



# IECEE OPERATIONAL DOCUMENT

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

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**Committee of Testing Laboratories (CTL)**

**Application as Member or Convenor of a CTL/ETF or CTL/WG**





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## FOREWORD

### Document Owner

CTL WG 4 "Coordination"

### History of changes

<u>Date</u>	<u>Brief summary of changes</u>
<u>2018-06-30</u>	<u>Document reviewed no changes required and new document template implemented.</u>

<u>Effective date</u>	<u>Next maintenance due date</u>
<u>2019-06-30</u>	<u>2021-06-30</u>

## Background

The CTL decided in 2014 to convert the CTL Operational Procedure (OP) into the IECEE Operational Document (OD) structure. The content of the former OP's has not been changed. Editorial adjustments have been made where necessary. The forms have been separated into independent documents for better handling.

A transfer table which CTL/OP has been transferred into which OD is given in OD 5000.

### 1 Purpose

To define regulations for CTL membership nomination.

### 2 Scope

The document is to give an advice how Members and Convenors for the CTL sub-groups (CTL/ETF, CTL/WG) are nominated.

### 3 Normative References

The following publication contain provisions which, through reference in this text, constitute modification or additions of this Operational Document.

None	
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### 4 Definitions

For the purpose of this publication, the definitions of *IECEE Definitions* apply with the following additions:

CTL	IECEE Committee of Testing Laboratories
CTL/ETF	CTL Expert Task Force
CTL/WG	CTL Working Group
NCB	National Certification Body

### 5 Abbreviations

None	
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### 6 Application

General criteria purpose of this for acceptance of applications for CTL/ETF or CTLWG membership:

- 1) The representation within a CTL/ETF or CTL/WG must have ~~ana~~ balanced member distribution. The maximum of members of the same corporate family is n+1 (excluding the convenor) for the ETF and 2 members inside a WG, providing the members are from different geographic area (continents). Where n is the amount of expertise fields inside an ETF or WG respectively.
- 2) Applications have to be accepted if the following criteria are fulfilled by the candidate and the applying organisation:
  - a) The applying organization must be registered within the IECEE.
  - b) The candidate must show his capability as Expert for the relevant subject as declared in OD-5001-1.
  - c) A balanced composition of the CTL/ETF or CTL/WG with respect of number of members of each laboratory and each NCB respectively must be given.

- 3) Under special circumstances applications may also be accepted on exceptional cases if some of the above described criteria are not fulfilled e. g. specialist of other organizations.
- 4) For any refusal of an application a rationale has to be given to the applicant or his organisation.

### 6.1 Application for Membership

The following procedure has to be used when applying for membership of a CTL/ETF or CTL/WG:

**AAn** NCB proposes an Expert to the Convenor of the CTL/ETF or CTL/WG and submits a completed questionnaire as given in the Application Form.

The Convenor evaluates the application and gives his decision on it to the CTL Chairman and CTL Secretary.

If the Convenor:

- a) accepts the application, the CTL Chairman ratifies the appointment and informs the CTL Secretary, the relevant NCB, the relevant Convenor and applicant.
- b) does not accept the application, the Convenor informs the applicant and CTL Chairman about his decision and the reasons.

The CTL Secretary provides a notice of the appointment to the IECEE ~~Secretariat,~~ **and Secretariat and** requests an update of the ETF/WG member list on the CTL Website.

The IECEE sends out a notification of the change in the CTL Website.

### 6.2 Application for Convenorship

The following procedure has to be applied for applications as Convenor of a CTL/ETF or CTL/WG:

- 1) **AAn** NCB proposes an Expert for Convenorship of a CTL/ETF or CTL/WG and submits a completed questionnaire as given in the Application Form to the CTL Chairman.
- 2) The CTL Chairman makes a decision on the application on the following criteria:
  - a) The applying organization must be registered within the IECEE
  - b) The candidate must show his capability as Expert for the relevant subject as declared in the Application Form
  - c) The applicant must have leadership skillsThe CTL will be informed about the decision.
- 3) In case of more than one application the CTL Chairman has the option to discuss the situation with the applicants and their organisations, asking for re-confirmation or withdrawal of the application. The target is to have only one candidate for nomination to the CTL plenary meeting
- 4) The CTL Chairman will nominate the Convenor during the annual plenary meeting. If more than one candidate is available, all attendees of the CTL plenary meeting will proceed with a secret vote.

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