Quality Management **PROCEDURE**	Ref:	QP:TRSG:P: 012-07
	Revision:	2014-10-16
	Page:	1 of 9
	Originated by:	MRQ
	Approved by :	Timothy Toh

(Print-out is uncontrolled)

Subject**:** S-Mark procedure (Product Approvals)

Revision history

Date	Section, Contents of Revision	Authors
15.05.2007	Initial release	RK
01.08.2008	16: Add procedures for Factory Inspections conducted by affiliate offices.	MP
27.03.2009	12: Add. Procedure name QMV 30.108SGP in the flow chart	FN
19.03.2010	08: Define the responsibilities of the reviewer and technical certifier.	MP
03.08.2011	11: Add factory inspection fee Change of Company Logo	STH
11.08.2012	Change of Contact Information and Approving Person	STH
2013-06-12	Change of Procedure number Change of contact person Change PSQ Department to Products Department in clause 8	STH
2014-10-16	Change from" ISO/IEC Guide 67" to "ISO/IEC 17067" in clause 3 Change from "ISO/IEC Guide 65" to "ISO/IEC 17065" in clause 16	Than Soe

1 Purpose

This document describes the procedure for preparation, submittal, evaluation, and certification of products as defined in the scope for Singapore S-Mark Approval.

2 Scope

The Singapore S-Mark provides the assurance of the product safety for products imported into Singapore. It states compliance of the certified product on the basis of the favorable assessment and evaluation of test and factory audit reports that the certification body of TÜV Rheinland Singapore has issued. The Singapore S-Mark is frequently monitored for the applicable conditions of its validity. Owners of the certificate will be informed of any changes by the official body.

3 Type of Approval

	Quality Management **PROCEDURE**	Ref:	QP:TRSG:P: 012-07
		Revision:	2014-10-16
		Page:	2 of 9
		Originated by:	MRQ
		Approved by :	Timothy Toh

(Print-out is uncontrolled)

Subject**:** S-Mark procedure (Product Approvals)

The S-Mark certificates basically state safety compliance of approved products of any

category in Singapore. The certification system is a type 5 system according ISO/IEC 17067 and includes a type approval of a product and an inspection of the factories quality system and the evaluation of products from the factory or from the market. The type approval of the product is performed in the frame of the CB or SS scheme for test reports issued by a laboratory accredited by an ILAC MRA member.

4. Additional requirements for Controlled Electrical products

The Safety Regulations requires a certificate of safety compliance, which provides statutory control over the safety of the listed controlled electrical products, supplied in Singapore with the objective to enhance public safety in the use of these products. This will apply to all electrical products designed for household use and supplied in Singapore (including those imported and manufactured locally). Under this regulation, all household electrical products will have to comply with the "essential safety requirements" to protect users from hazards arising from the electrical products and hazards which may be caused by external influences on the electrical products.

There are currently no EMC requirements for Singapore.

5 Technical country information

Rated voltage in Singapore is AC 230V/50Hz. With effect 1st April 2002, SPRING Singapore requires the COC for the 3 pin moulded plug which shall be complied with SS145. Since Jan. 2003, 3-pin power adaptors do not require Verification Test to SS 246 if the CB Test Report mentioned, "the dimension of the injection part is in accordance with the requirement of BS 1363 part 1: 1995 standard". 2-pin plug as approved to EN 50075 is also accepted in Singapore.

6 Standards – Accreditation

Safety standards that are used for testing the controlled goods should be equivalent to or more stringent than those prescribed by SPRING Singapore in the "List of Controlled Goods". For other products than the Controlled Goods the valid standards of the CB bulletin apply.

For Singapore S-Mark certification the product has to be tested against the applicable IEC/SS standard.

The below test reports are accepted for national certification:

- Test reports issued by all CB test laboratories within their scope of recognition under the IEC System for Conformity Testing to Standard for Safety Of Electrical Equipment (IECEE) accompanied by the respective CB certificate.

	Quality Management	Ref:	QP:TRSG:P:012-07
	PROCEDURE	Revision:	2014-10-16
		Page:	3 of 9
		Originated by:	MRQ
		Approved by :	Timothy Toh

(Print-out is uncontrolled)

Subject**:** S-Mark procedure (Product Approvals)
For Prescribed products particular requirements apply:

Standards for Plugs

Electrical Products	Standards
3-pin 5A plug (round pin type)	SS 472:1999
3-pin 15A plug (round pin type)	SS 472:1999
3-pin 13A plug (rectangular pin type)	SS 145:Part 1:1997
2-pin plug (round pin type)	EN 50075

Examples of approved mains plug

2.5Around pin   **5A round pin**   **13A rectangular pin**   **15A round pin**

Relevant standards for Flexible Cords

Electrical Products	Standards
PVC insulated flexible cord	IEC 227
Rubber insulated flexible cord	IEC 245

7 Additional Approval

No information available.

8 Responsibilities

Implementation: Regional International Approvals Manager.
Testing and Reporting: Products Department
Certification: Certification Department

All responsible parties shall report inaccuracies and discrepancies to the responsible for this procedure.

The Technical Support Staff is handling the inquiries for S-Mark approval, keeps the communication with the customer and cares for the completeness of the document. He/she is

	Quality Management **PROCEDURE**	Ref:	QP:TRSG:P: 012-07
		Revision:	2014-10-16
		Page:	4 of 9
		Originated by:	MRQ
		Approved by :	Timothy Toh

(Print-out is uncontrolled)

Subject**:** S-Mark procedure (Product Approvals)
processing the part for of the certification check list falling into his/her responsibility

The Reviewer is a technical competent person, responsible for evaluating and reviewing the correctness of the submitted documents for application for the S-mark approval. He recommends the technical Certifier to certify the S-mark when all the documents are in compliance.

The Technical Certifier is a technical competent person who is responsible for maintenance or grant of S-mark, its modification, extension or reduction of scopes; suspension or withdrawal of the S-mark. He is responsible to verify, that all processing where concluded according to the relevant procedures and check list. He has the veto right to technical objections.

9   Contact Information

Project Handling	Ms. Kim Owl Sales Department Tel: (65) 6562 8750, Ext :3372 Fax: (65) 6562 8759 Ms. Go Wen Ying Market Access Service Tel: (65) 6562 8750, Ext : 3371 Fax: (65) 6562 8759	**TUV Rheinland Singapore Pte. Ltd.** 25 International Business Park, #05-105, German Centre, Singapore 609916

(Print-out is uncontrolled)

Subject**:** S-Mark procedure (Product Approvals)

10 Lead-time*

Assumes no retesting, complying product and following of this procedure (including providing the project transmittal form in advance of the project). Certificate delivered via fax or email, hard copy to follow.

*Elapsed time from receipt of all necessary information. To ensure better accuracy, please report your actual lead-time to the process owner of the procedure.

The lead-time will be **one** week after all documents are provided. In case there is testing required, the lead-time may be longer.

11 Pricing

TR Singapore fees is listed below. Charges will be made to the submitting TR subsidiary. Prices are based on completely provided documentation.

Approval	Price S$
Certification fee	Currently free
Additional model	Currently free
Approval of modification	Currently free
OEM license	Currently free
Annual Factory Administration Fee	SGD. $ 570
Annual Factory Inspection Fee	SGD 1992.50+ Travel cost

	Quality Management PROCEDURE	Ref:	QP:TRSG:P: 012-07
		Revision:	2014-10-16
		Page:	6 of 9
		Originated by:	MRQ
		Approved by :	Timothy Toh
		(Print-out is uncontrolled)	

Subject**:** S-Mark procedure (Product Approvals)

12 Certification Procedure
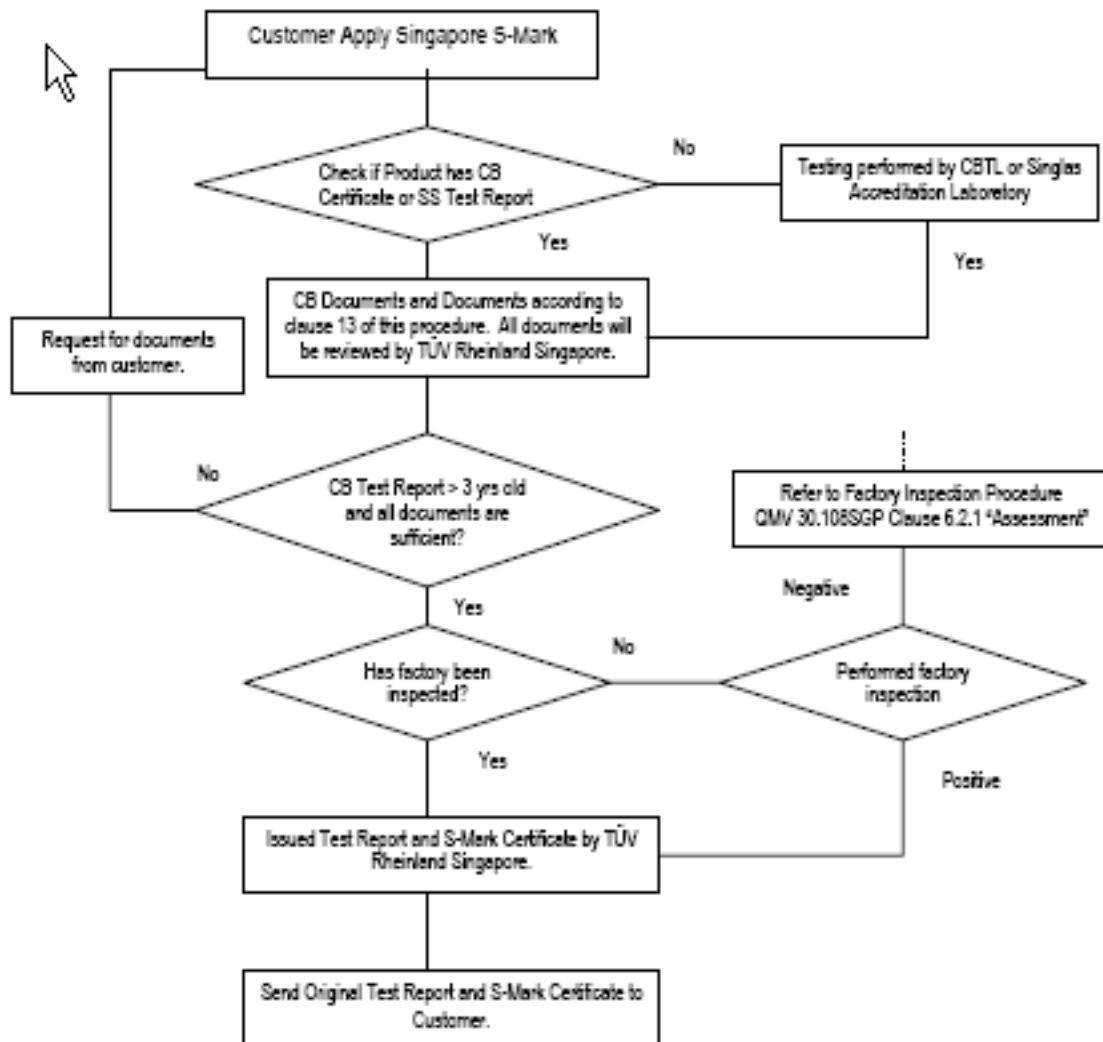
Product Evaluation
The product has to be evaluated against the applicable standard within the CB or SS scheme.

Sending of documentation
All documentation as defined shall be emailed or mailed as hardcopy to the project handler at TUV Rheinland Singapore office.

Certification
The safety certificate is handled first within the defined lead-time.

	Quality Management **PROCEDURE**	Ref:	QP:TRSG:P: 012-07
		Revision:	2014-10-16
		Page:	7 of 9
		Originated by:	MRQ
		Approved by :	Timothy Toh

(Print-out is uncontrolled)

Subject**:** S-Mark procedure (Product Approvals)

13 Documentation required to begin

The following documents are required for Singapore S-Mark certification:

- ➢ Subcontract
- ➢ Application form from the client
- ➢ Copy of Factory Inspection report in CIG023 format or TÜV Rheinland format
- ➢ TÜV Rheinland GS report or CB test report (CB certificates not older than 3 years)
- ➢ Rating label *(if not in the test report)*,
- ➢ Copy of GS/TUV, CB certificate,
- ➢ CDF
- ➢ Electric circuit diagram, constructional drawing,
- ➢ PCB layout,
- ➢ A "Bill of Material" (BOM),
- ➢ Certificates of all safety relevant components,
- ➢ User's manual in English language,
- ➢ Photo-documentation *(if not in the test report)*,
- ➢ COC for 3-pin plug (for 3-pin plug) and certificate for 2-pin plug, connector and cord of any national certification body.
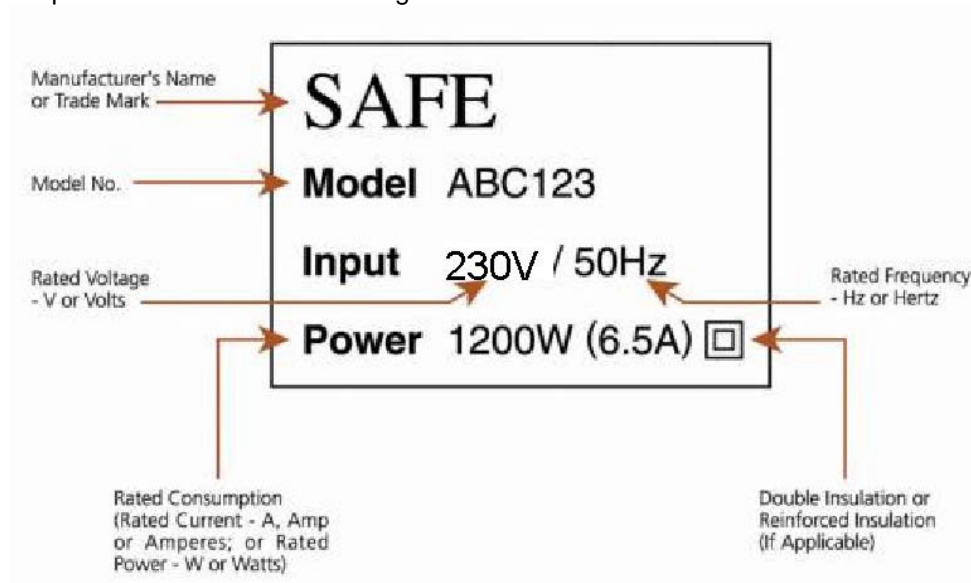
14 Samples

Submission of test sample is not required. However, we reserve the right to request a sample.

	Quality Management **PROCEDURE**	Ref:	QP:TRSG:P: 012-07
		Revision:	2014-10-16
		Page:	8 of 9
		Originated by:	MRQ
		Approved by :	Timothy Toh

(Print-out is uncontrolled)

Subject**:** S-Mark procedure (Product Approvals)

15 Labeling

Requirements for correct labeling are as follows:

16 Factory Inspection

Annual factory inspection is required for Singapore S-Mark. Factory inspection shall be carried out by TÜV Rheinland subsidiary.

(Exception can be made if mutual agreement between TÜV Rheinland Singapore Pte. Ltd. and other certification body exist for the recognition of factory inspection reports.)

Singapore S-Mark certification is often based on existing CB test reports and manufacturers are not always listed with TÜV Rheinland. Therefore the factory inspection procedure can take much longer than the certification process for Singapore S-Mark itself. Therefore the following procedure applies:

To issue a Singapore S-Mark certificate a CIG023 factory inspection report from an inspection or certification body accredited by an IAF MLA member (**I**nternational **A**ccreditation **F**orum **M**ulti**l**ateral Recognition **A**rrangement) or who is TÜV Rheinland Singapore assessed will be accepted. Accreditation or assessment shall include the scope of ISO/IEC 17065 /EN 45011 or ISO 17020. The CIG023 report shall not be older than 9 month.

	Quality Management **PROCEDURE**	Ref:	QP:TRSG:P: 012-07
		Revision:	2014-10-16
		Page:	9 of 9
		Originated by:	MRQ
		Approved by :	Timothy Toh

(Print-out is uncontrolled)

Subject**:** S-Mark procedure (Product Approvals)

For a subcontracted Factory Inspection, a Certifier from TÜV Rheinland Singapore has to review the factory inspection report and related documents additionally to the review conducted by the subcontracted office.

If TÜV Rheinland Singapore receives a Factory Inspection report from any affiliate office related to another Safety Marks, e.g. S mark, GS, TUV mark, the certifier of TÜV Rheinland Singapore needs to review the FI report additionally to the review conducted by the subcontracted office.

17 Marks

SG