




# Statute of the Committee for Collective Guarantee Trademark

## 1. The aims and tasks of the Committee for Collective Guarantee Trademark

1.1 The Committee for Collective Trademark  hereinafter referred to as the Committee is established by the Council of Certification Bodies hereinafter called the Council for accomplishment of technical questions relative to operating certification for collective guarantee trademark  hereinafter called the Mark.

1.2 The main aim of the Committee is preparing for the Council and the Polish Association for Technical Testing and Attestation hereinafter referred to as the Association, substantive materials to maintain the Mark reputation and unification of procedures and rules of operating the certification by all the bodies.

1.3 The Committee activity is based on:

- a) agreement on registration and usage of collective guarantee trademark 
- b) the Mark Statute,
- c) decision of the Council,
- d) this Statute,
- e) standards and legal regulations concerning product certification,

1.4 The tasks of the Committee are:

- a) Elaboration of and surveillance over the product certification scheme for the Mark
- b) Elaboration of and surveillance over the general documentation of product certification for the Mark meeting requirements of accreditation reference documents
- c) Considering and proposing changes and amendments to the basis documents of certification process for the Mark
- d) Defining a common politics in the range of technical and procedural matters of product certification for the Mark
- e) Advisory role for the Council of Certification Bodies and the Association in the field of substantial questions concerning certification for the Mark
- f) Considering other matters relative to product certification for the Mark including those submitted by interested parties

## **2. Composition of the Committee**

- 2.1** The Committee is composed of five to nine persons including the Committee Chairman, Deputy Chairman and the Secretary thereof, and each of them should preferably represent various branches.
- 2.2** The Committee Chairman is elected by the Council. The Deputy Chairman and the Secretary are elected by the Committee members from among themselves.

## **3. Structure and operation procedures**

- 3.1** The Committee is established for four years.
- 3.2** The Committee acts impartially taking into consideration needs of all Certification Bodies composing the Council.
- 3.3** The Committee members work gratuitously and their costs bear their parent Bodies.
- 3.4** Meetings of the Committee are convened by the Committee Chairman or by his Deputy. The Committee takes decisions in presence of at least two thirds of all the members. The decisions are taken by an ordinary majority in an open voting. A correspondence voting is allowed.
- 3.5** The Committee may appoint experts to perform specific tasks and if the need arises also may appoint working groups. In particular cases elaborations of the Committee may be accomplished for a payment after previous accepting it by the Council.
- 3.6** Unjustifiable absence of the Committee member at three meetings entitles the Committee Chairman or his Deputy to put forward a proposal to the Council regarding his dismissal. The Committee composition may be supplemented with a new member appointed by the Council.
- 3.7** The Committee Chairman submits the Council the annual report on the Committee activity.

## **4. Final provisions**

- 4.1** The Council of Certification Bodies passed this Statute on the 22-nd of June 2005 after obtaining a positive opinion by the Association Management.
- 4.2** The Council may introduce changes into this Statute after agreeing them with the Association.
- 4.3** The Statute comes into force on the day of passing by the Council.