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**S HONG KONG
SAFETY
MARK
CERTIFICATION SCHEME**

The logo consists of a stylized purple 'HK' monogram enclosed within a purple circular border that has a slight gap at the bottom.

**Occupational Footwear without Toecap
Protection**

(ISO/IEC 17067 – Type 2)

Scheme No . : CC/SCH/029

Issue date : 2019-04-01

Rev: 1

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1. Introduction

This Scheme has referenced ISO/IEC 17067 “Conformity assessment – Fundamentals of Product Certification and ISO/IEC 17065 “General requirements for bodies operating product certification systems”.

2. Scope

HKSM scheme accepts application 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

- Safety footwear without toecap protection

3. Certification Mode

It is a 3 year certification license i.e. a valid license is only last for 3 years. License renewal shall depend on the compliance of re-certification after the third year.

The scheme adopts a “product-oriented” certification program. Applied products will be sent to be product type test to relevant testing standards.

Hong Kong Safety Mark will be granted to approve product and HKSM license issued to relevant Subscriber after satisfactory results from type test are obtained.

Approved products shall also be monitored by continual surveillance program, which it generally includes type test program. The mode of certification is shown below:

Standard		Certification Mode
BS EN ISO 20347:2012	Occupational footwear without toecap protection	ISO/IEC 17067 – Type 2 Product Type Test + Continual Surveillance (Testing of products from the market once / year)
In-house method (CC/PPE/922015O/10), based on BS EN ISO 20347:2012		

4. Certification – Pre-license Stage

4.1. Application to Hong Kong Certification Centre

The Subscriber submits completed HKSM application form (F/001) together with following information to Hong Kong Certification Centre:

- A copy of Business Registration Certificate ;
- Photos/catalogues/pamphlets of the product(s) ;
- Product specification;
- Bill of Materials;
- Circuit Diagram;
- Assembly or Engineering drawing (if necessary);
- User/Instruction manual.

4.2. Product Type Test

4.2.1. Classification of Certification Product

- (a) **Individual model:** Applicants shall arrange to send applied samples to HKCC. Type test will be conducted for submitted individual samples.
- (b) **Models in series:** If Subscriber has more than one model for application, and such models have similar structures, functions or components, the representative samples from all applying models shall be selected for type test. The other models will be selected for conducting the additional test or verification in respect of the differences.

4.2.2. Sample preparation

Subscribers should submit samples to HKCC. The quantity of samples shall be according to requirement of Appendix 2. All submitted samples must be completed and good functional.

4.2.3. Applicable Testing Standards and Test Report & Product Review

- a) The testing standards for certification are specified in Appendix 2. Type tests will be conducted according to the applicable standards and versions to ascertain that the products seeking Hong Kong Safety Mark are in compliance with the rules and

regulations of the scheme. HKCC will also consider to accept, entirely at its own discretion, test reports plus product review which are issued prior to the application for Hong Kong Safety Mark as fully or partly satisfying the type test requirements.

- b) Only ISO/IEC 17025 accredited laboratory with the said scope(s) test report is acceptable.
- c) Acceptance of the accreditation test report for the initial application shall be within 5 years upon report issue date.

4.3. Overall Review

Overall assessment review will be performed by HKCC after completion of product type test and factory inspection. During the review, the following reports/records will be taken into consideration:

- Information stated in the Application Form
- Type test result
- Other submitted information/reports/ records for corrective actions found in certification process.

4.4. Issue of Hong Kong Safety Mark License

Hong Kong Safety Mark License could be granted to Subscribers when satisfactory result of overall review assessment is obtained. Subscribers are permitted to label HKSM onto certified products.

The license includes the following information:

- License number
- Date of issue
- Information about Subscriber
- Certificate product information, i.e. product type, model number
- Applicable standard(s)
- Expiry date of certification

4.5. Continual Surveillance

4.5.1. Type Test Assessment

Selectively critical type tests (see Appendix 2) are conducted on the said categories products **once per year** as an continuous assessment which means to ascertain that the Hong Kong Safety Marked products are in compliance with and maintain the rules and regulations of the scheme. When the testing is completed, HKCC will review the results of the tests and follow-up relevant findings as applicable. Testing standards for particular products are listed in Appendix 2.

5. Product Modification

The Subscriber should inform HKCC of any intended modification on any Certified Product. Whenever Subscriber requests to modify a Certified Product, Subscriber should submit a “Modification Request”, which is obtainable from HKCC.

HKCC will evaluate the submitted information, where applicable from the Subscriber and to make sure that the following information is clearly stated in the form and / or other records submitted:

- Relevant License Number;
- Proposed type / model of product to be modified;
- Reason(s) for modification;
- Proposed effective date of modification;
- Modification details, which include, but are not limited to, the following:
 - Parts list;
 - Mechanical drawings;
 - Assembly drawings;
 - User manual / Instructions

During the course of application review, HKCC will determine whether sample testing on the modified product is required. If the modification is related to critical item(s) as listed in the Certification Report of the concerned product, the modified product should undergo the sample testing process.

6. Product Scope Extension

Subscriber should apply to HKCC for amendment about certification. HKCC will check whether the submitted application can be processed by reviewing various relevant aspects. If the application cannot be further processed after the review, the Subscriber will be informed. If the application can be processed, HKCC will inform the Subscriber in writing. In addition, the Subscriber will be advised of the detailed certification and surveillance plan for the product and the fees schedule for different stages.

“Endorsement” will be prepared and issued by the HKCC to the Subscriber for the additional types or models of the products.

Details of the certification and surveillance plan for the amendment and the fees schedule for the assessment incurred should be clearly stated in the Certification Proposal after a conclusion has been made. The Subscriber will be informed of the detailed plan in a Certification Proposal.

7. Certification Suspension/ Cancellation

The situations in which suspension may be initiated shall include, but not be limited to, the following:

- (a) Voluntary suspension is self-initiated by the Subscriber and is non-disciplinary in nature. The Subscriber may, by written notice, voluntarily suspend its certification for any or all of the products for which it holds certification.
- (b) Delay of payment: When any payment becomes overdue by 2 months, HKCC may send a letter to the Subscriber warning of the possibility of suspension of certification.
- (c) Other Matters
 - The surveillance shows non-compliance with the Requirements of a serious nature but immediate withdrawal is not necessary;
 - Serious customer complaints;
 - Breach of the Hong Kong Safety Mark Regulations or any other contravention of the rules of the Scheme or the procedures of HKCC;
 - Misuse of the Mark or the License, e.g. misleading prints or advertisement not solved by suitable retraction or appropriate remedial measures by the Subscriber;

- Reported incidence from the public.

The Suspension can only last for a maximum of 2 years, or the period specified in the Suspended Notification Letter.

The Subscriber can initiate resumption of certification by a written request to HKCC within the allowable suspension period specified in the Suspension Notification Letter. After the receipt of the Subscriber's request, HKCC will evaluate whether the Subscriber has fulfilled the resumption conditions as indicated in the Suspension Notification Letter.

The circumstances in which cancellation of certification will be initiated include, but are not limited to, the following:

- (a) If the surveillance shows that the non-compliance is of a serious nature;
- (b) If there is any serious contravention to the Hong Kong Safety Mark Regulations;
- (c) If inadequate corrective measures are taken by the Subscriber in the case of suspension;

If a Subscriber desires to cancel the Certification, the Subscriber should notify HKCC in writing stating the proposed date for terminating the Hong Kong Safety Mark Certification.

Resumption of Certification will go through the normal application and assessment procedures. A new License number will be issued on successful completion of certification.

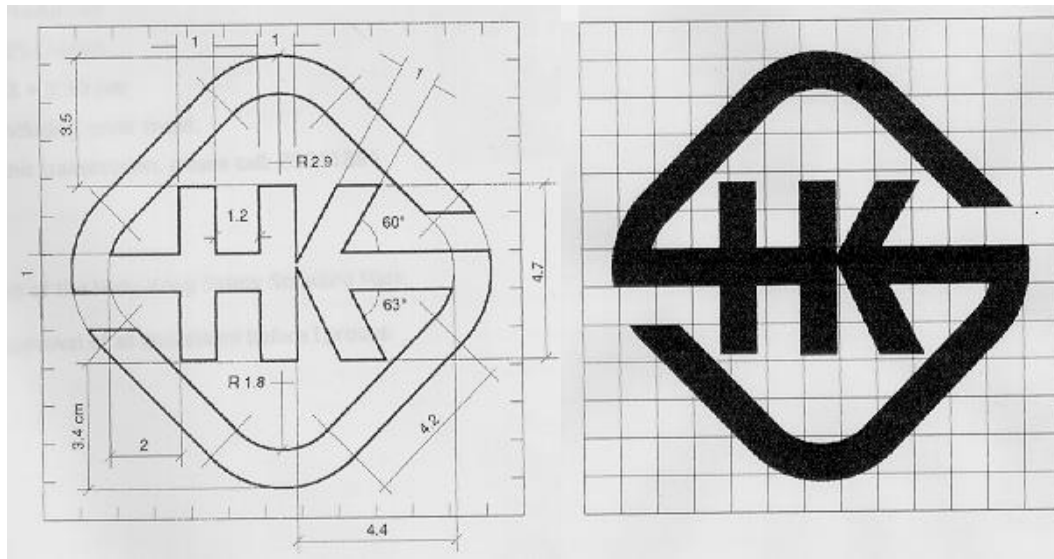
8. Regulations for Certification Mark

The use of Hong Kong Safety Mark License and Hong Kong Safety Mark is subject to certain conditions as outlined below:

The Hong Kong Safety Mark and the License are the properties of the Hong Kong Certification Centre. HKCC has full control over the use and display of License and the Mark. Subscriber authorized to use the Mark and License shall ensure that they are used in accordance with the regulations and requirements laid down in this document, the Hong Kong Safety Mark Regulations and the "Your Guide to Certification".

When certification of the product has been authorized there shall be a marking to indicate compliance with the Hong Kong Certification Centre's requirements in the form outlined below. Under no circumstances should a product bearing the Hong Kong Safety Mark be released to

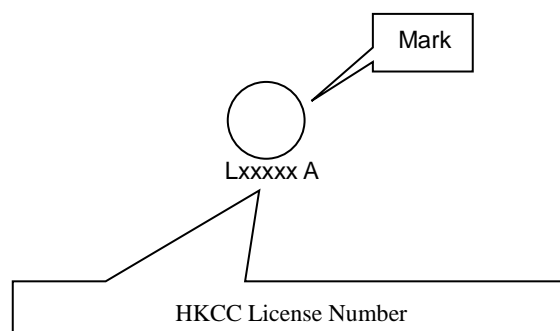
the market prior to authorize certification.



The Hong Kong Safety 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), requests to use a Mark of smaller dimensions will be considered by HKCC on the basis of legibility.

The Hong Kong Safety Mark on any Certified Product will be identified with the holder of the License.

The Hong Kong Safety Mark shall be marked together with HKCC License Number*. It should be placed adjacent to the model's identity as far as possible.



* The HKCC License Number shall be adjacent to the Hong Kong Safety Mark. This number is recorded in the "Directory of HKCC Certified Products".

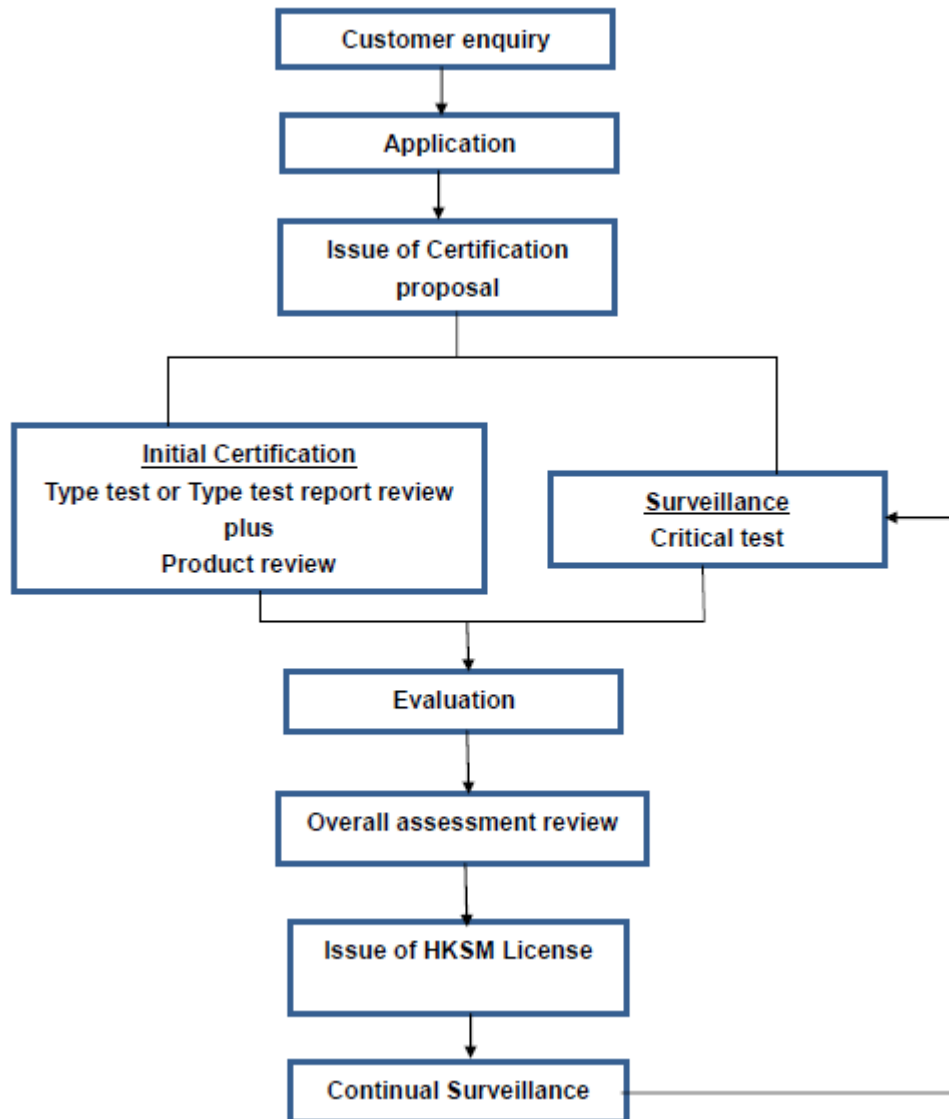
Where the Hong Kong Safety Mark is permitted to appear on a product by a separate marking medium, HKCC License Number shall be included in the design of the separate marking medium.

The Hong Kong Safety Mark should be applied in such a way that is easily visible, clear, legible, and reliable and prevents it from deterioration. The Hong Kong Safety Mark may only be applied at factory locations or other sites, as specified and approved by HKCC.

- End of Certification Scheme -

Appendix 1 – Certification Work Flow

ISO/IEC 17067 – Type 2



Appendix 2 – Testing Standards and Required Samples

Product	Testing Standard	Continual surveillance test item?	Required Samples
Safety shoes	ISO 17075 :2007 Leather -- Chemical tests -- Determination of chromium (VI) content	No	1
Safety shoes	BS EN ISO 20344-2011 Personal protective equipment. Test methods for footwear	No	3
Safety shoes	BS EN ISO 20347:2012 Personal protective equipment --Occupational footwear	Yes (refer to Annex A of CC/PPE/922 015O/15)	3
	In-house method (CC/PPE/922015O/10), based on BS EN ISO 20347:2012	Yes (refer to Annex A of CC/PPE/922 015O/15)	3

Selective critical tests for continue surveillance :

Item	Frequency	Applicable Standard
Market Sampling Testing	Once per year	BS EN ISO 20347:2012 - Slip resistance SRA/SRB/SRC - Specific ergonomics features - Hydrolysis resistance of upper and outsole (if applicable)

Appendix 3 – Applicable Versions of Test Standards

	-6	-5	-4	-3	-2	-1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	42	44	45	46	47	48	49	50	51	52	53	54
New Standard / Amendment Issued	↓																																																											
Application for Certification to Outdated Standard (Need type tests)	ACCEPT																								NOT ACCEPT																																			
Application for Certification to Outdated Standard (Verification only)	ACCEPT																																				NOT ACCEPT																							
Application for Certification to New Standard	ACCEPT																																																											
Issue Licence for Outdated Standard	ALLOW																																																NOT ALLOW											

Explanation:

When new version or amendment of the standard is issued, then:

1. After 24 months, application for certification to outdated standard which needs type test will not be accepted.
2. After 36 months, application for certification to outdated standard which needs report verification will not be accepted.

