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# The Voluntary Water Efficiency Labelling Scheme on Washing Machines

October 2010



48/F., Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong Homepage: http://www.wsd.gov.hk

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### 1. Purpose

This document is intended to give a detailed description on the Voluntary Water Efficiency Labelling Scheme (WELS) on Washing Machines.

# 2. Background

- 2.1 The voluntary WELS is one of the water conservation initiatives that the Government of the Hong Kong Special Administrative Region (HKSAR) has adopted. The WELS would cover common types of plumbing fixtures and water-consuming appliances. Products participating in the WELS will incorporate a water efficiency label that serves to inform consumers the water consumption level and efficiency rating. Consumers should then be able to take these factors into account in making their purchasing decision.
- 2.2 In overseas countries, the WELS is in different stages of development and implemented in several forms. In some countries, it is a compulsory requirement to provide water efficiency labels for certain kinds of plumbing fixtures and appliances before they can be put on sale in the market. For others, the WELS is implemented on a voluntary basis so as to allow a lead time for the market to transform towards more water efficient products. The implementation of WELS in Hong Kong adopts the latter approach and aims to achieve the following:
  - (a) To provide consumers with information on the levels of water consumption and efficiency ratings of plumbing fixtures and water-consuming appliances;
  - (b) To facilitate consumers to select water efficient plumbing fixtures and water-consuming appliances;
  - (c) To promote public awareness on water conservation and efficiency issues; and
  - (d) To achieve actual water savings.
- 2.3 The voluntary WELS in Hong Kong is being implemented in phases for different groups of plumbing fixtures and water-consuming appliances. The first two groups of products for implementation of the WELS are showers for bathing and water taps which had been launched in September 2009 and

September 2010 respectively. The next group of products for implementation of the WELS is washing machines.

# 3. Scope

- 3.1 The Scheme will apply to the manufacturers, importers, or other related parties participating in the Scheme.
- The Scheme registration commences from (TBA) 2011 and will expire on 31

  December 2013 when re-registration is necessary.
- 3.3 The Scheme only covers new washing machines imported to or manufactured in Hong Kong but does not cover second-hand products, products already in existing use, under trans-shipment or manufactured for export, etc.
- 3.4 The Scheme is operated as a 'Grading Type' labelling system. Under this Scheme, participating washing machines will be rated to different grades according to Section 6.
- 3.5 The provisions of this Scheme shall apply to the washing machines that have washing capacity normally not exceeding 10 kg for household use. The washing machines that have larger capacity or for industrial use or have no spin extraction capability or use non-electric energy sources are excluded.

#### 4. **Definitions**

Unless otherwise specified, the following definitions shall apply throughout this document:

agitator type

means a washing machine in which the textiles are substantially immersed in the washing water, the mechanical action being produced by a device moving about or along its vertical axis with a reciprocating motion (an agitator).

**MRA** 

Draft version: R6 Code means the Code of Practice on Energy Labelling of Products which is approved and issued under Section 42 of the Ordinance. means the Water Supplies Department, the Government of Department HKSAR. Director means the Director of the Water Supplies Department, the Government of HKSAR. Government means the Government of HKSAR. HKAS means the Hong Kong Accreditation Service. **HOKLAS** means Hong Kong Laboratory Accreditation Scheme. horizontal drum Means a washing machine in which the textiles are placed in a horizontal drum and partially immersed in the type washing water, the mechanical action being produced by rotation of the drum about its axis, the movement being either continuous or periodically reversed. Means a washing machine in which the textiles are impeller type substantially immersed in the washing water, the mechanical action being produced by a device rotating about its axis continuously or which reverses after a number of revolutions (an impeller). Inspecting Officer means the officer authorized by the Director to carry out the inspection as described in Section 10 of this document. ISO means the International Organization for Standardization. Label means the water efficiency label as described in Section 7 of this document. Mandatory EELS means the Mandatory Energy Efficiency Labelling Scheme on Washing Machines under the Ordinance.

means a mutual recognition agreement/arrangement.

Ordinance	means the Energy Efficiency (Labelling of Products) Ordinance, Chapter 598.				
participant	means a manufacturer, an importer or other related party of the washing machine registered in the Scheme.				
rated washing capacity	means the maximum mass of dry textiles which the manufacturer declares can be treated in a specific programme.				
recognized laboratory	means a laboratory that complies with the requirements for testing laboratory as stated in Section 8.				
Scheme	means the Voluntary Water Efficiency Labelling Scheme on Washing Machines.				
Voluntary EELS	means the Hong Kong Voluntary Energy Efficiency Labelling Scheme for Washing Machines.				
washing machine	means a household appliance for cleaning and rinsing of textiles using water with a means of extracting excess water from the textiles.				

# 5. Scheme Participation and Testing Requirements

#### **Scheme Participation Requirement**

As a prerequisite for participation in the Scheme, the washing machines shall be either registered under the Mandatory EELS or the Voluntary EELS.

#### **Test, Performance and Safety Requirements**

5.2 The washing machines shall be tested in accordance with all the requirements as specified in the Code or Voluntary EELS in a recognized laboratory. In particular, the water consumption (litres/cycle) shall be measured during the energy consumption test in accordance with IEC 60456, JIS C 9606, or other equivalent international standards approved by the Department.

# 6. Water Efficiency Grading

#### **Classification of Washing Machines**

6.1 Before the water efficiency rating assessment, all washing machines to be registered under the Scheme are classified in accordance with Table 1:

Table 1: Classification of Washing Machines

Category	Description
1	Horizontal drum type washing machines
2	Impeller type or agitator type washing machines

Note: In each category, it also includes washing machines operating with similar working principle.

#### **Average Water Consumption**

6.2 For calculating the water consumption index and so the water efficiency grade, the average water consumption  $(W_{av})$  figures for washing machines of different categories are shown in Table 2.

Table 2: Average Water Consumption

Washing Machine Category	Average Water Consumption (litre/kg/cycle)		
Category 1	$W_{av} = 10.85$		
Category 2	$W_{av} = 19.88$		

#### Water Consumption Index (I<sub>w</sub>)

The water consumption index  $(I_w)$  of a washing machine is defined as the ratio of the specific water consumption  $(W_{sp})$  of the washing machine to the average water consumption  $(W_{av})$ . The indices are expressed in percentages. Thus, within a category, a washing machine with a lower water consumption index (i.e. a lower percentage) consumes less water than a washing machine with a higher water consumption index (i.e. a higher percentage). The water consumption index is calculated as follows

Water Consumption Index 
$$(I_w) = \frac{W_{sp}}{W_{av}} \times 100\%$$

Where  $W_{sp}$  = the water consumption obtained from water consumption test per rated washing capacity (litre/kg/cycle)

 $W_{av}$  = average water consumption as determined from Table 2

#### **Water Efficiency Grading**

6.4 The water efficiencies of washing machines are rated to different grades according to their water consumption indexes as shown in Tables 3. Grade 1 is the most water efficient whereas grade 4 is the least water efficient.

Table 3: Conversion of Water Consumption Index to Water Efficiency Grades

Water Consumption Index	Water	Symbolic Presentation on the
I <sub>w</sub> (%)	Efficiency Grade	Water Efficiency Label
$I_w \le 80$	Grade 1	1 water droplet
$80 < \mathbf{I}_{w} \le 95$	Grade 2	2 water droplets
$95 < \mathbf{I}_{w} \le 110$	Grade 3	3 water droplets
$110 < \mathbf{I}_{w}$	Grade 4	4 water droplets

In order to obtain grade 1 to 3, the washing machine shall also meet all the performance requirements as stipulated in the Code or Voluntary EELS, i.e. washing performance and spin extraction performance. Only grade 4 will be accorded if the washing machine does not meet anyone of these performance requirements or  $I_w > 110$ .

# 7. Water Efficiency Label

#### **Label Versions and Location**

7.1 The Label should be self-adhesive or printed onto the packing. It is a compulsory requirement for the participant to affix/print the Label to his/her registered washing machine or its packing at a prominent location. The

participant should also ensure that the registered washing machine shall be displayed for sale with the Label.

#### **Colour Scheme and Dimensions**

7.2 The Label should be printed on white-coloured self-adhesive sheet material (for self-adhesive type) and should have dimensions as shown in Annex 1 It should be printed in English and in Chinese in accordance with the colour codes specified in Annex 1. The soft copy of the Label can be obtained from the Department.

#### **Paper Quality**

7.3 The paper used for the Label should be durable and possess good wear and tear characteristics. It should stick tightly on the washing machines or its packing.

#### **Information on the Label**

7.4 The information that appears on the Label shall accord with the Label format as indicated in Annex 1 and shall tally with the information listed on the registration certificate issued by the Department.

# 8. Testing Laboratories and Certification Bodies

- 8.1 The Department will accept the test reports issued by a testing laboratory which meets any one of the following criteria:
  - (a) The laboratory is accredited:
    - (i) under HOKLAS operated by HKAS for the relevant test; or
    - (ii) under an accreditation scheme operated by a laboratory accreditation body in other economies with which HKAS has concluded a MRA for the relevant test;
  - (b) The laboratory has been assessed and evaluated by a recognized independent certification body, and is certified by the certification body to be competent for carrying out the relevant test; or
  - (c) The laboratory has been assessed and recognized under the Voluntary EELS for conducting the relevant test, and is certified under ISO 9001 or equivalent standards for quality system.

- 8.2 The recognized independent certification body mentioned in Section 8.1(b) shall meet the following minimum requirements:
  - (a) Being recognized internationally to be competent for certifying product energy efficiency performance tests;
  - (b) Having experience in assessing and certifying the relevant energy efficiency performance tests; and
  - (c) Having well established assessment procedures, including staff training and assessment criteria, relating to assessment and certification of energy efficiency performance tests.

# 9. Application for Registration

#### **Application Procedures**

9.1 All manufacturers, importers and other related parties in the washing machines business are welcome and encouraged to participate in the Scheme. For known manufacturers and importers, invitation letters will be issued to them. However, any manufacturers, importers and other related parties in the washing machines business may submit applications for registration no matter whether they are invited or not. The applicant can apply for WELS registration jointly or separately with Mandatory/Voluntary EELS.

#### **Joint Application for EELS and WELS**

9.2 For joint participation in both Mandatory/Voluntary EELS and this Scheme at the same time, the participant should indicate his/her intention of joint participation in the application for participation in the Mandatory/Voluntary Upon the receipt of the participant's indication, no separate application for participation in this Scheme is required but the Mandatory/Voluntary EELS application will be first processed. Should the Mandatory/Voluntary EELS application be successful, a copy of letter of notification together with a copy of test report will be forwarded by the Electrical and Mechanical Services Department to this Department for further process on the Scheme application. Please note that the application for Scheme will be participation in this not assessed until the Mandatory/Voluntary EELS application is successful.

#### **Separate Application for WELS**

9.3 The application for WELS registration can be submitted by means of an application letter through post, facsimile or electronic mail to the Water Supplies Department:

Address: 47/F, Immigration Tower

7 Gloucester Road, Wanchai, Hong Kong

Fax number: 2824 0578

Email: wsdinfo@wsd.gov.hk

A proforma letter of application is attached in Annex 2. The proforma application letter is also available at the Water Supplies Department's website (<a href="http://www.wsd.gov.hk/en/wels/index.html">http://www.wsd.gov.hk/en/wels/index.html</a>) for downloading. The application submission can be made in either <a href="English or Chinese">English or Chinese</a>.

# Information/Documents/Materials to be Submitted for Separate Application

- 9.4 The information/material to be submitted with the application are listed as follows:
  - (a) Information of the company, i.e. name, address, telephone number, fax number, e-mail address, website address, and contact person, etc.);
  - (b) Information of the washing machine being applied for registration in the Scheme, i.e. brand name, model no. and/or name, catalogue and country of origin;
  - (c) Proposed commencement date to affix the Label to washing machine (Year \_\_\_\_\_, Month \_\_\_\_\_);
  - (d) Detailed test report for participation in the Mandatory/Voluntary EELS. The test report shall be issued by a recognized laboratory; and
  - (e) Documentary proof of the registered washing machine under the Mandatory/Voluntary EELS.

The above information is also listed in Annex 3.

9.5 Company's chop should be stamped on all the document front covers/pages provided. All photocopy test reports submitted to the Department shall be certified as true copy. Upon the request of the Department, the participant is required to provide the original copy of the test reports.

#### Acceptance/Rejection of Application

- 9.6 On receipt of the application, the Department will verify whether the washing machine meets the requirements based on the submitted information and will rate the washing machine with a water efficiency grade according to the washing machine's water consumption test results.
- 9.7 If the application is accepted, the participant will be notified of the result within 17 working days upon the receipt of all necessary information requested. A registration certificate listing the information to be displayed on the Label will be issued to the participant by the Department. The participant will then be allowed to affix/print the Label to the 'registered' washing machine or its packing. The participant should ensure that the Label is correctly printed and affixed to the washing machine or its packing in accordance with Section 7.
- 9.8 If the application is rejected, a notification letter with reason(s) of rejection will also be given to the participant within <u>17 working days</u> upon receipt of all necessary information requested.
- 9.9 The flow chart for registration is shown in Annex 4.

#### **Participant's Obligations**

- 9.10 In order to ensure effective implementation of the Scheme, the participant must understand and be committed to full compliance with the obligations set out in the Scheme. The participant is obliged to:
  - (a) submit application, the information/material required in Section 9.4 and the test report for participation in the Mandatory/Voluntary EELS (for separate application);
  - (b) at his/her own costs, produce the Label and affix/print the Label either to the washing machine or its packing at a prominent location in accordance with Section 7;
  - (c) ensure that the registered washing machine shall be displayed for sale with the Label:
  - (d) fully inform other related parties (such as sales agents, retailers, etc.) in the participant's sale distribution network once the washing machine is registered under this Scheme and notify them that the Department may request to enter their premises to carry out the random/ad-hoc

inspections in Section 11;

- (e) allow random/ad-hoc inspection to be conducted by Inspecting Officers authorized by the Director on the registered washing machine at his/her premises;
- (f) allow the tested and performance data of the registered washing machine to be uploaded to the Department's website for public information;
- (g) conduct re-test(s) at his/her own costs at a recognized laboratory if non-compliance is found on the registered washing machine. The result of re-test(s) shall reach the Department within the time specified by the Department;
- (h) inform the Department of any change in the technical information and data submitted in the application; and
- (i) remove within three months all Labels from the washing machine and its packing if it has been de-registered.
- 9.11 The details of washing machines registered under this Scheme will be kept in a register maintained by the Department. The registration records will be regularly uploaded to the Department's website for public information.

#### **Termination**

- 9.12 Under circumstances of poor performance such as:
  - (a) the participant failing to fulfil the obligations set out in the Scheme; or
  - (b) the washing machine failing to perform in accordance with rated water efficiency grade and/or the performance requirements of the Scheme and the participant not being able to rectify the non-compliance within the time frame specified by the Department; or
  - (c) where the Director is of the opinion that registration of a washing machine is contrary to the public interest,

the Department may de-register a washing machine from the Scheme with immediate effect by giving the participant notice in writing. Once a washing machine is de-registered, it is not allowed to affix a Label to it. The participant shall remove all Labels from the de-registered washing machine and its packing within three months from the notice.

9.13 Participant who decides to discontinue participating in the Scheme or to withdraw any registered washing machine from the Scheme shall give at least three months' advance notice to the Department.

# 10. Legal Provisions

- 10.1 Without prejudice to any remedy a purchaser may have against the party under the law of Hong Kong, a culpable party may be subject to the following sanctions.
- 10.2 This Scheme is a voluntary scheme. However, a participant who abuses the Scheme by giving false information on the Label may constitute an offence under the Trade Descriptions Ordinance, Cap 362.
- 10.3 Unauthorized use of the Label may constitute an offence under the Copyright Ordinance, Cap. 528.

## 11. Compliance Monitoring and Inspection

#### **Purpose**

11.1 To uphold credibility of the Scheme and to maintain continuous confidence of the consumers, compliance check on the Labels on those washing machines registered in the Scheme is necessary. In addition, to avoid the unsatisfactory situation that unauthorized Labels are used on non-registered washing machines, the Department may also carry out suitable form of inspection on those washing machines which have not been registered under the Scheme.

#### Scope

- 11.2 The scope of inspection includes, but not limited to, sample checking and testing for the following items:
  - (a) whether the Label is affixed to registered washing machines as required in Section 7;
  - (b) whether the Label being displayed is of correct format in accordance with Section 7;
  - (c) whether the water efficiency grade rated by the Department based on

- the data submitted by the participant is in line with the grade rated from the results of random testing conducted by the Department;
- (d) whether the data shown on the Label tally with the information listed on the registration certificate; and
- (e) whether unregistered washing machines display unauthorized Labels.
- 11.3 The participants will be requested to take immediate remedial action and report the follow-up action taken if non-compliance is found on their registered washing machines such as incorrect information shown on the Label.
- 11.4 The Department will periodically appoint a recognized laboratory to conduct random testing on the registered washing machines in accordance with the requirements specified in the Code or Voluntary EELS. For a registered washing machine which is found fail to comply with either one of the following criteria, the Department may request the participant to conduct separate re-test at his/her own cost on the registered washing machines in a recognized laboratory agreed by the Department.
  - (a) The tested water consumption (litres/cycle) being not greater than the rated water consumption as declared by the manufacturer by more than 15%.
  - (b) The tested washing performance and tested spin extraction performance conforming to the minimum requirements for Grade 1 to 3 washing machines as specified in the Code or Voluntary EELS.
  - (c) The tested water efficiency grade meeting either one of the following:
    - (i) The water efficiency grade calculated in the compliance monitoring testing being equal to or more water efficient than that determined by the test results submitted to the Department; or
    - (ii) If the water efficiency grade calculated in the compliance monitoring testing being not equal to nor being more water efficient than the grade determined by the test results submitted to the Department, the tested water consumption index calculated in the compliance monitoring testing being not greater than 115% of the measured water consumption index calculated by the test results submitted to the Department.

- 11.5 The re-test should be carried out on at least three further samples of the washing machine. If the re-test results fail to meet the criteria specified in Section 11.4, the Department will require the participant to take appropriate remedial action including replacing a Label with correct grading and water consumption for the registered washing machine.
- 11.6 When a registered washing machine is found fail to comply with the following criteria, such non-compliance will be informed to the Electrical and Mechanical Services Department.
  - (a) The tested energy consumption (kWh/cycle) being not greater than the rated energy consumption as declared by the manufacturer by more than 15%.
- 11.7 If non-compliance is confirmed and no remedial action is taken by the participant within the time prescribed by the Department, the Department may order it be de-registered from the Scheme. Once a washing machine is de-registered, it is not allowed to affix a Label to it. The participant shall remove all Labels from the de-registered washing machine and its packing within three months from the notice. Failure to remove the Labels from the de-registered washing machine may contravene the relevant ordinances as mentioned in Section 10 above.

#### **Inspecting Officers**

- 11.8 The Director will authorize Inspecting Officers to carry out washing machine compliance monitoring and inspection. The officers will carry proper identification cards which will be produced during their inspection. However, the officers will not inform the participants in advance of their inspection.
- 11.9 It is the participants' obligation to allow the Inspecting Officers to gain access to their premises to carry out the inspection.

#### **Mode of Inspection**

11.10 Inspections will be carried out on registered washing machines under the Scheme on a random basis. Based on the record of the registration, random inspection programmes will be developed. Inspection will also be conducted on the non-registered washing machines with unauthorized Labels.

- 11.11 In addition to the random inspections, the Inspecting Officers will carry out ad-hoc inspections in response to complaints. The items to be inspected in such a case will depend upon the nature of complaint and may include the items as stated in Section 11.2.
- 11.12 Inspections will normally be carried out at the retail outlets and washing machine showrooms. Where necessary, inspection will also be done at warehouses.
- 11.13 The inspection results will be properly recorded for future analysis as well as on evaluation of the effectiveness of the Scheme.

## 12. Complaints and Appeals

12.1 The Department will be responsible for dealing with complaints from participants and other parties against matters related to the Scheme.

#### **Complaints Handling Procedure**

- 12.2 The Department shall ensure that complaints are properly recorded and handled without undue delay.
- 12.3 The Department shall carry out investigation on complaints and reply to them within a reasonable time. For complaints that require site inspection and laboratory test, the complainant shall be notified through an interim reply.
- 12.4 The Department shall inform the complainant of the result or decision made on the complaint.

#### **Appeal Procedure**

- 12.5 A participant may appeal against the decision or action taken by the Department in writing to the Director stating the reason for the appeal.
- 12.6 The Director may decide to suspend the decision or action taken by the Department from the day on which the appeal is made until such appeal is disposed of, withdrawn or abandoned unless such suspension would, in the opinion of the Director, be contrary to public interest.

- 12.7 The Director may, by notice to the appellant, require the appellant to attend meeting(s) with him or his representatives and provide documents and give evidence relevant to the appeal.
- 12.8 The Director shall notify the appellant of his decision and reasons for it. The decision will be final.

#### 13. Maintenance of Scheme

- To ensure that the Scheme can continue to operate effectively and efficiently, the Scheme will be maintained as follows:
  - (a) Continuous updating of the lists of washing machines registered in the Scheme as follows:
    - i) registered washing machines with details such as registration numbers in the Scheme, dates of registration, flow rate data, performance data, makes, models and other related information; and
    - ii) manufacturers, importers or other related parties of the registered washing machines with details such as addresses, telephone numbers, e-mail addresses, etc.
  - (b) Periodic review of the testing methodologies, procedures for registration application and compliance monitoring etc.
  - (c) Continuous evaluation of the effectiveness of the Scheme and assessment of what changes are necessary.

# **Water Efficiency Label**





# **Water Efficiency Label**





**Notes:** (The above labels are for display only. Finalized label design will be shown in the finalized scheme document.)

# **Proforma Letter of Application**

	11010111	ia LC	ici oi iip	meano	11	
Our ref.						
Tel.						
Fax.						
Date						
Water Supplies De	epartment					
47/F, Immigration	Tower					
7 Gloucester Road	l, Wanchai					
Hong Kong						
Dear Sir/Madam,						
Application for	Registration	in the	Voluntary	w Water	Efficiency	Labelling
Scheme on Wash	ing Machines					
Our company is th	ne <u>(manufactur</u>	er / imp	orter / other	related pa	arties (please	e specify)*)
of	(brand	name,	model nui	nber and	l/or name o	of washing

We understand fully our obligations as stated in the scheme document and will comply with all relevant requirements, in particular those specified below:

machine) in Hong Kong. We would like to apply for registration of the washing

machine in the above Scheme.

- (a) submit application, the information/material required in Section 9.4 of the Scheme document and the test report for participation in the Mandatory/Voluntary Energy Efficiency Labelling Scheme;
- (b) at his/her own costs, produce the Label and affix/print the Label either to the washing machine or its packing at a prominent location in accordance with Section 7;
- (c) ensure that the registered washing machine shall be displayed for sale with the Label;
- (d) fully inform other related parties (such as sales agents, retailers, etc.) in the participant's sale distribution network once the washing machine is registered under this Scheme and notify them that the Water Supplies

Department (Department) may request to enter their premises to carry out the random/ad-hoc inspections as stated in Section 11 of the Scheme document;

- (e) allow random/ad-hoc inspection to be conducted by Inspecting Officers authorized by the Director of Water Supplies on the registered washing machine at his/her premises;
- (f) allow the tested and performance data of the registered washing machine to be uploaded to the Department's website for public information;
- (g) conduct re-test(s) at his/her own costs at a recognized laboratory if non-compliance is found on the registered washing machine. The result of re-test(s) shall reach the Department within the time specified by the Department;
- (h) inform the Department of any change in the technical information and data submitted in the application; and
- (i) remove within three months all Labels from the washing machine and its packing if it has been de-registered.

The detailed information of the washing machine which we apply for registration is shown in the attached documents (see Annex 3 for the list of information to be submitted) for your processing.

Yours faithfully,

(Manufacturer/Importer/Agent's Name and Company Chop)

<sup>\*</sup> delete as appropriate

# Information/Material to be Submitted to the Water Supplies Department

- 1. Information of the company, i.e. name, address, telephone number, fax number, e-mail address, website address, and contact person, etc.);
- 2. Information of the washing machine being applied for registration in the Scheme, i.e. brand name, model no. and/or name, catalogue and country of origin;
- 3. Proposed commencement date to affix the Label to washing machine (Year \_\_\_\_\_, Month \_\_\_\_\_);
- 4. Detailed test report for participation in the Mandatory/Voluntary Energy Efficiency Labelling Scheme (EELS). The test report shall be issued by a recognized laboratory; and
- 5. Documentary proof of the registered washing machine under the Mandatory/Voluntary EELS.

Note: Company's chop should be stamped on all the document front covers/pages provided. All test reports submitted to the Department should be certified as true copy. Upon the request of the Department, the participant is required to provide the original copy of the test reports for perusal.

# **Flow Chart for Registration**

