



For IEC use only

CAB/494/INF

2004-09

INTERNATIONAL ELECTROTECHNICAL COMMISSION

CONFORMITY ASSESSMENT BOARD (CAB)

Meeting 16, Seoul, 2004-10-19

SUBJECT

Agenda item 6.1

CAB WG 7, *Marks*: Report and draft documents reflecting the current stage of WG 7's work

BACKGROUND

The present drafts have also been submitted to the IEC General Secretary, who intends to request further legal and insurance advice based on their contents.

ACTION

This is for information and discussion at CAB Meeting 16 in Seoul.



1 Introduction

Following decisions by both CAB and Council Board, to continue with the work on documents to facilitate introduction of an IEC Mark, the following Draft documents proposing Mark Regulations and operations have been prepared and considered using the Legal advice received to date, by WG7.

- CAB WG7/13/CD IEC Mark Regulations
- CAB WG7/14/CD Agreement between IEC and Certification Body
- CAB WG7/15/CD IEC Mark Management Terms of Reference
- CAB WG7/16/CD Flowchart of Certification Body acceptance process
- CAB WG7/17/CD IEC Mark Scheme Document Structure
- CAB WG7/18/CD IEC Mark Management Structure

The above documents were prepared in light of CAB/408A/R and CAB/464/DV and CAB/477/R.

The drafting of the above documents have required considerable thought to be given to the procedural elements of an IEC Mark Scheme. Since the June 2004 CAB meeting there have been 2 separate rounds of consultation among WG7 with the documents listed above considered to be at a reasonably mature stage to enable the further legal and insurance advice to be obtained as part of the overall considerations in determining among others:

- i) Respective liabilities to IEC and Certification Bodies
- ii) Cost implications for managing and operating a Mark Scheme
- iii) Return on Investment

The items listed below in Sections 2, 3, 4 and 5 are issues that either:-

- i) Remain a point for discussion among WG7 for which input from CAB and Legal advice would be of assistance; or
- ii) items considered among WG7, which may assist in obtaining further legal advice.

These items pose 7 individual questions, which are shown within boxes.

Section 2 Key Issues Under Discussion – General Matters

2.1 A single Mark Scheme (with multiple Marks)

The 3 active conformity assessment schemes that exist today, the IECCE CB Scheme, the IECEx Scheme, and the IECQ-CECC have been developed in markedly different ways to meet market needs in their different market sectors. They have different

requirements, different procedures, and different operators. It is questionable whether it is practical to manage the IEC Mark Schemes at operational level through a single IEC Mark Management Committee.

It is foreseen that CAB will be responsible for overseeing the operation of all the Schemes.

In the same way, the different IEC Mark Schemes that may arise in these or other sectors, will have different requirements, some different procedures and different operators. The drafts have been initially prepared to propose that each Mark Scheme shall have its own Management Committee, known as a CASMC (Conformity Assessment Scheme Management Committee).

It is however, recognised that in the early stage an IEC Mark Scheme may commence operation with a single Mark Scheme Management Committee.

Question No. 1: Should provision of an IEC Mark(s) operate as a Single IEC Mark Scheme or separate Schemes, with separate Management Committees?

2.2 *Strong Reliance on Existing Schemes.*

It is highly likely that an IEC Mark Scheme for a product sector covered by an existing Scheme would be able to adopt many of the procedures of the existing Scheme and incorporate them into their own Procedures. However, it may be necessary to modify such Procedures, or develop new ones to meet the requirements for an IEC Mark Scheme. Where Procedures can be harmonised between Schemes they should be.

Comment: The answer to Question No 1 in 2.1 above, will have an impact on the reliance of procedures from existing Schemes

2.3 *Use of the term 'Scheme'.*

While questions have been raised concerning use of the word 'Scheme' it is in common use throughout the Conformity Assessment community to describe particular Conformity Assessment arrangements.

2.4 *Availability to CBs Outside Existing Schemes.*

While it is accepted that a Scheme cannot exclude a Certification Body that meets all the operational requirements of that Scheme, there is a question concerning earlier discussions as to whether or not a Certification Body, while not being a member of an existing Scheme, should be permitted to be a member of an IEC Mark Scheme.

There exists a strong preference among WG7, while not unanimous, that an IEC Mark Scheme should NOT be accessible to Certification Bodies that are NOT members of an established IEC Conformity Assessment Scheme.

This then raises a further question as whether or not an IEC Mark Scheme should be able to operate in an field of activity for which there is no establish IEC Scheme. To reach a final determination on this position, the following question is posed.

Question No. 2: The following questions relate to the application and membership of an IEC Mark Scheme

- a) **Should it be possible for an IEC Mark Scheme to operate in a field or Sector not covered by an existing IEC Scheme?**
- b) **Should an IEC Mark Scheme allow for participation of Certification Bodies that are not operating in an existing IEC Scheme?**

2.5 National Member Bodies and Certification Bodies in the Operational Management.

Experience in several other Schemes has shown that operational management is best done by a committee made up of National Member Bodies and Certification Bodies. Given the expertise of the operators i.e. the Certification Bodies, in the business of Conformity Assessment, WG7 recommends that they are involved in the management process and the documents have drafted to reflect this should be considered.

Question No. 3: Should the Management Committee of a Mark Scheme include representation from the Certification Bodies?

2.6 Role of the IEC Council Board.

The responsibilities given to the Council Board in the draft documents reflect the fact that they represent the legal entity, the IEC, as owner of the Mark.

It is to be noted that the IEC General Secretary acts as the legal representative as head of IEC. It is therefore envisaged that the IEC General Secretary will sign the Licence agreement with Certification Bodies that satisfy the IEC Mark Scheme Requirements.

2.7 Limitation to ISO Type 5 Schemes.

This requirement is in the agreed 'Blueprint' document (Point 5) . Bearing in mind that IEC Mark Schemes will be competing with many well established ISO Type 5 Schemes, it would seem to be essential to retain this blueprint requirement if the Mark is to have value in the market.

2.8 Limitation to IEC Standards.

It is vitally important that the meaning of the Mark, with respect to the Standards used for the purpose of conformity assessment, is clear and unambiguous. It must mean the same to everybody wherever they are in the world (Blueprint Point 1) meaning that:-

- wherever an IEC Standard exists and is relevant, the IEC Standard has been used for assessment.
- The IEC Mark should not cover National differences or IEC Standards that include essential difference requirements (Blueprint Point 3).

Where a relevant IEC Standard does not exist, it would be possible for a Mark Scheme to authorise, with the agreement of the owner of the Mark, the use of a document which does not have the status of an IEC Standard.

Question No. 4: Where no IEC Standard exists should an IEC Mark Scheme provide for the issuing of an IEC Mark Licence for compliance with Specifications approved by the IEC Mark Scheme Management Committee (CASMC)?

2.9 Inclusion of other Documents approved for use in Other Schemes.

The use of documents, in lieu of Standards, is covered in 2.8 above. IEC Mark Schemes would be able to adopt or modify normative Procedures developed by other Schemes if they were suitable for the purpose.

2.10 Financing of the Scheme.

The practise of current Schemes has been to derive prime funding from dues levied on National Members and while this would seem to be a simple and practical approach, a source of funding derived from users of the IEC Mark Scheme, even in part should not be discounted .

The IEC Mark Scheme budgets should have provision to cover IEC operational costs.

Question No. 5: Are there any additional liability risks to IEC in deriving part or all of the IEC Mark Scheme income from fees charged to the users of the Mark?

2.11 Self-Funding or Profit-Making .

An IEC Mark Scheme is more likely to be of interest to the market, and to potential operators of the Scheme, if the costs of obtaining the Mark are kept down. That being

so, there are mixed views whether or not IEC should see the IEC Mark Scheme as generating a surplus to both recognise its Brand value and assist its general operation. There are some views that suggest IEC should only recover reasonable costs including costs incurred through registering the Mark and maintaining the registration. Funds to cover any action that may be required as a result of misuse of the IEC Mark should be considered.

Question No. 6: Should an IEC Mark Scheme recognise the value of IEC's intellectual property by way of financial contribution + costs incurred or should financial contributions to IEC be limited only to covering costs incurred?

Section 3 Key Issues Under Discussion – IEC Mark Regulations Document **CAB WG7/13/CD**

3.1 Recommendations of Suitable Certification Bodies (Clause 6.5)

In the second bullet it is intended that the recommendation for acceptance of a Certification Body seeking a Licence Agreement with IEC, should pass directly from the CASMC to the IEC for signing of an Agreement. The CASMC evaluation is an operational matter. While it is not intended that CAB is involved in the operational process, the Mark Scheme will no doubt keep the CAB informed through its regular reports.

3.3 Misuse of the IEC Mark (Clause 10.1)

Certification Bodies are in a position to take action for misuse of the IEC Mark by their client manufacturers. Certification Bodies however, cannot take responsibility for IEC Marks on products that are not licensed by them.

However, it is recognised that situations may arise where misuse of a Certification Body's Mark or logo is misused along with the an IEC Mark. In such situations the Certification Body should be responsible for misuse of their Mark and the IEC for theirs.

In situations of misuse of the Mark, where no license has been issued, IEC will need to take action in similar fashion should its logos be misused.

Question No. 7: Are the existing procedures within IEC, for dealing with misuse of the IEC logo adequate for dealing with misuse of an IEC Mark?

Section 4 Key Issues Under Discussion –Terms of Reference Document **CAB WG7/15/CD**

4.1 Council Board

The Council Board maintain overall responsibility for policy relating to ownership, registration and use of the Mark.

The task of authorising Certification Bodies to license the use of the IEC Mark by means of the Agreement Document is assigned to the IEC General Secretary, who shall sign Licence Agreements with Certification Bodies.

4.2 CASMC Responsibilities.

The wording of the introductory sentence to the Terms of Reference document is intended to take into account that there may be more than one IEC Mark Scheme and therefore more than one CASMC.

Again, the conclusion to the Question No. 1 in 2.1 above will have an impact on this situation

4.3 Approval of Scheme Procedures.

Approval of operational documents has been assigned to the IEC Mark Scheme Management Committee (CASMC), who will report to the CAB.

5. Key Issues Under Discussion – Model Agreement Document **CAB WG7/14/CD**

5.1 Business of the Operators (Whereas (c))

The wording was intended to reflect the fact that Certification Bodies are engaged in certification to a range of Standards, not only IEC Standards (e.g. European Norms). To meet the requirements of the IEC Mark Scheme, the Certification Body will, of course, be assessed as to its competence in testing to the relevant IEC Standards.

Draft IEC Mark Regulations

Draft dated 3 September 2004

1 Name and seat

- 1.1 The Association is called “the International Electrotechnical Commission” (hereinafter referred to as 'IEC') and is constituted in the form of a corporate association with legal entity in accordance with Articles 60 et seq. of the Swiss Civil Code.
- 1.2 The first Statutes of the IEC, drawn up at the Preliminary Meeting held in London in 1906, were adapted in 1908. Revised Statutes were adopted in 1949, in 1963, in 1974, in 1991 and in 1993. The present Statutes, published in 1997, replace those of 1993.
- 1.3 The seat and registered office of IEC is at present at 3, rue de Varembé, 1211 GENEVA 20, Switzerland.

2 Scope

- 2.1 These Regulations describe the IEC Mark, and the requirements for the management of an IEC Mark Scheme licensing the use of the IEC Mark.

3 Ownership of the IEC Mark

- 3.1 The IEC is the owner of the IEC Mark, and shall have the responsibility for the registration and legal protection of the Mark in all countries where such registration is necessary.

4 Meaning of the Mark

- 4.1 The IEC Mark is a third-party certification Mark, demonstrating to users and consumers compliance of a product with the requirements of an ISO Type 5 Certification Scheme according to ISO/IEC Guide 67 and with the requirements of the relevant IEC Standard(s) without any national differences and/or Essential Differences in Requirements (EDRs), and with other specifications approved for use by the CASMC (Conformity Assessment Scheme Management Committee) of an authorized IEC Mark Scheme.

5 The IEC Mark

- 5.1 The design of the IEC Mark is shown at Annex A. The Mark shall include an identification code or logo referring to both the relevant IEC Mark Scheme and the Certification Body which has granted the license to use the Mark.
- 5.2 The Mark shall in principle be put on the product itself. If this is not practical, the Mark shall be put on the product packaging, a label attached to the product, the Instructions for use, or other accompanying documentation.

- 5.3 The Mark shall not be used for any purpose other than to indicate those products that have, and continue to meet, all the requirements of the IEC Mark Scheme.

6. Management of an IEC Mark Scheme

- 6.1 The IEC Council Board (IEC CB) shall have overall responsibility for policy matters relating to the IEC Mark, and in particular for issues of ownership and registration of the Mark.
- 6.2 Arrangements for the licensing of the use of the IEC Mark shall be made through IEC Mark Schemes drawn up to meet particular market needs. The IEC CB shall be responsible for authorizing the creation of an IEC Mark Scheme based on a market appraisal and recommendation from the CAB.
- 6.3 The operation of an IEC Mark Scheme shall be managed by an IEC Conformity Assessment Scheme Management Committee (CASMC) whose members shall be representatives of National Member Bodies and Certification Bodies participating in the Scheme. These members shall be appointed by CAB.

In the event that there is more than one IEC Mark Scheme, each Scheme shall have its own CASMC. Where practical to do so the CASMC may be integrated within an existing IEC Scheme Management Committee on the recommendation of the CAB

- 6.4 A National Member Body is an organization which has been formed in accordance with the national rules to represent the interests of manufacturers, users, regulators, and the community of their country within a CASMC.
- 6.5 A CASMC shall be responsible for:
- The development, maintenance, and implementation of the Rules and Operational Procedures of the Scheme in accordance with these Regulations.
 - Making recommendations concerning the suitability of Certification Bodies to be accepted as Operators in the IEC Mark Scheme and authorized to license the use of the Mark.
- 6.6 A CASMC shall report to the CAB on the Scheme that it manages.
- 6.7 The CAB shall be responsible on behalf of the IEC CB for ensuring that the Rules and Procedures of a CASMC conform to these Regulations, and shall satisfy itself that all necessary Procedures are in place before recommending to the IEC CB the launch of an IEC Mark Scheme.

- 6.8 The CAB shall also be responsible for ensuring consistency between Schemes in the event that there is more than one such Scheme.

7. IEC Mark Scheme Rules

- 7.1 An IEC Mark Scheme shall establish Operational Documents and Procedures which ensure technical harmony and consistency in implementation by all operators of the Scheme.

- 7.2 The rules of the Scheme shall include the following:

- Rules of Procedure for the CASMC.
- A form of Agreement to be signed by each Certification Body authorized to licence the use of the IEC Mark.
- Procedures for the Assessment and Recognition of operating Certification Bodies and the Testing Laboratories to be used by them.
- A List of the Standards, including Editions and Amendments, within the scope of the Scheme and with which the Mark indicates compliance.
- Procedures covering the proof of conformity to the relevant Standard(s) through type testing performed by a third-party testing laboratory.
- Procedures for the Inspection of the Production of Products which are licensed to carry the IEC Mark.
- Procedures for the Surveillance of Products from production and in the marketplace.
- A Complaints Procedure.
- Details of the required content of the License to use the Mark.
- Procedures for the periodic reassessment of Certification Bodies and Test Laboratories operating in the Scheme.

8 Operation of an IEC Mark Scheme

- 8.1 Each Certification Body accepted by a Scheme shall sign a formal Agreement with the IEC giving an undertaking to operate the Scheme within its declared scope in accordance with the Rules and procedures of the Scheme. For its part of the Agreement, the IEC authorizes the Certification Body to license the use of

the IEC Mark. A Certification Body may not begin to licence the use of the Mark until this Agreement has been signed by both Parties.

- 8.2 The Certification Bodies are responsible for ensuring the testing of products and the inspection of factories, and for completing the certification process leading to a licence to use the Mark.
- 8.3 A Company seeking product certification under an IEC Mark Scheme may apply to any Certification Body accepted by the relevant CASMC.

9 Duties of a User of the Mark

- 9.1 An authorized user of the IEC Mark is required to comply with these Regulations. and the Rules and Procedures of the relevant IEC Mark scheme.
- 9.2 An authorized user of the IEC Mark shall accept that his use of the IEC Mark shall not imply any legal responsibilities or obligations on the part of IEC or a CASMC. Such responsibility is incumbent under national or supra-national law on the manufacturer of the product so marked.

10 Misuse of the Mark

- 10.1 The IEC, as owner of the IEC Mark, has overall responsibility for ensuring that action is taken against misuse of the IEC Mark.
- 10.2 If a licence has been issued, the Certification Body that issued the licence shall take action.
- 10.3 If a licence has not been issued, the IEC itself shall be obliged to take actions against misuse.
- 10.4 If the IEC Mark being misused bearing the logo or Code of a Certification Body but no licence has been granted, the Certification Body shall take action in accordance with their own rules.

11 Administration of an IEC Mark Scheme

- 11.1 The IEC Mark Schemes shall provide the Secretariat Services necessary to manage an IEC Mark Scheme. These Services shall be financed by annual dues paid by the National Member Bodies participating in the relevant IEC Mark Scheme and from other sources as decided by the relevant CASMC and approved by the CAB.

12 Complaints, Sanctions, and Appeals

- 12.1 Any complaints concerning products licensed to use the IEC Mark shall in the first instance be dealt with by the Certification Body which issued the licence, using its own complaints procedures.
- 12.2 If the complaint cannot be resolved to the satisfaction of the complainant, the complainant shall refer the matter to the relevant CASMC for further action.
- 12.3 Complaints concerning the general operation of an IEC Mark Scheme shall be referred to the Secretary of the relevant CASMC who in consultation with the Chairman shall determine what action needs to be taken.
- 12.4 If a complaint cannot be resolved at the level of a CASMC, an appeal may be lodged with the CAB whose decision is final.

List of abbreviations

IEC	Electrotechnical Commission
CASMC	IEC Conformity Assessment Scheme Management Committee
CAB	IEC Conformity Assessment Board

ANNEX A

THE IEC MARK

1 Master symbol for photographic reproduction

The IEC mark reproduced below may be used for photograph reproduction

(Note. The pictogram shown below is for illustrative purposes only and is not necessarily the mark that will be registered by IEC and used as the IEC Mark of Conformity.)

TO BE DEVELOPED

2 Proportional dimensions of the symbol

All reproductions of the IEC Mark shall comply with the following dimensional proportions:

(under consideration)

3 Traceability of the IEC Mark

Manufacturers that have been permitted to use the IEC Mark shall ensure that all requirements of the IEC Mark Scheme Rules and Procedures have been met. A certification number, reference, or identification logo associated with both the IEC Mark Scheme and the Certification Body licensing the use of the Mark shall appear with the IEC Mark, wherever it is used, for traceability purposes. The IEC Mark shall not be displayed in a manner that may misrepresent the Mark as being associated with a product not covered by a License issued in accordance with the Rules of the IEC Mark Scheme.

The IEC Mark Scheme Secretariat shall maintain a database, publicly available, of Licenses issued which shall include the following details:

- License Number
- Manufacturer
- Issuing CB
- Issue date
- Description of products covered
- Standards used as the basis for certification.



IEC Mark Model Agreement

Draft 3 September 2004

AGREEMENT BETWEEN
THE INTERNATIONAL ELECTROTECHNICAL COMMISSION
AND
.....
CONCERNING
OPERATION AS A CERTIFICATION BODY IN
THE IEC MARK SCHEME

[name of IEC Mark Scheme]



IEC Mark Model Agreement

Draft 3 September 2004

AGREEMENT

This Agreement is made on[date] by and between:

The International Electrotechnical Commission, with offices at 3 rue de Varembe,
1211 Geneva 20, Switzerland (herein after referred to as '**the IEC**')

And

.....[Name of Certification Body], with offices at[address]
(herein after referred to as '**the Certification Body**')

The IEC and the Certification Body are hereinafter sometimes referred to as 'The Parties' or separately referred to as 'a Party'.

Whereas:

- a. **The IEC** has registered a Mark known as the IEC Mark, and has published **Regulations** describing the IEC Mark its meaning and the requirements for the management of IEC Mark Schemes licensing the use of the Mark.
- b. **The IEC** has approved the creation of the IEC Mark Scheme defined below for the purpose of managing the licensing of the use of the IEC Mark.
- c. The Operators of an IEC Mark Scheme are Companies engaged in the business of product certification based on testing and evaluation of products and who meet all the requirements of the IEC Mark Scheme.
- d. **The Certification Body** is engaged in product certification and has applied to be recognised as an Operator of IEC Mark Scheme ...[name of scheme] and to be authorised to license the use of the IEC Mark in accordance with the Rules and Procedures of that Scheme.

Definitions

1. '**Regulations**' means the IEC Mark Regulations always in their valid versions.
2. '**IEC Mark Scheme**' means the [name of Scheme] Conformity Assessment Scheme approved by **the IEC** for the management of the evaluation of

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...[type of products] products leading to the licensing of the use of the IEC Mark.

3. **‘The Conformity Assessment Scheme Management Committee’** (hereinafter referred to as the CASMC) means the Management Committee of the **IEC Mark Scheme** defined above.
4. **‘Associated Testing Laboratories’** means Testing Laboratories either owned by **the Certification Body** or in a contractual relationship with **the Certification Body** which meets the requirements of the **IEC Mark Scheme**.
5. **‘IEC Mark’** means the IEC Mark owned and registered by the IEC as defined in the **Regulations**.

It is hereby agreed as follows:

1. Authorisation

The Certification Body is authorised to operate in the **IEC Mark Scheme** and has the right to license the use of the **IEC Mark** on products which meet all the requirements of **the IEC Mark Scheme** subject to the conditions and limitations set out hereafter.

2 Rights and Obligations of the Certification Body

2.1 The IEC Mark licensed for use shall be in accordance with the specimen shown in the Regulations with the addition of ...[allocated code or identification logo of the Certification Body and the IEC Mark Scheme] as depicted in Appendix 1.

2.2 The Certification Body shall ensure that licenses are only issued for products which fully comply with the relevant Standards falling within the scope of the **IEC Mark Scheme**.

2.3 The Certification Body shall ensure that their procedures for the issue, maintenance, withdrawal, and misuse of licenses conform to the Rules and Procedures of the **IEC Mark Scheme** always in their currently valid version.

2.4 The Certification Body shall have the right to participate as a full member of the CASMC.

2.5 The Certification Body shall be responsible for its financial liabilities deriving from its participation in the **IEC Mark Scheme**.

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2.6 The Certification Body shall have the right to decide the fees it will charge for its certification services relating to the **IEC Mark**.

2.7 The Certification Body shall be responsible for its own legal liabilities and shall maintain professional liability insurance which meets the minimum requirements set down in the Rules and the Procedures of the **IEC Mark Scheme**.

2.8 2.8 The Certification Body shall use its best endeavours to ensure that manufacturers and other applicants licensed to use the **IEC Mark** on their products comply with the duties and responsibilities placed on them by the **Regulations** and Procedures of the **IEC Mark Scheme**.

2.9 The Certification Body shall inform **the IEC** through the **CASMC** of any cases brought to its notice of misuse of the **IEC Mark** by manufacturers, and shall take appropriate action in cases of misuse of licences which it has issued.

2.10 The Certification Body shall inform **the IEC** of any change to its legal status.

3 Obligations of the IEC

3.1 The IEC as owner of the IEC Mark shall be responsible for its registration and legal protection in all countries where such registration is necessary, and for maintaining that registration.

3.2 The IEC will take action as described in the Regulations in cases of misuse of the IEC Mark where a licence has not been issued.

4 Validity

4.1 This agreement shall come into force from the date that it is signed by both **Parties** for an initial period of three years, and shall be tacitly renewed for successive periods of equal duration.

5 Termination

5.1 This Agreement can be terminated by either **Party** after consultation and following the receipt of written notification stating the reasons for termination with six month's notice. Each **Party** shall in this event take the required measures to duly finalise its existing commitments.



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In witness whereof each Party has caused this Agreement to be executed by its duly authorised representatives on the date first set forth above.

SIGNED

For and on behalf
of the IEC

For and on behalf
of the
Certification Body

Appendix 1: IEC Mark Authorised for Use

**The IEC Mark Management
Terms of Reference**

Draft Version
3 September 2004.

IEC Council Board (IECCB)

The IECCB shall be responsible, on behalf of the IEC as owner of the IEC Mark, for overall policy relating to the ownership, registration, meaning, and use of the IEC Mark. In discharging this responsibility it shall:

- Develop and publish general Regulations for the operation of IEC Mark Schemes.
- Approve the creation of IEC Mark Schemes that the market requires which can demonstrate procedures which comply with the IEC Mark Regulations.
- Have Procedures for dealing with cases of mis-use of the IEC Mark, and to take action as appropriate when such cases are identified.

IEC Conformity Assessment Board (CAB)

The CAB shall be responsible on behalf of the IECCB for the operational policy of IEC Mark Schemes. In discharging this responsibility it shall:

- Ensure that the Rules and Procedures of an IEC Mark Scheme conform to the IEC Mark Regulations.
- Recommend to the IECCB the creation of an IEC Mark Scheme required by the market, when it is satisfied that all necessary Procedures are in place.
- Ensure that such IEC Mark Schemes as are approved continue to operate in accordance with the IEC Mark Regulations.
- Ensure consistency between the Operational Procedures of different IEC Mark Schemes in the event that there is more than one such Scheme.
- Be the final committee of appeal where complaints cannot be resolved at the level of a Scheme Management Committee.

The CAB shall report twice annually to the IECCB on the activities of IEC Mark Schemes.

IEC Conformity Assessment Scheme Management Committee (CASMC)

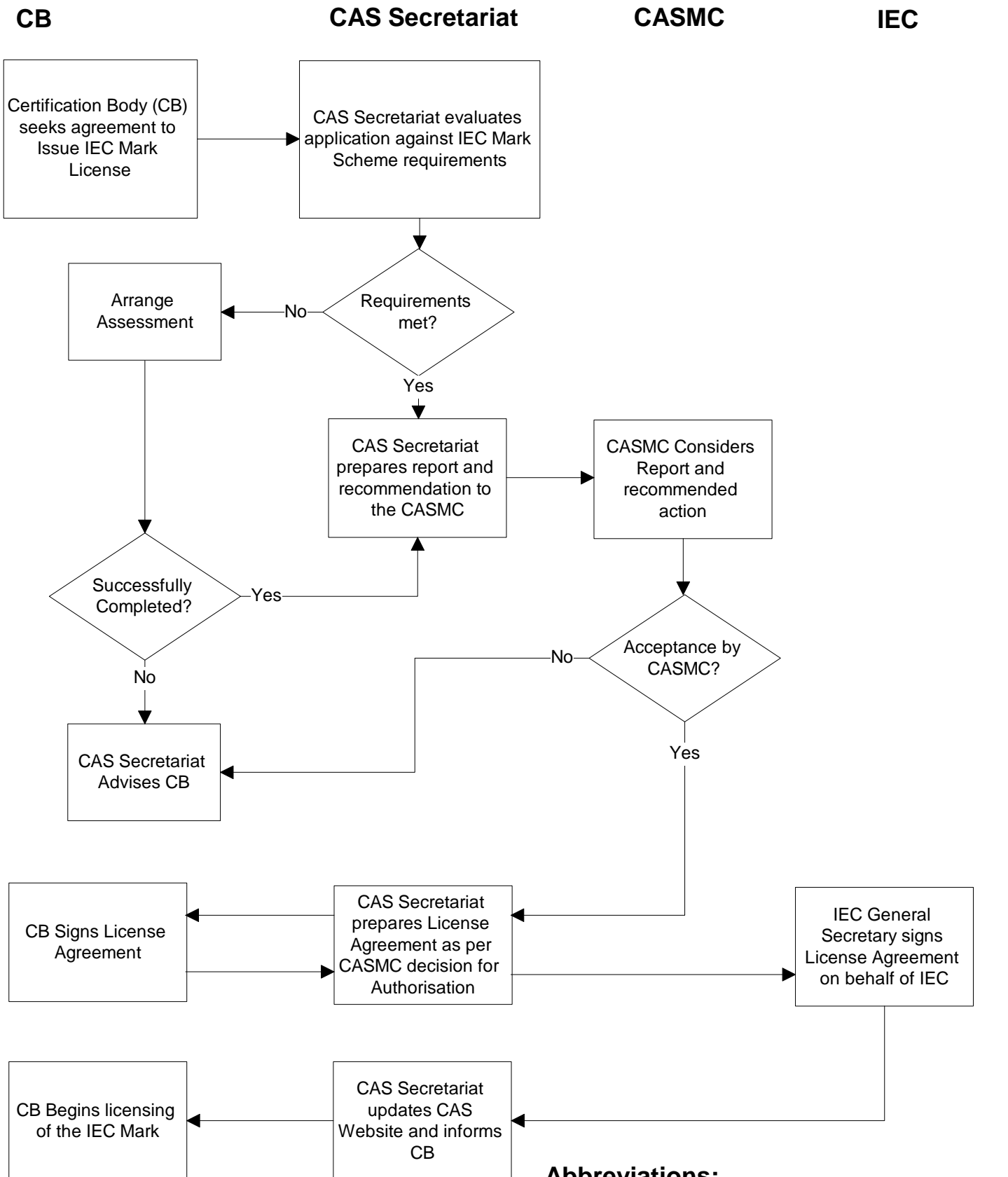
The CASMC shall be responsible for the operation of the IEC Mark Scheme. In discharging this responsibility it shall:

- Develop and maintain Rules and Procedures for the operation of the Scheme
- Ensure that Operators of the Scheme do so in accordance with the Scheme Operational Procedures and the IEC Mark Regulations.
- Make arrangements for the assessment and reassessment of Certification Bodies and Test Laboratories against published Procedures for this purpose.
- Make recommendations to the IECCB concerning the suitability of Certification Bodies to be accepted as Operators in the IEC Mark Scheme and authorised to license the use of the IEC Mark.
- Be the first instance in IEC of appeals if complaints cannot be resolved by the Certification Body which issued the licence to use the IEC Mark.

The CASMC shall report at least twice per year to the CAB on activities in its IEC Mark Scheme.



Approval Process for Certification Body and
IEC Licence Agreement



Abbreviations:

CB Certification Body
CAS Conformity Assessment Scheme
CASMC CAS Management Committee
IEC International Electrotechnical Commission

IEC Mark Scheme
Document Structure **Draft 3 September 2004**

The following provides a proposed document structure for an IEC Mark Scheme. While documents 01 and 02 would be expected to be generic in nature, documents 03 – 16 are expected to be specific to a Mark Scheme operation, eg IECEX and IECQ-CECC

<u>Document No.</u>	<u>Title</u>
	<u>IEC Mark Policy Documents</u> (authorised by the IEC Council Board)
01	IEC Mark regulations
02	Template Agreement between the IEC and Certification Bodies concerning the licensing of the use of the IEC Mark.
	<u>IEC Mark Scheme Management Documents</u> (authorised by the CASMC)
03	Rules of procedure for the Conformity Assessment Scheme Management Committee (CASMC).
04	Scope of the IEC Mark Scheme (List of Standards).
05	List of Scheme Member Bodies.
06	Assessment and Reassessment of Certification Bodies for operation in the Scheme.
07	Assessment and Reassessment of Testing Laboratories for acceptance in the Scheme.
08	List of Certification Bodies authorised to operate the Scheme, including their scope, and their accepted laboratories.
09	List of Current Decisions of the CASMC
	<u>IEC Mark Scheme Operational Procedures</u> (authorised by the CASMC)
10	Decisions concerning the Interpretation of Standards
11	Factory Inspection Requirements
12	Requirements for Surveillance of Certified Products
13	Complaints Procedure
14	Database Registration of Products Licensed to use the IEC Mark
15	Procedures for updating Certification when Standards are amended.
16	Responsibility of Manufacturers of Products Licensed to use the IEC Mark.

IEC Mark
Management Structure

Draft 3 September 2004

