

**WATER EFFICIENCY LABELLING SCHEME (WELS)
 CERTIFICATE OF CONFORMITY (COC)**

APPLICATION FORM

1. Registered Supplier's Information
Date of Application: _____
Name of Registered Supplier (based on ACRA records): _____
Office Address: _____
Office Phone: _____ Office Fax: _____
General Email: _____ Website: _____
Unique Entity Number (UEN) of the registered supplier issued by the ACRA: _____
Person appointed to be in charge of the submission of application to STL: Name: _____ Designation: _____ Mobile Phone: _____ Email: _____
Has this product been sent to another Certification Body for certification previously? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide reasons if the product failed in previous certification attempt and highlight modifications/improvements made: _____

2. Technical File of Product
Applicant to provide the following:
<input type="checkbox"/> Complete and valid test reports in full colour
<input type="checkbox"/> Drawings <u>and</u> list of parts/materials used in the fitting (eg. Inlet of flush valve of LCFC, cartridge model number, etc.)
<input type="checkbox"/> Manufacturer's declaration letter if the parts/ materials/ mechanisms used are the same
<input type="checkbox"/> Letter of Authorisation to use test reports
<input type="checkbox"/> Information on manufacturer (to include company name, address, country, etc.)
Name of Manufacturer: _____
Address of Manufacturer: _____ _____



3. Product Information

Type of Product:

Brand:

Model/ Model Number:

Please select from the following and provide the necessary information (*where applicable*):

- Flowrate (applicable for taps, mixers, showerheads, high pressure washers)
- Flow timing/duration (applicable for mechanical and sensor self-closing delayed-action taps)
- Flush volume (applicable for dual-flush Low Capacity Flushing Cisterns and urinal flush valves/ waterless urinals, flush valves with WC pan)
- Water consumption (applicable for clothes washing machines)

Clear and coloured photograph showing the side / front elevation view of the product:

Fig. 1 – Side / Front Elevation

4. Other documents to be attached

ACRA bizfile of registered supplier (*To be provided by applicant only if there are changes after first submission*):

For clothes washing-machines

- Declaration of wash mode for normally-soiled clothes**
- Not Applicable**

The programme selected on the test washing machine and any associated settings shall be in accordance with the manufacturer’s instructions for the programme recommended in the product literature for a normally-soiled load at rated load capacity.

The programme selected on the test washing machine (with any associated settings) shall be reported in the test reports. The selected programme shall be indicated along with the water consumption figures in the Water Efficiency Label. The supplier is required to show proof of programme recommendation in either product literature or instruction manual when registering for water efficiency labelling.

Alternatively, supplier can also submit its company letterhead in original copy to declare the programme recommended for normally soiled clothes.

The registered washing machine shall be accompanied with product literature or instruction manual or supplier’s declaration in original company letterhead, when deliver to the customer for customer’s information and awareness.



For dishwashers

- Declaration of wash programme for normally-soiled tableware
- Not Applicable

The programme selected on the test dishwasher and any associated settings shall be in accordance with the manufacturer’s instructions for the programme recommended in the product literature for a normally-soiled tableware at rated dishwasher capacity.

The programme selected on the test dishwasher (with any associated settings) shall be reported in the test reports. The selected programme shall be indicated along with the water consumption figures in the Water Efficiency Label. The supplier is required to show proof of programme recommendation in either product literature or instruction manual or user manual when registering for water efficiency labelling.

Alternatively, supplier can also submit its company letterhead in original copy to declare the programme recommended for normally-soiled tableware.

The registered dishwasher shall be accompanied with product literature or instruction manual or supplier’s declaration in original company letterhead, when deliver to the customer for customer’s information and awareness.

- Registered Supplier to make declaration whether registered product is still being supplied in Singapore.

5. Modification of registered product*

- If there are modifications to WELS Rating, Water Consumption or Volume of Discharge, please complete Section 5.
- Not Applicable, please proceed to Section 6.

Copy of test reports in full colour.

Manufacturer’s declaration, if any.

Previous and New WELS Rating/ Water Consumption/ Volume of Discharge (*Where applicable*):

- | | | | |
|--|-----------------------|----|-----------------------|
| <input type="checkbox"/> WELS Rating | 1 / 2 / 3 / 4 – ticks | to | 1 / 2 / 3 / 4 - ticks |
| <input type="checkbox"/> Water Consumption | Litres | to | Litres |
| <input type="checkbox"/> Volume of Discharge | Litres | to | Litres |

Updated coloured photo of the product (*Where applicable*):

Fig. 2 – Side / Front Elevation



***Additional notes:**

- i. For a modification affecting the water efficiency of the registered water fitting, the registered supplier must separately register the water fitting under Regulation 40AE (3). Re-registration is required. This means the modified registered product is required to be re-certified by an Accredited CB; the Accredited CB shall submit to PUB via WELS website at www.pub.gov.sg/wels for the re-registration.

Example: Upgrade from 1-tick to 2-tick where there is no change in product except for change of flow regulator. The 2-tick model replaces the 1-tick model and new WELS registration number will be issued. The 1-tick mode; will be removed from the WELS register.

- ii. For a modification not affecting the water efficiency of the registered water fitting, the registered supplier must notify PUB in writing of the modification and gives PUB the particulars of the modification required by PUB. The registered supplier is to approach the SAC-accredited test laboratory or its MRA partners with the supporting documents to make the administrative changes in the test report. The registered supplier would then notify PUB of the modifications and submit supporting documents/revised test reports. No re-registration of the model is required.

Example: Change of brand name, model number, etc where there is no change in product itself.

6. Certification Agreement

This Certification Agreement governs the supply of certification services by Singapore Test Lab Pte Ltd (STL) to the Client. It is to be read in conjunction with STL's terms and conditions on certification, which will be provided upon request.

STL may amend the terms and conditions from time to time at their sole discretion, without notice or liability to the Client. The Client must cease using the application form immediately if they do not agree to accept all these terms.

By signing the application form, the Client agrees to be bound by, and accept, the following certification requirements which are to be fulfilled at all times:

- a. The Client is to comply with the STL's and relevant Authority's requirements that may be prescribed in the certification scheme which relates to the use of marks of conformity, and on information related to the product. The client is required to implement the necessary and appropriate changes when they are communicated to them by STL and to continuously fulfil the product requirements if the certification applies to ongoing production. Supplier(s) and manufacturer(s) are not permitted to use the certification mark on any products other than on those products which certification has been granted.
- b. The Client is required to comply with the specific requirements of the certification scheme when making reference to the certified product in publicity materials and advertisements.
- c. The Client is required to make all necessary arrangements for the conduct of evaluation and surveillance (if required), including provision for examining documentation and records, and access to relevant equipment, location(s), area(s), personnel, and client's subcontractors; Such arrangements also include the investigation of complaints.
- d. The Client shall not alter, modify or deface in any way representations of the certification, and to only make claims regarding certification that is consistent with the scope of certification.



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- e. The Client shall not use the product certification, nor to engage in any activity, in such a manner as to interfere and/or bring STL into disrepute, or to make any statement regarding the product certification that STL may consider misleading or unauthorized.
- f. The Client shall keep proper documentation of all complaints made known to them and take appropriate actions with respect to such complaints and any deficiencies found in products that affect compliance with the requirements for certification. Records shall be available to STL upon request.
- g. The Client shall immediately inform STL of any changes that may affect their ability to conform to the certification requirements. Examples of changes include, but not limited to, the following:
 - i. Modifications to the product or the production method;
 - ii. Change in contact address, and/or production sites, and/or major changes to the quality management system, and/or Organization and management (e.g. key managerial, decision-making or technical staff);
 - iii. Client ceases to carry on business, or any step is taken by a mortgagee to take possession or dispose of the whole or any part of its assets, operations or business;
 - iv. Any change in the direct or indirect beneficial ownership or control of the Client;
 - v. Any step is taken to appoint a receiver, a liquidator, an administrator, or other like person, of the whole or any part of its assets or business; or
 - vi. Where the client is a partnership, any step taken to dissolve that partnership.
- h. In the event that the applicant fails to meet any of the above obligations or the terms and conditions of certification, STL may, at its own discretion, terminate the certification; and as instructed by STL, the Client is required to withdraw all advertising matter that contains any reference to the certificate or certification scheme, and to return the Certificate and Certification Mark/Label to STL.
- i. The applicant shall indemnify STL from any legal and/or contractual liability which may arise in the cause of the certification process and/or duration of the validity of the certificate, including but not limited to intellectual property rights (ie copyright, trademark, patent), warranty, confidentiality, and/or tort liability.
- j. Payments in relations to this certification shall be borne by the Client, and paid promptly, prior to the issuance of the certificate, or upon the acceptance of the certification works by the Client, whichever is earlier.

7. Declaration

We have read, accept and agree to comply with Singapore Test Lab Pte Ltd's (STL) terms and conditions and certification agreement. We declare that we did not engage in any consultancy from STL on product(s) intended for the Water Efficiency Labelling Scheme. We declare that all information which we have provided are true, complete and accurate.

Authorized Signatory (Name & Signature)

Company stamp

Singapore Test Lab Pte Ltd (STL)'s certification scheme refers to Public Utilities Board (PUB)'s Water Efficiency Labelling Scheme (WELS) guidebook. The scheme is formulated by relevant and impartial persons and/or committees who possess the necessary technical competency. Product evaluation is in accordance to specific standards and normative documents specified by PUB.

