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IECQ PUBLICATION

IEC Quality Assessment System for Electronic Components (IECQ Scheme)

**Rules of Procedure –
Part 1: General Requirements for all IECQ Schemes**

INTERNATIONAL
ELECTROTECHNICAL
COMMISSION

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INTERNATIONAL ELECTROTECHNICAL COMMISSION

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FOREWORD

This publication has been prepared by the Management Committee (MC) of the IECQ.

This publication is related to Publication IECQ 01 containing the Basic Rules of the IECQ System and is a revision of the IECQ General requirements applicable to all IECQ Schemes and is considered a revision in-part of IECQ QC 001002-3 concerning the issuing and maintenance of IECQ System Certificates.

The IECQ has undertaken a major revision of its system and scheme documentation, which now utilize the following document structure.

IECQ 01, *IEC Quality Assessment System for Electronic Components (IECQ System) – Basic Rules*

IECQ 02, *IECQ System – General Requirements for the Acceptance of IECQ Certification Bodies into the IECQ System*

IECQ 03 – IECQ Rules of Procedure

IECQ 03-1, *Rules of Procedure – Part 1: General Requirements for all IECQ Schemes*

IECQ 03-2, *Rules of Procedure – Part 2: IECQ Approved Process Scheme*

IECQ 03-3, *Rules of Procedure – Part 3: IECQ Approved Component Products, Related Materials & Assemblies Scheme*

IECQ 03-4, *Rules of Procedure – Part 4: IECQ ECMP Scheme – Avionics Assessment Program Requirements*

IECQ 03-5, *Rules of Procedure – Part 5: IECQ HSPM Scheme – Hazardous Substance Process Management Requirements*

IECQ 03-6, *Rules of Procedure – Part 6: IECQ ITL Scheme – Independent Testing Laboratory Assessment Program Requirements*

IECQ 04 – IECQ Standard Training

IECQ 04-1, *Standard Training – Part 1: IECQ Training Body Requirements and Process for IECQ Acceptance*

IECQ 04-4, *Standard Training – Part 4: Standard operational procedures for conducting IECQ ECMP Training*

IECQ 04-5, *Standard Training – Part 5: Standard operational procedures for conducting IECQ HSPM Training*

The text of this publication is based on the following documents:

Document	Report on MC Consultation
IECQ MC/185B/CA	IECQ MC/206/DL

Full information on the approval by the MC of this publication can be found in the report indicated in the above table.

INTRODUCTION

Taking into account the object of the International Electrotechnical Commission (IEC) as given in Article 2 of the Statutes, the particular object of the IECQ System, operated in conformity with the Statutes and under the authority of the IEC, is to facilitate international trade in electronic components of assessed quality, by providing a global framework for independent assessment and certification.

The object is achieved by the implementation of quality assessment procedures in such a manner that organizations, processes, and components certified as conforming to the requirements of an applicable standard or specification, are acceptable to all participants.

The IECQ System provides manufacturers with a “Supply chain verification tool” for seeking assurance that electronic components, assemblies, processes and related materials conform to declared technical Standards and Specifications.

These Rules of Procedure set out the application, assessment and surveillance process for organizations seeking to be assessed, certified and undergo ongoing surveillance under IECQ Certification Schemes by an IECQ CB. This OD is to be used in conjunction with the IECQ Basic Rules, IECQ 01 and the respective IECQ Certification Scheme Rules of Procedure.

While these Rules of Procedure contain general assessment and surveillance procedures for the certification of an organization, additional requirements beyond those covered here may apply for the respective IECQ Certification Schemes. Such additional requirements are detailed in the relevant Scheme’s Rules of Procedure, e.g. IECQ 03-5

Further information concerning these procedures or any other aspect of the IECQ System and Scheme, may be obtained by contacting the IECQ Managing Secretary via E-mail

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Rules of Procedure –

Part 1: General Requirements for all IECQ Schemes

1 Scope

This publication contains the General Rules of Procedure for all Schemes of the IECQ, hereinafter referred to as the "Rules".

These Rules relate to the Basic Rules of the IECQ System, as given in Publication IECQ 01.

This publication IECQ 03-1 shall be applicable in conjunction with the new format of IECQ Schemes rules and procedures as published, e.g. IECQ 03-4, IECQ 03-5 etc.

2 Normative references

The following publications contain provisions, which, through reference in this text, constitute provisions of these Rules. At the time of publication, the editions indicated were valid. The IECQ Management Committee shall decide the timetable for the introduction of revised editions of the publications.

IECQ 01, *IEC Quality Assessment System for Electronic Components (IECQ System) – Basic Rules*

IECQ 02, *General Requirements for the Acceptance of IECQ Certification Bodies into the IECQ System*

IECQ OD 010, *Qualification Criteria for Assessors and Lead Assessors according to IECQ (third-party assessment)*

QC 001002-2, *IEC Quality Assessment System for Electronic Components (IECQ) – Rules of Procedure – Part 2: Documentation*

ISO 9001, *Quality management systems – Requirements*

ISO 14001, *Environmental management systems – Requirements with guidance for use*

ISO/IEC 17000, *Conformity assessment – Vocabulary and general principles*

ISO/IEC 17021, *Conformity assessment – Requirements for bodies providing audit and certification of management systems*

ISO/IEC 17025, *General requirements for the competence of testing and calibration laboratories*

ISO/IEC Guide 65, *General requirements for bodies operating product certification systems*

In the event of conflict between the provisions of this document and any other directly or indirectly referenced provisions, the provisions of this document shall take precedence.