

Rules of Procedure of the

IEC Quality Assessment System for Electronic Components (IECQ)

Committees responsible for this British Standard

This British Standard was prepared by the Electronic Components Standards Policy Committee (ECL/-) upon which the following bodies were represented.

- BEAMA Ltd.
- British Standards Society
- British Telecommunications plc
- EEA (The Association of the Electronics, Telecommunications and Business Equipment Industries)
- Electronic Components Industry Federation
- Ministry of Defence
- National Supervising Inspectorate
- Society of British Aerospace Companies Limited

This British Standard, having been prepared under the direction of the Electronic Components Standards Policy Committee, was published under the authority of the Standards Board and comes into effect on 29 November 1991

© BSI 08-1999

The following BSI references relate to the work on this standard:
Committee reference ECL/-
Special announcement in *BSI News*, January 1990

ISBN 0 580 20140 6

Amendments issued since publication

Amd. No.	Date	Comments
7711	June 1993	Indicated by a sideline in the margin

Contents

	Page
Committees responsible	Inside front cover
National foreword	iv
1 Participation	1
1.1 Types of participation	1
1.2 Entry to the System	1
1.3 Entry as a certifying country	2
1.4 Entry as a full member of the Inspectorate Co-ordination Committee	2
1.5 Register of participating countries	3
2 Certification Management Committee (CMC)	3
2.1 General	3
2.2 The Chairman	3
2.3 The Vice-Chairman	4
2.4 The Treasurer	4
2.5 The Secretary	4
2.6 Meetings	4
2.7 Voting	5
2.8 Duties	5
2.9 Guidance Documents	6
3 Inspectorate Co-ordination Committee (ICC)	6
3.1 General	6
3.2 Composition	6
3.3 The Chairman	6
3.4 The Vice-Chairman	7
3.5 The Secretary	7
3.6 Meetings	7
3.7 Voting	8
3.8 Duties	8
4 Working Groups	9
4.1 Setting up of a Working Group	9
4.2 Procedures	9
5 Secretariat	9
5.1 Function	9
5.2 Duties	9
6 Financial administration	10
6.1 Preparation and approval of the budget and dues	10
6.2 Expenditures	10
6.3 Bank account	10
6.4 Auditing and circulation of accounts	10
7 Amendments to the Rules of Procedure of the System	11
8 Standards and specifications	11
8.1 General principles	11
8.2 Preparation and implementation of IEC standards	12
8.3 Acceptance of provisional specifications	12
8.4 Preparation and adoption of detail specifications	13
8.5 Generic and sectional specifications	14
9 Approval of a National Supervising Inspectorate	15
9.1 Description and general requirements	15
9.2 National Statement of Surveillance Arrangements	15

	Page
9.3 Examination of National Statements	17
9.4 Nomination of the Examination Team	18
9.5 Examination procedure	18
9.6 Reporting and decision	19
9.7 Changes in the National Statement	21
9.8 Maintenance, suspension, and withdrawal of approval of a National Supervising Inspectorate	21
10 Approval of Manufacturers, independent distributors and independent test laboratories	23
10.1 Non-discriminatory access to the System	23
10.2 Approval of manufacturers	23
10.3 Extension of manufacturer's approval	25
10.4 Approval of independent distributors	25
10.5 Approval of an independent distributor acting in another role	26
10.6 Approval of independent test laboratories	26
10.7 Suspension or withdrawal of approval	27
11 Qualification approval of components and capability approval	27
11.1 Eligibility for qualification approval	27
11.2 Application for qualification approval	27
11.3 Granting of qualification approval	28
11.4 Modifications likely to affect qualification approval	29
11.5 Maintenance of qualification approval	29
11.6 Suspension or withdrawal of qualification approval	29
11.7 Capability approval	30
12 Quality conformance inspection of components	32
12.1 General principles	32
12.2 Formation of inspection lots	32
12.3 Quality conformance tests	32
12.4 Defectives	33
12.5 Release or rejection of lots	33
12.6 Procedure in the event of failure in a periodic test	33
12.7 Use of the Mark of Conformity or Certificate of Conformity	34
12.8 Delayed delivery	34
13 Mark of Conformity and Certificate of Conformity	34
13.1 Mark of Conformity	34
13.2 The Certificate of Conformity for use by manufacturers	35
13.3 The Certificate of Conformity for use by independent distributors	36
13.4 Additional requirements for both forms of certificate	36
13.5 General conditions for use of the certificate	36
14 Certified Records of Released Lots	37
14.1 Introduction	37
14.2 General	37
14.3 Contents of a Certified Record of Released Lots	37
15 Access to the System by manufacturers, distributors and independent test laboratories in non-participating countries	38
15.1 Countries which are members of the IEC	38
15.2 Countries which are not members of the IEC	38

	Page
15.3 Acceptance of provisional specifications from countries not having a National Authorized Institution or National Management Institution	39
15.4 Body acting as a National Authorized Institution	39
15.5 Appeal	40
15.6 Finance	40
16 Arbitration and appeals	40
16.1 Arbitration and appeals procedure	40
16.2 Arbitration procedure	40
16.3 Appeals procedure	41
16.4 Costs	42
16.5 Record	42
Appendix A Certificate of Conformity for use by manufacturers	Inside back cover
Appendix B Certificate of Conformity for use by independent distributors	Inside back cover

National foreword

This British Standard has been prepared under the direction of the Electronic Components Standards Policy Committee. It is identical to the IEC publication QC 001002:1986 “*Rules of Procedure of the IEC Quality Assessment System for Electronic Components (IECQ)*”, 2nd edition as amended by Amendment 1:1992, published by the International Electrotechnical Commission (IEC).

This standard prescribes the rules of procedure of the IEC Quality Assessment System for Electronic Components (IECQ).

Cross-references

International Standard	Corresponding British Standard
IEC 63:1963	BS 2488:1966 <i>Schedule of preferred numbers for the resistance of resistors and the capacitance of capacitors for telecommunication equipment</i> (Technically equivalent)
IEC 68	BS 2011 <i>Environmental testing</i> (Most Parts are identical)
	BS 5750 <i>Quality systems</i>
ISO 9000:1987	Part 0.1:1987 <i>Guide to selection and use.</i> (Identical)
ISO 9001:1987	Part 1:1987 <i>Specification for design/development, production, installation and servicing.</i> (Identical)
ISO 9002:1987	Part 2:1987 <i>Specification for production and installation.</i> (Identical)

The British Standard which implements the IECQ Rules of Procedure is BS 9000 “*General requirements for a system for electronic components of assessed quality*” — Part 3:1991 “*Specification for the national implementation of the IECQ System*”.

The Technical Committee has reviewed the provisions of QC 001001¹⁾, IEC Guide 102, IEC 410, IEC 419, IEC 1000 and ISO 8 and ISO/IEC Guide 25 to which reference is made in the text and has decided that they are acceptable for use in conjunction with this standard.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i to iv, pages 1 to 42, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

¹⁾ It is not intended that QC 001001 will be adopted as a British Standard.

1 Participation

1.1 Types of participation

Depending upon the existence of the necessary national bodies and their acceptance by the Certification Management Committee (abbreviated hereinafter as CMC), a participating country in the System may:

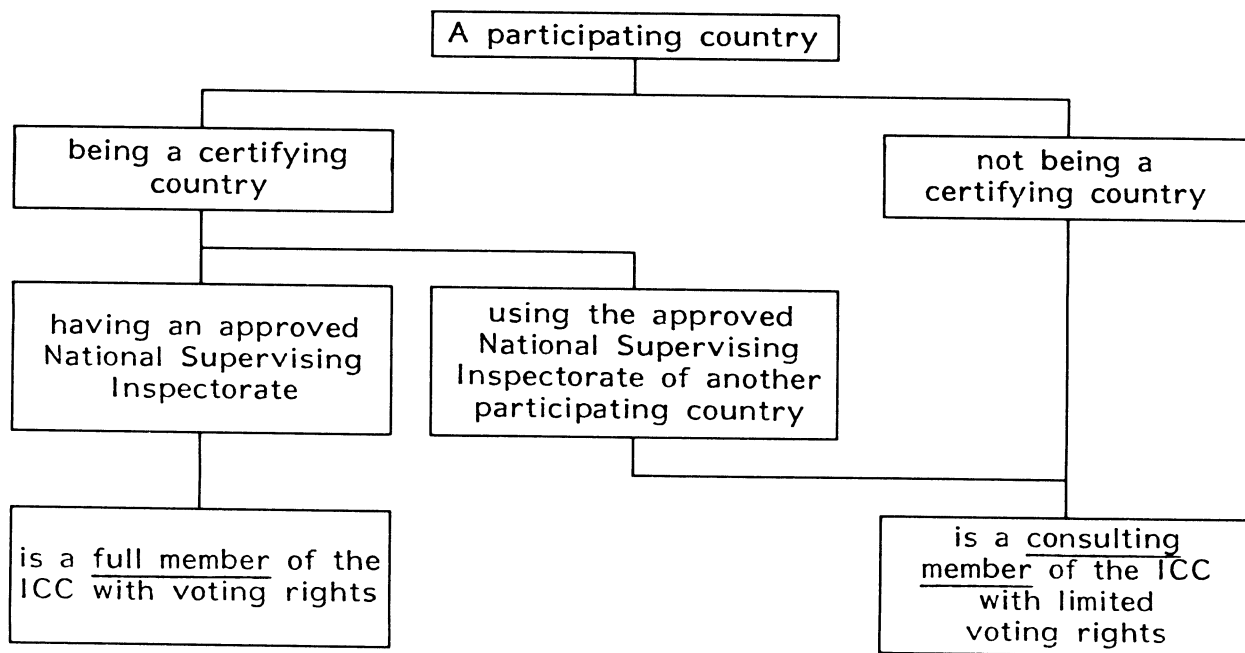
- a) participate in the CMC with voting rights and in the Inspectorate Co-ordination Committee (abbreviated hereinafter as ICC) as a consulting member with limited voting rights (see Sub-clause 1.2), or
- b) participate in the CMC with voting rights and in the ICC as a full member with voting rights (see Sub-clause 1.4).

NOTE 1 Participation in the System is illustrated in the following diagram which is based on the rules contained in Sub-clauses 1.2 to 1.4.

A country having:

- a National Committee of the IEC,
- a National Standards Organization,
- a National Authorized Institution,

and paying dues to the CMC is a participating country with voting rights in the CMC.



NOTE 2 The term "participating country" has no political significance.

NOTE 3 Rules for access to the System by manufacturers, distributors and independent test laboratories in non-participating countries are given in Clause 15.

1.2 Entry to the System

1.2.1 Any National Committee of the IEC desiring to participate in the System shall submit an application to the Secretariat. In this application the following information shall be included:

- a) confirmation of the existence or the formation in its country of the National Authorized Institution [see Sub-clause 6.1.1 a) of the Basic Rules] and of the National Standards Organization [see Sub-clause 6.1.1 b) of the Basic Rules],
- b) the information required for inclusion in the Register of participating countries (see Sub-clause 1.5),
- c) the statement that the remaining requirements of Sub-clause 10.1 of the Basic Rules will be satisfied in its country, and
- d) the date upon which it is desired to become a participating country in the System.

1.2.2 The Secretary shall inform the National Authorized Institutions of all participating countries of the application. The Chairman and Secretary shall ensure that the requirements of Sub-clause **1.2.1** have been met by the candidate participating country. Its National Committee shall be informed by the Secretary of the acceptance of its application and, with the authorization of the Treasurer, its National Authorized Institution shall be informed of the amount of its dues and its contribution to the Working Capital Fund and the date upon which they are payable.

1.2.3 The country's participation in accordance with Sub-clause **1.1 a)** shall become effective upon receipt of the dues or on the date indicated in Sub-clause **1.2.1 d)**, whichever is the later, and all relevant information shall be entered in the Register of participating countries. There shall be no reduction in dues for entering the System during the current year.

1.2.4 The country's National Authorized Institution shall be requested to appoint delegations to the CMC and to the ICC.

1.3 Entry as a certifying country

1.3.1 A participating country desiring to apply the certification procedures for electronic components produced in its national territory, either totally or as prescribed in Clause **10**, may either:

- a) apply for full membership of the ICC, or
- b) seek to delegate the responsibility for the surveillance of all procedures for quality assessment necessary for the System and for the supervision in its country of the use of the attestation of conformity to the approved National Supervising Inspectorate of another participating country.

1.3.2 In the case of Sub-clause **1.3.1 b)**, the agreement of the National Supervising Inspectorate, with the consent of its National Authorized Institution, shall, before becoming effective, be submitted to the ICC for approval.

1.4 Entry as a full member of the Inspectorate Co-ordination Committee

1.4.1 The National Authorized Institution of any participating country desiring to become a full member of the ICC shall submit an application to the Secretariat. In this application, the following additional information shall be included:

- a) confirmation of the existence or the formation in its own country of a National Supervising Inspectorate which can fulfil the function described in Sub-clause **6.1.2 a)** of the Basic Rules, and of the existence or recognition of calibration services (see Sub-clause **6.1.2 b)** of the Basic Rules),
- b) the information required for inclusion in the Register of participating countries,
- c) a copy of the National Statement of Surveillance Arrangements,
- d) a statement that the participating country will satisfy the additional requirements of the Basic Rules and the provisions of the Rules of Procedure relating to quality assessment, and
- e) a declaration of its readiness to participate in a reasonable share of the examination visits (see Sub-clause **9.3**).

It is permitted for a National Committee of the IEC to submit this application simultaneously with that required in Sub-clause **1.2.1**.

1.4.2 Copies of the application, together with all associated documents, shall be sent by the Secretariat to the National Supervising Inspectorates of the participating countries which are full members of the ICC and to all National Authorized Institutions.

1.4.3 The ICC shall deal with the application in accordance with the relevant procedures of Clause **9**. When the National Supervising Inspectorate has been approved, the National Authorized Institutions shall be informed. The country's participation in accordance with Sub-clause **1.1 b)** becomes effective when the CMC has confirmed the approval at a meeting or, unless objections are raised in writing, six weeks after the circulation of the information, whichever is the earlier. The relevant information shall be entered in the Register of participating countries.

If the approval is not confirmed, the Chairman of the CMC, after consultation with the Chairman of the ICC, shall decide on the further action to be taken.

1.4.4 A National Authorized Institution may appeal to the CMC against the decision of the ICC regarding the approval of its National Supervising Inspectorate.

1.5 Register of participating countries

1.5.1 The Register shall include the following information for each participating country:

- a) the name and address of the National Authorized Institution,
- b) the name and address of the National Standards Organization, and
- c) the number and title of the national document which implements the Basic Rules and the Rules of Procedure of the System in the country.

1.5.2 The Register shall furthermore include the following information for participating countries which are full members of the ICC:

- a) the name and address of the National Supervising Inspectorate,
- b) the number and the title of the National Statement of Surveillance Arrangements,
- c) the Mark of Conformity and the information to be associated with it, or the text of the Certificate of Conformity (see Clause 13),
- d) the geographical area over which the National Supervising Inspectorate exercises jurisdiction, and
- e) the technological area over which the National Supervising Inspectorate exercises jurisdiction.

1.5.3 When a National Authorized Institution of a participating country has delegated the responsibility for the surveillance of all procedures for quality assessment necessary for the System to the approved National Supervising Inspectorate of another participating country, this shall also be stated in the Register.

1.5.4 An amendment, or a revised version, of the Register of participating countries shall be issued within three months of authorization for a new entry or any other change of the information required for this Register.

2 Certification Management Committee (CMC)

2.1 General

The CMC is responsible for the management of the System and includes among its duties the implementation of the Basic Rules and the maintenance of liaison with other bodies.

2.2 The Chairman

2.2.1 The Chairman shall take office on the date stipulated in his appointment by the Council of the IEC and shall assume the duties of his office on that date.

2.2.2 The principal duties of the Chairman are:

- a) to preside over meetings,
- b) to convene meetings on the dates agreed,
- c) to decide upon the draft agendas for meetings,
- d) to represent the CMC in other international fora,
- e) to ensure, in co-operation with the General Secretary of the IEC, that the rulings and instructions of the Council of the IEC which apply to the System are carried out, and
- f) to give guidance to the Secretary on behalf of the CMC in accordance with the Rules of the System.

2.2.3 The Chairman has the right, ex-officio, to attend the meetings of the ICC and of all Working Groups established by the CMC.

2.2.4 In the case of death, incapacity or resignation of the Chairman, the Secretary shall initiate arrangements for the appointment of a new Chairman, if necessary by correspondence. Pending this appointment, the Vice-Chairman shall fulfil the functions of Chairman.

2.2.5 Six months before the expiration of the term of office of the Chairman (see Sub-clause 8.1 of the Basic Rules), the Secretary shall invite nominations from the National Authorized Institutions of participating countries to be submitted within two months. The nominations shall be circulated by the Secretary to the National Authorized Institutions of participating countries without stating the names of the proposers.

There shall be a vote at the next meeting of the CMC and, if more than one candidate has been nominated, it shall be taken by secret ballot. The decision shall be taken in accordance with Sub-clause 14.3 of the Basic Rules and the name of the nominee shall be submitted to the Council of the IEC for approval.

2.3 The Vice-Chairman

2.3.1 The Vice-Chairman shall take over the functions of the Chairman when the latter is unable to perform them for any reason.

2.3.2 The procedure for the election of the Vice-Chairman shall be the same as that given for the Chairman. The name of the nominee shall be submitted to the Council of the IEC for approval.

2.4 The Treasurer

2.4.1 The Treasurer shall advise the Secretary on all matters concerning finance.

2.4.2 The Treasurer shall advise the Secretary on the preparation and presentation of the proposals for the annual budget. He shall present to a meeting of the CMC his observations on the audited annual financial report submitted by the Secretary.

2.4.3 In the case of death, incapacity or resignation of the Treasurer, the Secretary shall initiate arrangements for the appointment of a new Treasurer, if necessary by correspondence. Pending this appointment, the Vice-Chairman shall fulfil the duties of Treasurer.

2.4.4 The procedure for the election of the Treasurer shall be the same as that given for the Chairman. The name of the nominee shall be submitted to the Council of the IEC for approval.

2.5 The Secretary

2.5.1 Subject to an overall supervision by the General Secretary of the IEC, the Secretary is responsible for the operation of the Secretariat of the CMC (see Clause 5).

2.5.2 In the case of death, incapacity or resignation of the Secretary, the General Secretary of the IEC shall, in consultation with the Chairman, provide for a temporary replacement and shall initiate arrangements for the appointment of a new Secretary.

2.6 Meetings

2.6.1 Date and place of meetings

Meetings shall be held at least once a year, the date and place being normally decided during the previous meeting. The Chairman may call a special meeting on his own initiative and shall call a special meeting at the request of one-third of the participating countries. In such cases, the Chairman shall decide the date and place of the meeting after consulting the delegations.

2.6.2 Documents

The invitation and draft agenda for a meeting shall be sent out at least three months before the meeting date. Consideration shall be given at meetings only to those documents which have been mailed to the delegates at least:

- twelve weeks in advance where the documents deal with questions which require a decision,
- six weeks in advance for documents which are of an informative nature.

Documents shall be circulated by air mail, where appropriate.

2.6.3 Quorum

A quorum for a meeting is obtained when delegations from more than one half of the participating countries are present at the meeting. If there is no quorum, the meeting shall proceed, but in such circumstances where decisions require confirmation, a vote shall be taken by correspondence subsequent to the meeting.

2.6.4 Point of view of participating countries not represented

A participating country which is unable to send its delegation to a meeting may express its point of view either in writing or, after notifying the Secretary, through another delegation. The point of view so expressed shall receive the same consideration as those of participating countries which are present.

2.6.5 Minutes

Except in extenuating circumstances, the unconfirmed Minutes of a meeting shall be circulated by the Secretary within one month of the meeting in at least one of the official languages (see Article 16 of the Statutes of the IEC). Any comments on the Minutes should be submitted in writing within two months of their circulation. The Minutes shall be confirmed at the next meeting unless the interval between meetings is more than eight months, in which case confirmation shall take place by correspondence.

Unconfirmed Minutes prepared in only one of the official languages shall be translated into English or French and circulated at the earliest opportunity.

The confirmed Minutes shall be signed by the Chairman and Secretary.

2.7 Voting

2.7.1 Decisions of the CMC which require voting after a meeting in accordance with Sub-clause **14.3** of the Basic Rules shall be submitted by the Secretary to the National Authorized Institutions of the participating countries within six weeks of the meeting, with the request to state, within three months of the dispatch of the document, whether or not they are in favour of each proposed decision.

2.7.2 If a vote is taken at a meeting in accordance with Sub-clause **14.3** of the Basic Rules, proxy voting is permitted but shall be limited to one right of proxy per delegation.

2.7.3 The Chairman may decide that a vote on a matter of minor importance may be taken between meetings by correspondence. The proposal is adopted when, within two months of its dispatch, no opposing vote has been received. Otherwise the matter shall be dealt with at the next meeting of the CMC.

2.7.4 When a vote is taken by correspondence, a report on the results of the voting shall be circulated by the Secretary to the National Authorized Institutions of the participating countries.

2.8 Duties

The duties of the CMC are primarily to implement the Basic Rules, and, in particular:

2.8.1 Concerning specifications to be used in the System:

- a) to promote, through liaison with the Advisory Committee on Electronics and Telecommunications (ACET), the development of the IEC standards which include the necessary provisions for carrying out quality assessment procedures,
- b) to have published a list of standards acceptable for use in the System (see Sub-clause **8.2**), and
- c) to accept for use in the System and to have published a list of provisional specifications submitted by National Authorized Institutions (see Sub-clause **8.3**).

2.8.2 Concerning governing documents for the System:

- a) to propose to the Council of the IEC any amendments to the Basic Rules (see Clause **17** of the Basic Rules), and
- b) to establish and to amend the Rules of Procedure, in agreement with the Inspectorate Co-ordination Committee on matters which concern the latter (see Clause **7**), and to report such amendments to the Council of the IEC.

2.8.3 Concerning participation:

- a) to receive the documentation required under Clause **1** from countries wishing to participate in the System,
- b) to authorize, after due consideration, entries in the Register of participating countries, and
- c) to consider appropriate procedures for suspension or other such action which may be necessary in connection with participating countries and recommend accordingly to the Council of the IEC.

2.8.4 Concerning the ICC:

- a) to appoint the Chairman and Vice-Chairman of the ICC,
- b) to have the decisions of the ICC concerning the approval of the National Supervising Inspectorates recorded by the Secretary and circulated to the CMC for confirmation, and to have the additional information entered in the Register of participating countries,
- c) to receive Minutes and reports from the ICC,
- d) to study matters drawn to its attention by the ICC,
- e) to take action on complaints forwarded to it by the ICC, and
- f) to take action on appeals from National Authorized Institutions against decisions made by the ICC.

2.8.5 Concerning the Council of the IEC:

- a) to make proposals to the Council of the IEC concerning the appointments of the Chairman, Vice-Chairman and Treasurer of the CMC,
- b) to consider and approve reports for submission to the Council of the IEC,
- c) to consider and agree upon the annual draft budget, including the annual dues, for submission to the Council of the IEC (see Sub-clauses **16.4** and **16.5** of the Basic Rules), and
- d) to submit matters of major policy concerning the System to the Council of the IEC for its approval.

2.8.6 Concerning other matters:

- a) to establish and maintain liaison, when needed, with other international organizations taking part in work related to the System,
- b) to give the necessary instructions to the Secretary to carry out the work of the CMC, and
- c) to decide upon any other action to implement the governing documents of the System.

2.9 Guidance Documents

2.9.1 In cases where the Basic Rules and Rules of Procedure require amplification to ensure that the System operates in a uniform manner, the CMC may, in accordance with Sub-clause **2.8.6 c)**, decide to approve the publication and implementation of Guidance Documents.

2.9.2 A Guidance Document is one which amplifies points of detail contained in a Rule of Procedure. It shall not conflict with any of the Basic Rules or Rules of Procedure, and it shall not impose any additional requirements or restrictions without the prior amendment of these Rules.

2.9.3 Guidance Documents may be prepared by either the CMC or the ICC. They shall be submitted by the CMC to the voting procedures of Sub-clause **14.3** of the Basic Rules before publication and implementation.

3 Inspectorate Co-ordination Committee (ICC)

3.1 General

The ICC is responsible to the CMC for the supervision of the uniform application of the Rules of Procedure concerning quality assessment and includes among its duties the co-ordination of the activities of National Supervising Inspectorates. It shall advise the CMC on any matters related to quality assessment.

All decisions made by the ICC shall be regarded as binding on the National Supervising Inspectorates of the participating countries. Each delegation shall indicate, at the request of the Chairman, the date on which a decision will become effective in its country.

3.2 Composition

3.2.1 The composition of the ICC is as follows:

- a) a permanent delegation from each member (see Sub-clause **1.1**),
- b) a Chairman,
- c) a Vice-Chairman,
- d) a Secretary,
- e) the Chairman of the CMC or a representative appointed by him.

3.2.2 The permanent delegation of each full member shall consist of not more than two persons appointed by their National Authorized Institution, of whom at least one shall be a member of the National Supervising Inspectorate. The permanent delegation of each consulting member shall consist of only one person, appointed by the National Authorized Institution.

3.2.3 Attendance at meetings may be restricted in the case described in Sub-clause **3.6.6**.

3.3 The Chairman

3.3.1 The Chairman, who shall be a member of an approved National Supervising Inspectorate, is appointed by the CMC on a proposal from the ICC, for three years, with the possibility of re-appointment for one further period of three years. During his term of office the Chairman shall not act as a national delegate.

3.3.2 The Chairman shall take office on the date stipulated in his appointment and shall assume the duties of his office on that date.

3.3.3 The principal duties of the Chairman are as follows:

- a) to preside over meetings,
- b) to convene meetings on the dates agreed,
- c) to decide upon the draft agendas for meetings,
- d) to invite observers to meetings whenever appropriate,
- e) to represent the ICC in other international fora,

f) to ensure, in co-operation with the Secretary of the CMC, that the decisions of the CMC are carried out, and

g) to give guidance to the Secretary on behalf of the ICC in accordance with the Rule of the System.

3.3.4 In the case of death, incapacity or resignation of the Chairman, the Secretary shall initiate arrangements for the appointment of a new Chairman, if necessary by correspondence. Pending this appointment the Vice-Chairman shall fulfil the functions of Chairman.

3.3.5 Six months before the expiration of the term of office of the Chairman, the Secretary shall invite nominations from the National Authorized Institutions of participating countries to be submitted within two months. The nominations shall be circulated by the Secretary to the National Authorized Institutions of participating countries without stating the names of the proposers.

There shall be a vote at the next meeting of the ICC and, if more than one candidate has been nominated, it shall be taken by secret ballot. The decision shall be taken in accordance with Sub-clause 14.3 of the Basic Rules and the name of the nominee shall be submitted to the CMC for approval.

3.4 The Vice-Chairman

3.4.1 The Vice-Chairman, who shall be a member of an approved National Supervising Inspectorate, is appointed by the CMC for three years, with the possibility of re-appointment for one further period of three years. The Vice-Chairman may at the same time be a national delegate to the ICC.

3.4.2 The Vice-Chairman shall take over the functions of the Chairman when the latter is unable to perform them for any reason.

3.4.3 The procedure for the election of the Vice-Chairman shall be the same as that given for the Chairman. The name of the nominee shall be submitted to the CMC for approval.

3.5 The Secretary

The Secretary of the CMC shall provide the Secretariat of the ICC.

3.6 Meetings

3.6.1 *Date and place of meetings*

The date and place of meetings of the ICC are normally decided during the previous meeting. The Chairman may call a special meeting on his own initiative and shall call a special meeting at the request of at least three full members. In such cases, the Chairman shall decide the date and place of the meeting after consulting the delegations.

3.6.2 *Documents*

The invitation and draft agenda for a meeting shall be sent out at least three months before the meeting date. Consideration shall be given at meetings only to those documents which have been mailed to the delegates at least:

- twelve weeks in advance where the documents deal with questions which require a decision,
- six weeks in advance for documents which are of an informative nature.

Documents shall be circulated by air mail, where appropriate.

3.6.3 *Quorum*

A quorum for a meeting is obtained when delegations from more than one half of the full members are present at the meeting. If there is no quorum, the meeting shall proceed, but in such circumstances where decisions require confirmation, a vote shall be taken by correspondence subsequent to the meeting.

3.6.4 *Point of view of members not represented*

A member which is unable to send its delegation to a meeting may express its point of view either in writing or, after notifying the Secretary, through another delegation. The point of view so expressed shall receive the same consideration as those of members whose delegations are present.

3.6.5 *Minutes*

Except in extenuating circumstances, the unconfirmed Minutes of a meeting shall be circulated by the Secretary within one month of the meeting in at least one of the official languages (see Article 16 of the Statutes of the IEC). Any comments on the Minutes should be submitted in writing within two months of their circulation. The Minutes shall be confirmed at the next meeting unless the interval between meetings is more than eight months, in which case confirmation shall be taken in writing.

Unconfirmed Minutes prepared in only one of the official languages shall be translated into English or French and circulated at the earliest opportunity.

The confirmed Minutes shall be signed by the Chairman and Secretary.

3.6.6 Confidential matters

The ICC may sometimes have to deal with matters which are confidential to a manufacturer or to a particular National Supervising Inspectorate. In such cases, the delegates of full members, who are members of National Supervising Inspectorates, shall consider the matter. Any decision shall be taken in accordance with the voting procedures described in Sub-clause 3.7, and shall be circulated to all members.

3.7 Voting

3.7.1 Each full member has one vote. In those cases where it has been stipulated in these Rules of Procedure that all members have voting rights, each consulting member also has one vote. The Chairman of the CMC, or his representative, and the Secretary have no vote.

The Vice-Chairman has no vote by virtue of his position but, if he is the sole delegate of a full member present at a meeting, he may vote on behalf of the member even though he may be acting as Chairman of the meeting.

3.7.2 Decisions are normally taken during a meeting. However, if the Chairman so decides, or if any full member so requests, the proposal shall be submitted to a vote by correspondence.

Decisions on matters voted upon during a meeting shall be positive if approved by a simple majority of those members voting. The Chairman shall not normally vote, but if the votes are equally divided the Chairman shall decide on the action to be taken.

Decisions on matters voted upon by correspondence shall be positive if approved by a simple majority of those eligible National Authorized Institutions who have taken part in the vote. A vote by correspondence is terminated when all National Authorized Institutions which are entitled to vote have voted or three months after the circulation of the voting document, whichever is the shorter. Where the votes are equally divided the Chairman shall decide on the action to be taken.

3.7.3 The approval of a National Supervising Inspectorate shall always be submitted to a vote by correspondence (see Sub-clause 9.6.7).

3.7.4 Voting by proxy shall not be allowed.

3.7.5 The Chairman may decide that a vote on a matter of minor importance in which all members have voting rights may be taken between meetings by correspondence. The proposal is adopted if, within two months of its despatch, no opposing vote has been received. Otherwise the matter shall be dealt with at the next meeting of the ICC.

3.7.6 When a vote is taken by correspondence, a report on the results of the voting shall be circulated by the Secretary to the National Authorized Institutions of the participating countries.

3.8 Duties

The duties of the ICC are:

3.8.1 Concerning quality assessment:

- a) to approve the National Statements of Surveillance Arrangements submitted by participating countries and any subsequent changes to the initial statements,
- b) to approve, in accordance with Sub-clause 9.6, National Supervising Inspectorates [see Sub-clause 2.8.4 b)] which have been examined in accordance with Clause 9,
- c) to prepare, for inclusion in the Rules of Procedure, documents describing the means by which national procedures for quality assessment can be judged as to their equivalence, and
- d) to co-ordinate the activities of the National Supervising Inspectorates in order to ensure the equivalence of application of the procedures for quality assessment between them.

3.8.2 Concerning the CMC:

- a) to propose to the Committee, if necessary, amendments to those Basic Rules for the System which concern quality assessment procedures,
- b) to propose to the Committee, if necessary, amendments and additions to those Rules of Procedure for the System which concern quality assessment procedures (see Sub-clauses 4.3 and 4.4 of the Basic Rules),

- c) to propose to the Committee any other action to be taken to facilitate the implementation of the Basic Rules of the System and the Rules of Procedure relating to the work of the ICC,
- d) to propose to the Committee the procedures, or changes to the procedures, for handling complaints made in a country, other than the country of release, on the subject of the quality of components delivered with an attestation of conformity, when the disputes so raised cannot be resolved by the National Supervising Inspectorates concerned (see Clause 16),
- e) to examine the technical validity of such complaints and to inform the Committee of the results of that examination (see Clause 16),
- f) to give its advice to the Committee on practical difficulties resulting, or likely to result, from the quality assessment requirements of the applicable standards and specifications, and
- g) to appoint a representative to attend the meetings of the Committee, without voting rights.

4 Working Groups

4.1 Setting up of a Working Group

A Working Group may be set up when decided upon by the CMC (see Sub-clause 7.3 of the Basic Rules). The CMC shall provide it with clearly defined terms of reference and shall ensure that it does not undertake any work which is within the scope of any existing Technical Committee of the IEC.

4.2 Procedures

The procedures adopted by any Working Group set up by the CMC shall be in accordance with those prescribed in the General Directives for the Work of the IEC.

5 Secretariat

5.1 Function

The Secretariat of the CMC forms a part of the IEC Central Office staff (see Sub-clause 8.4 of the Basic Rules) and its function is to further the objects of the Committee by taking executive action as instructed by the Committee at its meetings or as directed by the Chairman, and by carrying out the day-to-day work of the Committee between meetings. The Secretariat has similar functions in respect of the ICC.

5.2 Duties

The detailed duties of the Secretariat, headed by the Secretary, are as follows:

5.2.1 Administration and Secretariat

- a) The Secretary is in particular responsible as Secretary at the meetings of the CMC and the ICC.
- b) In addition, the Secretary is an ex-officio member of all Working Groups of the CMC.
- c) The Secretary shall have no vote at any meeting which he attends.

5.2.2 Matters concerning membership

- a) The Secretary shall take such action as is laid down in Clause 1 for the admission of new participating countries to the CMC, and as laid down in Clause 15 of the Basic Rules should any participating country resign its participation or have its participation cancelled.
- b) The Secretariat shall make entries in and maintain the Register of participating countries of the System in accordance with the procedure given in Clause 1. It shall maintain a list of the names and status of the delegates of each National Authorized Institution to the CMC, to the ICC and to those of their Working Groups which have a permanent character. This list shall be circulated to the National Authorized Institutions of the participating countries.

5.2.3 Finance and budget

(See Clause 6).

5.2.4 Documents and records

The Secretariat shall maintain complete and indexed files of all documents necessary for the operation of the System, showing date of circulation and, where possible, hold a limited number of spare copies.