



IECRE 05

Edition 1.0 2017-11-13

IECRE PUBLICATION

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

**Wind Energy – Operational Management Committee
Rules of Procedure (RoP)**



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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) –****Wind Energy – Operational Management Committee
Rules of Procedure (RoP)**

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
REMC/213/RM	REMC 02/2017 Decision

Wind Energy – Operational Management Committee Rules of Procedure (RoP)

1 Scope

1.1 Objective

This publication contains the Rules of Procedure of the Wind Energy Sector (IECRE WE) under the IECRE Conformity Assessment System, hereinafter referred to as the “RoP”, intended for use in wind energy applications and which complies with one or more IEC or ISO International Standards. These Rules relate to the Basic Rules of the IECRE System, as given in the publication IECRE Basic Rules (IEC CA 01 + IECRE 01-S). A list of standards in use is published on the IECRE website: www.IECRE.org.

The objective of the RoP is to define the procedure for acceptance of certification bodies and testing laboratories who want to work within the IECRE WE Scheme(s), and, using operational documents, to specify how certificates, conformity statements and reports should be made, in order to enable a smooth operation of the system and mutual recognition of certificates between testing laboratories, certification bodies and national authorities.

2 Normative References

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO/ IEC 17000	<i>Conformity Assessment: Vocabulary and general principles</i>
ISO/ IEC 17011	<i>General requirements for accreditation bodies accrediting conformity assessment bodies</i>
ISO/IEC 17020	<i>General criteria for the operation of various types of bodies performing inspection</i>
ISO/ IEC 17025	<i>General requirements for the competence of testing and calibration laboratories</i>
ISO/ IEC 17065	<i>Conformity Assessment – Requirements for bodies certifying products, processes and services</i>
IEC CA 01	<i>IEC Conformity Assessment Systems – Basic Rules</i>
IECRE 01-S	<i>IECRE Supplement to IEC CA 01</i>
IECRE 02	<i>Rules of Procedure for IECRE</i>

3 Definitions

For the purposes of this document and the underlying operating documents (OD), the terms and definitions given in ISO/IEC 17000 and the following apply.

NOTE: The definitions in this document take precedence.

Accreditation

Procedure by which an authoritative body gives formal recognition that a body is impartial and technically competent to carry out specific tasks such as certification, tests, specific types of tests etc.

NOTE: Accreditation is awarded following successful assessment and is followed by appropriate surveillance.

Assessment

Systematic, independent, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled.

Assessor

Someone who performs Assessment. In this document Assessor generally refer to the assessors appointed by IECRE from the pool of assessors approved by the WE-OMC to perform assessment of certification bodies and testing laboratories when entering the IECRE WE Scheme.

Certificate

Document issued upon successful completion of a third-party conformity assessment by an RECB. The certificate includes identification of the certificate holder/applicant, the object, the main normative standard(s), the reference report(s), the validity, the specific conditions/limitations and the certification body.

Certification

Procedure by which a third-party gives written assurance that a product, process or service conforms to specified requirements through the issue of a certificate.

Certification Body (RECB)

Body that performs IECRE certification.

Certification Scheme

Part of the Certification System related to specified objects of certification, to which the same specified requirements, specific rules and procedures apply.

Certification System

Rules, procedures and management for carrying out certification

Component

A component of specific design, materials and parts, fabricated according to a common manufacturing process and uniquely described by specific range of parameters and design conditions.

Component Certification

Certification of a component according to the IECRE WE certification scheme(s).

Component Certificate

A certificate issued upon the successful completion of Component Certification

Certification Modules

Well defined scope packages that can be certified independently according to OD501

Conformity Statement

Document issued upon successful completion of evaluation of a Certification Module. The statement includes identification of the receiver, the object, the main normative standards, evaluation and measurement report(s), conditions and limitations and certification body.

Final Evaluation Report

A report containing the results of conformity assessment relating to the certification of components, wind turbines or wind turbine projects. The report is the basis for the decision to issue the certificate, and should enable the receiver of the certificate to understand the extent of the certification, and list information that is required for certification of modules to which the certificate interfaces.

Inspection

Systematic examination of the extent to which a product, process or service fulfils specified requirements by means of measuring, observing, testing or gauging the relevant characteristics.

Manufacturer

Entity manufacturing the wind turbine or related components.

Project Certification

Procedure by which a certification body gives written assurance that one or more specific wind turbines including support structure and possibly other installations are in conformity with requirements for a specific site according to the IECRE WE Scheme.

Project Certificate

Document issued by a RECB upon successful completion of project certification

Re-assessment

Systematic, independent, documented process for obtaining records, statements of fact or other relevant information and re-assessing them objectively to determine the extent to which specified requirements are still fulfilled.

Surveillance

Monitoring and verification that procedures, products and services continue to meet specified requirements.

Testing Laboratory (RETL)

A body that performs testing services according to the IECRE conformity assessment system.

Type Certification

Procedure by which a Certification Body gives written assurance that a wind turbine type conforms to specified requirements

Type Certificate

Document issued by a RECB upon the successful completion of Type Certification.

Type Testing

Action of carrying out tests for a given component or wind turbine type according to specified procedures and requirements defined in the Certification Scheme(s).

Wind turbine type

Wind turbines of common design, materials and major components, fabricated according to a common manufacturing process and uniquely described by a specific range of wind turbine parameters and design conditions.

4 Structure and Governance**4.1 Introduction**

The basic rules governing the IECRE system are described in the IECRE Basic Rules (IEC CA 01 + IECRE 01-S). The basic rules are the overarching basis for operation of the IECRE System, its management committee (REMC) and the committees and working groups working under it.

The Rules of Procedure put forth in the current document are for the operation of the Wind Energy Sector Scheme(s) (IECRE WE) governed by the REMC, and operated by the IECRE WE-OMC.

4.2 Membership and Participation

IECRE Certification Bodies (RECBs) and IECRE Testing Laboratories (RETLs) approved by the REMC in accordance with the IECRE Basic Rules (IEC CA 01 + IECRE 01-S), Basic Rules and associated IECRE and IECRE WE Operational Documents may participate in the IECRE WE Scheme(s).

Applications from organizations seeking acceptance as RECB or RETL for the purpose of issuing IECRE WE certificates and test reports, can be accepted from Member Bodies in an IECRE participating country. Reference is made to the IECRE Basic Rules (IEC CA 01 + IECRE 01-S) regarding country membership of the IECRE System.

It is the duty of all parties operating in the IECRE WE Scheme(s), including manufacturers and other organizations seeking IECRE WE certificates, to conduct affairs in a professional and ethical manner that does not result in actions, misleading information or claims that may bring the IECRE credibility into question.

Participants in working groups and stakeholder groups (SG) need to be endorsed by their national member body. A CB or TL accepted as RECBs or RETLs are obligated to appoint a participant to the respective SG.

4.3 Acceptance

Certification bodies and testing laboratories are accepted into the IECRE WE Scheme(s) following satisfactory assessment of their impartiality and competence by the **team of assessors** approved by the IECRE WE-OMC.

Successful assessment should provide adequate confidence in the certification scheme to regulatory authorities, users, manufacturers, testing laboratories and certification bodies.

Impartiality and competence are assessed with reference to ISO/IEC 17065, ISO/IEC 17025, ISO/IEC 17020 and IECRE WE-OMC Operating Documents (OD).

The IECRE WE-OMC is responsible for setting up and maintaining the pool from which the team of assessors for a specific assessment are selected.

4.4 Voting

The voting for the WE-OMC will be done by the IECRE member bodies, who have become members of the IECRE WE.

4.5 Stakeholder groups

In the management of the system the following stakeholder groups are established:

- Certification Bodies, SG 550
- Testing Laboratories, SG 551
- Original Equipment Manufacturers (Manufacturers, Designers, Contractors), SG 552
- End Users (Owners, Authorities, Investors), SG 553
- Small Wind Turbine (SWT) , SG 554

As part of the decision-making in the WE-OMC, stakeholder groups are given a voice in general discussions and be allowed to comment as a stakeholder group before any voting take place among the member bodies.

5 Principles of the IECRE WE Conformity Assessment Scheme

5.1 IECRE WE Conformity Statements and Certificates

The IECRE WE Scheme(s) provides the means for designers/manufacturers of wind turbines or wind turbine components as well as owners/developers/designers of wind farms to obtain conformity statements and certificates that are intended to be accepted in all participating countries as covering fundamental parts of the requirements of their national certification or approval system.

An IECRE WE conformity statement or certificate may be issued by any RECB accepted into the IECRE WE Scheme(s).

5.2 Permissions

RETL's are permitted to issue RETR's

RECB's are permitted to issue conformity statements and certificates.

5.3 Exchange of IECRE WE Certificates, Conformity Statements and RETRs

This section is to clarify how RETL's and RECB's can exchange test reports, conformity statements and certificates in the process of issuing conformity statements, prototype-, type- and project certificates as well as statements of compliance to national requirements.

It is the intention of the IECRE WE Scheme(s) that RETR's, conformity statements and certificates can be issued by multiple RETL's and RECB's and that certificates can refer to RETRs, conformity statements and certificates issued by any RETL or RECB within the system.

This is enabled by ensuring that RETRs, conformity statements and certificates are issued according to detailed descriptions and requirements given in the ODs.

Conformity statements and certificates shall be supplemented by a final evaluation report that will enable the receiver of the certificate to understand the extent of the certification. Conformity statements and certificates shall also list information that is required for certification of modules to which they interfaces.

5.4 Development and Maintenance of Operational Documents

In order to approve new documents or change any approved documents under IECRE WE, two categories of documents are defined with different approaches. Each OD shall be given a category as part of the proposal/scope for development of the document:

1. For category 1 documents:
 - a) WE-OMC defines scope of revision/development
 - b) WE-OMC WG 501 or another assigned working group prepares a proposal for new or updated documents as per agreed scope, to be submitted for review and comment to WE-OMC as well as all Stakeholder Groups and WG501 with a review period of four weeks.
 - c) After inclusion of the comments, a revised document to be submitted for review and voting by WE-OMC, with a minimum review and balloting period of four weeks.
 - d) Once the proposed update has been approved by WE-OMC, it replaces the previous version as per agreed introduction date. In case of a new document, once approved by WE OMC, it comes into force as per agreed introduction date.
2. For category 2 documents:
 - a) WE-OMC WG 501 or another working group prepares a proposal/scope for new or updated documents, to be submitted for review and comment to WE-OMC, with a minimum review and balloting period of one month.
 - b) Once the proposed update has been approved by WE-OMC it replaces the previous version as per agreed introduction date. In case of a new document, once approved by WE OMC, it comes into force as per agreed introduction date.

All ODs will be considered category 1 unless an explicit decision has been made by WE-OMC to the contrary.

Changes to correct mistakes and editorial changes can be implanted at any time, as long as the relevant SG convener and WE-OMC chair agree. During the transition period there is a need to be able to revise ODs quickly. Therefore the review and balloting periods above have been reduced.

5.5 Clarification Sheets

To facilitate a uniform interpretation of rules under the IECRE WE-OMC as well as standards used under this scheme, clarification sheets can be made with a temporary interpretation of a rule or standard.

When so required for the conformity assessment work the WE-OMC may issue clarification sheets for the temporary interpretation of standards under TC88 and IECRE WE category 1 documents, using the following procedure:

1. A clarification sheet may be proposed by a stakeholder working group or a WE-OMC national member body. The proposal should be made using the template defined by IECRE OD-002 and submitted to the IECRE Secretariat. The clarification sheet should clarify a specific point in a specific TC88 standard or IECRE WE category 1 document; the clarification sheet shall not change the requirements in the TC88 standard or IECRE WE category 1 document.
2. The clarification sheet should be sent for review to all stakeholder groups under WE-OMC as well as to the WE-OMC national member body. The minimum review period is four weeks. The clarification sheet shall also be sent for review to the convener of the relevant TC88 standard maintenance team. The IECRE Secretary must send the clarification sheet for review within two weeks of receiving it, unless information is missing in the template, in which case the proposer will be contacted within these two weeks.
3. WE OMC makes the decision on the clarification sheet. Clarification sheets should be agreed with consensus, as this is a matter of understanding the present documents. If consensus is not reached, the clarification sheet may still be approved if supported from 80% of all votes cast.
4. After the clarification sheet has been approved and published, it becomes a mandatory interpretation for all uses of the relevant standard under the IECRE.
5. All proposed, approved and obsolete clarification sheets will be shown in the IECRE website, together with the status of the clarification sheet (proposed, approved, obsolete) and the related standard or category 1 document.
6. The clarification sheet becomes obsolete when the related standard or document has finished its next maintenance cycle.

The TC88 can change an approved clarification sheet related to a standard at any time by proposing an alternative clarification.

Clarification sheets (including clarification sheets developed by WTCAC before the startup of the IECRE System) will remain valid and referenced on the web page (www.iecre.org) until replaced by updates of standards or OD's under this scheme.

5.6 Complaints and Appeals

Should the RECB receiving an IECRE WE conformity statement or certificate or an RETR for recognition consider it deficient or being issued in error, the entity that issued it shall be informed as soon as possible to take appropriate actions. Cases of dispute between the RECB's and/or RETL's involved may be lodged to the IECRE Board of Appeal as given in the IECRE Basic Rules (IEC CA 01 + IECRE 01-S).

6 IECRE WE management and procedure for conformity statements and certificates

6.1 General

The IECRE WE management and procedures for issuing, maintenance and suspension/withdrawal of conformity statements and certificates are detailed in the OD501

6.2 Overview on the extent of certification

The certification procedures specified in the operating document OD501, constitute a complete third-party conformity assessment scheme for a wind turbine type, a major component type or one or more wind turbines including related equipment/installations at a specific location. A successful evaluation results in one or more of the following:

- A Prototype Certificate
- A Component Certificate
- A Conformity Statement
- A Type Certificate

- A Project Certificate
- An evaluation report for the Certification Module or Certificate

The format and content of the evaluation report will be specified in relevant ODs.

6.3 Layout and content of conformity statements, certificates and RETR

The layout and the content of IECRE WE conformity statements and certificates are described in OD501 (with current additions in the clarification sheet WTCAC CBC 15C) until updated and replaced by specific ODs.

The layout for IECRE WE Test Report (RETR) is to be as described in the relevant standards or in specific IECRE WE ODs.

6.4 Maintenance of certificates

Maintenance of IECRE WE conformity statements and certificates is described (with current additions) in the clarification sheet WTCAC CBC 14C.

7 Use of IECRE WE conformity statements and certificates and RETR's for certification according to national regulations

It is intended that the IECRE System will provide globally harmonised requirements for wind turbines as well as wind turbine projects, and that the IECRE WE Scheme(s) are adopted by member countries as the basis for certification according to national requirements.

Where local and/or national certification is required in addition to the IECRE WE certificates, conformity statements and RETR's, the IECRE System shall aim at providing an overview of such additional requirements.

This is done by having IECRE national member bodies provide input to an OD describing:

- an overview of the national certification scheme(s)
- a description of the extent of integration of IECRE WE Scheme(s) in national certification
- deviations from requirements in the IECRE WE Scheme(s)
- additional requirements to the IECRE WE Scheme(s)
- requirements for repeating testing and certification activities already included under the IECRE WE Scheme(s)
- requirements for local accreditation of RECB's and RETL's to issue test reports and certificates for national certification

8 Procedure for Acceptance of Certification Bodies and Testing Laboratories

8.1 Acceptance of Certification Bodies

8.1.1 Conditions of acceptance

A certification body shall be accepted as an RECB by the REMC and given the right to issue IECRE WE conformity statements and certificates, according to IECRE WE Scheme(s), under the following conditions and according to the procedures stipulated in 8.1.2 to 8.1.14:

- The RECB shall be accredited to ISO 17065 by a recognized national accreditation body. If the RECB loses its accreditation they must notify the IECRE Secretary. The competence and impartiality of the RECB shall be demonstrated by assessment according to the relevant OD for the competence areas.

8.1.2 Application as certification body (RECB)

The applicant certification body, via a national Member Body of the IECRE System, shall make an application for the acceptance as RECB for one or more Certification Scheme and/or Certification Module accepted for use in the IECRE Conformity Assessment System.

The application shall be submitted to the IECRE Secretary.

In submitting an application, the applicant certification body agrees to comply with the IECRE System Rules including the IECRE WE Scheme(s), as amended along with an IECRE code of professional conduct which includes, at all times, to support the principles and aims of the IECRE System.

Upon application, the applicant certification body will become a member of the IECRE WE Certification Bodies working group IECRE WE-OMC SG 550.

The applicant can request a unified assessment, which allows an applicant to be assessed by their accreditation body and the team of assessors at the same time. If unified assessment is requested, the applicant is responsible for getting this approved by the accreditation body.

The documents to be assessed by the team of assessors are to be provided in English.

NOTE: The audit by the auditors is often conducted in the local language, and many quality documents will be written in the local language. However, it is important for the applicant to note that the communication with and the documents that need to be prepared for the Technical Assessor(s) will have to be provided in English. If the original documents are written in another language these may be translated into English. It is the responsibility of the applicant that this is done in a technically correct manner. Use of a trained translator and review by a technically skilled person that speaks both languages is recommended.

8.1.3 Assessment

The applicant certification body shall be assessed to determine that the conditions according to 8.1.1 are fulfilled. Technical assessors are appointed and approved by WE-OMC according to the process defined by the REMC and appointed by the IECRE Secretary shall carry out the assessment. The team shall be led by a lead assessor (management system auditor) approved by WE-OMC and appointed by the IECRE Secretary. The lead assessor may represent a national accreditation body i.e. in the case of unified assessment.

The applicant shall be given the names and current appointments of the team of assessors proposed to be appointed by the IECRE Secretary. Applicants may object "for cause" (reasons to be stated) to the appointment of the assessors to the IECRE Secretary. If the stated reasons are considered sufficient, new assessor(s) will be appointed.

The applicant to be assessed shall accept to pay the professional fees of the team of assessors, the daily fee to be decided by the REMC, and the reasonable travelling and living expenses arising from the assessment. An estimate of these expenses shall be provided by the lead assessor, and agreed with the applicant in advance. The IECRE Secretary shall manage the assessment process, including the appointment of the team of assessors from a pool of technical experts approved by the WE-OMC.

8.1.4 Resolution of Differences

During the technical assessment, the assessors shall prepare a draft report that shall be discussed with the management of the applicant certification body. Efforts should be made to resolve any differences of opinion between the assessors and the applicant during the closing meeting.

Non conformities shall be reported at the conclusion of the closing meeting and a time frame for resolving them shall be agreed. After this time frame, the final assessment report shall be prepared.

8.1.5 Reports to IECRE Secretariat

The lead assessor shall submit to the IECRE Secretary a summary report containing the recommendations of the assessment team, taking into account the declaration submitted together with the application. Such a report shall not include the reports, round robin results and procedures that were the basis of the assessment but shall include sufficient details from these sources to give the technical background for the recommendation. A copy of the summary report shall be submitted to the representatives of the applicant certification body.

The full report will be shared with the applicant and the IECRE Secretary, but is otherwise confidential and will thus not be shared with the WE-OMC.

8.1.6 Acceptance

Upon successful assessment, the IECRE Secretary shall recommend WE-OMC to accept the applicant at a WE-OMC meeting or by correspondence. If the WE-OMC accepts the recommendation then the IECRE Secretary will submit this recommendation to the REMC for approval.

Once the recommendation to approve is submitted to the IECRE Secretary, a provisional approval may be granted.

8.1.7 Notification

If the decision of the REMC is positive, the IECRE Secretary shall inform the applicant in writing. If the decision of the REMC is negative a provisional approval will be withdrawn, and the Chairman of the REMC may, depending on the findings, suggest to the applicant

- To withdraw the application, or
- To accept a new assessment

8.1.8 Changes

Each RECB shall inform the IECRE Secretary about changes in the information given according to 8.1.2

8.1.9 Extension of scope

When an RECB wishes to extend its acceptance to other competence areas in the IECRE System, an application shall be made to the IECRE Secretary. To the extent relevant the assessment team that last assessed the RECB shall give their comments on the application and the intended scope of the new assessment team.

The assessment of the extended scope shall follow the same procedure as the standard assessment or the new-entrant assessment.

8.1.10 Re-Assessment

The acceptance of the RECB is valid for a period of five years.

The re-assessment shall follow the same procedure as the standard assessment except that non conformities must be resolved within 3 months. The re-assessment shall be paid by the RECB in question.

The IECRE Secretary will notify RECBs when re-assessment is required. In case of unsuccessful re-assessment or refusal, the RECB will be suspended according to the rules of 8.1.12.

8.1.11 Withdrawal requested by RECB

An RECB wishing to withdraw from the IECRE Conformity Assessment System shall notify the IECRE Secretary via the national Member Body of the IECRE System at least one year in advance and shall indicate the reason for withdrawal and the date from which the withdrawal will become effective.

8.1.12 Suspension and Withdrawal

The acceptance of an RECB may be suspended or withdrawn by the REMC, if that RECB no longer fulfills the conditions of 8.1.1, or if, in the opinion of the REMC, the RECB hampers the aim, operation or development of the IECRE Conformity Assessment System, fails to take action regarding misuse of IECRE conformity statements and certificates or violates these RoP. Before such a decision is made, the RECB shall be given the opportunity to take corrective action over a period of six months and state its own opinion on the matter. A decision to suspend or withdraw the acceptance of an RECB shall require agreement at a meeting of the REMC by a majority of at least four fifths of the total number of members. Members not attending that meeting shall have the right to cast their vote in writing by registered mail, or email to the IECRE Secretary prior to the meeting. In the case of suspension or withdrawal, the certification body in question shall not be allowed to claim any relationship with the IECRE System.

8.2 Procedure for acceptance of WE testing laboratories

8.2.1 Conditions for acceptance

A testing laboratory shall be accepted as an RETL by the REMC and given the right to issue IECRE WE testing reports according to IECRE WE Scheme(s), under the following conditions and according to the procedures stipulated in 8.2.2 to 8.2.10.

- The RE testing laboratory shall be accredited to ISO 17025 by a recognized national accreditation body. If the RETL loses its accreditation they must notify the IECRE Secretary.
- The competence and impartiality of the testing laboratory shall be demonstrated by assessment according to the relevant OD for the competence areas.

An example of some of the competence areas for which a testing laboratory may be assessed in the wind energy sector are:

- Noise measurements according to IEC 61400-11 and IEC 61400-14
- Power Curve measurements according to IEC 61400-12-1
- Anemometer calibration according to IEC 61400-12-1
- Loads measurements according to IEC 61400-13
- Power Quality measurements according to 61400-21
- Blade testing according to IEC 61400-23
- Duration testing for small turbines according IEC 61400-2
- Gearbox testing according to IEC 61400-4
- Blade lightning tests:
 - High voltage test according to IEC 61400-24
 - High current test according to IEC 61400-24
- Test of lightning down conduction system
 - High current test of rotation/sliding contacts according IEC 61400-24
- High current test of connection components according to IEC 61400-24

The WE-OMC shall decide upon the extent of the assessment that is necessary. The specific requirements to pass an assessment for each of these competence areas are detailed in the Operational Documents.

8.2.2 Application

An application for the acceptance of a laboratory as an RETL for testing according to one or more standards accepted for use in the IECRE System shall be made by the candidate testing laboratory, via the national Member Body of the REMC. Testing laboratories from non-member countries may also apply for acceptance as an RETL. WE-OMC shall decide upon the rules and exceptions of reference. The application shall be submitted to the IECRE Secretary.

In submitting an application, the applicant testing laboratory agrees to comply with the IECRE System Rules including the IECRE WE Scheme(s), as amended along with an IECRE code of professional conduct which includes, at all times, to support the principles and aims of the IECRE System.

The applicant can request a unified assessment, which allows for a testing laboratory to be assessed by their accreditation body and the team of assessors at the same time. If unified assessment is requested, the testing laboratory is responsible for getting this approved by the accreditation body.

The documents to be assessed by the team of assessors are to be provided in English.

NOTE: The audit by the auditors is often conducted in the local language, and many quality documents will be written in the local language. However, it is important for the applicant to note that the communication with and the documents that need to be prepared for the assessors will have to be provided in English. If the original documents are written in another language these may be translated into English. It is the responsibility of the applicant that this is done in a technically correct manner. Use of a trained translator and review by a technically skilled person that speaks both languages is recommended.

After the application has been made but before the standard assessment takes place the following shall be done:

- The scope of the assessment shall be defined and agreed between the candidate, IECRE Secretary and assigned team of assessors

Based on the agreed scope the candidate shall submit the following information as relevant:

1. An overview of all reports the testing laboratory has issued in the last 3 years where compliance is claimed for the relevant standard(s) for the competence area
2. An overview of Test Procedures relating to the competence being assessed
3. Three reports from the list provided by the RETL being assessed as selected by the team of assessors
4. Test Procedures as selected by the team of assessors (this could cover all procedures in the overview)
5. The most recent MEASNET Round Robin result or other applicable methods
6. Results of the test or analysis of the specimen or dataset as provided by the team of assessors
7. An (anonymous) overview of ongoing relevant tests, including expected time frame and rough location.

For a new-entrant assessment a detailed plan shall be made to describe the scope and timing of the full assessment planned and the expected deliverables from the candidate, including their timing.

8.2.3 Technical Assessment

8.2.3.1 General Approach

The technical assessment can be done in three ways:

1. The standard assessment will normally be used and can be applied to existing testing laboratories as well as new entrants
2. A specific 'new entrant assessment'¹ has also been defined to make it possible for new entrants to join the system if they cannot fulfil the requirements for the standard assessment.
3. A 'manufacturing facility assessment' for facilities belonging to manufacturers has been defined as a separate assessment to allow these results to be used for conformity assessment

If the applicant has started activities for the specific competence being assessed in the last three years the applicant may choose the 'new entrant assessment' or the 'standard assessment'.

The team of assessors shall carry out the assessment. Normally at least two assessors will be appointed to the team of assessors. The team of assessors shall be led by a lead assessor, appointed by the IECRE Secretary. If only one technical assessor is required this assessor shall have the role of lead assessor.

The applicant shall be given the names and current appointments of the team of assessors proposed to be appointed by the IECRE Secretary. Applicants may object "for cause" (reasons to be stated) to the appointment of the assessors to the IECRE Secretary. If the stated reasons are considered sufficient, new assessor(s) will be appointed.

The laboratory to be assessed shall accept to pay the professional fees of the team of assessors, the daily fee to be decided by the REMC, and the reasonable travelling and living expenses arising from the assessment. An estimate of these expenses shall be provided by the lead assessor and agreed with the applicant in advance. The Secretary of the IECRE shall manage the assessment process, including the appointment of the team of assessors from a pool of technical experts approved by the WE-OMC.

8.2.3.2 Standard Assessment

The applicant testing laboratory shall be assessed to determine that the conditions according to 8.2.1 are fulfilled, including the requirements in relevant ODs.

The scope of the standard assessment depends on the competence area being assessed and is detailed in the relevant ODs.

8.2.3.3 New entrant assessment

The assessment is defined to make it possible for new entrants to become a RETL. Applicants must note that the scope and assessment cost for the new entrant assessment can be larger than for the standard assessment.

The most basic assessment is done when the applicant does not have a sufficient number of reports available for review. This assessment is based on the assessor being involved in the preparation and execution of the first, second or third test and possibly if required subsequent tests. Further details of this assessment are given in the relevant ODs.

If the applicant has one or two reports available, some of these elements may not be required. The scope of the assessment shall be made in agreement with the assessor and based on the guidance in the ODs.

¹ A test lab is considered a 'new entrant' if they have not been doing tests according to relevant standards before, and therefore do not have old reports for review during the assessment.

8.2.3.4 Manufacturer facility assessment

It is possible to use tests performed in facilities owned by manufacturers (even if these are not accredited to ISO 17025) as long as they meet the requirements in the relevant standard.

8.2.4 Resolution of differences

During the technical assessment, the assessors shall prepare a draft report that shall be discussed with the management of the applicant testing laboratory. Efforts should be made to resolve any differences of opinion between the assessors and the applicant during the closing meeting.

Non conformities shall be reported at the conclusion of the closing meeting and a time frame for resolving them shall be agreed. After this time frame, the final assessment report shall be prepared.

8.2.5 Report to IECRE Secretary

The lead assessor shall submit to the IECRE Secretary a summary report containing the recommendations of the assessment team, taking into account the declaration submitted together with the application. Such a report shall not include the reports, round robin results and procedures that were the basis of the assessment but shall include sufficient details from these sources to give the technical background for the recommendation. A copy of the summary report shall be submitted to the representatives of the applicant testing laboratory.

The full report will be shared with the applicant and the IECRE Secretary, but is otherwise confidential and will thus not be shared with the WE-OMC.

8.2.6 Acceptance

Upon successful assessment the IECRE Secretary shall recommend WE-OMC to accept the applicant test laboratory at a WE-OMC meeting or by correspondence. If the WE-OMC accepts the recommendation then the IECRE Secretary will submit this recommendation to the REMC for approval.

Once the recommendation to approve is submitted to the IECRE Secretary, a provisional approval may be granted.

8.2.7 Notification

If the decision of the REMC is positive, the Secretary of the REMC shall inform the applicant in writing. If the decision of the REMC is negative a provisional approval will be withdrawn, and the Chairman of the REMC may, depending on the findings, suggest to the applicant

- To withdraw the application, or
- To accept a new assessment

8.2.8 Extension of scope

When an RETL wishes to extend its acceptance to further competence areas in the IECRE System, an application shall be made to the IECRE Secretary. To the extent relevant the assessment team that last assessed the RETL shall give their comments on the application and the intended scope of the new assessment team.

The assessment of the extended scope shall follow the same procedure as the standard assessment or the new-entrant assessment.

8.2.9 Re-assessment

The acceptance of the RETL is valid for a period of three years.

The re-assessment shall follow the same procedure as the standard assessment except that non conformities must be resolved within 3 months. The re-assessment shall be paid by the RETL in question.

The IECRE Secretary will notify RETLs when re-assessment is required. In case of unsuccessful re-assessment or refusal, the RETL will be suspended according to the rules of 8.2.10.

8.2.10 Suspension and Withdrawal

The WE-OMC may recommend to the REMC that the RETL be suspended or withdrawn if that RETL no longer fulfils the conditions of 8.2.1 (Including the relevant ODs) or if it violates these RoP.

In urgent cases, the IECRE Secretary may suspend an RETL.

Before a decision is made to suspend or withdraw an RETL, the RETL shall have the opportunity to take corrective action over a period of two weeks to six months (at the discretion of the WE-OMC or its chair) and state its own opinion on the matter. In case of a suspension or a withdrawal, the testing laboratory in question shall not be allowed to claim any relationship with the IECRE Conformity Assessment System.

Annex A: Abbreviations

RECB - a certification body approved to operate under the IECRE System

RETL - a testing laboratory approved to operate under IECRE System

RETR - a test report issued by a RETL

OD - operating documents to specify details of processes, procedures, and requirements under the IECRE

IECRE WE-OMC - IECRE wind energy sector operating management committee

REMC - management committee of the IECRE System

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