

MET CERTIFICATION VIA TRAC GLOBAL

This document is intended to help applicants and manufacturers understand the process for North American safety approval under the Nationally Recognized Test Laboratory (NRTL) and/or Standard Council of Canada (SCC) schemes. In particular the procedure for obtaining MET certification.

It also provides a draft field inspection schedule which will be followed during either the Pre-certification Factory Inspection (PCFI) or Bi-annual Factory Inspection (BI).

In most cases, the North American approval process follows that of the European CE marking directive however the major difference being that for certain products, mandatory certification is required rather than self certification. This mandatory certification requires testing, certification and factory production control, all controlled and checked by an approved body.

North American certification is split into three key areas, of which all need to be completed. These can be considered as:

Testing

Testing is required against the relevant UL and/or CSA listed standard for your product type.

Testing can only be conducted by an approved test body (NRTL or SCC approval laboratory).

TRaC Global is an approved third party test laboratory with MET Lab which entitles TRaC to conduct testing in the UK for MET certification under the NRTL and SCC schemes.

Certification

All certification is granted by MET Labs, Baltimore. TRaC generates the required documentation and submits this to MET for review.

Factory Production Control

For all certification under the NRTL or SCC schemes, evidence of a controlled factory production line is required. Having ISO 9001 approval is not mandatory for MET certification however this will help the process. The inspections are product and manufacturing based but may also require some inspection of your company's quality management system.

TRaC Global is an approved factory inspection organization for MET Labs meaning if your product is manufactured in the UK or Europe, TRaC will control the factory inspection activity.

For MET certification factory production control is inspected on a bi-annual basis (two visits per year). If you are manufacturing in China it is likely that the factory location will be inspected quarterly in the first year with this reducing to bi-annual in the subsequent years provided no significant discrepancies have been found.

Annual license fees for applying the MET mark are applicable and details of these fees can be found in the applicant contracts.

If you have any questions regarding the North American certification process please do not hesitate to contact a member of the TRaC Safety team for help.

MET certification process

All of the following stages must take place before a product is deemed eligible for MET certification.

Stage 1 – Administration

- 1) Quotation issued to client along with copies of MET manufacturers and application contracts.
- 2) Client provides a PO along with completed MET manufacturer and application contracts back to TRaC
- 3) Test schedule is agreed

Stage 2 – Test

- 4) Product tested by TRaC. At this point if you wish to direct imprint the MET's logo onto your artwork a copy of the artwork is required for review and acceptance by MET.
- 5) Once the product is compliant, a copy of the report is issued to you for checking. In particular you should check the critical components are correctly listed.

Stage 3 – Documentation review

- 6) Certification pack is issued to MET including a copy of the report from item 2) above.
- 7) MET conducts review of the certification pack. This is an OHSA and SCC requirement for North American certification when operating with a partner lab such as TRaC.
- 8) Any questions or issues raised by MET on the testing are resolved by TRaC.
- 9) MET issues a compliance letter stating the results of the testing have been considered compliant and a PCFI is now required.

Stage 4 – Field Inspection

- 10) MET issue an authorization letter to you requesting authority for TRaC to conduct PCFI on MET's behalf.
- 11) TRaC arranges PCFI with you.
- 12) TRaC conducts PCFI as per the pre-arranged date.
- 13) Any non-compliances from PCFI are resolved and accepted by TRaC.
- 14) PCFI report issued to MET for approval.

Stage 5 – Certification

- 15) Authority to apply the MET mark to your product is granted.

Once a product is compliant within Stage 2 above, the review process takes approximately 2-3 weeks from receipt (depending on workloads). A fast track service is possible and this can reduce the review time to 1 week from receipt of the certification pack.

Setup of the PCFI can be arranged ahead completion of Stage 3 however the PCFI visit will only be conducted once Stage 4, item 10) is completed. TRaC is only permitted to visit once authorized by MET.

Use of an IECEE Certification Body (CB) test report and certificate is also permitted for MET certification. In general terms this will speed up the process by around 1 week since this report is fully covered by the rules and regulations of the IECEE which is mutually accepted by MET Labs.

TRaC is able to provide IECEE CB certification for North American and Worldwide safety approval. For more details see: <http://www.tracglobal.com/content/cb-scheme-iecee>



Field Inspection Schedule

This aspect is for information only but does cover the keys tasks which will be covered during the factory inspection. This is subject to change depending on the complexity of the product type.

The Pre-certification Factory Inspection (PCFI) is always planned and dates agreed with you once authorization has been granted for TRaC to conduct the inspection. However the bi-annual (BI) factory inspections are unannounced, however TRaC will provide some indication of when the inspection is likely to take place.

Key tasks to be conducted during the PCFI and BI will be as follows:

<p>An E.C.R. /E. C.N. (Engineering Change Request/ Engineering Change Notice) system that allows for production changes is required. This should include a review by the person/department responsible for informing MET of proposed changes to the product. Drawings must contain drawing numbers and revision identification.</p>
<p>Purchasing: a procedure to insure that a master purchase list or other document is maintained and used for completing purchase orders. This procedure should include the manufacturers/ sources, manufacturers' part numbers, electrical ratings, requirements for listed or recognized components/parts. This information is included in purchase orders where necessary to ensure that purchased materials are the same as those originally tested.</p>
<p>Receiving: a procedure to ensure that incoming materials are checked against purchase orders, drawings, specification, etc.</p>
<p>Inventory control: a procedure to control incoming/outgoing inventory and where required a FIFO (First-In-First-Out) type of system is in place.</p>
<p>Manufacturing: a procedure or procedures to ensure that manufacturing is using only approved/current drawings, approved samples or other conventional manufacturing processes issued or approved by responsible departments (e.g., engineering, quality). Also a procedure exists to resolve discrepancies between drawings, procedures or instructions and components or materials issued from inventory that do not meet requirements.</p>
<p>Internal Quality Assurance Requirements: a procedure to insure that any internal quality assurance steps (e.g., testing, visual inspections or other quality functions) are documented and available to the MET auditor. Examples are production records, travelers, quality check lists, etc.</p>
<p>External Quality Assurance Requirements: a procedure to ensure that externally imposed testing or quality requirements such as dielectric strength testing, ground continuity testing or pressure testing is conducted and documented. If this type of routine factory testing is required, it will be identified in the product Certification report provided by MET. This testing MUST be documented and available for the auditor's review at each inspection.</p>
<p>Equipment Maintenance, Repair and Calibration: a procedure to ensure that where required (mandatory for routine tests stated above), equipment used for test and evaluation is kept in good repair and has current calibration. Equipment must be calibrated by a reputable calibration department or laboratory where standards are traceable to the National Institute of Standards (NIST). The minimum requirement for frequency of calibration for equipment being used for routine tests is 12 months.</p>
<p>Complaint Procedure: a process to keep record of all complaints made known to the applicant/manufacturer relating to the product's compliance. Records are to be made available to the auditor upon request.</p>

We hope you find this document informative and helpful for your pending North American approval through TRaC Global. However if you have any suggestions or comments to help us improve our service we will be pleased to hear them

