



In-House Certification System

-Criteria and Responsibilities-

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ABBREVIATIONS

WS	World Sailing
ERS	Equipment Rules of Sailing
RRS	Racing Rules of Sailing
CS	Certification System
AA	Authorising Authority
MNA	World Sailing Member National Authority

A. GENERAL

A.1 Criteria and Responsibilities

This paper sets out the criteria needed to be fulfilled by and the responsibilities of IHC stakeholders. It is intended to cover only the initial phase of the IHC Programme implementation after which time it will be reviewed.

The stakeholders are:-

1	WS
2	MNAs
3	Class Associations
4	Manufacturers
5	IHC Licensed Manufacturers
6	AAs
7	AA licensed Auditors
8	ICMs

<i>Abbreviations and Terms</i>	
IHC	In-House Certification
WS	World Sailing
MNA	WS Member National Authorities
AA	WS Authorising Authority
CertA	Certification Authority

CA	Class Association
ICA	WS International Class Association
IC	WS International Class
CAR	IHC Stakeholders Criteria and Responsibilities paper – This paper
ICM	In-House Certification Measurers
CS	Certification System

B. WORLD SAILING

WS	
<i>Criteria</i>	
<i>Not Applicable</i>	
<i>Responsibilities</i>	
	GENERAL
1	Foster international acceptance for IHC equipment.
2	Monitor the WS IHC system
3	Appoint and maintain WS IHC staff.
4	Set out in this CAR paper and starter pack, the structure, guidelines, minimum criteria and support documents to the IHC scheme. These shall be continually maintained in accordance with relevant developments. Where possible these documents shall be published on the WS website.
5	Keep an up-to-date record of appointed AAs and IHC licensed manufacturers and publish this on the WS website.

6	Organise periodic IHC seminars
7	Visit MNAs, AAs and IHC manufacturers sufficient to facilitate the IHC scheme.
	CLASSES
8	Agree the ICs to participate in IHC
9	Assess using the CARs and ICAs ability to participate in IHC
	CLASS RULES AND CLASS RULE INTERPRITATIONS
10	Assess the adequacy of class rules for IHC
11	Where appropriate propose changes to IC class rule for the IC to participate in IHC
12	Ensure up-to-date WS class rules are available on the WS website for all IHC participating ICs
13	Where necessary update AAs on class rules interpretations.
	AUTHORISING AUTHORITIES
14	Assess using the CARs and MNAs or other organisation's ability to become an AA.
15	After satisfactory assessment, appoint an AA
16	Sell to AAs IHC stickers and/or stamps as appropriate, each bearing a unique identification number.
17	Become the AA for countries where there is a need for IHC but it has not been possible to find a suitable organisation to act as AA.

	ICM CERTIFICATION TRAINING
18	Develop and establish an WS ICM Certification Training scheme for international application.
19	Ensure sufficient WS ICM Certification Training courses are undertaken to satisfy the IHC scheme.
20	Approve MNAs suitable to undertake ICM Certification Training.
21	Ensure that the WS ICM Certification measurement practices are available via the WS website.
	IHC AUDITING
22	Develop guidelines for the IHC auditing of AAs.
23	Organise the IHC auditing of AAs in accordance with the WS auditing guidelines.
24	Supply AAs with consultancy and training in the selection of IHC Auditors.
	NON-COMPLIANCE AND DISPUTES
25	Develop a system to identify non-compliances, to feed back this information as appropriate and take any necessary action.
26	Advise an MNA in cases of non-compliance by an IHC manufacturer with their CS. Penalties for non-compliance will normally be commensurate with the non-compliance however in cases of gross misconduct the penalty may be the withdrawal of the manufacturers IHC contract.
27	Act in cases of dispute involving; an AA, auditor, ICM or the manufacturer.

C. MEMBER NATIONAL AUTHORITY

MNA	
Criteria	
<i>An MNA wishing to be appointed as an AA shall, within its jurisdiction:</i>	
1	Be a current paid-up WS MNA
2	Request WS for approval as an AA
3	Be prepared to promulgate and promote WS IHC.
4	Have sufficient demand for IHC to warrant the MNA becoming an AA.
5	Have sufficient staff, finances and time to initiate and maintain WS IHC.
6	Pay agreed fees to WS to facilitate their audit and approval as an AA.
7	Not operate any other non-WS IHC scheme that may be or be seen to be in conflict or be confused with WS IHC.
<i>An MNA not wishing to be appointed as an AA shall, within its jurisdiction:-</i>	
8	Permit WS to appoint another organisation to undertake the AA role.
9	If the WS IHC system is operated in the country, not operate any non-WS IHC scheme that may be or be seen to be in conflict or be confused with the WS IHC.
10	Pass on to the AA manufacturers applications for an IHC license.

Responsibilities	
1	Have the right to refuse to implement or withdraw from the implementation of WS IHC within the jurisdiction.
2	To seek the approval of WS to operate WS ICM Certification Training schemes.
3	To provide WS with details of all approved ICM.

D. AUTHORISING AUTHORITY

AA	
Criteria	
<i>An AA shall, within its jurisdiction:-</i>	
1	Be either WS or an organisation appointed by WS to license manufacturers in a country or region to carry out IHC.
2	Permit WS to act as the AA in cases of multi country manufacture or for similar reasons.
3	Continue to have sufficient demand for IHC to warrant continuance as an AA.
4	Continue to have sufficient staff, finances and time to maintain WS IHC.
5	Pay agreed fees to WS to facilitate its periodic audit and continued approval as an AA.
6	Not operate any other non-WS IHC scheme that may be or be seen to be in conflict or be confused with WS IHC.

Responsibilities	
<i>An AA shall, within its jurisdiction:-</i>	
	GENERAL
1	Implement IHC
2	Foster acceptance for IHC equipment.
3	Monitor the WS IHC system.
4	Organise periodic IHC seminars
5	Nominate a single person responsible for IHC and WS/IHC liaison.
6	Visit IHC manufacturers sufficient to facilitate the IHC scheme or as required by WS.
7	Set out in an AA CAR paper any AA additions to the WS IHC structure, guidelines, minimum criteria and support documents as agreed by WS. These shall be continually maintained in accordance with relevant developments. Where possible this documents shall be published on the AAs website.
8	Purchase from WS and Issue to licensed manufacturers IHC stickers and/or stamps as appropriate to licensed IHC manufacturers.
9	Ensure confidentiality of information about CSs.
10	Maintain up-to-date IHC equipment traceability lists for reporting to WS
11	Shall send an annual report to CAs concerning audits and a report immediately after an audit if the audit highlights compliance problems.

	CLASSES
12	Assess using the CARs a non-ICAs ability to participate in IHC
13	Assess to adequacy of non-ICAs class rules for IHC
14	Approve a non-ICAs participation in IHC
	CLASS RULES AND CLASS RULES INTERPRETATIONS
15	Ensure up-to-date class rules are available on their website for all IHC participating non-ICs.
16	Where necessary update IHC licensed manufacturers on class rules interpretations.
	IHC MANUFACTURERS
17	Assess using the CARs a manufacturers ability to participate in IHC
18	Carry out pre-approval for license audits of manufacturers to assess their ability to work within the terms of their CS.
19	May offer technical assistance (Consultant – Technical Expert) to the manufacturer in order to set up CSs.
20	Approve manufacturer's CS
21	License manufacturers for IHC
22	Periodically supply WS with a list of licensed manufacturers and items of equipment that may be IHC controlled.

	AA IHC AUDITORS
23	Appoint AA IHC Auditors
24	Offer technical assistance (Consultant – Technical Expert) to help with manufacturer's audits.
25	Organise the IHC auditing of IHC manufacturers in accordance with WS auditing guidelines.
	ICMs
26	Ensure there are sufficient WS ICM to satisfy the IHC scheme.
	NON-COMPLIANCE AND DISPUTES
27	Develop a system to identify non-compliances, to feed back this information to the IHC manufacturer, WS and CA as appropriate.
28	Investigate in co-operation with the IHC manufacturer the reasons for a non-compliance with their CS.
29	Decide any penalties in consultation with WS
30	Act in cases of dispute involving; an AA IHC auditor, ICM or the IHC manufacturer.

E. MANUFACTURERS

Manufacturers	
Criteria	
Not Applicable	
Responsibilities	
<i>A manufacturer wishing to be IHC licensed shall:</i>	
1	Perform a review of equipment it produces and decide if it is viable for it to join the IHC licensing scheme.
2	Apply to their AA for an IHC license.
3	Where a manufacture wishes to be licensed for more than one manufacturing facility in different countries they shall apply to all appropriate AAs.

F. IHC LICENSED MANUFACTURERS

IHC Licensed Manufacturers	
Criteria	
1	Be IHC licensed of specified classes and equipment by a single AA.
2	Fall within the jurisdiction of their licensing AA.
3	Continue to apply their CS
4	Continue to have sufficient staff, finances and time to maintain WS IHC.
5	Pay agreed fees to the AA to facilitate periodic audit and continued licensing.

6	Not operate any non-WS IHC scheme that may be or be seen to be in conflict or be confused with WS IHC.
7	Not sell or offer for sale any equipment for which it has an IHC license that is either uncertified or certified by an independent certification measurer
Responsibilities	
	GENERAL
1	Implement IHC in accordance with its license and CS
2	Nominate a single person as Certification Manager responsible for IHC and AA liaison.
3	Gain the approval of the AA of its CS and any amendments thereto.
4	Have a responsibility to its clients to ensure that their products comply with class rules in force at time of certification.
	CLASS RULES AND CLASS RULES INTERPRETATIONS
5	Ensure up-to-date class rules are available for all licensed specified equipment.
6	Ensure up-to-date class rules interpretations are available for all licensed specified equipment.
7	Upon receiving information regarding changes and/or interpretations to the class rules the IHC manufacturer shall implement changes to its production procedures to continue to ensure compliance with the class rules. These do not need to be approved by the AA but shall be subject to an Internal Audit review of the amended procedures.

8	Periodically supply the AA with a list of all items of equipment that have been subject to IHC control and so certificated.
	CERTIFICATION
9	Ensure they have on staff or contract sufficient ICMs to satisfy its IHC.
10	Purchase from the AA or produce AA approved IHC stickers and/or stamps as appropriate and mark on only IHC controlled equipment.
11	Maintain up-to-date IHC equipment traceability lists for reporting to the AA.
	AA IHC AUDITS
12	Request the AA for audits as required and as appropriate
13	Facilitate visits and audits by AA IHC Auditors in accordance with WS auditing guidelines.
14	In connection with IHC, permit the AA and/or WS directly or by other appointed representatives, access to the manufacturing premises and to undertake scheduled audits and random inspections.
15	Cover the reasonable costs and fees of other parties in the attendance at IHC procedure.
	NON-COMPLIANCE AND DISPUTES
16	Develop a system to identify non-compliances, to feed back this information to the AA and take any necessary action.

17	Inform the AA of any complaints regarding non-compliant equipment.
18	Accept penalties for non-compliance as determined by the AA.
19	Refer any case of dispute concerning IHC to the AA.

G. IN-HOUSE CERTIFICATION MEASURERS

ICMs	
Criteria	
1	Be trained to a WS standard and be currently approved ICM to satisfy the requirements of IHC as appropriate (i.e. train for sail for IHC of sails etc.)
2	Be acceptable to work within the jurisdiction of the licensing AA.
3	Continue to have sufficient time to operate as an ICM.
4	Pay agreed fees to the approving MNA to facilitate continued approval.
5	Not operate in such a way as to conflict or be seen to be confused with WS IHC.
Responsibilities	
1	Undertake IHC as commissioned by an AA within the jurisdiction of that AA.
2	Only undertake IHC in the approved geographic areas of their jurisdiction.
3	When undertaking IHC only use methods previously agreed and approved by the AA and/or their approving MNA.
4	Only undertake IHC as documented in the manufacturer's CS.
5	Inform the manufacturer of any problems experienced in undertaking IHC

6	Ensure procedures are undertaken to correct any ongoing problems experienced in undertaking IHC.
7	Keep a record of all IHC undertaken
8	Supervise changes in the IHC and/or CS procedures owing to changes in class rule
9	Attend MNA ICM training on a periodic basis as prescribed by WS and/or the MNA.

H. AUTHORISING AUTHORITY IHC AUDITOR

AA IHC AUDITOR	
<i>Criteria</i>	
	Be a qualified, independent certified auditor
	Be appointed by an AA for WS IHC Auditing
	Not work as a consultant for an IHC controlled Manufacturer
<i>Responsibilities</i>	
1	Perform IHC audits to check that an IHC manufacturer is in complete compliance with its CS on behalf of an AA and within its jurisdiction
2	When undertaking IHC audits to checks to only use methods previously agreed and approved by WS and/or AA
3	Only undertake IHC audits within the limits of the manufacturer's CS.
4	Inform the IHC manufacturer and AA of any problems experienced with an IHC audit

5	Inform the IHC manufacturer and AA of any problems experienced with an IHC audit
6	Attend training as required by WS and/or AA

I. INTERNATIONAL CLASS ASSOCIATIONS AND CLASS ASSOCIATIONS

8 ICAs AND CAs	
Criteria	
<i>An ICA wishing to implement IHC in full or in part</i>	
1	Be a current paid-up WS International or Recognised class
2	Decide what extent it wishes IHC to be applied to its equipment and to advise WS accordingly
3	Endeavour to align its rules with the SCR format for approval for IHC by WS
4	For each item of equipment applicable, shall incorporate a class rule allowing the use of IHC.
5	For each item of equipment applicable, shall incorporate a class rule allowing the use of IHC.
6	For each item of equipment applicable, shall incorporate a class rule allowing the use of IHC.
7	Not operate any non-WS IHC scheme that may be or be seen to be in conflict or be confused with WS IHC.
Criteria	
<i>A Non-WS CA wishing to implement IHC in full or in part</i>	
1	An Non-WS CA wishing to implement IHC in full or in part

2	Determine to what extent it wishes IHC to be applied to its equipment and to advise the appropriate AA accordingly
3	Endeavour to align its rules with the SCR format
4	For each item of equipment applicable, shall incorporate a class rule allowing the use of IHC.
5	Request the MNA approve class rules to permit the desired IHC
6	Request the MNA approve class rules to permit the desired IHC
7	Not operate any non-WS IHC scheme that may be or be seen to be in conflict or be confused with WS IHC.
<i>Responsibilities</i>	
1	Encourage manufacturers to start IHC
2	To recognise IHC equipment as allowed by current class rules.
3	Ensure up-to-date class rules are available via the internet
4	Comment to the AA as to the appropriateness of the licensing of a manufacture for IHC
5	Shall document technical advice regarding measurement techniques and jigs appropriate to the IHC certification control process and any specialised training of an ICM and ensure such is made this available to MNAs, AAs and manufacturers.
6	Where the ICA/CA has been involved in specialised training of the ICM, the association may decide whether it considers it desirable for a technical representative of the CA to be involved in the preparation of the manufacturer's CS and/or the audit of the manufacturer. In either case it shall advise the AA accordingly
7	Liaise with AA regarding the auditing and other IHC processes, at all times supporting the best interests of the class membership by providing the technical input in a timely and economical manner.

8	Shall receive an annual report from the AA concerning audits and a report immediately after an audit if the audit highlights compliance problems.
9	Maintain open communication with manufacturers about how to develop the equipment in order to cut costs, make certification easier, make equipment stronger or develop better equipment (manufacturers are partners)