



Statute of the Council of Certification Bodies certificating for Collective Guarantee Trademark



1. Composition of the Council.

1.1 The Council of Certification Bodies hereinafter referred to as the Council is composed of Certification Bodies which have concluded, with Polish Association for Technical Testing and Attestation hereinafter called Association, an Agreement on registration and application of collective guarantee trademark  and/or an Agreement-licence on granting the collective guarantee trademark  hereinafter called the Mark.


1.2 Each Certification Body mentioned in item 1.1 designates one its representative to the Council.

1.3 A member of the Association who has an advisory voice takes part in the Council sessions.

2. Tasks of the Council.

2.1 The main task of the Council is to manage the certification activity in accordance with the Mark Statue that is Enclosure No. 2 to Agreement on registration and application of collective guarantee trademark  and Agreement-licence on granting the collective guarantee trademark  concluded between the Association and Certification Bodies, to take up necessary actions resulting from the agreements mentioned above, and to cooperate with the Association.

2.2 The Council competence is:

- a) establishing common politics concerning certification for the Mark,
- b) accepting harmonized documents regarding the rules and procedures of products certification for the Mark for all the Certification Bodies to apply,
- c) establishing rules of the Bodies collaboration,
- d) promotion of the Mark,
- e) creation of Committee for collective guarantee trademark , Appeal Committee, the Mark Chapter and working groups if required,
- f) establishing financial politics relative to the management of the Mark,
- g) other actions concerning certification for the Mark,

2.3 General matters concerning the Mark prior to taking up the final decision may be directed to the Mark Chapter to obtain an opinion.

3. Structure and operational rules of the Council.

3.1 The Council takes decisions at sessions.

- 3.2** Certifications Bodies representatives designated in accordance with item 1.2 are obliged to attend the Council's sessions.
- 3.3** The Council may invite to the sessions representatives of parties interested in certification for the Mark as observers, for example: representatives of manufacturers organizations, consumers organizations, standardization and government organizations relative to conformity assessment. The Council, as the need arises, may also invite necessary experts.
- 3.4** In open voting the Council elect the Council Chairman, Council Chairman Deputy and the Council Secretary. They compose the Council Presidium.
- 3.5** A term of the Council is four years.
- 3.6** The Council Presidium works impartially taking into account interests of all the Certification Bodies.
- 3.7** The Council meetings are convened at least twice a year by the Council's Chairman or more often on the motion of Council Presidium, President of the Association or at least 20% of the Council members.
- 3.8** Decisions of the Council may be taken by ordinary majority in presence of 50% of all members of the Council. Representatives of Certification Bodies – members of the Council have voting rights, Each member of the Council has one vote. In case of equal vote numbers, the Chairman's vote is conclusive. A possibility of correspondence voting is also foreseen. Voting right for another person not being the member of the Council is possible on the base of a written authorization by the Certification Body manager.
- 3.9** The agenda and materials for the Council meetings should be sent to the members two weeks before the planned session at the very latest.
- 3.10** Rules of the correspondence voting:
- a) between meetings the Council can take decisions by correspondence voting,
 - b) a correspondence voting may be initiated by the Council Chairman or by proposal of at least 50% of the members,
 - c) before voting it should be predicted a fortnight counted from the date of availability of the documents for a discussion,
 - d) on expiration of the term foreseen for the discussion the Chairman puts the question to the voting,
 - e) the Council Secretary sends out the voting charts by e-mail. The correspondence voting is valid if answers from at least a half of all the members are received in the dead–line set in the voting chart,
 - f) on completion of the voting the Secretary notifies of the voting result the Council Chairman who in turn passes the information to all the members of the Council,

- g) information referring to the correspondence voting, its results and the list of participants are presented at the next meeting of the Council,


4. Documents of the Council.

The Council issues the following documents:

4.1 Provisions of the Council – documents designated to obligatory application by all the Bodies relating to the operation of the system of certification for the Mark.

4.2 Directions of the Council – documents in form of directions useful for the current activity of the Bodies.


5. Finances of the Council.

5.1 A cost of participation in the system defines the Agreement-licence on granting the collective guarantee trademark .

5.2 Each member of the Council bears costs of his representative participation in the Council.

5.3 Meetings of the Council shall be held at the Bodies – members of the Council's places.

6. Committee for Collective Guarantee Trademark .

6.1 In order to accomplish technical questions connected with operating certification for the Mark, the Council establishes the Committee for Collective Guarantee Trademark .

6.2 The Committee acts on the base of the Statue of the Committee for Collective Guarantee Trademark B accepted by the Council.

7. Chapter of the Mark.

7.1 The Council Chapter as an advisory organ to the Council in questions of politics referred to the Mark.

7.2 The Chapter of the Mark is composed of parties interested in the certification for the Mark i.e. representatives of producers (suppliers), receivers (consumers), market surveillance bodies, Polish Committee for Standardization (PKN), Ministry of Economy, certification bodies or other organizations.

7.3 Council Secretary is also the Chapter Secretary.

7.4 The Chapter activity is based on the regulations accepted by the Council.

8. Appeal procedure.

8.1 At the Council works the Appeal Committee.

8.2 An appeal against a final decision referring to granting, refusal, suspending or withdrawal of a certificate taken by a Certification Body being member of the Council, may be entered to the Council. The appeal is handed over to the Appeal Committee. Involved parties have a right to be heard by the Committee. Decisions are taken by ordinary majority. The decision of the Committee is definitive.

8.3 The Appeal Committee is composed of three members elected by the Council for the period of four years. The Council also elects two additional persons taking part in works of the Committee in case the matters related to the Body or Bodies representative of which are the members of the Committee are considered.

8.4 Appeals are submitted in writing to the Council Secretary, who hands over the matter to the Council Chairman.

8.5 The Appeal Committee obeys requirements of keeping confidentiality. Decisions in writing are sent to interested parties and to the members of the Council.

9. Final provisions.

9.1 This Statute got was given a positive opinion by the Association Management and was passed at the session of the Council on 22th of June 2005.

9.2 The Association and all the Certification Bodies– members of the Council receive the Statute.

9.3 The Statue comes into force on the day of passing.