

香港認證中心有限公司

Hong Kong Certification Centre Ltd



YOUR GUIDE

TO

PRODUCT CERTIFICATION

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1. Introduction to The Hong Kong Certification Centre Ltd.

Safety is a basic human need. To be free from danger is a common goal among people of all ages and races. In recent years, frequent news about serious household accidents caused by unsafe products has raised increasing public concerns in the territory. There is a real need to meet the public's growing demand for a safety certification program to meet the needs regarding product safety in the Hong Kong market. At the same time, the Government of the Hong Kong Special Administrative Region (HKSAR) has enacted a number of safety legislations covering a number of consumer products while conducting a series of safety education programs in the mass media.

In response to the worldwide trend and the Government's policy to promote product safety in the territory, The Hong Kong Certification Centre Ltd. (HKCC), formerly known as The Hong Kong Safety Instituted Ltd. (HKSI), has been established to meet the perceived requirements of Hong Kong in the field of product safety certification. Incorporated in Hong Kong as a limited company in August 1998, the aim of HKCC is to develop, implement and administer a third-party product safety certification program in Hong Kong – the Hong Kong Safety Mark Scheme. HKCC operates as a not-for-profit entity with the basic aim to serve the public regarding product safety.

HKCC is wholly-owned by The Hong Kong Standards and Testing Centre Limited (STC) but operates independently as a separate entity. Established in 1963, STC is the territory's oldest-established, independent, not-for-profit laboratory testing and inspection agency. Being the oldest testing institute accredited by the Hong Kong Government, STC is most qualified to make available its technical expertise in toys, children's products, food, mechanical, electronic and electrical products, and many other products, to serve the business and consumer sectors with regard to product safety.

HKCC is supervised by a Board of Directors. Board Members include prominent industrialists, representatives from major industrial, trade and service organizations, tertiary education institutions, consumer associations, specialists or professionals in the field of product quality and safety and other independent persons contributing to the product certification field. A table listing the Board Members for the current term is included in Appendix I.

As a unique organization in the territory to provide product safety certification service for the Hong Kong market, it is the principal mission of HKCC to assist manufacturers, importers and distributors to enhance their products' safety performance. HKCC is operated and administered according to a documented structure designed to safeguard and ensure its impartiality. HKCC implements a management system that ensures full compliance with the international standards for product certification body – **ISO/IEC 17065: Conformity**

assessment -- Requirements for bodies certifying products, processes and services.

The management system of HKCC has been accredited by the China National Accreditation Service for Conformity Assessment (CNAS) and the Hong Kong Accredited Service (HKAS) as an accredited product certification body. *

* Applicable to relevant certification activities as listed in the respective Directories of accredited certification bodies.

The following sections will introduce you to different product certification schemes and guide you step-by-step through the certification process.

2. Product Certification Schemes

2.1 Hong Kong Safety Mark Scheme

The Hong Kong Safety Mark Scheme (Scheme) is an independent certification program for product safety in Hong Kong. Being developed, operated and administered by HKCC, the Scheme was commissioned in 1998.

The objectives of the Scheme are:

- To promote Hong Kong product safety regulations and product safety standards;
- To assist the business community in taking positive measures to improve product safety;
- To enhance product safety awareness;
- To promote trade and help consumers identify products meeting current safety legislation; and
- To raise international awareness of the Hong Kong Safety Mark and the need to comply with Hong Kong safety legislations.

The Scheme accepts applications from and is accessible to all applicants including manufacturers, importers, distributors and retailers, so long as the application falls within the scope of the Scheme, which includes, but is not limited to, the following:

- Electrical and electronic products;
- Household products;
- Toys and children's products;
- Paper products for personal use;
- Medical devices;
- Industrial and commercial instrument;
- Furniture;
- Baby products; and
- Other products covered under Hong Kong product safety regulations.

The regulations/ standards that the Scheme adopts are, in descending order of importance, outlined below:

1. Current Hong Kong safety regulations
2. International standards
3. Regional standards

4. National standards
5. Industry standards
6. Organization standards

2.2 RoHS Certification Scheme

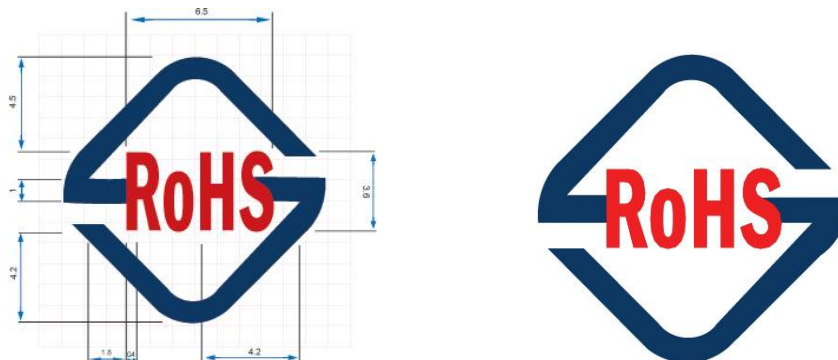
In 2005, to comply with the increasing demand for certification service on hazardous substances and the launch of the “Restriction on the Use of Certain Hazardous Substances in Electrical and Electronic Equipment” (RoHS) Directive for European Community in 2003, HKCC developed a new certification program – the RoHS Certification Scheme (The scheme), to assist suppliers to reduce harmful substances leaked into the environment.

RoHS Certification Scheme

The European Parliament published the Restriction on the Use of Certain Hazardous Substances in Electrical and Electronic Equipment Directive, 2002/95/EC, on 13 February 2003. This directive took effect on **1st July 2006**. The role of RoHS is to reduce harmful substances at source, ensuring that hazardous substances are not leaked into the environment by equipment and inevitably fail to be recycled.

In response to this Directive, HKCC has launched a **RoHS Certification Mark**. This certification logo ensures that all the parts, components and the packaging of certain products put on the market do not exceed certain hazardous level.

Format of the RoHS Certification Mark is shown below:



The Objectives:

- Assist manufacturers to produce environmental friendly products;
- Facilitate buyers in the sourcing of electrical & electronic materials, components & equipment complying with RoHS Directive;
- Contribute to the protection of human health and environment from hazardous substances.

According to the Directive, the RoHS Certification Mark will be made available to:

- Component Manufacturer
- Part Manufacturer
- Material Manufacturer
- Brand Company
- OEM Company

Categories of electrical and electronic equipment covered by the RoHS Directive include but not limited to:

- Large household appliances
- Small household appliances
- IT and Telecommunication equipment
- Consumer equipment
- Lighting equipment
- Electrical and electronic tools
- Toys, leisure and sports equipment
- Automatic dispensers

2.3 EMC Mark Scheme

HKCC has launched a certification mark for compliance to Electromagnetic Compatibility. With its main trade in re-export products, Hong Kong plays a vital role in China-made products. EMC compliance is one of the major regulatory requirements in the European Community and China. Products entering these markets with the EMC Mark are based on the international CISPR / IEC standards, EN standards and other National standards (e.g. GB standards for China), commonly adopted by most countries around the world. To the suppliers, the Hong Kong EMC Mark means pre-qualification for overseas and China EMC requirements. Products carrying the HKCC EMC Mark will gain local confidence in the product's compliance to EMC requirements.

Hong Kong EMC Mark

The Hong Kong EMC Mark mainly targets products such as electrical appliance, luminary product, audio, video product, information technology equipment and other electronic accessories.

Products applying for Hong Kong EMC Mark can achieve:

- i) Compliance with relevant EMI requirements of the Hong Kong Telecommunications (Control of Interference) Regulations (Cap. 106, section 37)
- ii) Gain the pre-qualification of the CCC test requirements in China with compliance of safety requirements.
- iii) Compliance with the CE requirements in the European Community with compliance of safety and other relevant requirements.

A certification mark, as indicated below, is being adopted to signify EMC compliance:

HONG KONG EMC MARK



EMC Certification Program

There are several rationales behind the development of the Hong Kong EMC Mark Scheme:

- a) To raise suppliers' interest in and awareness of EMC requirements;
- b) To assist the business community to take positive measures to improve EMC performance;
- c) To enhance quality and standards of life through the creation of a radiation-free living environment;
- d) To encourage and commend those suppliers striving to achieve EMC compliance;
- e) To provide an easy way for consumers to identify EMC complying products.

In Hong Kong, consumers are getting increasingly concerned about radiation emission. Frequent news coverage and articles in the media have drawn attention to the adverse impact of such emission on human beings as well as surrounding equipment. Though strictly speaking there is no hard and fast regulation on this aspect, consumers would look for EMC complying products.

2.4 Energy Saving Mark Scheme

With a view to helping the public in choosing energy saving products, Hong Kong's Electrical and Mechanical Services Department (EMSD) operates an Energy Efficiency Labeling Scheme for electric appliances and equipment used in homes, offices and vehicles. The scheme aims to save energy by informing potential customers of the particular product's level of energy consumption and efficiency rating.

Consumers can take these factors into consideration when making their purchasing decisions. The Scheme now covers 17 types of household appliances and office equipment. In addition, the Hong Kong Government has introduced a mandatory Energy Efficiency Labeling Scheme. Three main categories of products – compact fluorescent lamps, room air-conditioners and refrigerating appliances – are included in the initial phase of this mandatory Energy Efficiency Labeling Scheme. Starting from 9 November 2009, all prescribed products in Hong Kong are required to be supplied with energy labels.

Energy Saving Mark

Energy efficient products not only consume less energy, they save you money in the long run and help protect the environment. To help consumers choose energy efficient products, HKCC offers the Energy Saving Mark for appliances and equipment used in homes and offices. The program is developed to promote recycling, pollution reduction, and resource conservation. It is a mark in Hong Kong to show a marked product is in compliance with basic energy-efficiency and other requirements.

The Energy Saving Mark is aimed at guiding consumers in product purchasing and encouraging manufacturers to design and supply environmentally benign products.



ENERGY SAVING

The Objectives:

- a) To help consumers select energy saving products;
- b) To promote public awareness of energy conservation and environmental protection;
- c) To encourage manufacturers to introduce products with higher energy efficiency;
- d) To achieve actual energy savings.

The various categories of electrical and electronic equipment covered by the scheme, *inter alia*, include the following:

- Room coolers
- Refrigerators
- Washing machines
- Electric storage water heaters
- Compact fluorescent lamps
- Photocopiers
- Electric rice cookers
- Dehumidifiers
- Laser printers
- Television sets
- LCD monitors
- Electronic ballasts
- Computers

2.5 LED Lighting Products Certification Scheme

The “LED Lighting Products Certification Scheme” is a product certification scheme for LED Lighting Products developed and owned by The Hong Kong Electronic Industries Association (HKEIA) in 2012. The purpose of this Scheme is to ensure all LED lighting products produced by certified LED Lighting Manufacturers meet the requirements specified in this Scheme, in the area of safety, Electromagnetic Compatibility (EMC) and performance. In addition, this scheme requires the manufacturers to operate a quality management system which complies with ISO 9001.

This is a Type 5 product certification system in accordance with ISO/IEC 17067:2013 for determining the conformity of a product with specified standards and requirements through initial testing of samples of the product, assessment and surveillance of the involved quality management system, and surveillance by testing of product samples taken from the open market or the manufacturer’s stock or a combination of both.

The various categories of LED lighting products covered by the scheme include the following:

- Bulkhead type LED Light Fittings;
- LED Downlight;
- LED Floodlight

with voltage supply as 220 Vac, 50 Hz.

- Road Light

with voltage supply not exceeding 1,000 Vac, 50Hz

Note: Product certified under this certification scheme will only be granted with the “Certificate of Conformity” but will not be authorized to use any certification mark.

2.6 “STC Certified” Mark Scheme

“STC Certified” Mark is a product quality certification mark. It helps consumers to identify, at a glance, that the product has been certified by HKCC and tested either by Hong Kong Standards and Testing Centre (STC) or its approved laboratories according to relevant local and international standards. In order to maintain the quality of “STC Certified” Mark, type-test and regular market surveillance are the key areas controlled by this scheme. The Mark imparts an independent quality endorsement of products as compared to those without the Mark.

The objectives of “STC Certified” Mark are to:

- assist the suppliers and manufacturers to promote their products in the market;
- assure the consumers the products have good quality and performance through testing and certification;
- fulfill the community’s quest for an independent certification mark to differentiate good-quality products from other products in the market.
- assist consumers to identify independently tested products and make a better choice;
- give a level of assurance the performance and quality of the marked products.

The scope of certification service provided under this Scheme includes:

- Food products
- Health food / Health supplement products
- Proprietary Chinese Medicines
- Cosmetics and toiletries
- Household products and detergents
- Food grade of electrical appliances with food container
- Textile Products
- All post assemblies which are inserted into pierced parts of the human body and articles intended to come into direct and prolonged contact with the skin (e.g. adult / children’s jewelry)
- Miscellaneous products / others

Format of the “STC Certified” Mark is shown below:

“STC Certified” MARK



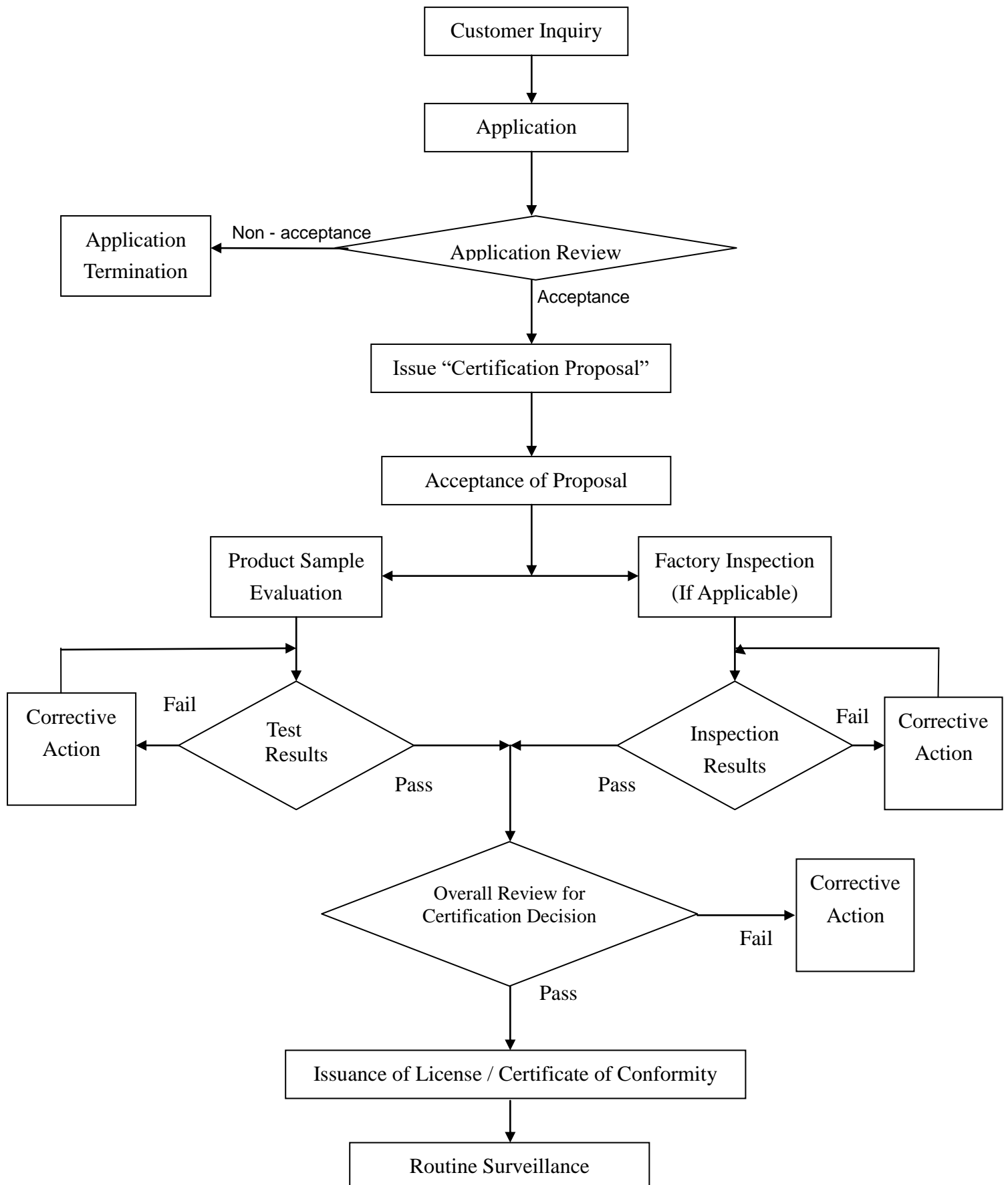
3. Certification Process

The Product Certification Schemes adopts a “product-oriented” certification program. Products applying for certification is subject to product testing and, where applicable, factory inspection to ensure full compliance with the relevant applicable safety regulations, standard(s) requirements and certification schemes as defined by HKCC. In accordance with the respective Certification Scheme, Certified products are issued with the Hong Kong Safety Mark License / “STC Certified” Mark License, or Certificate of Conformity. Besides, in exception to “LED Lighting Products Certification Scheme”, Certified products are authorized to bear the Hong Kong Safety Mark or “STC Certified” Mark.

To ensure continual compliance of the certified products with the certification requirements, an on-going surveillance program is implemented which, subjects to the requirements of certification scheme, may include routine factory inspection, market sampling surveillance, and type test assessments.

The chart shown below summarizes the process of product certification.

4. Certification Process Flow Chart



5. Application Procedures

In general, an organization that wishes to apply for HKCC product certification will be required to go through the following process:

1. Submission of the following information to HKCC:
 - Completed Application Form (F/001);
 - A copy of the Business Registration Certificate and/or Certificate of Incorporation;
 - Photos/ Catalogues/ Pamphlets of the product(s);
 - Product Specification;
 - User/ Instruction Manual;
 - Circuit Diagram (for Electrical Products);
 - Engineering Drawing (Mechanical/ Electrical);
 - Parts List (Bill of Materials);
 - Factory Questionnaire (F/009), if factory inspection is required in the certification scheme; and
 - Other details as required.
2. HKCC shall review the application form and information provided by the Subscriber to ensure that product seeking certification falls within HKCC scopes of services.

Note: HKCC can decline to accept an application or maintain a contract for certification from a Subscriber when fundamental or demonstrated reasons exist, such as the Subscriber participating in illegal activities, having a history of repeated non-compliances with certification/product requirements, or similar client-related issues.
3. Submission of sample(s) for testing if the application is accepted by HKCC;
4. Product testing and, where applicable, factory inspection by HKCC;
5. Granting of the Hong Kong Safety Mark / “STC Certified” Mark License or Certificate of Conformity by HKCC if the results of the above evaluation are satisfactory; and
6. Performing routine surveillance by HKCC after the License / Certificate is granted. Depending on the product type and certification scheme, the routine surveillance can be:
 - Routine Inspection Visit at the factory, and/or
 - Testing of samples taken from open market or the manufacturer’s stock or a combination of both.

6. Extension and Reduction of Scope

- 6.1 Any request for extension of scope to the existing License / Certificate, such as inclusion of additional models in the same manufacturing plant, or addition of another factory to produce certified products, will be handled as a separate application. Applicant shall follow Section 5 “Application Procedures” to file the application to HKCC. HKCC will review and determine the required evaluation activities to proceed the certification.
- 6.2 Subscriber is allowed to reduce the scope of certification voluntarily at any time by making a written request to HKCC. Subscriber is required to return the License / Certificate to HKCC. HKCC will update all relevant certification documents, including the License / Certificate and Directory of HKCC Certified Products. The products removed from the License / Certificate after reduction of scope can no longer apply the Hong Kong Safety Mark / “STC Certified” Mark and the Subscriber cannot make any further claims of certification by HKCC for that products.

7. Use of License, Certificate and Mark

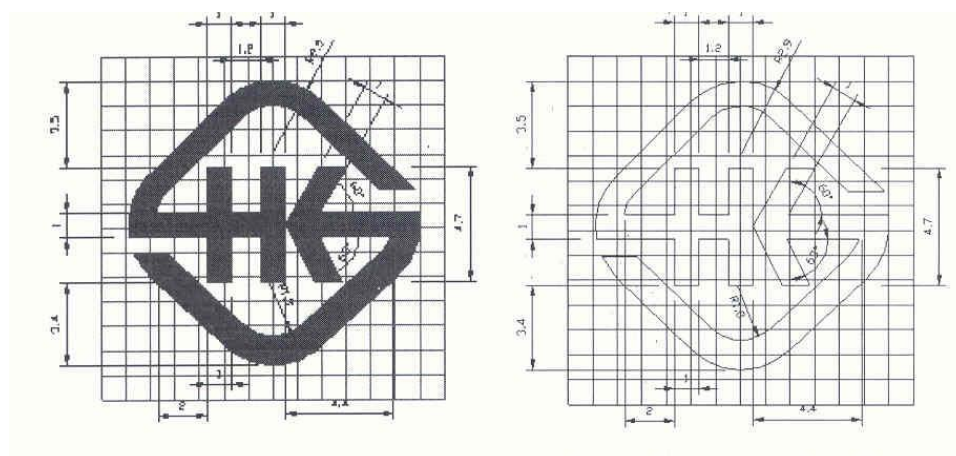
The use of License / Certificate and Hong Kong Safety Mark / “STC Certified” Mark is subject to the requirements set off in the respective certification scheme and certain conditions as outlined below:

7.1 The Hong Kong Safety Mark / “STC Certified” Mark and the License / Certificate are the properties of The Hong Kong Certification Centre Ltd. HKCC has full control over the use and display of the License / Certificate and the Mark. The organizations authorized to use the Mark and the License / Certificate shall ensure that they are used in accordance with the regulations and requirements laid down in this Guide, the HKCC Regulations for Product Certification and the respective certification scheme issued from time to time.

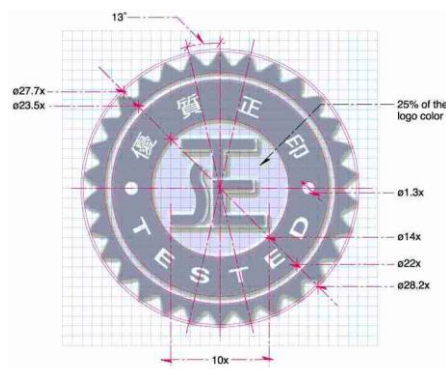
7.2 When the product has been authorized to use Hong Kong Safety Mark / “STC Certified” Mark, there shall be a marking to indicate compliance with the HKCC’s requirements in the form outlined below. Under no circumstances should a product bearing the Hong Kong Safety Mark / “STC Certified” Mark be released to the market prior to the issuance of certification.

7.3 Format of Certification Marks

a) Hong Kong Safety Mark



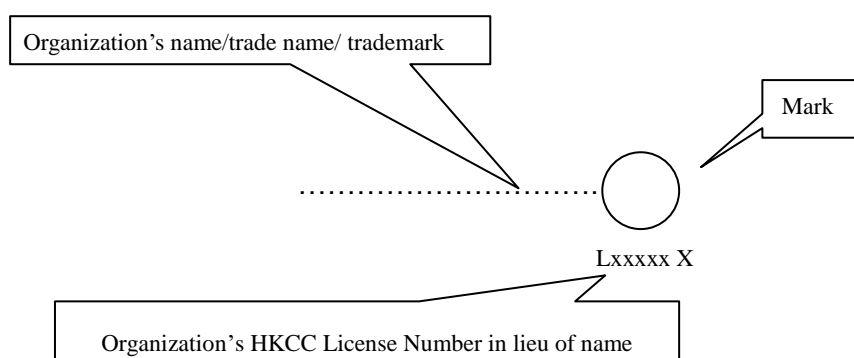
b) “STC Certified” Mark



7.4 The Hong Kong Safety Mark / “STC Certified” Mark may appear in any size provided it is not less than 5mm in height. The Mark can be enlarged or reduced with its aspect ratio remaining unchanged. Where limitations of space prevent the use of the Mark in the minimum size (i.e. 5mm in height), request to use a Mark of smaller dimensions will be considered by HKCC on the basis of legibility.

7.5 Use of Hong Kong Safety Mark / “STC Certified” Mark on Certified Products

- a) The Hong Kong Safety Mark / “STC Certified” Mark on certified product will be identified with the holder of the License. The following illustrations indicate how this identification requirement is met.
- b) Generally, the Hong Kong Safety Mark / “STC Certified” Mark is combined with the marking details that include the organization’s name/trade name/ trademark or HKCC License Number* and should be placed adjacent to the model’s identity as far as possible.



- * When the HKCC License Number is used in lieu of the organization’s name or equivalent, it must be adjacent to the Hong Kong Safety Mark / “STC Certified” Mark. HKCC License Numbers are recorded in the “Directory of HKCC Certified Products”.
- c) Where the Hong Kong Safety Mark / “STC Certified” Mark is permitted to appear on a product by a separate marking medium, the organization’s name or equivalent, or HKCC License Number shall be included in the design of the separate marking medium.
- d) The Hong Kong Safety Mark / “STC Certified” Mark should be applied in such a way that is easily visible, clear, legible, reliable and free from deterioration.
- e) The Hong Kong Safety Mark / “STC Certified” Mark may only be applied at factory locations or other site(s) as specified and approved by the HKCC.

7.6 Use of Certification and Hong Kong Safety Mark / “STC Certified” Mark in literature

- a) Following certification of the product, the organization may include in its catalogues, information accompanying the product (such as instruction books, manuals) and advertising literature the statement “This is listed by the Hong Kong Certification Centre as certified”. If the product is licensed to use Hong Kong Safety Mark / “STC Certified” Mark, the organization may use the mark which shall be reproduced in black, blue (Pantone 540) or inverted-white (“STC Certified” Mark can also be reproduced in red (Pantone 200)). In each case the statement or the Hong Kong Safety Mark / “STC Certified” Mark shall be so placed that there is no doubt as to the identity of the organization and the product to which it applies.
- b) Other wording indicating compliance with HKCC’s requirements may be used provided that it is submitted to HKCC for written approval beforehand.
- c) The Certification or Hong Kong Safety Mark / “STC Certified” Mark shall not be used in advertising and published literature or in any manner either implying that products are certified, when such is not the case, or misinterpreting the extent of certification.

8. Publication

HKCC will maintain the information of certified products, which will be made available to the public by the following means:

- Access website of HKCC (www.hk-cc.hk); or
- Through direct contact with HKCC.

Manufacturers, importers, distributors, retailers and consumers are welcome to look for the information of required certified products.

9. Suspension and Cancellation of Licence / Certificate

- 9.1 Situation in which suspension of Licence / Certificate may be initiated shall include, but not be limited to the following:
- Voluntary initiated by the Subscriber;
 - Delay of payment of certification fee;
 - Breach of the HKCC Regulations for Product Certification or any other contravention of the rules of the certification scheme;
 - Misuse of certification, e.g. misleading claim of certification;
 - Hazardous incidence of certified equipment reported from public.
- 9.2 During Licence / Certificate suspension, the Subscriber is not allowed to use the licence / certificate or claim any certification for the product.
- 9.3 Subscriber will be advised to take appropriate action to rectify the situation within the specified timeframe in order to resume certification.
- 9.4 If the suspension cannot be lifted up within the specified timeframe, it will lead to termination or withdrawal of Licence.

10. Complaints, Appeals and Disputes

- 10.1 HKCC has established procedures to ensure fair handling of complaints and disputes brought by Subscribers or other interested parties, and to allow them an avenue of appeal.
- 10.2 A Subscriber may submit complaints to HKCC about any aspects of HKCC's service, or lodge an appeal against any decision made or action taken by HKCC. Interested parties can also file complaints relating to Certification Schemes which are administered by HKCC.
- 10.3 A written submission providing grounds of the complaint or appeal shall be made to HKCC within 21 calendar days after having been informed of such a decision.
- 10.4 HKCC shall investigate and examine the case at executive level. HKCC will notify the complainant / appellant the outcome of such investigation and examination.
- 10.5 Should the complainant / appellant refuses to accept the outcome as determined by the HKCC executives, he may choose to submit the case to the HKCC Appeal Panel. The Appeal Panel is composed of members who have no prior involvement in the matter concerned to ensure impartiality.
- 10.6 The Appeal Panel will convene a hearing to investigate and examine the case. Concerned parties including the complainant / appellant shall be entitled to be heard in confidence.
- 10.7 The complainant / appellant will be informed of the decision of the Appeal Panel.
- 10.8 Detailed complaint / appeal handling procedures are available upon request.

11. Frequently Asked Questions

1. What is the Hong Kong Safety Mark?

Hong Kong Safety Mark signifies product safety compliance. When the products submitted by suppliers pass through the testing and surveillance process and are certified as products in compliance with Hong Kong safety regulations, the Hong Kong Certification Centre will grant the authority to bear the Hong Kong Safety Mark on the certified products, so that consumers will be able to identify products that meet safety standards.

2. What is the “STC Certified” Mark?

“STC Certification” Mark is a product quality certification mark. It helps consumers to identify, at a glance, that the product has been certified by the Hong Kong Certification Centre (HKCC) according to relevant local and international standards. Products that covered by this certification scheme include Food, Health Supplements, Proprietary Chinese Medicines, Cosmetics and Personal Care Products, Household Products and Anti-epidemic Products, etc.

3. Why the Hong Kong Safety Mark is needed?

In recent years, serious household accidents caused by unsafe products are frequently reported. (For example: overheating of an electric fan caused a fire and a resident was seriously burnt; a TV set suddenly exploded while it was being switched off with the remote power control.) Although most consumers will choose well-known brand-names, past reports indicate that some brand-named products may not have passed all of the relevant safety tests. On the other hand, less well known brands produced by smaller manufacturers may in fact perform better. Therefore, using brand-named products is not always the solution. However, the use of a safety mark will always help consumers to identify safe products. Hence, there is a genuine need for the Hong Kong Safety Mark.

4. Why the “STC Certified” Mark is needed?

Quality is what all companies try to project and it is basically what consumers are looking for. In view of this, Hong Kong Certification Centre (HKCC), a subsidiary of Hong Kong Standards and Testing Centre (STC), has launched an independent certification scheme for product quality - the "STC Certified" Mark to provide an unambiguous definition and identification to product quality.

5. What does the Hong Kong Safety Mark and “STC Certified” Mark look like and what colour(s) can be used for the Mark?

a) The shape of the Hong Kong Safety Mark is:



The Hong Kong Safety Mark can be reproduced in **black, blue (Pantone 540) or inverted-white.**

b) The shape of the “STC Certified” Mark is:



The “STC Certified” Mark can be reproduced in **black, blue (Pantone 540), red (Pantone 200) or inverted-white.**

6. Where is the Mark applied?

The Mark generally appears as a label affixed adjacent to the brand, model no., rating plate, etc. or on the packaging of the certified product. Besides, manufacturers may also mould or embody the Mark on the products.

7. How does HKCC monitor certified products to ensure continuous compliance?

After a product has been certified, HKCC will arrange to inspect the manufacturing plant regularly or to conduct random sample checks in the market. Any non-compliance or violation shall be subjected to further investigation. If the non-compliance is serious, HKCC will advise the manufacturer to stop production and suspend the use of the certification. HKCC will also take appropriate legal actions if necessary.

8. If a product has been awarded others certification marks, is it necessary to apply for the Hong Kong Safety Mark / “STC Certified” Mark?

Because of national deviations such as supply voltage, frequency, environment, etc., a product may not operate safely or fulfill the regulations in Hong Kong as it does in other countries. Therefore, that product should be tested again to ensure that it is appropriate for use in Hong Kong.

9. What are the certification fees for the Scheme?

As a not-for-profit organization, HKCC will charge clients the following certification fees to support its operations:

- Application fee;
- Product Testing and Certification report fee;
- Factory Inspection fee (if applicable);
- Annual License / Certification fee;
- Label fee

10. How long is the validity of the Hong Kong Safety Mark / “STC Certified” Mark Licenses?

In general, the validity of the Hong Kong Safety Mark / “STC Certified” Mark License is three years unless otherwise specified in the certification scheme. For the purpose of unification, the expiry dates of HKCC Licenses will usually be set to fall in 30 June or 31 December of the calendar year, whichever comes earlier. Upon expiry, HKCC will review if the product continues to fulfill HKCC’s certification requirements. If so, the License can be renewed with validity of another three years.

Nevertheless, depending on particular circumstances such as the specific seasons of production of the products or the exceptionally small production quantity of a particular modeled product, the certification of “One-year Validity” is available to subscribers. Please call us for further details.

11. What are the requirements for the factory if factory inspection is required?

On-site factory inspections will be conducted before Licence / Certificate can be granted or maintained if it is a requirement specified in the product certification scheme. In general, our inspection officer will check the manufacturing process controls and management system of the factory, including but not be limited to the following aspects:

- Quality management system documentation (e.g. quality manual, procedures,

- work instructions and records);
- Outcomes of audits by external parties (e.g. certification body);
 - Records of customer relations (e.g. customer complaints and feedbacks, customer satisfaction surveys);
 - Internal audits;
 - Management reviews;
 - Purchasing process of raw materials and incoming quality control;
 - Control and validation of production processes and in-process quality control checkpoints;
 - Product consistency control during manufacturing processes;
 - Control and monitoring of measuring equipment (e.g. equipment calibration and maintenance);
 - Witnessing of factory tests;
 - Consistency checks between production units and certification records;
 - Records of using Hong Kong Safety Marks in certified products.

For more certification information on your products, you may contact:

THE HONG KONG CERTIFICATION CENTRE LTD.

Unit B, 10/F, Block 1, Tai Ping Industrial Centre,

No. 57 Ting Kok Road, Tai Po, N. T., Hong Kong

Tel: (852) 2661 2083 Fax: (852) 2661 3181

Homepage: www.hk-cc.hk Email: hkcc@hk-cc.hk

Remarks: HKCC retains the authority and responsibility for the granting, extending, suspending and withdrawing of the certification.

Appendix I

The Hong Kong Certification Centre Ltd. Board of Directors

NAME	TITLE	ORGANIZATION
The Honorable Ms. CHOY So-yuk, BBS, JP	Hong Kong Delegate	National People's Congress of the People's Republic of China
Prof. Roy C P Chung	Co-Founder	Techtronic Industries Co., Ltd.
Mr. Richard Fung	Chief Executive	Hong Kong Standards & Testing Centre
The Honorable Mr. Jeffrey Lam, MBE, JP	Legislative Councilor	Hong Kong SAR Legislative Council
Mr. Tom Tang, JP	Chairman	Hong Kong Standards & Testing Centre
Mr. Bernie W C Ting	Managing Director	Qualidux Industrial Co., Ltd
Prof. K W Yeung, Ph.D, Ctext, FTI, Ccol, FHKITA, FTA	Executive Director	Clothing Industry Authority

Appendix II

Sample of Application Form for the Hong Kong Safety Mark (F/001)

香港安全標誌認證申請表(F/001)填寫樣本



香港認證中心有限公司
The Hong Kong Certification Centre Ltd
 香港新界大埔汀角路57太平工業中心第1座10樓B室
 Unit B, 10/F., Block 1, Tai Ping Industrial Centre, No. 57 Ting Kok Road, Tai Po, N. T., Hong Kong
 電話 Tel: (852) 2661 2083 傳真 Fax: (852) 2661 3181 網頁 Homepage: www.hk-cc.hk 電郵 Email: hkcc@hk-cc.hk

產品認證申請表
APPLICATION FOR THE PRODUCT CERTIFICATION

Subscriber's information 申請機構資料:

Subscriber's name and address 申請機構名稱及地址: ABC Company Ltd. 11/F., 1 Flat, On Lok Ind'l Centre Wang Wo Tsai Street, Tsuen Wan N.T., Hong Kong.		Factory's registered name and address (if different from Subscriber's) 生產廠房註冊名稱及地址(如與申請機構不同): Shenzhen Fat Tat Manufacturing Co., Ltd. 6/F, 8 Flat, Hengfat Ind'l Zone, Baoan, Shenzhen, China. Number of staff engaged in the production of applying product 從事生產申請認證產品的員工人數: 100	
Phone電話 852-1234 5678	Fax傳真 852-0123 4567	Phone電話 86 755 0001 0002	Fax傳真 86 7555 0003 0004
Email address電郵地址 abc@abc.com.hk		Email address電郵地址 fattat@fattat.com.cn	
Authorized management representative dealing with this application 此項申請的授權代表人: Name姓名 Mr. William Chan Tai Man Title 職銜 General Manager			

Designation of product for which certification is requested 申請認證的產品資料:

Product Name and Description: Rick cooker 產品名稱及描述: Brand Name 品牌: ABC Model No. 產品型號: XYZ-123		<input checked="" type="checkbox"/> New Product 新產品 <input type="checkbox"/> Existing Product 現有產品
Certification granted by other bodies 有否獲得其它機構認證: <input type="checkbox"/> Yes 有 <input checked="" type="checkbox"/> No 無 Issuing Authority 發證機構 Report Number 測試報告編號 Report Issued Date 報告發出日期		
Other information of value to HKCC (such as catalogues, manuals, photos, parts list, assembly drawings, circuit diagrams, declaration letter) is enclosed and listed as follows 其它提供給香港認證中心的有關資料(如產品介紹冊、使用手冊、照片、零件清單、裝配圖、電子線路圖、聲明書等)		

Type of Application 申請認證計劃名稱:

<input checked="" type="checkbox"/> Hong Kong Safety Mark 香港安全標誌 <input type="checkbox"/> Hong Kong ECO Mark - Level 1 一級綠色標誌 <input type="checkbox"/> Hong Kong ECO Mark - Level 2 二級綠色標誌 <input type="checkbox"/> Hong Kong ECO Mark - Level 3 三級綠色標誌 <input type="checkbox"/> Hong Kong Biodegradable Mark 可生物降解認證計劃 <input type="checkbox"/> Hong Kong Excellent Service Scheme 香港傑出服務計劃 <input type="checkbox"/> Others 其他:	<input type="checkbox"/> Hong Kong EMC Mark 香港EMC標誌 <input type="checkbox"/> Hong Kong LED Lighting Product Certification Scheme 香港LED燈具認證計劃 <input type="checkbox"/> Phthalate Compliance Mark 塑化劑認可標誌 <input type="checkbox"/> RoHS Mark 管制有害物質標誌 <input type="checkbox"/> Medical Device Mark 醫療儀器認證計劃 <input type="checkbox"/> Made in Hong Kong Certification Scheme 香港製造認證計劃
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Standard Requirement or Test Item (if applicable) 標準或測試項目:(如適用)

IEC 60335-2-15

I/We, the Subscriber, warrant and agree:
 (i) to supply all complete and necessary information for this application and that the information provided with this application is true and accurate in every respect;
 (ii) to adopt all data, statements, or any other information furnished to HKCC by the Subscriber or any other third parties at or prior to the signing of this application and thereafter; (iii) all information disclosed to HKCC has proper consents, licenses or authorities required by the laws and this product does not infringe upon any intellectual property rights; (iv) to fully indemnify HKCC of all damages or liabilities to any disputes, controversy, or claims arising out of or relating to the data, statements, or any other information provided; (v) to abide by the Hong Kong Safety Mark Regulations (please refer to the "Download" section in www.hk-cc.hk) and any rules and procedures of HKCC deemed applicable; (vi) to make all payments on time; and (vii) to indemnify HKCC against any disputes, controversy, or claims arising out of this product.

我/我等, 申請機構, 聲明如下: (i) 提供所有完整及必須的資料, 且有關資料皆真確無訛; (ii) 確認由申請機構或協力廠商向香港認證中心提供所有的數據、陳述或其他資料, 無論是在簽署此申請表之前或之後提供; (iii) 本產品及其有關資料已就法律要求得到所須的同意、准許和授權。本產品並不侵犯任何知識產權。(iv) 因數據、陳述或所提供的其他資料而引致的、或與之相關的任何糾紛、爭論或索賠, 香港認證中心均毋須承擔其任何賠償或債務, 一切後果由申請機構承擔; (v) 遵守香港認證中心的香港安全標誌條例(可參閱香港認證中心網頁 www.hk-cc.hk 內“下載區”所列的所有條款)及遵守有關認證計劃的條例和程式進行有關的申請; (vi) 按時繳納所有費用; 及 (vii) 凡因本產品而引起或與之相關的糾紛、爭論或索賠, 申請機構須代替香港認證中心負上賠償責任。

Printed name and title of person authorized to sign on behalf of the Subscriber 申請機構授權簽字人姓名及職務: Mr. Chan Tai Man (General Manager)	Signature and Company Chop : 簽字及公司蓋章:	Date 日期: 2020-01-01
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Remark: For more details, please visit HKCC homepage www.hk-cc.hk
 備註: 如欲獲得更多有關資料, 請瀏覽香港認證中心之網頁 www.hk-cc.hk。

For office use only 本中心專用	Reviewed 覆核	Application No. 申請編號	Reviewed 覆核
	By 簽名 Date 日期		By 簽名 Date 日期
	Customer Services Office		Certification and Surveillance Office

F/001/F

Appendix III

Sample of the Hong Kong Safety Mark License

香港安全標誌證書樣本

 香港認證中心 The Hong Kong Certification Centre Ltd			
HONG KONG SAFETY MARK LICENSE			
License Number :	L00001A	Date of Issue :	2013-04-16
Issued To :	ABC Company Ltd. Building D, 1234 Road, 5678 Street, N.T., HK		
The products listed below are eligible to bear the Hong Kong Safety Mark.			
		Issued By :	Richard Fung Managing Director
			
		For and on behalf of The Hong Kong Certification Centre Limited	
<u>Product Category</u>	<u>Product Description</u>		
Luminaries Product	Self-ballasted lamp		
<u>Types / Models</u>			
[Brand Name : OPPL]			
APPLICABLE STANDARD(S) / REQUIREMENT(S)			
IEC60968:1988+		Self-ballasted lamps for general lighting services - Safety requirements	
<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 80%;">The use of this License is governed by the Hong Kong Safety Mark Regulations and any other requirement and Regulations accompanying this License when issued, as amended from time to time. This License is the property of The Hong Kong Certification Centre Limited and must be returned upon request.</div>			
Original Certification: 2013-04-16		Expiry: 2016-06-30	
		HKSM Certification Scheme: CC/SCH/004 Cat. [III]	
Unit D, 14/F., Block 1, Tai Ping Industrial Centre, No. 57 Ting Kok Road, Tai Po, N.T., Hong Kong			
Tel / 電話: (852) 2661 2083		Fax / 傳真: (852) 2661 3181	
		Email / 電郵: hkcc@hk-cc.hk	
		Homepage / 網址: www.hk-cc.hk	

Appendix IV

Sample of the “STC Certified” Mark License

優質「正」印證書樣本

 香港認證中心 The Hong Kong Certification Centre Ltd	
“STC Certified” Mark	
License Number: SCM00xx	Date of Issue: yy-mm-dd
Issued To: XXX Company Limited Unit X, X/F., X Block, XX Industrial Building Kowloon, Hong Kong	
The product listed below is eligible to bear the “STC certified” Mark (優質「正」印)	
 優質「正」印 “STC Certified” Mark	Issued By: Mr. Richard Fung Managing Director 
Product Category	Brand / Product Name
Food	XXX
Applicable standard(s) / requirements	
1. 所提供之樣本 XXX 符合香港食物環境衛生署食品微生物含量指引 (一般即食食品及指定食品) 中大腸桿菌的含量要求(滿意)。	
2. 樣本中所測試之雙氧水, 辛伐他汀及有機氯農藥均低於可檢測限度。	
Report Ref. No. HCAxxxxxxx.	
<small>The use of this License is governed by the “STC Certified” Mark Regulations and any other requirements accompanying this License when issued, as amended from time to time. This License is the property of The Hong Kong Certification Centre Limited and must be returned within one month from occurrence of user's breach of the aforesaid rules.</small>	
Original Certification: yyyy-mm-dd	Expiry: yyyy-mm-dd
Cat. [I]	
Unit B, 10/F., Block 1, Tai Ping Industrial Centre, No. 57 Ting Kok Road, Tai Po, N.T., Hong Kong Tel / 電話: (852) 2661 2083 Fax / 傳真: (852) 2661 3181 Email / 電郵: stcmark@stc.group Homepage / 網址: www.hk-cc.hk	