>- Revision of the definition of the NF network</li> <li>- Correction of the entity the Certification Officer is part from</li> <li>- Removal of abbreviation DA</li> <li>- Addition of abbreviation ECS</li> <li>- Removal of NF HD 60269-3, NF C 61-730.</li> <li>- Ajout de : NF EN 60670-21, NF EN 60670-23, NF EN 60670-24, NF EN 62080, NF EN 62423, NF EN 62606, NF C 61-200-3.</li> <li>- Cancellation of the representation of UTE in « Technical Bodies and Administrations » College</li> <li>- Updating of the address of LCIE China laboratory</li> <li>- Appendices cancelled</li> <li>- editorial correction concerning the French version only</li> <li>- Introduction of the new NF logotype in 5.3.1 and of the specific provisions for the marking of the certified product in 5.3.2</li> </ul>
Part 6 / § 6.3  Appendix 1     Appendix 8	A	2011-03-08	<ul style="list-style-type: none"> <li>- Chronological inversion of the 2 paragraphs</li> <li>- Addition of NF EN 61535 standard (installation couplers)</li> <li>- Addition of reference document « CdC LCIE 102-983 » related to NF EN 61995-1 standard</li> <li>- Reintegration of standards previously listed in revision 1: NF EN 60320-2-1, NF EN 61050, NF EN 61558-x, NF EN 62020, NF C 61-460, NF C 62-911, NF C 62-921,</li> <li>- Removal of the remark related to the previous circular NF USE logo</li> </ul>
All the document	4	2009/11/09	- "AFAQ AFNOR Certification" is replaced by "AFNOR Certification" + modifications of the registered name of ADT and Curtis-Straus
Page 4			- Addition of "Any previous version is superseded ..."
Part 1 / § 1.1			- Addition of the commitment of the applicants to not apply for certification of counterfeit products
Part 1 / § 1.3			- Suppression du LCIE Voiron et ajout du LCIE Sud-Est
Part 2 / § 2.1			- References of Articles of the French Consumer Code are modified
Part 2 / § 2.5			- Mention added: "and promotes the certification and its contents"
Part 2 / § 2.5.6			- Title of the clause is updated
Part 3 / Définitions			- Definitions added for component and safety component
Part 4 / § 4.1.1			- Clarification concerning the renewal of testing under the certification surveillance scheme
Part 4 / § 4.1.2			- Change the text relevant to the issuing of the No Sample Selection Report
Part 5 / § 5.2.1			- Addition of functions covered by LCIE (previously mentioned in Part 6 / § 6.2)
Part 5 / § 5.2.2			- « subsidiaries » is replaced by « employees » in the 1 <sup>st</sup> paragraph
Part 5 / § 5.2.3			- Addition of precision for tests sub-contracted
Part 6 / § 6.2			- New presentation of the obligations covered by the annual fees
Appendix 1			<ul style="list-style-type: none"> <li>- List of the standard is updated</li> <li>- New products entitled for certification: circuit-breakers with plug-in connecting devices for connecting bars</li> </ul>
Appendix 7			- Two different No Sample Selection Reports instead of one
Appendix 8	- Provision regarding NF logotype is updated		

Modified parts	Revision No.	Date	Modifications
All the document	3	2008/02/15	Global revision of the Certification Rules (notably) : new format introduction of the retailer concept (especially in part 3) case of improper use clarified

# Part 1

## PRESENTATION AND SCOPE

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### 1.1 Introduction

These Certification Rules are available to any applicant whose products fall under the scope defined below and meet the technical requirements described in Part 2 of this document:

- Scope: Refer to appendix 1

These Certification Rules and their annexes apply the General Rules in force for the NF Mark which the applicants and license holders of the right to use commit themselves to respect.

It is the responsibility of the license holder to ensure that the regulations applicable to its product are actually implemented (example: CE marking). He specifically agrees not to apply for certification of counterfeit products.

### 1.2 The NF Mark

The NF mark, created in 1938, is owned by AFNOR.

The aim of the NF Mark is to certify the compliance of products with French, European and International standards.

The NF mark meets the requirements of the Consumer Code, in particular by associating the Parts interested in the validation of the certification referentials, by defining rules of marking of the certified products and a clear and transparent communication on the main certified characteristics.

The right of user of the NF mark is granted on the basis of an evaluation having allowed to establish the conformity with standards and in a general way with the whole referential defined in this Part, for a product coming from an applicant and from a process of design and/or of manufacturing and/or of marketing.

The NF mark ought to check characteristics of safety of people and goods, of usability and durability of products, as well as the possible complementary characteristics allowing differentiating on the market.

The functioning of the NF mark leans on a network constituted by AFNOR Certification, mandated bodies, laboratories, inspection bodies, auditors, regional coordinators and technical secretariats.

According to the General Rules of the NF mark, AFNOR Certification attributes the management of this application of the NF mark to LCIE, said mandated body.

### 1.3 List of contacts

Any inquiries concerning the right to use the NF Mark should be submitted to:

#### **LCIE**

33 avenue du Général Leclerc  
B.P. 8  
92266 FONTENAY-AUX-ROSES Cedex  
FRANCE

#### **LCIE Sud-Est**

ZI Centr'alp  
170 rue de Chatagnon  
38430 MOIRANS  
FRANCE

**LCIE China**

Building 4, No. 518, Xinzhuan Road, Caohejing Songjiang High-Tech Park,  
Shanghai, 201612  
China

**Bureau Veritas Hong Kong LCIE Electrical Division**

Unit 1611, Vanta Building  
21-33 Tai Lin Pai Road  
Kwai Chung, N.T  
HONG KONG

**Bureau Veritas CPS Taiwan Branch**

N°19 HWA YA 2ND RD  
WEN HAW TSUEN  
KWEI SHAN HSIAN  
TAOYUAN HSIEN 333 000  
TAIWAN

**Bureau Veritas Consumer Products Services**

Electrical & Electronic Products Services, Shenzhen Branch  
4th Floor, B Building, Min Li Da Industrial Building, Honghualing Industrial Park,  
Liu Xian Road, Xili Town, Nanshan District, Shenzhen, Guangdong, 518055  
CHINA

**Curtis-Straus Bureau Veritas CPS**

1 Distribution Center Circle  
Suite 1  
Littleton  
MA 01460  
USA

All these entities are committed to implement and enforce these Certification Rules to their customers.

AFNOR Certification reserves the right to verify that all these entities actually respect their commitment.



## Part 2

# THE REFERENTIAL

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The referential of this NF Mark application is constituted by the General Rules of the NF Mark, these Certification Rules including the relevant standards, as well as technical specifications if any.

### 2.1 General Rules of the NF Mark

The NF Mark is a registered collective certification mark with general rules which set down the overall organisation and the conditions of use for the mark.

These certification Rules which fall under the certification of non-food products and services as provided in the Articles R 115-1 to R 115-12 and L 115-27 to L 115-32 of the French Consumer Code stipulate the conditions for application of the General NF Mark Rules to the products specified in Appendix 1.

### 2.2 Standards and additional specifications

The standards and additional specifications applicable to the products relevant to the scope of these Certification Rules are mentioned in Appendix 1.

The forms used for the audits/inspections of the factories are the following:

- CIG 021 : « Factory Inspection Procedures, Harmonised Requirements »
- CIG 022 : « Pre-License Factory Inspection Report »
- CIG 023 : « Factory Inspection Report »
- CIG 024 : « The Conduct of Factory Inspections »

The CIG forms are available from LCIE, on request.

The CIG forms are approved by the ECS Group and used by all the signatories of the CENELEC Agreement (CCA: CENELEC Certification Agreement)

### 2.3 Regulations

Among the regulations that apply to products covered by the scope of these Certification Rules, are the requirements of the Article 2 of the Low-Voltage Directive n° 2006/95/CE dated December 12, 2006 when the standards are actually published by the competent authority in the Official Journal of the French Republic (JORF). Compliance with this aspect is attested by the CE marking.

### 2.4 Quality management provisions

The applicant or license holder of the right to use the NF Mark shall:

- Ensure control of its manufacturing and its products in its marketing channels up to the end user,
- Implement provisions on system quality management in order to ensure that products which have or will have the right to be marked with the NF Mark are or will be manufactured permanently in compliance with the Certification Rules.

The minimum provisions that the applicant / license holder of the right to use the NF Mark must put in place for the quality management system and for the products testing in order to ensure that those products which benefit from the right to be marked with the NF Mark are manufactured permanently in compliance with the Certification Rules, are described below.

The applicant / holder shall:

- Implement on products from his production:
  - routine tests (100% of the production) defined in appendix 5
  - random tests defined in appendix 5
- Ensure compliance of his quality system with the requirements of the CIG 021
- Assure product identification and traceability by any appropriate means (e.g. factory number and production date, ...)

The verification of the implementation of the provisions set forth above is achieved during periodic audits / inspections the frequency of which is defined in paragraph 4.1 of these Certification Rules.

In the case of non-compliance found, the applicant / holder must implement appropriate corrective actions.

If the activity of the factory regarding the Mark is certified against ISO 9001 by an accredited certification body for quality management system, member of the EA and holder of MLA, the manufacturer can:

- After validation by LCIE, reduce the number of random tests (see Appendix 5),
- Benefit from a reduction in the number of surveillance audits/inspections as defined in paragraph 4.1 of these Certification Rules. The minimum number of annual audits/inspections should not be less than one.

## **2.5 Marking**

Marking is an integral part of a certified product.

Over and above of the identification of a certified product and its traceability, the marking of a product with the NF logo provides improved user protection and enables license holders to defend themselves against misuse and infringements/counterfeiting.

Furthermore, the mention of the essential certified characteristics improves the information of consumers and promotes the certification and its content.

Reproduction and affixing logos of AFNOR, AFNOR Certification and LCIE are strictly prohibited without prior approval of these bodies.

### **2.5.1 The NF logo**

The NF logo must ensure identification of any certified product.

NF certified products are separately designated and identifiable from non-certified products.

The license holder is only entitled to use the NF logo to distinguish certified products and in such a way that there is no risk of confusion with other products and in particular non-certified products.

The license holder commits to respect the graphical Chart of the NF Mark available from LCIE. Graphical tools for the logo defined in Appendix 5 are available from LCIE.

It is recommended to the license holders to submit beforehand all documents where the NF mark is mentioned to LCIE.

### **2.5.2 Reference documents**

#### ***The general NF Mark Rules***

The purpose of the marking regulations below is to guide the license holder through compliance with regulatory guidelines, and the requirements of NF certification. The general NF Mark Rules stipulate the conditions of use, the validity conditions, and the sanctions in the event of misuse.

The following cases of the use of the NF Mark constitute misuse of the NF Mark:

- Products for which the request is being processed,
- Products for which the right to use the NF Mark has been denied, suspended or withdrawn,
- An entire range or any advertising / commercial medium (e.g.: catalogue, website...) of products of which only certain models are eligible,
- Products other than those certified,
- Products for which the trademark and / or commercial reference was (were) modified without request of maintenance with LCIE,
- Use of a trademark that has not been requested for the right to use the NF Mark (e.g. maintenance).

The General Rules of the NF Mark specify that any misuse of the NF Mark, whether committed by a license holder or by other person, will allow AFNOR, within the framework of current legislation, to start any legal action it will deem appropriate.

As specified in these Certification Rules LCIE controls the property, the use and the display of licenses, marks of conformity as well as any other means intended to indicate the NF certification of a product.

### **2.5.3 Marking arrangements**

This section describes both the arrangements for affixing the NF logo and the marking of essential certified characteristics. A “certified characteristic” means any information of which content is checked under NF marking. A traceability identification of the products must also be marked on the certified products.

It deals with the following four aspects:

- Marking of the NF logo on an NF certified product
- Marking of the NF logo on the packaging of an NF certified product,
- Marking of the NF logo on documentation, user and installation manuals
- Marking of the NF logo on websites

This application of the NF Mark is materialized by the logo defined in Appendix 5 which is affixed on each product certified according to its relevant safety standards.

The manufacturer submits to LCIE, for agreement, the drawing of the descriptive plate or the engraving containing the monogram of the Mark.

Any homothety can be used in the respect for the minimal size defined by the graphical chart.

#### **2.5.3.1 - Marking of a NF certified product**

The use of the NF Mark logo must be carried out in accordance with graphical tools mentioned in paragraph 2.5.1 of these Certification Rules.

The NF Logo must be affixed, under the terms of paragraph 2.5.3, durably and legibly on each certified product, in place where it does not risk to be damaged, on a substrate linked to the device, for example, by reproducing that logo in a large enough size.

Note: It is acceptable to apply the logo by etching, stamping or moulding, etc., on a main part of the equipment.

The essential certified characteristics relevant to the electrical safety of certified products are marked on the product, in accordance with the marking requirements of the standard.

### **2.5.3.2 - Marking on the packaging of a NF certified product or on the supporting documentation**

The logo of this application of the NF Mark is to be used in accordance with the graphical tools mentioned in paragraph 2.5.1 of these Certification Rules.

It is recommended that the NF logo be affixed by the holder on the packaging of the certified products or on their accompanying documentation. It is a way to promote the NF Mark.

When the logo is actually affixed on the packaging of the NF certified products – which may possibly also contains non NF certified products – the reference of those NF certified products including their trademarks shall also be reported on the packaging.

When the packaging allows the reference and the trademark of the NF certified products to be visible, it is accepted that these indications are not reported on the packaging.

Due to the diversity of situations related to the packaging, the following recommendations are made:

- To affix the NF logo on the packaging of the first conditioning of the NF certified products
- Where applicable, to affix the NF logo on the packaging of the outer conditioning as well as on the documents accompanying the product, except for products of too small size.

For a product which too small size does not permit to affix the NF logo, this logo shall be put on the packaging of first conditioning and/or on the accompanying document of the product.

Note: When the NF logo is put on a packaging which contains both one and several NF certified products and one or several NF uncertified products, the above provisions apply to the NF certified products.

When the products are not visible through such a packaging, this packaging shall bear the following indication:

« Information client : cet emballage contient aussi des produits non certifiés NF »

This indication shall be placed next to the NF logo and be so visible as it.

### **2.5.3.3 - Marking on documentation (technical and sales documents, labels, notices, advertisings, websites, user and installation manuals, etc. ...)**

The logo of this application of the NF Mark is to be used in accordance with the graphical tools mentioned in paragraph 2.5.1 of these Certification Rules.

The license holder shall use the NF Mark in its documentation only in distinguishing the certified products without any confusion.

**Attention:** The use of the NF Mark on correspondence paper letterheads is prohibited unless the license holder of the NF Mark holds it for all his products.

Any documentation referring to the certification must contain the information relative to the essential certified characteristics.

## **2.5.4 Conditions for NF marking withdrawal**

NF marking withdrawal is the action by which a license holder of the right to use the NF Mark withdraws the NF Mark logotype from his products and from all the promotional media (websites, catalogues, packaging, ...)

Any suspension and any withdrawal of the right to use the NF Mark entail the prohibition of using the NF Mark and of referring to it.

When a NF certified product turns out to be deficient with regard to the requirements or dangerous for the user, the license holder must take all necessary measures so that the mark withdrawal will be done at every place where reference is made to the NF Mark (not only on the certified products, but

also on their packaging, on their documentation, ...) and that this withdrawal will be carried out on the products in inventory and on the products which are in the sales circuit. This action must be conducted independently of the actions of withdrawal from the market operated under the responsibility of the license holder.

### **2.5.5 Essential certified characteristics**

Without prejudice to the penalties provided in the General Rules of the NF Mark, any erroneous advertisement of the essential certified characteristics exposes the license holder to prosecution for fraud and / or misleading advertising.

It is remembered that the essential certified characteristics are those which have been checked according to the standard(s) and the additional specification(s) applicable to the product. The essential certified characteristics covered by these Certification Rules are mentioned in Appendix 2.

## Part 3

# OBTAINING CERTIFICATION

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### 3.0 Definitions

The applicant, the license holder, the manufacturer, the retailer and the agent are involved in the process of obtaining certification. Their roles and responsibilities are defined in the definitions below.

**Co-license holder:** refer to definition of license holder.

**Applicant:** It is the legal entity that wishes to obtain the right to use the NF Mark for its own account or on behalf of a third party, for a product or product range and committed itself to quality control of the products. He claims the right to use the mark for one or more factories.

He signs the commitment letter. When the applicant requests the right to use several NF Marks, he signs a commitment letter for each NF Mark.

Reminder: The applicants are either suppliers ("first party") or buyers ("second party").

**Retailer:** Organization distributing the products of the license holder and that does not intervene neither on the product nor on its accessories (packaging, user or installation manuals,...) in a way to modify the compliance with the requirements of the NF Mark. It is the responsibility of the license holder to inform retailers that any change imposes to request jointly the **maintenance of the right to use** the NF Mark.

The types of retailers can be the following:

- Retailers who **do not intervene technically** on the product and distribute the product under **the license holder's trademark**, and which does not request an application for the right to use the NF Mark.
- Retailers who **do not intervene technically** on the product and distribute the product with **a change in trademark and / or reference**.

These modifications request an application for maintenance of the right to use the NF Mark.

If no request of the right to use the mark has been raised, affixing the logo of the NF Mark on products, commercial and technical documentations, etc.... is a misuse.

- Retailers who do not intervene technically on the product but who require modifications thereof and distribute the product with **a change in trademark and / or reference**.

These modifications request an application for an extension of the right to use the NF Mark.

If no request of the right to use the mark has been raised, affixing the logo of the NF Mark on products, commercial and technical documentations, etc.... is a misuse.

**Manufacturer:** Organisation, located at one (or more) place(s) given(s), which performs or controls all the steps of design, manufacture, control, handling, storage and marketing of a product.

Note 1: Applicant and manufacturer are often one and the same entity.

Note 2: The idea of manufacturer can also be extended to any applicant of the NF Mark when the responsibility of maintaining, over time, the compliance remains its responsibility, and when the Certification Body carries out Quality Control operations in the factories.

**Agent:** Natural or corporate person established in the European Economic Area which has a function of representation of the applicant / license holder outside European Economic Area, and has a written mandate from the applicant / license holder ensuring that it can act on his behalf and specifying which framework (missions and responsibilities and financial aspects, claims, contact with the certification body, among others) in the certification process of the NF under the provisions of the Certification Rules.

The agent can be retailer or importer; its various functions are clearly identified.

**License Holder:** Legal entity that benefits from the right to use the NF Mark, which commits, which accepts responsibility for the maintenance over time that the product will conform with the appropriate requirements, and which submits to all obligations. This is therefore the legal entity that ensures control over its manufacturing (assembly, quality control, marking, packaging) and its marketing channels. The license holder has the responsibility for compliance with all the requirements defined in the Certification Rules of the NF Mark.

**Co-License Holder:** Legal entity that, after having sent to LCIE a written agreement signed by a license holder, benefits from the right to use the NF Mark for a product already certified for this license holder but with a different trademark. He commits and accepts the responsibility for the maintenance over time that the product will conform with the appropriate requirements, and he submits to all obligations. This is therefore the legal entity that ensures control over its manufacturing (assembly, quality control, marking, packaging) and its marketing channels. The co-license holder has the responsibility for compliance with all the requirements defined in the Certification Rules of the NF Mark.

**Factory:** Is regarded as factory the place where the certified product is manufactured and / or finally assembled. This is also the place where all or part of the routine tests and of the random tests are conducted on behalf of the license holder.

### 3.1 Request of the right to use the NF Mark

A request is the mail by which the applicant asks for the right to use the NF Mark, declares that it knows and commits itself to comply with the General Rules as well as the Certification Rules applicable to its request.

A request of the right to use the NF Mark can lead to a product or product range to:

- An admission: decision notified by LCIE allowing granting the right to use the NF Mark for a new product or product range for an applicant. A request for admission is the first request of a manufacturer having no right to use the NF Mark for a product or range of products submitted.
- A maintenance: decision notified by LCIE by which the right to use the NF Mark is granted to a product which, compared to the basic product already certified, differs by the aesthetics, by the trademark, by modifications or changes that do not require testing or verification. A request for maintenance concerns a different product from the basic one by aesthetics, by the trademark, by modifications or changes that do not require testing or verification.
- An extension: decision notified by LCIE by which the right to use the NF Mark is extended to a modified product compared to a product already certified, the validation of changes requiring complementary tests and partial verifications.

When a request of the right to use the NF Mark is made by a retailer, either for a maintenance or for an extension from a product already certified, this request must be made by the retailer including the license holder's agreement,

It can be accepted that the license issued for the retailer could not explicitly refer to the license holder.

A request of the right to use the NF Mark may also cover:

- Obtaining other foreign marks through the CCA agreements.
- The attribution of the NF Mark for a product having a foreign compliance Mark on the basis of a Notification of Test Results accompanied by a Test Report and a statement of identity established by a foreign Certification body through the CCA agreements.
- The attribution of the NF Mark for a product having obtained a Test Report and a CB certificate through the IECEE procedures. This implies a satisfactory preliminary audit/inspection in the case of a factory not known for the product category concerned.

### **3.2 Filling of a certification application**

Before to request the Mark, the applicant must ensure that it meets, at the time of application, the conditions defined in these Certification Rules concerning its product and sites involved in the process. It is the applicant's/ license holder's responsibility to make sure that all regulations applicable to his product are actually respected (e.g. EC marking).

He must commit to the same conditions during the entire duration of the right to use the NF Mark.

When not respecting these rules, the applicant / license holder exposes himself to the interruption or the suspension of his file. In particular, it is on no account possible to make reference to the NF Mark, before obtaining the right to use the NF mark, or to submit counterfeited products to the certification.

The request of the right to use the NF Mark must be submitted in accordance with the conditions given in Part 7 of these Certification Rules.

The Application Form requested for filling the application is provided by LCIE.

Upon receipt of the request, the following process is involved:

- Review of the admissibility of the file,
- Implementation of checks and inspections,
- Review and decision.

A request for admission necessarily requires the completion of an audit/inspection and testing.

Audit/inspection and testing may not be carried out in the case:

- Of a maintenance or an extension
- Where the factory is known under other certification systems and for the same type of product.

The decision to perform or not an audit/inspection and testing is taken by LCIE depending on the nature of the evolution of the product.

### **3.3 Admissibility check**

Upon receipt of the request, LCIE verifies that:

- All documents requested in the file of request are attached,
- Elements of the technical file comply with the requirements of the Certification Rules.

LCIE may be forced to ask additional information necessary for the admissibility of the file when it is incomplete. Once the request is admissible, LCIE organizes the checks and inspections, and informs the applicant of organisational procedures (auditor, the audit period, sites audited, laboratories, products selected, etc. ....).

### **3.4 Terms of controls and checks during an application process**

Several types of controls are carried out within the framework of the NF mark:

- The tests and verifications on the products,
- The audits/ inspections performed in the factories (Process design and / or manufacturing and / or marketing, distribution centres...)



### **3.4.1 - The tests and inspections**

#### **3.4.1.1 - Sending the products to be tested**

The products intended for certification tests must be sent to the third party laboratory, customs cleared and transportation costs paid. Non-compliance with this clause implies rejection of such products by the addressee. The applicant must provide evidence showing how it ensures the traceability of the product.

#### **3.4.1.2 - Tests**

LCIE prepares the list of products necessary for the tests and determines as well the amount of the certification test costs (given in Part 6 of these Certification Rules).

The testing program is defined by LCIE.

In the case of a request for extension for a modified certified product, the inspections and tests are defined by LCIE taking into account the modification concerned.

In the case of a request for maintenance, there are no tests to be performed.

The tests can be performed in a third party laboratory or in an accepted manufacturer's laboratory. The conditions for acceptance of a manufacturer's laboratory are made available by the certification body on request.

The test results are written up in a Test Report, incorporating the desired national deviations.

The tests linked to the certification and made before the application for certification may be taken into account, provided that the provisions of the reference standard for accreditation of the products certification bodies are satisfied.

The results from laboratories recognized in other certification schemes (e.g. IECEE, CENELEC (CCA), LOVAG and ASEFA) can be taken into consideration for the issuance of the NF Mark. However, a complementary testing may be required to verify the national deviations.

When a certification system is added, the relevant procedure is included in these Certification Rules.

#### **3.4.1.2.1 – CCA Procedure**

The CCA procedure allows manufacturers to have access to the NF Mark based on other European Marks granted by certification bodies that are signatories of the CCA Agreement. Reciprocally, the access to other European Marks can take place based on the NF Mark.

This CCA procedure can be realized according to the normal CCA procedure or the accelerated CCA procedure.

#### **3.4.1.2.1.1 – Normal procedure**

This procedure is based on the CENELEC Certification Agreement of September 11, 1973 revised on March 29, 1983. The text of this Agreement is published in CENELEC MEMORANDUM no. 13.

- It applies to electrical equipment which satisfies the harmonized standards, that are standards in compliance with a Harmonisation Document (HD) or with a European Standard (EN) from the CENELEC or with a document which is covered by the procedure defined in CENELEC Memorandum no. 7.

- Its purpose it is to avoid repeating tests in various laboratories of the signing bodies, when the device presented has been the subject of an agreement to use a Mark issued by a signing body, after tests based upon the harmonized standards.

- It can be used - even in the case where the harmonized standards do not exist yet - for equipment which is covered by standards which have been brought into line with European publications (EEC) or

international publications (IEC). It is obvious that only bodies that issue their Mark according to their national standards in line with these publications can accept this procedure.

The description below indicates the various steps in the normal CCA procedure for obtaining the NF Mark. The manufacturer sends the following to LCIE:

- a written request, accompanied by a description of the device,
- a copy of the Notification of Test Results (NTR) or of a Statement of Test Results (STR) accompanied by a copy of the TR (Test Report) from the European Certification Body which carried out the tests,
- a copy of the declaration of identity or, as the case may be, a descriptive statement of the modifications made or planned.

Based on the CCA Agreement, LCIE examines the above described documentation, determines, where applicable, any complementary tests to be carried out, and then issues the NF Mark.

The costs related to applying this procedure are invoiced to the manufacturer in compliance with the Part 6 of these Certification Rules, and according to whether the company is known or unknown by LCIE, a preliminary visit may be carried out by LCIE or by an equivalent European body when the manufacturer is located outside continental France.

#### **3.4.1.2.1.2 – Accelerated Procedure**

As an alternative to the normal CCA procedure, the accelerated procedure applies the same principles and provides manufacturers with National and European Marks in shorter periods of time.

The European certification body takes the responsibility for all the technical and administrative steps in the place of the manufacturer by directly acting with relation to the signatories of the CCA Agreement.

LCIE issues the NF Mark to the manufacturer or to the national representatives concerned, according to the information supplied in advance.

The invoices related to the certifications by LCIE are sent to the manufacturer.

#### **3.4.1.2.2 – IECEE CB Procedure**

It is possible to obtain the NF Mark by the consideration of the test results and of the CB Certificate within the framework of the IECEE procedures (CB Scheme) after a case-by-case examination by LCIE. Based on the IEC reference documents, this procedure can entail complementary tests, particularly for taking into account national deviations.

#### **3.4.1.2.3 - ASEFA/LOVAG Procedure**

It is possible to obtain the NF Mark by the consideration of the full test results performed based on EN standards and of the ASEFA or ASEFA/LOVAG certificate after a case-by-case examination by LCIE.

### **3.4.2 - Audits/Inspections**

When investigating a first application, a preliminary audit/inspection is carried out. The duration of this audit/inspection is defined in Appendix 5.

This audit / inspection, aims to ensure that the provisions defined and implemented by the applicant in the process of design and / or manufacturing and / or marketing audited, meet the requirements of Part 2 of these Certification Rules.

The date of this audit/inspection is planned at the request of LCIE and in accordance with the wishes of interested Parts (applicant/license holder and possibly subcontractors of LCIE)

The realization of the audit/inspection can be made in particular in the presence of an observer who is kept in the respect for the confidentiality. This observer can be imposed to LCIE by an accreditation body or agreements of which he is signatory. The applicant / holder is systematically informed by

LCIE, before the audit, of the presence of this observer. LCIE can also propose to the applicant / holder the participation of any other observer.

If the entity subcontracts parts of its business and depending on the organization of the subcontracting, LCIE reserves the right to ask a complementary audit/inspection, performed by a NF auditor / inspector, to the subcontractor(s) based on the same referential.

All means (premises, facilities, equipment), which enables the auditor / inspector to perform the mission under his responsibility must be placed at its disposal, as well as the qualified persons for implementing it.

A copy of the audit/inspection report (CIG 023) is delivered to the representative of the factory at the end of the audit / inspection. A copy of the audit report / inspection is sent to the license holder when the factory is different from the license holder.

For subsequent requests for admission or extension, the Certification Manager evaluates the need to carry out an audit/inspection (for example: different product category, different type of product, major modification to the product)

In the case of a request for maintenance, there is no audit / inspection.

### **3.5 Review and decisions**

LCIE has the responsibility to review the audit/inspection and testing reports as well as documentation of the certification file as defined in Part 7 of these Certification Rules.

When sending the report(s), and where applicable, a request to reply within a time limit is specified in the expedition letter.

The applicant shall submit for each deviation, with the date of application, the corrective actions taken or planned.

LCIE analyses the relevance of the response and may ask to carry out a complementary check (complete or partial audit and/or testing).

If needed, LCIE may set out to the Particular Committee, anonymously and for advice, all assessment results.

The decisions are proposed to the Director for Certification or to the Manager of Certification Operations by the Certification Officer on the basis of the Reviewer's recommendation.

According to the Consumer Code, the decisions taken by LCIE cannot be delegated.

#### **3.5.1 - Type of decisions**

The investigation of a file gives rise to one of the following decisions notified by mail by LCIE:

- a) Granting the right to use the NF Mark, the mail and the license are then sent together,
- b) Refusal of the right to use the NF Mark. This refusal is in all cases argued.

In case of a positive decision, LCIE sends to the applicant or to the NF license holder, the document notifying the decision and an identification number of the factory is assigned. This number preceded by the letters "UF" and associated with a production date can be replaced by any other distinguishing indication (to ensure traceability) registered with LCIE. It can be affixed to the certified products.

When issued, the NF license is signed by the Director for Certification or the Manager of Certification Operations. In his absence, he may delegate his signature to the Certification Officer.

The Certification Officer is entitled to notify the refusal of the right to use the NF Mark.

Notes:

1 The procedure described above concerns the products under the procedure of admission and when the company does not hold any certification issued by LCIE yet.

2 The maintenance, extension and admission procedures can be lightened for companies already holding a certification issued by LCIE.

### **3.5.2 - Taking effect of the decisions**

The decisions for refusal are notified by registered letter with acknowledgment of receipt.

The decisions are binding as soon as they are received or at the date of the first submission of the registered letter with acknowledgment of receipt or other means for demonstrating the receipt of the document.

### **3.5.3 - Delegation of the decisions**

The decisions taken by LCIE cannot be delegated.

### **3.5.4 - Publication of information**

LCIE publishes on its website the list of the certified products including in particular the company name of the holder, the references of the standards on which the certification is granted, the reference of products and their certified characteristics.

LCIE supplies on request the information relative to the validity of a given certification.

When the holder supplies copies of documents of certification to others, he has to reproduce them in their entirety.

### **3.5.5 - Dispute of the decisions - Appeal**

The disputes and appeals are treated according to the General Rules of the NF Mark.

## Part 4

# ARRANGEMENTS FOR THE CERTIFICATION SURVEILLANCE

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The license holder shall throughout the validity of the certification commit to the following:

- Meet the requirements defined and the methods of marking described in Part 2
- Update his file certification as provided in Part 7
- Systematically inform LCIE of any change in the characteristics of the certified product or of any change in his organization

A surveillance is carried out under the responsibility of LCIE upon assignment of the right to use the NF Mark.

### 4.1 Surveillance operations on the certified products

The checks carried out within the scope of the surveillance of the certified products are achieved through:

- Audits/inspections of the factory
- Inspections and testing of the selected products in factory
- Inspections and testing of the selected products in the marketing networks

The surveillance is also carried on the use of the NF Mark on the product, packaging and any communication medium.

The surveillance procedures are implemented in accordance with the decisions taken following to the previous checks.

Within the scope of the control operations of the conformity of the products, the interventions and stakeholders are specified below:

Option Action	Check	
	Stakeholder (1)	Frequency
Audit / Inspection	A	According to Appendix 5
Periodic sample selection in factory	A	According to Appendix 5
Tests on sample selected in factory or in the marketing networks	C	According to Appendix 5
Periodic sample selection in the marketing networks	A	According to the Certification Officer's decision
<b><i>In case of non-compliance</i></b>		
Increased sampling in factory	A	
Tests	C	
Additional inspections	A	

- (1) Stakeholder:  
 A: Certification Body (product certification)  
 C: Third party laboratory qualified by LCIE

The periodic sample selections are made on request of the certification body that indicates the type(s) of the sample(s) to select. This sample selection cannot be less than 1 per year.

In any case, the absence of sample selection must be controlled.

Further to the controls (tests, audits/inspections) conducted, reports are issued and sent by LCIE to the license holder. A copy of the tests reports is sent to the factory when it is different from the license holder. A copy of the audit/inspection report (CIG 023) is delivered to the representative of the factory at the end of the audit/inspection. A copy of the audit/inspection report is sent to the license holder when the factory is different from the license holder.

A summary of the overall results of the license holders is submitted anonymously to the Particular Committee.

#### **4.1.1 – Controls on the selected samples**

The controls of the certified samples selected at the factory or in the marketing channels are performed according to the applicable standards and specifications (refer to Appendix 1)

The controls are performed by the laboratory(ies) listed in Appendix 4 of these Certification Rules.

The testing program is defined by LCIE and is based on the edition of the standards used for delivering the right to use the NF Mark.

If a non-conformity is identified when the testing program is carried out, an appropriate decision letter is issued depending on this non-conformity.

The results of surveillance operations of factories and marketing channels are regularly presented to the Particular Committee.

##### **4.1.1.1 Control of the NF certified products selected at the factory**

The frequency of the sample selection takes into account the range of the product categories NF certified and the results of controls previously obtained.

##### **4.1.1.2 Control of the NF certified products selected in the marketing channels**

These controls notably include testing on one or more products bearing the NF Mark, selected in the marketing channels and to examine the related commercial documentation. These sample selections are carried out on a regular basis and may be requested by the Certification Officer.

In case of non-compliance the Certification Officer may decide to impose strengthened sample selection at the factory, additional tests on the products selected at the factories. It may also decide to ask supplementary audit(s)/inspection(s). The costs related to these operations are charged to the license holder in accordance with article 6.3 of these Certification Rules.

#### **4.1.2 – Audits/Inspections**

This visit is carried out under the conditions specified in § 3.4.2.

The audits/inspections of the factories are, as far as possible, unannounced. The duration of audits/inspections is defined in Appendix 5.

During the audit/inspection of the factory LCIE ensures that the license holder has:

- Established, maintained and implemented for the factory concerned the procedures relating to the product;
- Checked the conformity of the product (routine and random tests)
- Implemented the requirements of these Certification Rules
- Identified the constituents of the product as well as suppliers and subcontractors
- Ensured product identification and traceability [example: UF number or any other identification means of the factory, serial number, date of production (example: year, week...) ...]

All possible means permitting the auditor/inspector to perform his mission must be put at his disposal for free (premises, facilities, equipment, qualified personnel ...)

At the factory, the auditor/inspector can conduct or witness tests and selects samples for testing by the third party laboratory(ies).

When a product or type of product cannot be selected during an audit/inspection (scheduled or additional factory inspection), a “no sample selection report No.1” is issued. If product selection cannot still be operated during the next audit/inspection a “no sample selection report No.2” is issued. The concerned products can be launched on the market with the indication of NF Mark only with preliminary agreement of LCIE.

Note: “no sample selection report” No.1 and No.2 are regarded as an integral part of the inspection report CIG 023.

Throughout all the time where the “no sample selection report” remains valid the product or type of product concerned continues to appear in the list of certified products.

An inspection report, issued according to the CIG 023 form “Factory Inspection Report” is given to the manufacturer at the end the audit/inspection. A copy of the audit/inspection report is sent to the license holder when the factory is different from the license holder.

#### **4.1.3 – Verifications following disputes, complaints, contestations, etc.**

LCIE reserves the right to perform, or to request any verification as it deems necessary following disputes, complaints, contestations, and so on, which he would have knowledge of and relating to the use of the NF Mark.

The checks may include samples selection for construction analysis or testing anywhere certified products are used (in this case, the license holder is invited to nominate a representative to attend the sample selection and testing).

The costs of tests and examinations are charged to the license holder who must send beforehand an order to LCIE.

## **4.2 Review and decisions**

The procedures for the review are similar to those described for the admission in Part 3 (article 3.5).

The findings found during the audits/inspections and during the surveillance tests are brought to the license holder.

The resulting decisions are proposed to the Certification Officer by the Reviewer.

#### **4.2.1 - Type of decisions**

Based on the results of the audits / inspections of the factory and / or the results of the tests performed by a third party laboratory, LCIE may notify the license holder one of the following decisions:

1. Renewal of the right to use the NF Mark,
2. Conditional renewal of the right to use the NF Mark with transmission of remarks or a warning, which may be accompanied by an increase in the frequency of inspections and / or additional sample selection and / or additional tests,
3. Suspension of the right to use the NF Mark. The maximum duration of the suspension is six months, renewable once, period at the end of which a withdrawal of the right to use the NF mark is pronounced if no action was committed by the holder,
4. Withdrawal of the right to use the NF Mark.

Decisions 1 and 2 are notified by the Certification Officer.

Decisions 3 and 4 are signed by the Certification Director or the Manager of Certification Operations. In their absence, they may delegate their signature to the Certification Officer.

For decisions 2, 3 and 4, the license holder undertakes to provide LCIE with the evidences of his actions.

Without providing evidence, LCIE reserves the right to reclassify the original decision.

For decisions 3 and 4, the license holder commits to apply the requirements resulting from the suspension or withdrawal of the right to use the NF Mark.

Any suspension and any withdrawal of the right to use the NF mark entail the ban of using the NF mark and referring to it for any new production. For the fabrications previous to the suspension or the withdrawal) of the right of user, LCIE, on a case-by-case, can take particular measures (e.g. authorization of selling of stocks, marking withdrawal from products in stock, recalling of products etc.)

In all cases of decisions, the costs of additional controls requested by LCIE are charged to the license holder, regardless of their results.

In cases where a suspension or withdrawal decision is decided, LCIE may request to the license holder to remove from the market the concerned products referring to the NF Mark at his own expense.

In the case of suspension or withdrawal decisions, AFNOR Certification, the DGCCRF (General Direction for Competition of Consumer and Prevention of Fraud) and the Customs in the case of products manufactured outside of the European Economic Area, are informed of the decisions. In the case of products selected in the marketing channel, the entity where the sample was selected is informed. These provisions do not relieve the license holder of his obligations as defined in these Certification Rules.

If for a same product manufactured in a same factory, the right to use the NF Mark has been delivered to one or several co-license holders, the decisions taken for the license holder or one of the co-license holders are automatically applied to all co-license holders and to license holder of the NF Mark. These decisions are individually notified to all license holders and co-license holders.

#### **4.2.2 - Taking effect of the decisions**

All the conditional renewal, suspension or withdrawal decisions shall be notified by registered letter with acknowledgment of receipt or other means for demonstrating the receipt of the document by the license holder. The costs arising from this shipment are charged to the license holder.



The decisions are co as soon as they are received or at the date of the first submission of the registered letter with acknowledgment of receipt or other means for demonstrating the receipt of the document.

A summary of the notifications is presented to the Particular Committee.

#### **4.2.3 - Delegation of the decisions**

According to the Consumer Code, the decisions taken by LCIE cannot be delegated.

#### **4.2.4 - Dispute of the decisions - Appeal**

In compliance with the General Rules of the NF Mark, the license holder may contest the decision. The relevant procedure is described in article 3.5.5 of these Certification Rules.

### **4.3 Statement of changes**

Any modification of the conditions under which the NF Mark was granted must be communicated in writing to LCIE by the license holder.

The absence of such information may lead to a suspension or the withdrawal of the right to use the NF Mark.

#### **4.3.1 - Modification concerning the license holder**

The license holder must communicate to LCIE, in writing, any legal modification concerning its company or any change in its registered name.

In case of merging, winding up or taking over of the license holder, all the rights to use the NF Mark which it might benefit, automatically stop.

It is up to LCIE to examine the procedures for a new granting or the maintenance of the right to use the NF Mark to the new license holder.

However, in certain cases and after examination by LCIE, the initial elements of a file concerning the right to use the Mark may be taken into account when a modification concerns the license holder, subject to a clear definition of the conditions of that modification requires protective measures so as not to interrupt production under the NF Mark.

All the decisions taken under these Certification Rules are sent to the address stated by the license holder. Accordingly, the license holder must notify immediately to LCIE, by registered letter with acknowledgment of receipt, any change of address.

#### **4.3.2 - Modification concerning the factory**

Any transfer (total or partial) of the factory of a NF certified product to another factory, entails the immediate stopping of the use of the NF Mark by the license holder on the product(s) transferred whatever the form of this transfer.

The license holder must declare such transfer in writing to LCIE which will organise an inspection visit to the new factory and, where applicable, will carry out appropriate testing.

The review and decision procedures to renew the certification are identical to those of admission described in paragraph 3.5 of these Certification Rules.

In all cases a new identification number of the factory will be attributed by LCIE.

#### **4.3.3 - Modification concerning the quality organisation of the design and/or manufacturing and/or marketing process**

The license holder must declare in writing to LCIE any change regarding its quality organization that may have an impact on compliance of the design and/or manufacturing and/or marketing with the requirements of these Certification Rules. (Changes concerning its facilities, quality policy,...)

In particular, he must declare all modification in the certification of his Management System of Quality.

On the other hand, any temporary stopping of internal quality control of a NF certified product entails an immediate stopping of its marking by the license holder.  
The license holder shall inform LCIE about it.

The review and decision procedures to renew the certification are identical to those of admission described in paragraph 3.5 of these Certification Rules.

#### **4.3.4 - Modification concerning the NF certified product**

Any modification to the NF certified product compared with the first application, with the model accepted, with the rules defined in the Certification Rules likely to have an impact on product conformity with the requirements of these Certification Rules or any change of trademark must be subject to a written statement to LCIE.

According to the modification declared, LCIE determines whether it is a request for certification extension, for complementary admission or for certification maintenance.

#### **4.3.5 - Modification concerning applicable the standards and specifications**

Any development of the standards and specifications applicable requires from the license holder an application to update his licenses.

In the case of a notification of withdrawal of a standard for safety reasons, the right to use the NF Mark is withdrawn by LCIE, imposing to the manufacturer the immediate cessation of its production and the withdrawal of his products from the marketing channels.

#### **4.3.6 - Temporary or definitive stopping of production**

Any temporary (1 year maximum) or definitive stopping of production of a NF certified product or any abandonment of a right to use the NF Mark must be declared in writing to LCIE including the information concerning the duration necessary for the selling off of the remaining stock of the NF marked products.

The suspension or withdrawal of the right to use the NF Mark is pronounced by LCIE.

In the date of the request of abandonment of a right to use the NF Mark the licenses are cancelled and the products are withdrawn from the NF certified products list.

When the holder has mentioned a date for abandonment later than the date of his request, the licenses will be cancelled at the expiration of the corresponding delay and the products withdrawn from the NF certified product list.

The NF certified products remaining in stock and manufactured before the date of abandonment requested are not infringing the NF Mark provided that the date of manufacture can be checked directly on the products.

In case of any difficulties, the validity of all information regarding the NF certified product will be checked by LCIE.

## Part 5

# THE STAKEHOLDERS

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This Part presents the various stakeholders involved in the management of this application of the NF Mark. All stakeholders are subject to professional secret.

### 5.1 AFNOR Certification

The NF mark is the exclusive property of AFNOR.

AFNOR conceded to AFNOR Certification, certification body, a license of total exploitation of the NF mark.

AFNOR Certification manages and leads the NF certification scheme including in particular the rules of governance and the operating procedures of the NF Mark.

AFNOR Certification  
11, rue Francis de Pressensé  
93571 LA PLAINE Saint Denis Cedex  
[www.marque-nf.com](http://www.marque-nf.com)

### 5.2 LCIE

According to the General Rules of the NF Mark, AFNOR Certification attributes the management of this NF Mark to LCIE, as mandated Certification Body.

LABORATOIRE CENTRAL DES INDUSTRIES ELECTRIQUES (LCIE)  
Direction de la Certification  
B.P. n°8 - 33 avenue du Général Leclerc, F 92266 F ont-enay-aux-Roses Cedex  
[www.lcie.fr](http://www.lcie.fr)

#### 5.2.1 Functions covered by LCIE

LCIE, mandated body, is responsible for all the management operations which are entrusted to it within the framework of its mandate. It implements the certification procedures within the framework of its mandate and of the international recognition agreements in which it participates.

In particular, within the scope of the NF Mark, it is responsible for:

- preparing the Certification Rules defining the procedures for assessing and monitoring compliance with the standards, in particular, the requirements concerning the manufacturer's quality of the products,
- The processing of applications for the right to use the NF Mark, their follow-up and the notifications of Certification decisions,
- The acceptance and maintenance of the manufacturers' laboratories,
- The acceptance and maintenance of the third party laboratories for the admission and surveillance tests,
- The relationship with the applicants / license holders,
- The operational management of the Mark (Development and evolution of the Certification Rules, Secretariat of the Committee in accordance with the Rules of the NF network, logistical support to the committee meetings, databases, information),
- The management of the of the customers satisfaction,
- The provision of statistics' elements concerning the NF Mark to the Executive Certification Committee,
- The provision of statistics' elements concerning the NF Mark to AFNOR Certification,
- The periodic report on the operation of this application of the Mark to AFNOR Certification,
- The participation in meetings of the Mandated Bodies Commission with a view to improving the rules and procedures of the network.

- The qualification of the auditors/inspectors (initial, maintenance and renewal of the qualification),
- The audits/inspections performed in the factories,
- The tests performed (admission and surveillance),
- The Market surveillance operations.

### **5.2.2 Audits / Inspections**

The results of the audits/inspections conducted by certification bodies recognized under the IECEE Certification Scheme and under the CENELEC Certification Agreement (CCA), or by qualified auditors/inspectors (see article 5.2.1) employed by subsidiaries entities of Bureau Véritas Group that owns LCIE, can be taken into account for the issuance of the NF Mark. In the latter case, the employees of Bureau Véritas are qualified by LCIE.

The audits/inspections carried out in the factory and the sample selections made in the marketing channels are provided by LCIE or by one of its subcontractors, under the responsibility of LCIE.

The audits/inspections and the sample selection may be subcontracted to foreign bodies by LCIE. In this case, all samples are sent to LCIE for surveillance tests.

### **5.2.3 Laboratories**

LCIE is responsible for the qualification of the third-party laboratories and the manufacturers' laboratories.

#### **5.2.3.1 Third party laboratories**

To be qualified, third-party laboratories must necessarily have a quality system compliant with NF EN ISO/IEC 17025 and be accredited by an accreditation body signatory to the ILAC MRA agreement, preferably COFRAC.

The NF admission tests are performed according to the instructions from LCIE in the third party laboratory(ies) mentioned in Appendix 4.

Sub-contracting is permitted only according to the provisions of the "Committee of Testing laboratories" (CTL) under the "CB Scheme".

The surveillance tests performed on the NF certified products are performed according to the instructions from LCIE in a third party laboratory mentioned in Appendix 4.

#### **5.2.3.2 Accepted manufacturers' laboratories**

To be accepted by LCIE a manufacturer's laboratory shall have the appropriate means (human and material) for the acceptance scope claimed, meet the requirements of NF EN ISO/IEC 17025 standard and perform at least once a year the inter-comparison tests needed.

Only the NF admission tests can be performed according to the instructions from LCIE in the accepted manufacturer's laboratory(ies).

In this context, the laboratories of the manufacturers are not allowed to perform subcontracts.

In any case, the surveillance tests on the NF certified products cannot be performed in a manufacturer's laboratory.

### **5.2.3.3 Delegation of the admission and surveillance tests on the selected sample during the factories audits/inspections**

The admission and surveillance tests can be delegated to qualified third party laboratories (see Appendix 4) by LCIE. The tests allowed are those which arise from the standards included in the scope of accreditation of qualified laboratory.

Regardless of comparison tests needed and expected in the process of acceptance of these third party laboratories, samples are selected and sent to LCIE for surveillance tests.

## **5.3. Particular Committee**

The Particular Committee is a consultative authority.

### **5.3.1 Attributions**

The Particular Committee participates in the certification activities monitoring and provides, where appropriate, advisory opinions on:

- The Certification Rules and their revisions. The Certification Rules are largely based on the particular committee experience and the expression of a consensus of its opinions,
- The files raising problems of interpretation or the decisions contested,
- The advertising and promotional action plans concerning its activity,
- The choice of the third party laboratories.

The Particular Committee issues opinions that are the expression of a consensus. Any expert who might be called in to assist to the Particular Committee takes no part in the voting.

### **5.3.2 Composition**

The detailed composition of the Particular Committee is given in Appendix 3.

The duration of the mandate of the members of the Particular Committee is 3 years, renewed by tacit agreement.

The Chairman of the Particular Committee is chosen among the permanent members. The Chairman is not being replaced in his college.

If a vice-president is also a member of a college, the same rules are apply.

The Chairman and the vice-president(s) have no substitutes.

The performance of the duties of a member of the Particular Committee is strictly personal.

The members of the Particular Committee cannot receive any remuneration for the functions and / or missions entrusted to them.

The members of the Particular Committee are bound by professional secret.

If the balanced representation of the different parts of the Particular Committee is not reached, the consultation of all concerned Parts is made through the "Executive Certification Committee".

## **5.4 Confidentiality – Impartiality - Protection of documents**

All the agencies and their staff involved in the management of this application of the NF Mark commit to:

- professional secret.
- reveal any known situation that might constitute for himself or for LCIE a conflict of interests (e.g. pressures from the manufacturer: sales, production, etc.)
- be impartial whatever the situation.

## Part 6

# CERTIFICATION PRICES

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All fees are charged according to the certification prices applicable which, upon request, are available to the applicants and the license holders.

### 6.1 Certification costs for admission to the Mark

The costs related to the NF Certification are broken down as follows:

- Admission, extension or maintenance fees and costs for the review of requests,
- Costs for tests,
- Costs for preliminary audits/inspections,
- Specific promotion where applicable,
- right to use the NF Mark.

Where applicable, costs are scheduled for a preliminary study of a file.

In the case of a deposit request, the non-payment thereof within a period of 2 months may lead to close the file. In this case, filing fees and admission fees are charged.

#### 6.1.1 Admission fees

For each admission, extension or maintenance request for the right to use the NF Mark, admission fees are paid by the company, as defined by the applicable certification prices.

In case the procedure stops, this fee remains payable to LCIE. In cases where, in a period of three months, the applicant requests to start again the certification process previously stopped, these fees are not charged again.

#### 6.1.2 Complementary costs for the purpose of issuing the NF Mark

These costs include:

- The consideration of the documents in the context of the CCA, CB, ASEFA or LOVAG procedures for the purpose of issuing the NF Mark,
- The consideration of the tests results of accepted manufacturers' laboratories or outside third party laboratories for the purpose of issuing the NF Mark.

The payment of these costs remains acquired even if the right to use the NF Mark would not be granted or if the application would be abandoned during the investigation.

These fees are charged according to the certification prices in force and are payable regardless of the certification decision.

#### 6.1.3 Tests costs

The costs of tests which led to the issuance of a license and corresponding to the rates of laboratories are billed according to a quotation accepted beforehand by the applicant.

In case of a test stops and abandonment of the certification process, the related costs are due in proportion.

#### 6.1.4 Audit/inspection costs

The audits/inspections costs which led to the issuance of a license and corresponding to the certification prices in force are billed according to a quotation accepted beforehand by the applicant.

The payment of these costs is due whatever the result of the audit/inspection. In case of abandonment of the certification process, the related costs are due.

## 6.2 Annual fees

Each year, LCIE fixes the annual fees based on turnover that the license holder shall declare to LCIE each year until end of first quarter.

The license holder of the right to use the NF Mark must pay annual fees to LCIE. The methods of calculation of these fees are available upon request of the applicants and the license holders.

The annual fees that arise from the right to use the NF Mark cover the following obligations:

- 1/** The right to use the NF Mark that must be returned to AFNOR Certification by LCIE to cover
- the general operation of the NF Mark: management of the authorities of the NF Mark governance, quality system, ...
  - the promotion of the NF Mark
  - the defence of the NF Mark: registration and protection of the mark, legal advice, treatment of misuses (services of justice, ...)

This right to use the NF Mark is calculated on the amount of all operations for admission, surveillance of the license holders and of the marketing channels.

**2/** Surveillance operations of the license holders:

- Surveillance tests (performed by LCIE or by the third party laboratories mentioned in Appendix 4) following sample selection in factory,
- Surveillance audits/inspections, travel and accommodation costs not included.
- Information of the authorities by LCIE,

**3/** Market surveillance operations by LCIE:

- Detection of misuses,
- Sample selection in the marketing channel (costs of products purchasing are charged to the holder when the results of controls are not satisfactory),
- Tests performed on the sample selected in the marketing channel

In order to enable the effective implementation of this obligation (costs of tests are charged to the holder when the results of controls are not satisfactory),

**4/** Other operations:

- Administrative management by LCIE of the surveillance operations.

For the first admission, the annual fees are calculated for the current year, prorated on the basis of the minimum annual fees.

All certified products of a license holder are subject to follow-up and to annual fees.

The annual fees shall be fully paid in case of abandonment of the Mark or when production stops during the year.

## 6.3 Non-compliant products

If the result of the tests carried out on the products selected in the factory or on the market is not satisfactory, the costs resulting of the tests, time spent for review and certification decision, time spent for market surveillance and costs for buying certified products submitted for testing are charged to the license holder. A suspension gives rise to a withdrawal of the licenses and when return to the NF Mark is pronounced, the licenses are reissued provided that all previous invoices are settled. Fees for reissuing licenses are charged to the license holder.

In the case of decisions defined in Article 4.2.1 of these Certification Rules, the costs of the additional controls (audits/inspections, testing, time spent for review and certification decision) decided by LCIE shall be paid by the license holder, whatever their results.

## **6.4 Evaluation of the license holders' factories under the application of the Certification Rules**

The license holder's factories are assessed in accordance with the article 4.2 of these Certification Rules.

The costs related to these operations are charged to the license holder.

## **6.5 Costs recovery**

The costs defined above (§ 6.1, 6.2, 6.3 and 6.4) are invoiced to the applicant/license holder and as regards the payment conditions, the general conditions governing the performance of the services of LCIE apply.

Any delay in the payment of invoices expose the license holder to a suspension or withdrawal decision or adjournment decision of the files in progress.

Any failure of declaration of turnover means that LCIE invoices a fixed price defined in the certification prices. Any failures of declaration of turnover, of payment, from the license holder is an obstacle to the exercise by LCIE of its responsibilities of controls under the NF Mark and expose the license holder to a suspension or withdrawal decision or adjournment decision of the files in progress.

In cases where an initial notification by registered letter with acknowledgment of receipt does not permit, within a period of one month, the recovery of the full amount owed, the process leading to the suspension or withdrawal of the licenses is involved.

The invoices are issued by:

### **LCIE**

33 avenue du Général Leclerc  
B.P. 8  
92266 FONTENAY-AUX-ROSES Cedex  
FRANCE

### **LCIE Sud-Est**

ZI Centr'alp  
170 rue de Chatagnon  
38430 MOIRANS  
FRANCE

### **LCIE China**

Building 4, No. 518, Xinzhuan Road, Caohejing Songjiang High-Tech Park,  
Shanghai, 201612  
CHINA

### **Bureau Véritas Hong Kong LCIE Electrical Division**

Unit 1611, Vanta Building  
21-33 Tai Lin Pai Road  
Kwai Chung, N.T  
HONG KONG

### **Bureau Véritas CPS Taiwan Branch**

N°19 HWA YA 2ND RD  
WEN HAW TSUEN  
KWEI SHAN HSIAN  
TAOYUAN HSIEN 333 000  
TAIWAN



**Bureau Veritas Consumer Products Services**

Electrical & Electronic Products Services, Shenzhen Branch  
4th Floor, B Building, Min Li Da Industrial Building, Honghualing Industrial Park,  
Liu Xian Road, Xili Town, Nanshan District, Shenzhen, Guangdong, 518055  
CHINA

**Curtis-Straus Bureau Veritas CPS**

1 Distribution Center Circle  
Suite 1  
Littleton  
MA 01460  
USA

## **Part 7**

### **CERTIFICATION FILE**

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The request must be submitted in accordance with the conditions given in these Certification Rules.

The application form is available on request to LCIE.

Upon receipt of the request, the admission procedure defined in section 3.2 is engaged.

To submit an acceptable file, the applicant, at the time of the request, must meet the conditions set out in Part 3 of these Certification Rules concerning the product and the factory. He must commit itself to comply with the same conditions during the entire duration he will benefit from the right to use the NF Mark. He must have also signed the commitment letter.

#### **7.1 Submission of applications**

The application for the right to use the NF Mark to LCIE can be sent to:

##### **LCIE**

33 avenue du Général Leclerc  
B.P. 8  
92266 FONTENAY-AUX-ROSES Cedex  
FRANCE

##### **LCIE Sud-Est**

ZI Centr'alp  
170 rue de Chatagnon  
38430 MOIRANS  
FRANCE

##### **LCIE China**

Building 4, No. 518, Xinzhuan Road, Caohejing Songjiang High-Tech Park,  
Shanghai, 201612  
CHINA

##### **Bureau Véritas Hong Kong LCIE Electrical Division**

Unit 1611, Vanta Building  
21-33 Tai Lin Pai Road  
Kwai Chung, N.T  
HONG KONG

##### **Bureau Véritas CPS Taiwan Branch**

N°19 HWA YA 2ND RD  
WEN HAW TSUEN  
KWEI SHAN HSIAN  
TAOYUAN HSIEN 333 000  
TAIWAN

##### **Bureau Veritas Consumer Products Services**

Electrical & Electronic Products Services, Shenzhen Branch  
4th Floor, B Building, Min Li Da Industrial Building, Honghualing Industrial Park,  
Liu Xian Road, Xili Town, Nanshan District, Shenzhen, Guangdong, 518055  
CHINA

## **Curtis-Straus Bureau Veritas CPS**

1 Distribution Center Circle  
Suite 1  
Littleton  
MA 01460  
USA

In cases where the product is manufactured in a factory located outside the European Economic Area, the applicant formally undertakes to respect the Directives applicable to the product and applicable within the European Economic Area.

### **7.2 Establishment of a file**

Each product/range of product presented must be the subject of a request for admission established in one copy, accompanied by a file consisting of elements such as:

- 1 power of attorney from the license holder or future license holder when it is represented by an agent,
- 1 user manual (in French language)
- 1 installation manual (in French language) for non-mobile devices,
- 1 electrical diagram (where applicable),
- 1 operating diagram (where applicable),
- 1 overall drawing, with dimensional references, and list of parts(where applicable),
- materials used (if necessary)
- 1 descriptive questionnaire, using the appropriate form, supplied by LCIE (where applicable),
- 1 photographic reproduction of each product,
- Information related to the product traceability (identification of the factory, date of production)
- 1 commitment letter for the first request.
- List of safety components including the evidences of their conformity, to be mentioned in the test report pertaining to the end-product.

The accepted evidences are:

- a valid certificate issued by a certification body registered in a Mutual Recognition System which LCIE is also part of (e.g. IECEE, CCA, ENEC, HAR
- a test report referring to the component standard, if any, issued by one of the third party laboratories listed in Appendix 4

Other kind of evidences can be reviewed by LCIE on a case-by-case basis and in particular when no specific component standard exists.

In the case of an initial contact with LCIE regarding the NF Mark, a copy of each of the following documents must be sent by LCIE:

- General Rules of the NF Mark
- These Certification Rules

Moreover, for the first request the CIG 022B form – Pre-License Factory Inspection (questionnaire) must be returned duly filled, dated and signed by the applicant.

Note: Any incomplete application filed for more than three months shall be deemed as no action and automatically adjourned.

When the tests for admission are in progress, if there are any stops as a result of non-compliance with the standard or as a result of the non-delivery of complementary elements that could be required by LCIE, the certification file is closed and the certification is considered abandoned. LCIE informs the applicant. Only two stops for simple failure are allowed, the third stop triggers closing of the certification file. A serious or critical failure triggers the immediate closure of the certification file. However, the maximum amount of accumulated stops cannot exceed one month. The tests can continue in the context of a request for direct testing. The results of these tests so-called "direct" could be considered at a subsequent application for certification for the same product.

## Part 8

# GLOSSARY

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### 8.1 GENERAL DEFINITIONS

**Reviewer:** Person responsible for evaluating audits/inspections reports and test reports. He(she) transmits its recommendations to the Certification Officer.

**Component:** A component is a constituent (part or subassembly) of an end-product installed in factory by the manufacturer. Some examples: switches for equipment, capacitors, filters, power supplies, CD Rom or hard disk.

**Safety component:** A safety component is a component (part or subassembly) which physical and/or operational failure would result in safety hazard for persons and goods. The safety component shall conform to the requirements of its own standard when it exists and those, if any, of the standard of the end-product in which it is placed.

**Range of products:** All products of a similar nature that could have different characteristics, but which can be identified on the basis of one or more generic products.

**Commitment letter:** Contractual document outlining the commitments of the applicant / license holder under the NF Mark. This document is signed by the applicant / license holder.

**Product:** Finished element with specific and identified characteristics.

**Certification Rules:** Document issued under the General Rules and specifying, for a given category of products, the conditions under which the right to use the NF Mark is awarded and controlled.

**Factory (site) Representative:** Manager of the site or person designated by that manager to accompany the inspector and/or the auditor during the visit.

**NF network:** Set of bodies, including AFNOR Certification, which work together in the NF Certification activity and which obey the requirements of the operational rules of the NF scheme.

**Certification Officer:** Person responsible for performing the certification procedure for a given application. This person belongs to LCIE or to a mandated body. He proposes the certification decisions.

**Third party:** Person or body, recognised as independent from the Parts in question with relation to the subject in question.

### 8.2 GLOSSARY OF ABBREVIATIONS

AFNOR	Association française de Normalisation (French standardisation association)
ASEFA	International Certification Body in the Electrical field
CCA	Cenelec Certification Agreement
COFRAC	Comité Français d'Accréditation (French accreditation committee)
CTL	Certification Testing Laboratory (CB Scheme)
ECS	European Certification System
IEC	International Electrotechnical Commission

IECEE	IEC system for conformity testing to standards for safety of electrical equipment - CB Scheme
LCIE	Laboratoire Central des Industries Electriques
LOVAG	Low Voltage Agreement
MLA	Mutual Laboratory Agreement
NTR	Notification of Test Results
OSM	Operational Staff Meeting (CCA Agreement)
STR	Statement of Test Results
TMP	Testing at Manufacturer's Premises
TR	Test Report

# APPENDIX 1

## APPLICABLE STANDARDS AND SPECIFICATIONS SCOPE OF APPLICATION

Each right to use the NF Mark is granted based on a review allowing to establish the compliance with one or more standards and/or specifications applicable to a product/range of products issued by a manufacturer identified for one or more declared factories.

Moreover, LCIE reserves the right to use existing OSM decisions, especially in the scope of CCA agreements, whenever appropriate.

The same rule is applied regarding CTL decisions under IECEE (CB scheme)  
OSM and CTL decision lists are available on simple request to LCIE.

Except in exceptional circumstances, no NF license can be issued on the basis of a standard's draft. In case a license would have been issued according to a standard's draft, this license is to be updated as soon as the relevant standard is published or to be cancelled where the draft is getting null.

Between two successive updating operations the Particular Committee is informed by LCIE of any request to have a standard or a specification added.

Normes	Type de produit
NF EN 50075	Flat plug 2.5 A-250 V
NF EN 60238	Edison screw lamp holders
NF EN 60269-1	Low voltage fuses
NF EN 60269-3	Low voltage gG fuses
NF EN 60320-1	Appliance couplers
NF EN 60320-2-1	Sewing machine couplers
NF EN 60320-2-2	Interconnection couplers
NF EN 60669-1	Switches
NF EN 60669-2-1	Electronic switches
NF EN 60669-2-2	Electromagnetic remote control switches
NF EN 60669-2-3	Time delay switches
NF EN 60669-2-4	Disconnectors
NF EN 60670-1	Boxes and enclosures for electrical accessories for fixed installations – General requirements
NF EN 60670-21	Connecting boxes and enclosures
NF EN 60670-22	Disconnectors
NF EN 60670-23	Floor boxes and enclosures
NF EN 60670-24	Enclosures for housing protective devices and similar power consuming devices.
NF EN 60730-1	Automatic electrical controls - General requirements
NF EN 60730-2-1	Automatic electrical controls – Particular requirements for household appliances
NF EN 60730-2-7	Time switches
NF EN 60730-2-9	Temperature sensing controls
NF EN 60799	Cord set and interconnection connectors
NF EN 60898-1	Circuit-breakers (a.c.)
NF EN 60898-2	Circuit-breakers (a.c. and d.c.)

Normes	Type de produit
NF EN 60934	Circuit-breakers for equipment
NF EN 60998-1	Connecting devices for low voltage circuits (General rules)
NF EN 60998-2-1	Connecting devices: screw type clamping units
NF EN 60998-2-2	Connecting devices: screwless type clamping units
NF EN 60998-2-3	Connecting devices: insulation piercing clamping units
NF EN 61008-1	Residual current operated circuit-breakers (RCCB's)
NF EN 61008-2-1	Residual current operated circuit-breakers (RCCB's)
NF EN 61009-1	Residual current operated circuit-breakers with overcurrent protection (RCBO's)
NF EN 61009-2-1	Residual current operated circuit-breakers with overcurrent protection (RCBO's)
NF EN 61050	Transformers for discharge lamps
NF EN 61058-1	Switches for appliances
NF EN 61058-2-1	Cord switches
NF EN 61058-2-4	Independently mounted switches.
NF EN 61095	Electromechanical contactors (In ≤ 63 A)
NF EN 61184	Bayonet lampholders
NF EN 61242	Cable reels
NF EN 61535	Installation couplers intended for permanent connection in fixed installations
NF EN 61558-1	Transformers (safety of...) - General requirements and tests
NF EN 61558-2-2	Control transformers
NF EN 61558-2-4	Isolating transformers
NF EN 61558-2-5	Shaver transformers and shaver supply unit
NF EN 61558-2-6	Safety isolating transformers
NF EN 61558-2-7	Transformers for toys
NF EN 61558-2-8	Bell and chime transformers
NF EN 61558-2-9	Transformers for handlamps
NF EN 61558-2-12	Constant voltage transformers
NF EN 61558-2-13	Auto-transformers for general use
NF EN 61558-2-15	Isolating transformers for medical locations
NF EN 61558-2-16	Switch mode power supply units and transformers for switch mode power supply units.
NF EN 61558-2-17	Transformers for switch mode power supply units
NF EN 61558-2-19	Perturbation attenuation transformers
NF EN 61558-2-20	Small reactors
NF EN 61558-2-23	Transformateurs for construction sites
NF EN 61643-11	Surge protective devices connected to LV power systems
NF EN 61995-1 (+ CdC LCIE 102-983)	Devices for the connection of luminaires (DCL) for household and similar purposes
NF EN 61995-2	Standard sheets for DCL
NF EN 62019	Auxiliary contact units for circuit-breakers
NF EN 62020	Residual current monitors (RCM)
NF EN 62094-1	Indicators light units for fixed electrical installations
NF EN 62080	Sound signalling devices for household and similar purposes.

Normes	Type de produit
NF EN 62423	Type F and type B residual current operated circuit-breakers with and without integral overcurrent protection for household and similar uses
NF EN 62606	General requirements for Arc FAULT Detection Devices (AFDD)
NF C 60-050	Installation couplers for permanent connection in fixed installations
NF C 61-200-3	Low-voltage fuses : systems A to F
NF C 61-314	6 A – 250 V and 16 A – 250 V plugs and socket-outlets
NF C 61-203	Fusibles basse tension
NF C 61-315	20 A – 400 V and 32 A – 400 V plugs and socket-outlets
NF C 61-460	Portable residual current devices (PRCDs)
NF C 61-750	Sound signalling devices
NF C 61-910	Electronic devices of automatic load limitation
NF C 62-411	Control and distribution factory built-in boards
NF C 62-412	Residual current operated circuit breakers in LV Installations
NF C 62-921	Circuit-breakers in LV installations
UTE C 15-150-22	Back-up fuse-link in connection with control board circuit-breaker
UTE C 15-150-23	Accessories for discharge lamps : protective insulating sleeve
UTE C 17-210	Accessories for discharge lamps: support
UTE C 61-155	Automatic disconnecting devices for public lighting
UTE C 61-390	Plug-in residual current operated circuit-breakers
UTE C 61-392	Connecting devices for luminaires
UTE C 61-421	Cable outlet for fixed installations
UTE C 61-481	Circuit-breakers and similar equipment for household use with plug-in connecting devices for connecting bars
UTE C 61-650	Electromechanical contactors (63 A < I <sub>n</sub> ≤ 125 A)

When applying for certification, reference documents cited in this appendix are, by default, the latest editions and related amendments, if any.

However, because of possible overlap of different evolutions of the same standard, the applicant / license holder must indicate the version chosen to be used for NF certification purpose. He must undertake to comply with the new version of the standard as soon as the previous version is no longer valid. LCIE indicates to the license holder the date from which the right to use the NF Mark is no longer valid.

The exhaustive list of the applicable standards, with their dates of expiry, if known, can be provided on request.



## **APPENDIX 2**

### **ESSENTIAL CERTIFIED CHARACTERISTICS**

The reference document(s) is (are) kept available to the public by the certification body under the conditions given in the fourth subparagraph of the Article L 115-28 of the Consumer Code.

The essential certified characteristics of the appliances for fixed electrical installations, for household use and similar and related equipment, concern the following:

- Rated electrical characteristics
- Protection against electric shock
- Protection against the environment effects
- Functioning characteristics
- Resistance to heat and fire
- Internal heating
- Mechanical characteristics

For each type of appliance the permitted limits of these characteristics are mentioned in the standards listed in appendix 1.

## **APPENDIX 3**

### **COMPOSITION OF THE PARTICULAR COMMITTEE**

#### **1 - CHAIRMAN**

- 1 Chairman
- 2 Vice-Chairmen, who can replace the Chairman when necessary:
  - 1 representative of LCIE, Certification Direction
  - 1 representative of AFNOR Certification

#### **2 – COLLEGE OF MANUFACTURERS / RETAILERS**

- 6 representatives of electrical installation equipment manufacturers

#### **3 - COLLEGE OF USERS / CONTRACTORS**

- 1 representative from installers
- 2 representatives from contractors

#### **4 - COLLEGE OF TECHNICAL BODIES AND ADMINISTRATIONS**

- 2 representatives from the Laboratoire Central des Industries Électriques (LCIE)

#### **Experts' participation**

Furthermore, some persons can be called upon as experts for particular points; they are chosen for their competence, after favourable decision from the majority of the members of the Particular Committee and according to the procedures defined by the Committee.

## **APPENDIX 4**

### **THIRD PARTY LABORATORIES**

#### **LCIE**

Laboratoire Central des Industries Electriques  
33 avenue du Général Leclerc - B.P. n°8  
F 92266 Fontenay-aux-Roses Cedex  
France

#### **LCIE China**

**LCIE China**  
Building 4, No. 518, Xinzhuan Road, Caohejing Songjiang High-Tech Park,  
Shanghai, 201612  
China

## APPENDIX 5

### NF 012 SPECIFIC REQUIREMENTS

#### **5.1 Routine tests and random « PVT » tests performed by the factory (refers to § 2.4 of these Certification Rules)**

The list of routine tests, to be carried out on 100% of the production, and the list of so-called PVT tests on samples taken randomly from the production (refer to CIG021 document) are provided by LCIE to the license holder for each standard he is concerned with.

#### **5.2 Request of the right to use the NF Mark for the photovoltaic domain (refers to § 3.1 of these Certification Rules)**

The products that are already benefiting from the right to use the NF Mark through NF 012 application, can be requested specifically for the NF PHOTOVOLTAIC mark (referring to NF 208 application also named “NF Ouverte” Mark).

In this case, these products will be submitted to specific complementary annual fees rated at a lump sum per NF PHOTOVOLTAIC license issued, according to the applicable price list (available for applicants and license holders)

#### **5.3 NF Mark Logotype for NF 012 - ELECTRICAL EQUIPMENT FOR HOUSEHOLD AND SIMILAR USE - (refers to article 2.5.3 of these Certification Rules)**

##### **5.3.1 NF Logotypes**

A new logotype of the NF Mark has been introduced by AFNOR Certification in January 2011. The conditions of use of this new logotype are the following:

- Immediate use of the new NF logotype for products being submitted to their initial NF certification and not requesting the use of manufacturing means already existing (e.g. mold).
- Mandatory use of the new NF logotype as from 2021-01-01 for products already NF certified.
- Mandatory immediate use of the new NF logotype for any new edition of the existing commercial supports including web sites.

The logo to be used on the products that are NF certified by LCIE, the packaging of these products, if any, and on any communication support used by the holder (web site, catalog, brochure, etc.) referring to this application of the NF Mark, is as follows:



**APPAREILLAGE ÉLECTRIQUE  
DOMESTIQUE**

The previous NF logotype – see hereafter – remains valid under the conditions mentioned at the beginning of the present paragraph.



### **5.3.2 Special arrangement regarding the marking of the certified product**

The logo of the NF Mark must be affixed durably and legibly on each certified product in a place where it will not be damaged.

The text « CERTIFIÉ PAR » (above the logo) and the designation of the application (under the logo) are written in French.

#### Dimensions of the logo

Dimensions shown in the graphical Chart of the NF Mark shall be respected.

However,

- when the shape and/or dimensions of the product to be marked do not permit to affix the logo with a size enabling the legibility of the text "APPAREILLAGE ÉLECTRIQUE DOMESTIQUE", this text can be omitted,

- when the shape and/or dimensions of the product to be marked do not permit to affix the logo with a size enabling the legibility of the text "CERTIFIÉ PAR LCIE", or when the marking process does not permit the legibility of the text "CERTIFIÉ PAR LCIE" despite a logo size compliant to the graphic chart, only the letters N and F and the oval containing them can be affixed on the product:



Moreover, if the size of the product is such that the legibility of all letters of the logo, namely "CERTIFIÉ PAR LCIE", "APPAREILLAGE ÉLECTRIQUE DOMESTIQUE" and the letters N and F, is not met, then the marking of the logo is carried on the smallest packaging of the product.

If the licence-holder wishes to apply one of these provisions, LCIE must be informed first.

#### Colour

Only the colour indicated in the graphic charter can be used.

However, to accommodate the different possible methods of marking (engraving, casting, inkjet printing, pad printing, laser marking, etc...) and their associated constraints, the monochrome version of the logo can be used.

Within this NF application, it is accepted that the colour for the letters N and F and the bottom of the oval may be that of support.

The manufacturer shall submit to LCIE, for approval, the draft of the marking including the logo of the NF in monochrome version.

**5.4 Nature and frequency of the surveillance operations on the certified products – (refers to § 4.1 of these Certification Rules)**

Action	Option			
	General case		Factory certified according to (NF) (EN) ISO 9001	
	Stakeholder (1)	Frequency	Stakeholder (1)	Frequency
Audit / Inspection	A	2/year	A	1/year
Periodic sample selection in factory	A	2/year	A	1/year (2)
Tests on sample selected in factory	C	2/year	A and/or C	1/year (2)
Sample selection in the marketing channels and tests on these samples	A	According to the Certification Officer's decision	/	/
<b><i>In case of non-compliance</i></b> Increased sampling	A		A	According to the Certification Officer's decision
Tests	C		C	
Additional inspections	A		A	

(1) Stakeholder:

- A: Certification Body (product certification)
- C: Laboratory qualified by LCIE

(2) A different frequency can be decided by the Certification Officer on the basis of the experience or the particular situation of the license holder.

**5.5 Duration of audits/inspections (refers to § 3.4.2 and § 4.1.2 of these Certification Rules)**

Number of employees in the factory	Initial Audit/Inspection (On-site days)	Surveillance Audit/Inspection (On-site days)
≤ 50 employees	0,75 day	0,5 day
> 50 employees	1 day	0,75 day