STANDARDS INSTITUTION OF ISRAEL

SII PROCEDURE 006

April 2015 EDITION 3

POLICY FOR DETERMINING THE ARRANGEMENTS, SUBSTANCE AND EXTENT OF THE INSTITUTION'S SURVEILLANCE OF A MANUFACTURER OF COMMODITIES BEARING A STANDARD MARK

(Signed)

_____
The Institution's Director-General

This procedure replaces SII 006 of July 2014

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INTRODUCTION

0.1 A manufacturer who marks the products that it manufactures with a standard mark thereby warrants that they conform with the requirements detailed in the standards applicable to them. Pursuant to the Standards Law, such mark is only permitted after the Institution has granted the manufacturer, at its request, a license to do so.

0.2 The public trusts the standard mark given by the Institution, and the Institution acts in order to ensure that this trust is justified. When the Institution gives a manufacturer a license to mark a product manufactured by it with a standard mark, it expresses its confidence in the manufacture that it will only manufacture the product in a manner conforming with the requirements of the standards applicable to it.

0.3 In order to fulfill its purpose and protect the reputation it has acquired over the years, the Institution will only grant the license to a manufacturer after it ascertains that:

0.3.1 the product design conforms with the standards applicable to it;

0.3.2 the manufacturer has the necessary means to manufacture products that conform with the standard on a regular basis;

0.3.3 the manufacturer has the means enabling it to test the product's properties in order to locate, as soon as possible, any deviations from the standard's requirements;

0.3.4 the manufacturer has a quality control system that guarantees routine control of the quality management.

The quality control system shall operate in accordance with the requirements of ISO 9001 – quality management systems – requirements.

0.4 The measures detailed above, which the Institution adopts, find expression in several activities:

0.4.1 **the testing of products** randomly taken from the production line, from the manufacturer's warehouses and from the markets. These tests are performed at the Institution's laboratories or at laboratories approved by the Institution or at the plant's laboratory on such conditions as the Institution determines;

0.4.2 **a review of the quality system** in accordance with the requirements of ISO 9001;

0.4.3 **the performance of process inspections** aimed at examining whether the manufacturing facilities and the manufacturing processes are continuing to function as necessary, without malfunctions;

0.4.4 **an inspection of the product file** which unequivocally defines the product's structure and components.

0.5 The Institution's tests and inspections are not aimed at replacing the quality system of the manufacturer or at locating faults. Their main object is to ascertain that the manufacturer's quality system is operating and functioning as required. If the Institution's test reveals any defect, the question asked is not how the defect arose, but why it was not located by the plant's quality system. The Institution's surveillance of the manufacturer is fundamentally based on the quality system that the manufacturer is supposed to maintain.

Guidelines to determine the number of surveillance acts in the scope of a standard mark that are included in this document constitute a framework for the decisions of the professional committees and License Committee in determining the surveillance plan.

0.6 The provisions of this procedure guarantee, *inter alia*, identical supervision regimens over similar products regardless of their place of manufacture.

1.0 General

1.1 The scope of the procedure

This procedure determines the Institution's policy for determining the arrangements, substance and extent of the Institution's procedure of the manufacture of products bearing a standard mark (hereinafter – **"special conditions"**) and the provisions for the preparation and approval of these special conditions (this procedure does not apply to the preliminary enquiries stage).

1.2 The objects of the procedure

1.2.1 To determine a uniform policy that will guide the professional committees, the License Committee and the Standard Mark Directorate in determining the special conditions (see definitions).

1.2.2 To determine rules for the special conditions' approval proceedings.

1.3 Applicability

The provisions of this procedure are addressed to all the professional committees, to the License Committee, to the Standard Mark Directorate and to the Standard Mark Operation Directorate (see definition).

2.0 Applicable documents

2.1 The documents mentioned in this procedure

2.1.1 Standard Mark Regulations – Standards (Standard Mark and Specification Mark) Regulations, 5742-1982;

2.1.2 SII Procedure 007 – Rules for the Operation of a Standard Mark System;

2.1.3 SII Procedure 008 – Procedure for Preventing a Conflict of Interest and Maintaining Confidentiality of Information in a Standard Mark System;

2.1.4 SII Procedure 013 – Rules for Operating Professional Committees;

2.1.5 Document SM 1 – General Conditions for Granting a License to Mark Products with a Standard Mark (the document constituting appendix "A" to the surveillance agreement executed between the Institution and the licensee);

2.1.6 Procedure for Performing Process Inspections.

2.2 **The appendices to this procedure**

2.2.1 Appendix "A" – a sample stamp of an SCA that has been approved and a sample stamp of an SCA that has been cancelled.

2.2.2 Appendix "B" – the structure of an SCA.

3.0 **Definitions**

3.1 **The Institution** – the Standards Institution of Israel.

3.2 **Product** – a commodity, as defined in the Standards Law, 5713-1953;

3.3 **License** – a license given to a manufacturer to mark a product with a standard mark, which is signed by the Institution's Director-General.

3.4 **Full testing** – a test of a product that is performed on the basis of all the requirements of the standards applicable to it (see paragraph 4.6.2(a)).

3.5 **Partial testing** – a test of a product that is performed on the basis of some of the requirements of the standards applicable to it.

3.6 **Family [of models] – composed of a number of models. The definition of a family includes attributes such as:**

- One configured design
- Similar technical characteristics
- Similar nominal dimensions
- Similar key materials
- The main components are the same
- Manufactured under the same manufacturing processes
- Are designed for the same function

3.7 **Models that make up a family**- A number of versions of a product that are differentiated by characteristics such as dimensions, volumes, sizes, ranges and in accordance with the manufacturer's definition. Checking one of these models is an indication of the suitability of the rest of the models that belong to the family of the standard, at a high level of reasonability.

Comments:

1. Products that are not substantially different than one another, that don't have an effect on the operation of the product or its conformance to the standard, will be considered identical models;
2. Products that are considered one model, will be marked by the manufacturer in a way that allows for identifying an ambiguous model.

3.8 **Standard Mark Directorate** – the Directorate established in accordance with section 2 of the Standard Mark Regulations.

3.9 **License Committee** – the committee established in accordance with section 3 of the Standard Mark Regulations.

3.10 **Professional committee** – a committee established in accordance with section 4 of the Standard Mark Regulations.

3.11 **Standard Mark Operation Directorate (SMOP)** – an organizational unit that operates on behalf of the Director-General of the Institution, the function of which is to execute the Standard Mark Directorate's policy.

3.12 **HSMOD** – the Head of the Standard Mark Operation Directorate.

3.13 **Supplier** – a manufacturer or trader which supplies the licensee with shelf products that are used in the finished product.

3.14 **Sub-contractor** – a manufacturer which manufactures for the licensee certain parts of the finished product in accordance with the licensee's planning.

3.15 **Special Conditions Appendix (SCA)** – a document detailing the acts that the Institution must do in the framework of the Institution's supervision of manufacturers which have received a license.

Comment: the document called "Special Conditions" – as distinct from another document called "General Conditions", which details the conditions that every licensee must fulfill, regardless of the particular product that it is manufacturing.

3.16 **Defect** – as defined in SII Procedure 007.

Comment: use is sometimes made of the expressions "fault" or "non-conformity".

3.17 **Critical defect** – as defined in SII Procedure 007.

3.18 **Critical processes** – processes malfunctions in which might cause the manufacture of products with critical defects.

3.19 **Critical components and materials** – components and materials a defect in which might constitute a safety or health hazard to the user or a third party.

3.20 **Material components** – components of the product without which the product could not perform its designated function.

3.21 **Process surveillance** – an surveillance that focuses on reviewing the manufacturing processes, the manufacturing facilities, the testing facilities and the testing instruments, and where necessary – on inspecting products in process and finished products at the manufacturer's plant, all in connection with the products included in the license.

3.22 **Quality testing** – a test performed in order to determine if the manufacturer's quality system conforms with the requirements detailed in ISO 9001.

3.23 **Product file** – see paragraph 4.3.

3.24 **Product quality plan** – see paragraph 4.4.

4.0 **Provisions**

4.1 **Policy**

4.1.1 The surveillance regime is based on product tests, process surveillance, product file quality surveillance and the product quality plan. The surveillance regimen is defined in the Special Conditions Appendix (SCA), which constitutes an integral part of the agreement between the manufacturer and the Institution. In addition, every manufacturer shall be governed by all the general conditions detailed in the General Conditions Appendix (SM 1).

4.1.2 As a rule, the special conditions shall be uniform for all the products to which a particular standard applies or for all the products from a particular family, which are included in the framework of one license.

4.1.3 As a rule, the same special conditions shall apply to all the manufacturers which manufacture a particular product, or particular family of products. Notwithstanding the aforesaid, the License Committee may determine special conditions for one particular plant, if it deems fit to do so having regard to the circumstances of the case, such as the size of the plant and the scope of the manufacture, while detailing the reasons motivating it to make this decision.

4.1.4 The Special Conditions Appendix defines a supervision regimen that is based on the manufacturers performing independent tests of their products as defined in their quality plan, and the Institution supervises the performance of these tests in the framework of performing the process inspections. In addition thereto, the Institution engages in routine control of the product's components as defined in the product file and in the quality plan. The Special Conditions Appendix makes provision for stricter surveillance conditions for manufacturers in the products of which, or in the quality systems of which, faults are found.

4.2 The objects of the surveillance and the surveillance acts

4.2.1 The objects for which the routine surveillance is performed are as follows:

(a) to ascertain that the products included in the license continue to conform with the requirements of the standard;

(b) to inspect if there have been significant changes in the design of the products included in the license;

(c) to check if the manufacturer has undergone any organizational changes obliging a change in the quality plan for the products included in the license;

(d) to clarify if there have been changes in the manufacturing processes, manufacturing methods, technical equipment and the like, which call for a change in the quality plan for the products included in the license;

(e) to ascertain that changes that the product and the manufacturing processes have undergone have not affected the products' conformity with the standard;

(f) to ascertain that the general quality procedures and the quality plan for the products included in the license are implemented as required;

(g) to ascertain that the manufacturer has taken corrective action in case in which the manufacturer's procedures oblige the taking of such action;

(h) to ascertain that corrective action that the plant is required to take has been performed properly and effectively;

(i) to ascertain that that tests that the manufacturer is supposed to perform are properly performed and that their results conform with the requirements of the standard;

(j) to ascertain that the control over the materials and the processes, in connection with the surveyed products, is performed as required, and that the results attest to conformity with the quality plan and the stability of the process;

(k) to ascertain that the manufacturing process, the tests and the product's final structure conform with the product file and the product's quality plan.

4.2.2 In order to realize the above objects, the Institution's representatives will perform a variety of acts, the main ones being as follows:

(a) full tests of the products in accordance with paragraph 4.6.2(a);

(b) partial tests of the product in accordance with paragraph 4.6.2(b);

(c) process inspections – in the scope of a process inspection, the following shall be tested:

(1) the manufacturing process's conformity with the product's quality plan;

(2) the product's conformity with the product file;

(d) confirmation of the quality system's conformity with ISO 9001.

The testing of the products by the Institution shall take place at the Institution's laboratories or at laboratories approved by the Institution or at the manufacturer's premises, on such conditions as the Institution determines in advance.

4.3 The product file

4.3.1 A product file shall be prepared for each product that shall include, as the case may be, all or some of the following details, as well as similar details making it possible to unequivocally define the product:

(a) a drawing of the product, providing a general description of its main dimensions;

(b) general photographs of the product (from different angles) and photographs of the main components;

(c) in the case of electrical products, schemes of the main electricity circuits, if any, including a diagram of connections, which includes marking of the color of the wires, marking of the terminals and the like. A list of the main components, including the name of the component, the name of the manufacturer, the name of the model, the name of the institutions / laboratories which approved the component (if any) and the main technical characteristics of the component;

(d) a definition of the main materials making up the product, with special reference to inflammable and toxic substances;

(e) catalogues, tutorials and any other technical material that might assist in the product's definition.

4.3.2 The manufacturer is responsible for notifying the Institution of any material change in the product, which shall also find expression in corresponding changes in the product file. Revisions in the product file shall be approved by the Institution's representative within a period of time of seven days.

4.4 The quality plan

4.4.1 The manufacturer shall have a detailed quality plan for each product, to be approved by the Institution's representative. The quality plan shall include, *inter alia*, the following details:

(a) a detailed flowchart of the manufacturing process, from the stage of the raw materials' intake to the finished product, as packaged and stored;

(b) a note of the process inspection points and the criteria for acceptance or rejection at any point;

(c) as necessary, details of the process stoppage points (those inspection points from which the products may not be advanced to the next manufacturing stage, before performance of the inspections and receipt of positive results);

(d) details of the plan that shall be tested at each inspection point;

(e) details of the testing equipment and the testing procedures, which shall be used at each testing point;

(f) a description of the forms on which the test findings shall be recorded;

(g) the size of the sample and frequency of the test for each testing point;

(h) definition of those responsible for performing the inspections and the qualifications required of them;

(i) the plan for dealing with defective products and the powers for approving the dealing therewith;

(j) control over critical processes.

4.5 **The special conditions**

4.5.1 **The SCA shall include all or some of the following details, as necessary:**

(a) a definition of the product's "models" and/or "families" of samples;

(b) a definition of the critical processes (where applicable);

(c) a definition of the critical or material components (where applicable);

(d) a full test (where applicable);

(e) a partial test for a family representative sample;

(f) details of the sections of the standard pursuant whereto the partial tests shall be performed;

(g) the number of quality tests that shall be performed each year;

(h) the number of process inspections that will be performed each year;

(i) provisions regarding the type of standard mark that shall be used;

(j) the manner of marking the product with the standard mark and its dimensions;

(k) the sub-contractor supervision regimen;

(l) additional requirements and provisions, as necessary, as determined by the License Committee.

4.6 The guidelines for determining the number of supervision acts

4.6.1 General principles

(a) The Institution's role is not to replace the quality system of the manufacturer or to locate faults. The Institution's main object in connection with this procedure is to ascertain that the manufacturer's quality system is operating and functioning as required. Liability to maintain the products' quality and ensure their conformity with the standards applicable to the products rests with the manufacturer.

The manufacturer is liable to itself test the attributes of the products that it manufactures in order to ascertain that they conform with all the requirements of the standards applicable to the product.

(b) The basis of the Institution's supervision regimen is process inspections of the product's conformity with the product file and the quality plan, while the products' testing is primarily performed by the manufacturer.

4.6.2 **Regular process inspections and product testing performed by the Institution for all the products**

For all types of products, the Institution will perform the following tests and inspections in one year.

Partial test	Process inspections (quality plan – product file)
Family 1	4

(a) Number of full tests

(1) A full test shall be performed at the preliminary enquiries stage. Another full test shall only be performed if there have been material changes in the product's design or in the product's standard. Nonetheless, where the changes might affect only certain properties of the product, only those attributes in respect of which the new model has been changed compared with the approved product model shall be tested, provided that these tests guarantee the conformity of all the product's attributes with the standard.

(2) Where on the professional committee's recommendation the product's level of risk is very high, the License Committee may decide that a full test shall be performed also in the routine supervision stage at a minimum interval of once every five years.

(b) Number of partial tests

(1) Each year the Institution shall perform only one partial test in respect of the critical / safety sections of the product that shall be determined by the License Committee.

(2) The test shall be performed on one product from each family of products defined in advance, that is to say – for one family representative model.

(3) The other partial tests shall be performed by the manufacturer itself and at its responsibility and in accordance with the manufacturer's quality plan that was approved by the professional committee (paragraph 4.4 of this procedure).

(4) If the License Committee has decided, on the professional committee's recommendation, that the manufacturer is unable to perform the partial tests itself, the Institution shall perform the tests instead of the manufacturer. As a rule, the number of partial tests performed by the Institution shall be between two and four in accordance with the professional committee's recommendation and based on the License Committee's determination.

(5) When coming to recommend on the number of tests, the professional committee shall consider the following parameters:

(a) **the technical nature of the products** – products of a clear technical nature (such as air conditioners) compared with products that are less technical (such as a water pipe or laundry detergent); the more technical the product, the greater the number of partial tests (relative to a simpler product);

(b) **complexity of the manufacturing process** – products the manufacture of which involves processes (the injection of plastic) compared with products the manufacturing process of which is simple / involves manual assembly;

(c) **frequency of changes in the product's design** - a product in respect of which frequent technological changes result in a change in the design (such as a mobile phone) compared with a product that does

not change over many years (such as an entrance door or concrete block);

(d) **The risk inherent in the product** – a product the non-conformity of which to the standard's requirements poses a risk to the user or the environment. The higher the risk level, the greater the frequency of the partial surveillances.

(6) Where the product is manufactured in a particular season / period of the year, the partial tests shall be concentrated in such season / period.

(c) The scope of the process inspections

(1) The process surveillances shall be performed four times a year, once every three months.

(2) Where the manufacturer is also the entity which installs the product at the site and there are installations requirements (in a separate standard or in the existing standard), the professional committee may recommend that process inspections be performed at the sites at which the product is installed, in addition to the process inspections at the plant. In these cases, the professional committee shall recommend how many inspections shall be performed, in accordance with the circumstances of the case.

(d) Quality tests

(1) Quality tests shall review the manufacturer's quality system in accordance with the requirements of ISO 9001.

(2) As a rule, at least one annual test shall be performed for the quality system's review.

(3) The quality system shall be approved by the Standards Institution or by another certification body approved by the License Committee.

4.7 **The surveillance of overseas manufacturers**

4.7.1 The surveillance plan for overseas manufacturers, which have a license to mark products with a standard mark, shall be identical to the supervision plan for Israeli manufacturers, including the number of tests, process surveillances and number of examinations.

4.7.2 The documents submitted by the manufacturer to the Institution, at the Institution's request, including the product file and the quality plan, shall be in Hebrew or in English.

4.8 Manufacture by a sub-contractor in Israel or overseas

4.8.1 In accordance with the decision of the License Committee based on the recommendation of the professional committee, the SCA shall include a special section referring to manufacture by sub-contractors. In cases in which the sub-contractor is the entity which performs the product's assembly or manufactures material components of the product that affect the product's quality and its compliance with the standard's requirements, the Institution shall supervise the sub-contractor, in addition to the surveillance of the manufacturer. The surveillance shall take place in accordance with the manufacturer's quality plan that was approved by the professional committee.

4.8.2 The manufacturer's quality plan shall include process surveillance that the manufacturer shall perform at the sub-contractor, in addition to the tests that the sub-contractor shall perform itself and in addition to the Institution's tests.

4.9 The Special Conditions Appendix (SCA) – preparation and approval

4.9.1 **Preparation of the proposal** – the proposal for a new SCA, for a product included for the first time in the framework of a standard mark system, shall be prepared by the Institution or by any other entity, while obtaining the manufacturer's response and in accordance with the policy detailed in this procedure. The Institution shall prepare procedures for the preparation, approval and circulation of the SCA.

4.9.2 **Preliminary approval** – the proposal for the SCA shall be approved by the head of the relevant laboratory, and shall be sent by him to the HSMOD. In the absence of any comments by the HSMOD, he shall submit it for discussion by and preliminary approval of the relevant professional committee.

4.9.3 **Circulation for comments** – after approval of the SCA proposal by the professional committee, and after the version's amendment by the committee, if amended, the version shall be circulated to the public for their comments by uploading it onto the Institution's website. On the version's upload to the website as aforesaid, the HSMOD shall send notice thereof to all the manufacturers of the product for which the SCA was prepared – both those in the standard mark system and those in proceedings of preliminary enquiries, and to interested parties in such SCA, in the HSMOD's discretion.

4.9.4 **Discussion by the professional committee** – after 21 working days from the date of giving notice, in accordance with paragraph 4.9.3, the HSMOD shall the version uploaded onto the website for the public's comments to the professional committee for reconsideration, together with the comments received (if received) from the public, as well as a list of the entities which received notice that the version was being uploaded onto the site.

4.9.5 The professional committee shall discuss the comments on the proposed SCA, make changes thereto, as necessary, and recommend its approval or rejection. If a decision is made to make material changes, the HSMOD shall again engage in the proceedings detailed in paragraph 4.9.3. The professional committee shall discuss the new comments on the draft SCA, if any, and make changes therein, insofar as necessary. The version of the proposed SCA, after it has been edited in consequence of the changes, shall be sent to the License Committee for its consideration.

4.9.6 **Discussion by the License Committee** – the License Committee shall discuss the proposed SCA sent to it as aforesaid, approve it or reject it or make changes therein or return it for consideration by the professional committee, in its discretion. If the License Committee decides to return the proposed SCA to the professional committee, the approval process shall once again be enacted, in accordance with paragraphs 4.9.3 and 4.9.4 above.

4.9.7 If the License Committee decides to approve the proposed SCA, the document shall be signed by the HSCOD and stamped "original SCA" (see sample in appendix "A"), and a stamp shall be added containing the date of the approval, the signatory's name and his signature.

4.9.8 The SCA shall be printed on the Institution's letterhead and in the words "Quality and Certification Division".

4.9.9 Each SCA shall be given an identification number that includes letters and figures in the following structure:

4.9.10 SCA YY – XXXX, in which:

4.9.11 SCA – the initials for "Special Conditions Appendix".

4.9.12 1=Z where an Israeli standard applies to the product.

4.9.13 2=Z where an Institution specification applies to the product.

4.9.14 XXXX = the number of the relevant standard or specification.

4.9.15 YY – the number of the relevant part of the standard/specification (if the standard/specification was published in parts).

4.9.16 The model for the SCA's structure shall be included in appendix "B" to this procedure.

4.10 The principles for marking products with a standard mark

4.10.1 The rules for marking a product with a standard mark shall be determined in the SCA.

4.10.2 The mark shall be durable and shall be done in one of the following ways:

(a) by printing on the product;

(b) by stamping on the product;

(c) by affixing a label to the product:

(1) labels supplied by the Standards Institution and bearing the serial no.; or

(2) labels prepared by the manufacturer with a serial no. in accordance with the License Committee's approval. The manufacturer shall report to the Standards Institution on the labels numbers;

(d) marking on the package / case.

4.10.3 The size of the label shall be determined by the License Committee, but shall not be less than 5 mm.

4.11 Circulation and maintenance

4.11.1 A copy of the SCA shall be circulated by the Standard Mark Operation Directorate to the following entities: the product's manufacturers, the manufacturer's representative entities, the relevant laboratories, the computer unit, the Division of Standardization, the coordinator of the professional committee which recommended the SCA's approval and any other entity decided on by the professional committee.

4.11.2 A list of the SCA copy recipients, approved by the HSMOD, shall be kept at the SMOD together with the approved SCA and together with the confirmation of dispatch by registered mail of the Post Office. The list of approved SCAs shall be included on the Institution's website, and any person may study it and download it without payment and without any limitation.

4.11.3 A signed copy of the SCA shall be kept at the SMOD.

4.11.4 AN SCA that has expired shall be transferred to the "SCA – Previous Versions" file, which is arranged in accordance with the number of the SCA. A "cancelled" stamp shall be impressed on the old copy and the date of the new SCA shall be recorded (see Form 603). At the same time, the lists shall be updated.

4.11.5 Notice of an SCA's cancellation shall be sent to all the entities which received the original copy of the SCA.

4.12 The introduction of a change (revision) to an SCA

4.12.1 Where a person, including a corporation, has requested to introduce a change (revision) in an SCA, he shall write to the HSMOD detailing the proposed change, together with his reasons for the change. The Institution shall pass on the request for discussion by the professional committee, together with its consideration, and the change discussion proceedings shall be conducted in accordance with those proceedings that apply to the preparation of a new SCA.

Where the Institution has requested to introduce a change in an SCA, it shall submit a request to the appropriate professional

committee, detailing the change and the reasons for it, and from such stage the request shall be treated in the same way as a request by any other person.

4.12.2 **Transitional period** – where changes are introduced in an existing SCA, the License Committee, on the recommendation of the professional committee, shall decide the date of its entry into force and the date of commencement of its applicability.

These dates shall be noted on the SCA. In determining these dates, regard shall be had to the need for a period of organization of various entities and especially of the manufacturers and the laboratory.

4.13 Control of an SCA

4.13.1 Where five years have passed from the date of an SCA's last approval, it shall be brought for discussion by the relevant professional committee after it has been sent for the laboratory's opinion, together with the surveillance form. The License Committee shall decide, on the professional committee's recommendation, whether to introduce changes to the SCA or whether to approve it for an additional period.

4.13.2 After the approval, notice shall be sent to the manufacturers of the SCA's continued approval if no change has been made therein.

If a decision is made to make a change, the process shall be identical to the process for determining a new SCA.

APPENDIX "A" –

SAMPLE STAMP OF APPROVED SCA AND OF CANCELLED SCA

<u>Picture No. 1 – Stamp of Approved SCA</u>

<u>Picture No. 2 – Stamp of Cancelled SCA</u>

APPENDIX "B" – STRUCTURE OF SCA

Special Conditions for Surveillance of Manufacturers	Name of Standard:	SCA Number Date of Approval Page 15 of 25

1. Scope

This document defines the special conditions that the manufacturer who produces (name of product) (hereby- "the product") and the parties interested in receiving a license to signify a product with the Standard Mark are required to adhere to.

2. General Conditions

In addition to these special conditions, the manufacturer must also adhere to general conditions for granting the mark, as described in General Conditions Appendix (GCA).

3. Conformance with Standard

3.1 The manufacturer shall take all necessary measures to ensure that the product manufactured fits all the requirements of Israeli Standard _____ or any other standard that applies to the product, and in the event that one or more of the standards are replaced—any standard that replaces it or them.

3.2 Definition of a family and model (instructions for definition in parentheses)

Family- composed of a number of models. The definition of a family includes attributes such as:

- One configured design
- Similar technical characteristics
- Similar nominal dimensions
- Similar key materials
- The main components are the same
- Manufactured under the same manufacturing processes
- Are designed for the same function

Models that make up a family- A number of versions of a product that are differentiated by characteristics such as dimensions, volumes, sizes, ranges and in accordance with the manufacturer's definition. Checking one of these models is an indication of the suitability of the rest of the models that belong to the family of the standard, at a high level of reasonability.

3.3 Flaws and critical processes

- Critical flaws shall be defined as_____
  _____
  _____

- Critical processes shall be defined as_____
  _____
  _____

4. Tests and operations performed by the manufacturer and representative of SII

In addition to the stated general conditions of the license (Document AA1), the following procedure will be performed:

4.1 Full tests will be conducted every _____ years/conducted in the framework of preliminary inquiries (minimal frequency of once in 5 years), for a representative model family (erase the extra)

4.2 Partial tests shall be conducted as follows:

	Obligatory inspections of the manufacturer (1)			Inspections in the responsibility of the manufacturer (2)			Partial inspection by SII (3)		
Sections of the Standard	Conducted by the manufacturer	Minimal inspection frequency by the manufacturer	Minimal sample size	Will be conducted by the manufacturer or by SII	Minimal frequency of inspection by the manufacturer/SII	Minimal sample size	Conducted by SII	Inspection frequency by SII	Sample size for inspection by SII

1) Obligatory inspections of the manufacturer- to be conducted in all circumstances.

2) Inspections in the responsibility of the manufacturer to conduct himself based on the quality plan of the manufacturer approved by the Professional Committee. If the License Committee decided at the recommendation of the Professional Committee that the manufacturer is not able to conduct the partial inspections himself, SII will conduct the inspections instead of it. The frequency of inspection will be between 2-4 a year for a model that represents the family and based on the recommendation of the Professional Committee that reviewed the parameters of section 5.4.6.2 in Procedure SII 006.
3) Partial inspection by SII—Will be conducted for a model representative of the family, once a year for the critical/security sections of the standard that are set by the License Committee.

4.3 Process Inspections and Quality Plan:

4.3.1 Process Inspections- Will be conducted every 3 months by a representative of SII based on the rules set by Standard Mark Operations Directorate

4.3.2 Quality Audits- The quality plan will conform with Israeli standard ISO 9001

4.4 Additional Activities

4.4.1 If there have been changes in the product or flaws were discovered in the product, non-conformities in the production process, or other abnormalities from the conditions of granting a license were found as described in the agreement between SII and the manufacturer, SII is authorized, pending approval of the License Committee, to conduct additional activities on the above.

4.5 Production through a subcontractor in Israel or outside of Israel

In the case of manufacturers with a Standard Mark license that utilize a subcontractor in Israel or outside of Israel (hereby- subcontractor), a process inspection will be performed at the subcontractor's based on the following formula:

4.5.1 The manufacturer with the license will perform at least two process inspections a year (a written report will be sent by the manufacturer to the standard mark system).

4.5.2 A representative of SII will perform a minimum of one process inspection a year based on the rules set by the Standard Mark Directorate.

This is in addition to the process inspection and tests performed at the manufacturer with a license in Israel.

5 Labeling of the Standard Mark

5.1 The labeling will be done according to the following:**1**_____in accordance with SII Procedure 006:

5.1.1 The character size will be _____ at least cm/mm

5.1.2 The standard mark label will be sustainable. The standard mark will be made from _____ <if being marked, it will be recorded using characters>

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5.1.3 The standard mark symbol will appear on _____ (for example: the product, package, packaging, shipping label, label of service approval, etc.)

5.1.4 The placement of the mark will be _____ (for example on the outside of the product, on the corner of the product, etc.)

[1] Printed on the product/package; embedded on the product; a label pasted on the product; label sewed on the fabric; imprinted stamp; other methods approved by the license committee

5.2 The labels will be provided by SII or will be prepared by the manufacturer on the condition that he received approval from the License Committee as conforming to the requirements specified in SII procedure 006.

5.3 The manufacturer is required to decease marking the products with the standard mark if and when the license is cancelled, to destroy the remaining labels, and/or to take the other necessary steps that were approved by SII relating to the means of marking with the standard mark.

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Appendix C- Instructions for Marking Products with the Standard Mark

1. Method of marking products with the Standard Mark

1.1 Labels (stickers)—See para 5.0
1.2 Embedding – See para 6.0
1.3 Coloring – See para 7.0
1.4 Printing on the packaging/product – See para 8.0
1.5 Imprinting – See para 9.0
1.6 Fabric labels—See para 10.0
1.7 Other marking methods that were approved by the License Committee after the recommendation of the Professional Committee

2. Choosing the Method of Marking

The method of marking will be set in the License Committee based on the recommendation of the Professional Committee, considering the following topics:

2.1 The size of the product (it is difficult to affix the label on small products)
2.2 Production volume (not practical to require gluing labels on the produced product in mass production)
2.3 Product value (likely requires gluing labels on an expensive product)
2.4 Production technology (Products that are produced with light pressing will be marked by embedding)
2.5 Method of packaging (for products that have printed packaging that is convenient to mark the label as part of printing the label)
2.6 Physical form of the product (products with course faces, such as blocks, cannot be marked with a sticker)
2.7 Product type (Product and service processes can be labeled with the mark that confirms service execution, in maintenance it can be marked on the delivery certificate)
2.8 The possibility of having control over the means of the mark, when canceling the license to mark a product with the Standard Mark.

3. Actions in the event of a license cancellation

3.1 In the event of a license cancellation, whether a full cancellation or a temporary cancellation, the manufacturer shall not continue to mark his products with the Standard Mark
3.2 If the License Committee decides as such, the mark will be erased from all of the inventory found in his possession.
3.3 The manufacturer shall report to the Head of the Standard Mark Operations Directorate regarding the label numbers that are left in his possession within two business days from the date of receiving the request.

4. Labels- Buying or Producing

4.1 The Standard Mark Operations Directorate will provide labels for marking labels for marking the product with the Standard Mark for the manufacturer's request, for a fee, depending on the requirements of the SCP. The labels will be numbered with a serial number
4.2 A manufacturer can prepare the labels for marking with the standard mark, after receiving approval from the License Committee. The manufacturer shall adhere to the following requirements:
4.2.1 The label will adhere to all of the requirements defined in the SCP (size, material, placement, graphic of the Standard Mark label)
4.2.2 The manufacturer shall keep a record of the labels including the details of:
A. Label number
B. License number
C. Date of marking
4.2.3 The label number shall include the following details:
A. Serial number- 5 digits
B. Number of valid license
4.2.4 The producer may record the license number using a barcode system, as long as the label number in the records is the number under the barcode

4.2.5 The documenting of the label recording will be saved at the manufacturer for 7 years after the license is cancelled.

4.3 The approval of the label will be part of the conditions of the license

5. Labels (sticking)

5.1 The labels will be according the graphics described below:

5.2 The glue of the label will be of the type that cannot be removed without destroying the product

6. Embedding

6.1 Embedding the product with a Standard Mark is possible when the mark is part of the template used for producing the product

6.2 In the event of cancelling the manufacturer's license

6.2.1 Causing an immediate change of the template and the removal of the Standard Mark label (it is possible that the label components will be removable parts)

6.2.2 To send a declaration to the Standard Mark Operations Directorate on the implementation of the section instructions within two business days

7. Coloring

7.1 Marking in color will be carried out by spraying paint on the pattern that fits the standard mark symbol

7.2 In the event of cancelling the manufacturer's license

7.2.1 Causing an immediate change of the template and the removal of the Standard Mark label (it is possible that the label components will be removable parts)

7.2.2 To send a report to the Standard Mark Operations Directorate on the implementation of the change

8. Printing on the packaging/product

8.1 An example of the packaging that has the Standard Mark printed on it will be saved in the product file

8.2 The Standard Mark symbol will include the Standard Mark icon

8.3 In the event of cancelling the manufacturer's license

8.3.1 Destroy the plate that includes the Standard Mark symbol and the packages that were already printed

8.3.2 Will report on the destroying of the plate and packaging to the Standard Mark Operations Directorate within two business days

9. Stamping

9.1 The stamping of the product will be carried out by a stamp that includes the Standard Mark label

9.2 In the event of cancelling the manufacturer's license

9.2.1 Destroy the plate that includes the Standard Mark symbol and the packages that were already printed

9.2.2 Will report on the destroying of the plate and packaging to the Standard Mark Operations Directorate within two business days

10. Cloth labels

10.1 The cloth labels will be used to mark textile products that will be attached to the marked product by sewing

10.2 The cloth labels will adhere to the color stability requirements specified in the standards

10.3 Labels can be used for additional mark as long as the label received approval from the Standard Mark Operations Directorate

10.4 In the event of cancelling the manufacturer's license

10.4.1 Destroy the leftover labels that includes the Standard Mark symbol and remove labels from clothing that has the label sewed into them

10.4.2 Will report on the removing and destroying of the labels and packaging to the Standard Mark Operations Directorate within two business days

11. Examples of labels.

Acetate 5X5

Aluminum 5X5

Acetate 3 X1.5

Acetate 3X3

Aluminum with a hole 3X3

Acetate

10X10