



**BASEC**

a **kiwa** company



The BASEC mark is trusted for **quality, clarity and impartiality**.  
This guide explains the individual steps required to  
**gain and maintain** the mark

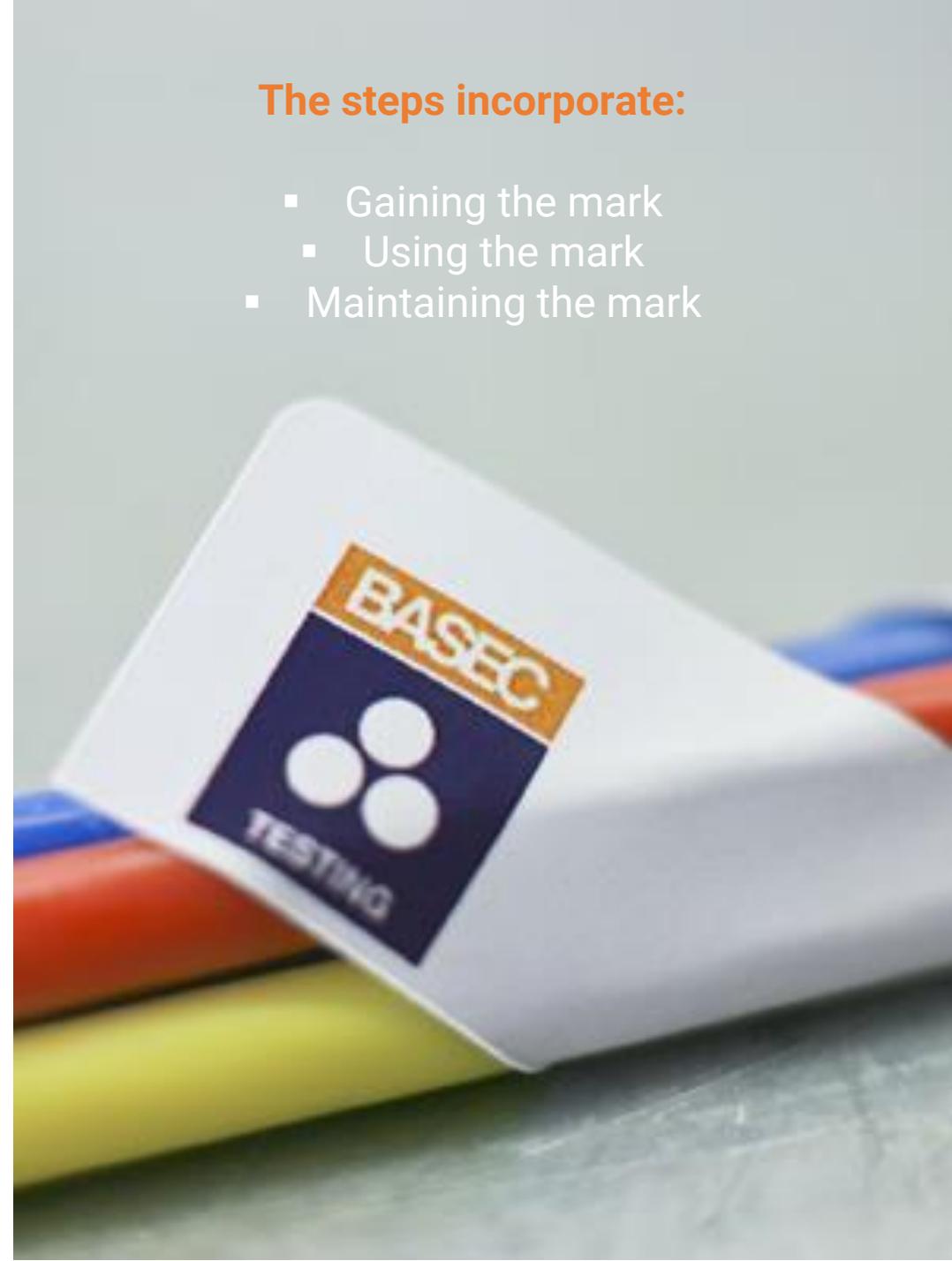
# The six step to certification process

The certification process can be broken into six steps as listed below. The BASEC team are here to support you and will work closely with you throughout the process.

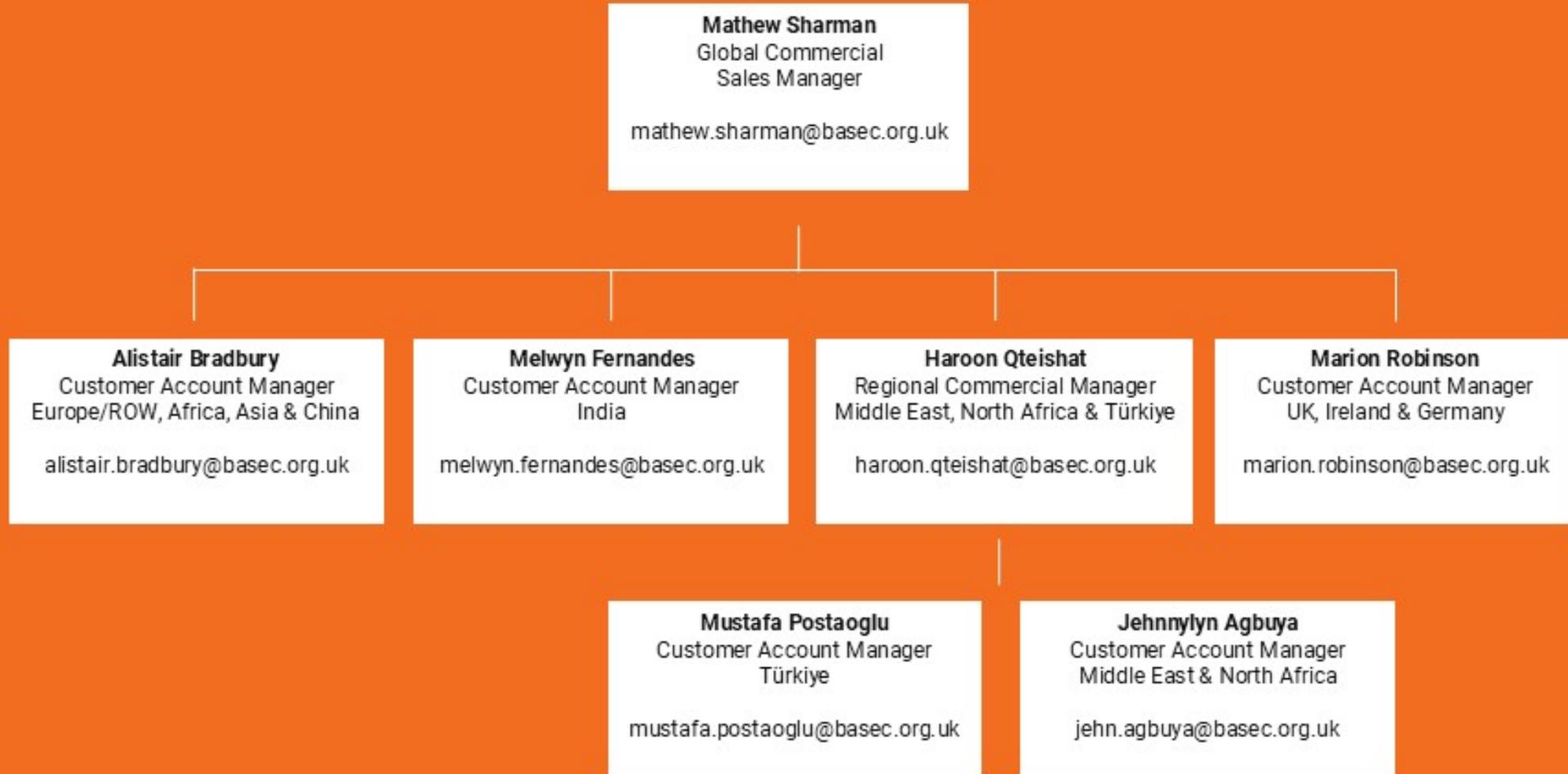
- Step 1** A/B – Planning and preparation
- Step 2** – Confirmation to proceed
- Step 3** A - Initial audit  
B - Non-conformities addressed  
C - Management Systems Certificate
- Step 4** – Cable testing
- Step 5** – Certification
- Step 6** – Ongoing testing and surveillance

## The steps incorporate:

- Gaining the mark
  - Using the mark
- Maintaining the mark



# Meet your regional commercial experts



# STEP 1A – Planning and preparation



Contact your BASEC representative to discuss your requirements – [click here](#)



The following forms will then be sent to you to complete in order to calculate a quotation along with any relevant data sheets:

- **BSF 049:** Product Certification enquiry form (Low voltage enquiries)
- **BSF 209:** Product Certification enquiry form (Medium voltage enquiries)
- **BSF 195:** Applicant information (Management systems)



You will need to supply copies of your ISO 9001 certificate and last two audit reports to BASEC



# STEP 1B – Planning and preparation



Once the forms are completed fully and supplied to BASEC they are reviewed in detail along with your current management systems by an auditor, in line with the BASEC Product Certification Requirements (PCR)



Based on the information provided in the BSF 195 form, the number of audit days are calculated for your initial and ongoing audits



From the BSF049 form the product ranges are reviewed to decide samples required for initial testing and the production quantities provided determine the ongoing annual routine surveillance samples

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## STEP 2 – Confirmation to proceed



Following Step 1 you will be supplied with a bespoke quotation



You will also receive a copy of the BASEC Product Certification Requirements, PCR which specifies the requirements that need to be met including procedures and documentation



Instructions on sample submission will be provided, the initial audit is then scheduled





## STEP 3

### 3A Initial Audit

An operation and production audit is undertaken as per the PCR document.

Following the initial audit, an audit report will be provided, detailing any key findings.

### 3B Non-conformities addressed

In the event of any non-conformities found, these are classed as minor or major. You will need to provide evidence to BASEC of all corrective actions taken which will be reviewed.

Once all corrective actions have been closed, a review of the report and actions will be completed.

### 3C Management Systems Certificate

Once the initial audit has passed a Management Systems certificate is awarded (BASEC PCR / ISO 9001)

# STEP 4 – Cable Testing

**Samples are submitted to BASEC for type testing to commence within the laboratory**

- In the event of testing failures, there are two options:
  - 1) There is the opportunity to request a re-test on original samples received, dispute re-testing is undertaken on the failed aspects only
  - 2) Limited testing can be undertaken by providing new samples
- Please note there is a re-charge for failed dispute re-testing and limited testing
- Once all cable samples have been successfully tested and the initial audit has been completed with management systems certification awarded, **Product Certification will be confirmed.**



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## STEP 5 – Certification

Once steps 3 and 4 have been completed your Management Systems Certificate and Product Certification are awarded. This gives you permission to use the relevant BASEC mark on your certified products and on marketing materials.



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## STEP 6 – Ongoing testing and surveillance



An on-going cycle over a three year schedule of auditing and re-testing ensures continued conformity. Your customer can be assured that BASEC approved cables are safe, reliable and fit for purpose



There will be two routine audits per year, in addition a one day production audit is carried out plus, a further unannounced visit per year



Samples are selected in advance of each routine audit for surveillance testing. The quantity taken depends on your production volumes. This is re-calculated each year



Full details of your routine surveillance audits and testing programme are provided in your quote. After three years a re-certification audit is undertaken

# Using the BASEC mark

**You can now display the BASEC mark to demonstrate third party approval**

- All certified cables should be marked with 'BASEC'
- It is recommend that the BASEC mark is added to your website and marketing materials
- [View benefits of BASEC approved cables here](#)



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**If you would like to receive further information or discuss your requirements please contact the team**

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