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# SERVICES OF THE ACCREDITED TESTING LABORATORY No. 1004.3 FOR ELECTRICAL PRODUCTS



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# MANUAL FOR CLIENTS



INSTITUTE FOR TESTING AND CERTIFICATION, Inc.

**WWW.ITCZLIN.CZ**



Effective from: 20.3.2007  
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## 1. INTRODUCTION

The Institute for Testing and Certification (hereinafter referred to as only „ITC“) is able to offer a wide range of professional services, the implementation of which is to a large extent regulated by the accreditation, authorisation, as well as legislative rules that it is necessary to respect in order to meet the demanding requirements of both domestic and foreign customers.

The Client Manual of the Testing Laboratory for Electrical Products is intended for the facilitation of the communication with the laboratory. The informed customer plays a non-substitutable role in the whole system and his constructive approach helps to speed up the provision of the service, this participating in increasing the overall efficiency of co-operation.

We believe that the “Manual” together with information at [www.itczlin.cz](http://www.itczlin.cz) will provide a practical guide to the successful co-operation with the Institute for Testing and Certification and contribute to the overall satisfaction of the clients of the institute.

## 2. DEFINITION

### 2.1 General Terms

Accredited testing laboratory – a testing laboratory that is confirmed by an accreditation body (Czech Accreditation Institute) as meeting the requirements of ČSN EN ISO/IEC 17025 standard (General requirements for the competence of testing and calibration laboratories) and is therefore competent to issue accredited test reports within the scope defined by the Appendix to the Accreditation Certificate.

### 2.2 Used Abbreviations

ATL	Accredited Testing Laboratory
CAI	Czech Accreditation Institute
CAA	Civil Aviation Authority
ITC	Institute for Testing and Certification
EMC	Electromagnetic compatibility
NV 117/2016	Government Regulation for EMC
NV 118/2016	Government Regulation for Low Voltage Electrical Equipment
TL	Testing Laboratory

### 3. SCOPE OF SERVICES OF TL AND IT'S COMPETENCE

#### 3.1 Range of Tests

Testing Laboratory for Electrical Products offers:

- EMC tests for the purposes of NV 117/2016
- Tests of electrical safety for the purposes of NV 118/2016
- Mechanical tests – vibration, impacts
- Climatic tests
- Acoustic noise measuring

#### 3.2 Competence of the TL

- The laboratory has been accredited by CAI and allocated No. ATL 1004.3
- The laboratory has been authorized by CAA and allocated No. L-3-061-6

### 4. APPLICATION

- The application form can be downloaded from the website [www.itczlin.cz/en](http://www.itczlin.cz/en)
  - ⇒ Application
- The application may be delivered in person, by post or email to the Head of the Laboratory:  
**Ing. Pavel Vavra**  
Sokolovska 573, 686 01 Uherske Hradiste, Czech Republic  
phone.: +420 572 522 242  
e-mail: [pvavra@itczlin.cz](mailto:pvavra@itczlin.cz)
- It is advisable to deliver test samples and technical documentation along with the application (after consultation with an employee of the laboratory).
- The application and submitted documentation shall be in the English language. Other official languages of the European Union may be used only upon agreement with ITC.
- In case of any issues, the application completion can be consulted with our experts.
- The EU legislation does not allow the manufacturer or authorized representative to file an application for service of an authorized or notified body for the same product with other entities.

## **5. APPLICATION REVIEW**

- The application is reviewed in terms of accuracy and completeness of data, then it's registered.
- If the application or the submitted documentation is incomplete, ITC specifies the missing items in writing (by letter or email) and requires completion of the details.

## **6. DETERMINATION OF THE PRICE AND DELIVERY DATE**

- The service price and delivery date are usually calculated after providing all the details necessary for specification of the range of expert works – such as test samples and technical documentation.

## **7. CONFIRMATION OF BUSINESS TERMS AND CONDITIONS OF CO-OPERATION**

- The commercial relationship between the client and ITC is negotiated according to the demandingness and price level of the service – order.
- In case of the orders contracts containing the following details are concluded with the clients:
  - the specification of contracting parties
  - the extent of the agreed work activities
  - the information about the price and payment terms
  - the dates for the test implementation with the issuing of the test report

## **8. PROCEDURE FOR THE SERVICE IMPLEMENTATION**

- The beginning of the testing is conditioned by the mutual written approval of the contract, and submission of test samples or possibly the necessary documentation.
- If the testing shows nonconformities or a different non-standard behavior occurs, the customer is immediately informed, the work on the job is stopped and further steps are thoroughly discussed with the customer.
- The invoice is issued after the testing. The test report is handed to the customer after the settlement of the invoice.

## 9. ISSUED DOCUMENTS

The output documents are issued in the Czech language. If requested by the customer, it is possible to issue these in the English language. The information about the type of documentation and language versions must be indicated in the order or the contract.

Additional requirements to the form and content of the final document can be specified in greater detail in the course of the job. Changes in the extent of the service may influence the end price.

### **List of the issued documents:**

- Test Report
- Test Report of the ATL with reference to the accreditation of the laboratory
- ATEST – non-accredited document, presenting the summarised and graphically depicted test results on the first page along with the assessment carried out on a tested sample.