



Gaining and Maintaining the BASEC Mark

# STEP-BY-STEP GUIDE

## Introduction

Now that you have committed to gaining the BASEC mark we look forward to working in partnership with you and your business to achieve this for you as quickly and efficiently as possible.

BASEC's certification is one of the most rigorous in the industry and in achieving our standards you will be able to create clear, market-leading distinction from your competitors. As a result, your cables will have a clear competitive advantage in terms of their quality, safety and ongoing conformity to all the relevant standards, so providing you with new market opportunities. The BASEC mark has provided reassurance for those specifying, buying and installing cable for over 45 years.

The BASEC team is on hand to help you as you work through the process. If we can assist you with any questions or information please do not hesitate to get in touch.



## Regional Teams

& Contact Information



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# Six steps to gaining and maintaining the BASEC mark

The certification process can be broken down into six steps and we will work closely with you throughout to ensure it runs smoothly and we meet your expectations.



# Step 1 – Planning & Preparation

We aim to help you to be fully prepared for the certification process so that it runs efficiently and smoothly with minimal disruption to your business.

You will have already received a copy of the relevant parts of the BASEC PCR (Product Certification Requirements) with your original quote. This document explains in detail the management systems, product, technical and sampling requirements of the scheme. Section 2.6 of the BASEC PCR includes all the requirements of ISO 9001, so if you already hold this certification you are well on your way. If you do not currently have ISO 9001 certification, you will have to put this in place and we will have already discussed this with you.

In addition to the requirements of ISO 9001, the BASEC PCR specifies a number of additional requirements that you will need to meet and show relevant procedures and documentation for, namely:

- ✓ Cable designs and quality plans
- ✓ Inspection and testing
- ✓ Test and measurement equipment and calibration
- ✓ Rework and repair
- ✓ BASEC sampling and pick-up requirements
- ✓ Dealing with defects and recalls

The first step is for you to undertake a gap analysis of your organisation and identify any areas of the PCR that you do not currently meet.

If required, we can undertake a pre-audit visit during which we can help you understand the specific requirements of the PCR, help you identify any gaps in your current processes and offer guidance and support so that you have the necessary systems in place ready for the initial audit.

Whilst you are preparing for the initial audit and manufacturing your samples, we will provide instructions on sample submission and also schedule the initial audit.

Once you have implemented all the requirements of the PCR into your systems, you can move on to Step 2.

**Please note that we will require payment before we can proceed to Step 2.**

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## Key personnel in Step 1

Company's Quality Manager &  
other customer-facing staff

Company's Finance Department

BASEC Auditor

BASEC Customer Support

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Steps 2 and 3 can run simultaneously, or consecutively in either order. The second activity, however must be started within three months of the satisfactory completion of the first activity.

## Step 2A – Initial Audit

The Initial Audit consists of two stages, which are usually carried out together on site.

### Stage 1 – Management Systems Review

The aim of this review is to establish that you have all the necessary controls and procedures in place, as laid down in the PCR.

The auditor will be looking for evidence that you have ISO 9001 in place and that you are operating it correctly and effectively.

In addition, they will be looking to ensure that the additional requirements of the BASEC PCR are being met.

### Stage 2 – Operation and Production Audit

This audit will be in line with the requirements of the PCR. It will define the scope of production and will also audit all the relevant processes, including testing, and also witness production.

### Audit Report

The auditor will produce an audit report which will be presented to you in a meeting at the end of the Initial Audit.

The report will highlight the key findings, and in particular any non-conformities.

## Step 2B – Non-conformities addressed

The audit report will highlight any non-conformities in your management system – classified either as major or minor. Following the audit you will need to address these non-conformities and provide evidence to BASEC of the causes and the corrective actions that have been taken. Your evidence of corrective action will then be reviewed and assessed by the auditor and when they are happy with the action taken they will be closed.

Once all corrective actions have been closed, the audit report and follow up actions are reviewed by another auditor.

The certification decision is then taken by a senior member of the BASEC technical / certifications staff. This ensures the independence, rigour and thoroughness of the process is maintained.

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### Key personnel in Step 2

Customer's Quality Manager

Customer's Senior Management team

BASEC Auditor

BASEC Technical team

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## Step 3 – Cable Testing

### Step 3A – Samples sent to BASEC

Samples of cables to be included in your Range of Approval must be submitted for testing. These will have been listed, along with the necessary sample lengths, in your original quotation.

Samples should be sent to BASEC as soon as possible as any delays can slow down the testing programme and subsequent certification. Please follow the instructions that we send regarding the labelling of your samples and the necessary shipping arrangements, to avoid unnecessary delays. A copy of these requirements can be found here.

Once samples have arrived at the BASEC lab, and payment has been received, testing can begin.

### Step 3B – Testing in BASEC Lab

Type Testing is carried out on all samples, in accordance with the relevant standards for the particular cables seeking approval. Any failures are reported to you and you have the opportunity then to challenge the result and request a re-test, or to provide another sample for testing. Please note that there is a charge for re-testing and additional testing.

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#### Key personnel in Step 3

BASEC Lab Manager and Technicians

BASEC Technical Director and  
Certification Staff

Customer's Quality Manager

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## Step 4 - Certification

When a certification decision has been made following step 2B, regarding conformity to ISO 9001 and the BASEC PCR, a Management Systems Certificate will be awarded.

Once the Management Systems Certificate has been awarded, the Product Marking Licence may also be awarded, followed by the individual Product Certification Schedules (which form part of the Licence).

The Product Marking Licence gives you permission to use the BASEC mark on your certified products and on marketing materials.



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### Key personnel in Step 4

BASEC Technical Director

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## Step 5 - Using the BASEC Mark

Now you have been awarded your certificates and your Product Marking Licence, you need to ensure that you benefit fully from the investment you have made.

We will add your certificates to our approved suppliers' database on our website. We receive hundreds of searches each month from end users looking for companies that can supply BASEC approved cable.

You should now mark all certified cable with the BASEC mark as required by the scheme. This is a clear sign of your BASEC approval, demonstrating to your customers, to regulators, specifiers and contractors your commitment to quality, to safety and to the highest standards.

We also recommend that you:

- ✓ Add the BASEC mark to your website and other marketing materials.
- ✓ Brief your sales team fully on the benefits of BASEC approved cable.

A reminder of the benefits of BASEC approved cable:

- ✓ Gives your customers peace of mind and confidence in your cables – they should be subject to fewer problems than cables without a BASEC mark because of our rigorous testing and ongoing surveillance.
- ✓ BASEC is accredited by UKAS, which is a globally recognised accreditation body, so your cables will have global reach.
- ✓ The BASEC approvals process is renowned for its rigour and robustness, so your customers will know you have met the highest standards in achieving it.
- ✓ Our programme of ongoing surveillance is more rigorous and thorough than others available; giving your customers the peace of mind that your cables continue to conform to the recognised standards.

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### Key personnel in Step 5

Customer's Marketing team

Customer's Sales team

BASEC Marketing team

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## Step 6 - Ongoing Testing and Surveillance

Once you have achieved BASEC certification, there will be an ongoing cycle of auditing and re-testing to ensure continued conformity.

We are proud of the fact that our ongoing surveillance is more frequent and rigorous than that of other certification bodies. It means your customers can be assured of the continued conformity of your cables, and they know that any cable carrying the BASEC mark is safe, reliable and fit for purpose.

We work to a three-year ongoing programme of surveillance, during which all areas of the PCR will be reviewed and all cables will be retested.

Depending on the size and complexity of your business and your agreement with us, there will be between two and four routine audits per year and production will be witnessed at one of these. In addition, there will be one unannounced visit each year.

At each of these visits, a number of samples will be selected for surveillance testing at the BASEC Lab to ensure that the cables you are manufacturing continue to conform to the standards.

Following testing, a Routine Test Report will be issued which details any test failures. Each test failure is awarded a number of 'deviation points' and you will have a points limit which you must not exceed in order to maintain your product approval. Any test failures must be followed up with corrective actions which will be reviewed at your next planned audit.

Through this process of regular surveillance, we can quickly identify any potential problems that may arise in your production, thereby minimising the reputational risk to you.

**At the end of the three years, we will undertake a re-certification audit.**



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### Key personnel in Step 6

Customer's Quality Manager

BASEC Auditor

BASEC Lab

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**For more information or a quote  
get in touch**

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