

## **Bay Area Compliance Laboratories Corp.(Shenzhen)**

### **Product Certification User's Manual**

Prepared By	Reviewed By	Approved By	Effective Date
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## 1 Introduction

### 1.1 Incorporation

1.1.1 BACL Shenzhen(Bay Area Compliance Laboratories Corp.(Shenzhen) is organized under the General Corporations Law of china and was incorporated in Shenzhen on May, 2001.

### 1.2 Accreditation

BACL Shenzhen is accredited by :

1.2.1 CNAS for ISO/IEC 17025 and ISO/IEC 17020,

1.2.2 NVLAP EELP for ISO/IEC 17025,

1.2.3 IECEE for CBTL,

1.2.4 IAS for ISO/IEC 17020 and ISO/IEC 17065,

1.2.5 NVLAP EC&T for ISO/IEC 17025,

1.2.6 GAC for ISO/IEC 17065.

### 1.3 Facility Location and Contact Information:

1.3.1 Name: Bay Area Compliance Laboratories Corp.(Shenzhen)

1.3.2 Address: 5F(B-West) , 6F, 7F, the 3rd Phase of Wan Li Industrial Building D, Shihua Rd, FuTian Free Trade Zone, Shenzhen, China

1.3.3 Tel: 0755-33320018

1.3.4 Web.: [www.baclcorp.com.cn](http://www.baclcorp.com.cn)

## 2 BACL's certification program

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

## 3 Eligible products

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

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

## 4 BACL contact for certification application

4.1 Contact: Certification Manager

4.2 Email: [qa.sz@baclcorp.com](mailto:qa.sz@baclcorp.com)

4.3 Phone: 0755-33320018

## 5 The Certification Agreement

5.1 The applicant and BACL must execute a Certification Agreement, signed by an authorized representative of the applicant and BACL, agreeing to various terms and conditions for product certification. The Certification Agreement requests product information, test data, product specifications and various information required in accordance with the certification scheme, liabilities, confidentiality, compliance, certification withdrawal/cancellation, changes, regulatory

revisions to certified products, disputes & appeals, complaints, surveillance testing, agents, payment, agreement period, etc.

## 6 Choice of Test Laboratory

- 6.1 Applicants may use BACL or another test laboratory for product testing. Test laboratories should be accredited to **ISO/IEC 17025:2017** by a national accreditation body such as A2LA, CNAS, NVLAP, etc., or be recognized through an MRA (Mutual Recognition Agreement) and have the relevant test methods in their scope of accreditation to be considered competent to perform the specific tests and measurements. BACL must assess any outside test lab that was used to perform the product testing and provides a test report which is to be used for certification, that is not accredited or without the proper test scope for competency to perform the test and measurements. Applicants must assure their tested product is equivalent to their production product.
- 6.2 A Technical Evaluator that is familiar with the particular product type and the rules for the specific certification sought will review the certification application file. If the test data does not adequately document product compliance, additional test data may be requested. If the test data presented is questionable, a product sample may be requested for testing. A "Recommend Grant" Technical Evaluation Report is required to proceed to the Certifier. The Certifier reviews the documents, data, etc., and if everything meets requirements, completes a "Recommend Grant" Certification Checklist which Document Control uses to create the Grant Certificate and complete the certification application.

## 7 Certification Fees

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

## 8 The Application & Delivery

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

## 9 Application Format

### 9.1 Cover Letter

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

### 9.2 External Photos

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

### 9.3 Internal Photos

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

### 9.4 Test setup photos

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

### 9.5 Operational Description

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

### 9.6 Schematics

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

### 9.8 Test Report

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

### 9.10 User's Manual

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

## 10 Things to be Considered

### 10.1 Confidentiality Requests

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

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

### 10.2 Response time for requests for information

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

### 10.3 Use of Agents

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

## 11 Technical Evaluation & Certification

- 11.1 A Technical Evaluator that is familiar with the particular product type and the rules for the specific certification sought will review the certification project file. If the test data and information submitted does not adequately document product compliance, additional test data or information may be requested. If the test data or information presented remains questionable, a product sample may be requested for testing.
- 11.2 Once the technical review and evaluation is complete and the BACL certifier determines the product satisfactorily complies with the regulatory standards and BACL requirements, the product will be certified.

## 12 Directory of Certified Products

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

## 13 Modifications of Certified products

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

## 14 Certification Retention and Audits

- 14.1 Certificate holders shall assure that all production products certified by BACL continue to meet the applicable technical and procedural requirements of BACL. BACL will conduct factory inspection to assure continued compliance according to the product regulations.
- 14.2 Subsequent production units must adhere to the technical characteristics and quality under which certification was originally issued. The certificate holder shall assure continued compliance with the technical standards and requirements by performing periodic testing.

## 15 Withdrawal of Certification

- 15.1 BACL may withdraw G-Mark certifications within 30 days of the certification date. After 30 days only SABER may withdraw G-Mark certifications.
- 15.2 For other certifications, the holders shall inform SABER to withdraw.

### 16 Rights of Applicants of BACL Certified Products

- 16.1 Applicants may always request in-depth information about any aspect of their pending certification, completed certification or any other related matter. BACL and the applicant will attempt to resolve any disputes or appeals that arise between the applicant and BACL. If resolution is not possible, the dispute will be appealed to the specific regulatory authority as the final arbiter.
- 16.2 The applicant and BACL will each have a reasonable time to provide comments before the regulatory authority reaches a final decision. Applicants, suppliers, or other parties with complaints about a BACL certification that have a right to receive related information, may request in-depth information about related aspects of their completed certification or other related matters.

### 17 Related documents

No