

***IEC-ov sustav shema za ocjenu sukladnosti
elektrotehničke opreme i sastavnica
(IECEE) – Temeljna pravila***

9. izdanje / 2006.

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

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**IEC-ov sustav shema za ocjenu sukladnosti
elektrotehničke opreme i sastavnica
(IECEE) – Temeljna pravila**

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

**Système CEI d'Essais de of Conformité et de
Certification des Equipements et Composants
Electrotechniques
(IECEE) – Règles fondamentales**



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MEĐUNARODNO ELEKTROTEHNIČKO POVJERENSTVO

**IEC-ov SUSTAV SHEMA ZA OCJENU SUKLADNOSTI
ELEKTROTEHNIČKE OPREME I SASTAVNICA (IECEE)****TEMELJNA PRAVILA IECEE-a****PREDGOVOR**

Ova publikacija uređuje korporacijsko i upravno ustrojstvo IEC-ova sustava shema za ocjenu sukladnosti elektrotehničke opreme i sastavnica.

Ovu je publikaciju pripremio *Certifikacijski upravni odbor* (Certification Management Committee – CMC) a odobrila ga je *Uprava za ocjenu sukladnosti* (Conformity Assessment Board – CAB)

Ona ukida i zamjenjuje Publikaciju IECEE 01, osmo izdanje, 2004.

Oba su dodatka ovoj publikaciji normativna.

Tekst izmjena ovog izdanja (IECEE 01, izdanje 2006) temelji se na sljedećemu dokumentu:

Dokument	Izvešće o glasovanju
IECEE-CMC/711/RM	Odluka CMC-a

Potpune obavijesti o odobrenju ove publikacije mogu se pronaći u zapisniku sa sastanka CMC-a održana u Buenos Airesu 22. i 23. lipnja 2006.

INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IEC SYSTEM OF CONFORMITY ASSESSMENT SCHEMES FOR
ELECTROTECHNICAL EQUIPMENT AND COMPONENTS (IECEE)****BASIC RULES OF THE IECEE****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, Eighth edition, 2004.

Both of the annexes to this publication are normative.

The text of the amendments of this edition (IECEE 01 edition 2006) is based on the following Document.

Document	Report on voting
IECEE-CMC/711/RM	CMC Decision

Full information on the approval of this publication can be found in the Minutes of the CMC meeting held in Buenos Aires on June 22/23, 2006.

IEC-ov SUSTAV SHEMA ZA OCJENU SUKLADNOSTI ELEKTROTEHNIČKE OPREME I SASTAVNICA (IECEE)

TEMELJNA PRAVILA IECEE-a

1 Naslov

Naslov je ovog sustava *IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components* *, u daljnjemu tekstu "IECEE".

*NAPOMENA: Aktivne sastavnice obuhvaćene normama unutar shema IECEE-a.

2 Cilj

2.1 Uzimajući u obzir cilj Međunarodnoga elektrotehničkog povjerenstva (IEC-a) kako je naveden u članku 2. Statuta, poseban cilj IECEE-a, koji djeluje u nadležnosti IEC-a i u skladu s tim statutom, olakšavanje je međunarodne trgovine elektrotehničkom opremom i sastavnicama namijenjenim u prvome redu uporabi u kućanstvima, uredima, radionicama, objektima za zdravstvenu njegu i na sličnim mjestima.

NAPOMENA: IECEE može se prikladno proširiti na druge vrste opreme te uz sigurnost, koja je zasad glavno područje djelovanja, obuhvaćati i druge aspekte.

2.2 U provedbi tog cilja IECEE mora voditi i održavati:

- shemu za međusobno priznavanje ispitnih certifikata i pripadnih dokumenata koji pokazuju da je jedan ili više primjeraka opreme navedene u točki 2.1 bilo ispitano te se ustanovilo da su u sukladnosti s utvrđenim normama. Ta se shema naziva *IECEE-ova CB shema za međusobno priznavanje ispitnih certifikata za elektrotehničku opremu i sastavnice* (IECEE CB Scheme for Mutual Recognition of Test Certificates for Electrotechnical Equipment and Components), kako je navedeno u publikaciji poslovnika IECEE 02.
- shemu za međusobno priznavanje certifikata o ocjeni sukladnosti i pripadajućih dokumenata za opremu navedenu u točki 2.1. Ta se shema naziva *Shema IECEE CB-FCS za međusobno priznavanje certifikata o ocjeni sukladnosti za elektrotehničku opremu i sastavnice* (IECEE CB Scheme for Mutual Recognition of Conformity Assessment Certificates for Electrotechnical Equipment and Components), kako je navedeno u Poslovniku IECEE 03.

2.3 U IECEE-u naziv "posebna norma" označuje normu koja je u skladu s točkom 12.

3 Područje primjene

IECEE može se primijeniti na kategorije opreme navedene u točki 2.1, kako je odobrio njegov CMC, a obavijest upućena CAB-u.

Popis tih kategorija opreme mora se objaviti.

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

BASIC RULES OF THE IECEE

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".

*Note: Active Components covered by the standards within the IECEE schemes

2 Object

2.1 Taking into account the object of the International Electrotechnical Commission (IEC) as given in Article 2 of the 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 primarily intended for use in homes, offices, workshops, healthcare facilities and similar locations.

NOTE The IECEE may be extended in due course to other types of equipment and to cover other aspects in addition to safety, which at present is the main area of activity.

2.2 In pursuance of this object, the IECEE shall operate and maintain

a scheme for the mutual recognition of Test Certificates and related documents indicating that one or more specimens of equipment referred to in 2.1 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" as contained in the Rules of Procedure Publication IECEE 02;

– a scheme for the mutual recognition of Conformity Assessment Certificates and related documents for equipment referred to in 2.1. This scheme is called IECEE CB-FCS Scheme for Mutual Recognition of Conformity Assessment Certificates for Electrotechnical Equipment and Components" as contained in the Rules of Procedure Publication IECEE 03

2.3 In the IECEE, the term specific standard denotes a standard which is in accordance with clause 12

3 Field of application

The IECEE is applicable to such categories of equipment referred to in 2.1, as approved by its Certification Management Committee (CMC) and notified to the Conformity Assessment Board (CAB).

A list of these categories of equipment shall be published.

4 Glavni dokumenti

Dokumenti su koji utvrđuju pravila IECEE-a i upravljaju organizacijom njegova rada:

- a) Statut IEC-a
- b) Poslovnik IEC-a i smjernice ISO/IEC-a, ako nije drukčije utvrđeno
- c) Temeljna pravila koja određuju IECEE-ova načela, a koja je odobrio CAB
- d) Poslovnik koji određuje radne postupke shema. O Poslovniku odlučuje te donosi izmjene IECEE-ov CMC u skladu s postupkom glasovanja opisanu u točki 13. Poslovnik shema te njegovi amandmani moraju se dostaviti CAB-u.

5 Članstvo

5.1 Članstvo u IECEE-u otvoreno je svakoj zemlji u kojoj postoji nacionalni odbor član IEC-a, kako je određeno u članku 5. Statuta IEC-a.

Pod određenim uvjetima članstvo u IECEE-u otvoreno je i zemljama koje nisu IEC-ove članice.

Tijelo član IECEE-a mora biti predstavnik zajednice nacionalne ocjene sukladnosti u elektrotehnici. Ono može biti:

- nacionalni odbor IEC-a ili
- tijelo koje je nacionalni odbor IEC-a prijavio IEC-u.

5.2 Tijelo član IECEE-a može biti:

- a) tijelo član s *nacionalnim certifikacijskim tijelom* (National Certification Body – NCB) koje provodi izdavanje i priznavanje (certifikata)
- b) tijelo član NCB-om koje provodi samo priznavanje
- c) tijelo član bez NCB-a koje provodi izdavanje i priznavanje ili samo priznavanje.

5.3 U pojedinoj zemlji može biti samo jedno tijelo član IECEE-a.

5.4 Prijavu za članstvo nacionalni odbor IEC-a mora podnijeti Središnjemu uredu IEC-a. Tijelo član kandidat mora poduzeti sve što je potrebno da bi se moglo pridržavati temeljnih pravila IECEE-a.

5.5 Tijelo član koje se želi povući iz članstva u IECEE-u mora o tome obavijestiti najmanje jednu kalendarsku godinu prije povlačenja. To tijelo član mora platiti svoja godišnja davanja za sljedeću kalendarsku godinu nakon godine tijekom koje je dana obavijest, osim ako je obavijest o povlačenju primljena do uključivo 30. lipnja, u kojemu se slučaju zahtijeva plaćanje davanja samo za tekuću godinu.

5.6 Za svaki prijedlog opoziva članstva ili obustavljanja takvog opoziva mora se zahtijevati suglasnost većine od najmanje četiri petine ukupnoga broja tijela članova, osim u slučaju opoziva zbog neplaćanja davanja, prijavnih pristojba, dodatnih naknada itd., prema odluci CMC-a.

4 Governing documents

The documents which state the Rules of the IECEE and which govern the organization of its work are as follows:

- a) the Statutes of the IEC;
- b) the Rules of Procedure of the IEC and the ISO/IEC Directives, unless otherwise specified;
- c) the Basic Rules which define the principles of the IECEE and which are approved by the CAB;
- d) the Rules of Procedure which define the working procedures of the Schemes. The Rules of Procedure are decided upon and amended by the CMC of the IECEE, in accordance with the voting procedure described in clause 13. The Rules of Procedure of the Schemes and amendments to them shall be notified to the CAB.

5 Membership

5.1 Membership of the IECEE is open to any country in which there is a Member National Committee of the IEC, as defined in Article 5 of the Statutes of the IEC.

Membership of IECEE is also open to non-IEC countries under certain conditions

The Member Body of the IECEE shall be representative of the national conformity assessment community in electrotechnology. 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 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).

5.3 There shall be only one Member Body of the IECEE in a particular country.

5.4 Application for membership shall be submitted to the IEC Central Office by the National Committee of the IEC. The candidate Member Body shall undertake to abide by the Basic Rules of the IECEE.

5.5 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.

5.6 Any proposal to suspend membership, 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.

Ako se opoziv članstva ne obustavi tijekom godine nakon one u kojoj je bila donesena ta odluka, dotično tijelo prestaje biti članom IECEE-a.

6 Organizacija

6.1 Organizacija obuhvaća:

- *Certifikacijski upravni odbor* (Certification Management Committee – CMC)
- *Odbor ispitnih laboratorija* (Committee of Testing Laboratories – CTL)
- Odbor za žalbe i
- Tajništvo.

6.2 Potpuna odgovornost za rad IECEE-a dodijeljena je CMC-u koji je IEC-ov odbor i radi pod upravom CAB-a.

7 Certifikacijski upravni odbor

7.1 Sastav je CMC-a:

- a) izaslanstvo svakoga tijela člana ne veće od tri osobe, pri čemu barem jedna osoba mora predstavljati interese nacionalnoga certifikacijskog tijela ili više njih
- b) predsjednik IECEE-a
- c) potpredsjednik IECEE-a (bez prava glasovanja)
- d) rizničar IECEE-a (bez prava glasovanja)
- e) tajnik IECEE-a (bez prava glasovanja)
- f) predsjednik CTL-a (bez prava glasovanja)
- g) tajnik CTL-a (bez prava glasovanja)
- h) predstavnik svakoga odgovarajućeg IEC-ova savjetodavnog odbora (bez prava glasovanja)
- i) glavni tajnik IEC-a (bez prava glasovanja).

7.2 CMC mora se sastajati barem jednom godišnje.

7.3 CMC podnosi na odlučivanje CAB-u prijedloge koji se odnose na:

- a) preinake Temeljnih pravila IECEE-a
- b) imenovanje službenika IECEE-a
- c) proračun i godišnja financijska izvješća IECEE-a i
- d) politiku IECEE-a.

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

- a Certification Management Committee (CMC),
- a Committee of Testing Laboratories (CTL),
- a Board of Appeal, and
- a Secretariat.

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.

7 Certification Management Committee

7.1 The composition of the CMC is as follows:

- a) 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;
- b) the Chairman of the IECEE;
- c) the Vice-Chairman of the IECEE (without vote);
- d) the Treasurer of the IECEE (without vote);
- e) the Secretary of the IECEE (without vote);
- f) the Chairman of the CTL (without vote);
- g) the Secretary of the CTL (without vote);
- h) a representative of each relevant IEC Advisory Committee (without vote);
- i) the General Secretary of the IEC (without vote);

7.2 The CMC shall meet at least once a year.

7.3 The CMC submits proposals for decision 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, and
- d) policy of the IECEE.

7.4 CMC mora odlučivati o:

- a) pitanjima koja se odnose na članstvo IECEE-a
- b) pristojbama koje trebaju platiti tijela članovi
- c) predloženome proračunu i godišnjim financijskim izvješćima IECEE-a, za odobravanje na CAB-u
- d) dodatnim naknadama i uvjetima pod kojima se mogu naplatiti
- e) odobrenju poslovnika za rad shema
- f) drugim pitanjima koja se odnose na gore navedeni poslovnik (e)
- g) kategorijama opreme za IECEE
- h) normama koje će se primjenjivati za proizvode u svakoj kategoriji opreme
- i) prihvaćanju tijela članova IECEE-a
- j) prihvaćanju, odbijanju i opozivu NCB-a koja provode priznavanje, NCB-a koja provode izdavanje i priznavanje te ispitnih laboratorija
- k) imenovanju predsjednika i članova IECEE-ova Odbora za žalbe i
- l) imenovanju predsjednika i tajnika CTL-a.

7.5 CMC mora osim toga imati ove dužnosti:

- a) upravljanje IECEE-om u skladu s IECEE-ovim Temeljnim pravilima
- b) IECEE-ovu promidžbu
- c) podnošenje godišnjeg izvješća o svojim djelatnostima CAB-u.
- d) ispunjavanje svih drugih zadataka dobivenih od CAB-a koji se odnose na cilj IECEE-a.

7.6 Na odluke CMC-a može se uputiti žalba CAB-u.

7.7 Za savjetovanje u stvarima upravljanja IECEE-om ili poboljšanja djelotvornosti njegova rada CMC može osnovati radne skupine s jasno određenim opisima poslova.

7.8 Dužnosti vođenja tajništva bilo koje radne skupine moraju se provoditi u okviru odgovornosti tajnika IECEE-a.

7.9 Mogu postojati slučajevi kad se trebaju iznositi povjerljivi predmeti povezani s preporukama za donošenje odluka u skladu s podtočkom 7.4 j). U takvim slučajevima predsjednik može prisustvovanje sastanku CMC-a ograničiti samo na NCB-e koji provode izdavanje i priznavanje. Obavijest o takvome postupku mora se dati prije sastanka ili se prema slobodnoj ocjeni predsjednika takav razgovor može održati bez obavijesti. Kad je potrebno, ti se predmeti mogu zasebno zabilježiti i ograničeno razaslati.

8 Službenici i uprava

8.1 Službenici su IECEE-a:

- predsjednik
- potpredsjednik
- rizničar i
- tajnik.

7.4 The CMC shall decide on

- a) questions related to membership of the IECEE,
- b) dues to be paid by Member Bodies,
- c) proposed budget and annual accounts of the IECEE, for approval by the CAB,
- d) surcharges and the conditions under which they may be levied,
- e) approval of the Rules of Procedure for the operation of the Schemes,
- f) other questions regarding the Rules of Procedure mentioned in e) above,
- g) categories of equipment for the IECEE,
- h) the standards to be applied for products in each category of equipment,
- i) acceptance of Member Bodies of the IECEE,
- j) acceptance, rejection and suspension of Recognizing NCBs, Issuing and Recognizing NCBs and of testing laboratories,
- k) appointment of the Chairman and members of the Board of Appeal of the IECEE, and
- l) appointment of the Chairman and the Secretary of the CTL.

7.5 The CMC shall, moreover, have the following duties :

- a) to manage the IECEE in accordance with the Basic Rules of the IECEE;
- b) to promote the IECEE;
- c) to submit an annual report on its activities to the CAB;
- d) to carry out any other tasks relevant to the object of the IECEE, given to it by the CAB.

7.6 Decisions by the CMC may be appealed to the CAB.

7.7 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.

7.8 The secretariat duties of any working group shall be carried out under the responsibility of the Secretary of the IECEE.

7.9 There may be instances where matters of confidentiality associated with recommendations for decisions to be taken according to 7.4 j) need to be addressed. In such cases, the Chairman may limit attendance at a CMC meeting to only the Issuing and Recognizing NCBs. Notification of such action shall be provided in advance of the meeting, or at the discretion of the Chairman, such discussion can take place without notice. When necessary, these matters may be recorded separately with limited circulation.

8 Officers and administration

8.1 The officers of the IECEE are

- the Chairman,
- the Vice-Chairman,
- the Treasurer, and
- the Secretary.

- 8.2** Predsjednika imenuje CAB na razdoblje od tri godine nakon što ga predloži CMC. On se zatim može dva puta izabrati za ponovno postavljanje u istu službu na razdoblja od po tri godine. Predsjednik ne smije djelovati kao nacionalni izaslanik u CMC-u. Predsjednik je ovlašten osnovati savjetodavnu skupinu koja se u načelu sastoji od osoba u službama navedenim u podtočki 7.1 c) do g).
- 8.3** Potpredsjednika imenuje CAB na razdoblje od tri godine nakon što ga predloži CMC. On se zatim može dva puta ponovno izabrati za postavljanje u istu službu na razdoblja od po tri godine. Potpredsjednik može istodobno biti nacionalni izaslanik u CMC-u, osim kad predsjedava sastanku.
- 8.4** Predsjednik ili potpredsjednik moraju zastupati interese *certifikacijskoga tijela* (Certification Body – CB).
- 8.5** Rizničara imenuje CAB na razdoblje od tri godine nakon što ga predloži CMC. On se zatim može dva puta ponovno izabrati za postavljanje u istu službu na razdoblja od po tri godine. Rizničar može istodobno biti nacionalni izaslanik u CMC-u.
- 8.6** Tajništvo mora biti smješteno u uredu tijela člana ili u Središnjemu uredu IEC-a. U prvome slučaju CMC mora odlučiti o stupnju upravne podrške koju bi trebao dati Središnji ured.
- 8.7** Tajniku su povjerene dužnosti glavnoga izvršnog direktora u svezi s IECEE-ovom shemom.
- 8.8** Tajniku su povjerene dužnosti uobičajenog rada u IECEE-u te on mora provoditi upute CMC-a i njegova predsjednika.
- 8.9** Tajnika imenuje CAB na razdoblje od pet godina nakon što ga predloži CMC. On se bez ograničenja može ponovno postavljati. Tajnik ne smije djelovati kao nacionalni izaslanik u CMC-u.
- 8.10** Službenici IECEE-a mogu donositi odluke u vremenu između sastanaka CMC-a, kao što im je CMC izričito povjerio. K tomu, oni moraju ispunjavati sve druge zadatke koje im povjeri CMC. O svakoj odluci u stvarima prenesenim na službenike mora se u roku od mjesec dana izvijestiti CMC i to se mora unijeti u dnevni red sljedećeg sastanka CMC-a.

9 Odbor ispitnih laboratorija

9.1 CTL mora se baviti praktičnim pitanjima koja se odnose na ispitne specifikacije i ispitne metode detaljno opisane u normama prihvaćenim za uporabu u sustavu IECEE te na konstrukcijske pojedinosti ispitne opreme navedene u tim normama.

Cilj CTL-a mora biti postizanje ponovljivosti ispitnih rezultata i promicanje uske suradnje među ispitnim laboratorijima.

9.2 Predsjednika i tajnika CTL-a na prijedlog tog odbora imenuje CMC.

9.3 Trajanje je službe predsjednika i tajnika CTL-a tri godine. Oni se zatim mogu dva puta izabrati za ponovno postavljanje u istu službu na razdoblje od po tri godine.

9.4 Svako tijelo član IECEE-a ima pravo sudjelovati na sastancima CTL-a.

9.5 Sudionike na sastancima CTL-a moraju imenovati NCB-ovi te oni moraju biti stručnjaci iz ispitnih laboratorija i, ako je to prikladno, drugi stručnjaci.

8.2 The Chairman is appointed for a period of three years by the CAB, on nomination by the CMC. He is immediately eligible twice for re-appointment in the same office, each time for a further period of three years. The Chairman shall not act as a national delegate to the CMC. The Chairman is empowered to establish an advisory group, basically consisting of the persons holding the offices listed under 7.1 c) to g).

8.3 The Vice-Chairman is appointed for a period of three years by the CAB, on nomination by the CMC. He is immediately eligible twice for re-appointment in the same office, each time for a further period of three years. The Vice-Chairman may at the same time be a national delegate to the CMC, except when he takes the chair at a meeting.

8.4 The Chairman or the Vice-Chairman shall represent certification body interests.

8.5 The Treasurer is appointed for a period of three years by the CAB, on nomination by the CMC. He is immediately eligible twice for re-appointment in the same office, each time for a further period of three years. The Treasurer may at the same time be a national delegate to the CMC.

8.6 The Secretariat shall be located at the office of a Member Body or at the Central Office of the IEC. In the first case, the CMC shall decide on the degree of administrative support that should be provided by the Central Office.

8.7 The Secretary is entrusted with the chief executive officer functions in relation to the IECEE Scheme.

8.8 The Secretary is entrusted with the routine work of the IECEE and shall carry out the instructions of the CMC and of its Chairman.

8.9 The Secretary is appointed for a period of five years by the CAB, on nomination by the CMC. He is eligible for re-appointment without restriction. The Secretary shall not act as a national delegate to the CMC.

8.10 The officers of the IECEE may make decisions in between CMC meetings, 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.

9 Committee of Testing Laboratories

9.1 The Committee of Testing Laboratories (CTL) shall deal with questions of practice related to the test specifications and test methods detailed in the standards accepted for use in the IECEE, and to constructional details of test equipment referred to in these standards.

The aim of the CTL shall be to achieve reproducibility of test results and to promote a close collaboration between testing laboratories.

9.2 The Chairman and the Secretary of the CTL are appointed by the CMC on nomination by the CTL.

9.3 The term of office of the Chairman and the Secretary of the CTL is three years. They are immediately eligible twice for re-appointment in the same office, each time for a further period of three years.

9.4 Any Member Body of the IECEE has the right to participate in the meetings of the CTL.

9.5 Participants in meetings of the CTL shall be appointed by the NCBs and shall be experts from testing laboratories and, if appropriate, other experts.

10 Odbor za žalbe

10.1 U okviru svoje odgovornosti Odbor za žalbe:

- a) preporučuje rješenje svakoga spora koji mu je upućen u smislu primjene ovih temeljnih pravila
- b) preporučuje mjere koje treba poduzeti protiv NCB-a i *Ispitnih laboratorija certifikacijskih tijela* (Certification Body Testing Laboratory – CBTL) povodom primljenih pritužba u vezi s mogućim kršenjima ovih pravila koja bi mogla dovesti u pitanje vjerodostojnost IECEE-ovih shema
- c) izvješćuje CMC o prikladnim mjerama, svim opažanjima koja se odnose na tehnički sadržaj norma usvojenih za uporabu u IECEE-u i o njihovim primjenama, što je postalo očito pri istraživanju spora.

10.2 Odbor za žalbe mora se sastojati od četiri člana sa zamjenicima i predsjednika, od kojih svaki mora biti povezan s NCB-om koji provodi izdavanje i priznavanje. Njih mora imenovati CMC nakon što ih predlože tijela članovi IECEE-a.

Trajanje je njihove službe tri godine, pod uvjetom da su neprekidno povezani s NCB-om koji provodi izdavanje i priznavanje, a mogu biti neposredno nakon toga ponovo predloženi za imenovanje na daljnje razdoblje od tri godine.

10.3 Tajnik IECEE-a mora djelovati kao tajnik Odbora za žalbe i ne smije imati pravo glasovanja.

10.4 Pri razmatranju slučaja podnesena Odboru za žalbe mora biti nazočan predsjednik i sva četiri člana ili njihovi zamjenici. Slučaj se može obrađivati dopisno u sporazumu sa zainteresiranim strankama.

10.5 Ni predsjednik Odbora za žalbe ni četvorica članova ili zamjenika ne smiju raditi na slučaju u koji je umiješan NCB njihove zemlje. Ako je potrebno, u takvome slučaju predsjednik IECEE-a mora postaviti osobu povezanu s NCB-om koji provodi izdavanje i priznavanje u zemlji koja nije umiješana u taj slučaj.

10.6 Zainteresirane stranke moraju imati pravo da ih sasluša Odbor za žalbe.

10.7 Odluke o preporukama Odbora za žalbe moraju se donositi običnom većinom od četiri člana. Ako su glasovi izjednačeni, predsjednik mora odlučiti o mjerama koje treba poduzeti.

10.8 Ako se ne primijeni preporuka Odbora za žalbe, svaka stranka može u svrhu odgovarajućega djelovanja slučaj uputiti CMC-u.

10.9 Postupak Odbora za žalbe dan je u Dodatku B.

11 Zakonske odredbe

11.1 Međunarodna razina

11.1.1 CMC ne sudjeluje u trgovini, neprofitan je i nije u svojem vlastitom interesu uključen ni u kakav gospodarski posao. On nije u funkciji trgovine ni uređivanja cijena. On se posvećuje samo ostvarenju cilja iz točke 2.

Odluke CMC-a donose se dragovoljno na temelju propisanih postupaka za glasovanje.

10 Board of Appeal

10.1 The responsibilities of the Board of Appeal are

- a) to recommend a solution to any dispute referred to it with regard to the application of these basic rules, and
- b) to recommend actions to be taken against NCBs and CBTLs on complaints received regarding potential infringements to the Rules that could compromise the credibility of the IECEE Schemes.
- c) to report to the CMC, for appropriate action, any observations relating to the technical content of the standards accepted for use in the IECEE and their applications, that has become evident when investigating a dispute.

10.2 The Board of Appeal shall consist of four members with deputies and a Chairman, each of whom shall be associated with an Issuing and Recognizing NCB. They shall be appointed by the CMC, upon nomination by the Member Bodies of the IECEE.

Their term of office shall be three years, provided that they continue to be associated with an Issuing and Recognizing NCB, and they shall be immediately eligible once for re-appointment for a further period of three years.

10.3 The Secretary of the IECEE shall act as the Secretary of the Board of Appeal and shall have no right to vote.

10.4 For considering a case submitted to the Board of Appeal, the Chairman and all four members or their deputies shall be present. A case may be dealt with by correspondence, with the agreement of the parties involved.

10.5 Neither the Chairman of the Board of Appeal, nor the four members or deputies shall serve in a case in which an NCB of their country is involved. When necessary in such an event, a person associated with an Issuing and Recognizing NCB in a country not involved in the case shall be appointed by the Chairman of the IECEE.

10.6 The parties interested shall have the right to be heard by the Board of Appeal.

10.7 Decisions of the Board of Appeal about its recommendations shall be taken by a simple majority of the four members. If the votes are equally divided, the Chairman shall decide upon the action to be taken.

10.8 If a recommendation from the Board of Appeal is not followed, either party may submit the case to the CMC for appropriate action.

10.9 The procedure for the Board of Appeal is given in annex B.

11 Legal provisions

11.1 International level

11.1.1 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.

The decisions of the CMC are made voluntarily on the basis of the prescribed voting procedures.

11.1.2 Sjedište IECEE-a i IEC-a mora biti isto.

Zakoni zemlje u kojoj je sjedište IEC-a moraju se primjenjivati u svakome ili svim slučajevima koji nisu posebno predviđeni ovim Temeljnim pravilima.

11.2 Nacionalna razina

Za nacionalne organizacije moraju se primjenjivati zakoni odgovarajućih zemalja.

Nijedan sadržaj ovih Temeljnih pravila ili poslovnika ovih shema ne smije kršiti zakone niti prouzročiti koji čin kršenja zakona zemlje u kojoj djeluje IECEE. U uspostavljanju nacionalnih pravila za provedbu IECEE-a tijelima članovima u svakoj zemlji sudionici prepušteno je davanje potrebne pravne zaštite protiv kršenja bilo kojeg zakona.

11.3 Pravna zaštita

Dodjela certificiranja sukladnosti ne smije na CMC ili na IEC prenositi nikakve pravne odgovornosti koje prema nacionalnome ili međunarodnome pravu obvezuju proizvođača ili isporučitelja tako certificirana proizvoda.

11.4 Isključenje od odgovornosti

Nacionalne organizacije koje djeluju u ime CMC-a moraju to činiti na svoju vlastitu odgovornost i poduzeti sve moguće korake da se isključi bilo kakva odgovornost CMC-a ili IEC-a.

11.5 Oslobođenje

U slučaju da se prema nacionalnome ili međunarodnome pravu CMC ili IEC smatraju zakonski odgovornima za bilo koje djelovanje nacionalne organizacije u ime CMC-a, umiješana nacionalna organizacija mora poduzeti sve da CMC i IEC u potpunosti oslobodi od takvih odgovornosti.

12 Norme

12.1 IECEE se temelji na uporabi posebnih IEC-ovih norma za elektrotehničku opremu i sastavnice koje je CMC prihvatio za uporabu u IECEE-u.

12.2 Ako CMC želi u IECEE uključiti opremu za koju ne postoji IEC-ova norma, mora od odgovarajućeg IEC-ova tehničkog odbora ili pododbora zahtijevati da što je moguće brže izradi traženu normu. Ako nema odbora koji se bavi tim predmetom, CMC mora od IEC-ova Djelatnog odbora zahtijevati da pokrene izradbu tražene norme.

Ako nema primjenljive IEC-ove norme, privremeno se mogu upotrijebiti drugi dokumenti koje tijelo član mora podnijeti CMC-u da razmotri njihovo prihvaćanje za uporabu u IECEE-u.

13 Glasovanje

13.1 Svako tijelo član ima jedan glas u odborima u kojima sudjeluje.

13.2 Kvorum mora činiti prisutnost polovice broja tijela članova. Ako se ne donesu drukčije odredbe, odluke na sastancima moraju se donositi običnom većinom glasova tijela članova prisutnih na sastanku koji glasuju. Ne smije se dopustiti zastupanje pri glasovanju.

Suzdržanost se ne smatra glasovanjem. Predsjednik obično ne smije glasovati, ali ako su glasovi izjednačeni, predsjednik mora odlučiti o mjeri koju treba poduzeti.

11.1.2 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.

11.2 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 left to 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.

11.3 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.

11.4 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.

11.5 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.

12 Standards

12.1 The IECEE is based on the use of specific IEC standards for electrotechnical equipment and components accepted by the CMC for use in the IECEE.

12.2 If the CMC wishes to include in the IECEE equipment 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 request the Committee of Action 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.

13 Voting

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

13.2 The presence of half the number of the Member Bodies shall constitute a quorum. 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 not considered as voting. The Chairman shall normally not vote, but if the votes are equally divided the Chairman shall decide on the action to be taken.

Odluke se obično donose na sastancima. Ako predsjednik tako odluči, u razdoblju među sastancima glasovanje se odvija dopisno.

Ako se ne donesu drukčije odredbe, odluke o stvarima donesene dopisnim glasovanjem moraju se donositi običnom većinom glasova tijela članova koja glasuju. Suzdržanost se ne smatra glasovanjem. Dopisno je glasovanje završeno nakon glasovanja sviju tijela članova ili nakon četiri mjeseca od dana kad je dokument poslan na glasovanje, ovisno o tome koje je razdoblje kraće. Ako su glasovi izjednačeni, predsjednik mora odlučiti o mjeri koju treba poduzeti.

Pri određivanju ukupnoga broja tijela članova ne smiju se uzeti u obzir tijela čije je članstvo opozvano.

13.3 Preporuke za izmjene Temeljnih pravila moraju se u pisanome obliku dojaviti tijelima članovima barem tri mjeseca prije sastanka CMC-a na kojemu se moraju razmatrati predložene izmjene.

Odluke koje utječu na Temeljna pravila mora donijeti CAB na prijedlog CMC-a.

13.4 Odluke koje utječu na Poslovnik shema mora donijeti CMC. Preporuke za izmjene Poslovnika moraju se u pisanome obliku dojaviti tijelima članovima barem tri mjeseca prije sastanka CMC-a na kojemu se moraju razmatrati predložene izmjene.

Takve su izmjene odobrene ako u prilog tomu glasuje dvotrećinska većina prisutnih tijela članova. Ako taj uvjet nije ispunjen, CMC može odlučiti da predložene izmjene podnese na odobrenje tijelima članovima prema postupcima za "fazu odobravanja" u smjernicama ISO/IEC.

14 Financije

14.1 IECEE mora se samofinancirati.

14.2 IECEE-ova financijska godina mora biti kalendarska godina.

14.3 IECEE mora svoj prihod dobivati od godišnjih pristojba koja plaćaju tijela članovi i iz svih drugih izvora prema odobrenju CMC-a.

14.4 Svake godine, ne kasnije od 1. travnja, tajnik mora tijelima članovima poslati IECEE-ova financijska izvješća za proteklu godinu koja je valjano ovjerio stručni ocjenjivač i potpisao IECEE-ov rizničar.

CMC mora odobriti ocijenjena financijska izvješća da bi ih podnio CAB-u.

14.5 CMC mora CAB-u predložiti na odobrenje godišnji proračun IECEE-a.

CMC mora uspostaviti sustav raspodjele pristojba unutar IECEE-a.

CMC mora također odlučiti o dodatnim naknadama i o uvjetima pod kojima se mogu naplatiti.

14.6 Tajništvo IECEE-a mora tijelima članovima fakturirati pristojbe u siječnju i one moraju biti plaćene do kraja ožujka svake godine.

Decisions are normally taken during meetings. Between meetings, if the Chairman so decides, voting takes place by correspondence.

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 not considered as voting. A vote by correspondence is terminated when all Member Bodies have voted or four months after the date of circulation of the voting document, whichever results in a shorter period. If the votes are equally divided, the Chairman shall decide on the action to be taken.

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

13.3 Suggested 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.

Decisions affecting the Basic Rules shall be taken by the CAB on proposal by the CMC.

13.4 Decisions affecting the Rules of Procedure of the Schemes shall be taken by the CMC. Suggested 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 following the procedures for the approval stage in the ISO/IEC Directives.

14 Finance

14.1 The IECEE shall be self-financing.

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

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

14.4 Each year, not later than 1 April, the 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 endorse the audited accounts, for submission to the CAB.

14.5 The CMC shall propose to the CAB the annual budget of the IECEE for approval.

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

The CMC shall also decide on surcharges and the conditions under which they may be levied.

14.6 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.

14.7 Svakomu tijelu članu koji za danu kalendarsku godinu nije platio pristojbu do 31. ožujka iste godine može se odlukom CMC-a opozvati članstvo.

Tijekom trajanja takvog opoziva tijelo član nema pravo slati izaslanstvo u CMC, primati dokumente ili publikacije IECEE-a, glasovati niti sudjelovati u shemama. Ipak, CMC ima pravo odobriti da tijelo član šalje izaslanstvo u odbor tijekom trajanja opoziva.

14.8 Opoziv članstva zbog neplaćanja pristojba mora se povući odmah čim tijelo član plati sve prijašnje i tekuće pristojbe.

15 Raspuštanje IECEE-a

Svaki prijedlog za raspuštanje IECEE-a, ako ga podržava više od polovice ukupnoga broja tijela članova, mora se podvrgnuti postupku kako je opisano u podtočki 13.3. U slučaju raspuštanja CAB mora nakon namirenja svih obveza odlučiti o raspoloživome ostatku vlasništva i o fondovima.

14.7 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 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.

14.8 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.

15 Dissolution of the IECEE

Any proposal for dissolution of the IECEE, if supported by more than one-half of the total number of Member Bodies, shall be processed as described in 13.3. In the case of dissolution, the CAB shall settle the disposal of remaining property and funds after the settlement of all liabilities.

Dodatak A (normativni)

Upravne pojedinosti

A.1 Certifikacijski upravni odbor

A.1.1 Obavijest o sastancima CMC-a tajnik IECEE-a mora razaslati barem četiri mjeseca prije sastanka.

A.1.2 Ako nije drukčije utvrđeno, dokumenti koji će se razmatrati na CMC-u moraju se tijelima članovima razaslati barem prije utvrđenog razdoblja u odnosu na dotični sastanak, kako je niže navedeno:

a) dokumenti koje šalje tajnik IECEE-a:

- | | |
|-------------------------------------|-----------------------------------|
| 1) nacrti dnevnog reda | tri mjeseca prije sastanka CMC-a |
| 2) konačni tekstovi dnevnog reda | šest tjedana prije sastanka CMC-a |
| 3) dokumenti za sastanak | šest tjedana prije sastanka CMC-a |
| 4) dokumenti za glasovanje | tri mjeseca prije sastanka CMC-a |
| 5) nepotvrđeni zapisnik sa sastanka | jedan mjesec nakon sastanka CMC-a |
| 6) potvrđeni zapisnik sa sastanka | tri mjeseca nakon sastanka CMC-a |

b) dokumenti koje Tajništvu IECEE-a šalju tijela članovi:

- | | |
|-------------------------------------------------------------------------------------------|-------------------------------------------|
| 1) prijedlozi za norme koje se trebaju primijeniti u IECEE-u | četiri mjeseca prije sastanka CMC-a |
| 2) prijedlozi za norme koje se trebaju primijeniti u IECEE-u | tri mjeseca prije sastanka CMC-a |
| 3) prijedlozi za razmatranje na sastanku CMC-a | osam tjedana prije sastanka CMC-a |
| 4) ostali dokumenti, uključujući primjedbe na dokumente koji će se razmatrati na sastanku | tri tjedna prije sastanka CMC-a |
| 5) primjedbe na zapisnik sa sastanka CMC-a | unutar dva mjeseca od njegova razaslanja. |

A.1.3 CMC može odbiti razmatranje podnesenih predmeta ako odgovarajući dokumenti nisu bili poslani u skladu s točkom A.1.2.

Annex A (normative)

Administrative details

A.1 Certification Management Committee

A.1.1 Notice of the meetings of the CMC shall be circulated by the Secretary of the IECEE at least four months prior to the meeting.

A.1.2 Unless otherwise specified, documents to be considered by the CMC shall be circulated to the Member Bodies at least a specific period before the relevant meeting as indicated below:

- | | | |
|----|-------------------------------------------------------------------------------------|----------------------------------------|
| a) | documents circulated by the Secretary of the IECEE | |
| | 1) draft agendas | three months prior to the CMC meeting |
| | 2) final agendas | six weeks prior to the CMC meeting |
| | 3) meeting documents | six weeks prior to the CMC meeting |
| | 4) voting documents | three months prior to the CMC meeting |
| | 5) unconfirmed Minutes | one month after the CMC meeting |
| | 6) confirmed Minutes | three months after the CMC meeting |
| b) | documents circulated by the Member Bodies to the IECEE Secretariat | |
| | 1) proposals for standards to be applied in the IECEE | four months prior to the CMC meeting |
| | 2) proposals for standards to be applied in the IECEE | three months prior to the CMC meeting |
| | 3) proposals to be considered at the CMC meeting | eight weeks prior to the CMC meeting |
| | 4) other documents, including comments on documents to be considered at the meeting | three weeks prior to the CMC meeting |
| | 5) comments on the CMC Minutes | within two months of their circulation |

A.1.3 The CMC may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with A.1.2.

A.1.4 Ako nije drukčije utvrđeno, dokumenti koji će se razmatrati na CTL-u moraju se razaslati barem prije utvrđenog razdoblja kako je niže navedeno:

a) dokumenti koje šalje tajnik CTL-a:

- | | |
|----------------------------------------------------|-----------------------------------|
| 1) nacrti dnevnog reda | tri mjeseca prije sastanka CTL-a |
| 2) konačni tekstovi dnevnog reda | šest tjedana prije sastanka CTL-a |
| 3) dokumenti za sastanak | šest tjedana prije sastanka CTL-a |
| 4) nepotvrđeni zapisnik sa sastanka i popis odluka | jedan mjesec nakon sastanka CTL-a |
| 5) potvrđeni zapisnik sa sastanka i popis odluka | tri mjeseca nakon sastanka CTL-a |

b) dokumenti koje Tajništvu CTL-a šalju tijela članovi:

- | | |
|-------------------------------------------------------------------------------------------|-------------------------------------------|
| 1) prijedlozi koji će se razmatrati na sastanku CTL-a | šest tjedana prije sastanka CTL-a |
| 2) ostali dokumenti, uključujući primjedbe na dokumente koji će se razmatrati na sastanku | tri tjedna prije sastanka CTL-a |
| 3) primjedbe na zapisnik sa sastanka CTL-a | unutar dva mjeseca od njegova razaslanja. |

A.1.5 CTL može odbiti razmatranje podnesenih predmeta ako odgovarajući dokumenti nisu bili razaslani u skladu s točkom A.1.4.

A.2 Predsjednik, zamjenik predsjednika, rizničar i tajnik

A.2.1 Predsjednik, zamjenik predsjednika, rizničar i tajnik IECEE-a moraju preuzeti službu prvoga dana siječnja u godini nakon sastanka CAB-a na kojemu su imenovani.

A.2.2 Glavne su dužnosti predsjednika:

- a) sazivanje sastanaka CMC-a
- b) predsjedavanje sastancima CMC-a
- c) odlučivanje o dnevnome redu sastanaka CMC-a i
- d) djelovanje u ime CMC-a u razdoblju između njegovih sastanaka.

A.2.3 Predsjednik može po službenoj dužnosti prisustvovati svim sastancima unutar IECEE-a bez prava glasovanja u tome svojstvu.

A.2.4 U slučaju da predsjednik ne može obavljati svoje dužnosti, mora ga zamjenjivati njegov zamjenik.

A.1.4 Unless otherwise specified, documents to be considered by the CTL shall be circulated at least a specific period before the relevant meeting as indicated below:

- | | |
|-------------------------------------------------------------------------------------|----------------------------------------|
| a) documents circulated by the Secretary of the CTL | |
| 1) draft agendas | three months prior to the CTL meeting |
| 2) final agendas | six weeks prior to the CTL meeting |
| 3) meeting documents | six weeks prior to the CTL meeting |
| 4) unconfirmed Minutes and List of Decisions | one month after the CTL meeting |
| 5) confirmed Minutes and List of Decisions | three months after the CTL meeting |
| b) documents circulated by the Member Bodies to the CTL Secretariat | |
| 1) proposals to be considered at the CMC meeting | eight weeks prior to the CTL meeting |
| 2) other documents, including comments on documents to be considered at the meeting | three weeks prior to the CMC meeting |
| 3) comments on the CTL Minutes | within two months of their circulation |

A.1.5 The CTL may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with A.1.4.

A.2 Chairman, Vice-Chairman, Treasurer and Secretary

A.2.1 The Chairman, Vice-Chairman, Treasurer and Secretary of the IECEE shall take office on the first day of January of the year after the meeting of the CAB at which they have been appointed.

A.2.2 The principal duties of the Chairman are to

- a) convene meetings of the CMC,
- b) preside over the meetings of the CMC,
- c) decide upon the agendas for the meetings of the CMC, and
- d) act on behalf of the CMC between its meetings.

A.2.3 The Chairman may attend all meetings within the IECEE, ex officio, without vote in this capacity.

A.2.4 In the event of the Chairman being unable to fulfil his duties, the Vice-Chairman shall deputize for him.

A.2.5 Glavne su dužnosti rizničara:

- a) upućivanje tajnika u financijske predmete koji se odnose na IECEE
- b) utvrđivanje i predstavljanje CMC-u proračuna na temelju obavijesti dobivenih od tajnika
- c) predstavljanje CMC-u, sa svojim primjedbama, ocijenjenih godišnjih financijskih izvješća IECEE-a
- d) nadziranje IECEE-ovih financija i
- e) uređivanje fakturiranja za tijela članove.

A.3 Tajnik**A.3.1** Uobičajen je posao IECEE-ova tajnika:

- a) pružanje tajničkih usluga CMC-u
- b) obrađivanje dnevnih financijskih predmeta Tajništva IECEE-a
- c) slanje IECEE-ova financijskog izvješća tijelima članovima
- d) primanje prijave od kandidata za NCB-e ili ispitne laboratorije u svrhu daljnjega postupanja ili odbijanje nepotpunih prijava
- e) organiziranje početnog ocjenjivanja i ponovnog ocjenjivanja NCB-a i ispitnih laboratorija, uključujući i postavljanje ocjenjivača
- f) obrađivanje zahtjeva za proširenje prihvaćanja na daljnje proizvode ili norme za NCB-e i CBTL-e.
- g) obnavljanje popisa tijela članova IECEE-a, NCB-a koje ona predstavljaju i CBTL-a koje upošljavaju
- h) redovito prikupljanje podataka od IECEE-ovih tijela članova o normama prema kojima su IECEE-ovi certifikati priznati ili izdani te o nacionalnim razlikama
- i) izdavanje i činjenje dostupnima, u okviru odlučivanja u CMC-u, informacija prema odlomcima g) i h), kao i drugih upotrebljivih informacija o IECEE-u (CB bilten)
- j) praćenje trajnoga poštivanja IECEE-ovih pravila od strane NCB-a i CBTL-a te poduzimanje odgovarajućih djelovanja; to je npr. izdavanje Općih izvješća o nesukladnosti (General Non-Conformity Reports – GNCRs).

A.3.2 Glavni tajnik IEC-a ili njegov predstavnik može prisustvovati svim sastancima unutar IECEE-a po službenoj dužnosti, bez prava glasanja.

A.2.5 The principal duties of the Treasurer are to

- a) guide the Secretary in financial matters related to the IECEE,
- b) establish and present to the CMC the budget on the basis of the information supplied by the Secretary,
- c) present, with his observations, the audited annual accounts of the IECEE to the CMC,
- d) supervise the finances of the IECEE, and
- e) arrange for the invoicing of the Member Bodies.

A.3 Secretary**A.3.1** The routine work of the Secretary of the IECEE is to

- a) provide the secretarial services for the CMC,
- b) handle the daily financial matters of the Secretariat of the IECEE,
- c) circulate to the Member Bodies the accounts of the IECEE,
- d) accept applications from candidate NCBs or Testing Laboratories for further handling or reject incomplete applications,
- e) organize initial assessment and reassessment of NCBs and of Testing Laboratories, including the appointment of assessors,
- f) handle requests for extension of acceptance to further products or standards for NCBs and for CBTLs,
- g) keep up to date records regarding the Member Bodies of the IECEE, which NCBs they represent and the CBTLs they employ,
- h) collect regularly from the Member Bodies of the IECEE information about the standards to which IECEE Certificates are recognized or issued and about national differences, and
- i) edit and make available, in ways to be decided by the CMC, the information according to g) and h), as well as other useful information about the IECEE (CB Bulletin).
- j) monitor the NCBs and CBTLs continued compliance with the IECEE Rules and to take appropriate action(s); for example, by issuing General Non-Conformity Reports (GNCRs).

A.3.2 The General Secretary of the IEC or his representative may attend all meetings within the IECEE, ex officio, without vote.

A.4 Odbor ispitnih laboratorija

A.4.1 Zadaća je CTL-a:

- a) određivanje pojedinosti o načinu na koji se ispitivanja u vezi s IECEE-om trebaju provoditi kako bi se postigla potrebna ponovljivost ispitnih rezultata
- b) međusobno usklađivanje izvedbe i uporabe ispitne opreme navedene u normama te priprema preporuka odgovarajućim IEC-ovim tehničkim odborima ili pododborima za poboljšanje tih norma
- c) pružanje ispitnim laboratorijima foruma na kojemu će se moći prikazivati i razmatrati praktični ispitni problemi i
- d) provođenje ostalih tehničkih poslova prema nalogu CMC-a.

A.4.2 CTL mora se sastajati barem jednom godišnje, po mogućnosti u mjestu gdje se nalazi ispitni laboratorij prihvaćen od IECEE-a. Bitno je da na tim sastancima budu zastupljeni CBTL-i.

A.4.3 Imena sudionika imenovanih u skladu s točkom 9.5 moraju se prije svakog sastanka u pisanome obliku i pravodobno dojaviti tijelu članu domaćinu i tajniku CTL-a. Broj sudionika jedne zemlje koji su istodobno prisutni na sastanku ne smije prelaziti ukupan broj NCB-a te zemlje ili broj tri, prema tomu koji je veći.

A.4.4 Ako CTL odluči da je bitno preraditi ispitnu specifikaciju norme, prijedlog s pojedinostima promjena mora se preko tajnika IECEE-a podnijeti odgovarajućemu IEC-ovu tehničkom odboru ili pododboru ili odgovarajućemu IEC-ovu savjetodavnom odboru, kako je primjereno.

A.4.5 Što je moguće prije nakon sastanka tajnik CTL-a mora izraditi i poslati tajniku IECEE-a izvješće za razmatranje na CMC-u koje obuhvaća:

- a) rezultate sastanka
- b) prijedloge podnesene IEC-ovim tehničkim odborima i pododborima te odgovarajućemu savjetodavnom odboru i
- c) prijedloge podnesene CMC-u za raspravu.

A.4.6 Zapisnik sa sastanka CTL-a mora njegov tajnik poslati svim sudionicima sastanka, kao i tajniku IECEE-a u roku od mjesec dana nakon sastanka. On mora sadržavati sve zaključke s dotičnog sastanka zajedno s kratkim navođenjem rasprava. Za potvrđivanje zapisnika primjenjuju se odredbe iz točke A.1.5.

Tajnik IECEE-a mora potvrđeni zapisnik sa sastanka poslati kao obavijest svim tijelima članovima.

A.4.7 Predsjednik i tajnik CTL-a mogu prisustvovati svim sastancima u IECEE-u po službenoj dužnosti bez prava glasanja u tome svojstvu.

A.5 Financijski predmeti

Svake godine, ne kasnije od 1. listopada, tijelima članovima moraju se fakturirati njihove pristojbe za sljedeću godinu.

A.4 Committee of Testing Laboratories

A.4.1 The task of the CTL is to

- a) detail the way in which the tests related to the IECEE have to be carried out so as to achieve the necessary reproducibility of test results,
- b) harmonize the design and use of the test equipment referred to in standards and to make recommendations to the relevant technical committee or subcommittee of the IEC for improvements of those standards,
- c) provide testing laboratories with a forum in which practical testing problems can be demonstrated and discussed, and
- d) carry out other technical work as directed by the CMC.

A.4.2 The CTL shall meet at least once a year, preferably in a place where a testing laboratory accepted in the IECEE is situated. It is essential that CBTLs be represented at these meetings.

A.4.3 The names of the participants appointed in accordance with 9.5 shall be communicated in writing to the host Member Body and to the Secretary of the CTL in due time before each meeting. The number of participants of a country simultaneously present at a meeting shall not exceed either the total number of NCBs of the country or three, whichever the bigger.

A.4.4 If the CTL decides that it is essential to revise a test specification of a standard, a proposal detailing the changes shall be submitted, via the Secretary of the IECEE, to the relevant technical committee or subcommittee of the IEC or to the relevant IEC advisory committee, as appropriate.

A.4.5 As soon as possible after a meeting, the Secretary of the CTL shall prepare and send to the Secretary of the IECEE a report for consideration by the CMC covering

- a) the results of the meeting,
- b) proposals being submitted to technical committees and subcommittees of the IEC and to the relevant advisory committee, and
- c) proposals submitted to the CMC for discussion.

A.4.6 Minutes of meetings of the CTL shall be sent by its Secretary to all meeting participants, as well as to the Secretary of the IECEE, within one month of the meeting. They shall embody all conclusions of the relevant meeting, together with a brief account of the discussions. As to confirmation of the Minutes, the provisions of A.1.5 apply.

The Secretary of the IECEE shall circulate the confirmed Minutes to all Member Bodies, for information.

A.4.7 The Chairman and the Secretary of the CTL may attend all meetings within the IECEE, ex officio, without vote in that capacity.

A.5 Financial matters

Each year, not later than 1 October, the Member Bodies shall be invoiced for their dues for the following year.

Dodatak B (normativni)

Postupak Odbora za žalbe

B.1 Kandidat, NCB koji provodi priznavanje ili izdavanje i priznavanje ili tijelo član IECEE-a moraju imati pravo podnošenja žalba Odboru za žalbe.

B.2 Kad se kandidat želi žaliti na odluku koju je donio NCB u predmetu u koji je uključen, kandidat se najprije mora žaliti u skladu sa žalbenim postupkom dotičnoga NCB-a kad se taj postupak može primijeniti.

Ako kandidat nije zadovoljan ishodom žalbe na nacionalnoj razini te ako misli da je ta odluka u suprotnosti s Pravilima IECEE-a, ili ako se ne može primijeniti nacionalni žalbeni postupak, kandidat može podnijeti pisanu žalbu tajniku IECEE-a u roku od mjesec dana nakon što je bio obaviješten o odluci, iznoseći sve razloge za žalbu.

B.3 Kad jedna od stranaka spomenutih u točki B.1 želi podnijeti žalbu, mora je u pisanome obliku dati tajniku IECEE-a u roku od mjesec dana nakon zaključka da neće moći doći do sporazuma, iznoseći svoje razloge u potpunosti.

B.4 Da bi razmotrio slučaj, Odbor za žalbe treba održati sastanak, obično istodobno sa sastankom CMC-a. Ipak Odbor za žalbe može se sastati u bilo koje vrijeme, pod uvjetom da je žalitelj za taj sastanak voljan platiti put i troškove boravka za predsjednika, četiri člana i tajnika Odbora za žalbe. O tim se troškovima žalitelj mora unaprijed obavijestiti i oni se prije tog sastanka moraju uplatiti na IECEE-ov račun.

B.5 Kad se Odbor za žalbe sastaje zbog razmatranja žalbe prema točki B.3, moraju na raspolaganju biti ove obavijesti:

- a) žalba
- b) tekst potpunoga dopisivanja među strankama i s tajnikom IECEE-a, koji je bitan za žalbu
- c) sažeci dokumentiranih dokaza koji su dani tajniku IECEE-a.

NAPOMENA: Dokumentirani dokazi sadržavaju ove dokaze, ali nisu na njih ograničeni: slučajeve kršenja, sažetke odgovarajućih izvješća o ispitivanju, fotografije opreme ili uzorka opreme, crteže, sheme spajanja, uputne priručnike itd., prema potrebi.

Te dokumente tajnik IECEE-a obično treba barem četiri tjedna prije sastanka poslati predsjedniku i četvorici članova Odbora za žalbe te njihovim zamjenicima kad budu radili na slučaju. Strankama se također moraju poslati preslike svih dokumenata.

B.6 Kad se stranke dogovore da se u predmetu postupa dopisno, primjenjuje se također točka B.5. Žalitelj mora izraziti svoje pristajanje na plaćanje troškova, ako ih ima.

Predsjednik Odbora za žalbe može tada predložiti članovima Odbora za žalbe rješenje za razmatranje. Dužnost je tajnika IECEE-a pomaganje članovima i strankama.

Kad se odluka donese dopisnim putem, moraju biti zapisane napomene ili zapisnici bitni za odluku.

Annex B (normative)

Procedure for the Board of Appeal

B.1 An applicant, a Recognizing or Issuing and Recognizing NCB or a Member Body of the IECEE shall have the right to submit an appeal to the Board of Appeal.

B.2 When an applicant wishes to appeal against a decision taken by an NCB about a matter with which this applicant is concerned, the applicant shall first appeal according to the appeal procedure of the NCB concerned, when that procedure is applicable.

If the applicant is not satisfied with the outcome of the appeal at national level and the applicant thinks that the decision is against the Rules of the IECEE, or if the national appeal procedure is not applicable, the applicant may submit an appeal in writing to the Secretary of the IECEE within one month after having been informed of the decision, setting out all reasons for the appeal.

B.3 When one of the parties mentioned in B.1 wishes to submit an appeal, it shall do so in writing to the Secretary of the IECEE, within one month after having concluded that it cannot come to an agreement, setting out its reasons in full.

B.4 In order to consider a case, the Board of Appeal should normally meet in conjunction with a meeting of the CMC. The Board of Appeal may however meet at any time, provided the complainant expresses willingness to pay the travelling and living expenses for the Chairman, the four members and the Secretary of the Board of Appeal for this meeting. These expenses shall be notified in advance to the complainant and shall have been paid to the account of the IECEE before the meeting can take place.

B.5 When the Board of Appeal meets to consider an appeal as per B.3, the following information shall be available:

- a) the appeal;
- b) the text of all correspondence between the parties and with the Secretary of the IECEE that is essential for the appeal;
- c) Extracts for the documented evidence that have been provided to the Secretary of the IECEE

NOTE: documented evidence comprises but is not limited to: infringement cases, extracts from the relevant reports on testing, photographs of the equipment or a specimen of it, drawings, circuit diagrams, instruction handbooks, etc., as necessary

Normally, these documents should be circulated at least four weeks before the meeting by the Secretary of the IECEE to the Chairman and the four members of the Board of Appeal, and their deputies when they will serve on the case. Copies of all documents shall also be sent to the parties.

B.6 When the parties have agreed that the matter may be dealt with by correspondence, clause B.5 also applies. The complainant shall have expressed its willingness to pay the costs, if any.

The Chairman of the Board of Appeal may then propose a solution for consideration by the members of the Board of Appeal. It is the duty of the Secretary of the IECEE to assist the members and the parties.

When the decision is taken by correspondence, notes or minutes relevant to the decision shall be written.

- B.7** Odbor za žalbe mora sa slučajem postupati na povjerljiv način.
- B.8** Svaka uključena stranka ima pravo pozvati stručnjaka da savjetuje Odbor za žalbe o stvarima koje su bitne za slučaj.
- B.9** Tijekom donošenja odluke o slučaju moraju biti prisutni samo predsjednik Odbora za žalbe, četiri člana ili njihovi zamjenici i tajnik.
- B.10** Odbor za žalbe mora strankama i, ako je potrebno djelovanje u odnosu na norme glavnomu tajniku IEC-a, svoje preporuke dati u pisanome obliku u roku od mjesec dana nakon sastanka.
- B.11** Preporuke Odbora za žalbe moraju se predstaviti CMC-u na njegovu sljedećemu sastanku na takav način da se osigura anonimnost stranaka ako se to zahtijeva. Kad NCB ili tijelo član IECEE-a ne slijede preporuke Odbora za žalbe, CMC mora odlučiti o odgovarajućim koracima koje treba poduzeti.

B.7 The Board of Appeal shall deal with the case confidentially.

B.8 The parties involved each have the right to call an expert to advise the Board of Appeal on matters relevant to the case.

B.9 During the adjudication of the case, only the Chairman, the four members or their deputies and the Secretary of the Board of Appeal shall be present.

B.10 The Board of Appeal shall give its recommendations in writing, within one month after the meeting, to the parties, and, if action with regard to standards is needed, to the General Secretary of the IEC.

B.11 The recommendations of the Board of Appeal shall be presented to the CMC at its next meeting in such a way as to safeguard the anonymity of the parties, when that is desired. When an NCB or a Member Body of the IECEE has not followed a recommendation of the Board of Appeal, the CMC shall decide on appropriate steps to be taken.

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HZN

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