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United States
National Committee
of the IEC

USNC CA 01

USNC Conformity Assessment Mirror Committee Operating Procedures

Published by
USNC CAPCC
c/o USNC
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40 **FOREWORD**

41 This document establishes the Operating Procedures for USNC Conformity Assessment Mirror
42 Committees established by the USNC Conformity Assessment Policy Coordination Committee (CAPCC).

43
44
45 USNC Conformity Assessment System Mirror Committees are standing committees of the USNC
46 CAPCC. Each USNC CA Mirror Committee operates under these Operating Procedures that may
47 additionally be supplemented, but not contradicted, with the approval of the USNC CAPCC to meet the
48 operational needs of each Mirror Committee.

49
50 *Note: This document was developed by the USNC CAPCC Sub-Committee on Operating Procedures.*

51
52 **Revision History**

53

Revision Date	Summary of Changes
2019-09-xx	Initial Release

54

Effective Date	Next Maintenance Due Date
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55
56 Inquiries, comments, and proposed or recommended revisions should be submitted to the USNC/(Mirror
57 Committee) by contacting the:

58
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CONTENTS

	Page
63	
64	
65	FOREWORD i
66	Section 1 PURPOSE 5
67	1.1 Purpose of USNC CA Mirror Committee 5
68	1.2 Objective of IEC CA Systems..... 5
69	Section 2 ORGANIZATION, MEMBERSHIP, MEMBERSHIP CATEGORIES AND DUTY 5
70	2.1 Organization 5
71	2.1.1 U.S. National Interested Parties 5
72	2.1.2 Standing or Temporary Committees 5
73	2.2 Membership 5
74	2.2.1 Approval..... 5
75	2.2.2 Representation 6
76	2.2.3 Voluntary Termination 6
77	2.2.4 Membership Dues 6
78	2.2.5 Voting Status 6
79	2.2.6 Termination..... 6
80	2.3 Membership Categories 6
81	2.4 Duties..... 6
82	Section 3 USNC CA MIRROR COMMITTEE OFFICERS..... 7
83	3.1 Officers 7
84	3.1.1 Approval of Officers 7
85	3.1.2 Term of Office 7
86	3.2 Chair 7
87	3.2.1 Duties..... 7
88	3.2.2 Actions Between Meetings 7
89	3.2.3 Attendance at Standing and Temporary Committees 7
90	3.2.4 Interim Chair 7
91	3.3 Vice-Chair 8
92	3.3.1 Duties..... 8
93	3.3.2 Attendance at Standing and Temporary..... 8
94	3.4 Immediate Past Chairman 8
95	3.5 Treasurer 8
96	3.5.1 Duties..... 8
97	3.5.2 Annual Fees 8
98	Section 4 SECRETARIAT 8
99	4.1 Memorandum of Agreement..... 9
100	4.2 term of office 9
101	4.3 Appointment of Secretary 9
102	4.4 Secretary 9
103	4.4.1 Duties..... 9
104	4.4.2 Meetings 9
105	4.4.3 Voting Documents 9
106	4.4.4 Other Documents 9
107	4.4.5 Circulation..... 10
108	4.4.6 Recording Keeping..... 10
109	4.4.7 Financials..... 10
110	4.4.8 USNC CA Mirror Committee Activity 10
111	Section 5 USNC CA MIRROR COMMITTEE MEETINGS 11
112	5.1 Number of Meetings 11
113	5.2 Amendments to Agendas 11
114	5.3 Quorum Requirements 11

115	5.4	Voting Requirements	11
116	5.5	Letter Ballots	11
117	5.5.1	Letter Ballot Authorization	11
118	Section 6	PARTICIPATION IN THE IEC CONFORMITY ASSESMENT SYTEM	12
119	6.1	Membership in the IEC Conformity Assessment System.....	12
120	6.2	Application for Expansion of U.S. Scope.....	12
121	6.2.1	Coordination with Other Committees	12
122	6.2.2	Scope Determination	12
123	6.2.3	Application	12
124	6.3	Application by CABs to IEC Conformity Assessment Systems	12
125	6.3.1	Application by CABs	12
126	6.3.2	Management Committee Representation.....	12
127	6.3.3	Declaration to Abide by the IEC Conformity Assessment System Rules and	
128		Procedures	12
129	6.3.4	Declaration to Pay Expenses of Peer Assessment Team.....	12
130	6.3.5	Secretary Review and Submission of Applications	13
131	6.3.6	CAB Request for Scope Extension	13
132	6.3.7	Partial Withdraw of a CAB from a Systems or one of its Schemes.....	13
133	6.3.8	CAB Complete Withdraw from a System or one of its Scheme	13
134	6.4	Individual Participation Within IEC Conformity Assessment Systems	13
135	6.4.1	Appointment of Official U.S. Delegate(s) to Management Committee Meetings	13
136	6.4.2	Nominations for IEC Conformity Assessment System Participation	13
137	6.4.3	Expenses	14
138	6.5	Development and Communication of USNC CA Mirror Committee Positions on IEC	
139		Conformity Assesment System Matters	14
140	6.5.1	Development of Positions on IEC Conformity Assessment System Management	
141		Committee Matters	14
142	6.5.2	Communication of USNC CA Mirror Committee Positions.....	14
143	6.6	system standards	15
144	6.6.1	Master Set of U.S. National Differences.....	15
145	Section 7	APPEAL PROCEDURE	15
146	7.1	General	15
147	7.2	Appeal.....	Error! Bookmark not defined.
148	7.3	Response.....	15
149	7.4	Hearing	15
150	7.5	Appeals Panel.....	15
151	7.6	Conduct of the Hearing.....	15
152	7.7	Decision	15
153	7.8	Further Appeal	16
154	7.9	Decisions between CABs	16
155	7.10	Organization Seeking Recognition as a CAB.....	16
156	Section 8	AMENDMENTS	16
157	Section 9	REPORTING OBLIGATIONS TO CAPCC.....	17
158			

159 **Section 1 PURPOSE**

160 **1.1 PURPOSE OF THE USNC CONFORMITY ASSESSMENT (CA) MIRROR COMMITTEE**

161 The purpose of each USNC CA Mirror Committee is to serve as the U.S. member body of the IEC
162 Conformity Assessment System under their scope of responsibility; to provide a structure that is open to
163 all related U.S. national interested parties; and to process applications for submission via the Secretariat
164 of the USNC CA Mirror Committee. Each USNC CA Mirror Committee is responsible for developing the
165 U.S. viewpoints and comments in all matters pertaining to their respective IEC Conformity Assessment
166 System.

167
168 **1.2 OBJECTIVE OF IEC CA SYSTEMS**

169 The objective of each IEC CA System is to facilitate international trade by providing a global framework
170 for impartial third-party conformity assessment and certification of equipment, services, personnel and
171 other related activities, encompassing the concept of mutual recognition.

172 **Section 2 ORGANIZATION, MEMBERSHIP, MEMBERSHIP CATEGORIES AND**
173 **DUTIES**

174 **2.1 ORGANIZATION**

175 Membership in the USNC CA Mirror Committee shall be open to all U.S. national interested parties
176 (organizations, companies, government agencies, individuals, etc.) who are directly and materially
177 affected by the committee's activity. Participation shall be fair and equitable without dominance by any
178 single interest.

179
180 **2.1.1 U.S. National Interested Parties**

181 A U.S. national interested party is one of the following entities directly and materially affected by the
182 relevant IEC Conformity Assessment System activities:

- 183
- 184 a. An individual representing a corporation or an organization domiciled in the U.S. (including U.S.
185 branch offices of foreign companies authorized to do business in one or more states as defined
186 by the relevant State's Corporation law within the U.S.);
 - 187 b. An individual representing a U.S. federal, state or local government entity; or
 - 188 c. A U.S. citizen or permanent resident.
- 189

190 **2.1.2 Standing or Temporary Working Groups or Similar**

191 The USNC CA Mirror Committee may establish and prescribe the membership, scope and rules of
192 working groups or similar, as it deems necessary to the conduct of its operations and responsibilities.

193
194 **2.2 MEMBERSHIP**

195 U.S. national interested parties that may become members of the USNC CA Mirror Committee shall make
196 a request for membership in writing to the USNC CA Mirror Committee Secretary stating why they believe
197 their stakeholder is directly and materially affected by the committee's activities.

198
199 **2.2.1 Approval**

200 Upon determination of material interest, the USNC CA Mirror Committee shall approve membership of
201 U.S. national interested parties by an affirmative vote of at least two-thirds of the voting members,
202 provided that they have also paid the USNC CA Mirror Committee membership dues (2.2.4).

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2.2.2 Representation

Each accepted member shall name and be represented by their Principal and may identify one or more alternates. Alternates may attend meetings with or without the Principal and participate in the discussions but they may vote only in the absence of the Principal. No individual may represent more than one organization. Principals and Alternates, if any, shall become members of the USNC CA Mirror Committee following their organization's nomination to the Secretary and their subsequent approval for membership by the current members of the USNC CA Mirror Committee. They shall serve as specified by the organizations they represent or until their successors are identified.

2.2.3 Voluntary Termination

USNC CA Mirror Committee non-conformity assessment body members may voluntarily terminate their membership in the USNC CA Mirror Committee. Written notification of intent to resign from membership in the USNC CA Mirror Committee shall be forwarded to the USNC CA Mirror Committee Secretary at least 30 days in advance of withdrawal. USNC CA Mirror Committee dues paid by withdrawing non-conformity assessment body members during the calendar year of resignation and withdrawal shall not be refunded to the withdrawing member.

2.2.4 Membership Dues

Dues for members of USNC CA Mirror Committees are on an annual basis based on their membership category (2.3). Dues for new members shall be pro-rated according to calendar quarters of the USNC CA Mirror Committee fiscal year, during the first fiscal year of membership. Annual dues are non-refundable.

2.2.5 Voting Status

A member's status shall be changed automatically to non-voting for failure to attend or be represented by a duly qualified alternate at three (3) consecutive meetings and will be informed of the change in status by the USNC CA Mirror Committee Secretary. A member shall be immediately reinstated to voting status upon participation in a meeting either via teleconference (when available) or in person.

2.2.6 Termination

A member may be terminated upon failure to perform duties (2.4). The USNC CA Mirror Committee Secretary shall direct the matter to the USNC CA Mirror Committee for appropriate action, which may include termination of membership.

2.3 MEMBERSHIP CATEGORIES

Membership categories shall consist of at least the following:

- a. U.S. Conformity Assessment Bodies (CABs)
- b. Industry (manufacturers, users and associations)
- c. General (e.g., individuals without a CAB, industry or government affiliation)
- d. Government (federal, state or local)

2.4 DUTIES

The duties of USNC CA Mirror Committee members generally include:

- a. Regularly attend USNC CA Mirror Committee meetings and vote on business coming before the USNC CA Mirror Committee
- b. Arrange for attendance by a duly designated alternate in the event that attendance by the Principal at the USNC CA Mirror Committee meeting is not possible
- c. Serve on USNC CA Mirror Committee WGs or similar as appointed
- d. Vote on the expenditure of funds in the IEC Conformity Assessment System/Scheme(s)

- 254 e. Vote on letter ballots on USNC CA Mirror Committee business
- 255 f. To remit timely payment of the requisite national or international fees

256 **Section 3 USNC CA MIRROR COMMITTEE OFFICERS**

257 **3.1 OFFICERS**

258 The Officers of the USNC CA Mirror Committee shall include a Chair, an Immediate Past Chair, one or
259 more Vice-Chair(s) and a Treasurer.

260

261 **3.1.1 Approval of Officers**

262 The Officers, with the exception of the Immediate Past Chair, shall be chosen from members of the USNC
263 CA Mirror Committee at a duly constituted meeting of the USNC CA Mirror Committee. Alternatively, the
264 USNC CA Mirror Committee may appoint a nominating committee for this purpose. Selection of Officers
265 shall reflect the balance in the organization with the intention that multiple categories or membership is
266 represented among the Officers. The Officers shall continue to have the privilege of the floor and the right
267 to vote.

268

269 **3.1.2 Term of Office**

270 Officers shall be elected for a term of four (4) years. They may be re-elected for successive terms.

271

272 **3.2 CHAIR**

273 The Chair shall take office and assume the duties of the office on the date stipulated in the election, and
274 shall continue to serve until the completion of the specified term or until a successor is elected.

275

276 **3.2.1 Duties**

277 The duties of the Chair shall include the following:

278

- 279 a. Preside over meetings
- 280 b. Decide upon the provisional agendas for meetings
- 281 c. Appoint delegates to international meetings subject to the concurrence of the USNC CA Mirror
282 Committee
- 283 d. Provide overall guidance and direction to the Secretary in the administration of the USNC CA
284 Mirror Committee activities
- 285 e. Vote when a deciding vote is required
- 286 f. Authorize payment of funds not to exceed \$1,000
- 287 g. Establish standing or temporary committees and appoint members to them with USNC CA Mirror
288 Committee approval.

289

290 **3.2.2 Actions between Meetings**

291 The Chair may decide that a vote on a basic operational or budgetary matter may be taken between
292 meetings by letter ballot.

293

294 **3.2.3 Attendance at Standing and Temporary WG or Similar**

295 The Chair has the right as an ex-officio to attend the meetings of all standing and temporary committees
296 of the USNC CA Mirror Committee.

297

298

299 **3.2.4 Interim Chair**

300 In case of death, incapacity or resignation of the Chair, one of the Vice-Chairs (if more than one) shall
301 serve as Chair until a new Chair is elected. In this case, a new Chair shall be elected within 6 months.

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3.3 VICE-CHAIR

The Vice-Chair(s) shall take office and assume the duties of the office on the date stipulated in the election, and shall continue to serve until the completion of the specified term or until a successor is elected.

3.3.1 Duties

The Vice-Chair(s) shall support the Chair, as appropriate, in the handling of his/her duties. In the absence of the Chair, the Vice-chair(s) shall perform all the duties and have the authority of the Chair.

3.3.2 Attendance at Standing and Temporary

The Vice-Chair(s) has the right as an ex-officio to attend the meetings of all standing and temporary committees of the USNC CA Mirror Committee.

3.4 IMMEDIATE PAST CHAIR

The Immediate Past Chair, having served as Chair, shall take office automatically for a period of one (1) year and shall have such powers and duties as may be assigned or delegated by the Chair. In the absence of the Chair and Vice-Chair, the Immediate Past Chair shall perform all the duties and have the authority of the Chair.

3.5 TREASURER

The Treasurer shall be responsible for the administration of the financial matters of the USNC CA Mirror Committee in accordance with these Operating Procedures and any related Supplement established by the USNC CA Mirror Committee.

3.5.1 Duties

The duties of the Treasurer shall be determined by the USNC CA Mirror Committee, and shall include the following:

- a. Provide general guidance to the USNC CA Mirror Committee Secretary on financial matters
- b. Prepare and recommended an annual budget
- c. Present financial information and reports at USNC CA Mirror Committee meetings and, if necessary, through other means of communication coordinated by the Secretary
- d. Circulate, periodically to the members of the USNC CA Mirror Committee, statements detailing audit findings of the USNC CA Mirror Committee accounts

3.5.2 Annual Fees

Annual fees shall be established by membership categories on recommendation of the Treasurer and by two-thirds vote of the voting membership. The fees shall be determined by taking the approved operating budget, removing any portion directly attributed to CAB participation in the related IEC Conformity Assessment System, and dividing the remainder among all dues paying members. The CAB(s) shall be responsible for additional expenses due to their participation in the System. Government membership shall normally be without fee but in no case shall it be more than 10 percent of the annual fee.

Section 4 SECRETARIAT

The Secretariat of a USNC CA Mirror Committee shall only be designated or transferred per the USNC Rules of Procedure.

349 **4.1 MEMORANDUM OF AGREEMENT**

350 The Secretariat shall execute a memorandum of agreement with ANSI thereby agreeing to ANSI's terms
351 and conditions.

352
353 **4.2 TERM OF OFFICE**

354 The Secretariat shall be designated for a term of four (4) years. They may be re-elected for successive
355 terms.

356
357 **4.3 APPOINTMENT OF SECRETARY**

358 The Secretariat is responsible for providing administrative support for the activities of the USNC CA Mirror
359 Committee. The Secretariat shall appoint the Secretary subject to the concurrence of the USNC CA Mirror
360 Committee and shall provide other support necessary for the conduct of the duties of the Secretary. The
361 Secretary shall have the privilege of the floor at all meetings of the USNC CA Mirror Committee and its
362 standing and temporary committees, but no vote.

363
364 **4.4 SECRETARY**

365 **4.4.1 Duties**

366 The Secretary shall take action as instructed by the USNC CA Mirror Committee or as directed by the
367 Chair, and carry out the day-to-day work of the USNC CA Mirror Committee between meetings.

368
369 **4.4.2 Meetings**

370
371 **4.4.2.1 Records**

372 The Secretary is responsible for keeping records of the meetings of the USNC CA Mirror Committee, and
373 other activities relevant to U.S. participation in the IEC Conformity Assessment System.

374
375 **4.4.2.2 Agendas**

376 With guidance from the Chair, the Secretary shall prepare provisional meeting agendas and make
377 arrangements for meetings of the USNC CA Mirror Committee. Meeting dates and location shall be at the
378 call of the Chair with concurrence of the USNC CA Mirror Committee Officers.

379
380 **4.4.2.3 Notice**

381 The Secretary shall send notice and draft agendas (with supporting documents) of meetings at least thirty
382 [30] days in advance of meetings.

383
384 **4.4.2.4 Minutes**

385 The Secretary shall prepare draft minutes of meetings of the USNC CA Mirror Committee, arrange for
386 review by the Officers and legal counsel as necessary, and distribute to members of the USNC CA Mirror
387 Committee within thirty (30) days.

388
389 **4.4.3 Voting Documents**

390 The Secretary shall supervise the preparation and circulation of all documents on which a vote has to be
391 taken, and shall deal with all other matters relating to voting.

392
393 **4.4.4 Other Documents**

394 The Secretary is responsible for preparing, drafting, reproducing and distributing all types of USNC CA
395 Mirror Committee documents when so directed by the Chair or by the USNC CA Mirror Committee.

396

397 **4.4.5 Circulation**

398 As authorized to do so, the Secretary shall carry out the necessary procedures for the amendment and
399 reissue, as required, of all types of USNC CA Mirror Committee documents.
400

401 **4.4.6 Recording Keeping**

402 The Secretary shall be responsible for the maintenance of complete records of all proceedings and
403 correspondence pertaining to the IEC Conformity Assessment System's activities.
404

405 **4.4.7 Financials**

406
407 **4.4.7.1 Receivables**

408 The Secretary shall issue invoices for the collection of USNC CA Mirror Committee funds as directed by
409 the Treasurer.
410

411 **4.4.7.2 Payables**

412 The Secretary shall issue checks against the USNC CA Mirror Committee account for payment as
413 specifically directed by the USNC CA Mirror Committee.
414

415 For required payments, in the event that the Chair is unavailable for three (3) days and a payment or
416 decision is required, the Secretary is authorized to make payment with concurrence of one of the other
417 Officers.
418

419 **4.4.8 USNC CA Mirror Committee Activity**

420
421 **4.4.8.1 Circulation of Documents**

422 In accordance with general guidance from USNC CA Mirror Committee, the Secretary shall circulate to
423 members of the USNC CA Mirror Committee for information or decision, documents received from the
424 IEC Conformity Assessment System Secretariat and or Committees.
425

426 **4.4.8.2 National Position**

427 The Secretary shall submit to the Secretariat of the IEC Conformity Assessment System, positions
428 approved by the USNC CA Mirror Committee.
429

430 **4.4.8.3 National Differences**

431 The Secretary shall submit to the Secretariat of the IEC Conformity Assessment System a summary of
432 the initial U.S. national differences from standards accepted for use in the IEC Conformity Assessment
433 System, and any significant changes that occur from time-to-time.
434

435 **4.4.8.4 Records**

436 In addition, the Secretary shall maintain such files of correspondence as are necessary, but in particular
437 that with the IEC Conformity Assessment System Secretariat, other member organizations, the IEC
438 Conformity Assessment System Management Committee and related committees.
439

440 **4.4.8.5 Appeals**

441 The Secretary shall assist U.S. participants in making appeals to an IEC Conformity Assessment System.
442 Further appeals may be made in accordance with [Section 7](#) of this document.

443 **Section 5 USNC CA MIRROR COMMITTEE MEETINGS**

444 The USNC CA Mirror Committee shall meet as often as necessary to conduct its regular business.

445

446 **5.1 NUMBER OF MEETINGS**

447 The USNC CA Mirror Committee shall meet at least once per year. Other meetings may be called at the
448 Chair's discretion or at the request of at least four (4) members of the USNC CA Mirror Committee.

449

450 **5.2 AMENDMENTS TO DRAFT AGENDAS**

451 Matters not on the previously distributed draft agenda may be discussed by any USNC CA Mirror
452 Committee member, except for those actions requiring approval by a two-thirds vote. Actions on these
453 items may be taken at the meeting where a quorum is present if agreed upon by all members present.
454 Otherwise, actions shall be taken and subject to confirmation by letter ballot.

455

456 **5.3 QUORUM REQUIREMENTS**

457 The presence of at least a majority of the voting members at any meeting of the USNC CA Mirror
458 Committee shall constitute a quorum and shall be a duly constituted meeting for conducting business.

459

460 **5.4 VOTING REQUIREMENTS**

461 Except where otherwise covered by these procedures, operational, budgetary and membership matters
462 considered at meetings of the USNC CA Mirror Committee shall be decided by a two-thirds majority of the
463 members present and voting at a duly constituted meeting. Operational procedures or budgetary matters
464 include, but are not limited to the following:

465

- 466 a. USNC CA Mirror Committee dues for U.S. participants
- 467 b. Annual budget for the USNC CA Mirror Committee
- 468 c. Addition of new U.S. national interested parties to the USNC CA Mirror Committee
- 469 d. Election of the Secretariat of the USNC CA Mirror Committee
- 470 e. Election of Officers of the USNC CA Mirror Committee
- 471 f. Recommendations to amend these Operating Procedures or the related IEC CA Mirror
472 Committee Supplement to these Operating Procedures

473

474 A simple majority of the members present and voting at such meeting shall decide other matters.

475

476 **5.5 LETTER BALLOTS**

477 Except where otherwise covered in these procedures, letter/electronic ballots on basic operational or
478 budgetary matters shall be decided by a two-thirds majority of the members voting provided at least 75
479 percent of the members return their ballots by the closing date. Other matters, subject to letter ballot, are
480 decided by a simple majority voting provided that not less than half the members vote. Letter ballots
481 normally should close thirty (30) days from issue. The Secretary shall indicate on the letter ballot whether
482 a simple or two-thirds majority is required for acceptance. Appeals to this process shall be made in
483 accordance with [Section 7](#).

484

485 **5.5.1 Letter Ballot Authorization**

486 A letter ballot may be authorized by any of the following:

487

- 488 a. The Chair of the USNC CA Mirror Committee
- 489 b. A majority vote at a duly constituted meeting of the USNC CA Mirror Committee
- 490 c. Petition of four (4) or more members of the USNC CA Mirror Committee

491 **Section 6 PARTICIPATION IN THE IEC CONFORMITY ASSESSMENT SYSTEM**

492 The USNC CA Mirror Committee shall participate in its respective IEC Conformity Assessment System in
493 accordance with the IEC Statutes and Rules of Procedure and the IEC Conformity Assessment Systems
494 Basic Rules (IEC CA 01) and applicable Rules of Procedures of the System as amended by the
495 respective IEC Conformity Assessment System Management Committee.

496
497 **6.1 MEMBERSHIP IN THE IEC CONFORMITY ASSESSMENT SYSTEM**

498 The USNC CA Mirror Committee is the U.S. member body of the respective IEC Conformity Assessment
499 System.

500 **6.2 APPLICATION FOR EXPANSION OF U.S. SCOPE**

502 **6.2.1 Coordination with Other Committees**

503 When the USNC CA Mirror Committee desires to participate in a new scheme or procedure and/or
504 recognize an additional category, the decision to participate shall be made with the consent of the USNC
505 CAPCC. The adoption of such schemes or procedures shall be an agenda item of the applicable USNC
506 CA Mirror Committee.

507
508 **6.2.2 Scope Determination**

509 Prior to the joining of a new or enhanced System or Scheme, it shall be determined which U.S. standards
510 are applicable, what national differences there will be, and whether or not CABs require national
511 credentials to be able to offer services to U.S. requirements (if applicable).

512
513 **6.2.3 Application**

514 Application shall be in accordance with the rules of the IEC Conformity Assessment System to manage
515 the additional product category, new System, Scheme and/or procedure. The USNC CA Mirror
516 Committee shall forward the application to the appropriate IEC Conformity Assessment System
517 Secretariat.

518
519 **6.3 APPLICATION BY CABS TO IEC CONFORMITY ASSESSMENT SYSTEMS**

520 **6.3.1 Application by CABs**

521 The applicant shall prepare an application requesting acceptance as a CAB within an IEC Conformity
522 Assessment System for a specific scope of activity, and then submit the application to the Secretary of
523 the USNC CA Mirror Committee for processing.

524
525 **6.3.2 Management Committee Representation**

526 The applicant shall provide written authorization for the USNC CA Mirror Committee to represent them to
527 the IEC Conformity Assessment System Management Committee for the purpose of attaining the status
528 the applicant is seeking.

529
530 **6.3.3 Declaration to Abide by the IEC Conformity Assessment System Rules and Procedures**

531 The candidate shall execute a declaration stating that they are willing to abide by the Rules and
532 Procedures of the IEC Conformity Assessment System.

533
534 **6.3.4 Declaration to Pay Expenses of Peer Assessment Team**

535 A declaration by the mirror committee applicant agreeing to pay the traveling and accommodation
536 expenses arising from peer assessment by an appointed peer assessment team. These expenses shall
537 be agreed in advance by the applicant. An estimate of the expenses shall be provided to the applicant in
538 advance of the assessment.

539

540 **6.3.5 Secretary Review and Submission of Applications**

541 Upon receipt of the Application and any required associated materials the Secretary of the USNC CA
542 Mirror Committee will submit the candidate's application to the Secretariat of the IEC Conformity
543 Assessment System in a timely manner (normally within ten [10] working days). The Secretary shall make
544 no substantive comments, suggestions or changes to the application of any applicant but shall be
545 permitted to verify the completeness of the application according to the rules and procedures of the
546 System and shall, at the same time, inform the members of the USNC CA Mirror Committee of this action
547 in writing.

548
549 **6.3.6 CAB Request for Scope Extension**

550 When an accepted CAB wishes to apply for extension of their acceptance, within the rules of the IEC
551 Conformity Assessment System, that CAB shall prepare the necessary applications and submit them to
552 the Secretary of the USNC CA Mirror Committee. The applicant CAB will also be responsible for
553 forwarding a processing fee to the System upon receipt of an invoice from the System.

554
555 **6.3.7 Partial Withdraw of a CAB from a Systems or one of its Schemes**

556 An accepted CAB that wishes to withdraw from recognizing and issuing deliverables with respect to
557 certain standards under a Scheme, or wishes to withdraw from any of the other Schemes under an IEC
558 Conformity Assessment System, shall notify the USNC CA Mirror Committee accordingly and shall
559 indicate the date on which such a withdrawal shall become effective. The withdrawing CAB shall advise
560 the USNC CA Mirror Committee of the provisions made to recognize System deliverables issued before
561 the date of notification of its withdrawal was made known to the applicants.

562
563 **6.3.8 CAB Complete Withdraw from a System or one of its Scheme**

564 A CAB that wishes to withdraw completely from an IEC Conformity Assessment System and/or one of its
565 Schemes shall notify the USNC CA Mirror Committee at least one year in advance, indicate the reason
566 for withdrawal and give the date on which the withdrawal will become effective. The CAB shall pay its
567 annual dues to the USNC Mirror Committee for the calendar year in which notice is given and for the
568 calendar year following the year in which notice was given.

569
570 **6.4 INDIVIDUAL PARTICIPATION WITHIN IEC CONFORMITY ASSESSMENT SYSTEMS**

571 The following nominations shall be consistent with any USNC CA Mirror Committee priorities and
572 succession plans.

573
574 **6.4.1 Appointment of Official U.S. Delegate(s) to Management Committee Meetings**

575
576 **6.4.1.1 Appointment of Delegate**

577 The Chair of the USNC CA Mirror Committee, with concurrence of the USNC CA Mirror Committee
578 members, shall appoint delegates to attend management committee meetings, in accordance with IEC
579 Conformity Assessment Systems Basic Rules, as representatives of the USNC CA Mirror Committee. The
580 Chief Delegate for a management committee meeting should be the USNC CA Mirror Committee Chair
581 with the USNC CA Mirror Committee Vice-Chair(s) also serving on the delegation, as appropriate.
582 Additional or alternative delegates may be included as appointed by the USNC CA Mirror Committee.

583
584 **6.4.1.2 Observers**

585 The Chair of the USNC CA Mirror Committee may, upon request, appoint any interested member as an
586 observer to IEC Conformity Assessment Management Committee meetings in accordance with IEC
587 Conformity Assessment System Rules subject to permission of the organizer of the relevant meeting.

588
589 **6.4.2 Nominations for IEC Conformity Assessment System Participation**

590

591 **6.4.2.1 Nominations for membership of Other Groups of an IEC Conformity Assessment System**

592 Nominations of members to Other Groups of an IEC Conformity Assessment System (e.g. working
593 groups, task forces) are submitted by an authorized member of the USNC CA Mirror Committee to the
594 USNC CA Mirror Committee Secretary. Nominations are submitted by the USNC CA Mirror Committee
595 Secretary to the IEC Conformity Assessment System Secretariat with a notification sent to USNC CA
596 Mirror Committee members.

597

598 **6.4.2.2 Nominations for Leadership Roles**

599 Nominations of USNC CA Mirror Committee members to leadership positions (e.g., IEC CA System
600 Officer, Committee Chairs and Secretaries, Management Committee Working Group, Task Force or
601 similar Conveners) are submitted by an authorized member to the USNC CA Mirror Committee Secretary
602 and shall be balloted within the USNC CA Mirror Committee for approval. Approved candidates will be
603 submitted by the USNC CA Mirror Committee Secretary to the IEC Conformity Assessment System
604 Secretariat for consideration.

605

606 **6.4.3 Expenses**

607 All delegates and participants shall be responsible for their expenses associated with such activities.

608

609 **6.5 DEVELOPMENT AND COMMUNICATION OF USNC CA MIRROR COMMITTEE POSITIONS**
610 **ON IEC CONFORMITY ASSESSMENT SYSTEM MATTERS**

611 **6.5.1 Development of Positions on IEC Conformity Assessment System Management Committee**
612 **Matters**

613 Any USNC CA Mirror Committee positions on matters to be considered by an IEC Conformity
614 Assessment System Management Committee, as appropriate, shall be developed at a meeting of the
615 USNC CA Mirror Committee or by correspondence.

616

617 **6.5.2 Communication of USNC CA Mirror Committee Positions**

618 Communication of USNC CA Mirror Committee positions becomes the responsibility of its delegates and
619 participants as follows:

620

621 **6.5.2.1 Positions on IEC Conformity Assessment Board (IEC CAB) Matters**

622 A USNC CA Mirror Committee's input on matters presented to the IEC CAB to member organizations by
623 correspondence for vote or for review and comment may be developed by the members of the USNC CA
624 Mirror Committee. This action may occur either at a meeting or by correspondence in time for the USNC
625 CA Mirror Committee Secretary to submit the USNC CA Mirror Committee's input by the announced
626 deadline to the IEC CAB representative(s) from the U.S.

627

628 **6.5.2.2 IEC Conformity Assessment System Management Committee Via Correspondence**

629 USNC CA Mirror Committee positions on matters presented by an IEC Conformity Assessment System
630 Management Committee to member bodies by correspondence for vote or for review and comment shall
631 be developed in time to allow the USNC CA Mirror Committee Secretary to submit the USNC CA Mirror
632 Committee position by the announced deadline.

633

634 **6.5.2.3 Delegates**

635 USNC CA Mirror Committee positions shall be expressed and serve as the basis of instruction to USNC
636 CA Mirror Committee Delegates.

637

638 **6.5.2.4 Participants**

639 USNC CA Mirror Committee participants are responsible only to the parties they represent, not to the
640 USNC CA Mirror Committee directly. However, it is the expectation of USNC CA Mirror Committee
641 participants to represent positions taken by the USNC CA Mirror Committee on an informative basis,

642 where applicable.
643

644 **Section 7 APPEAL PROCEDURE**

645 **7.1 GENERAL**

646 Directly and materially affected interest who believe they have been or will be adversely affected by
647 action or inaction of the USNC CA Mirror Committee or any of its subordinate committee or their Officers
648 shall have the right to appeal.
649

650 Each member of the USNC CA Mirror Committee agrees that if a dispute should arise in connection with
651 the activities of the USNC CA Mirror Committee, all appeals available within the USNC CA Mirror
652 Committee, the USNC and ANSI must first be pursued and exhausted before resort can be made to any
653 judicial means of dispute resolution.
654

655 **7.2 APPEAL**

656 The appellant shall file a written appeal to the Secretary of the USNC CA Mirror Committee within thirty
657 (30) days after the date of notification of action or at a time with respect to inaction. The appeal shall state
658 the nature of the objection(s) including any adverse effects, the section(s) of these Operating Procedure
659 or the specific actions or inaction's that are at issue, and the specific remedial action(s) that would satisfy
660 the appellant's concerns. Previous efforts to resolve the objection(s) and the outcome shall be noted.
661

662 **7.3 RESPONSE**

663 Within thirty (30) days after receipt of the appeal, the respondent (i.e., USNC CA Mirror Committee) shall
664 respond in writing to the appellant, specifically addressing each allegation of fact in the appeal to the
665 extent of the respondent's knowledge.
666

667 **7.4 HEARING**

668 If the appellant and the respondent are unable to resolve the written appeal informally in a manner
669 consistent with these procedures, the USNC CA Mirror Committee Secretary shall schedule a hearing
670 with an appeals panel on a date agreeable to all participants, giving at least ten [10] working days' notice.
671

672 **7.5 APPEALS PANEL**

673 The appeals panel shall be appointed by the Chair of the USNC CA Mirror Committee and consists of
674 three (3) individuals who have not been directly involved in the matter in the dispute, and who will not be
675 materially or directly affected by any decision made or to be made in the dispute. At least two (2)
676 members shall be acceptable to the appellant and at least two (2) shall be acceptable to the respondent.
677

678 **7.6 CONDUCT OF THE HEARING**

679 The appellant has the burden of demonstrating adverse effects, improper actions or inactions, and the
680 efficacy of the requested remedial action. The respondent has the burden of demonstrating that the
681 USNC CA Mirror Committee took all actions in compliance with these procedures and that the requested
682 remedial action would be ineffective or detrimental. Each party may adduce other pertinent arguments,
683 and members of the appeals panel may address questions to individuals. Robert's Rules of Order (latest
684 edition) shall apply to questions of parliamentary procedure not covered herein.
685

686 **7.7 DECISION**

687 The appeals panel shall render its decision to the USNC CA Mirror Committee in writing within thirty (30)

688 calendar days, stating findings of fact and conclusions, with reasons therefore, based on a
689 preponderance of the evidence. Consideration may be given to the following positions, among others, in
690 formulating the decision:

- 691
- 692 a) Finding for the appellant with a specific statement of the issues and facts in regards to which fair
693 and equitable action was not taken;
 - 694 b) Finding for the respondent, with a specific statement of the facts that demonstrate fair and
695 equitable treatment of the appellant and the appellant's objections, and;
 - 696 c) Finding that new, substantive evidence has been introduced, and remanding the entire action to
697 the committee for appropriate reconsideration.

698
699 **7.8 FURTHER APPEAL**

700 If the appellant gives notice that further appeal to ANSI is intended, a full record of the appeal, response,
701 hearing and decision shall be submitted by the USNC CA Mirror Committee Secretary following the ANSI
702 appeals process.

703 **7.9 DECISIONS BETWEEN CABS**

704 If the appeal involves a dispute between a USNC CA Mirror Committee CAB and a conformity
705 assessment body of another country, the USNC CA Mirror Committee may assist in the resolution of the
706 matter through communication with the IEC Conformity Assessment System Management Committee
707 and/or the relevant appeals panel. If further appeal is requested by the USNC CA Mirror Committee CAB, it
708 shall be made through the USNC.

709
710 **7.10 ORGANIZATION SEEKING RECOGNITION AS A CAB**

711 If the appeal relates to the rejection by the IEC Conformity Assessment Management Committee of the
712 application of an organization seeking recognition as a CAB, the USNC CA Mirror Committee, through its
713 status as the U.S. Member Body shall arrange for the presentation of such appeal before the relevant IEC
714 appeals panel, but the USNC CA Mirror Committee shall assume no advocacy position to either support
715 or not support the matter being appealed.

716

717 **Section 8 AMENDMENTS**

718 Any proposed amendments to these procedures shall be submitted to the USNC CAPCC Operating
719 Procedures Sub-Committee for review and recommendation.

720 Once completed, recommended amendments shall be submitted for approval to the USNC CAPCC.

721
722 USNC CA Mirror Committees may propose amendments to their respective supplements to the USNC
723 CAPCC Operating Procedures Sub-Committee for review and recommendation. Once completed,
724 recommended amendments shall be submitted for approval to the USNC CAPCC.

725

726

727 **Section 9 REPORTING OBLIGATIONS TO CAPCC**

728 The USNC CA Mirror Committee shall submit the following materials to the USNC CAPCC:

729

- 730 a. Its supplement to this document and revisions thereto for approval
- 731 b. Names of its Officers for approval
- 732 c. Periodic reporting of USNC CA Mirror Committee activities at CAPCC meetings

- 733 d. Budgetary and financial reports covering USNC CA Mirror Committee activities annually and, at such
- 734 times and in such form as the USNC CAPCC specifies
- 735 e. Proposals by the USNC CA Mirror Committee to host international meetings of delegates of the
- 736 related IEC CA System