

SOLAR KEYMARK SCHEME RULES

ANNEX C. FEES FOR THE SOLAR KEYMARK NETWORK

Normative annex.

Updated 2008-12-06

The “always valid” ANNEX C is to be downloaded from:

- <http://www.estif.org/solarkeymark/schemerules.php>

C.1 Requirement for Solar Keymark Network fee

ANNEX C gives the requirement that certification bodies shall collect a fee for each license issued to cover the activities of the Solar Keymark Network and the Solar Keymark Secretariat.

Concerning fee values and payment details: See bottom of this Annex C.

The fees are to cover the following work done by the Solar Keymark Secretariat and the Solar Keymark Network - see C.2 and C.3:

C.2 The Solar Keymark Secretariat

The Secretariat is held by the European Solar Federation, ESTIF. The activities of the Solar Keymark Secretariat are:

- advising manufacturers and distributors in how to obtain Solar Keymark license for their products
- maintaining the www.solarkeymark.org website – updating here:
 - listing licence holders
 - listing accredited test labs
 - listing empowered certification bodies
 - giving specific scheme rules and lists of related standards
 - issuing news with respect of recognition and acceptance of the Solar Keymark
- participating in the Solar Keymark Network meetings
- participating in CEN TC312 meetings
- participating in CEN TC312 Work Group meetings
- communicating with CEN CMC and CEN CCB
- editing updates of specific scheme rules
- promoting use of Solar Keymark to national authorities
- promoting use of Solar Keymark to industry
- issuing newsletters to subscribers (subscription possible via www.solarkeymark.org)

C.3 The Solar Keymark Network

The Solar Keymark Network is the experience exchange circle of all parties involved in Solar Keymark certification. Members of the Solar Keymark Network are the testing laboratories for solar thermal products, the certification bodies, inspectors and representatives from industry. Activities of the Solar Keymark Network are:

- definition of working rules for the Solar Keymark Network

- organise regular meetings of the Solar Keymark Network (twice a year)
- exchange of experience and harmonisation of procedures
- definition of guidelines how to proceed in cases where the available standards and scheme rules are not detailed enough
- improve and further develop the Solar Keymark scheme rules
- act as a clearing body in case of conflicts
- organise round robin testing to assure quality of test results from all test lab

NOTE: Travel expenses for meetings are covered by participants themselves

C.4 Fees for Solar Keymark Network 2009

Annual fee: **70** € per product type (license) and calendar year

C.5 Collection/payment of Solar Keymark Network fees

This fee shall be collected by the Solar Keymark certification bodies and transferred, based on invoices, to ESTIF.

By the end of June **2009** the fee has to be paid for certificates already existing at January 1st, 2009.

As a basis for the invoices send out by ESTIF the certification bodies shall report to the Solar Keymark Secretariat the number of issued licences at January 1st, **2009**.

The fee for the licenses issued during the year **2009** will be transferred to ESTIF based on invoices send out at the beginning of **2010**. As a basis for this invoices prepared by ESTIF the certification bodies shall report to the Solar Keymark Secretariat the number of issued licenses during the year **2009**.

C.6 Decision on Solar Keymark Network fees

Decision on the annual fee for the following year shall be made before the end of October of the previous year. In cases no decision is made the fee remains the same. Decision is taken by the Solar Keymark Network.