

UK RoHS Conformity Assessment Group (URCAG)

Terms of Reference

1 URCAG Members

URCAG shall comprise the following members:

- 1) Representatives of Restrictions of Hazardous Substances (RoHS) Conformity Assessment Bodies {voting member}.
- 2) Representatives of National Weights and Measures Laboratories (NWML) {non-voting member}.
- 3) Members of the Department of Trade and Industry (DTI) RoHS Regulatory Department {non-voting member}.
- 4) Representatives of other interested parties [e.g. Industry, United Kingdom Accreditation Service (UKAS) and Candidate RoHS Conformity Assessment Bodies] {Observer}.

2 URCAG Membership

URCAG Membership is tiered:

- 1) URCAG voting members must hold an accreditation for:
 - a) Their RoHS Conformity Assessment scheme(s) from UKAS (or another European Accreditation (EA) body) to EN 45011 / EN 45012 (BS EN ISO / IEC 17021: 2006) for product or management systems certification; or
 - b) Another scheme from UKAS (or another EA body) to EN 45011 / EN 45012 (BS EN ISO / IEC 17021: 2006) for product or management systems certification and have lodged an action plan with the NWML to add their scheme to their Accreditation Schedule by 1st July 2008.
- 2) Candidate RoHS Conformity Assessment Bodies shall not have voting rights until they can demonstrate, to the voting members of URCAG, how the requirements for membership, described directly above, are satisfied by them. This demonstration can be done in person at an URCAG meeting or in writing (Email) prior to a scheduled URCAG meeting.

The voting members will confirm the results at that or the next meeting if the demonstration was by Email.
- 3) Observers will attend by invitation only but may be constant attendees.

3 URCAG Objectives

URCAG shall have the following objectives:

- 1) To own and manage the URCAG Protocol.
- 2) To ensure RoHS Conformity Assessment Bodies work in comparable ways.
- 3) To ensure equitable treatment of applicants.
- 4) To share experiences.
- 5) To provide advice and support to each other and the EEE industry.
- 6) To obtain such information as is necessary to inform discussion.
- 7) To communicate proposals and decisions to appropriate stakeholders and generate documentation as appropriate.
- 8) To establish and promote good practice in the area of RoHS practice.
- 9) To share costs equally and on time.
- 10) To keep costs of membership to a minimum.

4 URCAG Rules

- 1) URCAG meetings may be called at the request of NWML or any 2 voting members.

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- 2) URCAG meetings will be conducted in an informal manner and held as necessary.
- 3) URCAG meetings will be hosted in turn by each member.
- 4) The URCAG Chair will be responsible for the organisation of meetings, inviting representatives and distribution of materials before and after meetings.
- 5) The URCAG Chair will be appointed for a year and may stand again subject to the support of the other voting members.
- 6) Decisions will normally be made by consensus; where this is not possible all voting member organisations shall have the opportunity to vote on the issue.
- 7) A member organisation may send more than one representative to a meeting (space permitting) but only one representative from a voting member organisation may vote on any given issue.
- 8) URCAG members and representatives must behave in a professional manner taking into consideration the objectives of URCAG as a whole.
- 9) Discussion shall be free and honest.
- 10) Absolute confidentiality will be observed.
- 11) No recordings or notes shall be taken by representatives apart from those to be used for individual confidential use.
- 12) At the start of a meeting the URCAG Chair shall appoint a meeting secretary who shall take the formal notes and distribute them to all URCAG members after the meeting.
- 13) Business, such as the formulation and agreement of guidance, may be conducted by electronic means.
- 14) The issue or modification of the URCAG Protocol, URCAG Terms of Reference, and any formal guidance provided by URCAG must be agreed by a majority of the voting members.

5 Other representations

Representatives in the EEE producers' chain may submit representations in writing via a member and may be invited to attend an URCAG meeting to present their issues in person.

6 Terms of reference Review

These Terms of Reference may be reviewed by URCAG at its discretion.

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