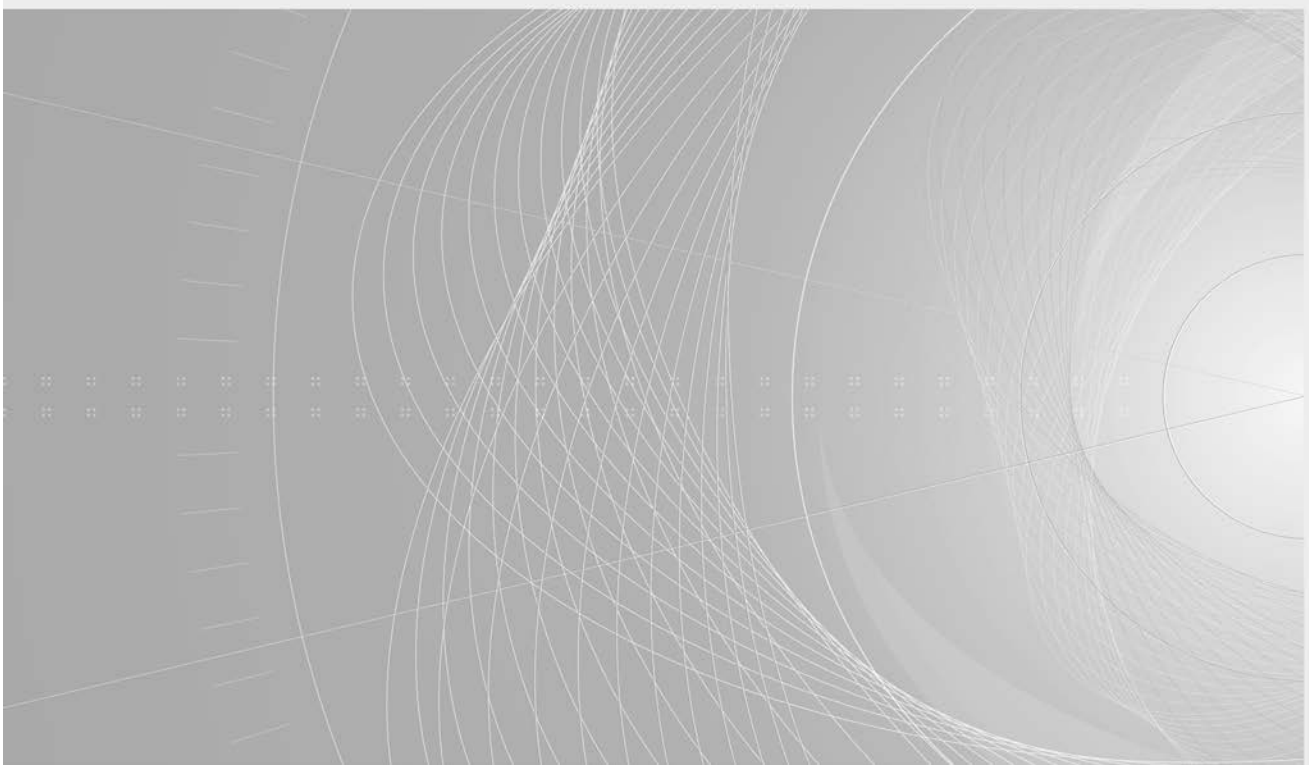




IECEE OPERATIONAL DOCUMENT

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

IECEE Member Body application requirements





THIS PUBLICATION IS COPYRIGHT PROTECTED

Copyright © 2018 IEC, Geneva, Switzerland

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either IEC or IEC's member National Committee in the country of the requester.

If you have any questions about IEC copyright or have an enquiry about obtaining additional rights to this publication, please contact the address below or your local IEC member National Committee for further information.

IEC Central Office
3, rue de Varembe
CH-1211 Geneva 20
Switzerland

Tel.: +41 22 919 02 11
Fax: +41 22 919 03 00
info@iec.ch
www.iec.ch

About the IEC

The International Electrotechnical Commission (IEC) is the leading global organization that prepares and publishes International Standards for all electrical, electronic and related technologies.

About IEC publications

The technical content of IEC publications is kept under constant review by the IEC. Please make sure that you have the latest edition, a corrigenda or an amendment might have been published.

Useful links:

IEC publications search - www.iec.ch/searchpub

The advanced search enables you to find IEC publications by a variety of criteria (reference number, text, technical committee,...).

It also gives information on projects, replaced and withdrawn publications.

IEC Just Published - webstore.iec.ch/justpublished

Stay up to date on all new IEC publications. Just Published details all new publications released. Available on-line and also once a month by email.

Electropedia - www.electropedia.org

The world's leading online dictionary of electronic and electrical terms containing more than 30 000 terms and definitions in English and French, with equivalent terms in additional languages. Also known as the International Electrotechnical Vocabulary (IEV) on-line.

Customer Service Centre - webstore.iec.ch/csc

If you wish to give us your feedback on this publication or need further assistance, please contact the Customer Service Centre: csc@iec.ch.

CONTENTS

CONTENTS 2

FOREWORD 3

1. Letter example for full and associate IEC Members 4

2. Summary of information to be provided by candidate organization from countries
not yet members of the IEC to become members of the IECEE 5

Reasons for the application for membership 5

Timetable for joining the Scheme(s) and description of the structure in the country
related to Member Body, certification body(ies), testing laboratory(ies) as
well as responsibility for standards. 5

Existence of mandatory and/or voluntary certification schemes; 6

Plans for participation in IEC standardization work 6

FOREWORD

Scope

This document describes the IECEE Member Body application requirements and provides an example of an application letter.

Document Owner

IECEE Secretariat

History of changes

Date	Brief summary of changes
2018-03-13	Editorial changes to update document reference, dates and contact information.

Effective date	Target revision date
2018-03-13	2021-03-13

1. Letter example for full and associate IEC Members

Our ref.:
City, Date

Mr. Kerry McManama
IECEE Executive Secretary
c/o IEC
3, rue de Varembe
P.O.Box 131
CH-1211 Geneva 20
Switzerland

Subject: Application of the Your organization's name for IECEE Membership

Dear Mr. McManama,

In accordance with the IECEE Basic Rules (IEC CA 01 and IECEE 01-S), the Your organization's name, IEC member body from Your country, applies for membership of the IEC System for Conformity Testing and Certification of Electrotechnical Equipment and Components (IECEE).

Your organization's name commits to use IEC standards at national level to the best extent possible and to recognize IECEE Certificates and Test Reports for imported electrical goods in order to facilitate trade.

Your organization's name commits to abide by the IECEE Rules.

We are looking forward to becoming IECEE member.

Yours sincerely,

Name of President
President
Your organization's name

Copy to: Mr. Frans VREESWIJK
General Secretary of the IEC
International Electrotechnical Commission (IEC)
3, rue de Varembe
P.O.Box 131
CH-1211 Geneva 20
Switzerland

2. Summary of information to be provided by candidate organization from countries not yet members of the IEC to become members of the IECEE

Reasons for the application for membership

Please explain that “the name of the Organization that will be your country’s Member Body of the IECEE” wishes to join the international community in the field of the Conformity Assessment and that it is recognized that the IECEE is the only truly international Organization worldwide recognized by the stakeholders in the Electrotechnical sector.

You may wish to also add that “the name of the Organization that will be your country’s Member Body of the IECEE” application is to promote the IEC standard and the IEC flagship global conformity assessment programme in the region, the IECEE CB Scheme.

You may wish to also add that “the name of the Organization that will be your country’s Member Body of the IECEE” goal is to also protect the domestic market from unsafe electrical goods by requiring CB Test Certificates for importing goods and to also serve the domestic and regional industry and your Central Laboratory to level up with the most advanced testing and certification techniques and to help them to export abroad.

Timetable for joining the Scheme(s) and description of the structure in the country related to Member Body, certification body(ies), testing laboratory(ies) as well as responsibility for standards.

Please describe e.g.

For example: January 2018: “the name of the Organization that will be your country’s Member Body of the IECEE” is hoping to be appointed IECEE Member Body

Immediately after “the name of the Organization that will be your country’s Member Body of the IECEE” will start setting the overall arrangements to submit an application to become Recognizing NCB and to be assessed by the IECEE Peer Assessment programme in accordance with the IECEE Basic Rules and Rules of Procedure.

For example: By April 2018, “the name of the Organization that will be your country’s NCB of the IECEE” is hoping to be formally accepted as Recognizing Certification Body NCB

Please describe the Organization that is in charge in Your country to write and publish or endorse IEC electrical standards and detail with an Organization Chart how it works and the composition of e.g. the Board.

Please describe how “the name of the Organization that will be your country’s Member Body of the IECEE” is representative of the national conformity assessment community in electrotechnology knowing that it may be either

“the name of the Organization that will be your country’s 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).

Please note that “the name of the Organization that will be your country’s Member Body of the IECEE” will be only one Member Body of the IECEE in Your country

Existence of mandatory and/or voluntary certification schemes;

Please describe whether in Your country there is a mandatory/regulatory system requiring that e.g. prior to be in Your country’s market both domestic (manufactured) and importing electrical goods must comply with a mandatory Scheme that is operated by _____ and monitored by _____

You should also describe if there is a third party voluntary testing and certification scheme that is operated by _____ and for which a certification mark is granted (attach the relevant certification mark logo)

National Differences from IEC standards and existence of conflicting standards including Regulatory requirements, if any (where applicable)

Please list National Differences from IEC standards and existence of conflicting standards that may exist in the area for which Your country will be seeking acceptance to operate in the IECEE CB Scheme.

Example

	IEC Standard	Your country	National Differences and Special National Conditions (if any)	Regulatory Requirements (if any)
1	IEC 60335-1:2010			
2	IEC 60335-2-10:2002			
3	IEC 60065:2014			
4	IEC 60950-1:2005, IEC 60950-1:2005/AMD1:2009, IEC 60950-1:2005/AMD2:2013			

Plans for participation in IEC standardization work

e.g. _____ plans to seek IEC Membership as Associate (?) Full Member by for example: August 2019?

With reference to the Article 4 of *IEC Statutes* you should write something that is inspired by the following in order to convince the IEC Executive Committee:

“A National Committee shall be fully representative of national interests in Your country in the fields of activity of the IEC (Electrotechnical Sector). Members of the IEC shall be those National Committees which have agreed to abide by the Statutes and the Rules of Procedure.

Members undertake:

- a) to promote the object of the IEC,
- b) to support the IEC's work, and
- c) to implement, in a transparent way, to the maximum extent possible, the IEC's International Standards, in their national and regional standards."

The setting up of a National Electrotechnical Committee is the first step towards applying for IEC membership. The Electrotechnical Committee should be:

- fully representative of all interests of the country in the field of electrotechnical standardization (with representatives of the power supply and distribution authorities, manufacturers, research and development institutes, testing laboratories, consumers, relevant professional and teaching institutions, as well as government departments concerned with electrical and electronics applications)
- composed of electrical and electronics professionals active in the country, and
- presided over by a President, being an eminent personality in these domains (the secretariat may be – but is not always – held by the country's standards body).

**INTERNATIONAL
ELECTROTECHNICAL
COMMISSION**

3, rue de Varembé
PO Box 131
CH-1211 Geneva 20
Switzerland

Tel: + 41 22 919 02 11
info@iec.ch
www.iec.ch

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

IECEE Secretariat c/o IEC
3, rue de Varembé
PO Box 131
CH-1211 Geneva 20
Switzerland

Tel: + 41 22 919 02 11
secretariat@iecee.org
www.iecee.org