Assignment requirements to become a “Kiwa Reviewed Laboratory”

RD_051, Issue 08

This guide describes the assignment requirements to become a “Kiwa Reviewed Laboratory” (Japanese Scheme) for tests to a Standard applicable for the certification schemes of Kiwa

Revision record sheet

NOTE: The person who initiated the document or modified the document is responsible for maintaining this record sheet

Revision	Section number	Page number	Date	Remark(s)	issued by
5		2	11-09-14	Revision record sheet added	RV
	1.1	4	11-09-14	EN 45011 replaced by the ISO/IEC 17065	RV
6	2.1 & 2.2	5	23-09-2019	Section 2.1 (new ISO 17025:2017) and 2.3 updated items to be filled in	AG
7	Complete document	All	23-05-2022	Logo / name Telefication replaced by Kiwa and where applicable accreditation / website / No. body number reference have been updated.	AG
8	Contents	3	19-05-2023	Table updated (Changed Telefication into Kiwa)	WJJ

Issued/modified by : Willem Jan Jong
Function : Manager product certification
Revision : 8
Date : 19-05-2023

Verified by : Axel Gase
Function : Quality Assurance Manager
Date of release : 19-05-2023

Released by : Axel Gase
Function : Quality Assurance Manager
Date of release : 19-05-2023

Contents

1 Introduction

1.1 About the unit Wireless & EMC (Kiwa)

Kiwa Nederland B.V. (unit Wireless & EMC), hereinafter to be referred to as Kiwa) is a third party test laboratory and third party certification body. The Dutch Council for Accreditation (Raad voor Accreditatie: RvA) has accredited the unit wireless & EMC (legal entity of Kiwa NL B.V.) to ISO/IEC 17025 (laboratory) and NEN-EN-ISO/IEC 17065 (product certification).

More information about Kiwa Nederland (unit Wireless & EMC), is available in *RD_560.*

Specialising in the area of information technology and telecommunications equipment and systems (IT&T), the activities of Certification cover product and quality system certification as well as product inspection.

Furthermore, Kiwa offers a Liaison for approval service for national approval application in various countries and a package of test services.

More information about Kiwa is available in *RD_560, About Kiwa.*

1.2 About this document

This document is intended as a guide for Accredited Test Laboratories (Japanese Scheme) to become a “Kiwa Reviewed Laboratory” for tests to a Standard, applicable for the certification schemes of Kiwa.

1.3 Method of review

Different methods are defined in this procedure to become a TRL listed laboratory.
Assignment requirement method 1 is the preferred method.

2 Assignment Requirements (method 1)

2.1 Audit on site performed by Kiwa

Kiwa auditor will review on site the testability of the related laboratory. During the audit on site, questionnaire(s) of Kiwa will be used. In case of an initial audit RF_055 “TRL technical audit checklist” to be used and RF_056 “TRL Q-system audit checklist” to be used.
In case of a regular surveillance assessment RF_055 should be used as a minimum.
In the related checklists some elements of the 17025:2017 are incorporated including standard related questions. The EUT (sample) of Kiwa will be tested by the laboratory and e.g. the following subjects will be reviewed:

- Technical competence of the Test Engineer(s)
- Test environment;
- Procedures & instructions;
- Measuring equipment;
- Calibration;
- Document control;
- Reporting;
- Etc.

During the audit also some copies should be provided e.g.:

- Organization chart;
- Accreditation certificate including the annex.

2.2 Audit on site performed by Kiwa

At the end of the audit the following documents should be filled in:
RF_006, Opening / closing document;
RF_313, Non-conformity report in case of an observation;
RF_314, Assessments report form;
RF_055, TRL technical audit checklist;
RF_056, TRL system checklist Kiwa;
G.05.02-P-65 Assessor guide.

2.3 Information to be submitted by client before starting the comparison at Kiwa

Customer will be requested to submit the following information to Kiwa:

- Accreditation certificate including the annex;
- Organisation chart.

2.4 Contract acceptance by client

Obligations in the Contract (RF_052) to be signed by client before assignment:

- Client will inform Kiwa about accreditation scope changes;
- Client will inform Kiwa about information of major changes to Kiwa (quality & technical);
- Kiwa will be informed in case the “TRL” results are brought into doubt e.g. test equipment being out of calibration.

2.5 Assignment by Kiwa

Assignment for new 3rd party laboratories by Kiwa in case:
- Contract has been signed by client;
- Audit results are positive (Quality system is in place and followed).

Prolongation for Kiwa listed laboratories by Kiwa in case:
- Signed contract details are not changed;
- Quality management system is accredited and audit site results are satisfactory (no outstanding actions).

3 Assignment Requirements (method 2)

3.1 Accreditation status of client by Kiwa

Review of accreditation certificate of client including scope description.
In case not accredited the following information to be provided by client:
- Quality manual;
- Organisation chart;
- Training records of test engineers;
- Calibration overview of test equipment;
- Measuring procedure(s).

3.2 Information to be submitted by client before starting the comparison at Kiwa

Customer will be requested to submit the following information to Kiwa:
- RX_740;
- RF_100;
- RF_748;
- RD_051 (paragraph 2.1 in case not accredited by ILAC member).

3.3 Review of test competence (technical review) per Standard

1. “sample product” to be tested by client according to Standard and test report to be submitted to Kiwa;
2. Same “sample product” to be tested by Kiwa including issuing of test report;
3. Test results (client/Kiwa) to be reviewed by Kiwa.

Remark: Above steps to be followed in numerical sequence.

3.4 Contract acceptance by client

Obligations in the Contract (RF_052) to be signed by client before assignment:
- Client will inform Kiwa about accreditation scope changes;
- Client will inform Kiwa about information of major changes to Kiwa (quality & technical);
- Client agrees with surveillance program in order to maintain the assignment (yearly, confidence check, limited amount of parameters).

3.5 Assignment by Kiwa

Assignment for new 3rd party laboratories by Kiwa in case:
- Contract has been signed by client
- Test results are based on proven technical competence (RF_055 & RF_056);
- Quality system is accredited to ISO 17025, or provided quality information is accepted;
- No outstanding actions in relation to the review.

Prolongation for Kiwa listed laboratories by Kiwa in case:

- Signed contract details are not changed;
- Assignment still in line with previous listing assignment(s) (RF_051);
- Testresults are based on proven technical competence (RF_055 & RF_056);
- Quality management system is accredited or fulfils the requirements as listed in paragraph 3.1.

4 Contract

4.1 The contract between the laboratory and Kiwa

Upon establishing compliance with the requirements for laboratories, Kiwa will send a contract (RF_052) to the laboratory. Contracts are valid without predefined time-limit, until:

a) replaced by another contract between the same contracting partners, or;
b) cancelled by one of the contracting partners;
c) the audit result is not line with the expectations of the auditor (RD_051 & TRL checklist(s).

After cancellation is announced the contract will terminate at the end of the second month following the date that the written announcement has been sent or received by Kiwa, unless otherwise agreed.

5 Suspension and withdrawal of assignment

Any certificate issued by Kiwa may immediately be suspended or withdrawn by Kiwa when:

- The markings are abused by the certificate holder, or;
- Complaints are received, from e.g. the purchasers, regarding certified and marketed products and these complaints are substantiated by supplementary examinations that reveal non-compliance's, or;
- It was granted on the basis of false or misleading data or documentation provided, or;
- Withdrawal is requested by the certificate holder.

Any certificate expires when:

- The certificate is replaced by another certificate, or;
- The certificate is withdrawn by Kiwa.

The certificate holder is informed of intended on actual suspension or withdrawal in writing. In such cases the manufacturer may no longer apply the markings to *any* product involved. In cases of suspension the conditions relating to the reissue of the certification is included in the suspension notification document.

6 Application for modification

Modifications (change in standard or new standard) are handled as a new assignment by Kiwa.

7 Surveillance

Method 1: Kiwa will define depending on the audit result the surveillance interval per laboratory. This interval is related to the result of the audit (see table below).
The end result will also be displayed in the “TRL overzichten”. This is an internal document showing all the related TRL laboratories, scopes and expire dates.

Minor	Major	Audit result	Audit interval
=5	=1	OK	2 years
>5		NOK	1 year
	>1	NOK	1 year

Method 2: In case method 2 is followed, the surveillance interval will be once a year.

Annex A Abbreviations and paraphrases

Accreditation
Accreditation means assessed by a member of the European co-operation for Accreditation (EA) or by an organisation with a Multilateral Agreement signed with the EA. An accredited laboratory is fulfilling the requirements of ISO/IEC 17025.

Standard
A standard is a technical specification drawn up by a recognised standards organisation (CEN, ETSI or ARIB) or by Kiwa for repeated or continuous application, but with which compliance is not necessarily compulsory.

Kiwa
Kiwa is an accredited certification body, an accredited test laboratory and an accredited inspection body.

TRL
Kiwa Reviewed Laboratory