

**COMMISSION
ELECTROTECHNIQUE
INTERNATIONALE**

**IECEE
01**

**INTERNATIONAL
ELECTROTECHNICAL
COMMISSION**

Douzième édition
Twelfth edition
2009-12

**Système CEI d'Essais de Conformité et de
Certification des Equipements et Composants
Electrotechniques (IECEE) –**

Règles fondamentales

**IEC System of Conformity Assessment Schemes
for Electrotechnical Equipment and Components
(IECEE) –**

Basic Rules



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Basic Rules

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Commission Electrotechnique Internationale
International Electrotechnical Commission
Международная Электротехническая Комиссия

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IEC SYSTEM OF CONFORMITY ASSESSMENT SCHEMES FOR
ELECTROTECHNICAL EQUIPMENT AND COMPONENTS (IECEE)****BASIC RULES OF THE IECEE****FOREWORD**

This publication governs the corporate and administrative structure of the IEC system of conformity assessment schemes for electrotechnical equipment and components.

This publication has been prepared by the Certification Management Committee and approved by the Conformity Assessment Board.

It cancels and replaces Publication IECEE 01, Eleventh edition, 2008.

Each of the annexes to this publication is normative.

The text of the amendments of this edition (IECEE 01 Twelfth edition 2009) is based on the following Document.

Document	Report on voting
IECEE-CMC/1022/RM	CMC Decision

IEC SYSTEM OF CONFORMITY ASSESSMENT SCHEMES FOR ELECTROTECHNICAL EQUIPMENT AND COMPONENTS (IECEE)

BASIC RULES OF THE IECEE

1 Title

The title of the System is "IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components*", hereinafter referred to as "the IECEE".

2 Object

Taking into account the object of the International Electrotechnical Commission (IEC) as given in Article 2 of the IEC Statutes, the particular object of the IECEE, operated under the authority of the IEC in conformity with the Statutes, is to facilitate international trade in Electrotechnical Equipment and Components.

3 Scope

3.1 The IECEE is applicable to such standards, categories and services as proposed by its Certification Management Committee (CMC) and approved by the IEC Conformity Assessment Board (CAB). A list of the "Approved Categories" is included in Annex C.

Note: Extensions related to standards, collateral and horizontal standards falling under these approved categories (Annex C) are managed by the CMC in accordance with IECEE 02.

3.2 Extensions to the Scope of the IECEE

Any proposed scope extension by the IECEE System into a new area or field of activity shall not:

- a) result in an overlap in the scopes of the other IEC CA Systems
- b) negatively impact the finance of the IECEE System
- c) involve discernible risks of liability for the IEC
- d) conflict with the IEC's policies, including the CA Policy
- e) inflict damage upon the IEC's reputation or image.

3.3 The IECEE shall operate and maintain

- a ISO/IEC System 1b* scheme for the mutual recognition of Test Certificates and related documents indicating that one or more specimens of electrotechnical equipment, falling within the approved Scope of the Scheme, were tested and found to be in conformity with specific standards. This scheme is called "IECEE CB Scheme for Mutual Recognition of Test Certificates for Electrotechnical Equipment and Components" as contained in the Rules of Procedure Publication IECEE 02;
- a ISO/IEC System 5* scheme for the mutual recognition of Conformity Assessment Certificates and related documents for electrotechnical equipment, falling within the approved Scope of the Scheme. This scheme is called IECEE CB-FCS Scheme for Mutual Recognition of Conformity Assessment Certificates for Electrotechnical Equipment and Components" as contained in the Rules of Procedure Publication IECEE 03;

- individual conformity assessment programs that are complementary to the other IECEE services.

* According to ISO/IEC Guide 67: 2004

3.4 In the IECEE, the term “specific standard” denotes a standard that is in accordance with Clause 13.

4 Governing documents

The documents which govern the organization of the IECEE are:

- a) the Statutes of the IEC;
- b) the Rules of Procedure of the IEC;
- c) the ISO/IEC Directives, unless otherwise specified;
- d) the Basic Rules which define the principles of the IECEE and which are approved by the CAB;
- e) the Rules of Procedure of the IECEE which define the working procedures of the Schemes. The Rules of Procedure are decided upon and amended by the CMC of the IECEE, in accordance with the voting procedure described in clause 13. The Rules of Procedure of the Schemes and amendments to them shall be notified to the CAB.

In case of a conflict, contradiction or inconsistency between the provisions of one of the above mentioned documents and provisions of another of the above mentioned documents, the provisions of the document listed in a higher position shall take precedence over the provisions of the document listed in a lower position.

5 Membership

5.1 Membership of the IECEE is open to any country in which there is a Full or Associate Member National Committee of the IEC, as defined in Article 4 of the Statutes of the IEC.

Membership of the IECEE is also open to non-IEC member countries, subject to the concurrence of the IEC Executive Committee (ExCo) regarding general IEC policy and satisfaction of the specific requirements for membership, as set out in Annex E.

The Member Body of the IECEE shall be fully representative of the national electrotechnology community and should include a wide representation from industry, electrical regulatory authorities and standards bodies as well as conformity assessment interests. It may be either

- the National Committee of IEC, or
- a body notified to the IEC by the National Committee of the IEC.

5.2 The IECEE Member Bodies nominated by Full or Associate Member National Committees or from non-IEC member countries are entitled to participate fully in the committees and activity of the IECEE, except that representatives of IEC Associate Members and of non-IEC member countries are not eligible for election to any officer position.

Suspended IEC National Committees, or bodies notified by them for System membership, shall not be permitted to retain membership of the IECEE or be admitted to membership in the IECEE during the period of suspension. National Certification Bodies and Testing

Laboratories associated with such suspended IEC members or the nominated IECEE member body shall not be permitted to participate in the activities of the IECEE.

5.3 A Member Body of the IECEE can be either

- a) a Member Body with Issuing and Recognizing National Certification Body or Bodies (NCB(s)),
- b) a Member Body with Recognizing NCB(s) only, or
- c) a Member Body with neither Issuing and Recognizing NCB(s) nor Recognizing NCB(s).

5.4 There shall be only one Member Body of the IECEE in a particular country.

5.5 Application for membership shall be submitted to the IECEE Secretariat by the National Committee of the IEC. The candidate Member Body shall undertake to abide by the Basic Rules of the IECEE.

The application shall also include a plan to recognize CB Test Certificates and assessment work carried out by any member of the System for the purpose of granting the “National Mark” or other means of national recognition to facilitate trade in the country. The plan shall be implemented within a timeframe as decided by the CMC.

Applications for IECEE membership from non-IEC member countries will be handled in accordance with the procedure set out in Annex E.

5.6 A Member Body wishing to withdraw from membership of the IECEE shall give at least one calendar year's notice. This Member Body shall pay its annual dues for the calendar year following the year during which the notice was given, unless notice of withdrawal is received up to and including 30 June, in which case the Member Body shall only be required to pay the current year's dues.

5.7 Any proposal to suspend membership of the IECEE, or to cancel such suspension, shall require agreement by a majority of at least four-fifths of the total number of Member Bodies, except in the case of suspension for non-payment of dues, application fees, surcharges, etc. as decided by the CMC. If the suspension of the membership has not been cancelled during the year after which the decision was taken, the body concerned ceases to be a member of the IECEE.

6 Organization

6.1 The organization comprises the following

- Certification Management Committee (CMC),
- Centralized Secretariat
- Committee of Testing Laboratories (CTL),
- Factory Inspection Committee (FIC)
- Board of Appeal (BoA)
- Policy & Strategy Forum (PSF)
- Peer Assessment Committee (PAC)

6.2 The overall responsibility for the operation of the IECEE is vested in the CMC, which is a Committee of the IEC and operates under the authority of the CAB.

6.3 The CAB has delegated the management and overall operational responsibility related to the IECEE to the CMC. The CAB supervises the CMC and has the authority to disband

the CMC and/or the IECEE (IEC Statutes Article 13). This authority shall not be exercised without prior consultation between the CAB and the CMC.

7 Certification Management Committee

7.1 The composition of the CMC is as follows:

- a) delegation of not more than three persons from each Member Body, where at least one person shall represent the interests of an NCB or NCBs and at least one person should represent (manufacturing) industry interests;
- b) Chairman of the IECEE
- c) Vice-Chairman of the IECEE
- d) Treasurer of the IECEE
- e) Executive Secretary of the IECEE
- f) Chairman of the CTL
- g) Secretary of the CTL
- h) Chairman of the FIC
- i) Secretary of the FIC
- j) Chairman of the Board of Appeal
- k) Representative of each relevant IEC Advisory Committee
- l) General Secretary of the IEC

7.2 Each Member Body has one vote, but the positions b) through l) in 7.1 do not carry the right to vote.

7.3 The CMC shall meet at least once a year.

7.4 The CMC provides a report on its activities at least annually to the CAB and submits proposals for approval by the CAB with regard to

- a) modifications to the Basic Rules of the IECEE,
- b) the appointment of officers of the IECEE,
- c) the budget and annual accounts of the IECEE
- d) the policy of the IECEE,
- e) proposals for extensions to the Scope of the IECEE and
- f) proposals for the use of normative documents other than IEC standards

7.5 The CMC shall decide on and/or endorse

7.5.1 Membership

- a) acceptance of Member Bodies of the IECEE,
- b) acceptance, rejection and suspension of Recognizing NCBs, Issuing and Recognizing NCBs and of testing laboratories (CBTLs and ACTLs),
- c) questions related to membership of the IECEE.

7.5.2 Finances

- a) proposed budget of the IECEE, for approval by the CAB,
- b) proposed annual accounts of the IECEE, for approval by the CAB,
- c) dues to be paid by Member Bodies,
- d) surcharges and the conditions under which they may be levied.

7.5.3 Appointments

- a) Chairman and Members of the Board of Appeal,
- b) Chairman and Secretary of the CTL,
- c) Chairman and Secretary of the FIC,
- d) Members of the Peer Assessment Committee (PAC),
- e) Members of the Policy & Strategy Forum (PSF),

- f) Convenor and Members of the various Working Groups (this may be delegated to the Executive Secretary and the appointed Convenor).

7.5.4 Rules and Procedures for the operation of the Schemes

- a) Basic Rules (IECEE 01) for subsequent approval by the CAB,
- b) Rules of Procedure (IECEE 02, IECEE 03),
- c) Operational Documents (OD-CBs),
- d) Questions regarding the Rules and Procedures,
- e) Recommendations of PS&F, CTL, FIC, PAC and possible other committees,
- f) Standards to be applied in each IECEE Category,
- g) New IECEE Categories for subsequent approval by the CAB.

7.6 The CMC shall, moreover, have the following duties:

- a) to manage the IECEE in accordance with the Basic Rules and the Rules of Procedure of the IECEE;
- b) to promote the IECEE;
- c) to carry out any other tasks relevant to the object of the IECEE, given to it by the CAB.

7.7 Decisions by the CMC may be appealed to the Board of Appeal of the IECEE. If the case is not resolved within the Board of Appeal of the IECEE, it can be then appealed to the CAB.

7.8 The CMC may establish working groups with clearly defined terms of reference, to advise it on matters related to the management of the IECEE or to enhance the efficiency of its operation.

7.9 The duties of the IECEE working groups shall be carried out under the responsibility of the Executive Secretary of the IECEE.

8 Officers and administration

8.1 The officers of the IECEE are

- Chairman,
- Vice-Chairman,
- Treasurer, and
- Executive Secretary.

8.2 The Chairman is appointed for a period of three years by the CAB, on the nomination of the CMC. He is eligible for re-appointment in the same office for one further period of three years. If at the conclusion of a second or subsequent term, there are no new candidates nominated for election to the position, the CMC may by specific resolution, outlining the circumstances, propose to the CAB that the incumbent Chairman be appointed to a further term of three years in that position.

The Chairman shall not act as a national delegate to the CMC.

The Chairman is empowered to establish an advisory group.

8.3 The Vice-Chairman is appointed for a period of three years by the CAB, on the nomination of the CMC. He is eligible for re-appointment in the same office for one further period of three years.

If at the conclusion of a second or subsequent term there are no new candidates nominated for election to the position, the CMC may by specific resolution, outlining the circumstances, propose to the CAB that the incumbent Vice-Chairman be appointed to a further term of three years in that position.

The Vice-Chairman may at the same time be a national delegate to the CMC, except when he takes the chair at a meeting.

8.4 The Chairman or the Vice-Chairman shall represent the interests of the IECEE System .

8.5 The Treasurer is appointed for a period of three years by the CAB, on the nomination of the CMC. He is eligible for re-appointment in the same office for one further period of three years.

If at the conclusion of a second or subsequent term there are no new candidates nominated for election to the position, the CMC may by specific resolution, outlining the circumstances, propose to the CAB that the incumbent Treasurer be appointed to a further term of three years in that position.

The Treasurer may at the same time be a national delegate to the CMC.

8.6 The Executive Secretary is entrusted with the chief executive officer functions in relation to the IECEE Scheme.

8.7 The Executive Secretary is entrusted with the routine work of the IECEE and shall carry out the instructions of the CMC and of its Chairman.

8.8 The Executive Secretary is appointed for a period of five years by the CAB, on nomination by the CMC and is eligible for re-appointment without restriction. The Executive Secretary is an employee of the IEC and a decision to appoint the Secretary requires the prior consent of the IEC General Secretary. The IECEE Chairman shall consult with the CAB Chairman and the General Secretary before a proposal is made to the CMC for the nomination of an Executive Secretary.

8.9 The Chairman, the Vice-Chairman, the Treasurer and the Executive Secretary shall take office on the first day of January of the year following the meeting of the CAB at which they have been appointed unless otherwise determined by the CAB.

8.10 The officers of the IECEE may make decisions in between CMC meetings on the elements as specified in sub-clause 7. 5, as specifically delegated to them by the CMC. They shall, in addition, carry out any other task(s) assigned to them by the CMC. Any decision on matters delegated to the officers shall be reported to the CMC within one month and recorded in the Minutes of the next CMC meeting.

9 Committee of Testing Laboratories

9.1 The Committee of Testing Laboratories (CTL)

The aim of the CTL shall be to achieve reproducibility of test results and to promote a close collaboration between testing laboratories.

9.2 The Chairman and the Secretary of the CTL are appointed by the CMC on nomination by the CTL; however, if more than one nomination is received by the CTL, the CMC will proceed with a secret vote, to take place during the plenary meeting of the CMC.

9.3 The term of office of the Chairman and the Secretary of the CTL is three years. They are eligible for re-appointment in the same office for one further period of three years.

If at the conclusion of a second or subsequent term there are no new nominees for the election to the position of Chairman and/or Secretary, the CTL may by specific resolution, outlining the circumstances, propose to the CMC that the incumbent Chairman and/or Secretary be appointed to a further term of three years in that position.

9.4 Any Member Body of the IECEE has the right to attend the meetings of the CTL.

9.5 Participants in meetings of the CTL shall be appointed by the NCBs and shall be experts from testing laboratories and, if appropriate, other experts.

10 Factory Inspection Committee

10.1 The Factory Inspection Committee (FIC)

The aim of the FIC shall be to achieve a common understanding and uniform factory audit/inspection report and techniques for the purpose of their mutual acceptance.

10.2 The Chairman and the Secretary of the FIC are appointed by the CMC on nomination by the FIC; however, if more than one nomination is received by the FIC, the CMC will proceed with a secret vote, to take place during the plenary meeting of the CMC.

10.3 The term of office of the Chairman and the Secretary of the FIC is three years. They are eligible for re-appointment in the same office for one further period of three years. If at the conclusion of a second or subsequent term there are no new nominees for the election to the position of Chairman and/or Secretary, the FIC may by specific resolution, outlining the circumstances, propose to the CMC that the incumbent Chairman and/or Secretary be appointed to a further term of three years in that position.

10.4 Any Member Body of the IECEE has the right to attend the meetings of the FIC.

10.5 Participants in meetings of the FIC shall be appointed by the NCBs and shall be composed of experts in Factory Audit/Inspection.

11 Peer Assessment Committee

11.1 The Peer Assessment Committee (PAC)

11.2 The Chairmanship of the PAC is exercised by the Executive Secretary of the IECEE.

11.3 The Members of the PAC are appointed for a period of three years by the CMC, on nomination by the Member Bodies. They are immediately eligible once for re-appointment in the same office, for a further period of three years. Further re-appointments for three years are permitted, but only if there are no other nominations.”

11.4 At every appointment by the CMC the maximum number of changes allowed shall not exceed three (3) in order to keep the necessary expertise, experience and continuity.

11.5 Upon invitation by the Chairman of the PAC, on a case-by-case basis depending on the topics that the PAC is requested to discuss, further invitations may be extended to allow the participation of Experts/Advisors as necessary..

11.6 Upon invitation by the Chairman of the PAC , immediately Past Members of the PAC are entitled to attend the PAC meetings one more year to impart skill and knowledge to new appointed Members.

12 Board of Appeal

12.1 The responsibilities of the Board of Appeal are

- a) to recommend a solution to any dispute referred to it with regard to the application of these basic rules, and
- b) to recommend actions to be taken against NCBs and CBTLs on complaints received regarding potential infringements to the Rules that could compromise the credibility of the IECEE Schemes.
- c) to report to the CMC, for appropriate action, any observations relating to the technical content of the standards accepted for use in the IECEE and their applications, that has become evident when investigating a dispute.

12.2 The Board of Appeal shall consist of a Chairman and four members with deputies, each of whom shall be associated with an Issuing and Recognizing NCB. They shall be appointed by the CMC, upon nomination by the Member Bodies of the IECEE.

Their term of office shall be three years, provided that they continue to be associated with an Issuing and Recognizing NCB, and they shall be immediately eligible once for re-appointment for a further period of three years under the same conditions.

If at the conclusion of a second or subsequent term there are no new nominees for the election for these positions, the CMC may by specific resolution decide to appoint the Chairman of the Board of Appeal or the members and deputies for a further term of three years in that position.

12.3 The Executive Secretary of the IECEE shall act as the Secretary of the Board of Appeal and shall have no right to vote.

12.4 For considering a case submitted to the Board of Appeal, the Chairman and all four members or their deputies shall be present. A case may be dealt with by correspondence, with the agreement of the parties involved.

12.5 Neither the Chairman of the Board of Appeal, nor the four members or deputies shall serve in a case in which an NCB of their country is involved. When necessary in such an event, a person associated with an Issuing and Recognizing NCB in a country not involved in the case shall be appointed by the Chairman of the IECEE.

12.6 The parties interested shall have the right to be heard by the Board of Appeal.

12.7 Decisions of the Board of Appeal about its recommendations shall be taken by a simple majority of the four members. If the votes are equally divided, the Chairman shall decide upon the action to be taken.

12.8 If a recommendation from the Board of Appeal is not followed, either party may submit the case to the CMC for appropriate action.

12.9 The procedure for the Board of Appeal is given in annex B.

13 Legal provisions

13.1 International level

13.1.1 The CMC does not engage in trade, is non-profit making and does not take part in any other economic pursuit on its own behalf. It has no marketing function or price-regulating function. It expends its means only on achieving the object of clause 2.

13.1.2 The seat of the IECEE shall be the same as that of the IEC. The laws of the country in which the IEC has its seat shall apply in any or all cases not specifically provided for in these Basic Rules.

13.2 National level

For the national organizations, the laws of the relevant countries shall apply.

Nothing found in these Basic Rules or in the Rules of Procedure of the Schemes shall violate, or cause any acts which violate, the laws of a country in which the IECEE operates. It is the responsibility of the Member Body in each participating country in the establishment of the national rules implementing the IECEE to provide the necessary legal protection against the violation of any law.

13.3 Legal protection

The granting of certification of conformity shall not transfer to the CMC or to the IEC any of the legal responsibilities incumbent, under the national or international law, on the manufacturer or on the distributor of the product so certified.

13.4 Exclusion of liability

The national organizations acting on behalf of the CMC shall do so on their own responsibility and shall take all possible steps to exclude any liability from falling on the CMC or on the IEC.

13.5 Exoneration

In the case that the CMC or the IEC is held legally responsible, under national or international law, for any action taken by a national organization acting on behalf of the CMC, then the national organization involved shall undertake to exonerate fully the CMC and the IEC from such liabilities.

14 Standards

14.1 The IECEE is based on the use of specific IEC standards or IEC Technical Specifications for electrotechnical equipment and components accepted by the CMC for use in the IECEE. Specific CAB approval is required should the CMC propose to make use of normative documents, other than IEC standards.

14.2 If the CMC wishes to extend the IECEE scope into a field, for which there is no IEC standard, it shall request the relevant IEC technical committee or subcommittee to prepare as quickly as possible the required standard. If there is no committee dealing with the subject, the CMC shall, through the CAB, request the Standardization Management Board (SMB) of the IEC to initiate the preparation of the required standard.

In the absence of an applicable IEC standard, use can be made provisionally of other documents which shall be submitted by a Member Body to the CMC for consideration for acceptance for use in the IECEE. A proposal to use such documents shall be submitted to the CAB for approval.

The list of normative documents approved for use in the IECEE is included in Annex D.

15 Voting, Decisions and Implementation

15.1 Each Member Body has one vote in the committees in which it participates.

15.2 The presence of half the number of the Member Bodies shall constitute a quorum. Unless other provisions are made, decisions in meetings shall be taken by a simple

majority of votes of the Member Bodies present and voting. Voting by proxy shall not be permitted.

Abstention is not considered as voting. The Chairman shall normally not vote, but if the votes are equally divided the Chairman shall decide on the action to be taken.

15.3 Decisions are normally taken during meetings by discussion and open vote. In some circumstances (e.g. in sub clause 9.2 and 10.2) CMC may be requested to proceed with a secret vote.

Between meetings, if the Chairman so decides, voting takes place by correspondence.

15.4 Unless other provisions are made, decisions on matters voted upon by correspondence shall be taken by a simple majority of votes of those Member Bodies voting. Abstention is not considered as voting. A vote by correspondence is terminated when all Member Bodies have voted or two months after the date of circulation of the voting document, whichever results in a shorter period, except that in the case of voting on the approval of the annual financial accounts and the annual budgets a shorter voting period will be determined by the Chairman to meet IEC requirements.

15.5 When determining the total number of Member Bodies, bodies whose membership has been suspended shall not be taken into consideration.

15.6 If the votes are equally divided, the Chairman shall decide on the action to be taken.

15.7 Decisions by the CMC are of mandatory implementation by the IECEE Members Bodies, National Certification Bodies and CB Testing Laboratories as appropriate, unless they are in conflict with National Laws, in which case objective evidence shall be provided in both the National Language and the corresponding English translation.

15.8 Proposed amendments to the Basic Rules shall be communicated in writing to the Member Bodies at least three months prior to the meeting of the CMC at which the proposed amendments shall be considered. Such amendments are approved if two-thirds of the Member Bodies present are in favour. If approved by the CMC, the proposed amendments shall be submitted to the CAB for approval. The amendments are applicable immediately following approval by the CAB.

15.9 The CAB may amend the Basic Rules on its own initiative, however before taking any such action the CAB shall consult with the Certification Management Committee.

The consultation with the CMC shall include the following

- Proposal from CAB to CMC Chairman and Executive Secretary, supported by a rationale for the proposed changes,
- Sufficient time for the CMC for stakeholder input,
- CMC discussion and decision at the next CMC meeting,
- The CMC discussion may result in an amended version of the proposal.

15.10 Decisions affecting the Rules of Procedure of the Schemes shall be taken by the CMC.

Proposed amendments to the Rules of Procedure shall be communicated in writing to the Member Bodies at least three months prior to the meeting of the CMC at which the proposed amendments shall be considered. Such amendments are approved if two-thirds of the Member Bodies present are in favour. If this condition is not fulfilled, the CMC may decide to submit the proposed amendments for approval by the Member Bodies by correspondence. The amendments are approved if a two-thirds majority of the votes cast

by the members are in favour. Abstentions are excluded when the votes are counted. Approved changes to the Rules of Procedure are to be notified to the CAB meeting next following the CMC approval.

16 Finance

16.1 The IECEE shall be self-financing.

16.2 The financial year of the IECEE shall be the calendar year.

16.3 The IECEE shall derive its income from annual dues paid by its Member Bodies and from any other sources as approved by the CMC.

16.4 Each year, upon receipt of the audited accounts, the Executive Secretary shall send to the Member Bodies the accounts of the IECEE for the preceding year, duly ratified by a professional auditor and signed by the Treasurer of the IECEE. The CMC shall consider and endorse the audited accounts at the following CMC meeting. The endorsed accounts shall be forwarded to the CAB Secretary in due time as per the CAB's rules.

16.5 The draft annual budget for the following year will be forwarded to Member Bodies in sufficient time to ensure approval by correspondence not later than the end of the third week of March. The approved annual budget of the IECEE shall be forwarded to the CAB Secretary in due time as per the CAB's rules.

16.6 The CMC shall establish the system of allocating the dues within the IECEE.

16.7 The dues shall be invoiced to the Member Bodies by the IECEE Secretariat in January and shall be paid by the end of March of each year.

16.8 Any Member Body whose dues for a given calendar year have not been paid by 31 March of that year may have its membership suspended by delegated decision of the CMC.

During such a suspension, the Member Body has no right to send a delegation to the CMC, or to receive documents or publications of the IECEE, or to exercise its vote or to participate in the Schemes. The CMC may, however, authorize the Member Body to send a delegation to the CMC during the period of suspension. National Certification Bodies and Testing Laboratories associated with such suspended IECEE Member Bodies shall not be permitted to participate in the activities of the IECEE.

16.9 Suspension of membership for a non-payment of dues shall be immediately cancelled when the Member Body has fully paid its past and current dues.

16.10 The CMC shall also decide on other source of incomes such as the surcharges and the conditions under which they may be levied.

17 Dissolution of the IECEE

Any proposal for dissolution of the IECEE has to be supported by the two thirds of the total number of Member Bodies of the System.

It shall be submitted to the CAB for approval including a recommendation on dispositions of remaining property and funds, after the full settlement of all liabilities.

ANNEX A
(normative)

This Annex gives administrative details to

A.1 Chairman, Vice-Chairman, Treasurer and General Secretary of the IEC

A.2 Executive Secretary

A.3 Certification Management Committee

A.4 CTL Committee of the Testing Laboratories

A.5 FIC Factory Inspection Committee

A.1 Chairman, Vice-Chairman, Treasurer and General Secretary of the IEC

A.1.1 The principal duties of the Chairman are to

- a) convene meetings of the CMC,
- b) preside over the meetings of the CMC,
- c) decide upon the draft agendas for the meetings of the CMC, and
- d) act on behalf of the CMC between its meetings.

A.1.2 The Chairman may attend all meetings within the IECEE, ex officio, without vote in this capacity.

A.1.3 In the event of the Chairman being unable to fulfill his duties, the Vice-Chairman takes over the duties.

A.1.4 The principal duties of the Treasurer are to

- a) supervise the finances of the IECEE,
- b) advise the Executive Secretary in financial matters related to the IECEE,
- c) develop the annual budget on the basis of the information supplied by the Executive Secretary
- d) present the annual budget to the CMC,
- e) present the audited annual accounts of the IECEE to the CMC including relevant observations,

A.1.5 The General Secretary of the IEC or his representative may attend all meetings within the IECEE, ex officio, without vote.

A.2 Executive Secretary

A.2.1 The routine work of the Executive Secretary of the IECEE covers the following:

A.2.1.1 Managing the IECEE

- a) Manage the IECEE secretary staff
- b) provide the administrative support for the IECEE Members,
- c) circulate to the Member Bodies the budgets and accounts of the IECEE,
- d) handle the daily financial matters of the Secretariat of the IECEE,
- e) collect regularly from the NCBs of the IECEE information about the standards to which IECEE Certificates are recognized or issued and about national differences
- f) edit keep up to date and make available, in ways to be decided by the CMC, the records regarding
 - o Member Bodies of the IECEE,
 - o NCBs and associated CBTLs, including their Associated CB Testing Laboratories and their LTRs
 - o Manufacturer's Testing Laboratories
- g) edit and make available useful information about the IECEE (IECEE Data-base).

A.2.1.2 Managing the NCB / CBTL Applications and Performance

- a) process applications from candidate Member Bodies, NCBs and/or Testing Laboratories according to the Basic Rules IECEE 01, Rules of Procedure IECEE 02 and the Peer Assessment Program.
- b) process requests for extension of scope to further product categories or standards for NCBs and for CBTLs,
- c) manage the Peer Assessment Program dealing with initial assessment and reassessment, follow-up and re-location assessments of NCBs and of Testing Laboratories, including the appointment of the assessment teams
- d) monitor the NCBs and CBTLs continued compliance with the IECEE Rules and to take appropriate action(s); for example, by issuing General Non-Conformity Reports (GNCRs).

A.3 Certification Management Committee

A.3.1 Notice of the meetings of the CMC shall be circulated by the Secretary of the IECEE at least four months prior to the meeting.

A.3.2 Unless otherwise specified, documents to be considered by the CMC shall be circulated according to the table below.

A.3.3 The CMC may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with A.3.2.

A.3.4 If no comments are provided within the two-months comment period, the Minutes shall be considered as being approved and confirmed by the CMC. If comments are provided within the two months comment period, they shall be resolved in due time so as the Minutes be approved and confirmed three months after their distribution.

circulated by the Executive Secretary of the IECEE	circulated by the Member Bodies to the IECEE Secretariat	Timeline	Timeline
draft agendas		three months prior to the CMC meeting	- 12 weeks
voting documents		three months prior to the CMC meeting	- 12 weeks
	proposals for standards to be applied in the IECEE	three months prior to the CMC meeting	- 12 weeks
	proposals to be considered at the CMC meeting	eight weeks prior to the CMC meeting	- 8 weeks
final agenda		six weeks prior to the CMC meeting	- 6 weeks
meeting documents		six weeks prior to the CMC meeting	- 6 weeks
	other documents, including comments on documents to be considered at the meeting	three weeks prior to the CMC meeting	- 3 weeks
		Meeting	Week 0
unconfirmed Minutes		one month after the CMC meeting	+ 4 weeks
	comments on the CMC Minutes	within two months of their circulation	+ 12 weeks
confirmed Minutes No comments		three months after the CMC meeting	+ 12 weeks
confirmed Minutes With comments		three months after the circulation of the unconfirmed Minutes	+ 16 weeks

A.4 CTL Committee of the Testing Laboratories

A.4.1 The task of the CTL is to

- a) handle questions of practice related to the test specifications and test methods detailed in the standards accepted for use in the IECEE,
- b) detail the way in which the tests related to the IECEE have to be carried out so as to achieve the necessary reproducibility of test results,
- c) harmonize the design and use of the test equipment if referred to in standards and to make recommendations to the relevant technical committee or subcommittee of the IEC for improvements of those standards,
- d) develop and maintain lists of testing equipment
- e) Establish test equipment requirements for standards used for the IECEE
- f) manage and support Proficiency Testing Programmes as appropriate
- g) organize workshops pertaining to the CTL activities and technical issues
- h) provide testing laboratories with a forum in which practical testing problems can be demonstrated and discussed,
- i) carry out other technical work as directed by the CMC.

A.4.2 The CTL may establish Working Groups with specific assignments or Expert Task Forces with clearly defined terms of reference, to advise on matters related to the specific product categories to enhance the effectiveness and efficiency of the CTL operation.

The duties of the Working Groups and Expert Task Forces shall be carried out under the responsibility of the CTL.

A.4.3 The CTL shall meet at least once a year, preferably in a place where a testing laboratory accepted in the IECEE is situated. It is essential that CBTLs be represented at these meetings.

A.4.4 The names of the participants appointed in accordance with clause 9.5 shall be communicated in writing to the host Member Body and to the Secretary of the CTL in due time before each meeting. The number of participants of a country simultaneously present at a meeting shall not exceed either the total number of NCBs of the country or three, whichever the bigger.

A.4.5 If the CTL decides that it is essential to revise a test specification of a standard, a proposal detailing the changes shall be submitted, via the Executive Secretary of the IECEE, to the relevant technical committee or subcommittee of the IEC or to the relevant IEC advisory committee, as appropriate.

A.4.6 As soon as possible after a meeting, the Secretary of the CTL shall prepare and send to the Executive Secretary of the IECEE a report for consideration by the CMC covering

- a) the results of the meeting,
- b) proposals being submitted to technical committees and subcommittees of the IEC and to the relevant advisory committee, and
- c) proposals submitted to the CMC for discussion.

A.4.7 Minutes of meetings of the CTL shall be sent by its Secretary to all meeting participants, as well as to the Executive Secretary of the IECEE, within one month of the meeting. They shall embody all conclusions of the relevant meeting, together with a brief account of the discussions. As to confirmation of the Minutes, the provisions of A.1.5 apply.

The Executive Secretary of the IECEE shall circulate the confirmed Minutes to all Member Bodies, for information.

A.4.8 Unless otherwise specified, documents to be considered by the CTL shall be circulated at least a specific period before the relevant meeting as indicated below.

A.4.9 The CTL may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with A.4.8.

A.4.10 If no comments are provided within the two-months comment period, the Minutes shall be considered as being approved and confirmed by the CTL. If comments are provided within the two months comment period, they shall be resolved in due time so as the Minutes be approved and confirmed three months after their distribution.

A.4.11 The Chairman and the Secretary of the CTL may attend all meetings within the IECEE, ex officio, without vote in that capacity.

circulated by the Secretary of the CTL	circulated by the Member Bodies to the CTL Secretariat	Timeline	Timeline
draft agendas		three months prior to the CTL meeting	- 12 weeks
	proposals to be considered at the CTL meeting	eight weeks prior to the CTL meeting	- 8 weeks
final agendas		six weeks prior to the CTL meeting	- 6 weeks
meeting documents		six weeks prior to the CTL meeting	- 6 weeks
	other documents, including comments on documents to be considered at the meeting	three weeks prior to the CTL meeting	- 3 weeks
		Meeting	Week 0
unconfirmed Minutes and List of Decisions		one month after the CTL meeting	+ 4 weeks
	comments on the CTL Minutes	within two months of their circulation	+ 12 weeks
confirmed Minutes and List of Decisions No comments		three months after the CTL meeting	+ 12 weeks
confirmed Minutes and List of Decisions With comments		three months after the circulation of the unconfirmed Minutes and List of Decisions	+ 16 weeks

A.5 FIC Factory Inspection Committee

A.5.1 The task of the FIC is to

- a) develop harmonized Factory Inspection Procedures and associated forms,
- b) reach a common understanding and uniform audit techniques for the purpose of mutual acceptance of inspection reports,
- c) carry out any other task as assigned by the CMC.

The FIC may establish Working Groups with clearly defined terms of reference, to advise on matters related to factory inspection and correlated activities to enhance the effectiveness and efficiency of the FIC operations.

The duties of the Working Groups shall be carried out under the responsibility of the FIC.

A.5.2 The FIC shall meet at least once a year.

A.5.3 The names of the participants appointed in accordance with 10.5 shall be communicated in writing to the hosting Member and to the Secretary of the FIC in due time before each meeting. The number of participants of a country simultaneously present at a meeting shall not exceed either the total number of NCBs of the country or three, whichever the bigger.

A.5.4 If the FIC decides that it is essential to revise specification related to Factory Audit/Inspection, a proposal detailing the changes shall be submitted to the Executive Secretary of the IECEE.

A.5.5 As soon as possible after a meeting, the Secretary of the FIC shall prepare and send to the Executive Secretary of the IECEE a report for consideration by the CMC covering

- a) the results of the meeting,
- b) proposals submitted to the CMC for approval

A.5.6 Minutes of meetings of the FIC shall be sent by its Secretary to all meeting participants, as well as to the Executive Secretary of the IECEE, within one month of the meeting. They shall embody all conclusions of the relevant meeting, together with a brief account of the discussions and items for approval.

A.5.7 Unless otherwise specified, documents to be considered by the FIC shall be circulated at least a specific period before the relevant meeting as indicated below.

A.5.8 The FIC may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with A.5.7.

A.5.9 If no comments are provided within the two-months comment period, the Minutes shall be considered as being approved and confirmed by the FIC. If comments are provided within the two months comment period, they shall be resolved in due time so as the Minutes be approved and confirmed three months after their distribution.

A.5.10 The Chairman and the Secretary of the FIC may attend all meetings within the IECEE, ex officio, without vote in that capacity.

circulated by the Secretary of the FIC	circulated by the Member Bodies to the FIC Secretariat	Timeline	Timeline
draft agendas		three months prior to the FIC meeting	- 12 weeks
	proposals to be considered at the FIC meeting	eight weeks prior to the FIC meeting	- 8 weeks
final agendas		six weeks prior to the FIC meeting	- 6 weeks
meeting documents		six weeks prior to the FIC meeting	- 6 weeks
	other documents, including comments on documents to be considered at the meeting	three weeks prior to the FIC meeting	- 3 weeks
		Meeting	Week 0
unconfirmed Minutes and List of Decisions		one month after the FIC meeting	+ 4 weeks
	comments on the FIC Minutes	within two months of their circulation	+ 12 weeks
confirmed Minutes and List of Decisions No comments		three months after the FIC meeting	+ 12 weeks
confirmed Minutes and List of Decisions With comments		three months after the circulation of the unconfirmed Minutes and List of Decisions	+ 16 weeks

A.6 PAC Peer Assessment Committee

A.6.1 The task of the PAC is to

- a) To monitor the Peer Assessment Program
- b) To determine common understanding of ISO/IEC Guide 65 and ISO/IEC 17025
- c) To clarify matters pertaining to Certification issues
- d) To advise on the Assessment Reports of candidate NCBs and CBTLs and make recommendations to the CMC
- e) To support and contribute as lecturers at the IECEE Lead and Technical Assessor training courses

The PAC may establish Working Groups with clearly defined terms of reference, to advise on matters related to the Peer Assessment programme and correlated activities to enhance the effectiveness and efficiency of the PAC operations.

The duties of the Working Groups shall be carried out under the responsibility of the PAC.

A.6.2 The PAC shall meet at least once a year.

A.6.3 If the PAC decides that it is essential to revise specification related to Peer Assessment activities, a proposal detailing the changes shall be submitted to the the CMC for approval.

A.6.4 As soon as possible after a meeting, the Executive Secretary of the IECEE shall prepare and send a report for consideration by the CMC covering

- a) the results of the meeting,
- b) proposals submitted to the CMC for approval

A.6.5 Minutes of meetings of the PAC shall be sent by the Executive Secretary of the IECEE to all meeting participants, within one month of the meeting. They shall embody all conclusions of the relevant meeting, together with a brief account of the discussions and items for approval.

A.6.6 Unless otherwise specified, documents to be considered by the PAC shall be circulated at least a specific period before the relevant meeting as indicated below.

A.6.7 The PAC may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with A.6.6.

A.6.8 If no comments are provided within the one month comment period, the Minutes shall be considered as being approved and confirmed by the PAC. If comments are provided within the one month comment period, they shall be resolved in due time so as the Minutes be approved and confirmed two months after their distribution.

circulated by the Executive Secretary of the IECEE	circulated by the Member Bodies to the IECEE Secretariat	Timeline	Timeline
draft agendas		one month prior to the PAC meeting	- 4 weeks
	proposals to be considered at the PAC meeting	two weeks prior to the PAC meeting	- 2 weeks
final agendas		two weeks prior to the PAC meeting	- 2 weeks
meeting documents		two weeks prior to the PAC meeting	- 2 weeks
		Meeting	Week 0
unconfirmed Minutes and List of Decisions		one month after the PAC meeting	+ 4 weeks
	comments on the PAC Minutes	within one month of their circulation	+ 8 weeks
confirmed Minutes and List of Decisions with or without comments		two months after the PAC meeting	+ 8 weeks

ANNEX B
(normative)

Procedure for the Board of Appeal

B.1 An applicant, a Recognizing or Issuing and Recognizing NCB or a Member Body of the IECEE shall have the right to submit an appeal to the Board of Appeal.

B.2 When an applicant wishes to appeal against a decision taken by an NCB about a matter with which this applicant is concerned, the applicant shall first appeal according to the appeal procedure of the NCB concerned, when that procedure is applicable.

If the applicant is not satisfied with the outcome of the appeal at national level and the applicant thinks that the decision is against the Rules of the IECEE, or if the national appeal procedure is not applicable, the applicant may submit an appeal in writing to the Secretary of the IECEE within one month after having been informed of the decision, setting out all reasons for the appeal.

B.3 When one of the parties mentioned in B.1 wishes to submit an appeal, it shall do so in writing to the Secretary of the IECEE, within one month after having concluded that it cannot come to an agreement, setting out its reasons in full.

B.4 In order to consider a case, the Board of Appeal should normally meet in conjunction with a meeting of the CMC. The Board of Appeal may however meet at any time, provided the complainant expresses willingness to pay the travelling and living expenses for the Chairman, the four members and the Secretary of the Board of Appeal for this meeting. These expenses shall be notified in advance to the complainant and shall have been paid to the account of the IECEE before the meeting can take place.

B.5 When the Board of Appeal meets to consider an appeal as per B.3, the following information shall be available:

- a) the appeal;
- b) the text of all correspondence between the parties and with the Secretary of the IECEE
- c) that is essential for the appeal;
- d) Extracts for the documented evidence that have been provided to the Secretary of the IECEE

NOTE: documented evidence comprises but is not limited to: infringement cases, extracts from the relevant reports on testing, photographs of the equipment or a specimen of it, drawings, circuit diagrams, instruction handbooks, etc., as necessary

Normally, these documents should be circulated at least four weeks before the meeting by the Secretary of the IECEE to the Chairman and the four members of the Board of Appeal, and their deputies when they will serve on the case. Copies of all documents shall also be sent to the parties.

B.6 When the parties have agreed that the matter may be dealt with by correspondence, clause B.5 also applies. The complainant shall have expressed its willingness to pay the costs, if any.

The Chairman of the Board of Appeal may then propose a solution for consideration by the members of the Board of Appeal. It is the duty of the Secretary of the IECEE to assist the members and the parties.

When the decision is taken by correspondence, notes or minutes relevant to the decision shall be written.

B.7 The Board of Appeal shall deal with the case confidentially.

B.8 The parties involved each have the right to call an expert to advise the Board of Appeal on matters relevant to the case.

B.9 During the adjudication of the case, only the Chairman, the four members or their deputies and the Secretary of the Board of Appeal shall be present.

B.10 The Board of Appeal shall give its recommendations in writing, within one month after the meeting, to the parties, and, if action with regard to standards is needed, to the General Secretary of the IEC.

B.11 The recommendations of the Board of Appeal shall be presented to the CMC at its next meeting in such a way as to safeguard the anonymity of the parties, when that is desired. When an NCB or a Member Body of the IECEE has not followed a recommendation of the Board of Appeal, the CMC shall decide on appropriate steps to be taken.

ANNEX C

APPROVED IECEE CATEGORIES

- BATT - Batteries
- CABL - Cables and Cords
- CAP - Capacitors as components
- CONT - Switches for appliances and automatic controls for electrical household appliances
- EMC - Electromagnetic Compatibility
- HOUS - Household and similar equipment
- HSTS – Hazardous Substances
- INST - Installation accessories and connection devices
- LITE – Lighting
- MEAS - Measuring instruments
- MED - Electrical equipment for medical use
- MISC – Miscellaneous
- OFF - IT and office equipment
- POW - Low voltage, high power switching equipment
- PROT - Installation protective equipment
- PV – Photovoltaics
- SAFE - Safety transformers and similar equipment
- TOOL - Portable tools
- TOYS - Electric Toys
- TRON - Electronics, entertainment

ANNEX D

NORMATIVE DOCUMENTS APPROVED FOR USE IN THE IECEE

The following normative documents have been approved by the Conformity Assessment Board for use within the IECEE for testing and certification purposes:

- IEC Standards for electrical equipment and components as well as interrelated horizontal standards included in the approved IECEE Categories listed in Annex C.
- ISO standards in cases where no relevant IEC standards exist for a product included in the approved IECEE Categories listed in Annex C.

ANNEX E

CONDITIONS FOR BODIES AND ORGANIZATIONS DOMICILED IN NON-MEMBER COUNTRIES TO BECOME MEMBERS OF AN IEC SYSTEM**0 FOREWORD**

Bodies and organizations domiciled in non-IEC Member countries making application for acceptance into an IEC conformity assessment system shall fully satisfy all the conditions specified below.

1 CONDITIONS TO BE SATISFIED**1.1 Use of IEC standards to grant “national marks”**

Within the country test and assessment work carried out under the IEC System will be recognized as the basis for national certification or approval by any existing or future national certification body(ies) proposed for participation in the System or will be accepted directly by the country’s product approval authorities.

1.2 Well-established body recognized at national level by the authorities and the market

Applicant member bodies from non-IEC member countries must demonstrate the existence of a body(ies) operating a national certification or approval scheme recognized by the authorities and the market . If no such body(ies) exist, applicants must provide details of regulatory or other arrangements providing for direct acceptance of conformity assessment results.

1.3 IEC Membership

Applicants should undertake to apply for at least associate membership of the IEC within a maximum of three years after admission to a System. If not already an Affiliate the applicant must be prepared to participate in the Affiliate Program until such time as the applicant becomes a member of the IEC.

Countries suspended from the IEC may not be admitted to the IEC conformity assessment systems for a period of three (3) years following their suspension.

1.4 ExCo decision on acceptability

The IEC General Secretary shall be informed by the System secretariat of all applications (or possible applications, where known by the System secretariat) from non- IEC member countries, in order that the IEC ExCo may take a decision in principle as to their acceptability in terms of general IEC policy and any specific requirements with respect to IEC membership, after receiving the General Secretary’s view on this. The ExCo decision shall be conveyed to the System.

1.5 Compliance with system membership requirements

Applicants and associated certification bodies and testing laboratories must undertake to comply with all relevant System rules and requirements, including payment of annual dues and sharing of costs as defined in the System rules and varied by the System management committee.

2 PARTICIPATION RIGHTS

The applicant member body and associated certification bodies and testing laboratories have the same rights of participation in the activities of the System as are exercised by those System members, who are also members of the IEC, except that representatives of non-IEC member countries are not eligible for election to any officer position.

3. APPLICATION PROCEDURE

3.1 Member Body

An application for member body shall be made according to the Basic Rules and Rules of Procedure of the System and must include an undertaking to full commitment by its proposed certification body(ies), or relevant regulatory authorities, to recognize test and assessment work carried out by any member of the System for the purpose of granting the “National Mark” or other means of national recognition (ref. clause 1.1).

The applicant organization shall provide the following information:

- ◆ reasons for the application for membership;
- ◆ the timetable for joining the System;
- ◆ a description of the structure or proposed structure in the country related to member body, certification body(ies) and testing laboratory(ies) as well as the responsibility for standards;
- ◆ existence of mandatory and/or voluntary certification schemes;
- ◆ existence of national differences from IEC standards and of conflicting national standards or regulatory requirements, if any (where applicable);
- ◆ plans for participation in IEC standardization work.

3.2 Processing of applications

The complete member body application, fulfilling all of the requirements specified herein and the relevant requirements of the System Basic Rules and Rules of Procedure, shall be submitted to the System secretariat for evaluation and processing according to the Basic Rules, the Rules of Procedure and any relevant Operational Documents.

Prior to finalizing an application the System Secretary shall ensure that advice has been obtained from the General Secretary on the ExCo's decision with respect to acceptability in terms of general IEC policy and any specific requirements with respect to IEC membership (refer to 1.3 and 1.4).

The final decision of the System management committee will be notified to the applicant member body and to the IEC Conformity Assessment Board.