

PROCEDURE FOR CLARIFICATIONS BY CBC

Status of document: For CBC and CAC discussion	Approval date:	Originator of proposal: CBC Proposal date: 2012-02-22
Related document:		

Preamble

One of the tasks of the Certification Body Subcommittee, CBC and the Certification Advisory Committee, CAC is to improve uniform application of the IEC Standards used in the certification according to the IEC 61400-22 standard.

The recommendations for uniform application are collected as clarification sheets (CS). The certification bodies will ensure that the CSs are available to interested parties. These CSs will not modify standards.

If CBC comes to the opinion, that there might be mistakes or gaps in the standards, the question will be transferred to the CAC for further action by e.g. TC 88 technical committee.

If CBC comes to the conclusion that the present IEC standards are shown to be insufficient based on e.g. industry learning, the Certification Bodies (CBs) have to deal with this problem. CBC may decide to agree on CSs that will express the common opinion of how individual CBs under their own responsibility could handle these problems.

Procedure for generating and processing CS

1. First draft.

CBs, or members of CAC may produce a draft CS and submit to the Chairman of CBC.

2. Circulation of the first draft.

Chairman of the CBC shall circulate the draft CS to all CBC Members. Relevant TC88 PT conveners to be informed if applicable.

The deadline for proposals for modification or objections shall normally be 4 weeks.

3. Handling of draft CS without objections or further proposals for modification.

The CS is accepted. New CS shall be noted on the agenda of the next CBC meeting.

4. Application of accepted CS.

CBC Members shall note the new CS and they should implement this new CS to ensure a common approach by all participating CBs.

5. Handling of draft CS with objections or further proposals for modification

Proposals for modification shall be handled as in step 1 and 2. Modifications where after two cycles no consensus can be reached or plain objections shall be put on the agenda of the next CBC meeting

Discussion of draft CS in CBC shall aim to reach consensus - ” The stage of a discussion,

PROCEDURE FOR CLARIFICATIONS BY CBC

where nobody disagrees so much that he would make a case of it” (ISO-Definition).

If CBC cannot solve the problem, the problem might be put on the agenda of the CAC meeting for a decision to issue the clarification sheet or not.

6. **Publication**

The approved CS will be published on the IEC CAC public web page.

7. **Maintenance of the collection of CS**

Every CBC member may question existing CS by proposing a new wording according to step 1. Five years after finalizing a CS the CBC shall review the existing CS if they still have to be retained or if they can be deleted because updated standards have solved the problem.