

Application training of Self-declaration program



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Basic Introduction (products list and basic requirements)

I. Basic Introduction(Products list and basic requirements)

➤ What is self-declaration?

- conformity assessment
- compliance documents information submission
- self-declaration

强制性认证产品符合性自我声明 (式样)

(适用境外生产者的授权代表)



自我声明编号:

(生产者名称)(生产者)及(授权代表名称)(生产者授权代表)确认知晓《强制性产品认证自我声明实施规则》以及相关产品强制性认证实施规则的要求,对本自我声明承担全部法律责任。

(生产者名称)(生产者)及(授权代表名称)(生产者授权代表)声明以下产品已按照《强制性产品认证自我声明实施规则》以及相关产品强制性产品认证实施规则的要求采取适当的合格评定方式进行评价,符合相关标准要求;自本声明签署之日起,生产和销售的产品持续符合以下标准与实施规则的要求;保存本自我声明涉及的技术文档至少10年;正确使用强制性产品认证标志;如产品或其符合性信息发生变更,将及时更新技术文档并报送产品变更信息。

生产者名称:

生产者地址:

产品名称:

产品系列、型号、规格:

生产企业名称:

生产企业地址:

依据的强制性产品认证规则:

依据的标准:

生产者信息 授权代表信息

名称: 名称:

地址: 地址:

联系人: 联系人: 电 话: 电 话:

电子邮箱: 电子邮箱:

声明时间: 声明时间:

声明地点: 声明地点:

指定签字人: (签名) 指定签字人: (签名)

签章: 签章:

The self-declaration certificate(Sample)

- -Manufacturer name
- -Manufacturer address
- -Product name
- -Product series, models, specifications
- -Production factory name
- -Production factory address
- -CCC product certification rules
- Standards

强制性认证产品符合性自我声明 (式样)

(适用境外生产者的授权代表)

自我声明编号:

附页

声明地点:

指定签字人: (签名)

产品系列、型号、规格:



The self-declaration certificate(Sample)

Scan the QR code for official information

生产者信息 授权代表信息

名称: 名称:

地址: 地址;

长系人: 联系人

电 语;

电子邮箱: 声明时间:

声明地点:

指定签字人: (签名)

茶章: 答章

签章:



Self-declaration procedure

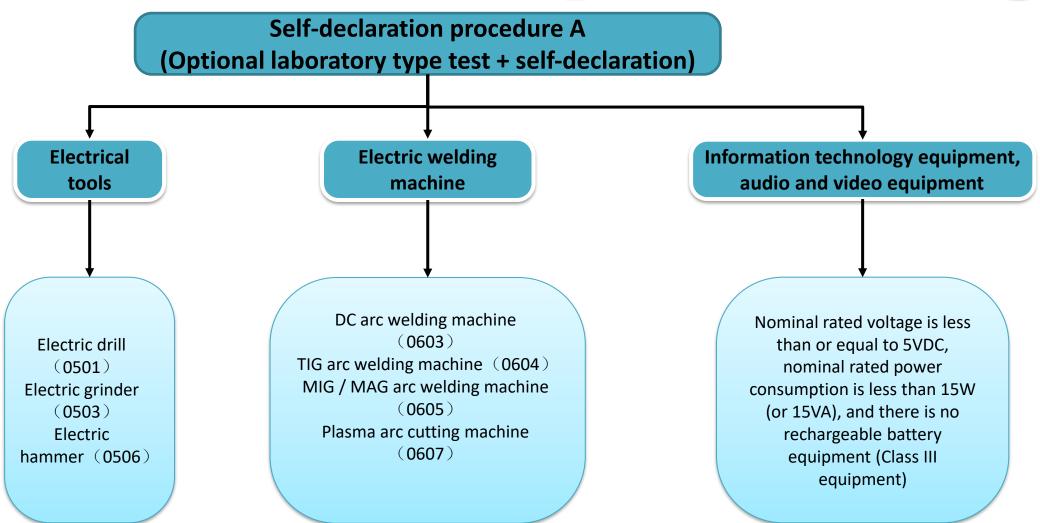
The conformity assessment method of self-declaration procedure A is as follows:

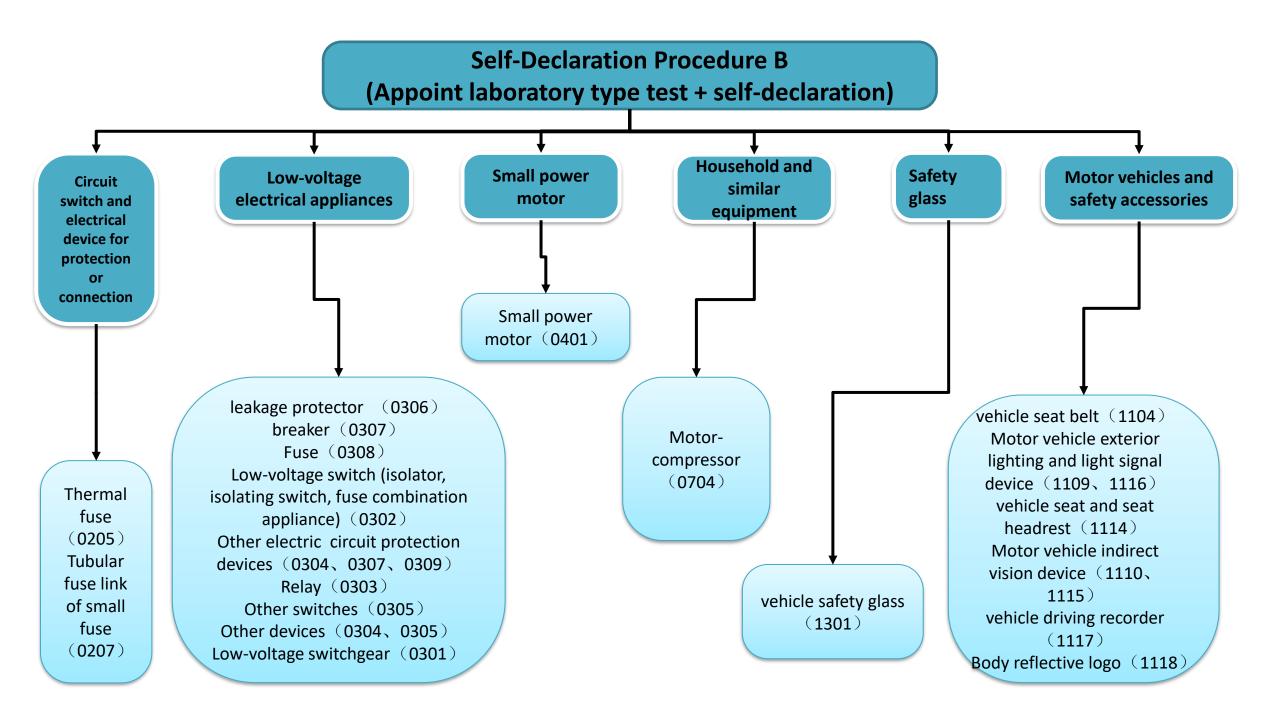
- 1. A type test is conducted by a self-selected laboratory and a type test report is issued.
- 2. The manufacturer organizes a self-inspection of production factory quality assurance capabilities and issues a self-inspection report.

The conformity assessment method of self-declaration procedure B is as follows:

- 1. The laboratory appointed by the corresponding business scope of the compulsory product certification (ie the appoint laboratory) conducts type test and issues a type test report.
- 2. Same as procedure A.

Self-declaration product range





Definitions in the self-declaration

10 Definitions

- 1) Manufacturer
- 2 Authorized representative
- ③ Production factory
- 4 Importer
- 5 Seller
- 6 Commercial users
- 7 Self-declaration procedure
- Self-declaration
- 9 Optional laboratory
- 10 Designated signatory

Other information of self-declaration

- > Self-declared compliance information reporting requirements
- > Self-declaration modification

- > Self-declaration cancellation
- Self-declaration validity

CCC logo use requirements

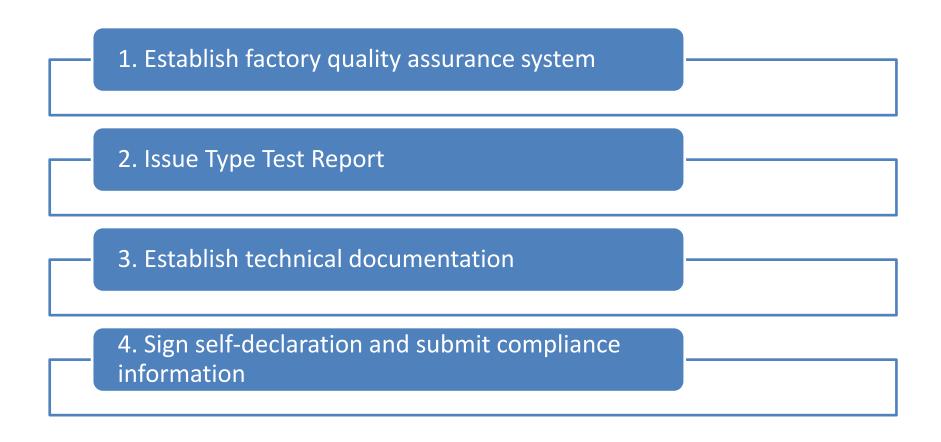


➤ Supervision after certification

► Liability of related parties

II. Procedure of Self-declaration

II. Procedure of Self-declaration





1. Establish factory quality assurance system

Objective: The manufacturer aims to ensure that its self-declared products continue to comply with the applicable standards for Compulsory product certification.

Basis: Self-declaration implementation rules CNCA-00C-008: 2019;

Corresponding product certification implementation rules; it can be found on CNCA website:

http://www.cnca.gov.cn/cnca/rdht/qzxcprz/ssgz/4728.shtml

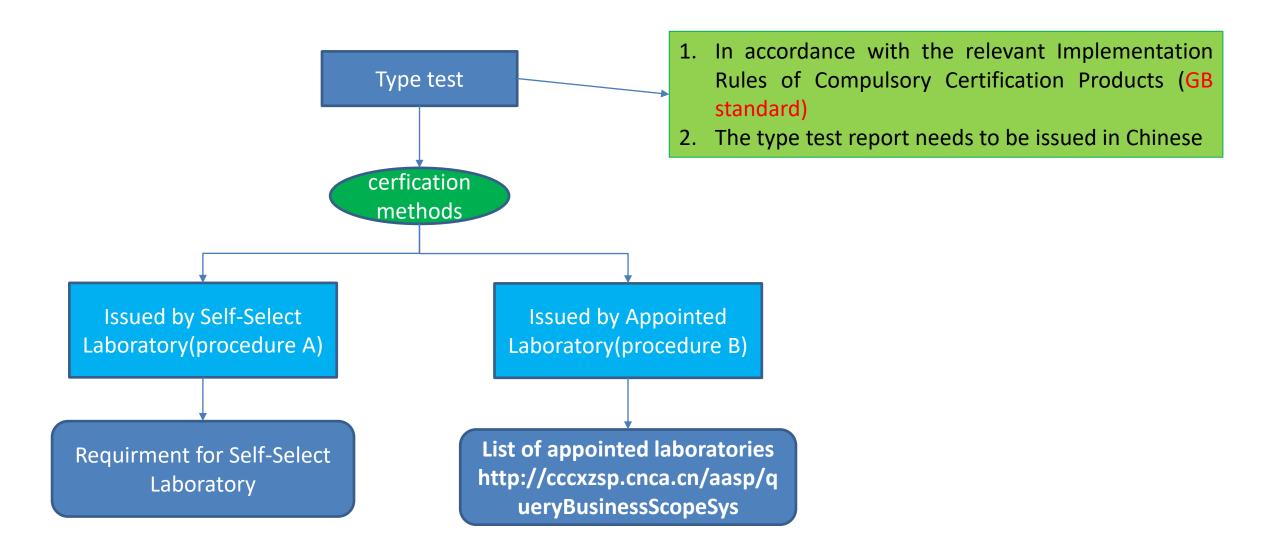
Requirements: In accordance with characteristics of product and production, implement internal quality control and establish a factory quality assurance system.



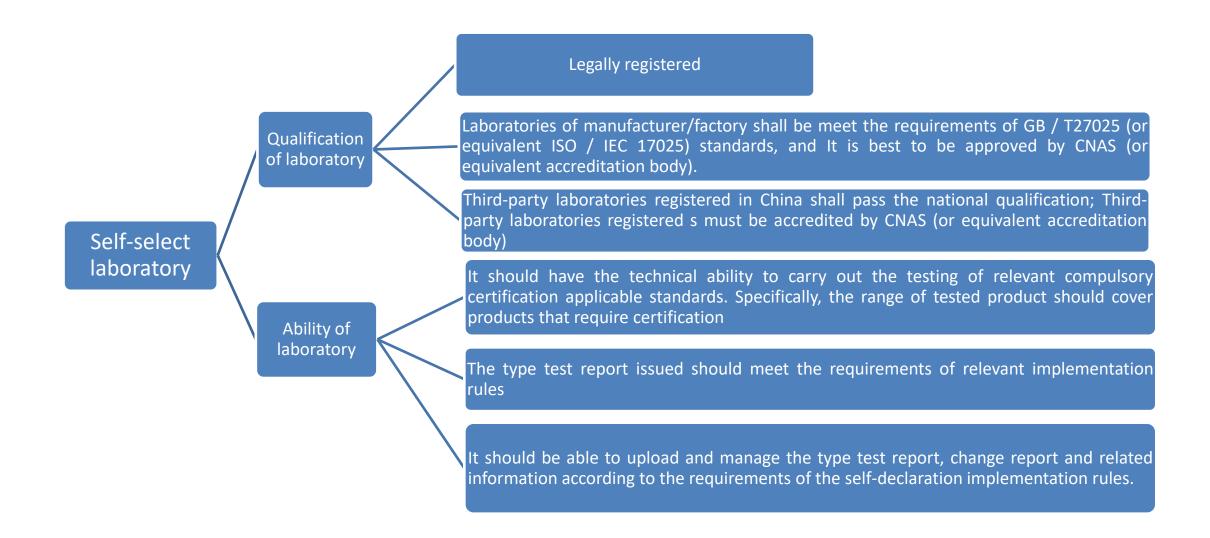
Remarks:

- 1. Is the quality system such as ISO9000 counted? Incomplete, we must combine the certification implementation rules, characteristics of product and so on.
- 2. If factory have not ISO9000 and other quality system certificates? ISO9000 and other quality system certificates are not a necessary condition. The factory can establish its own quality assurance system based on the abovementioned goals, basis and requirements.

2. Issue Type Test Report



--- Requirment for Self-Select Laboratory

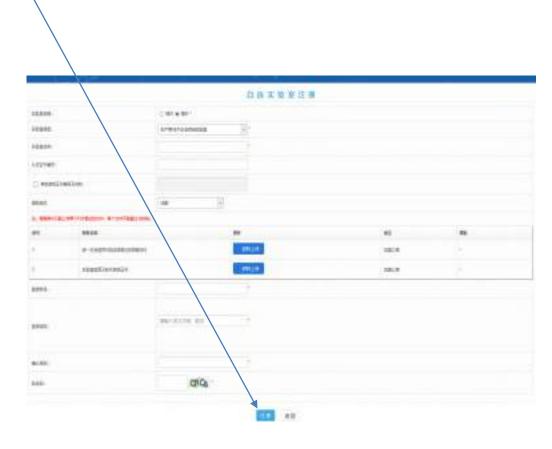


Upload of type test report by Self select laboratory

The Self-selected laboratory needs to uploaded relevant type test report on website http://sdoc.cnca.cn Click on the "Registration of Selected Labs" button on the left, as shown below:

Fill in page with relative inforamtion, then clik on "Registration"







3. Establish technical documentation

*Requirements for technical documents:

- 1) The technical documentation should be sufficient to assure that the product meets the requirements of Compulsory product certification.
- 2) It must be kept for at least 10 years from the submission date of product compliance information.
- 3) The technical documentation shall be specifying the relevant requirements and contain information about product design, production and use.



*What information is mainly included?:

Product description

Critical Component list / raw material list

Structural drawings, circuit diagrams, design and production drawings

Instruction manual / operation instructions

List of applicable standards for compulsory certification of products

Self-inspection report of Self-declaration factory



---Product description:

Include: product name, model specifications, description of product function, description of product composition, technical parameters, structure, electrical principles and etc.

--- Critical Component list / raw material list:

Include: component/material name, model, specification, manufacturer, etc. Find in product certification implementation rules.

---Instruction manual / operation instructions:

Key points:

- 1) Instruction manual / operation instructions should be written in Chinese;
- 2) The safety instructions must comply with relevant Chinese standards.

---List of applicable standards for compulsory certification of products

Most of above inforamtion can be found in Type Test Report.



如果(是),请随自查报告报送产品符合性变更信息。

1.	概况				
1. 1 I	□基本信息:				
Ιſ	- 名称:				Overview:
Σŗ	- 地址:				Basic information of Factory
认证	E联络人员:				
电话	5 (含区号):	传真:	邮政编码:		Basic situation of Self-declaration
1. 2. 1	战声明基本情况: 工厂名称、地址是否发生变化 赴),请描述具体情况。		是□	否□	
	工厂组织结构是否发生变化 (是),请描述具体情况。		분	香□	
			- —		

2. 工厂质量保证能力

2. 1 采购和进货检验

2. 1. 1. 工厂是盃接照文件要求对供应煎进行评价。管理,所使用的关键零部件和材料是 否满足实施规则要求,是否在型式试验报告报各清单范围内?

差□

盃回

2. 1. 3...工厂是盃接照文件果求对供应煎提供的产品进行检验和验证? 关键零部件和材料 定期确认检验的检验项目、方法、频次和判定准则是否满足实施规则要求?记录是否完整有 效?

差🔲

西面

如果(是),请举例说明某个关键零部件和材料的检验项目、方法、频次和判定准则, 具体可填写下表,或提供相关证据的复印件(或电子文档)。

	关锁	件定期确认检验息	变表	
	关键件名称	型号/规格	生产企业/生产者	
关键低值息				
مع ۱۱ از باب مطابط	检验项目	检验方法	检验频次	判定准则
定期确认检验要				
求				
定期确认检验记	尚认检验记 检验日期 记录名称/编号			
录				
上述关键件	IIII CCC <mark>自我声明</mark>	編号	<u> </u>	d应的产品上:上
述关键件列于 <u>CCC</u>	C自我声明对应的图	业式试验报告(或变	<mark>更试验报告)</mark> (报台	b編号:
ė	り第页₌			

Factory quality assurance ability:

Purchasing and Incoming inspection for critical parts

---Factory should establish procedure to evaluate and manage suppliers.

---Factory shall establish and maintain a list of critical parts.

---Verification test of critical parts.

--- The factory shall take measures to ensure the consistency of purchased critical parts and need to continuously meet the technical requirements.

2. 2 例行检验和确认检验

2. 2. 3. 侧行检验积强认检验原本是否满足机应产品的认证实施规则原本?是否已按相应 图文件正确实施了例行检验和确认检验。并保存检验记录?

如果(是),请列举例行检验的项目、确认检验方式和报告编号。具体可填写下表,或 供相关证书的复印件(或电子文档)。

	例行检验/确订	人 <u>检验良变</u> 表(产品	类别: 0714)	
产品信息	获证产品名称	型号/规格 对应 CCC 证书编号		
,				
例行检验要求				
例行检验记录	检验日期		记录名称/编号	
	15 m/s-m lml	15 76 -3-31	15 74 6 4	and size outs mad
	检验项目	检验方法	检验频次	判定准则
确认检验要求				
	检验日期			
确认检验记录				

Routine test and/or verification test

2. 3 检验试验仪器设备

 2.3.1 是否保存了检验和减验设备的效准/检定记录,并完整有效? 是□ 否□ 如果(是),请将用于例行检验和确认检验的设备基本情况填写在下表。

测试设备	코 북	出厂编号	检定日期	备注

Inspection and test equipment

2. 4. 认证产品的一致性的管理

2、4、1、是否在认证产品<mark>变更实施前补充型式试验并重新报送产品符合性信息</mark>?





未发生



Consistency management of certified products

3. 产品一致性检查

如果(是),请填写下表(每一产品类别至少抽取一个型号进行一致性检查)。

型号/规格	商标	证书编号	备注
	型号/规格	型号/规格 商标	型号/规格 商标 证书编号

consistency control of the certified products

---Consistency of product and conformity between products and standards

--- Modifications

---Control of consistency

如果(否),请描述如何整改

4. 认证证书及认证标志的使用

认证证书及认证标志的使用是否符合<mark>自我声明实施规则</mark>的规定?



l ∕—

5. 自评结果

🔲 自查无问题

』 自查存在相关问题,需要纠正、整改。

(请描述问题点及纠正、整改计划)

自查人员签名:

工厂代表 (签名):

日期:

Self-inspection results: 1. no nonconformity of the self-inspection has been found, 2. There are related problems in the Self-inspection, which need to be corrected.

Use of certificates and certification marks:

Satisfied with the requirements of "Regulations"

on the Management of Compulsory Product

Certification", "Announcement on the Reform

of Compulsory Product Certification Marks by

the National Accreditation Administration", etc.

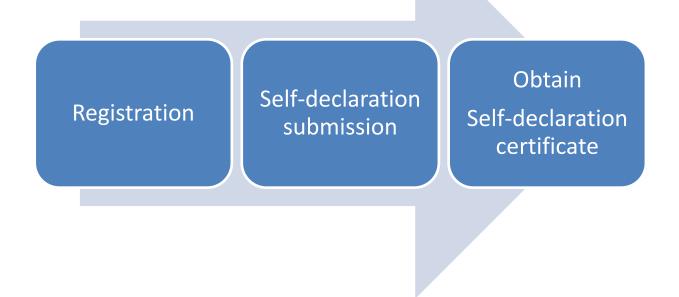
联系人:

联系电话:

电子邮件:



4. Sign self-declaration and submit compliance information



-- Registration:

a) Website: http://sdoc.cnca.cn, website language: Chinese





联系电话: 4008396116



* 企业功能

○ 首页

○ 基本信息维护

○ 自我声明报送

我的自我声明证书

○ 系统消息

暂停恢复查询

♠ KEY第定



△ 企业端首页



您有 0 经未读系统消息、点击百名



您有 5 小有致自我声明证书,点击杂音

系统简介及使用说明(配置)

为切实减轻企业负担、助力产品质量提升,国家认监委拟在确保强制性产品认证制度体系持续健康运行的同时,允许部分强制性产品认证目录内的产品在符合性风险基本可控的前提下,由生 产者(制造商)采用自我声明方式证明其所提供的产品持续符合强制性产品认证适用标准及实施规则相关要求。

强制性产品认证自我声明符合性信息报送系统是国家认监委针对部分风险可控的强制性产品企业开展自我声明备案报送的系统,主要用于强制性产品生产者(代理商)发起自我声明备案报送 及其相关业务。

相关模板下载

序号	附件名称	附件详情	操作
1	不再实施强制性产品认证管理的产品清单	附件1不再实施强制性产品认证管理的产品清单.docx	下载
2	适用自我声明方式的强制性产品认证目录	附件2适用自我声明方式的强制性产品认证目录.docx	下载
3	强制性产品认证自我声明实施规则	附件3强制性产品认证自我声明实施规则.docx	下载
4	企业自查报告	企业自查报告.doc	下载
5	自我声明格式	自我声明格式.docx	下载



---Self-declaration submission

Click "self-declaration submit", the page displays the list of submission information

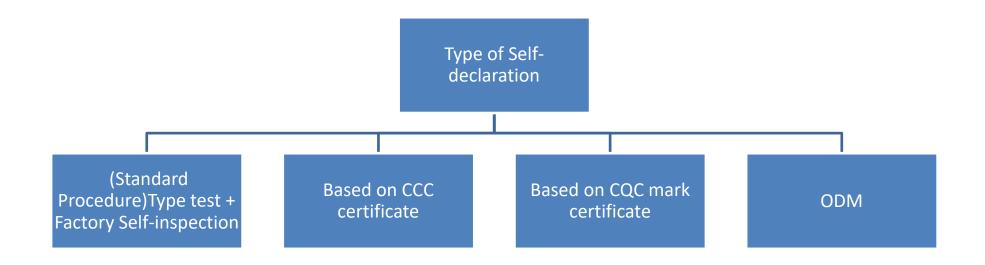


Click the "Search" button to looking for the corresponding information according to "selfdeclaration number", "selfdeclaration type", "selfdeclaration time", "selfdeclaration progress", "factory", "manufacturer".

THE RESERVE OF THE PROPERTY OF



---Self-declaration submission



Below we take the example based on (Standard Procedure) Type test + Factory Self-inspection to explain:

---Self-declaration submission Click "Add Self-Declaration submit"



self-declaration based on the (Standard Procedure)Type test + Factory Self-inspection

● 基于型式试验+工厂自查○ 基于强制性产品认证结果○ 基于自愿性产品认证结果○ ODM模式

本企业承诺:

在办理强制性产品认证自我声明符合性信息报送过程中,对所提交的全部信息真实性负责,如有虚假承担相应的法律责任。

☑ 我已阅读并同意上述内容

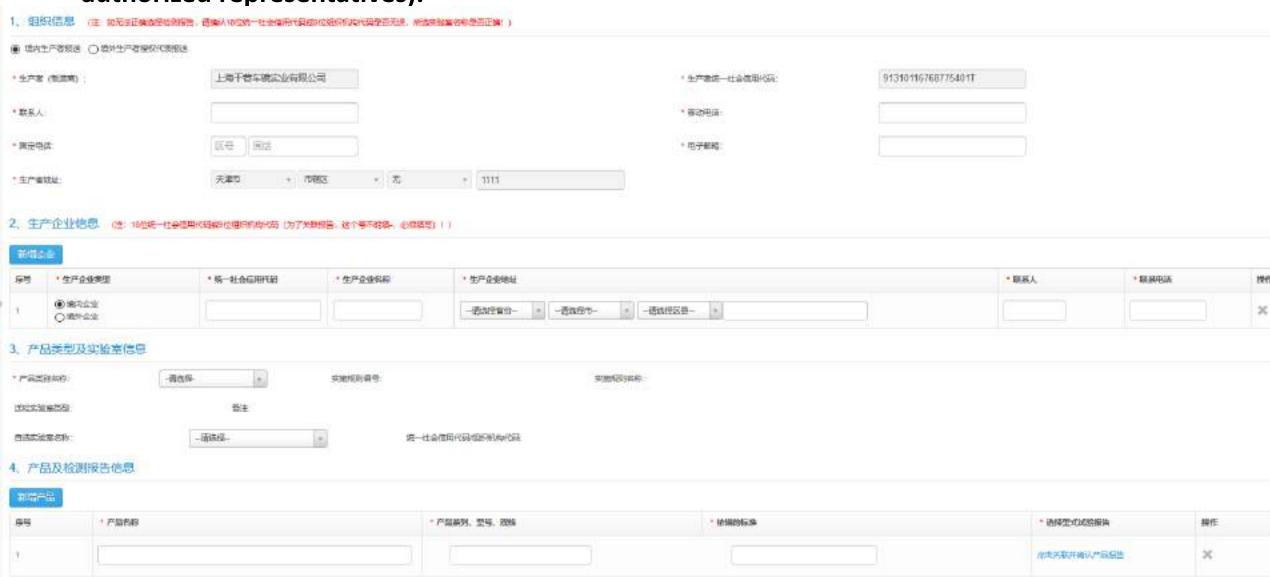
自我声明报送

返回

---Self-declaration submission

Fill in relative information and unload

Fill in relative information and upload the corresponding attachments(self inspection report of Factory quality assurance ability, Self-declaration of manufacturers and authorized representatives).



---Self-declaration submission Click the "save button" to save filled information and click "submit button" to submit all information. As shown in the figure below.

工厂质量保证能力检查报告 粉件物件 原作 報送 排板下框 **到料1**传 工厂质量层还能力检查层告 **国板下数** 河湖草上传 6. 技术文档 注1: 每处时并只能上海量个PDF模式的文件。每个文件不能超过160MB; 1921 建设使用加速电子印象后的pdf234。 控件 相無下間 RMTHRE 产品描述的对产品的趋色损性、技术参数、结构、电气新进 御料上传 · 产品研说 每产品种性的保育性描述 用温度上传 後期上传 " 关键件/图标约音架 深工室上位: 使料上传 WHITE 德国草土传: 换料上传 中語音 符单节上传: **密料上**标 3579 20世史上传: 7。符合性声明 图料名称 MALE 962 機能下額 指达数字人: 恐怕还生产者(制造商) 安班仅代表指位对自由 "生产者及抵权代数(适用机)自我调顿 声见饮有直接责任并代表生产者 (制造商) 或指权代表验署自 **加州公共产生** 我间明的内部人员。也可以想法人代案。 报送说明与确认是否公开相关资料 根據《政府答算公开學师》集末,行政机关应当以时,准確她公开政府管算,但该及商业保商。个人理秘部公开会对第三方合法位置思想经理的政府管算,行政机关不得分开。请他认图式对数例告和数本技术指言法及商业所表。个人理机等。 ○ 達及、不問意公开 〇不涉及, 同意公开

兵田 保存 指文

Click "My Self-Declaration Certificate", the page displays the certificate information,

On the "My self-declaration certificate" list page, click the self-declaration certificate number to view the certificate details, as shown below:



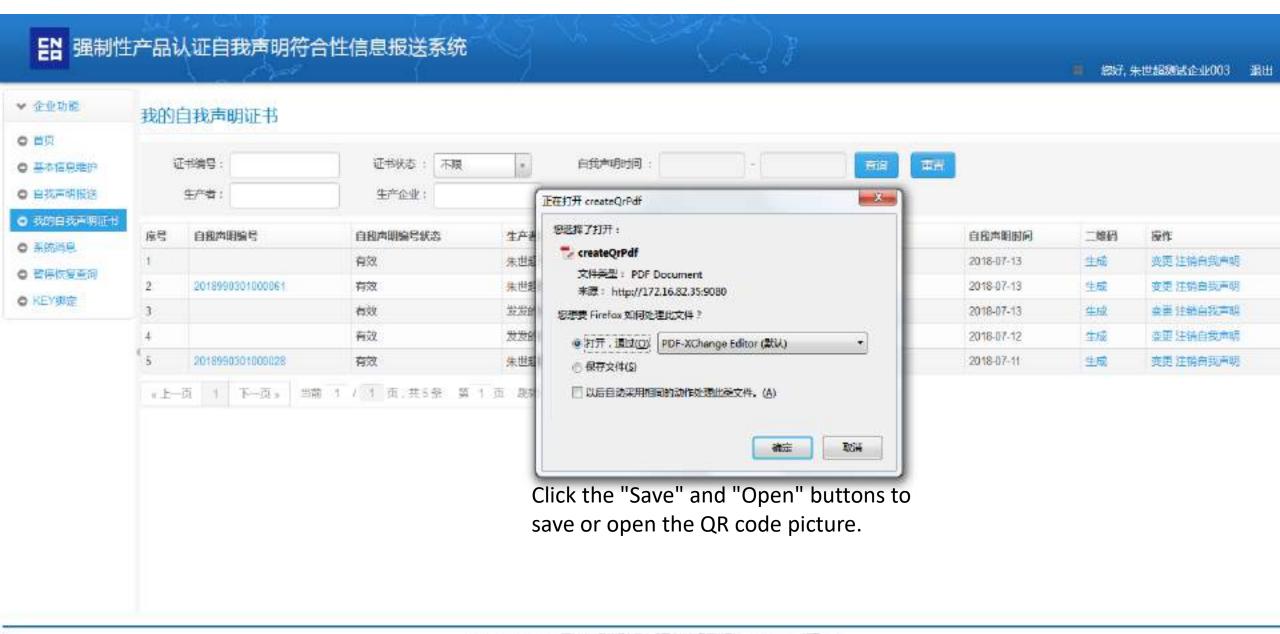


10



Click
"Obtain Selfdeclaration
certificate"

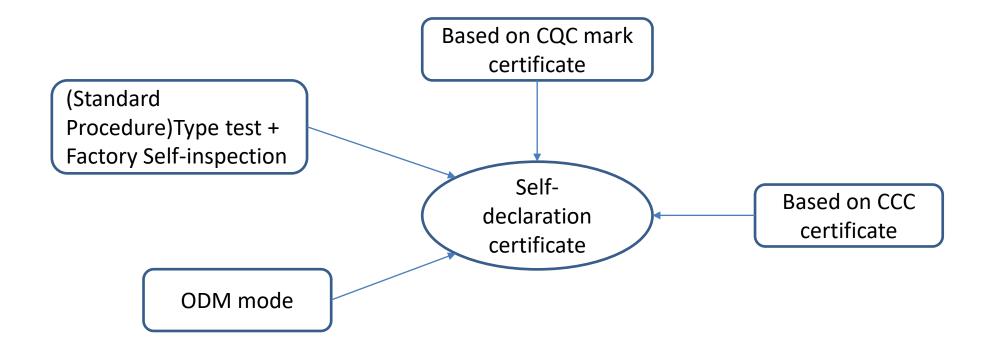




|||. 4 Methods for Obtaining Self-declaration

III. 4 Methods for Obtaining Self-declaration

Ways to achieve self-declaration certificate





Mutual differences to achieve self-declaration

(Standard Procedure)Type test + Factory Self-inspection

No

Prerequisites

ODM mode

Same product of the self-declaration

Based on CCC certificate

- Same product of CCC certificate
- Converted
 before 31st Oct
 2020

Based on CQC mark certificate

Same product of CQC mark certificate

Mutual differences to achieve selfdeclaration certificate

(Standard Procedure)Type test + Factory Self-inspection

Familiar with

regulations

relevant

rules and

standards

division of

in China

product units > Familiar with the

test procedure

qualified test labs

Familiar with

implementation

Familiar with the

relevant laws and

- **ODM** agreement with manufacturer and factory of the original selfdeclaration
- **Product Quality** Responsibility Agreement with the factory of the original selfdeclaration
- Image of the product nameplate

Preparation

ODM mode

Based on CCC certificate

Based on CQC mark certificate

Agreement of the CCC certificate holder if selfdeclaring party is different

Agreement of the CQC mark certificate holder if self-declaring party is different

Authorize a legal entity in China as Representative

Mutual differences to achieve selfdeclaration certificate

manufacturer

ODM mode

Based on CCC certificate

Based on CQC mark certificate

No

No

No

 Choose test lab and finish type test

(Standard

inspection

Procedure)Type

test + Factory Self-

- 2. Prepare technical documents
- Prepare descriptions of technical documents
- 4. Prepare the list of product standards
- 5. Prepare certificates of test lab
- 6. Prepare self-inspection report

Representative

Mutual differences to achieve self-declaration certificate

(Standard Procedure)Type test + Factory Self-inspection

ODM mode

Based on CCC certificate

Based on CQC mark certificate

Upload all the documents listed above

Upload the agreements and the image of the nameplate

Confirm the documents upload to the website

Confirm the documents upload to the website

- 1. Confirm and download the *China Compulsory Product certification Conformation of self-declaration*
- 2. Sign the China Compulsory Product certification Conformation of self-declaration with manufacturer
- 3. Upload the signed China Compulsory Product certification Conformation of self-declaration
- 4. Achieve the *Certificate of self-declaration with QR code*

Note: Jobs above need be done through website http://sdoc.cnca.cn/mcsr/login

Other requests for self-declaration

Mutual differences to achieve self-declaration certificate

(Standard Procedure)Type test + Factory Self-inspection

ODM mode

Based on CCC certificate

Based on CQC mark certificate

- Self factory inspection annually
- Self evaluate for certified product according to related rules and standards
- Keep related technical documents over 10 years

- Keep related technical documents over 10 years
- The certificate of self-declaration will be suspended, cancelled when it happened on the original one
- Self factory inspection annually
- Self evaluate for certified product according to related rules and standards
- Keep related technical documents over 10 years

follow-up factory inspection by CQC-EU annually

Modification

Mutual differences to modify and add a new self-declaration certificate

(Standard Procedure)Type test + Factory Selfinspection

ODM mode

Based on CCC certificate

Based on CQC mark certificate

- Analyze whether retest is needed
- Others are nearly same with a new self-declaration

Nearly same with a new self-declaration

Same as a new selfdeclaration certificate with standard procedure

- Apply for modification of CQC mark certificate
- Fill and send Application for the use of CQC Certification Results in the CCC Selfdeclaration to CCIC EU
- Only the same job done by representative as Converted from CQC mark certificate before

Add a new self-declaration certificate

Mutual differences to modify and add a new self-declaration certificate

(Standard Procedure)Type test + Factory Selfinspection

ODM mode

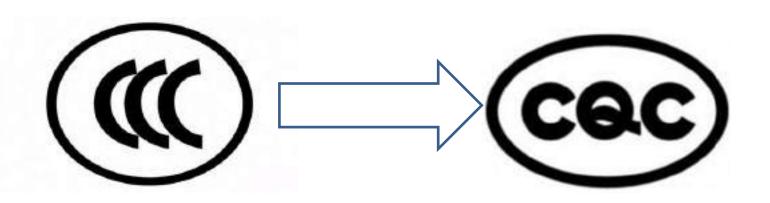
Based on CCC certificate

Based on CQC mark certificate

Same with a new selfdeclaration Same with a new self-declaration

Same with a new self-declaration

- Apply for add a new CQC mark certificate
- Fill and send
 Application for the use
 of CQC Certification
 Results in the CCC Selfdeclaration to CCIC EU
- Only the same job done by representative as Converted from CQC mark certificate before





- Download Certification Conversion Application from http://cqceu.cciceu.com/en/news/notice-regarding-cqc-certification-of-products-in-the-samr-no-44-of-2019-21
 - 2. Fill in the *Certification Conversion Application* if original CCC issued by CQC
- 3. Send to certi@cciceu.com

Certificate holder with valid CCC/CQC certificate

Suggestions

- Convert to self-declaration certificate from CCC/CQC
- ➤ For the certificate holder of CCC, apply the conversion from CCC to CQC mark certificate before 31st Oct 2020, CQC mark certificate is more convenient for applying any modifications

Representatives without CCC or CQC certificate

Suggestions

- > Apply for CQC mark certification.
- > Convert self-declaration certificate from CQC mark certificate.

IV.

Frequent Q&A

IV. Frequent Q&A

Q

4.1 Should all CCC certificates convert to self-declaration?

No.

According to Announcement No. 44, since October 17, 2019, the CCC Categories had been separated in 3 parts, list as below.

18 categories of products will be no longer subject to CCC management.

A

27 categories of products should be converted to self-declaration evaluation.

The other categories would still keep with the traditional CCC mode.



Q

4.2 Is it necessary to convert CCC certificate to CQC certificate before preparing a self-declaration?

NO. You can convert your CCC certificate to Self Declaration directly. We suggest you convert your CCC certificate to CQC mark certificate at the same time.

- 1) The conversion is free.
- 2) If you have CQC mark certificate, any modification, or get a new self-declaration will be much easier.
- 3) The requirements of CQC mark certification are same with CCC certification before.





4.3 Can companies apply for self-declaration?

Yes.

As the procedure in chapter 02, before exporting products to China, the manufacturer can be ready with type test and self inspection report, authorize a representative in China, and the representative registers in the Self-declaration compliance information website and uploads relevant documents.



Attention: The self-declaration compliance information website is in Chinese, and all the uploaded documents should be in Chinese.



4.4 What is the result of self-declaration? How to notify the representative of self-declaration?

A conformity self-declaration certificate of CCC product with QR CODE. Once manufacturer / authorized representative signed the self-declaration and uploaded it to the website, the certificate will be issued. The representative can download the certificate directly.





4.5 Are CCC and CQC auditors come from the same company?

Yes, both CCC and CQC auditors arranged by CCIC Europe, and both of them are registered in CQC (China Quality Certification Centre).





4.6 What are the different contents and charges between CQC factory inspection and CCC factory inspection? Is there any additional workload for clients?

Almost same!





4.7 What is the difference between CQC mark certification and CCC certification? What are the benefits with CQC mark certification?

CCC certification is mandatory, and CQC mark certification is voluntary. CQC mark certification has been recognized by consumers and regulatory agencies in the market, and it is a guarantee for the quality of the product itself. Besides, the CQC mark certification is a value-added.





4.8 After conversion to CQC certificate, what are the additional annual costs in the future?

Comparing to the CCC certificate before, no additional annual cost. The validity of the CQC mark certificate is according to the regular supervision result.

There will have two main costs for the certificate holder: the annual factory inspection fee and the annuity of the voluntary certificate.





4.9 Does the CCC mark still need to be placed on products with self-declaration?

Yes, of course. Approved products must be marked with the CCC mark. When the size or characteristics of the product do not allow the CCC mark to be marked, the CCC mark should be marked on the minimum package of the product or the documents accompanying the product.





4.10 How about the time limit for conversion of self-declaration?

Before October 31, 2020, the conversion of CCC to self-declaration should be completed. November 1, 2020, the designated certification bodies will cancel all CCC certificates no longer listed in the range of CCC.

The conversion of CQC mark certificate to self-declaration, any time.





4.11 What is the website of compliance information submitting system?

http://sdoc.cnca.cn

Attention: the website is in Chinese.





4.12 If we can convert CCC certificate to Self Declaration, why we convert CCC certificate to CQC mark certificate to obtain the Self Declaration?

Generally, convert from CCC certificate to self-declaration is the most convenient way. But if you have any modification on the products, convert from CQC mark certificate to self-declaration is the most convenient way.





4.13 If we can't find a Chinese partner to sign the self-declaration, Are there services or methods from CCIC Europe?

We can help you to find a solution according to your situation.





4.14 Is it necessary to print QR code of self-declaration on product?

No, it is not necessary.







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Thank you!