IECEE OPERATIONAL DOCUMENT

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

IECEE Member Body application requirements
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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

<table>
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<th>Date</th>
<th>Brief summary of changes</th>
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<tr>
<td>2020-02-06</td>
<td>Section 1: names of Executive Secretary and General Secretary updated</td>
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<tr>
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<td>Section 2: content deleted and reference made to IEC CA 01, Annex C</td>
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<tr>
<td>2018-03-13</td>
<td>Editorial changes to update document reference, dates and contact information.</td>
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<tr>
<th>Effective date</th>
<th>Target revision date</th>
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<td>2020-02-06</td>
<td>2023-02-06</td>
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1. Letter example for full and associate IEC Members

Our ref.:
City, Date

Mr. Wolfram Zeitz
IECEE Executive Secretary
c/o IEC
3, rue de Varembé
P.O.Box 131
CH-1211 Geneva 20
Switzerland

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

Dear Mr. Zeitz,

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. Philippe METZGER
General Secretary of the IEC
International Electrotechnical Commission (IEC)
3, rue de Varembé
P.O.Box 131
CH-1211 Geneva 20
Switzerland

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Only the version on the IECEE Website is the current document version
2. Summary of information to be provided by candidate organization from countries not yet members of the IEC to become members of the IECEE

For details, please refer to Annex C Conditions for bodies and organizations domiciled in non-IEC member countries to become members of an IEC Conformity Assessment System™ of the latest edition of IEC CA 01, which is available under: https://www.ieceee.org/documents/refdocs/