IECEE OPERATIONAL DOCUMENT

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

IECEE Member Body application requirements
CONTENTS

FOREWORD .......................................................... 2

1. Letter example for full and associate IEC Members ................................................. 4

2. Summary of information to be provided by candidate organizations ......................... 5

3. Summary of additional information to be provided by candidate organization from countries not yet members of the IEC to become members of the IECEE ................... 5
FOREWORD

Scope

This document describes the IECEE Member Body application requirements and provides an example of an application letter.

Document Owner

IECEE Secretariat

History of changes

<table>
<thead>
<tr>
<th>Date</th>
<th>Brief summary of changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>2023-06-XX</td>
<td>Added new section 2 – Summary of information to be provided by candidate organizations</td>
</tr>
<tr>
<td></td>
<td>Re-numbered existing Section 2 as Section 3.</td>
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<tr>
<td>2020-02-06</td>
<td>Section 1: names of Executive Secretary and General Secretary updated</td>
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<td></td>
<td>Section 2: content deleted and reference made to IEC CA 01, Annex C</td>
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<td>Editorial changes to update document reference, dates and contact information.</td>
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</tbody>
</table>

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<tr>
<th>Effective date</th>
<th>Target revision date</th>
</tr>
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<td>2029-01-01</td>
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</tbody>
</table>

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1. Letter example for full and associate IEC Members

Our ref.: 
City, Date

Mr. Wolfram Zeitz  
IECEE Executive Secretary  
c/o IEC  
3, rue de Varembé  
P.O.Box 131  
CH-1211 Geneva 20  
Switzerland

Subject: Application of the Your organization's name for IECEE Membership

Dear Mr. Zeitz,

In accordance with the IECEE Basic Rules (IEC CA 01 and IECEE 01-S), the Your organization's name, IEC member body from Your country, applies for membership of the IEC System for Conformity Testing and Certification of Electrotechnical Equipment and Components (IECEE).

Your organization's name commits to use IEC standards at national level to the best extent possible and to recognize IECEE Certificates and Test Reports for imported electrical goods in accordance with IECEE rules, in order to facilitate trade.

Your organization's name commits to abide by the IECEE Rules.

We are looking forward to becoming IECEE member.

Yours sincerely,

Name of President  
President  
Your organization's name

Copy to: Mr. Philippe METZGER  
General Secretary of the IEC  
International Electrotechnical Commission (IEC)  
3, rue de Varembé  
P.O.Box 131  
CH-1211 Geneva 20  
Switzerland

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2. Summary of information to be provided by candidate organizations

- Country name

- Name and status of the organization applying to become an IECEE Member Body, i.e. National Committee the IEC or a body notified to the IEC by the National Committee of the IEC.

- Commitment to recognize IECEE deliverables, such as Certificates, in the country of the candidate MB.

  Please provide evidence of recognition of IECEE deliverables, including the scope of such recognition (i.e. IEC standards), or provide a plan to recognize IECEE deliverables within 2 years of acceptance.

- Name(s) and contact information of certification body(ies) in the candidate member country ready to apply for recognition as IECEE National Certification Body(ies) (NCBs)

- Name(s) and contact information of Other Recognizing Body(ies) in the candidate member country recognizing IECEE deliverables and facilitating market access for electrical products.

2.3. Summary of additional information to be provided by candidate organization from countries not yet members of the IEC to become members of the IECEE

For details, please refer to Annex C Conditions for bodies and organizations domiciled in non-IEC member countries to become members of an IEC Conformity Assessment System" of the latest edition of IEC CA 01, which is available under: https://www.ieCEE.org/documents/refdocs/