

# Application Procedures for Voluntary Product Certification

[Chronicle of Promulgation and Amendments]

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1. For commodities produced domestically, the term “applicant” shall be the domestic manufacturer, or the person who entrusts others to manufacture the commodities. In the case for commodities to be imported, the applicant refers to a sales agent or an importer with a domicile or business place in Taiwan. Applying for the Voluntary Product Certification (VPC) shall be made in accordance with the Procedures below.
2. Application of the VPC
  - 2.1 Before the application, the applicant shall first check and complete the “List of Attachments to the Application for Voluntary Product Certification” (Form VPC-01).
  - 2.2 Documents required for an application include:
    - 2.2.1 Basic documents:
      - (1) The Application Form for the Voluntary Product Certification (Form VPC-02).
      - (2) Copies of the registration document of the company, business, factory, identity document or other equivalent document.
    - 2.2.2 Conformity assessment documents for specific Module
      - (1) Product-test plus Declaration of conformity-to-type Module :
        - (a) A product-test report issued by BSMI or its branches (the inspection authority) or a designated testing laboratory recognized by BSMI.
        - (b) A completed “Declaration of Conformity-to-type form” (Form VPC-03).
      - (2) Product-test plus Factory inspection Module:
        - (a) A product-test report issued by BSMI or its branches (the inspection authority) or a designated testing laboratory recognized by BSMI.
        - (b) A copy of factory inspection report issued by the inspection authority or a designated factory inspection body recognized by BSMI.
        - (c) A completed “Declaration of Conformity-to-type form” (Form VPC-03).
      - (3) Product-test plus the Full Quality Management System or the Production Quality Management Module:
        - (a) A product-test report issued by the inspection authority or a designated testing laboratory recognized by BSMI.
        - (b) A copy of the quality management system registration certificate issued by BSMI or a quality management certification body recognized by BSMI.
        - (c) A completed “Declaration of Conformity-to-type form” (Form VPC-03).
  - 2.2.3 Related technical documents and information designated by BSMI
  - 2.3 An applicant shall submit an application to the inspection authority or a commissioned product certification body (hereinafter referred to as the certification body).
3. Acceptance and examination of the application
  - 3.1 In the event that all the application documents comply with the requirements above,

the application is accepted. If not, the application shall be dismissed (sent back). For the accepted case, the certification body shall charge an application fee according to the Regulations Governing Fees for Commodity Inspection after giving an application number to it based on the “Certificate Coding of the Voluntary Product Certification Scheme” (TVPC-01).

3.2 If any rectifiable deficiency is found within the application documents, the certification body will issue a “Notice for Supplementing Documents for Application for Voluntary Product Certification” (Form TVPC-02) to the applicant. The applicant must rectify the deficiencies and send back within 2 months. Otherwise, a “Notice of Non-conformity for Voluntary Product Certification” (Form TVPC-03) will be issued and the case shall be closed afterwards. If the deficiencies in the documents cannot be rectified, a “Notice of Non-conformity for Voluntary Product Certification” (Form TVPC-03) shall be issued likewise.

#### 4. Issuance of the VPC Certificate

4.1 The certification body shall issue the VPC Certificate (Form TVPC-04) for commodities which registration is granted after examination of the application documents.

4.2 The VPC Certificate shall be issued with stamp of the certification body and the applicant will be granted to use the VPC Mark in accordance with the Regulations Governing Implementation of Voluntary Product Certification. The graphic symbol of the VPC Mark and identification number are illustrated in the “Method of Drawing Voluntary Product Certification Mark” (Form TVPC-05).

#### 5. Extension of the VPC Certificate

5.1 The extension of a VPC certificate is supposed to be applied to the certification body that issues the original certificate within the last 3 months before its expiration date.

#### 5.2 Documents required for the extension of a VPC Certificate

(1) A completed application form with the application information presented in the format of electronic file required by BSMI (downloadable from BSMI web site).

(2) The original certificate

(3) Update documents in compliance with the latest inspection regulations promulgated by BSMI shall be attached if the inspection standards of the registered commodities are revised.

(4) Other related technical documents and information designated by BSMI.

5.3 The extension will be granted for one time only. A new application for VPC is required if the extension is not applied during the time period regulated in Clause 5.1.

#### 6. Re-applications of the VPC Certificate

6.1 A new application shall be made when the entire validity (the one-time extension included) expires. Please refer to the application procedures above (Clause 2) for the further steps to re-apply.

6.2 With the same commodity and the unchanged inspection standards, the re-application of the VPC certificate can be made by handing in a valid type-test report and related technical documents or original VPC certificate (the original or the copy) unless the registration had been revoked or rescinded according to Subsection 1 to 7, Subsection 9 to 13 of Article 21 of the Implementation of Voluntary Product Certification. The certification body may, for the purpose of verification, request samples be provided by

the applicant.

- 6.3 For applicants who handed in the VPC Certificate (the original or the copy) to make a new application, the certification body shall review again the type-test report and its related technical documents saved in the original file to ensure they still comply with the requirements of the inspection standards and technical regulation before transferring the documents to the file of the new VPC Certificate.
7. Payment for annual fee of the VPC
  - 7.1 After the annual fee is paid, the certificate holder can be granted the VPC certificate. Furthermore, the annual fee for the next year shall be charged together beforehand if date of issue of the VPC certificate is after Oct 1<sup>st</sup> of that year.
  - 7.2 The certification body shall begin to list the annual fees from October 1<sup>st</sup> of each year for the certificate holders to be notified that the annual fees shall be paid off by the end of November. From Dec 1<sup>st</sup>, ultimatum with a time limit on Dec 15<sup>th</sup> will be sent by the certification body to those who fail to pay the annual fee in time.
  - 7.3 For those certificate holders who fail to pay for the annual fee before December 15<sup>th</sup>, the VPC registration shall be revoked in accordance with Subsection 8 of Article 21 of the Implementation of Voluntary Product Certification. The revocation comes into effect on Jan 1<sup>st</sup> of the next year.
  - 7.4 The annual fee is not refundable once the certificate has been revoked unless it's over-paid or paid by error.
8. Administration, Checking and Tracing of the VPC
  - 8.1 In order to facilitate the function of administration, checking and tracing, the certification body shall establish a directory of registered commodities that have been permitted to use the VPC Mark.
  - 8.2 The VPC certificate holder shall apply for the approval from the original certification body as well as a new replacement of the certificate when the address of the production premise has been changed or moved.
  - 8.3 Once a defective situation is reported by the consumer, the certification body should dispatch inspectors to the production premises, harbor warehouses, premises of the importer, distributor or relevant places to conduct sampling inspection, or to the production premises for surveillance visits.