Introduction

This IECQ Technical Notice is intended for Certification Bodies or excising IECQ CB’s seeking to participate in the IECQ Approved Process Scheme – Counterfeit Avoidance Programme (IECQ CAP).

This Technical Notice
- Provides guidance for excising IECQ CB’s seeking to participate in the IECQ Approved Process Scheme and the Counterfeit Avoidance Programme.
- Provides guidance for Certification Bodies seeking to be accepted into IECQ System and to participate in the IECQ Approved Process Scheme and the Counterfeit Avoidance Programme.
- Provides list of documentation for IECQ CAP

1. IECQ Certification Bodies seeking to participate in the IECQ Approved Process Scheme - Counterfeit Avoidance Programme (IECQ CAP) shall

- Comply with the general requirements of IECQ 01, IECQ 02, IECQ 03-1, IECQ 03-2 and IECQ 03-7.
- Provide the IECQ secretariat with a completed “MC-130C-Q-CB Application for Extension of Scope” (available from http://www.iecq.org/publications/operationaldocs/) with the declaration signed by the CB nominated IECQ representative, indicting which of the following primary standards are to be included; AS 5553A and or AS 6081 (SAE Standards are available from http://www.sae.org/standards/).
- Provide an updated “DRAFT in the first instance” SSA / NSSA that describes how the applicant IECQ CB shall implement the IECQ Approved Process Scheme and Counterfeit Avoidance Programme in accordance with IECQ system and scheme rules.
- Provide an electronic copy of all relevant internal procedures / work instructions for the implementation of the IECQ Approved Process Scheme and Counterfeit Avoidance Programme within the IECQ CB’s quality management system.
- Provide a list of nominated Auditors / Lead Auditors / Technical Experts (as necessary for applied primary standards) that the IECQ CB has determined meets the competence requirements of
  - IECQ Operational Document OD 707 – Assessment Procedures for acceptance of Candidate Counterfeit Avoidance Programme (IECQ CAP) Lead Assessors (LA) and Technical Experts (TE) in the IECQ AP-CAP Scheme
  - IECQ Operational Document OD 010 – Qualification Criteria for Assessors and Lead Assessors according to IECQ (third-party assessment).
- Required Witness assessments in accordance with the rules of procedure will be arrange by the IECQ Secretariat at the earliest possible convenience.
2. **Candidate Certification Bodies seeking to be accepted into the IECQ System and to participate in the IECQ Approved Process Scheme - Counterfeit Avoidance Programme (IECQ CAP) shall**

   - Comply with the general requirements of IECQ 01, IECQ 02, IECQ 03-1, IECQ 03-2 and IECQ 03-7.
   - Provide the IECQ secretariat with a completed "MC-129C-Q- IECQ Application form for bodies seeking to apply for acceptance as an IECQ Certification Body (IECQ CB)" (available from [http://www.iecq.org/publications/operationaldocs/](http://www.iecq.org/publications/operationaldocs/)) with the declaration signed by the CB nominated IECQ representative and endorsed by an IECQ MB, indicating which of the following primary standards are to be included; AS 5553A and or AS 6081 (SAE Standards are available from [http://www.sae.org/standards/](http://www.sae.org/standards/)).
   - Provide a “DRAFT in the first instance” SSA / NSSA that describes how the applicant IECQ CB shall implement the IECQ Approved Process Scheme and Counterfeit Avoidance Programme in accordance with IECQ system and scheme rules.
   - Provide an electronic copy of all relevant internal procedures / work instructions for the implementation of the IECQ Approved Process Scheme and Counterfeit Avoidance Programme within the IECQ CB’s quality management system.
   - Provide a list of nominated Auditors / Lead Auditors / Technical Experts (as necessary for applied primary standards) that the IECQ CB has determined meets the competence requirements of:
     - IECQ Operational Document OD 707 – Assessment Procedures for acceptance of Candidate Counterfeit Avoidance Programme (IECQ CAP) Lead Assessors (LA) and Technical Experts (TE) in the IECQ AP-CAP Scheme
     - IECQ Operational Document OD 010 – Qualification Criteria for Assessors and Lead Assessors according to IECQ (third-party assessment).
   - IECQ Secretariat arranges an Office assessment by an IECQ Assessment team in accordance with IECQ 02.
   - Required Witness assessments in accordance with the rules of procedure will be arrange by the IECQ Secretariat at the earliest possible convenience.

3. **Documentation for IECQ CAP**

   - IECQ 03-1 – IECQ Rules of Procedure - Part 1: General Requirements for all IECQ Schemes
   - IECQ 03-2 – IECQ Rules of Procedure - Part 2: IECQ Approved Process Scheme
   - IECQ 03-7 – IECQ Rules of Procedure - Part 7: IECQ Counterfeit Avoidance Programme (IECQ AP-CAP) - Programme Requirements
   - IECQ OD 706-1 – IECQ CAP Standard Report Form (SAE AS5553A)
   - IECQ OD 706-2 – IECQ CAP Standard Report Form (SAE AS6081)
   - IECQ OD 707 – IECQ CAP Lead Assessor & Technical Expert Criteria
   - IECQ OD 708 – IECQ CAP Witness Assessment Check List

For any questions regarding this IECQ Technical Notice, please contact the Secretariat as follows:

Mr Steve Allan  
IECQ Secretariat  
E-mail: steve.allan@iec-conformity.org.