

# Global Solar Certification

## How to join the Global Solar Certification Network



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## 1 Introduction

This document describes the procedure for joining the Global Solar Certification Network (GSCN) as

- active member in the roles of:
  - Certification body
  - Inspection body / inspector
  - Test lab
  - Manufacturer / distributor
- passive member

Active members can benefit from GSCN procedures - and will have influence and voting right and of course access to all information/documents.

Passive members participate as observers – and have some limitations in the access to information.

Further information: [GSCN.solar](http://GSCN.solar) and/or [manager@GSCN.solar](mailto:manager@GSCN.solar)

## 2 How to join the GSCN as: Certification body

The full list of requirements for certification bodies are described in latest version of:

- GSC\_N0001A: GSCN Working Rules - Annex A. Requirements for Certification Bodies and their subcontracted laboratories, inspection bodies and inspectors

The main requirements to be documented when applying for membership are:

- A. The CB shall have a Certification Scheme for solar thermal collectors that includes in its scope testing according to ISO 9806. An updated version of the complete set of certification scheme rules shall be available for the GSCN in the English language.
- B. The CB shall be accredited according to ISO/IEC 17065 with clear traceability in its Accreditation Certificate to its Certification Scheme or applicable Product Standard(s).
- C. Its Accreditation Body shall be a member of IAF (International Accreditation Forum) and a signatory of the IAF Multilateral Recognition Agreement. Therefore, its accreditation must be in compliance with ISO/IEC 17011.
- D. The CB shall have defined in its Scheme Rules or internal working documents, and shall have implemented the use of the following harmonized annexes of the GSCN rules:
  - a. Requirements for factory production control defined in Annex C1
  - b. Test Report Template defined in Annex B1
  - c. Inspection Report Template defined in Annex B2
- E. Agreement in general to follow GSCN working rules (GSC\_N0001)

## 2.1 Required documentation when applying as certification body

Please fill in table below and send together with listed documents to the GSCN Manager [manager@gscn.solar](mailto:manager@gscn.solar) when applying for membership of the Global Solar Certification Network as CERTIFICATION BODY:

Document	Document title	Comments	Enclosed (Y/N)
Signed Annex E (latest version of GSC_N0001E)			
Certification scheme rules in original language*			
Certification scheme rules in English *			
Accreditation Certificate according to ISO/IEC 17065			
List of recognized testing laboratories			
If inspections are done by own inspectors:			
<ul style="list-style-type: none"> <li>▪ List of inspectors used for the certification scheme</li> </ul>			
If inspections are subcontracted to an external Inspection Body:			
<ul style="list-style-type: none"> <li>▪ Accreditation Certificate for Inspection Body according to ISO/IEC 17020</li> </ul>			
<ul style="list-style-type: none"> <li>▪ List of inspectors used for the certification scheme</li> </ul>			

Table 1. Documents for applying as Certification Body

\*The certification scheme rules shall include (or refer to) requirements and templates given in:

- Requirements for Factory Production Control (Annex C1 of GSCN Working Rules)
- Test Report Template (Annex B1 of GSCN Working Rules)
- Inspection Report Template (Annex B2 of GSCN Working Rules)

### 3 How to join the GSCN as: **Inspection body / inspector**

The full list of requirements for certification bodies are described in latest version of:

- GSC\_N0001A: GSCN Working Rules - Annex A. Requirements for Certification Bodies and their subcontracted laboratories, inspection bodies and inspectors

#### 3.1 Third-party inspection body

If the applicant is a **third-party inspection body** the requirements are:

- The inspection body shall be accredited according to ISO/IEC 17020
- Its accreditation body shall be a member of IAF (International Accreditation Forum) and a signatory of the IAF Multilateral Recognition Agreement
- Agreement in general to follow GSCN working rules (GSC\_N0001)
- There shall be an updated list of qualified inspectors
- There shall be a procedure for qualifying inspectors and maintaining such qualifications (available in the English language)
- The inspection body shall be recognized by at least two certification bodies within one year of becoming member

##### 3.1.1 Required documentation when applying as third-party inspection body

Please fill in table below and send together with listed documents to the GSCN Manager [manager@gscn.solar](mailto:manager@gscn.solar) when applying for membership of the Global Solar Certification Network as 3<sup>rd</sup> party INSPECTION BODY

Document	Document title	Comments	Enclosed (Y/N)
Signed Annex E (latest version of GSC_N0001E)			
Accreditation Certificate according to ISO/IEC 17020 in English			
List of qualified inspectors			
Procedure for qualifying inspectors and maintaining such qualifications in English			
List of certification bodies recognizing the inspection body / inspector(s)			

Table 2. Documents for applying as 3<sup>rd</sup> party Inspection Body

### 3.2 Inspection done by certification body

If the applicant is a **product certification body**<sup>1</sup> and a current member of the GSCN, and the applicant also performs continuous compliance inspections, the main requirement is:

- A. Inspection of factory production control according to certification scheme shall be included in accreditation of certification body
- B. There shall be an updated list of qualified or approved inspectors
- C. There shall be a procedure for qualifying or approving inspectors and maintaining such qualifications or approvals (available in the English language)
- D. At least one inspector of the certification body shall be recognized by at least one other member certification body within one year from when the CB became a member.
- E. Agreement in general to follow GSCN working rules (GSC\_N0001)

#### 3.2.1 Required documentation when certification body is applying as inspection body

Please fill in table below and send together with listed documents to the GSCN Manager [manager@gscn.solar](mailto:manager@gscn.solar) when applying for membership of the Global Solar Certification Network as INSPECTION BODY (inspections done by employees of certification body):

Document	Document title	Comments	Enclosed (Y/N)
Signed Annex E (latest version of GSC_N0001E)			
Accreditation Certificate according to ISO/IEC 17065 (including inspection)			
List of qualified inspectors			
Procedure for qualifying inspectors and maintaining such qualifications in English			
List of certification bodies recognizing the inspection body / inspector(s)			

Table 3. Documents for applying as Inspection Body (inspections done by certification body)

<sup>1</sup> Note concerning joining as body with several functions, membership fee has to be paid for all functions applied for. E.g. if a certification body also want the inspector function, membership fee has to be paid for both functions.

## 4 How to join the GSCN as: Test Lab

The full list of requirements for certification bodies are described in latest version of:

- GSC\_N0001A: GSCN Working Rules - Annex A. Requirements for Certification Bodies and their subcontracted laboratories, inspection bodies and inspectors

The main requirements when applying as test lab are:

- A. A valid accreditation<sup>2</sup> showing compliance with the provisions of ISO/IEC 17025 with the scope of the current version of ISO 9806.
- B. ISO/IEC 17025 accreditation for the last 5 years for one of the following Standards (EN 12975-1&2, ISO 9806, SD 100 or equivalent).
- C. Minimum 5 years of experience in solar collector testing according to the above standards.
- D. Minimum 10 certificates (for solar thermal collectors) issued from one or more certification bodies which are accredited<sup>3</sup> according to ISO/IEC 17065 and based on test reports prepared by the test lab – or - recognition by at least 2 certification bodies - from different countries - meeting the ISO/IEC 17065 accreditation criteria stated just above.
- E. Commitment to have recognition by at least 2 certification bodies within one year of becoming a member

As an alternative to B through D an assessment by the QAC can be done, and a recommendation from the QAC to the board to recognize the test lab can be given. Final decision is taken by the board.

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<sup>2</sup> The accreditation of the testing laboratory must be awarded by a signatory to the ILAC Mutual Recognition Arrangement: <http://ilac.org/ilac-mra-and-signatories/>

<sup>3</sup> The accreditation of the certification body must be awarded by a signatory to the ILAC Mutual Recognition Arrangement: <http://ilac.org/ilac-mra-and-signatories/>

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#### 4.1 Required documentation when applying as test lab

Please fill in table below and send together with listed documents to the GSCN Manager [manager@gscn.solar](mailto:manager@gscn.solar) when applying for membership of the Global Solar Certification Network as TEST LABORATORY:

Document	Document title	Comments	Enclosed (Y/N)
Signed Annex E (latest version of GSC_N0001E)			
Present valid accreditation certificate according to ISO/IEC 17025			
ISO/IEC 17025 accreditation certificate(s) covering the last 5 years for one of the following Standards (EN 12975-1&2, ISO 9806, SD 100 or equivalent)			
Copies of 10 certificates based on test reports prepared by the test lab and issued from one or more accredited certification bodies			
List of certification bodies recognizing the test lab			

Table 4. Documents for applying as Test Lab

## 5 How to join the GSCN as: **Manufacturer/distributor**

There are no specific requirements for manufacturer/distributor to join the GSCN.

### 5.1 Required documentation when applying as manufacturer/distributor

The applicant sends to the GSCN Manager [manager@gscn.solar](mailto:manager@gscn.solar) the following documents:

- Signed Annex E (latest version of GSC\_N0001E).

## 6 How to join the GSCN as: **Passive member**

There are no specific requirements for passive members to join the GSCN.

### 6.1 Required documentation when applying as passive member

The applicant sends to the GSCN Manager [manager@gscn.solar](mailto:manager@gscn.solar) the following documents:

- Letter / e-mail with names and contact details of nominated representatives.

## 7 Response from GSCN Manager and QAC

Upon submittal of an application, the following procedure will be followed:

- The applicant will receive confirmation for the application, including a notice if the documentation is not complete, from the GSCN Manager (normally within two weeks)
- The documentation from certification bodies, test labs and inspectors will be checked by the GSCN Quality Assurance Committee (QAC) – notice will be given to the applicant on the expected time for evaluation
- The applicant will receive notice whether or not the application has been accepted. If not, justification will be given.
- If the application has been accepted, the GSCN Manager or Treasurer will send an invoice for the fee payment.
- When payment is received, the applicant will be listed as approved member of the GSCN – and can then use the GSCN procedures, logo etc.

## 8 Fees

The updated membership fees are given in the GSCN Working Rules Annex D. Now (August 2016) the fees are:

- Active members: 125 Euro
- Passive members: 75 Euro