

IECEE PUBLICATION

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

Basic Rules





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IECEE 01

Edition 16.0 2016-10

IECEE PUBLICATION

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

Basic Rules

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

PRICE CODE

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

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

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, Fifteenth edition, 2015-10.

Each of the annexes to this publication is normative.

The text of the amendments of this edition (IECEE 01 Sixteenth edition 2016-10) is based on the following documents.

Document	Report on voting
IECEE-CMC/1753A/RM	CMC Decision
CAB/1581/RM	CAB Minutes
CAB/1580/DL	CAB Decision list

Document Owner

CMC WG 10 “ Maintenance of the IECEE Rules and Operational Documents”

History of changes

Date	Brief summary of changes
2016-06-01	The following sub-clauses were modified: 4, 7.1, 7.5.1, 7.5.3, 8.1 to 8.6, 8.9 to 8.11, 11.1, 11.4 to 11.7, 11.10. Most changes are related to the replacement of the term “Chair” by “Chair” and “ACTL” by “SPTL”. The following sub-clause was added: 6.4

Effective date	Target revision date
2016-10-10	2019-10-10

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

Basic Rules

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 B](#).

NOTE Extensions related to standards, collateral and horizontal standards falling under these approved categories 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 1a* 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";
- 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";
- individual conformity assessment programs that are complementary to the other IECEE services.

* According to ISO/IEC 17067: 2013

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, Particular Rules of Procedure and Operational Documents of the IECEE which define the working procedures of the Schemes.
- f) CMC Decisions

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 C](#).

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.

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
- Policy and Strategy Committee (PSC)
- Committee of Testing Laboratories (CTL),
- Committee for Factory Surveillance (CFS)
- Board of Appeal (BoA)
- 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.

6.4 IECEE CMC, CTL and CFS meetings shall be hosted by the Member Body only; however, the Member Body is allowed to delegate this task if desired. These meetings may also be hosted by the IECEE.

7. Certification Management Committee (CMC)

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. Additional NCBs not represented on the official delegation of a member body may attend as “Other NCB Representatives”.
 - i. Other NCB Representatives to be limited to one representative per Other NCB, and any additional participants to be treated as Observers
 - ii. Observers may petition the Secretariat for attendance at CMC meetings, however, final approval is at the discretion of the host organization(s). In general, the number of observers shall be limited to 2 per country, unless specially authorized by the IECEE Chair and the host organization(s).

- b) Chair of the IECEE
- c) Vice-Chair of the IECEE
- d) Treasurer of the IECEE
- e) Executive Secretary of the IECEE
- f) Co-Chairs of the PSC
- g) Chair of the PAC
- h) Chair of the CTL or designee
- i) Secretary of the CTL (optional)
- j) Chair of the CFS or designee
- k) Secretary of the CFS (optional)
- l) Convenors of IECEE CMC Working Groups
- m) Chair of the Board of Appeal
- n) Representative of each relevant IEC Advisory Committee
- o) IEC CAB Chair
- p) General Secretary of the IEC

7.2 Each Member Body has one vote, but the positions b) through p) 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 SPTLs),
- 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) Co-Chairs and Members of the PSC
- b) Chair and Members of the Board of Appeal,
- c) Chair and Secretary of the CTL,
- d) Chair and Secretary of the CFS,
- e) Chair and Members of the Peer Assessment Committee (PAC),
- 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) IECEE Definitions
- c) Rules of Procedure (IECEE 02),
- d) Particular Rules of Procedures (IECEE 02-1, 02-2 and 02-3)
- e) Operational Documents (ODs),
- f) Questions regarding the Rules and Procedures,
- g) Recommendations of PSC, CTL, CFS, PAC and possible other committees,
- h) Standards to be applied in each IECEE Category,
- i) 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:

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

8.2 The Chair 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 Chair be appointed to a further term of three years in that position.

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

The Chair is empowered to establish an advisory group.

8.3 In order to ensure a smooth transition with the outgoing Chair, a Chair Elect shall be appointed by the CMC, one year before his effective investiture as Chair. The Chair Elect will then assume its function and be involved in all operations pertaining to the role of the IECEE Chair.

If confirmed by the CMC, the Chair Elect is appointed as Chair of the IECEE for a period of three years by the CAB.

8.4 The Vice-Chair 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-Chair be appointed to a further term of three years in that position.

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

8.5 The Chair or the Vice-Chair shall represent the interests of the IECEE System.

8.6 The position of Chair and Vice-Chair should ideally rotate between Industry and Conformity Assessment representatives.

8.7 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.

8.8 The Executive Secretary is entrusted with the Chief Operating Officer functions in relation to the IECEE System.

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

8.10 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 Chair shall consult with the CAB Chair and the General Secretary before a proposal is made to the CMC for the nomination of an Executive Secretary.

8.11 The Chair, the Vice-Chair, 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.

8.12 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.

8.13 12 months prior to the end of term of an IECEE Officer, the IECEE Executive Secretary shall issue an open call for nominations, which includes an identification of the willingness of a non-term limited incumbent to stand for re-election, from the IECEE Member Bodies.

If a nomination has not been received after 3 months, the Secretary shall contact the term limited Officer holding the position in question to assess if they are agreeable to stand for an additional term of office.

9. Legal provisions

9.1 International level

9.1.1 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.

9.1.2 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.

9.2 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.

9.3 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.

9.4 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.

9.5 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.

10. Standards

10.1 The IECEE is based on the use of specific IEC standards, IEC Technical Specifications for electrotechnical equipment and components, or ISO standards 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 or ISO standards.

10.2 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 A](#).

11. Voting, Decisions and Implementation

11.1 Decisions are normally taken during meetings by discussion and open vote. In some circumstances the CMC may be requested to proceed with a secret vote.

Between meetings, the Chair and Executive Secretary also decide when voting is to take place by correspondence to expedite the approval process.

Modifications of the IECEE Rules, Operational and Administrative Documents, and Guides at the CMC meeting shall not be approved before a recommendation from the relevant WG(s) / Committee(s) has been given. At the CMC meeting, a decision may be taken by simple majority to overrule the before mentioned requirement on a case by case basis.

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

11.3 The quorum is achieved if half the number of the Member Bodies is present during the meeting, or is participating in a vote by correspondence.

11.4 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 counted in deciding whether a quorum is achieved but not counted in deciding a simple majority. The Chair shall normally not vote except as stated 11.7.

11.5 Voting by correspondence utilizes the following process.

- a) Proposal developed by Member Body, Committee or WG
- b) Proposal reviewed by the IECEE Executive Secretary for ballot consideration and timing.
- c) Proposal circulated to the Member Bodies by the Secretariat with the approval of the Chair.
- d) Member Bodies are provided 45 days for electronic open comment. .
- e) Comments of Member Bodies will be circulated by the Secretariat.
- f) If no comments are received, Member Bodies vote in 2 weeks.
- g) If comments are received, Member Bodies are provided 30 additional days for review of comments, dialogue and submission of Member Body final vote.

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 counted in deciding whether a quorum is achieved but not counted in deciding a simple majority.

A vote by correspondence is terminated when all Member Bodies have voted or the term specified in d) and e) is expired. 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 Chair to meet IEC requirements.

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

11.7 If the votes are equally divided, the Chair shall decide on the action to be taken.

11.8 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.

11.9 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.

11.10 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 Chair 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.

11.11 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.

12. Finance

12.1 The IECEE shall be self-financing.

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

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

12.4 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.

12.5 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.

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

12.7 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.

12.8 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.

12.9 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.

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

13. 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)

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 B](#).
- ISO standards in cases where no relevant IEC standards exist for a product included in the approved IECEE Categories listed in [Annex B](#).

Annex B (normative)

Approved IECEE Categories

BATT	Batteries
CABL	Cables and Cords
CAP	Capacitors as components
CONT	Switches for appliances and automatic controls for electrical household appliances
E3	Energy Efficiency
ELVH	Electric Vehicles
EMC	Electromagnetic Compatibility
HOUS	Household and similar equipment
HSTS	Hazardous Substances
INDA	Industrial Automation
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 C

(normative)

Conditions for Bodies and Organizations domiciled in non-IEC member countries to become members of an IEC Conformity Assessment 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 CA 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 commit to apply for at least associate membership of the IEC within an agreed time period after admission to an IEC CA System. The agreed time should be proposed by the Applicant itself and approved by the IEC General Secretary & CEO. If not already an Affiliate the applicant must participate in the Affiliate Programme and receive Affiliate Conformity Assessment Status of the programme until such time as the applicant becomes a member of the IEC.

Bodies in 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 IEC CA System secretariat of all applications (or possible applications, where known by the IEC CA 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. A timetable for applying for at least associate membership of the IEC shall be agreed with the IEC General Secretary & CEO. The ExCo decision shall be conveyed to the CA System. The ExCo through the CO (including the secretariats of CAB, SMB, and Affiliate Country Programme) will monitor the progress of the non-IEC member country on its timeline for becoming a member of the IEC.

1.5 Compliance with IEC CA system membership requirements

Applicants and associated certification bodies and testing laboratories must undertake to comply with all relevant CA System rules and requirements, including payment of annual dues and sharing of costs as defined in the CA System rules and varied by the CA 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 CA System as are exercised by those CA 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 or Executive position and not eligible to appeal decisions concerning their membership.

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 CA 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 CA System for the purpose of granting the “National Mark” or other means of national recognition (ref. clause 1.1 of this Annex).

The applicant organization shall provide the following information:

- a) reasons for the application for membership;
- b) the timetable for joining the CA System;
- c) 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;
- d) existence of mandatory and/or voluntary certification schemes;
- e) existence of national differences from IEC standards and of conflicting national standards or regulatory requirements, if any (where applicable);
- f) 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 IEC CA System Basic Rules and Rules of Procedure, shall be submitted to the appropriate CA 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 CA 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 CA System management committee will be notified to the applicant member body and to the IEC Conformity Assessment Board.

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