

# IECQ PUBLICATION

## IEC Quality Assessment System for Electronic Components (IECQ System)

### Basic Rules

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# IECQ PUBLICATION

**IEC Quality Assessment System for Electronic Components (IECQ System)**

**Basic Rules**

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

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**IEC Quality Assessment System for Electronic Components  
(IECQ System) –**

**Basic Rules**

**FOREWORD**

This publication has been approved by the Management Committee (MC) of the IECQ and subsequently approved by the IEC Conformity Assessment Board (CAB).

It cancels and replaces IECQ 01:2012, Third edition.

Changes to the 2012 Edition relate to the clarification from the IEC Conformity Assessment Board concerning time limits for non-IEC member participation in IEC Conformity Assessment Systems and include changes to:

- Clause 5.2 Membership and National organisations
- Annex E Conditions for Bodies and Organisations domiciled in non-IEC member countries

Changes incorporated in this draft are shown using the tracking tool.

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# **IEC Quality Assessment System for Electronic Components (IECQ System) –**

## **Basic Rules**

### **1 Title**

The title of the System is "IEC Quality Assessment System for Electronic Components", hereinafter referred to as "the IECQ System" or "System".

The abbreviation is "IECQ".

### **2 Object**

Taking into account the object of the International Electrotechnical Commission (IEC) as given in Article 2 of the Statutes, the particular object of the IECQ System, operated in conformity with the Statutes and under the authority of the IEC, is to facilitate international trade in electronic components of assessed quality, by providing a global framework for independent assessment and certification.

The object is achieved by the implementation of quality assessment procedures in such a manner that organisations, processes, and components certified as conforming to the requirements of an applicable standard or specification, are acceptable to all participants.

The IECQ System provides manufacturers with a "Supply chain verification tool" for seeking assurance that electronic components, assemblies, processes and related materials conform to declared technical Standards and Specifications.

### **3 Scope**

The IECQ System is applicable to all electronic components, assemblies and related materials and processes for which quality assessment is required in standards and specifications approved for use in the IECQ System.

The IECQ System provides procedures for the quality assessment and certification of organisations, processes and components but does not give assurance of compliance with safety requirements of equipment using those components.

The full Scope of the IECQ System as approved by the IEC Conformity Assessment Board (CAB) is listed in Annex C.

In the IECQ System an applicable standard or specification denotes a standard or specification which is in accordance with clause 11.

### **4 Governing documents**

The documents that state the Rules of the IECQ System and that govern the organization of its work are as follows:

- a) the Statutes of the IEC;
- b) the Rules of Procedure of the IEC;
- c) the ISO/IEC Directives, unless otherwise specified;

- d) the Basic Rules (this document) that define the principles of the IECQ System and that are approved by the CAB;
- e) the Rules of Procedure that define the working procedures of the IECQ System and its programmes. The Rules of procedures are decided upon and amended by the Management Committee (MC) of the IECQ, in accordance with the voting procedure described in Clause 13. The Rules of Procedure of the IECQ System and amendments shall be notified to the CAB;
- f) documents prepared by the Conformity Assessment Bodies Committee (CABC) on procedures to ensure the uniform application of the Rules of Procedure and equivalence of national procedures, that shall be approved in accordance with the voting procedure described in Clause 13 and shall become part of the Rules of Procedure.

In case of a conflict, contradiction or inconsistency between the provisions of one of the above mentioned documents and provisions of another of the above mentioned documents, the provisions of the document listed in a higher position shall take precedence over the provisions of the document listed in a lower position.

In addition the IECQ System makes use of the following international standards:

- ISO 9001, Quality Management Systems Requirements
- ISO 10011, Guidelines for quality and/or environmental management system auditing;
- ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories
- relevant ISO/IEC Guides

## **5 Membership and National organizations**

**5.1** Membership of the IECQ System is open to any country in which there is a Full or Associate Member National Committee of the IEC, as defined in Article 4 of the Statutes of the IEC.

Membership of the IECQ System is also open to non-IEC countries, subject to the concurrence of the IEC Executive Committee (ExCo) regarding general IEC policy and satisfaction of the specific requirements for membership, as set out in Annex E.

**5.2** The IECQ System Member Bodies nominated by Full or Associate Member National Committees or from non-IEC member countries are entitled to participate fully in the committees and activity of the IECQ System, except that representatives of IEC Associate Members and of non-IEC member countries are not eligible for election to any officer or Executive position, and not eligible to appeal decisions concerning their membership. Suspended IEC National Committees, or bodies notified by them for System membership, shall not be permitted to retain membership of the IECQ System or be admitted to membership in the System during the period of suspension. A Member Body (MB) (and its nominated certification bodies) associated with a suspended IEC member will not be permitted to participate in the activities of the IECQ System.

**5.3** A national organization shall be established to co-ordinate the activity for the quality assessment of electronic components, materials and processes in a participating country. This organisation acts as the IECQ Member Body and may be the National Committee of the IEC or a body nominated by the National Committee of the IEC. It shall be fully representative of the national electrotechnology community and should include a wide representation from manufacturing and user industries and standards bodies in addition to conformity assessment interests and shall fulfil the following functions:

- a) the management of the operation of the IECQ System at the national level and the responsibility for the national representation of its country in the IECQ System;
- b) the preparation and issue of national standards and other documents associated with the IECQ System. This function may be performed by a National Standards Organization (NSO).

**5.4** Application for membership shall be submitted to the IECQ Secretariat by the National Committee of the IEC. The National Organization shall undertake to abide by the Basic Rules and Rules of Procedures of the IECQ System. Applications for IECQ System membership from non-IEC member countries will be handled in accordance with the procedure set out in Annex E.

**5.5** Any National Committee of the IEC, or a body nominated by the National Committee of the IEC, desiring to participate in the IECQ System shall submit an application to the IECQ Secretary, accompanied by a National Statement of Surveillance Arrangements (NSSA). The NSSA shall consist of two parts, the first of which relates to the national administration. The second, where appropriate, shall consist of a series of annexes prepared in accordance with the Rules of Procedure by IECQ CBs recognized by the MB to operate in the country, giving descriptions of their resources.

In the first part the applicant shall make the following declarations:

- a) that it wishes to be recognized as an MB;
- b) that it agrees to implement the Rules of the System and to publish documents which are necessary nationally;
- c) that it agrees to recognize without discrimination all approvals, accreditations and validations granted in accordance with the IECQ System by other participants;
- d) that it agrees to meet the financial obligations of clause 14.

The first part shall also give the following information:

- e) a description of the relationship between the IEC National Committee, the MB and any Certification Body(ies) proposing to operate in the country;
- f) a statement regarding the relationship to government and industry with reference to any relevant law(s) and other legal provisions.

**5.6** A Member Body wishing to withdraw from membership of the IECQ System shall give at least one calendar year's notice. The MB 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 MB shall only be required to pay the current year's dues.

**5.7** Any proposal to suspend membership of the IECQ System, or to cancel such suspension, shall require agreement by a majority of at least four-fifths of the total number of MBs, except in the case of suspension for non-payment of dues, application fees, surcharges, etc. as decided by the MC.

If the suspension of the membership has not been cancelled during the year after which the decision was taken, the body concerned shall cease to be a member of the IECQ System.

## **6 Organization**

**6.1** The overall responsibility for the functioning of the IECQ System is vested in the MC, which is a committee of the IEC and operates under the authority of the CAB.

**6.2** The organization comprises:

- a Management Committee (MC)
- a Conformity Assessment Bodies Committee (CABC)
- an IECQ Executive
- a Board of Appeal
- a Secretariat

**6.3** The composition of the MC is as follows:

- a) a delegation from each member country attending the MC meeting, consisting of not more than three delegates appointed by its MB, in which at least one delegate should be representative of manufacturing industry interests;
- b) the Officers;
- c) two representative appointed by the CABC;
- d) the General Secretary of the IEC.

**6.4** The MC shall meet at least once per year.

**6.5** The MC may establish working groups, with clearly defined terms of reference, to advise it on matters related to the management of the System.

**6.6** The MC shall establish a Conformity Assessment Bodies' Committee (CABC) with composition and terms of reference in accordance with Clause 8.

The relationship between the MC and the CABC is governed by the Rules of Procedure.

**6.7** The MC provides a report on its activities at least annually to the CAB and submits proposals for approval by the CAB with regard to:

- a) modifications to the Basic Rules of the System;
- b) the appointment of officers of the System;
- c) the budget and annual accounts of the System;
- d) the policy of the System;
- e) proposals for extensions to the Scope of the System; and
- f) proposals for the use of normative documents other than IEC Standards.

**6.8** The MC shall determine:

- a) questions related to membership of the IECQ System;
- b) dues to be paid by Member Bodies;
- c) proposed budget and annual accounts of the IECQ, 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 IECQ System;
- f) other questions regarding the Rules of Procedure mentioned in e) above;
- g) the Scope of the IECQ System (Clause 3), for subsequent approval by the CAB;
- h) the standards and specifications to be used in the IECQ System;
- i) acceptance of Member Bodies (MBs) of the IECQ System;
- j) acceptance, rejection and suspension of Certification Bodies (IECQ CBs);
- k) appointment of the Chairman and members of the Board of Appeal; and
- l) appointment of the Chairman and the Secretary of the CABC.

**6.9** The MC shall also have the following responsibilities:

- a) to manage the IECQ System in accordance with the Basic Rules of the IECQ Scheme;
- b) to promote the IECQ System;
- 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 IECQ System, given to it by the CAB.

## **7 Officers and administration**

**7.1** The Officers of the IECQ System are:

- the Chairman
- the Vice-Chairman
- the Treasurer
- the Secretary

**7.2** The Chairman is appointed for a period of three years by the CAB, on a nomination by the MC, with the possibility of re-appointment for one further period of three years. Further re-appointments for three years are permitted, but only if there are no other nominations. During his/her term of office, the Chairman shall not act as a national delegate to the MC.

**7.3** The Vice-Chairman is appointed for a period of three years by the CAB, on a nomination by the MC, with the possibility of re-appointment for one further period of three years. Further re-appointments for three years are permitted, but only if there are no other nominations. The Vice-Chairman may at the same time be a national delegate to the MC, except when he/she takes the chair at a meeting.

**7.4** The Treasurer is appointed for a period of three years by the CAB, on a nomination by the MC, with the possibility of re-appointment for one further period of three years. Further re-appointments for three years are permitted, but only if there are no other nominations. The Treasurer may at the same time be a national delegate to the MC.

**7.5** The Chairman, Vice-Chairman, and Treasurer may continue to serve until a successor has been appointed by the CAB.

**7.6** The Secretariat may be located at the Central Office of the IEC or elsewhere. In the second case, the MC shall decide on the degree of administrative support that should be provided by the Central Office.

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

**7.8** The Secretary is entrusted with the Chief Executive Officer functions in relation to the IECQ System and shall be responsible for the execution of those duties prescribed in these Basic Rules and in the Rules of Procedure. The Secretary shall implement the decisions of the MC.

The Secretary of the IECQ System is responsible to:

- a) provide the secretarial services of the IECQ MC;
- b) handle the daily financial matters of the Secretariat of the IECQ System;
- c) circulate to the Member Bodies the accounts of the IECQ System;

- d) accept or reject applications from candidate IECQ CBs in accordance with the Rules of Procedure of the IECQ System as approved by the MC;
- e) organize initial assessment and reassessment of IECQ CBs, including the appointment of assessors;
- f) handle requests for extension of acceptance from IECQ CBs;
- g) keep up to date records regarding the IECQ CBs;
- h) be responsible for editing and approval for the publication of the IECQ publications;
- i) provide administrative support to the CABC; and
- j) any other duties allocated by the MC or its Chairman.

**7.9** The Chairman, the Vice-Chairman, the Treasurer and the Secretary shall take office on the first day of January of the year following the meeting of the CAB at which they have been appointed unless otherwise determined by the CAB.

**7.10** The Executive of the IECQ System comprises:

- a) the CAB appointed Officers of the System;
- b) the Chairman of the CABC;
- c) the Vice Chairman of the CABC;
- d) the Immediate Past IECQ Chairman.

**7.11** The Executive of the IECQ System is empowered to make decisions between MC meetings, as delegated to them by the MC. They shall, in addition, carry out any other task(s) assigned to them by the MC. With the Chairman's agreement, Members of the Executive may attend all meetings associated with the IECQ System.

Any decision on matters delegated to the Executive shall be reported to the MC and recorded in the minutes.

## **8 Conformity Assessment Bodies' Committee (CABC)**

**8.1** The CABC is responsible to the MC 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 IECQ CBs. It shall advise the MC on any matters related to quality assessment.

All decisions made by the CABC shall be regarded as binding on the IECQ CBs. Each delegation shall indicate, at the request of the CABC Chairman, the date on which a decision will become effective in its country.

**8.2** The composition of the CABC is as follows:

- a) a permanent delegation from each IECQ CB comprising no more than three persons;
- b) a Chairman;
- c) a Vice-Chairman;
- d) a Secretary;
- e) the Chairman and Vice Chairman of the MC or, in their absence representatives appointed by the Chairman.

**8.3** The Chairman and Vice-Chairman of the CABC shall be appointed by the MC upon nomination by the CABC, for a period of three years, with the possibility of re-appointment for one further period of three years. During this term of office the Chairman shall not act as a national delegate.

The principal duties of the Chairman are as follows:

- a) to decide upon the agendas for meetings of the CABC;
- b) to convene meetings of the CABC;
- c) to preside over meetings of the CABC;
- d) to invite observers to meetings whenever appropriate;
- e) to act on behalf of the CABC between its meetings;
- f) to ensure, in co-operation with the Secretary that the decisions of the MC are carried out;
- g) to give guidance to the Secretary on behalf of the CABC in accordance with the Rules of the System.

In the case of incapacity or resignation of the Chairman, the Vice-Chairman shall fulfill the functions of Chairman until a replacement Chairman is appointed.

**8.4** The IECQ Secretary shall act as the Secretary of the CABC.

## **9 Board of Appeal**

**9.1** 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;
- b) to consider and then recommend any actions to be taken against MBs and IECQ CBs regarding complaints received regarding possible infringements of the Rules that could compromise the credibility of the IECQ System;
- c) to report to the MC, for appropriate action, any observations relating to the technical content of the standards and specifications accepted for use in the IECQ and their applications, that have become evident when investigating a complaint.

**9.2** The Board of Appeal shall consist of a Chairman and four members with deputies, each of whom shall be associated with an IECQ CB. They shall be appointed by the MC, upon nomination by the Member Bodies of the IECQ.

Their term of office shall be three years, provided that they continue to be associated with an IECQ CB and they shall be eligible for re-appointment for one further three year term under the same conditions.

**9.3** The Secretary of the IECQ shall act as the Secretary of the Board of Appeal and shall have no right of vote.

**9.4** 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 all parties involved.

**9.5** Neither the Chairman of the Board of Appeal, nor the four members or deputies shall serve in a case in which an IECQ CB of their MB is involved. When necessary in such an event, a person associated with an IECQ CB in a country not involved in the case shall be appointed by the Chairman of the MC.

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

**9.7** Decisions of the Board of Appeal regarding its recommendations shall be taken by a simple majority of the four members. If the votes are equally divided, the Chairman shall have the casting vote.

**9.8** If a recommendation from the Board of Appeal is not implemented to its satisfaction, it may submit the case to the MC for appropriate action.

**9.9** The procedure for the Board of Appeal is given in annex A.

## **10 Legal provisions**

### **10.1 International level**

**10.1.1** The IECQ MC 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 price-regulating function. It focuses its activities totally on achieving the object of clause 2.

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

**10.1.2** The seat of the IECQ System shall be the same as that of the IEC.

In the case of conflict the laws of the country in which the IEC has its seat shall apply.

### **10.2 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 shall violate, or cause any acts that violate, the laws of a country in which the System operates. It is the responsibility of the relevant MB in each participating country in the establishment of the national rules implementing the System, to provide the necessary legal protection against any violation of that country's law.

### **10.3 Legal protection**

The granting of certification of conformity or IECQ Approvals shall not transfer to the MC or to the IEC any of the legal responsibilities incumbent, under the national or international law, on the manufacturer, specialist contractor, distributor or any other organisation of the product or management system or process so certified.

### **10.4 Exclusion of liability**

The national organizations acting on behalf of the MC shall do so on their own responsibility and shall take all possible steps to exclude any liability from falling on the MC or on the IEC.

### **10.5 Exoneration**

In the case that the MC 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 MC, then the national organization involved shall undertake to exonerate fully the MC and the IEC from such liabilities.

## **11 Standards and specifications**

**11.1** The IECQ System is based primarily on the use of International standards that include the necessary provisions for quality assessment as proposed for use by the MC and approved by the CAB. The list of standards and other normative document types approved by the CAB for use in the System is included in Annex D.

**11.2** However, in the absence of an applicable standard, as defined in 11.1, use can be made provisionally of other documents that fall within the Scope (Clause 3). A proposal to use such documents shall be submitted to the CAB for approval. The IECQ Rules of Procedure shall define the process for the approval of Specifications.

The MC may request the relevant IEC technical committee to prepare as quickly as possible an IEC standard to cover the scope of the provisional documents in accordance with the normal IEC rules and procedures.

A provisional specification may be used to grant component approvals, but shall not be used for this purpose after the issue of an applicable IEC standard, approved for use in the IECQ System.

## **12 Quality assessment**

**12.1** Assurance that components, materials and/or processes conform to the requirements of the applicable specification is given by an attestation of conformity granted under the supervision of an approved Certification Body, in accordance with the Rules of Procedure of the IECQ System.

**12.2** The Rules of Procedure shall prescribe the requirements for approval of the quality system requirements of the IECQ System that shall make use of the requirements and/or recommendations stated in ISO 9001, latest issue, and in the recommendations of the appropriate ISO/IEC Guides or International Standards and Guides.

## **13 Voting**

**13.1** A decision by vote of the MBs, in accordance with 13.2 or 13.3, shall be implemented within the IECQ System. Each MB present shall have one vote only. No other member of the MC shall have a vote.

**13.2** The presence of half the number of the MBs, at an MC meeting, shall constitute a quorum. Except as otherwise provided, decisions in meetings shall be taken by a simple majority of votes of the MBs present and voting. Voting by proxy is not permitted.

Abstention is not considered as voting. The Chairman shall normally not vote, but if the votes are equally divided the Chairman shall decide the course of action.

Decisions are normally taken during meetings but may also be taken between meetings via correspondence.

Except as otherwise provided, decisions on matters voted upon by correspondence shall be taken by a simple majority of votes of those MBs voting. Abstention is not considered as voting. A vote by correspondence is terminated when all MBs have voted or one month after the date of circulation of the voting document, whichever results in a shorter period, except that in the case of voting on the approval of the annual financial accounts and the annual budgets a shorter voting period will be determined by the Chairman to meet IEC requirements. The Chairman may decide to extend the voting period beyond one month for certain matters. If the votes are equally divided, the Chairman shall decide on the action to be taken.

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

**13.3** Decisions affecting the Rules of Procedure of the IECQ System shall be taken by the MC. Decisions concerning amendments to the Rules of Procedure may be taken at a meeting or via correspondence. Such amendments are approved according to the voting rules of Clause 13.2.

## **14 Finance**

**14.1** The IECQ System shall be self-financing and non-profit making, with income derived from dues and fees determined by the MC.

**14.2** The financial administration of the IECQ System shall be the responsibility of the MC.

**14.3** The financial year of the IECQ System shall be the calendar year.

**14.4** The draft annual budget of the MC, including the proposed dues and fees, shall be prepared by the Treasurer and the Secretary. During the first week in February the draft annual budget for the following year, together with the proposed dues and fees, shall be circulated to the participating MBs, for approval by correspondence no later than the end of the third week in March. The approved annual budget of the IECQ System shall be forwarded to the CAB.

**14.5** Participating countries shall pay their annual dues to the Secretariat no later than 30 June each year.

**14.6** Each year, not later than mid March, the Secretary shall send to the participating MBs the accounts of the IECQ System for the preceding year, duly ratified by a professional auditor and signed by the Treasurer of the MC. The MC shall endorse the audited accounts by correspondence no later than the end of March, for submission to the CAB.

**14.7** Any MB whose dues for a given calendar year have not been paid by 31st December of that year may have its participation suspended by decision of the MC. During this suspension it has no right to send a delegation to the MC or to receive documents or publications of the MC, or to vote. The right to make use of the certification procedure is also withdrawn. Certification Bodies associated with such suspended MBs shall not be permitted to participate in the activities of the IECQ System.

Suspension of membership for a non-payment of dues shall be immediately cancelled when the MB has fully paid any over-due and current dues.

## **15 Amendments to the Basic Rules**

Any proposals for amendment to these Basic Rules shall be communicated in writing by the proposer (MB, CABC member or Executive) to the Secretary who shall circulate details to all MBs, at least six weeks prior to the MC meeting at which the proposed amendments are to be considered. Such amendments are approved if two-thirds of the MBs present are in favour. If approved by the MC, the proposed amendments shall be submitted to the CAB for approval.

## **16 Dissolution of the IECQ System**

Any proposal for dissolution of the IECQ System, if supported by more than four-fifths of the total number of member MBs, shall be submitted to the CAB for approval and any necessary action. The CAB shall determine the disposal of remaining property and funds after the settlement of all liabilities.

## **Annex A** (normative)

### **Procedure for the Board of Appeal**

**A.1** An applicant, an IECQ CB or a Member Body (MB) of the IECQ System shall have the right to submit an appeal to the Board of Appeal.

**A.2** When an applicant wishes to appeal against a decision taken by an IECQ CB about a matter with which this applicant is concerned, the applicant shall first appeal according to the appeal procedure of the IECQ CB 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 IECQ, or if the national appeal procedure is not applicable, the applicant may submit an appeal in writing to the Secretary of the IECQ within one month after having been informed of the decision, setting out all reasons for the appeal.

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

**A.4** In order to consider a case, the Board of Appeal should normally meet in conjunction with a meeting of the MC. The Board of Appeal may however meet at any time, provided the complainant expresses willingness to pay the traveling 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 IECQ before the meeting can take place.

**A.5** When the Board of Appeal meets to consider an appeal as per A.4, the following information shall be available:

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

NOTE Documented evidence comprises but is not limited to: infringement cases, extracts from the relevant reports 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 IECQ 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.

**A.6** When the parties have agreed that the matter may be dealt with by correspondence, clause A.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 IECQ to assist the members and the parties. When the decision is taken by correspondence, notes or minutes relevant to the decision shall be written.

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

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

**A.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.

**A.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.

**A.11** The recommendations of the Board of Appeal shall be presented to the MC at its next meeting in such a way as to safeguard the anonymity of the parties, when that is desired. When an IECQ CB or a MB of the IECQ has not followed a recommendation of the Board of Appeal, the MC shall decide on appropriate steps to be taken.

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## **Annex B** (normative)

### **Terms and definitions**

The following definitions apply in the context of the Basic Rules and Rules of Procedure of the IEC Quality Assessment System for Electronic Components (the IECQ System).

#### **B.1** **quality assessment**

the totality of measures carried out consistently and systematically in order to ensure that a product conforms with the requirements of a stated specification

#### **B.2** **participating country**

a country in which the National Committee of the IEC, or a body recognized by the National Committee of the IEC, has been admitted into the System through having met the participation requirements

#### **B.3** **specification**

a detailed statement of a set of requirements to be satisfied by a product, a material or a process, indicating, when appropriate, the procedure by means of which it may be determined whether the requirements are satisfied

#### **B.4** **standard**

document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context

NOTE Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

#### **B.5** **applicable standard, or applicable specification**

a standard, or specification, applicable to an organisation, component, group of components, material, or process and which has been written in accordance with the Rules of the IECQ System, or such reference standards, or specifications, as have been adopted for use within the System

#### **B.6** **provisional specification**

a specification or part thereof, allowed for use temporarily under the System in the absence of an applicable specification

#### **B.7** **detail specification**

a document which gives directly, or by making reference to other documents, all information necessary to completely describe a given component, range of components or material and to ensure conformance thereof with the requirements for quality assessment

#### **B.8** **distributor**

an organization contractually authorized by one or more manufacturers to store, repack and sell completely finished components from these manufacturers

**B.9****independent testing laboratory**

an organization wishing to make its services available to other organizations within the System, which has the facilities and capability to carry out tests and measurements on electronic components or materials in accordance with their specification(s) and which is independent of a manufacturer's production department

**B.10****manufacturer of an electronic component**

an organization, situated at a stated location or stated locations, that carries out or controls such stages in the manufacture, inspection, handling and storage of an electronic component that enables it to accept responsibility for the quality assessment of that component

**B.11****Designated Management Representative (DMR)**

a person, acceptable to the Certification Body (IECQ CB), who is a member of the organization (manufacturer, distributor, independent testing laboratory, specialist contractor) concerned and who is responsible for the quality system of that organization. This person is the normal means of communication between the SI and the organization

**B.12****approval of manufacturer**

a decision by the Certification Body (CB) that a manufacturer has the organization and the facilities to assure the production and supply of components in accordance with the requirements of the System, and that the manufacturer meets the requirements of the System

**B.13****approval of distributor**

a decision by the CB that a distributor has the organization and the facilities necessary to assure the supply of components in accordance with the requirements of the System

**B.14****specialist contractor**

a contractor providing a specialist process capability or technical service to the electronic components industry

**B.15****accreditation of independent testing laboratory**

a decision by the CB that a testing laboratory is capable of carrying out its function under the System and is free from any influence which would prevent it from acting in an impartial manner

**B.16****inspection (of components and materials)**

the process of selecting samples from an inspection lot; measuring, examining, testing or otherwise comparing each specimen of these samples with the requirements of the applicable specification; deciding whether the sample complies with the applicable specification and what subsequent action shall be taken with regard to the inspection lot

**B.17****quality conformance inspection**

an inspection carried out by or on behalf of the manufacturer under the surveillance of an IECQ CB on the components and materials he manufactures, in order to establish that their quality is being maintained in accordance with the requirements of the applicable specification

**B.18**  
**release**

a decision, taken in accordance with the Rules of the System, that an inspection lot has successfully passed all the relevant requirements of the applicable specification(s)

**B.19**  
**measurement standard**

an instrument, a device, or a material of known characteristics used to establish and maintain the integrity of measuring equipment or measuring methods

NOTE Measurement standards are classified in different levels, for example, reference, transfer.

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