Introductory Note

This is Version 1.0 of OD 015 Part 1, as the operational Document that provides guidance for the IECQ Certification Bodies (IECQ CBs), when creating IECQ Certificates of Conformity using the IECQ Internet based “On-Line Certificate System”.

OD 015 consists of two parts as follows:

Part 1: General

Part 2: Additional requirements for IECQ CBs operating under an Active IECQ NAI

Document History

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1 Introduction

This document provides guidance for Certification Bodies (IECQ CBs) concerning the IECQ Internet based “On-Line Certificate of Conformity System”.

Additional information can be obtained by contacting the IECQ Central Secretariat via:

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Ph: +41 22 919 0215 (IEC Central Office Geneva, Business Hours)

2 On-Line Certificate of Conformity System Overview

The On-Line Certificate System provides for the preparation and issue of IECQ Certificates by IECQ Certification Bodies (IECQ CBs).

The On-Line Certificate System can be found via the following web address [http://certificates.iecq.org/]

The search options allow:

- **Quick access**: retrieval of certificates with their IECQ Certificate number.
- **Free text search**: the possibility to search all certificates with free text, including the CB Certificate n°.
There are currently altogether ten different Certificates, covering

- Approval of Manufacturer
- Approval of Distributor
- Approval of Specialist Contractor
- Approval of Independent Testing Laboratory
- Approval of Electronic Component Management Plan, Avionics
- IECQ Hazardous Substance Process Management
- IECQ Hazardous Substance Process Management Training

Once an IECQ CB issues an IECQ Certificate via the On-Line Certificate System, the website version acts as the Master Copy of the Certificate and is controlled via strict password protocols by the issuing IECQ CB.

Only the issuing IECQ CB has the option to print the Master Copy (signing if appropriate) for presentation to their clients.

General public access users and other IECQ CB’s are unable to print viewed certificates, the blank page which is presented to the user states the following: - “This Certificate has intentionally NOT been printed as the Certificates are the property of the issuing IECQ CB. For further information or to request a copy of a Certificate please contact the relative issuing CB.”

URL  http://certificates.iecq.org/
3 General Information

3.1 System
The IECQ On-Line Certificate of Conformity System uses HTML as per most Web based documents. The items below provide guidance to IECQ CBs (CBs) when creating Certificates of Conformity (CoCs).

3.2 Passwords
The IECQ On-Line Certificate System now provides for a 2 level password system, as follows:-

a) A 1st level password that the CB’s Official IECQ representative may provide to various staff within their organisation, to enable them to create a new certificate as a DRAFT. This level password will enable the staff member to create a new draft certificate and save it as a draft. It WILL NOT allow them to change the status from “DRAFT” to “CURRENT”.

b) A 2nd level password that is assigned to the official IECQ representative for issue only for the function that is authorised (within the IECQ CB management system) to formally issue certificates. This 2nd level password enables the person the same access as the 1st level password PLUS the authority to change the Status from DRAFT to CURRENT.

The two levels of passwords mean that entering certificate information can be done by staff within the IECQ CB other than the certification authority. The 2nd level password ensures that there is the final check by the authorised person.

It is most important that the CB’s Official representative to IECQ ensures that these passwords are kept secure and that they notify the IECQ Secretary immediately, of any possible breaches of security as new passwords can be assigned.

A third Level password is available for Active IECQ National Authorised Institutions (NAIs) operating via a sponsorship arrangement with IECQ CBs, see OD 015 Part 2.

3.3 Assigned Passwords to CBs
Under the new On-Line certificate system the IECQ Secretariat will issue each IECQ CB with two unique Usernames and Passwords, one for 1st Level and one for 2nd Level. The IECQ CB’s MUST ensure that the passwords are strictly controlled and only release the 2nd Level to those IECQ CB Officers that have authority to issue or act as signatories for Certificates. Details concerning control and access to these Passwords by IECQ CB staff must be covered by the IECQ CB’s documented quality system regarding responsibilities and authorities

Should a IECQ CB believe that there is a possibility that security over these passwords has been breached, the CB’s IECQ representative, or nominee, shall immediately inform the IECQ Secretary by E-mail or telefax. The IECQ Secretary will then arrange for termination of this password and the generation of a new one.
3.4 Types of Access
There are three types of access to the On-Line Certificate System:
- Public Access - Public
- Individual Access by each IECQ CB
- Access by the System Administrator

Public Access
- View Current, Suspended and Cancelled IECQ Certificates
- Conduct searches, including “key words”
- Export an Excel file of Certificates

Individual Access by each CB – Using an IECQ CB’s own dedicated 1st (or 2nd) level password, an IECQ CB has access to create a new Draft Certificate, edit a Draft Certificate or print a Draft Certificate created only by itself.

The IECQ CB 2nd Level Password allows the IECQ CB to enter the system and change a Certificate from the DRAFT status to CURRENT, in doing so formally issues the Certificate and able to print it.

Access by the System Administrator – There are two System Administrators with access to all areas of the On-Line Certificate System, the IECQ Secretariat and the IT Department of the IEC Central Office in Geneva. However, all enquiries pass through the IECQ Secretariat.

3.5 Further Guidance
For further information or guidance on using this new IECQ On-Line Certificate System, please feel free to contact the IECQ Secretariat.

3.6 Printing of Certificates Access
Only the IECQ CB issuing the Certificate(s) has access to print their own Certificate(s) when logged into the system under their 1st or 2nd level password access. This is achieved by selecting the “print” option when viewing the desired Certificate. See section 6 Printing an IECQ Certificate. While logged on to the system the IECQ CB has the ability to print their own Certificate(s) of any status e.g. Draft, Current, etc.

Under “Public Access”, the option to “print” does not appear. Along with this, the Internet browser option has been blocked, and requests the user to contact the issuing IECQ CB to request a printed version of the Certificate. The blank page which is presented to the user states the following: - “This Certificate has intentionally NOT been printed as the Certificates are the property of the issuing IECQ CB. For further information or to request a copy of a Certificate please contact the relative issuing CB.”
4 Notes for Each Field

4.1 IECQ Certificate n° & Certificate Templates

As part of the new look IECQ documentation structure:

- Component Approvals – IECQ 02
- Process Approvals – IECQ 03
- ECMP – IECQ 04
- IECQ HSPM – IECQ 05

and to facilitate the introduction of a new PDF printing solution, this new system introduces a consistent and common look certificate templates for all programs which better promotes the IECQ brand. As part of this consistent IECQ branding the system generated certificate number will now show IECQ as its first characters using the format show in 4.1.2 below, the consecutive number of certificate for that year will continue from the previous issued number. The CB certificate number still remains as free field for the IECQ CB’s to insert their own unique number, see 4.2 below.

Previously issued Certificates will retain the same layout and number format used at the time issue.

When it becomes necessary to generate a new issue of a previously issued certificate the New On-Line CoC System will automatically utilise the new common look certificate template and create a new certificate in the On-Line CoC System. While the IECQ Certificate number will change the CB Certificate number will remain and a cross reference will be provided to the original certificate.

4.1.1 IECQ Certificate n° - Original Templates

The unique IECQ Certificate Number assigned to each Certificate comprises the following, and is automatically generated by the On-Line Certificate System:

\[ \text{A-IECQ YYY ZZ.0000} \]

where:

- \( \text{A} \) identifies the type of certificate, e.g. \( \text{M} \) for certificate of approval of manufacturer
- \( \text{IECQ} \) identifies that the certificate has been issued in accordance with the IECQ Rules and Procedures
- \( \text{YYY} \) = the CB code (up to 6 letters)
- \( \text{ZZ} \) = The last two digits of the year of issue
- \( \text{0000} \) = the consecutive number of certificate for that year. This number is reset for each year
4.1.2 IECQ Certificate n° - New Common Look Template (IECQ HSPM)

The unique IECQ Certificate Number assigned to each Certificate comprises the following, and is automatically generated by the On-Line Certificate System:

IECQ-H YYY ZZ.0000

where:
IECQ = Identifies that the certificate has been issued in accordance with the IECQ Rules and Procedures
-H identifies the type of certificate, e.g. -H for Certificate of Conformity Hazardous Substance Process Management
YYY = the IECQ CB code (up to 6 letters)
ZZ = The last two digits of the year of issue
0000 = the consecutive number of certificate for that year. This number is reset for each year

4.2 (CB) Certificate n°

The CB Certificate n° is a unique free text number allocated by the IECQ CB at the time the certificate is being prepared (this number acts as a system for internal traceability of the IECQ CBs operations, e.g. audit reports, contract review reports, NCRs etc) according to the IECQ CBs / NAIs established practices. The internal traceability of IECQ CBs operations is subject to IECQ assessment as part of the ongoing IECQ re-evaluation of the IECQ CB’s system.

In the case of a Manufacturer with multiple sites, the Head Quarter will have the prime certificate number and then there can be -1, -2, -3 and so on for additional sites.

This field is mandatory and must be filled in.
4.3 Status of the IECQ Certificate

The On-Line Certificate System provides for the following status of an IECQ Certificate:

- Draft
- Current
- Suspended
- Cancelled

**Draft** – This is the status during the preparation or drafting of an IECQ Certificate by the IECQ CB. Only the IECQ CB that is creating the draft and the System Administrator may view Draft Certificates. Other IECQ CBs or the public CANNOT view Drafts prepared by another IECQ CB. Creation of a Draft Certificate is controlled by the 1st level password (as explained under item 3.2).

**Current** – Once approved for issue by the IECQ CB, a Certificate is regarded as Current and remains so as long as the requirements of the IECQ are being fulfilled by both Manufacturer and IECQ CB, including surveillance of the manufacturer. It is the holder of the 2nd level password (as explained under item 3.2) who can change the status of a draft certificate to current. A Current Certificate can be viewed by everybody.

**Suspended** – Once a Certificate is issued and the IECQ CB conducts surveillance of the manufacturer, there may be a need to suspend temporarily an IECQ Certificate. This requires a 2nd level password. Suspended Certificates can be viewed by everybody.

**Cancelled** – Should a Certificate Holder no longer wish to continue with production of the IECQ product, listed on the IECQ Certificate, the Certificate may be cancelled. This requires a 2nd level password. It will however remain active on the On-Line Certificate System for viewing by everybody as a means demonstrating that the electronic component has been previously certified. Alternatively, an IECQ CB may cancel a certificate where a manufacturer no longer complies with the obligations of the IECQ. Cancelled Certificates can be viewed by everybody.

4.4 Issue Date

The Date of Issue should be regarded as the date on which the IECQ CB is satisfied that all the requirements of the IECQ System have been met. In most cases on older certificate templates the Issue Date field is located right-hand side foot of the certificate, however on newer certificate templates the field would be located top ¼ right-hand side of the certificate.

The field format must be strictly adhered to – yyyy/mm/dd

By default this field will be automatically filled in as the current date, this maybe changed by the IECQ CB before the certificate is saved to Draft.

4.5 Expiration Date

The Date of Expiration should be regarded as the date on which the current issue of certificate expires (usually 3 years after the original issue date). Generally the IECQ CB would conduct a surveillance audit of the manufacturer leading up to this date and then re-issue the certificate with a new expiration date. Note: it is the IECQ CBs responsibility to maintain the correct status of all issued certificates.
4.6 Issue Number

The Issue Number acts as a change control device to record the number of changes that have been made to the IECQ Certificate, with “Issue No. 1” representing the “Original Issue”.

Where a manufacturer requests a change to an IECQ Certificate, the IECQ CB must first judge whether such a change is appropriate or whether a new Certificate should be issued.

4.7 Issue Date Details Specification

The Date of Issue Details Specification should be regarded as the date on which the Detailed Specification was issued. The field is not found on all certificate templates, an example of its use may be found on a Qualification Approval Certificate. The field format must be strictly adhered to – yyyy/mm/dd

Date of Issue of Detail Specification: 2007/11/13

4.8 Company / Manufacture / Organization, Address fields (all certificates)

- **Name** – This field should be used to enter the Company / Manufactures / Organization name.
- **Address** – This field should be used to enter the Address / Place of Work for the named Company / Manufacture / Organization. A street address is required and shall be restricted to a maximum of 3 lines of text. No Postal Box numbers should be used. 
  
  Note: Only one place of work (address) shall be entered in the address box field.

- **Country** – This field should be used to enter the Company / Manufacture / Organizations address Country, this field is selected via the drop down selection field box.

In the case of a company with multiple sites, the same as for the CB certificate n° applies: the Head Quarter will have the prime certificate number (parent Certificate) and then there can be additional certificates, numbered -1, -2, -3 and so on for the additional sites (child or site Certificates). The new on-line certificate of conformity system now provides for adding a site to be semi automated on the HSPM certificate template via the use of “add site” button.

4.9 Scope (Scope of activity)

The Scope field on the certificate (where available on applicable certificate templates) is where detailed information is entered to clearly and unambiguously describe the electronic related, components, products, materials, or processes to which the certificate covers. Use can be made of the component codes in Annex A if this is convenient and or applicable.

Where the scope extends beyond 10 lines of text and the provisions to “Add Document” see section 4.11 below has been provided, it is strongly recommended that the detailed scope be attached as a schedule.
4.10 “Code and Title” boxes (specific to Certificate of Approval of Manufacturer)

As many “Code & Titles” as necessary can be entered, according to how many different generic/sectional specifications apply to the named company / manufacturer. Note that the codes are explained in Annex A to the present version of this Guidelines document, and these may be expanded as necessary as mentioned in Annex A.

4.11 Add Document

The Add Document field provides for the possibility to up-load an attachment. This field should be used for attaching a schedule which may cover items such as extended abstracts of “Components Stocked & Approved Sources” or “Scope of Activity” where the provided details should become too long for the provided free text field. By simply clicking on “Browse…” you can select the required document from your computer. The preferred file format would be PDF. Any attached schedules to the certificate MUST contain the following information in a clear and unambiguous manner as a minimum:

- The words “Schedule to IECQ Certificate No. ...........” or “Annex to ......” or “Extended Abstract to .....” on the first page.
- IECQ Certificate No. (on all pages)
- Page Number and Total number of pages (on all pages), e.g. “Page 1 of X”
- Clear details of the information.
4.12 Components Stocked & Approved Sources (Certificate of Approval of Distributor)

The “Component stocked & approved sources” free text box is used to list components (approved under the System) stocked and the System approved manufacturers. The details MUST clearly and unambiguously describe the electronic components covered by the certificate, one component per line.

Where the listed components extends more than 10 lines it is strongly recommended that the components be listed in an attached Schedule or Extended Abstract using the “Add Document” facility described in selection 4.11 above.

4.13 Process Assessment Schedule (PAS) title” (Certificate of Approval of Specialist Contractor)

The “Process Assessment Schedule (PAS) title.” free text field allows input of the PAS title.
5  Creating a new IECQ Certificate of Conformity – IECQ HSPM Certificates

The IECQ CB is responsible for ensuring that all requirements of the IECQ Rules, IECQ 01 and QC 001002-5 have been successfully met.

An IECQ CB can create a Certificate only in the technological area for which the IECQ CB has been approved under the IECQ System.

STEP 1  Select “IECQ On-Line Certificates” from the official IECQ Website: www.iecq.org or go directly to URL http://certificates.iecq.org/

STEP 2  Log on using assigned user name and password.
Note: Two levels of Passwords for creating and issuing IECQ Certificates of Conformity:
- Level 1: Create or edit a Certificate that remains in the “Draft Status”
- Level 2: All the features of Level 1 with the additional feature of changing the Status of a Certificate (e.g. from “Draft” to “Current”)

For any questions, please contact IECQ Secretariat.

Quick access: Type in IECQ ref. number (e.g., "Q-IECQ 001 05.010")
Free text search: search

You can use boolean operators “AND”, “OR” to include IECQ CB certificate number.
Hints / Tips:
While there is no set stage throughout the Certification process that an IECQ CB is to start to create an IECQ Certificate, it should be remembered that the On-Line Certificate System automatically advances the IECQ Certificate number by “1” as soon as a Draft or Current Certificate is saved. Therefore, when creating a new “Draft Certificate”, the IECQ CB should be reasonably confident that the project is at a mature stage and likely to be completed in a short space of time (preferably days or weeks, not months).

The normal approach is for an IECQ CB to create a new Draft Certificate using the 1st level password, automatically saving the Certificate as “Draft”. The draft will then be saved on the On-Line Certificate System and can ONLY be viewed by the IECQ CB’s 1st Level password holder that created it, the IECQ CB’s 2nd Level password holder and by the System Administrators.

It is recommended that at the Draft Certificate status, a printed copy of the Draft Certificate be provided to the client for proof checking to ensure all details are correct, to reduce the need for making corrections to the Certificate once issued. See section 6 Printing an IECQ Certificate.

STEP 3 Under the “Issue document” menu select “IECQ HSPM Company” or desired Certificate type as required.
STEP 4  Fill in details and “save”
Note: It is most important that all fields are filled in correctly.
STEP 5  When the IECQ CB is formally ready to issue the Certificate, the authorizing officer, as defined in the IECQ CB’s own quality management system, re-enters the On-Line Certificate System, using the designated 2nd Level password. The officer should then select its own Certificates (example with SGSUS). View by: > CB Certificate Number > SGSUS’s Certificates. (Where “SGSUS’s Certificates” would be the relevant IECQ CB’s Certificates).

STEP 6  Then the desired Draft Certificate to be issued is selected.

STEP 7  Once the certificate is displayed (after selecting the necessary certificate); the IECQ CB selects the “Edit” icon [directly above the draft Certificate]. This then opens the Certificate fields for any last minute changes that may be required.

STEP 8  Once any last minute changes are completed and the IECQ CB’s authorizing officer approves the Certificate for issue, the IECQ CB’s authorizing Officer changes the “Status Field” from “Draft” to “Current” and then selects the “Save” icon [displayed in the top area of the web page, above the Certificate].

Now the IECQ Certificate will be saved on the system as a “Current” Certificate and accessible for viewing by everyone. Further changes will either require a “new issue”, or for minor changes a justified request should be transmitted to the IECQ Secretariat.
6 Printing an IECQ Certificate
The IECQ CB can print any certificate which they have created on the IECQ On-Line Certificate of Conformity System, while logged on under either their 1st or 2nd Level password access. An IECQ Certificate maybe printed at any time once the certificate has been created and “saved” on the system by the issuing IECQ CB.

STEP 1 Re-enter the On-Line Certificate System, using the designated 1st or 2nd Level password access.

STEP 2 Select and Open the appropriate Certificate to which a printed copy is required. (Example with SGSUS). >View by: > CB Certificate Number > SGSUS’s Certificates. (Where “SGSUS’s Certificates” would be the relevant IECQ CB’s Certificates)

STEP 3 Select the “print” menu item. This will open the Windows standard printer selection / options dialog window allowing the IECQ CB to print the IECQ certificate as desired.
7 Creating a “new issue” of a “Current” IECQ Certificate – IECQ HSPM Certificates

STEP 1 Re-enter the On-Line Certificate System, using the designated 1st Level password.

STEP 2 Select and Open the appropriate Certificate to which a new issue is required. (Example with SGSUS). >View by: > CB Certificate Number > SGSUS’s Certificates. (Where “SGSUS’s Certificates” would be the relevant IECQ CB’s Certificates)

STEP 3 Select the “new issue” menu item. This will create a copy of the original, with the new “issue” number, allowing for the necessary changes. Once the details have been updated select “save” to save the new issue as Draft. The process is then identical to the creation of a new Certificate.
Creating a “add site” of a “Current” IECQ Certificate – HSPM Certificates only

STEP 1  Re-enter the On-Line Certificate System, using the designated 1st Level password.

STEP 2  Select and Open the appropriate Certificate to which a site is to be added. (Example with SGSUS). >View by: > CB Certificate Number > SGSUS’s Certificates. (Where “SGSUS’s Certificates” would be the relevant IECQ CB’s Certificates)

STEP 3  Select the “add site” menu item. This will create a copy of the original, with the next consecutive site number appended to the IECQ Certificate number, allowing for the necessary changes. Once the address details have been update select “save” to save the new issue as Draft. The process is then identical to the creation of a new Certificate.
9 Changing the Status of an existing “Current” IECQ Certificate – IECQ HSPM

There may be a need to change the Status of a Certificate to either “Suspended” or “Cancelled”. The procedure for this is as follows:

STEP 1 Re-enter the On-Line Certificate System, using the designated 2nd Level password.

STEP 2 Select and Open the appropriate Certificate to which the status requires changing. (Example with SGSUS). >View by: > CB Certificate Number > SGSUS’s Certificates. (Where “SGSUS’s Certificates” would be the relevant IECQ CB’s Certificates)

STEP 3 Select the “suspend / cancel” button at the top of the Certificate.
STEP 4 The below dialog box will open, in which you choose the required status change.

![Status dialog box image]

10 Deleting an Existing Certificate

If a Certificate needs to be deleted from the On-Line Certificate System, a justified request must be sent to the IECQ Secretariat, specifying the reasons for this deletion. For security reasons IECQ CBs cannot delete IECQ Certificates from the On-Line System, irrespective of the Certificate Status.
ANNEX A - CODING OF ELECTRONIC COMPONENT NAMES

(LIST as of April 2008)

The names are generally those which appear in the titles of specifications used in the IECQ.

This list is intended to cover all IECQ approved products and processes as of April 2008. It will be extended by the IECQ Secretariat, in consultation with the CBs, as the need arises.

AVI - avionics, process management
   AVI ECPN  AVI avionics, process management electronic component management plans

CAP - capacitors, fixed
   CAP ALUSU  CAP capacitors, fixed, aluminium electrolytic chip with solid and non-solid electrolyte
   CAP ALUMU  CAP capacitors, fixed, aluminium electrolytic with solid and non-solid electrolyte
   CAP CERAU  CAP capacitors, fixed, ceramic Class 1
   CAP CERBU  CAP capacitors, fixed, ceramic Class 2
   CAP EDLPU  CAP capacitors, fixed, electric double layer, power
   CAP INTEU  CAP capacitors, fixed, electromagnetic interference suppression and connection to the supply mains
   CAP GLAAU  CAP capacitors, fixed, glass ceramic dielectric Class 1
   CAP GLABU  CAP capacitors, fixed, glass ceramic dielectric Class 2
   CAP POLEU  CAP capacitors, fixed, metallized polycarbonate film dielectric d.c.
   CAP PETEPU  CAP capacitors, fixed, metallized polyethylene-terephthalate film dielectric d.c.
   CAP POSSU  CAP capacitors, fixed, metallized polyphenylene sulphide
   CAP POPEU  CAP capacitors, fixed, metallized polypropylene film dielectric d.c.
   CAP POYEU  CAP capacitors, fixed, metallized polystyrene film dielectric d.c.
   CAP MICAU  CAP capacitors, fixed, mica
   CAP CEMSU  CAP capacitors, fixed, multilayer ceramic chip
   CAP NIOBU  CAP capacitors, fixed, niobium with solid electrolyte
   CAP POLMU  CAP capacitors, fixed, polycarbonate film dielectric metal foil d.c.
   CAP PETMU  CAP capacitors, fixed, polyethylene-terephthalate film dielectric metal foil d.c.
   CAP POYMU  CAP capacitors, fixed, polypropylene film dielectric metal foil d.c.
   CAP CMSAU  CAP capacitors, fixed, surface mount multilayer ceramic Class 1
   CAP CMSBU  CAP capacitors, fixed, surface mount multilayer ceramic Class 2
   CAP TANSU  CAP capacitors, fixed, tantalum chip
   CAP TANEU  CAP capacitors, fixed, tantalum with non-solid or solid electrolyte

CMA - CMOS ASIC
   CMA MADIU  CMA CMOS mixed analogue/digital

CON - connectors
   CON COACU  CON connectors, cable outlet accessories
   CON CIRCU  CON connectors, circular
   CON COAXU  CON connectors, coaxial
   CON ILSOU  CON connectors, in-line sockets
   CON OPTOU  CON connectors, optical fibres and cables
   CON PWBDU  CON connectors, printed wiring board
   CON RECTU  CON connectors, rectangular

COR - cores, for inductors and transformers
   COR TECOU  COR cores, for inductors and transformers, inductor, transformer, telecom
   COR PWRU  COR cores, for inductors and transformers, transformer, choke, power

DSC - discrete semiconductor devices
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<td>POT</td>
<td>Surface mount preset</td>
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<tr>
<td>PWB</td>
<td>Printed wiring boards</td>
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<tr>
<td>PWB</td>
<td>Flexible multilayer with through connections</td>
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<tr>
<td>PWB</td>
<td>Flexible single-sided and double-sided with</td>
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<tr>
<td>PWB</td>
<td>Through connections</td>
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<tr>
<td>PWB</td>
<td>Rigid double-sided with platted-through holes</td>
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<tr>
<td>PWB</td>
<td>Rigid multilayer</td>
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<tr>
<td>PWB</td>
<td>Rigid single-sided and double-sided with plain</td>
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<tr>
<td>PWB</td>
<td>Holes</td>
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<td>QCU</td>
<td>Quartz crystal units</td>
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<tr>
<td>REL</td>
<td>Relays, electromechanical, all-or-nothing</td>
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<td>REL</td>
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<td>RES</td>
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<tr>
<td>RES</td>
<td>Low power, non-wirewound</td>
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<td>Switches, electro-mechanical</td>
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<td>Dual in-line raised and recessed rocker</td>
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<td>In-line package</td>
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<td>Switches, keyboard</td>
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<td>SWI</td>
<td>Switches, lever (toggle)</td>
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<td>SWI</td>
<td>Switches, push-button</td>
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<tr>
<td>SWI</td>
<td>Switches, rotary</td>
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<td>SWI</td>
<td>Switches, sensitive</td>
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<tr>
<td>THE</td>
<td>Thermistors</td>
</tr>
<tr>
<td>THE</td>
<td>Directly headed, negative temperature coefficient</td>
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<tr>
<td>THE</td>
<td>Directly headed, positive step function coefficient</td>
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<td>Tubes, electronic</td>
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<td>TUB</td>
<td>Colour picture tubes, TV and display</td>
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<tr>
<td>VAR</td>
<td>Varistors</td>
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<td>VAR</td>
<td>Surge suppression</td>
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</table>

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Notes concerning the 8-letter code

— first 3 letters, component generic type (may cover more than one IEC Generic Specification, e.g. capacitors fixed and capacitors electric double layer)

— next 4 letters, sectional
  - POL. = polycarbonate
  - POY. = polystyrene
  - POP. = polypropylene
  - POS. = polyphenylene sulphide
  - ...A = Class 1
  - ...B = Class 2
  - ...S or ..S. = surface mounting/chip
  - ...E = metallized
  - ...M = metal film

— last letter RoHS compliance
  - R = RoHS compliant
  - U = unspecified
  - N = not applicable