IKRAM QA SERVICES SDN. BHD.

(IKRAM QA)

IKRAM QA SCHEME 3

PRODUCT CERTIFICATION SCHEME – SYSTEM 9

IQAS-S3-01: IKRAM QA's SYSTEM 9 PRODUCT CERTIFICATION SCHEME

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Preamble

IKRAM QA Services Sdn Bhd, referred hereinafter as IKRAM QA, is an independent Certification Body, which operates a Product Certification Scheme for both local and imported product.

For product that does not have a specific product standard, IKRAM QA has taken the initiative by establishing a new product certification type which was developed based on the fundamentals of product certification of ISO/IEC 17067:2013. This new type is called IKRAM QA's System 9 product certification with its current scope is for **local product** only.

Under this IKRAM QA's System 9 product certification, a product specification will be issued by IKRAM QA, for use in product certification on a product to product basis for a product which does not have a specific product standard.

The development of a product specification will be made through discussion with the Select Committee, whose membership consists of the relevant manufacturers and key stake holders. The product then will be assessed for compliance against the requirements in the product specification so developed.

It needs to be emphasized that this an interim measure until such time a Malaysian Standard or International Standard specific for the product is identified and available.

The System 9 certification signifies IKRAM QA's commitment and innovative initiative to provide a certification service enabling the manufacturers who wish to seek independent certification for their local products but do not have a specific product standard to be considered.

Products certified by IKRAM QA under this System 9 product certification will be eligible for listing in the "Senarai Bahan/Barangan Binaan Tempatan" under the requirement of Surat Pekeliling Perbendaharaan No 7/2002 as per Ministry of Finance letter Ref. No. S/K.Kew/PK/PP/1100/000000/11/150 JLD.6 SK.1 (10) dated 30 September 2011. The Surat Pekeliling Perbendaharaan No 7/2002 was superseded by 1 Pekeliling Perbendaharaan (1PP) as per Ministry of Finance letter Ref. No. KK/BSKK(S)/10/100-4/2(46) dated 19 June 2014.

For further information on IKRAM QA product certification scheme, please contact or write to IKRAM QA at the following address:

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(Amd.1, 05 November 2018)

CONTENTS

IKRAM QA's SYSTEM 9 PRODUCT CERTIFICATION

1.0   Objectives

To provide a product certification service to a manufacturer which requires a product certification for a local product which does not have a specific product standard.

2.0   Scope

The current scope of IKRAM QA's System 9 product certification is for local products manufactured in Malaysia only.

3.0   Definitions

3.1   Expert
A person who provides specific knowledge or expertise based on his/her recognized qualification or skill or experience and should have a minimum 5 years related works experience of which 2 years are in the specific field itself.

3.2   Local product
Product which produced by a local manufacturer through a manufacturing activity. The manufacturer (*pengilang*) and manufacturing activity (*aktiviti pengilang*) are defined in the **"1 Pekeliling Perbendaharaan (1PP), PK 1/2013"**.

The texts on the definition of **pengilang (manufacturer)** and **aktiviti pengilang (manufacturing activity)** in Bahasa Malaysia, as extracted from the **"1 Pekeliling Perbendaharaan (1PP), PK 1/2013"** are:-

"Pengilang" adalah bermaksud sesuatu syarikat yang berdaftar di bawah Akta Syarikat 1965 [Akta 125] yang mengambil bahagian dan/atau menjalankan aktiviti pengilangannya di dalam Malaysia dan bertanggungjawab ke atas kualiti bahan/barangan yang berkenaan;

"Aktiviti Pengilang" adalah bermaksud membuat dan/atau mengeluarkan apa-apa bahan/barangan berdasarkan kepada penggunaan dan termasuklah memasang bahagian-bahagian melalui proses pengilangan.

3.3   Product specification
A product specification established by IKRAM QA as in Clause 8.0 of IQAS-S3-01.

3.4   Professional Engineers
An engineer registered as such with the Board of Engineers Malaysia.

3.5   **Select Committee**
A committee established by IKRAM QA whose memberships consists of representatives from government agencies, regulating bodies, manufacturers and industry associations who have expertise on the specific matter. The membership will be given by invitation and the committee member will be appointed on ad-hoc basis in line with provisions of this guide. The select committee dissolves itself upon completion and establishment of a product specification.

The invitation and appointment of Select Committee members will be in lined with note of Clause 4.3, ISO/IEC 17007 *"**Principle 2**. Neutrality towards parties performing conformity assessment activities"* **that says** *"Users of the normative documents that contain specifications for objects of conformity assessment can select the parties that acceptable"*

3.6   **Standard**
A document established for common and repeated use by a recognized body which is a legal or administrative entity that has specific tasks and composition, with acknowledge authority for publishing standards. Examples are Malaysian Standards (MS), International Standards (ISO), foreign standards etc.

3.7   **Suitable product standards**
A product standard established through the principles and guidance provided in the International Standards ISO/IEC 17007.

3.8   **System 9 product certification**
IKRAM QA's product specification based on IQAS-S3-01 and the product specification as defined in 3.2.

4.0   References

This IQAS-S3-01 makes references to the following documents:

1. **IKRAM QA Guide 1** – General Information and Requirements on Product Certification and Listing Scheme for Local Products

2. **IKRAM IQAS-S3-02, Issue 2.0:2015 – "**Select Committee – Standard operating procedure for the appointments and function of members and conduct of meeting".

3. **ISO/IEC 17067:2013** – "Conformity assessment – Fundamentals of product certification and guidelines for product certification scheme"

4. **ISO/IEC 17007:2009** – "Conformity assessment – Guidance for drafting normative documents suitable for use in conformity assessment.

(Amd.1, 05 November 2018)

5. **ISO/IEC 17065:2012** – "Conformity assessment – Requirements for bodies certifying products, processes and services"

6. **1 Pekeliling Perbendaharaan (1PP), PK 1/2013** – "Punca Kuasa, Prinsip dan Dasar Perolehan Kerajaan"

5.0   General Product Characteristic

5.1   In general, a product that qualifies for IKRAM QA's System 9 product certification may require either one or more of the followings: -

i.   A proper design based on a design standard that prescribes such design to be executed by a Professional Engineer who has the requisite expertise/qualification/skill and that such standard design needs prior approval from the relevant regulatory authority before the product is manufactured or installed.

ii.   A purchase order has been received from a purchaser before a product is assembled or manufactured.

iii.   A modification or customization may be needed in the product design in order to meet a specific application.

iv.   Major component have been assembled or a complete product has been installed before its performance can be measured, determined or verified.

v.   A scheduled inspection by a regulatory authority body may be carried out while the product is used after installation.

vi.   It is an innovative product.

vii.   A local product which does not have a specific product standard.

5.2   The above said product are either without any specific product standard or available standard is not specifically for a product but also contains other specification such as requirements for installation and maintenance which makes product certification for the product cannot be carried out.

6.0   Product Certification Scheme

6.1   In reference to ISO/IEC 17067:2013, the first steps in addressing concerns regarding products is generally the creation of standards (or other normative documents) for the products involved. The next step concerns the means by which conformity to standards is assured.

6.2   General common elements for building a product certification scheme to the International Standard is as provided in Table 1 of ISO/IEC 17067:2013. It comprises the elements as follows:

      i.   Selection (sampling), as applicable.

      ii.   Determination of Characteristic, as applicable, by;

         a) testing (ISO/IEC 17025)

         b) inspection (ISO/IEC 17020)

         c) design appraisal

         d) assessment of services

         e) other determination activities, e.g. verification

      iii.   Review (evaluation)

      iv.   Decision on certification

      v.   Licensing (attestation)

      vi.   Surveillance, as applicable by;

         a) testing or inspection of samples from the open market

         b) testing or inspection of samples from the factory

         c) assessment of the production process or services

         d) quality system audits combined with random tests or inspections

         e) assessment of the production process or services

6.3   ISO/IEC 17067:2013 provides descriptions for various product certification scheme based on several combinations of the elements in 6.2 to form several product certification scheme. This system 9 product certification in IQAS-S3-02 comprises all of the elements in 6.2 except for element vi a) where it is excluded. The exclusion of this element makes this System 9 and Type 5 differ from one another.

7.0   Certification Process

In general, the certification process follows the flowchart as shown in Table 1 as in Annex A.

7.1   Establishment of a product specification

7.1.1   As mentioned in 6.1, a product standard is a pre-requisite for conducting product certification. However, the establishment of a standard will require a proper channel and the development process usually takes a long time before the standard is ready to be published for use in product certification.

7.1.2   To address the issue of product without specific product standard as raised in 5.2, IKRAM QA has taken the option of establishing a product specification which forms the basis for the product assessment. This approach is consistent with ISO/IEC 17065 provided that the establishment of a product specification is benchmarked to ISO/IEC 17007:2009, and it is published by the certification body. The process of establishing the product specification for IKRAM QA's System 9 product certification is explained in 8.0.

7.1.3   A product specification will be developed as the basis to identify the requirement and performance needs expected for the product. This product specification once formulated will be used as the document to conduct the product conformity assessment. Its development will be initiated by a demand for certification from manufacturer(s) after preliminary discussion between the manufacturer(s) and IKRAM QA.

7.1.4   Where the development of a product specification is possible, the prospective manufacturer will be required to make a formal application using Form IQAS-F-83, declaring its agreement to comply with the System 9 product certification and its willingness and undertaking to cooperate with IKRAM QA in developing the requisite product specification.

7.2   The manufacturer may be required to undertake one or more of the following responsibilities:

i.   To publish/make available a comprehensive product technical brochure of product design/technical information.
ii.   Where required, obtain a proper validation of the product design by a Professional Engineer.
iii.   Where required, comply with regulator's legal and procedural requirement and attest proof of compliance.
iv.   Where required, obtain an independent review by an expert.

7.3   All certification processes for System 9 Product Certification Scheme shall follow IKRAM QA Guide 1.

8.0   Product Specification

8.1   A product specification for IKRAM QA's System 9 product certification is established in three major stages:-

Stage 1 – IKRAM QA will establish a draft of IKRAM QA Product Specification after discussion with the relevant manufacturer(s). The manufacturer(s) shall be required to provide the available standard for reference and may also submit its own product specification for IKRAM QA's reference.

Stage 2 – The draft of IKRAM QA Product Specification will then be reviewed by the Select Committee. After a consensus has been agreed by the Select Committee, the Select Committee's draft specification will be finalized and re-tabled for final review. If there is no further correction, the final draft Select Committee of IKRAM QA Product Specification will then be adopted.

Stage 3 – IKRAM QA will make final editorial checking on the final Select Committee draft specification and this will then be adopted and established as the IKRAM QA Product Specification. This specification will then be issued by the Director of and it shall form the basis for certification.

8.2   The flow chart that indicates the process of developing IKRAM QA
Product Specification is shown in Table 2 as in Annex B.

8.3   A typical format of IKRAM QA Product Specification is as shown in   Annex C.

9.0   Product Identification

The product shall have a product identity which shall be clearly and uniquely identified, for example, by its model number or model name.

10.0   Brand or Trade Mark

The product shall have a brand name or trade mark in which the manufacturer shall legally owned or is authorized to use it.

11.0   Fee

This system 9 product certification service is subjected to IKRAM QA's certification fee and specification development fee. The full fee structure is as follows:

11.1   Certification fee includes the followings:

1.   Registration fee (one off)
2.   Application fee
3.   Initial inspection / verification fee
4.   Annual Certification fee
5.   Renewal inspection & verification fee
6.   Renewal certification fee
7.   Other Reimbursable

11.2   Specification development fee (one off)

This fee is to cover the cost incurred by IKRAM QA in developing a product specification including honorarium for the Select Committee members. The quantum of the scheme fee may differ from one product to another and may depend on the intensity of efforts that are required to establish a product specification. The scheme fee may be shared among the manufacturers, if more than one manufacturer applying for certification together for the first time for the same product.

12.0   Certificate

A successful applicant will be awarded with a certificate of conformity which is valid for one year and is renewable subjected to a surveillance or renewal audit.