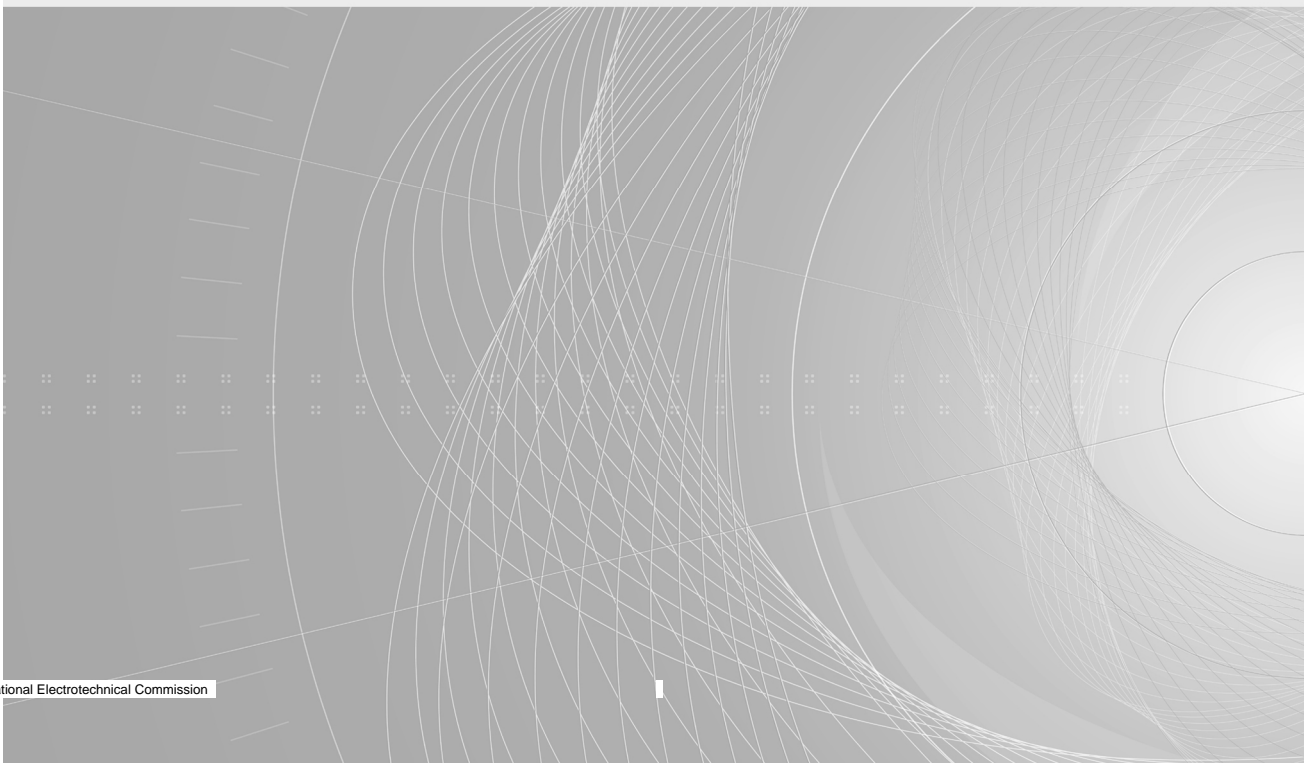


IECRE PUBLICATION

IEC System for Certification to Standards relating to Equipment for use in Renewable Energy Applications (IECRE System)

Basic Rules





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IECRE PUBLICATION

**IEC System for Certification to Standards relating to Equipment for use in
Renewable Energy Applications (IECRE System)**

Basic Rules

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

PRICE CODE

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

**IEC System for Certification to Standards relating to Equipment
for use in Renewable Energy Applications (IECRE System) –****Basic Rules**

FOREWORD

This publication has been prepared by the IECRE for approval by the IEC Conformity Assessment Board (CAB).

The annexes to this publication are normative.

The text of this publication is based on the following document(s):

Document	Report on Voting
CAB/1281/DL	CAB Decision

INTRODUCTION

IECRE System objective

The objective of the IECRE System is to facilitate international trade in equipment and services for use in Renewable Energy Sectors while maintaining the required level of safety:

- Operate a single, global certification System
- Consistent understanding of what a certificate means, which certificates exist and how they are related
- The System must be effective (avoid double work, which information must be given when and to whom) and will include a mechanism to solve disagreements between stakeholders both on the content of the System as well as its correct application
- The System aims for a harmonized application around the globe to ensure a uniform implementation and mutual recognition between certification bodies and test labs
- The System will make use of high quality international standards and will allow for continuous improvement of the System
- The System aims for harmonized application around the globe to ensure a uniform implementation and delivery of information by suppliers, sub-suppliers, end users and others providing documentation for certification
- The System aims for harmonized application around the globe to ensure a uniform implementation and clear understanding of all suppliers, sub-suppliers, end users and other applicants for the elements and modules as well as reports, statements and certificates of the certification processes
- The System aims for acceptance by local/national authorities or other bodies requiring and benefiting from certification

Reason

The following key points have given rise to the need for a single International Renewable Energy Conformity Assessment System

- The RE systems are composed of a number of differing component sub-systems which form indispensable parts of the systems, e.g. electrical generation and power electronics, electrical prime movers, civil structures, mechanical structures, composite components, electronic sensors, processing and signalling
- The installation process of the system is complex and effective performance requires safe and reliable processes in manufacture, installation and maintenance
- The equipment is directly subject to the natural environment and cannot be protected by any secondary protection system

RE Sector

RE (Renewable Energy) Sectors can be known by different names such as “Solar PV Energy”, “Wind Energy”, “Marine Energy”, and the like and relate to areas characterized by systems which generate electricity from renewable natural sources, which consist of complex arrangements of sub-systems including structures, which are installed outside of any protective environment and whose reliability and performance is affected by direct interaction with the natural environment. These areas may include the equipment and processes to produce energy, as well as the equipment to manufacture, transport and service the energy-producing equipment. Relevant standards exist for specific industry sectors to which the conformity assessment and certification of the IECRE System is done.

IECRE System

In addition to the preparation of International Standards and publications, the IEC facilitates the operation of Conformity Assessment Systems. One such System is the IECRE System.

The IECRE System includes the following Sectors, as detailed in Annex B:

- Solar PV Energy Sector
- Wind Energy Sector
- Marine Energy Sector

The IECRE System has Schemes to cover classes of certification such as product certification, service and service facilities certification, personnel competence certification.

The System includes Schemes outlined in Annex B.

As part of the above Schemes, there are different certificates defined as explained in corresponding Rules of Procedure.

RE equipment manufacturers and RE service providers, developers, operators and persons can apply to IECRE Certification Bodies (RECBs) and IECRE Test Laboratories (RETLs), in any country.

Membership applications

Countries (Member Bodies), certification bodies and testing laboratories can apply to participate in the IECRE System with RECBs able to issue IECRE Certificates once accepted according to the application procedures.

Rules of the IECRE System including Rules of Procedure are available, free of charge, from the IECRE System website: www.iecre.org.

National Committees of the IEC may make application for their country to participate in the IECRE System. The application is made to the Executive Secretary of the IECRE System.

Certification bodies and testing laboratories are accepted into the IECRE System according to the Rules of Procedures established by the IECRE System.

Sources of information

Further information is available from the IECRE System website: www.iecre.org, (containing free copies of the IECRE Rules), from any of the RECBs or directly from the IECRE Secretariat via the coordinates shown on the IECRE System website.

IEC System for Certification to Standards relating to Equipment for use in Renewable Energy Applications (IECRE System) –

Basic Rules

1 Title

The title of the System is:

"IEC System for Certification to Standards relating to Equipment for use in Renewable Energy Applications", hereinafter referred to as the "IECRE System".

2 Object

Taking into account the object of the International Electrotechnical Commission (IEC) as given in Article 2 of the IEC Statutes, the particular object of the IECRE System, operated under the authority of the IEC in conformity with the Statutes, is to provide a global framework for independent assessment and certification of equipment and services associated with Renewable Energy applications.

3 Scope

The IECRE System includes assessment and certification of equipment and services covered by IEC and ISO International Standards and publications for Renewable Energy applications as are proposed by its IECRE Management Committee (REMC) and approved by the IEC Conformity Assessment Board (CAB), taking into account that several components or equipment are covered by other IEC CA systems, like IECCE.

Sectors approved to operate under the IECRE System are listed in Annex B.

4 Governing documents

The documents which state the Rules of the IECRE System 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;
- c) the ISO/IEC Directives, unless otherwise specified in the Rules of Procedure of the IECRE System;
- d) the Basic Rules which define the principles of the IECRE System and which are approved by the CAB;
- e) the Rules of Procedure which define the working procedures of the IECRE System. The Rules of Procedure are decided upon and amended by the REMC, in accordance with the voting procedure described in Clause 12. The Rules of Procedure of the IECRE System and amendments to them shall be notified to the CAB; and
- f) the Rules of Procedure for each Sector which define the working procedures of the respective IECRE Sector.

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.

5 Membership

5.1 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, may apply for membership to the IECRE System.

Membership of the IECRE 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 D.

The Member Body of the IECRE System shall be fully representative of the national conformity assessment community in RE equipment and should include wide representation from industry, regulatory authorities and standards bodies as well as conformity assessment interests. It shall be responsible for the receiving, consideration and endorsement of applications from bodies seeking acceptance as an RECB or RETL when submitting such to the IECRE Secretariat, in accordance with the Rules of Procedure. The Member Body may be either:

- a) the National Committee of the IEC; or
- b) a body notified to the IEC by the National Committee of the IEC.

5.2 The IECRE System Member Bodies nominated by Full or Associate Member National Committees of the IEC or from non-IEC member countries are entitled to participate fully in the committees and activity of the IECRE System, except that representatives of IEC Associate Members and of non-IEC member countries are not eligible 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 IECRE System membership, shall not be permitted to retain membership of the IECRE System or be admitted to membership in the IECRE System during the period of suspension. National certification bodies and testing laboratories associated with such suspended IEC National Committees or the bodies notified by them as an IECRE System member shall not be permitted to participate in the activities of the IECRE System.

5.3 Application for membership of the IECRE System shall be submitted to the IECRE Executive Secretary by the National Committee of the IEC. The candidate Member Body shall undertake to abide by the Basic Rules and Rules of Procedure of the IECRE System. Applications for IECRE System membership from non-IEC member countries will be handled in accordance with the procedure set out in Annex D.

5.4 There shall be only one Member Body of the IECRE System in a particular country.

5.5 A Member Body wishing to withdraw from membership of the IECRE System shall give at least one calendar year's notice. This Member Body shall pay its annual dues for the calendar year during which the notice was given.

5.6 Any proposal to suspend membership of the IECRE System, or to cancel such suspension, shall require agreement by a majority of at least four-fifths of the total number of IECRE System Member Bodies, except in the case of suspension for non-payment of dues, or any other fees as decided by the REMC.

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 IECRE System.

5.7 Appeals on matters of membership are dealt with by the CAB.

5.8 The REMC shall determine the financial contribution of each Member Body and shall be dependent on its participation in the various Sectors under the IECRE system.

The Member Body will pay pro-rata towards the budget of each of the Sectors it participates in.

6 Organization

6.1 The organization comprises:

- a) an IECRE Management Committee (REMC);
- b) an IECRE Executive Group;
- c) Committees or other subgroups established by the REMC; and
- d) a Secretariat.

6.2 The overall responsibility for the operation of the IECRE System is vested in the REMC, which is a committee of the IEC and operates under the authority of the CAB. The CAB has delegated the management and overall operational responsibility related to the IECRE System to the REMC. The CAB supervises the REMC and has the authority to disband the REMC and/or the IECRE System (IEC Statutes, Article 13). This authority shall not be exercised without prior consultation between the CAB and the REMC.

7 IECRE Management Committee (REMC)

7.1 The composition of the REMC is as follows:

- a) a delegation of up to three persons from each Member Body. The delegation shall take account of all interests in the conformity assessment process at national level, including those of regulatory authorities, end users, manufacturers, service providers, test labs and conformity assessment bodies; (one vote per Member Body);
- b) the Chairman (with casting vote only);
- c) the Vice-Chairman (without vote);
- d) the Treasurer (without vote);
- e) the Executive Secretary (without vote);
- f) Chairmen of Committees established by the REMC (without vote);
- g) the Chairman or designated representative of IEC TC 82: Solar photovoltaic energy systems (without vote);
- h) the Chairman or designated representative of IEC TC 88: Wind turbines (without vote);
- i) the Chairman or designated representative of IEC TC 114: Marine energy – Wave, tidal and other water current converters (without vote); and
- j) the IEC General Secretary (without vote).

7.2 Meetings of the REMC shall be held at least annually. Additional meetings of the REMC may be convened either if decided upon by the Chairman of the REMC or if requested in writing to the IECRE Executive Secretary by at least four Member Bodies.

Decisions taken within the REMC may be taken at a meeting or via correspondence.

In case the meeting is requested by at least four Member Bodies the REMC Chairman must ensure that the meeting is held within three months upon receiving the meeting request.

Notice of the meetings shall be circulated by the IECRE Executive Secretary at least six weeks prior to the meeting. The agenda and proposal documents shall be circulated at least one month prior to the meeting.

In preparing the agenda, the IECRE Executive Secretary shall, as far as possible, list all the documents related to the various items for discussion.

The REMC may refuse to consider matters set before it if the relevant documents have not been circulated in accordance with the above.

Each Member Body of the REMC shall name one person as Chief Delegate.

The CAB Chairman is entitled to attend REMC meetings without a right to vote.

Observers may attend meetings of the REMC with permission of the Chairman. The observers shall have no right to vote, and their right to speak shall be determined by the Chairman.

The IEC General Secretary or his representative may attend all meetings within the IECRE System, *ex officio*, without vote.

Minutes of the meetings of the REMC shall be circulated by the IECRE Executive Secretary to all Member Bodies of the IECRE System within one month of the meeting.

7.3 Meetings of Committees formed by the REMC shall be held as required but normally should be once per year.

Notice of the meetings shall be circulated by the IECRE Executive Secretary at least six weeks prior to the meeting. The agenda and proposal documents shall be circulated at least one month prior to the meeting.

In preparing the agenda, the IECRE Executive Secretary shall, as far as possible, list all the documents related to the various items for discussion.

7.4 The REMC 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 IECRE System;
- b) the appointment of officers of the REMC;
- c) the budget and annual financial account of the IECRE System;
- d) proposals for extensions to the Scope of the IECRE System;
- e) Business Plan; and
- f) proposals for the use of normative documents other than IEC or ISO International Standards and publications.

7.5 The REMC shall decide on:

- a) questions related to membership of the IECRE System;
- b) dues to be paid by Member Bodies;
- c) proposed budget and financial accounts of the IECRE System for approval by the CAB;
- d) surcharges and the conditions under which they may be levied;
- e) proposals regarding changes in the Basic Rules for forwarding to the CAB;
- f) approval of all Rules of Procedure of the IECRE System;
- g) other questions regarding the Rules of Procedure mentioned in f) above;
- h) types of conformity assessment services for the IECRE System for subsequent approval by the CAB;
- i) acceptance of member bodies;

- j) acceptance, rejection and suspension of RECBs and of RETLs;
- k) process for the appointment of assessors for the acceptance and regular audits of RECBs and RETLs;
- l) assessors' fees; and
- m) the layout and content of IECRE System deliverables, e.g. IECRE Certificates of Conformity (RECoCs) and IECRE Test Reports (RETRs).

7.6 The REMC shall, moreover, have the following duties:

- a) to manage the IECRE System in accordance with the Basic Rules and Rules of Procedure of the IECRE System;
- b) to monitor the continuing compliance of Member Bodies, RECBs and RETLs with the Rules of the System;
- c) to monitor acceptance of RECoCs in participating countries;
- d) to promote the IECRE System;
- e) to submit an annual report on its activities to the CAB; and
- f) to carry out any other tasks relevant to the object of the IECRE System, given to it by the CAB.

7.7 The IECRE System shall incorporate a Board of Appeal whose responsibilities are:

- a) to recommend a solution to any dispute referred to it with regard to the application of these Rules; and
- b) to report to the REMC, for appropriate action, any observations relating to the technical content of standards accepted for use in the IECRE System and their application, that have become evident when investigating a dispute.

The Board of Appeal shall consist of a Chairman and four members, with deputies, two of whom shall be from RECBs. They shall be appointed by the CAB, upon nomination by the REMC. Their terms of office shall be three years, and they shall be immediately eligible once for re-appointment for a further period of three years.

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

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.

Neither the Chairman of the Board of Appeal nor the four members or deputies shall serve in a case in which an RECB or an RETL of their country is involved. When necessary in such an event, a person from a country not involved in the case shall be appointed by the Chairman of the CAB upon nomination by the Chairman of the REMC.

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

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.

If a recommendation from the Board of Appeal is not followed or a recommendation may not be reached in the Board of Appeal, either party may submit the case to the CAB for appropriate action.

The Rules of Procedure for the Board of Appeal are given in Annex A.

7.8 Decisions by the REMC concerning Member Bodies of the IECRE System may be appealed to the CAB.

7.9 The REMC may establish Working Groups with clearly defined terms of reference, to advise it on matters related to the management of the IECRE System or to enhance the efficiency of its operation.

NOTE Working Groups may be established for the purpose of dealing with matters relating to, for example:

- the layout and content of assessment report forms for the initial assessment of RECBs and RETLs;
- the evaluation of assessment and reassessment reports for RECBs and RETLs, including recommendations for acceptance, rejection or suspension; and
- the layout and content of RECoCs, and the layout of RETRs.

7.10 Committees established by the IECRE REMC may also establish Working Groups with clearly defined terms of reference, to advise it on matters related to the management of the Sector or to enhance the efficiency of its operation.

NOTE Working Groups may be established for the purpose of dealing with matters relating to, for example:

- Rules of Procedure for the Sector.

7.11 The secretarial duties of any Working Group shall be under the responsibility of the IECRE Executive Secretary.

7.12 Issues of confidentiality are dealt with according to Rules of Procedures established by the REMC.

8 Officers, Executive and administration

8.1 The CAB appointed Officers of the IECRE System are:

- a) the Chairman;
- b) the Vice-Chairman;
- c) the Treasurer; and
- d) the Executive Secretary.

8.2 The Executive Group of the IECRE System comprise:

- a) the CAB appointed Officers of the System; and
- b) the Chairman of each of the Committees established by the REMC.

8.3 The Chairman of the IECRE System is appointed for a period of three years by the CAB, on the nomination of the REMC. He is eligible for re-appointment in the same office for one further period of three years. If at the conclusion of a second or subsequent term there are no new candidates nominated for election to the position, the REMC may by specific resolution, outlining the circumstances, propose to the CAB that the incumbent Chairman be appointed to a further term of three years in that position.

The Chairman shall not, upon appointment, act as a national delegate to the REMC.

The Chairman shall be responsible to the CAB and shall ensure that the affairs concerning the IECRE System are conducted in accordance with these Rules.

The principal duties of the Chairman are to:

- a) convene meetings of the REMC;

- b) preside over the meetings of the REMC;
- c) decide upon the agendas for the meetings of the REMC; and
- d) act on behalf of the REMC between its meetings. This specifically includes:
 - 1) to ensure that each Sector within the IECRE System operates in accordance with the Basic Rules and Rules of Procedure(s) of the IECRE System;
 - 2) to submit an annual report on its activities to the CAB in those years when there is no REMC meeting;
 - 3) to act on any indications of non-compliance of Member Bodies, RECBs and RETLs and to facilitate the process to get such matters resolved; and
 - 4) to carry out any other tasks relevant to the object of the IECRE System, given to it by the CAB (or to cause one or more of the Sector Operational Management Committees (OMC) to carry these out).

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

8.4 The Vice-Chairman of the IECRE System is appointed for a period of three years by the CAB, on the nomination of the REMC. He is eligible for re-appointment in the same office for one further period of three years. If at the conclusion of a second or subsequent term there are no new candidates nominated for election to the position, the REMC may by specific resolution, outlining the circumstances, propose to the CAB that the incumbent Vice-Chairman be appointed to a further term of three years in that position.

The Vice-Chairman may also act as a national delegate to the REMC.

8.5 The Treasurer of the IECRE System is appointed for a period of three years by the CAB, on the nomination of the REMC. He is eligible for re-appointment in the same office for one further period of three years. If at the conclusion of a second or subsequent term there are no new candidates nominated for election to the position, the REMC may by specific resolution, outlining the circumstances, propose to the CAB that the incumbent Treasurer be appointed to a further term of three years in that position.

The Treasurer may at the same time be a national delegate to the REMC.

The principal duties of the Treasurer are to:

- a) guide the IECRE Executive Secretary in financial matters related to the IECRE System;
- b) establish and present to the REMC the budget on the basis of the information supplied by the IECRE Executive Secretary; and
- c) present, with his observations, the audited annual financial reports of the IECRE System to the REMC.

8.6 The Chairman of each Sector OMC and any other Committee established by the REMC is appointed by the REMC for a period of three years, on the nomination of the committee established by the REMC. He is eligible for re-appointment in the same office for one further period of three years. If at the conclusion of a second or subsequent term there are no new candidates nominated for election to the position, the Sector OMC may by specific resolution, outlining the circumstances, propose to the REMC that the incumbent Chairman be appointed to a further term of three years in that position.

The Chairman shall be responsible to the REMC and shall ensure that the affairs concerning the Sector are conducted in accordance with the agreed Rules.

The principal duties of the Committee Chairman are to:

- a) convene meetings of the IECRE established Committee;

- b) preside over the meetings;
- c) decide upon the agendas for the meetings; and
- d) act on behalf of the Committee between its meetings.

The Chairman may attend all meetings within the Sector, *ex officio*, without vote in this capacity.

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

8.7 The Vice-Chairman of each Sector OMC and any other Committee established by the REMC is appointed for a period of three years by the REMC, on the nomination of the REMC established Committee. He is eligible for re-appointment in the same office for one further period of three years. If at the conclusion of a second or subsequent term there are no new candidates nominated for election to the position, the Committee may by specific resolution, outlining the circumstances, propose to the REMC that the incumbent Vice-Chairman be appointed to a further term of three years in that position.

The Vice-Chairman may at the same time be a national delegate to the Committee, except when he takes the chair at a meeting.

In the absence of the Sector OMC Chairman, the Sector OMC Vice-Chairman shall act in his place.

8.8 The Secretariat may be located at the office of a Member Body or at the Central Office of the IEC or elsewhere. The REMC in consultation with the IEC General Secretary shall decide on the degree of administrative support provided by the Central Office.

8.9 The IECRE Executive Secretary is entrusted with the chief executive officer functions in relation to the IECRE System, in consultation with the IECRE Chairman.

The routine work of the IECRE Executive Secretary is to:

- a) provide general administrative and secretarial services for the IECRE System and the secretarial services to the REMC;
- b) provide general administrative and secretarial services for the Committees within the IECRE System and the secretarial services to Committees established by the REMC;
- c) handle the daily financial matters of the Secretariat of the IECRE System;
- d) circulate to the Member Bodies the accounts of the IECRE System;
- e) accept or reject applications from candidate RECBs or RETLs in accordance with the Rules of Procedure of the IECRE System as approved by the REMC;
- f) organize initial assessment and reassessment of RECBs and of RETLs, including the appointment of assessors;
- g) handle requests for extension of acceptance from RECBs and RETLs;
- h) keep up to date records regarding the RECBs and RETLs;
- i) periodically circulate questionnaires requesting information about the standards to which RETRs are recognized or issued and about national differences;
- j) be responsible for editing and arranging the publication of the IECRE publications; and
- k) be responsible for maintaining a list of assessors approved by the REMC and for managing the assessment activities.

8.10 The IECRE Executive Secretary is appointed for a period of five years by the CAB, on nomination by the REMC and is eligible for re-appointment without restriction. The IECRE Executive Secretary is an employee of or a contractor to the IEC and a decision to appoint the

IECRE Executive Secretary requires the prior consent of the IEC General Secretary. The IECRE Chairman shall consult with the CAB Chairman and the IEC General Secretary before a proposal is made to the REMC for the nomination of an IECRE Executive Secretary.

The IECRE Executive Secretary shall act independently of any Member of the IECRE System and shall not act as a national delegate to the REMC. The IECRE Executive Secretary shall be present at all meetings of the REMC, but has no right to vote.

8.11 The Chairman, the Vice-Chairman, the Treasurer and the IECRE Executive Secretary of the IECRE System shall take office on the first day of January of the year after the meeting of the CAB at which they have been appointed unless otherwise determined by the CAB.

8.12 The Chairman and the Vice-Chairman of the OMC and Committees under the IECRE System shall take office on the first day of January of the year after the meeting of the REMC at which they have been appointed unless otherwise determined by the REMC.

8.13 The Officers and Executive of the IECRE System are empowered to make decisions between REMC meetings, as delegated to them by the REMC. They shall, in addition, carry out any other task(s) assigned to them by the REMC. With the Chairman's agreement, members of the Executive may attend all meetings associated with the IECRE System.

Any decision on matters delegated to the Officers shall be reported to the REMC and recorded in the minutes.

9 Committees reporting to the REMC

The REMC may form Committees or Working Groups in addition to the Sector OMCs provided within these Basic Rules, with roles relating to the IECRE System as a whole. The membership, roles, responsibilities and authorities of such Committees or Working Groups shall be determined by the REMC and clearly documented and notified to the CAB. The IECRE Executive Secretary, or designee, shall act as the Secretary of such Committees. The IECRE Executive Secretary shall also manage all Working Groups operating within the IECRE System.

At all times the Committees and Working Groups of the REMC operating within the IECRE System shall report to the REMC who in turn reports to the CAB.

10 Legal provisions

10.1 International level

10.1.1 The REMC 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 expands its means only on achieving the object of Clause 2.

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

10.1.2 The seat of the IECRE System 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 and all cases not specifically provided for in these Basic Rules.

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 of the IECRE System shall violate, or cause any acts which violate, the laws of a country in which the IECRE System operates. It is the responsibility of the Member Body in each participating country, in the establishment of the national rules implementing the IECRE System, to provide the necessary legal protection against the violation of any law.

10.3 Legal protection

The granting of certification of conformity shall not transfer to the REMC or to the IEC any of the legal responsibilities incumbent, under the national or international law, on the manufacturer or on the supplier of the product or service so certified.

10.4 Exclusion of liability

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

10.5 Exoneration

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

11 Standards

11.1 The IECRE System is based on the use of specific IEC and ISO International Standards and publications for covering RE equipment and services, accepted by the REMC for use in the IECRE System. Specific CAB approval is required should the REMC propose to make use of normative documents other than IEC or ISO International Publications.

The list of document types approved for use in the IECRE System is included in Annex C.

11.2 If the REMC wishes to include in the IECRE System types for which there is no IEC International 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 REMC shall, through the CAB, request the Standardization Management Board (SMB) of the IEC to initiate the preparation of the required standard.

12 Voting

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

12.2 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 is not permitted. If a quorum is not present any recommendations taken at the meeting must be voted on by correspondence to REMC Member Bodies.

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.

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. A vote by correspondence is terminated when all Member Bodies have voted or two months 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. If the votes are equally divided, the Chairman shall decide on the action to be taken.

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

12.3 Proposed amendments to the Basic Rules shall be communicated in writing to the Member Bodies at least three months prior to the meeting of the REMC at which the proposed amendments are to be considered.

Such amendments are approved if at least two-thirds of the Member Bodies present are in favour. If approved by the REMC, the proposed amendments shall be submitted to the CAB for approval. The amendments are applicable immediately following approval by the CAB.

The CAB may amend the Basic Rules on its own initiative, however before taking any such action the CAB shall consult with the REMC.

12.4 Decisions affecting the Rules of Procedure of the IECRE System shall be taken by the REMC. Proposed 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 REMC at which the proposed amendments are to be considered.

Such amendments are approved if two-thirds of the Member Bodies present are in favour. If this condition is not fulfilled, the REMC may decide to submit the proposed amendments for approval by the Member Bodies by correspondence. The amendments are approved if a two-thirds majority of the votes cast by the members are in favour. Abstentions are excluded when the votes are counted. Approved changes to the Rules of Procedure are to be notified to the CAB meeting next following the REMC approval.

13 Finance

13.1 The IECRE System shall be self-financing.

13.2 The financial year of the IECRE System shall be the calendar year.

13.3 The IECRE System shall derive its income from annual dues paid by its Member Bodies and from other sources as approved by the REMC.

13.4 Each year, not later than the end of March, the IECRE Executive Secretary shall send to the Member Bodies the accounts of the IECRE System for the preceding year, duly ratified by a professional auditor and signed by the Treasurer of the IECRE System.

The REMC shall consider and endorse the audited accounts at a REMC meeting. The endorsed accounts shall be forwarded to the CAB Secretary not later than the deadline prescribed from time to time by the CAB.

13.5 The draft annual budget for the following year will be forwarded to Member Bodies in sufficient time to ensure approval by correspondence not later than the end of the third week of March. The approved annual budget of the IECRE System shall be forwarded to the CAB Secretary not later than the deadline prescribed from time to time by the CAB.

The REMC shall establish the system of allocating the dues within the IECRE System.

The dues for the running year shall be paid in the first six months of each calendar year.

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

13.6 Any Member Body whose dues for a given calendar year have not been paid by 30 June of that year may have its membership suspended.

During such a suspension, the Member Body has no right to send a delegation to the REMC or Sector OMC, or to receive documents or publications of the IECRE System, or to exercise its vote or to participate in the IECRE System. RECBs and RETLs associated with such suspended IECRE Member Bodies shall not be permitted to participate in the activities of the IECRE System.

13.7 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.

14 Dissolution of the IECRE System

Any proposal for dissolution of the IECRE System, if supported by more than two-thirds of the total number of REMC Member Bodies, 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 End User, an RECB, an RETL, an OEM or a Member Body of the IECRE 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 RECB about a matter with which this applicant is concerned, the applicant shall first appeal according to the appeal procedure of the RECB 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 or if the national appeal procedure is not applicable, the applicant may submit an appeal in writing to the IECRE Executive Secretary within one month after having been informed of the decision, setting out all reasons for the appeal.

A.3 When an End User, an RECB, an RETL, an OEM or a Member Body wishes to submit an appeal, it shall do so in writing to the IECRE Executive Secretary 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 shall normally meet in conjunction with a meeting of the REMC. 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 IECRE System before the meeting can take place.

A.5 When the Board of Appeal meets to consider a case, the following information shall be available:

- a) the appeal;
- b) the text of all correspondence between the parties and with the Secretary of the REMC that is essential for the appeal;
- c) extract from the relevant reports on testing;
- d) photographs of the equipment or a specimen of it; and
- e) drawings, circuit diagrams, instruction handbooks, and so on, as necessary.

Normally, these documents shall be circulated at least four weeks before a meeting by the Executive Secretary of the REMC 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 IECRE Executive Secretary 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 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 IEC General Secretary.

A.11 The recommendations of the Board of Appeal shall be presented to the REMC at its next meeting in such a way as not to reveal the identity of the parties, when that is desired. When an RECB has not followed a recommendation of the Board of Appeal, the REMC shall decide on appropriate steps to be taken.

Annex B (normative)

Approved scope of the IECRE System

The following Sectors are included in the Scope of the IECRE System and approved by the IEC Conformity Assessment Board (CAB):

- Solar PV Energy
- Wind Energy
- Marine Energy

These Sectors are operated under the following Scheme(s):

- Products, e.g. components and systems, taking into account that several components or equipment are covered by other IEC CA Systems, like IECEE
- Services, e.g. installation and other related Services of the Sector
- Personnel, e.g. covering the competence of those working in the Sector

Annex C
(normative)

Document types approved for use in the IECRE System

The following document types have been approved by the IEC Conformity Assessment Board (CAB) for use within the IECRE System for testing and certification purposes:

- IEC or ISO International Standards and publications
- Other publication types as approved by CAB

Annex D

(normative)

Conditions for bodies and organizations domiciled in non-IEC member countries to become members of an IEC Conformity Assessment System

0 Foreword

Bodies and organizations domiciled in non-IEC member countries making application for acceptance into an IEC Conformity Assessment System shall fully satisfy all the conditions specified below.

1 Conditions to be satisfied

1.1 Use of IEC International Standards to grant “national marks”

Within the country test and assessment work carried out under the IEC CA System will be recognized as the basis for national certification or approval by any existing or future national certification body(ies) proposed for participation in the System or will be accepted directly by the country's product approval authorities.

1.2 Well-established body recognized at national level by the authorities and the market

Applicant bodies from non-IEC member countries must demonstrate the existence of a body(ies) operating a national certification or approval recognized by the authorities and the market. If no such body(ies) exist, applicants must provide details of regulatory or other arrangements providing for direct acceptance of conformity assessment results.

1.3 IEC membership

Applicants should commit to apply for at least associate membership of the IEC within an agreed time period after admission to a System. The agreed time should be proposed by the Applicant itself and approved by the IEC General Secretary & CEO. If not already an Affiliate the applicant must participate in the IEC Affiliate Country Programme and receive Affiliate Conformity Assessment Status of the Programme until such time as the applicant becomes a member of the IEC. Bodies in Countries suspended from the IEC may not be admitted to the IEC CA Systems for a period of three (3) years following their suspension.

1.4 ExCo decision on acceptability

The IEC General Secretary shall be informed by the System Secretary of all applications (or possible applications, where known by the System Secretary) from non-IEC member countries, in order that the IEC ExCo may take a decision in principle as to their acceptability in terms of general IEC policy and any specific requirements with respect to IEC membership, after receiving the IEC General Secretary's view on this. A timetable for applying for at least associate membership of the IEC shall be agreed with the IEC General Secretary & CEO. The ExCo decision shall be conveyed to the System. The ExCo through the CO (including the secretariats of CAB, SMB and the Affiliate Country Programme) will monitor the progress of the non-IEC member country on its timeline for becoming a member of the IEC.

1.5 Compliance with System membership requirements

Applicants and associated certification bodies and testing laboratories must undertake to comply with all relevant System rules and requirements, including payment of annual dues and sharing of costs as defined in the System rules and varied by the System management committee.

2 Participation rights

The applicant member body and associated certification bodies and testing laboratories have the same rights of participation in the activities of the System as are exercised by those System members, who are also members of the IEC, except that representatives 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.

3 Application procedure

3.1 Member body

An application for member body shall be made according to the Basic Rules and Rules of Procedure of the System and must include an undertaking to full commitment by its proposed certification body(ies), or relevant regulatory authorities, to recognize test and assessment work carried out by any member of the System for the purpose of granting the “National Mark” or other means of national recognition (ref. Clause 1.1).

The applicant organization shall provide the following information:

- a) reasons for the application for membership;
- b) the timetable for joining the System;
- c) the timetable for applying for at least associate membership of the IEC;
- d) a description of the structure or proposed structure in the country related to member body, certification body(ies) and testing laboratory(ies) as well as the responsibility for standards;
- e) existence of mandatory and/or voluntary certification Sectors ;
- f) existence of national differences from IEC International Standards and of conflicting national standards or regulatory requirements, if any (where applicable); and
- g) plans for participation in IEC standardization work.

3.2 Processing of applications

The complete member body application, fulfilling all of the requirements specified herein and the relevant requirements of the System Basic Rules and Rules of Procedure, shall be submitted to the System Secretary for evaluation and processing according to the Basic Rules, the Rules of Procedure and any relevant Operational Documents.

Prior to finalizing an application the System Executive Secretary shall ensure that advice has been obtained from the IEC General Secretary on the ExCo's decision with respect to acceptability in terms of general IEC policy and any specific requirements with respect to IEC membership (refer to 1.3 and 1.4).

The final decision of the System management committee will be notified to the applicant member body and to the IEC Conformity Assessment Board (CAB).

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