



华夏认证中心有限公司
China Certification Center. Inc

QMA004

Constitution of the Council

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Record of Revisions

Version No.	Date of Revision	Revised Contents	Remarks
0.1	2016-12-01	Revising item seventeen including the requirements “CCCI shall prepare a synthesis report of its CDM activity, in terms of impartiality, which shall be included in the CCCI’s annual report to the CDM EB”	

Chapter One General Regulations

Item One

The Council is set up to ensure the impartiality of all certification activities or validation/verification activities carried out by the China Certification Center Inc. (CCCI), to maintain CCCI's authority and reputation as a quality system certification body, and to ensure that the certification work of CCCI are carried out within the scope of related national laws, regulations, and rules.

Item two

The Council intends for participation in policy-making relevant to the impartiality of CCCI to certification and the supervision of CCCI's third party quality management system certification activities against relevant accreditation criteria and statutes and regulations and of the objective and fair activities of CCCI.

Chapter Two Structure

Item Three

Regarding the Management Systems, the Council consists of the key interested parties such as representatives from CCCI, client of CCCI, customers of clients of CCCI, industry associations, government departments, and NGO. Regarding product certification, the Council consists of the representatives from CCCI, clients of CCCI, customers of clients of CCCI, manufacturers, suppliers, users, conformity assessment experts, industrial association, government supervision authorities or other government departments and NGO (including consumption organization). Regarding CDM management system, the Council consists of the key interested parties such as representative from the industrial association, clients of CCCI, customers of clients of CCCI, industrial experts/ academic institute, government department and NGO.

Item Four

Selecting procedure of members of the Council. The Center shall issue a letter of invitation to relevant organizations or institutes in accordance with the principle of interest balance of all relevant parties. The recommended number of candidates usually exceeds the number of Council member required by this constitution. The actual members representing each interested party are chosen from the recommended candidates.

Item Five

The Council shall stick to the principle of interest balance of all relevant parties. Three representatives from supplier, three representatives from purchaser, and at least one representative from other parties (government departments, professional experts and demanders). No single party shall dominate the Council.

The Council shall consist of 13 members, including the Chair, several honorary Chairs, and one secretary. The Chair and honorary Chairs shall be selected by the Council. The Chair shall be independent from and external

to CCCI. The appointment and dismissal of members shall be approved by the Council. All the decisions shall be confirmed and signed by the Chair of the Council. Council members shall serve a three-year term and the members are permitted to serve for more than one term consecutively. The structure of the Council will not be changed without the approval of the Council as a whole.

Chapter Three Responsibilities

Item Six

The responsibilities of the Council include:

1) Assisting with making policies related to impartiality of certification activities.

a. Reviewing and supervising the establishment and implementation of CCCI's working policies, principles and regulations; assisting with establishing policies with impartiality of certification activities.

b. Confirming the quality manual and relevant procedure documents of CCCI;

c. Confirming the public rules and regulations of certification, including the structure of certification fees;

d. Confirming the evaluation and monitoring procedure of sub-contractors;

e. Reviewing and approving the handling of major appeals, complaints and disputes of CCCI;

2) Establishing and modify the Constitution of the Council;

3) Discussing and approving of the appointment and dismissal of the member of the Council;

4) Reviewing and approving the certification scope of CCCI and confirm the scope extension;

5) Putting forward suggestions on dependability of certification.

6) Hearing and examining the annual working summary and annual financial statement of CCCI;

7) Examining the impartiality of certification audit process and certification decision process of CCCI at least once a year and approving risk analysis of the potential conflicts of interest and mitigation measures simultaneously.

8) Reviewing other major issues of CCCI.

Chapter Four Work Instructions

Item Seven

The annual meeting of the Council shall be held at least once a year, and shall be hosted by the Chair. The

annual working report shall be presented to the Council by the General Manager of CCCI in the Council meeting. Unscheduled Council meeting may be held upon the request of the General Manager or members of the Council if necessary. An annual synthesis report of the activities of the Council shall be prepared by the secretary.

Item Eight

Major issues of CCCI shall be discussed and reviewed in the regular or unscheduled Council meetings.

Item Nine

The participants of the Council meeting shall not be less than two-thirds of the total number of the Council members, and these two-thirds people shall guarantee the principle of interest balance among all the interested parties. The outcome of a vote is valid only if at least 50% of the total vote is in favor of the proposal being voted on. All formal approvals shall be signed and issued by the Chair of the Council.

Item Ten

The working policy of CCCI, after being discussed and approved by the Council, will be issued by the General Manager of CCCI.

Item Eleven

The Council will hear and review the General Manager's report on the development of quality system certification work and financial situations of CCCI.

Item Twelve

The Council shall actively fulfill its supervision functions of impartiality management for the Center through focusing on the relevant information and necessary review.

CCCI shall provide information with respect to the supervision functions of the Council to the Council for their reference.

Item Thirteen

The Council has access to all validation and/or verification/certification files or records and is able to review them. All the Council members shall ensure confidentiality of the issues in the certification work and the information of the audile.

Item Fourteen

The routine work of the Council shall be managed by the secretariat of the Council authorized by the chair during the adjournment and shall communicate with all the members of the Council and bulletin information any time when necessary.

Item Fifteen

Examining the impartiality of audit activities and certification decision activities of CCCI at least once a year.

Item Sixteen

The Chair of the Council will be responsible for the modification of this constitution. The revision will be valid upon the approval of the Council members.

Chapter Five Supplementary Articles

Item Seventeen

CCCI shall show respect to the opinions of the Council. When the opinions raised by the Council are not respected by CCCI, the Council may take necessary actions including submitting a report to the accreditation authorities (such as CNAS and CDM EB). CCCI shall prepare a synthesis report of its CDM activity, in terms of impartiality, which shall be included in the CCCI's annual report to the CDM EB.

Item Eighteen

Any clause in this constitution contravening national laws, rules or regulations, the activities of the Council shall be in compliance with the national rules.

Item Nineteen

The Council reserves the explanation rights of this constitution.

Item Twenty

This constitution have been reviewed and approved by the Council meeting and will be valid from 1 January, 2008.