



OCS IECEE User Guide

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1. Who has access to IECEE OCS

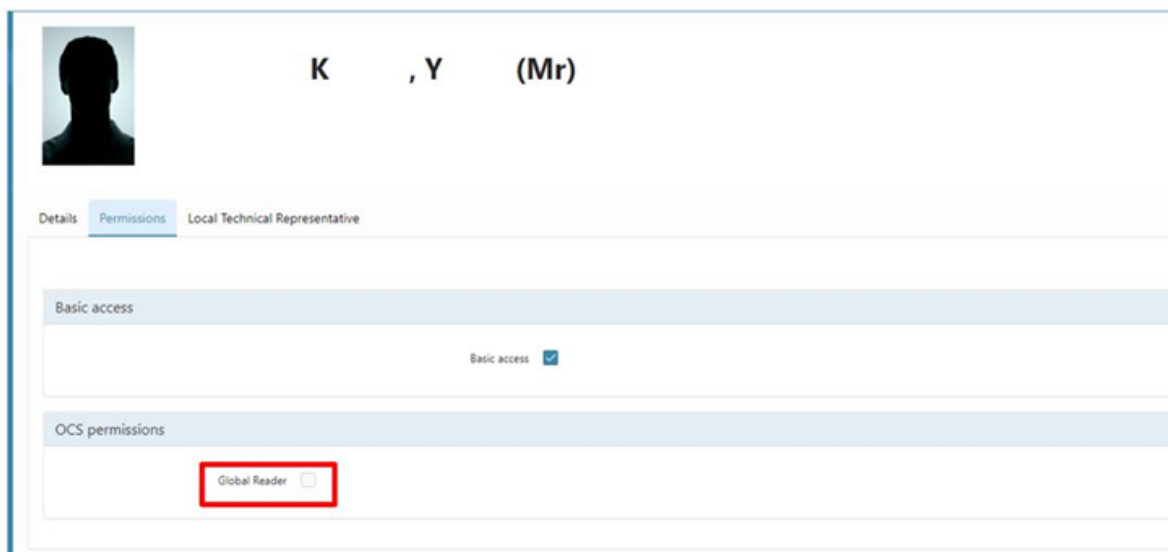
1.1 NCB OCS Administrators

Only NCB Administrators can log into the restricted part of IECEE OCS. To do so, the person needs to have an IECEE account (either existing or set up by the NCB administrator) and the access as OCS Administrator which can only be granted by the Secretariat. If you wish to register additional OCS administrators, please ensure the person(s) has an account (ensure you have created a login and enabled the “basic access” permission before sending the welcome e-mail) and then send an e-mail to secretariat@iecee.org requesting that the OCS administrator permission be granted.

1.2 NCB OCS Readers

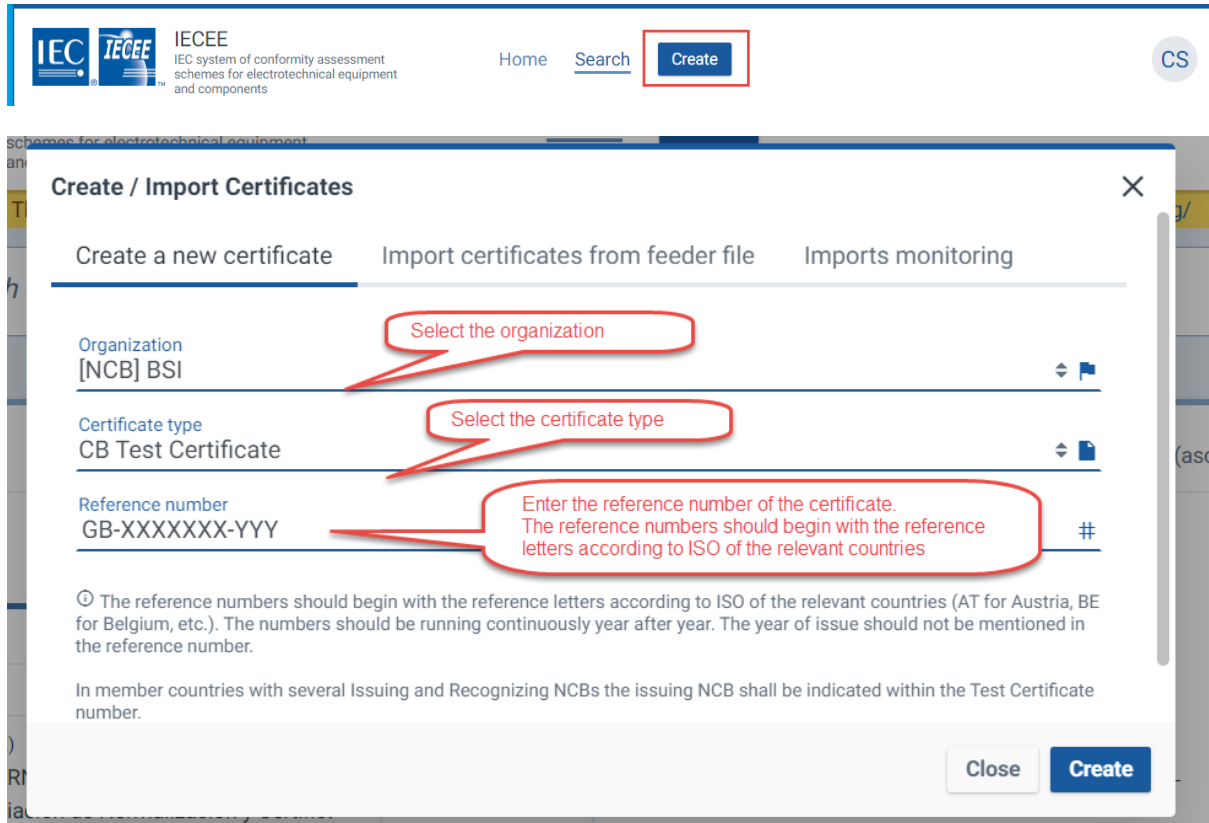
This access is granted by the NCB admin following the below instructions from the back office:

Select the Global Reader under OCS permission for the person(s) you wish to grant access to, and remember to save.

The screenshot shows a user profile page for 'K, Y (Mr)'. The page has tabs for 'Details', 'Permissions', and 'Local Technical Representative'. The 'Permissions' tab is active. Under 'Basic access', there is a checkbox labeled 'Basic access' which is checked. Under 'OCS permissions', there is a checkbox labeled 'Global Reader' which is unchecked and highlighted with a red rectangle.

2 Certificate creation and modification **Create a certificate**

Create



Create / Import Certificates

Create a new certificate | Import certificates from feeder file | Imports monitoring

Organization
[NCB] BSI

Certificate type
CB Test Certificate

Reference number
GB-XXXXXXX-YYY

Select the organization

Select the certificate type

Enter the reference number of the certificate.
The reference numbers should begin with the reference letters according to ISO of the relevant countries

① The reference numbers should begin with the reference letters according to ISO of the relevant countries (AT for Austria, BE for Belgium, etc.). The numbers should be running continuously year after year. The year of issue should not be mentioned in the reference number.

In member countries with several Issuing and Recognizing NCBs the issuing NCB shall be indicated within the Test Certificate number.

Close Create

2.2 Edit a certificate

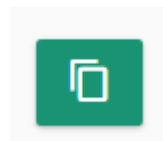


Open the certificate and click on the pencil to modify an existing certificate.

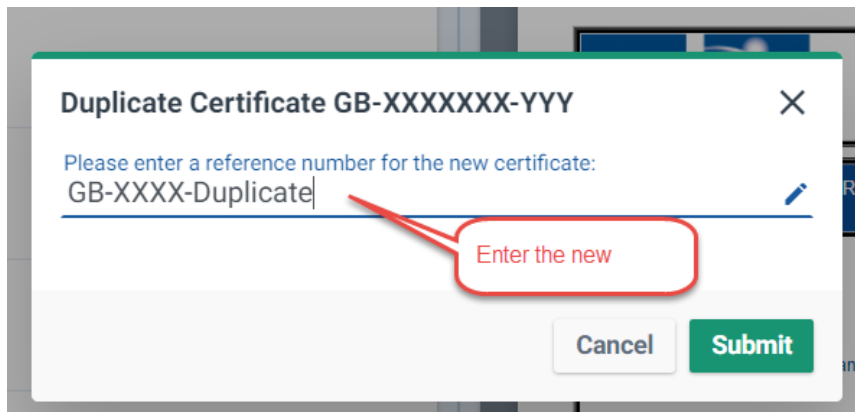
To save your modifications, click on the "Save" button

Each time you save the certificate, the pdf at the right is automatically updated

2.3 Duplicate certificate



Click on the duplicate icon of the certificate you want to duplicate



When submitting, the certificate is created.

2.4 Public abstract release date:

The effective date when the public abstract of the certificate will be visible in OCS to the public

IMPORTANT NOTE: If the public abstract release date is empty, nobody will ever see the public abstract and only be visible to NCBs

PUBLIC ABSTRACT RELEASE DATE
(Empty)

2.5 Hide certificates to other NCBs

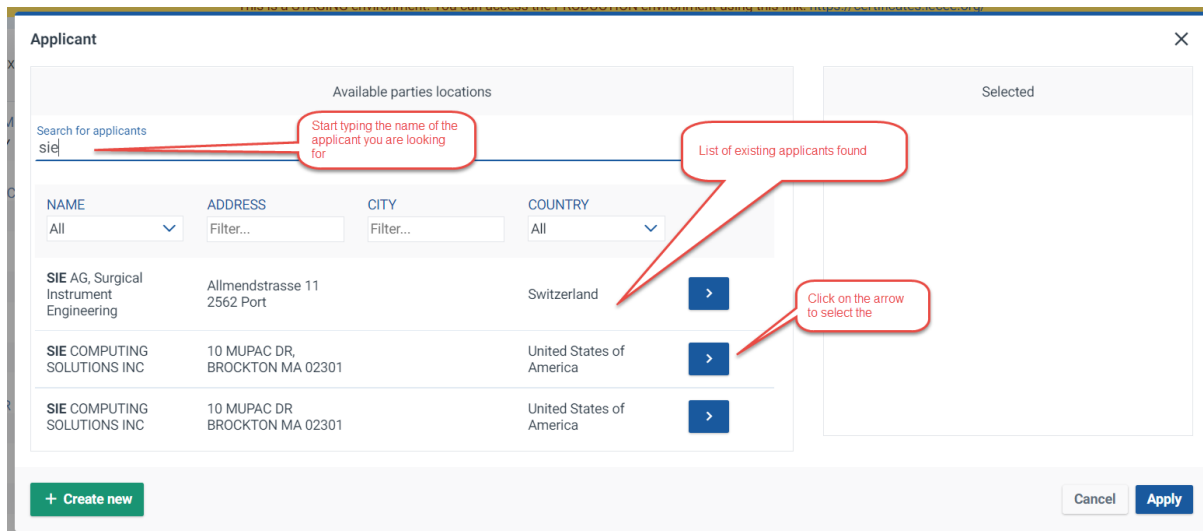
It is possible to hide certificate to other NCBs, if it needs to remain confidential for some time, for example.



For this, you need to select “YES” under “IS PRIVATE”.

2.6 Add an existing applicant /manufacturer / factory

Click in the “search for applicants” field, a dialog box opens where you can search for an existing applicant



Applicant

Available parties locations

Search for applicants

Start typing the name of the applicant you are looking for

List of existing applicants found

Click on the arrow to select the

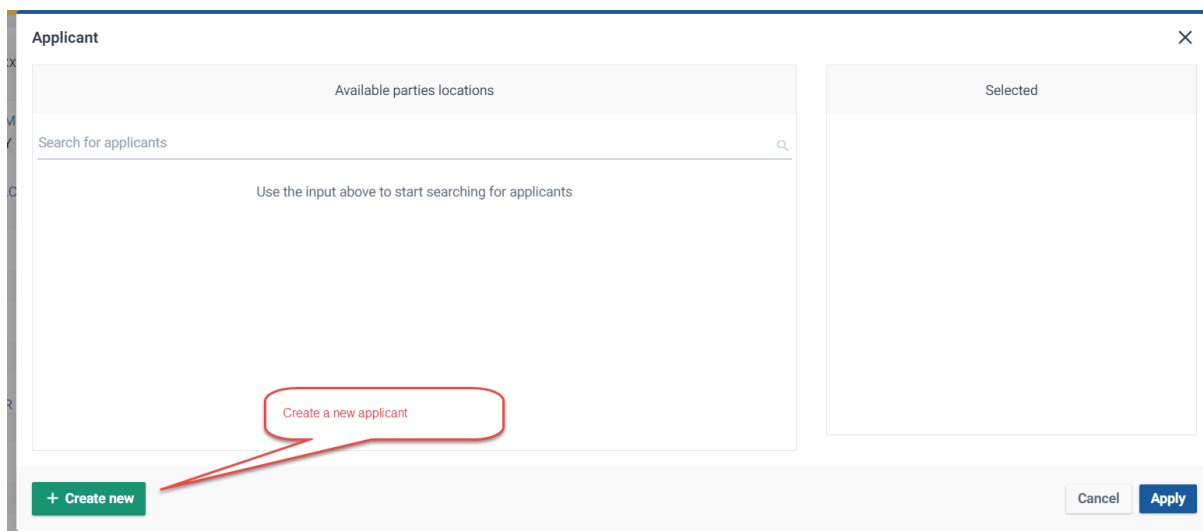
NAME	ADDRESS	CITY	COUNTRY
SIE AG, Surgical Instrument Engineering	Allmendstrasse 11 2562 Port		Switzerland
SIE COMPUTING SOLUTIONS INC	10 MUPAC DR, BROCKTON MA 02301		United States of America
SIE COMPUTING SOLUTIONS INC	10 MUPAC DR, BROCKTON MA 02301		United States of America

+ Create new

Cancel Apply

2.7 Create a new applicant /manufacturer / factory

- Open the Applicant/Manufacturer/Factory dialog box
- Click on **"Create new"** button



Applicant

Available parties locations

Search for applicants

Use the input above to start searching for applicants

Create a new applicant

+ Create new

Cancel Apply

- Fill in the address, city, postcode, country, and other information

This is a STAGING environment. You can access the PRODUCTION environment using this link: <https://certificates.iecee.org/>

Applicant

Search for applicants

+ Create new

Create New Location

Address line 1
Rue de Varembe, 3

Address line 2

Address line 3

Address line 4

Address line 5

City
Geneva

Post code

Country / Region
Switzerland

Cancel **Create**

- d) Click on "Create"
- e) The new location will appear in the list of available applicants

Applicant

Available parties locations

Search for applicants
My new applicant

NAME	ADDRESS	CITY	COUNTRY
All	Filter...	Filter...	All
My new applicant	Rue de Varembe, 3	Geneva	Switzerland

<< < 1 > >>

+ Create new

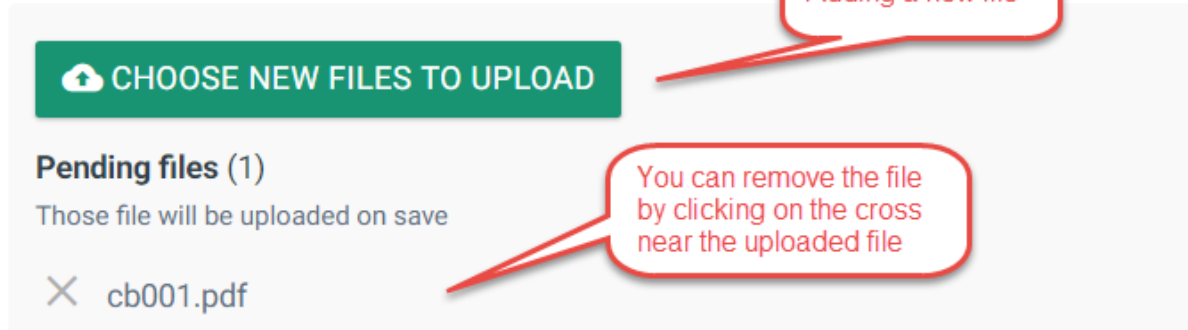
Selected

Click here to select the applicant

Cancel **Apply**

2.8 Adding / Removing Rating files

ADDITIONAL RATINGS FILES



CHOOSE NEW FILES TO UPLOAD

Pending files (1)
Those file will be uploaded on save

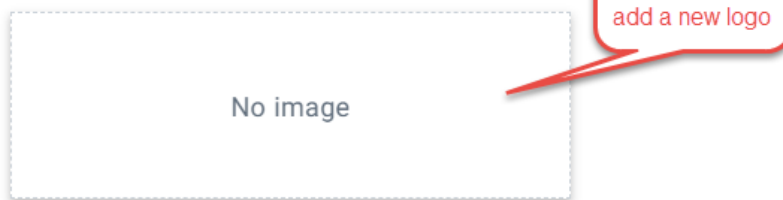
✕ cb001.pdf

Adding a new file

You can remove the file by clicking on the cross near the uploaded file

2.9 Adding / Removing Trademark logo

TRADEMARK LOGO



No image

Click here to add a new logo

TRADEMARK LOGO



LOGO

CHANGE IMAGE

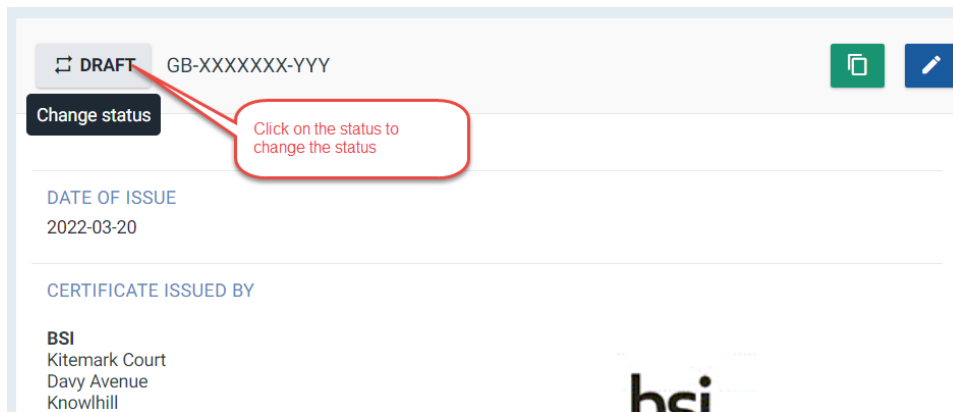
Click here to change the image

2.10 Change the status to Valid

Open the certificate

Click on the status

Select Valid and Submit



DRAFT GB-XXXXXXX-YYY

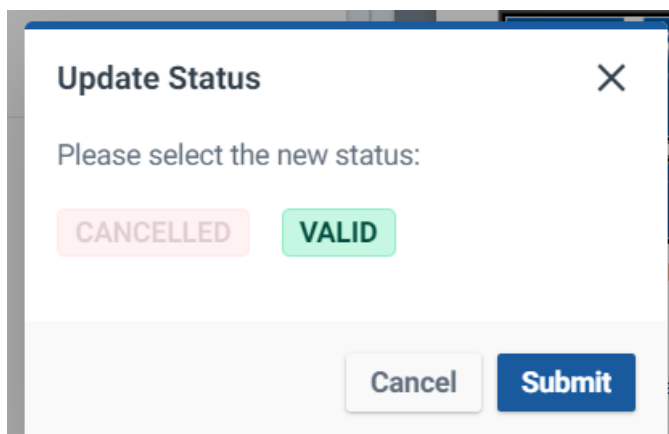
Change status

Click on the status to change the status

DATE OF ISSUE
2022-03-20

CERTIFICATE ISSUED BY
BSI
Kitemark Court
Davy Avenue
Knowlhill

hsci

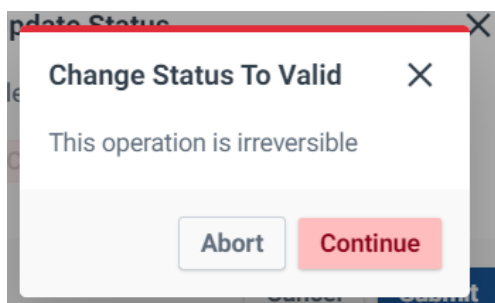


Update Status

Please select the new status:

CANCELLED **VALID**

Cancel **Submit**



Change Status To Valid

This operation is irreversible

Abort **Continue**

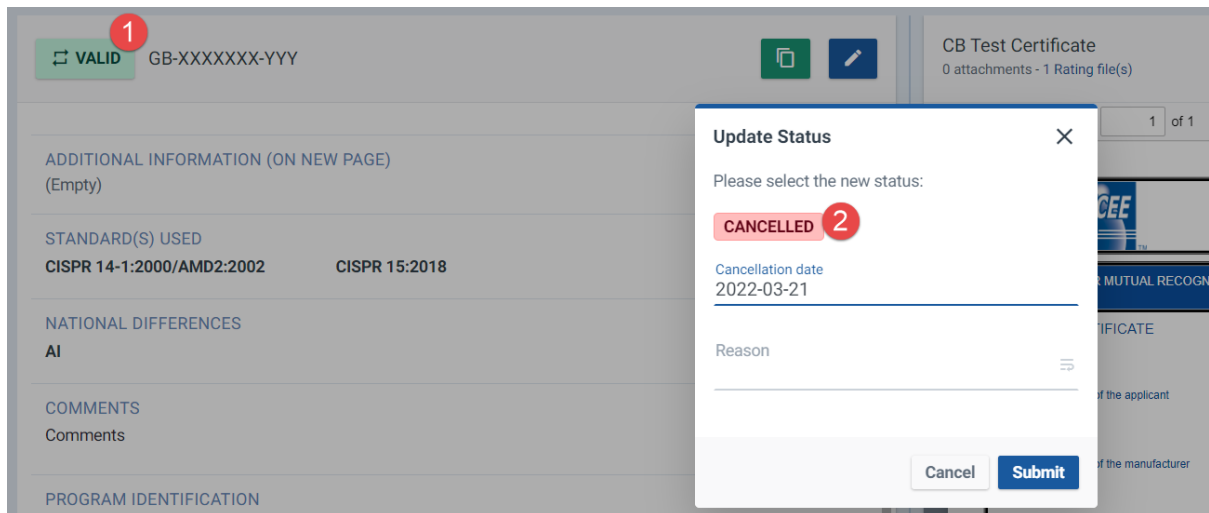
When you validate a certificate, the operation is irreversible.

IMPORTANT NOTE: You can modify the valid certificate within 10 days starting with the issue date. Thereafter it is no longer possible to modify the certificate.

3 Certificate status change

3.1 Change the status to Cancel

- Open the certificate
- Click on the Cancelled status
- Enter the reason for cancellation



1

VALID GB-XXXXXXX-YYY

CB Test Certificate
0 attachments - 1 Rating file(s)

1 of 1

Update Status

Please select the new status:

CANCELLED 2

Cancellation date
2022-03-21

Reason

Cancel Submit

ADDITIONAL INFORMATION (ON NEW PAGE)
(Empty)

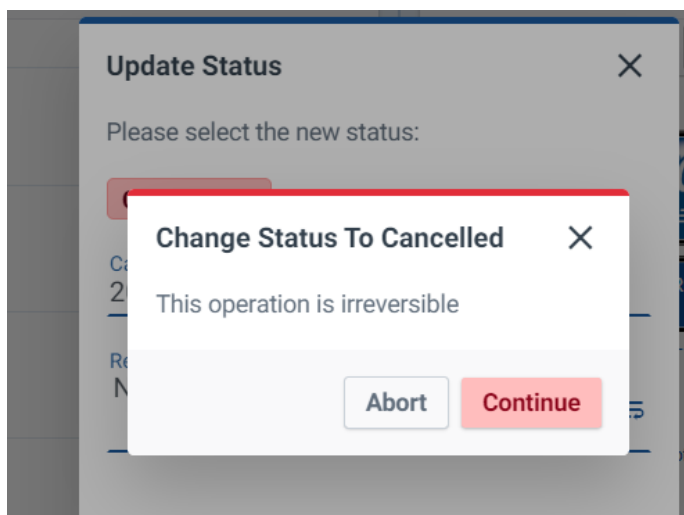
STANDARD(S) USED
CISPR 14-1:2000/AMD2:2002 CISPR 15:2018

NATIONAL DIFFERENCES
AI

COMMENTS
Comments

PROGRAM IDENTIFICATION

d) Submit or Cancel the operation



Update Status

Please select the new status:

Change Status To Cancelled

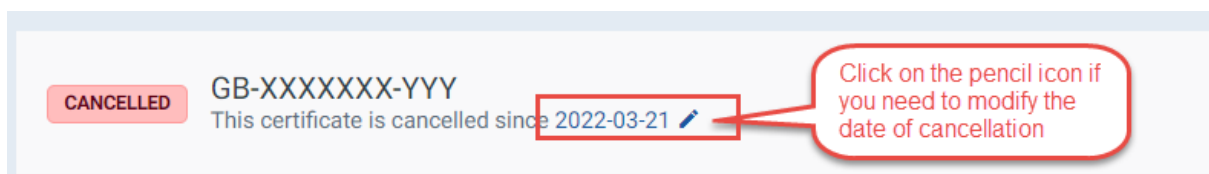
This operation is irreversible

Abort Continue

IMPORTANT NOTE: Cancelling a certificate is irreversible. The status cannot be changed back to valid.

3.2 Change the date of cancellation

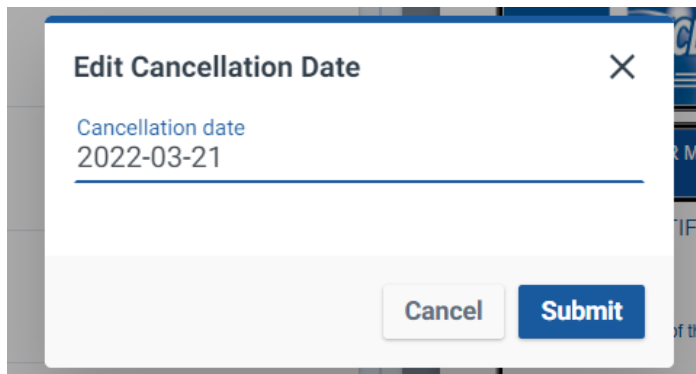
When cancelled, you can change the date of cancellation



CANCELLED GB-XXXXXXX-YYY

This certificate is cancelled since 2022-03-21

Click on the pencil icon if you need to modify the date of cancellation



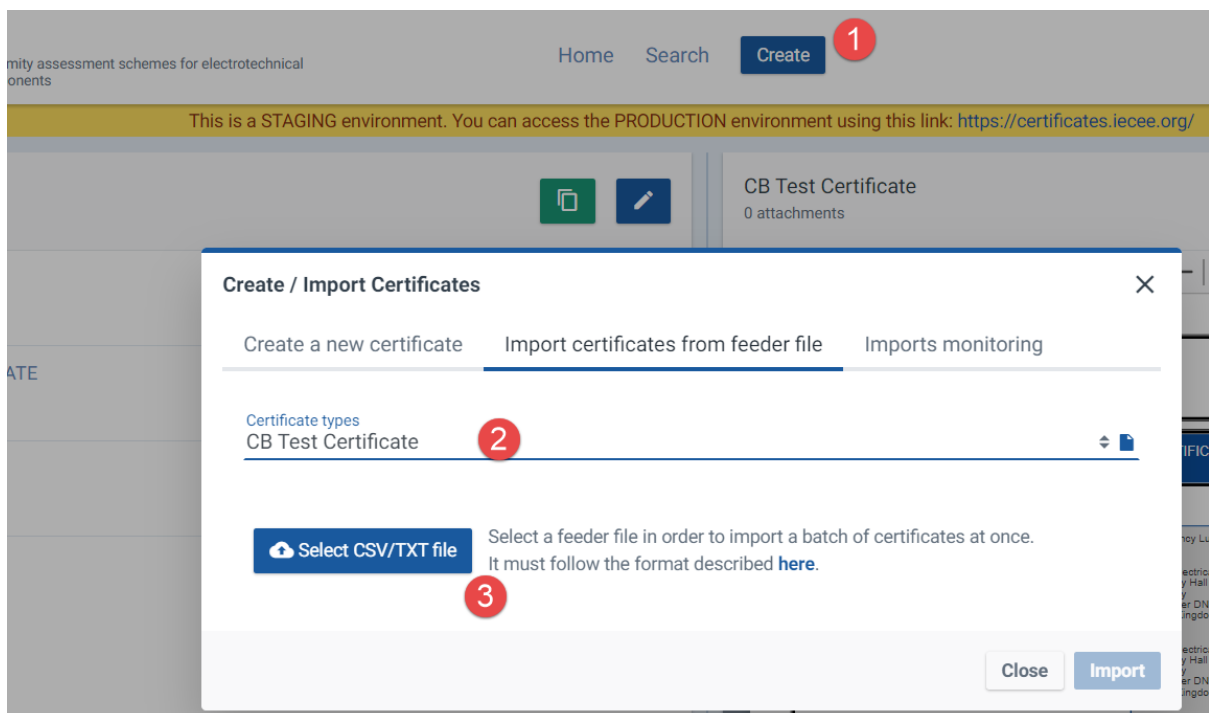
Edit Cancellation Date [X]

Cancellation date
2022-03-21

Cancel Submit

4 Import certificates with feeder file

- Click on **“Create”** at the top of the page
- Select the type of certificates (by default CB Test Certificate)
- Select your csv/txt file by clicking on **“Select CSV/TXT file”** button
- Select the attachments by clicking on the **“Add attachments”** button



Home Search **Create** ¹

This is a STAGING environment. You can access the PRODUCTION environment using this link: <https://certificates.iecee.org/>

CB Test Certificate
0 attachments

Create / Import Certificates [X]

Create a new certificate Import certificates from feeder file Imports monitoring

Certificate types
CB Test Certificate ²

Select CSV/TXT file ³ Select a feeder file in order to import a batch of certificates at once.
It must follow the format described [here](#).

Close Import

Create / Import Certificates

Create a new certificate

Import certificates from feeder file

Imports monitoring

Certificate types

CB Test Certificate

Feeder file:

AT_OVE_1line_allfields_allattachments--OK multiple file rating.csv

Add attachments

4

Data contain the following validation errors:

[ROW #1] [Trademark] An attachment named "trademark.jpg" is missing

[ROW #1] [File names - Additional sheets] Attachments named "CB_4426_M1_Zusatzdaten_1.docx", "CB_4426_M1_Zusatzdaten_2.docx" are missing

[ROW #1] [Attachment for Rating and Principal Characteristics] Attachments named "Attachment1.jpg", "Attachment2.jpg" are missing

1 Rows detected

Close

Import

Create / Import Certificates

Create a new certificate

Import certificates from feeder file

Imports monitoring

Certificate types

CB Test Certificate

Feeder file:

AT_OVE_1line_allfields_allattachments--OK multiple file rating.csv

Attached files:

CB_4426_M1_Zusatzdaten_2.docx

Attachment1.jpg

Attachment2.jpg

CB_4426_M1_Zusatzdaten_1.docx

trademark.jpg

1 Rows detected

Close

5

Import

When the feederfile an all attachments are uploaded, you can start the import by clicking on the **“Import”** button

Once you click on the **“Import”** button, you are redirected to a new tab **“Imports monitoring”**

Page 11 of 28

Version: 5.0

Create / Import Certificates

Create a new certificate

Import certificates from feeder file

Imports monitoring

Each entry is kept for 30 days

Only show the most recent entry

DONE	CB Test Certificate	18 row(s)	download feeder file	1 minute ago
DONE	CB Test Certificate	2 row(s)	download feeder file	1 minute ago
FAILED	CB Test Certificate	1 row(s)	download feeder file	11 minutes ago
[ROW #1] [Factory2: Tridonic SRB d.o.o.] country Serbia, Republic of not found				
DONE	CB Test Certificate	500 row(s)	download feeder file	4 days ago
FAILED	CB Test Certificate	2500 row(s)	download feeder file	4 days ago

Job started: Tuesday, March 15, 2022 at 5:06:44 PM GMT+01:00

Last status update: Tuesday, March 15, 2022 at 5:07:07 PM GMT+01:00



List of status:

Pending: The import is not started

In Progress: The import is under process

Done: The import is done

Failed: A problem occurred during the import.

In this new tab you can:

- See all your previous imports with their status (In progress, pending, Failed or Done)
- Download the imported feederfile and you can see when the import has started.

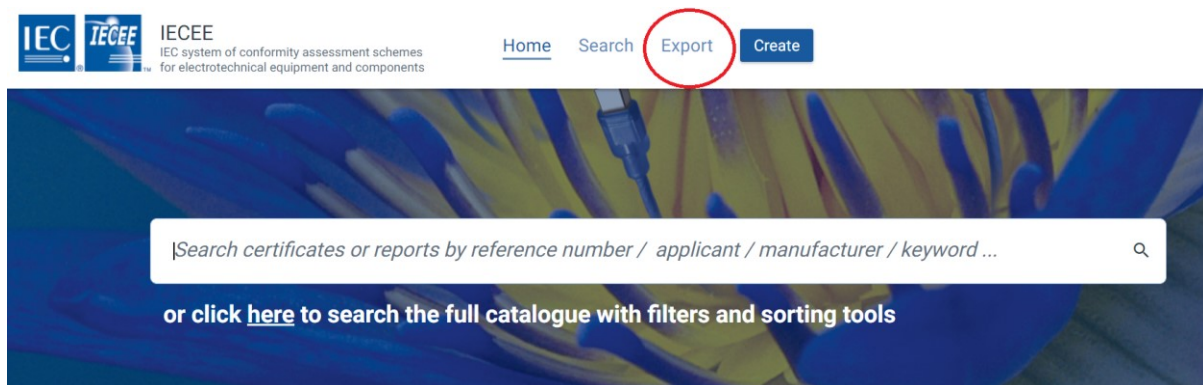
When you launch an import, you can close your browser and come back later to this tab to see if the import is finished or not.

IMPORTANT NOTES:

- **The number of certificates must be less than 2500**
- **Importing 2500 certificates can take up to 1 hour**

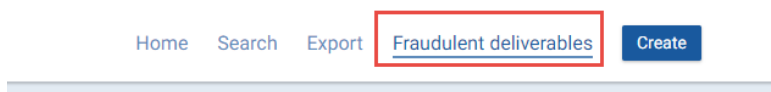
5 Data Export

Certificate information from your NCB can be exported



6 Fraudulent certificates

NCBs need to report/update fraudulent certificates in the OCS following the steps listed below.



TABLES

[+ Report a new fraudulent deliverable](#)





IECEE
IEC system of conformity assessment schemes for electrotechnical equipment and components

HOME SEARCH EXPORT Fraudulent deliverables Create


LISTING OF REPORTED FRAUDULENT IECEE DELIVERABLES


Search...


REPORTED REFERENCE NUMBER	REPORTED ISSUE DATE ↓	REPORTED NCB	ORIGINAL DELIVERABLE	FRAUDULENT DELIVERABLE
FR 93908/C8	2018-09-28	-		Download fraudulent certificate data 
FR 93908/C8	2018-09-28	-		Download fraudulent certificate data 


DATE ↓


Create Report Of A Fraudulent Deliverable

Notified date
2022-05-18 


Reference number of fraudulent deliverable 

Issue date of fraudulent deliverable 

NCB used in fraudulent deliverable
BSI 

Deliverable 


Comments

Fraudulent file
Choose file No file chosen 

Cancel Submit

TÜV Rheinland Japan Ltd

Open original

- Comments are only visible for IECEE Secretariat and NCBs, mouse-over the icon 



US-0605-MET	2020-06-25	-		Download fraudulent certificate data	
DE 7-0436	2021-05-12	TÜV NORD CERT GmbH	Open original	Download fraudulent certificate data	
FR 685546A	2016-04-14	LABORATOIRE CENTRAL DES INDUSTRIES ELECTRIQUES - LCIE	Open original	Download fraudulent certificate data	
JPTUV-088739-m2	2019-02-28	TÜV Rheinland Japan Ltd.		Download fraudulent certificate data	

Real CB test certificate no. DE 7-0436 issued in 2017-03-02
Fake issued on 2021-05-12

7 Coming soon

- Confidential certificates (i.e., recorded by NCB and not visible to any other persons than those associated with NCB).

Annex A– Feederfile structure

A.1 File format

Your csv/txt file must be UTF-8 encoded for special characters to be imported correctly.

A.2 Structure

The feeder file should be an ASCII comma delimited text file (*filename.txt*). Each value should be enclosed in double quotes. Fields for which there is no data should be included as empty fields (",",). The order of the fields is indicated below.

Note: At this time the feeder file is only applicable for traditional IECEE CB Test Certificates. The requirements for other certificate types and STRs are detailed in OD-2037 and referenced template.

Order	Mandatory	Field
1	X	Issued by (User Name)
2	X	Date of Issue
3	X	Reference Certificate Number
4	X	Product
5	X	Applicant Name
6	X	Applicant Address
7	X	Applicant Country
8	X	Manufacturer Name (1)
9	X	Manufacturer Address (1)
10	X	Manufacturer Country (1)
11		Empty
12		Empty
13		Empty
14		Empty
15		Empty
16		Empty
17	X	Factory Name (1)
18	X	Factory Address (1)
19	X	Factory Country (1)
20		Factory Name (2)
21		Factory Address (2)
22		Factory Country (2)
23		Factory Name (3)
24		Factory Address (3)
25		Factory Country (3)
26		Factory Name (4)
27		Factory Address (4)
28		Factory Country (4)
29		Factory Name (5)
30		Factory Address (5)
31		Factory Country (5)
32	X	Rating and Principal Characteristics
33		Trade Mark ¹
34	X	Model/Type reference
35		Additional Information (1)
36		Empty
37		Comments
38	X	Test Report Reference Number
39	X	Signed By
40		File Names - Additional sheets

Order	Mandatory	Field
41		More additional Information (2)
42		Factory Name (6)
43		Factory Address (6)
44		Factory Country (6)
45		Factory Name (7)
46		Factory Address (7)
47		Factory Country (7)
48		Factory Name (8)
49		Factory Address (8)
50		Factory Country (8)
51		Factory Name (9)
52		Factory Address (9)
53		Factory Country (9)
54		Factory Name (10)
55		Factory Address (10)
56		Factory Country (10)
57		Factory Name (11)
58		Factory Address (11)
59		Factory Country (11)
60		Factory Name (12)
61		Factory Address (12)
62		Factory Country (12)
63		Factory Name (13) ²
64		Factory Address (13)
65		Factory Country (13)
66		Release Date (see 2.4 of instructions)
67		National Differences
68		Attachment for Rating and Principal Characteristics
69		Type of Customer's Testing Facilities used
70		GMEE ³
71		Efficiency class = IE1, IE2, IE3 or IE4 ³
72	X	New standard reference: Sample of product tested to be in conformity with

¹ Refer to OD-2037 for trademark/brand requirements used on certificates

² If more than 13 factories are listed on the certificate, an additional page shall be used

³ Required for GMEE program (Product Category E3). Refer to OD-2037

A.3 General

When a field contains closed quotes ("), the closed quote has to be replaced by doubling the double quotation marks ("").

For example:

"V-81WLRXXXXXXXXXX, V-81RXXXXXXXXXX Where "X" may be any alphanumeric character, "-" or blank and no impact safety related constructions and critical components" ("ERROR: Trailing quote on quoted field is malformed" will be received with this format)

The quoted field shall be formatted as:



"V-81WLRXXXXXXXXXX, V-81RXXXXXXXXXX Where ""X"" may be any alphanumeric character, ""-"" or blank and no impact safety related constructions and critical components"

A.4 Issuer

Issuer cannot be in lowercase. The issuer shall be in uppercase (ex : “**cn_cqc**” should be “**CN_CQC**”)

A.5 Date of Issue & Release Date

The date of issue field MUST be formatted as YYYY-MM-DD (where Y=Year, M=Month, D=Day), i.e.:

2002-02-25

A.6 Addresses

Regarding the address fields, the carriage return line feed is the “@” symbol, ie:

“...”, “International Electrotechnical Commission@3, Rue de Varembe@1202 Genève”, “...”

RETURNS:

International Electrotechnical Commission
3, Rue de Varembe
1202 Genève

IMPORTANT: The Oracle naming of countries needs to be used for feederfiles, and some are different than countries used in old database (Domino). The following country naming needs to be observed:

Online Deliverables (old)	OCS IECEE (new)
Bosnia & Herzegovina	Bosnia and Herzegovina
Cape Verde	Cabo Verde
Cocos Islands	Cocos (Keeling) Islands
Congo, Democratic Republic of	Congo, Democratic Republic of the
Iran	Iran, Islamic Republic of
Korea, Dem.People's Rep.of	Korea, Democratic People's Republic
Lao People's Democr.Rep.	Lao People's Democratic Republic
Luxemburg	Luxemb o urg
Macedonia	North Macedonia, Republic of
Moldova Republic of	Moldova, Republic of
Oman (Sultanate of)	Oman
Saint Helena	Saint Helena, Ascension and Tristan da Cunha
Saint Vincent	Saint Vincent and the Grenadines
Serbia, Republic of	Serbia
Tanzania	Tanzania, United Republic of
The Netherlands	Netherlands
Turkey	Türkiye



Vatican City State	Vatican
Vietnam	Viet N am
Wallis and Futuna Islands	Wallis and Futuna

A.7 Sample of product tested

The tested standards MUST be strictly identical to the choices available in the IEC Online Registration System and the standards separator is the comma, i.e.:

"...","IEC 60335-1:2010, IEC 60335-1:2010/AMD1:2013, IEC 60335-1:2010/AMD2:2015", "...", "..."

RETURNS:

IEC 60335-1:2010
IEC 60335-1:2010/AMD1:2013
IEC 60335-1:2010/AMD2:2015

A.8 Trade mark (cell 33)

Trade mark can be a 'jpg' file. In this case, enter the file name (xxxxxx.jpg)
It is mandatory, if including a file to also include the trademark name in text format. The structure is the "trademark" name followed by a semi-colon ";" and then the file name "trademark.jpg", i.e.

"...","trademark;trademark.jpg", "...", "..."

Note: When allowed by OD-2037, multiple trademark files can be used.

A.9 File names for additional sheets

File names MUST be comma delimited, ie :

"...","Example1.doc,Example2.doc"

A.10 Type of Customers' Testing Facilities used

The CTF information reported must be one of the following: CTF Stage 1, CTF Stage 2, CTF Stage 3 or CTF Stage 4 (**shall respect the case**)

A.11 Type of Efficiency class used for the GMEE program:

The information reported must be one of the following: IE1, IE2, IE3 or IE4

Annex B– Feederfile country names list

ISO two letter country code	Country name
AF	Afghanistan
AL	Albania
DZ	Algeria
AD	Andorra
AO	Angola
AI	Anguilla
AQ	Antarctica
AG	Antigua and Barbuda
AR	Argentina
AM	Armenia
AW	Aruba
AU	Australia
AT	Austria
AZ	Azerbaijan
BS	Bahamas
BH	Bahrain
BD	Bangladesh
BB	Barbados
BY	Belarus
BE	Belgium
BZ	Belize
BJ	Benin
BM	Bermuda
BT	Bhutan
BO	Bolivia
BA	Bosnia and Herzegovina
BW	Botswana
BV	Bouvet Island
BR	Brazil
BN	Brunei Darussalam
BG	Bulgaria
BF	Burkina Faso
BI	Burundi
XS	CLC Central Secretariat
XO	CLC Observer
CV	Cabo Verde
KH	Cambodia
CM	Cameroon
CA	Canada
KY	Cayman Islands
CF	Central African Republic
TD	Chad
CL	Chile
CN	China
TW	Taiwan
CX	Christmas Island
CC	Cocos (Keeling) Islands
CO	Colombia
KM	Comoros

ISO two letter country code	Country name
CD	Congo, Democratic Republic of the
CG	Congo, the Republic of the
CR	Costa Rica
HR	Croatia
CU	Cuba
CY	Cyprus
CZ	Czech Republic
CI	Côte d'Ivoire
DK	Denmark
DJ	Djibouti
DM	Dominica
DO	Dominican Republic
EC	Ecuador
EG	Egypt
SV	El Salvador
GQ	Equatorial Guinea
ER	Eritrea
EE	Estonia
SZ	Eswatini Kingdom of
ET	Ethiopia
X2	European Union
FJ	Fiji
FI	Finland
FR	France
GA	Gabon
GM	Gambia
GE	Georgia
DE	Germany
GH	Ghana
GI	Gibraltar
X1	Global
GR	Greece
GD	Grenada
GT	Guatemala
GN	Guinea
GW	Guinea-Bissau
GY	Guyana
HT	Haiti
HN	Honduras
HK	Hong Kong
HU	Hungary
IS	Iceland
IN	India
ID	Indonesia
IR	Iran, Islamic Republic of
IQ	Iraq
IE	Ireland
IM	Isle of Man
IL	Israel
IT	Italy
JM	Jamaica

ISO two letter country code	Country name
JP	Japan
JE	Jersey
JO	Jordan
KZ	Kazakhstan
KE	Kenya
KI	Kiribati
KP	Korea, Democratic People's Republic
KR	Korea, Republic of
ZZ	Kosovo
KW	Kuwait
KG	Kyrgyzstan
LA	Lao People's Democratic Republic
LV	Latvia
LB	Lebanon
LS	Lesotho
LR	Liberia
LY	Libya
LI	Liechtenstein
LT	Lithuania
LU	Luxembourg
MO	Macao
MG	Madagascar
MW	Malawi
MY	Malaysia
MV	Maldives
ML	Mali
MT	Malta
MH	Marshall Islands
MR	Mauritania
MU	Mauritius
YT	Mayotte
MX	Mexico
FM	Micronesia
MD	Moldova, Republic of
MC	Monaco
MN	Mongolia
ME	Montenegro
MA	Morocco
MZ	Mozambique
MM	Myanmar
NA	Namibia
NR	Nauru
NP	Nepal
NL	Netherlands
AN	Netherlands Antilles
NZ	New Zealand
NI	Nicaragua
NE	Niger
NG	Nigeria
MK	North Macedonia, Republic of
NO	Norway

ISO two letter country code	Country name
OM	Oman
PK	Pakistan
PW	Palau
PS	Palestine
PA	Panama
PG	Papua New Guinea
PY	Paraguay
PE	Peru
PH	Philippines
PL	Poland
PT	Portugal
PR	Puerto Rico
QA	Qatar
X0	Regional
RO	Romania
RU	Russian Federation
RW	Rwanda
SH	Saint Helena, Ascension and Tristan da Cunha
KN	Saint Kitts and Nevis
LC	Saint Lucia
VC	Saint Vincent and the Grenadines
WS	Samoa
SM	San Marino
ST	Sao Tome and Principe
SA	Saudi Arabia
SN	Senegal
RS	Serbia
CS	Serbia and Montenegro
SC	Seychelles
SL	Sierra Leone
SG	Singapore
SK	Slovakia
SI	Slovenia
SB	Solomon Islands
SO	Somalia
ZA	South Africa
SS	South Sudan, the Republic of
ES	Spain
LK	Sri Lanka
SD	Sudan
SR	Suriname
SE	Sweden
CH	Switzerland
SY	Syrian Arab Republic
TJ	Tajikistan
TZ	Tanzania, United Republic of
TH	Thailand
TP	Timor-Leste
TG	Togo
TO	Tonga
TT	Trinidad and Tobago

ISO two letter country code	Country name
TN	Tunisia
TR	Türkiye
TM	Turkmenistan
TC	Turks and Caicos Islands
TV	Tuvalu
UG	Uganda
UA	Ukraine
AE	United Arab Emirates
GB	United Kingdom
US	United States of America
UY	Uruguay
UZ	Uzbekistan
VU	Vanuatu
VA	Vatican
VE	Venezuela
VN	Viet Nam
VG	Virgin Islands (British)
WF	Wallis and Futuna
EH	Western Sahara
YE	Yemen
YU	Yugoslavia
ZM	Zambia
ZW	Zimbabwe



Annex C– IECEE OCS common feeder file upload errors

- **Wrong country naming**

FAILED CB Test Certificate 55 row(s) [download feeder file](#) 9 minutes ago

[ROW #4] [Factory2: RFTECH THAI NGUYEN CO., LTD] country Vietnam not found
[ROW #5] [Factory2: RFTECH THAI NGUYEN CO., LTD] country Vietnam not found

Correction – Change Vietnam to Viet Nam in referenced row. Refer to IECEE OCS User Guide Annex A.5 for correct country naming for other countries.

- **Standard not in scope of NCB**

FAILED CB Test Certificate 204 row(s) [download feeder file](#) 1 minute ago

[ROW #8] [standard : IEC 60320-1:2021] not in your scope
[ROW #9] [standard : IEC 60320-1:2021] not in your scope
[ROW #10] [standard : IEC 60320-1:2021] not in your scope
[ROW #11] [standard : IEC 60320-1:2021] not in your scope

Correction – Verify standard is correct in referenced rows and make necessary changes.

- **Incorrect use of quotation marks (")**

Error:

[ROW #3] Trailing quote on quoted field is malformed
[ROW #3] Trailing quote on quoted field is malformed
[ROW #4] Trailing quote on quoted field is malformed
[ROW #5] Trailing quote on quoted field is malformed
[ROW #7] Trailing quote on quoted field is malformed

Correction – Correct quotation marks in referenced row per IECEE OCS User Guide Annex A.2.

- **Duplicate standards in standard field**

Data contain the following validation errors:

[ROW #1] [Sample of product tested] Duplicated values are not allowed (IEC 60950-1:2005)

Correction – Remove duplicate standard(s) from referenced row.

- **Duplicate certificate numbers entered**

Data contain the following validation errors:

[ROW #1] [Reference Certificate Number] Duplication of value "JPTUV-XXX-YYYY" across rows #[1,2] is not allowed

Correction - Remove duplicate certificate number(s) from referenced row.

- **Reference number already used**

[ROW #38] reference number already used

Correction – The certificate number already exists in the database. Change the reference number

Other errors

Data contain the following validation errors:

[ROW #1] [Date of issue] Dates must be YYYY-MM-DD

[ROW #1] [File names - Additional sheets] An attachment named "myattachment.docx" is missing

[ROW #1] [Release Date] Dates must be YYYY-MM-DD

[ROW #1] [Attachment for Rating and Principal Characteristics] An attachment named "myfilename.pdf" is missing

[ROW #1] [Type of Customer's Testing Facilities used] Value must be one of [CTF Stage 1,CTF Stage 2,CTF Stage 3,CTF Stage 4]

[ROW #1] [Efficiency class] Value must be one of [IE1,IE2,IE3,IE4]

[ROW #2] [Date of issue] Dates must be YYYY-MM-DD

[ROW #2] [manufacturer Name (1)] Value is required

[ROW #2] [File names - Additional sheets] An attachment named "File Names - Additional sheets" is missing

[ROW #2] [Release Date] Dates must be YYYY-MM-DD

[ROW #2] [Attachment for Rating and Principal Characteristics] An attachment named "myfilename2.pdf" is missing

[ROW #2] [Type of Customer's Testing Facilities used] Value must be one of [CTF Stage 1,CTF Stage 2,CTF Stage 3,CTF Stage 4]

[ROW #2] [Efficiency class] Value must be one of [IE1,IE2,IE3,IE4]

- **Incorrect date format (Date of issue and Release date)**

[ROW #X] [Date of issue] Dates must be YYYY-MM-DD

[ROW #X] [Release Date] Dates must be YYYY-MM-DD

Correction – Change the date format

- **Incorrect Signature**

[ROW #74] [signature : Evan Wu] not found

Correction – Correct the signature with the right name (respect the case) or ask the IECEE Secretariat to add it in the system

- **Missing attachment**

[ROW #X] [File names - Additional sheets] An attachment named "myattachment.docx" is missing

 Add attachments

Correction – Attach the missing file

- **Missing field**

[ROW #X] [manufacturer Name (1)] Value is required

Correction – Add missing fields in your feeder file



- **Incorrect CTF Stage**

[ROW #X] [Type of Customer's Testing Facilities used] Value must be one of [CTF Stage 1,CTF Stage 2,CTF Stage 3,CTF Stage 4]

Correction – Verify that the field contains one of the authorized values (respect the case). Refer to IECEE OCS User Guide Annex A.10

- CTF Stage 1
- CTF Stage 2
- CTF Stage 3
- CTF Stage 4

- **Incorrect Efficiency Class**

[ROW #X] [Efficiency class] Value must be one of [IE1,IE2,IE3,IE4]

Correction – Verify that the field contains one of the authorized values (respect the case)

- IE1
- IE2
- IE3
- IE4