



# ANNUAL REPORT



POLISH COMMITTEE  
FOR STANDARDIZATION



# 2014



# OPERATIONAL REPORT

OF POLISH COMMITTEE FOR STANDARDIZATION  
FOR THE YEAR 2014

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## Ladies and Gentlemen,

The year 2014 was a special year for standardization in Poland. First, it had been 20 years since the abolition of the state-mandated system for the development of Polish Standards and since our return to the social model. The transition also entailed a change in the status of Polish Standards, which ceased to be binding legal acts and regained their status as voluntary technical documents. Second, 2014 also marked the 10th anniversary of PKN's accession to European standardization organizations and of achieving compliance with the criteria allowing Polish standardization stakeholders to actively take part in European standardization work on equal terms. Third - it had been 90 years since the establishment of PKN. The year of PKN's establishment is traditionally believed to be 1924, although it was actually the year before - 1923 saw the establishment of the Technical Committee for Standardization of Industrial Products, which changed its name to POLISH COMMITTEE FOR STANDARDIZATION (PKN) in 1924. How did the three anniversaries affect PKN's work? I believe they did not affect it at all. As a business support institution, PKN always performs its tasks to a high standard, whether it has been 10, 20 or 90 years after its establishment. It is easy to "play" well once in a blue moon, but it is much more difficult to keep "playing" the same game every day with the same degree of commitment. But this is precisely how the PKN team works, and this applies not only to the standardization division, but to all employees, who are increasingly well aware of their role in a process which benefits the entire economy. This is to present the results of their work last year.

**Tomasz Schweitzer, PhD Eng**

President of the Polish Committee for Standardization,  
Warsaw 2015



## Dear Sirs!

In 2014, the Polish Committee for Standardization celebrated the 90th anniversary of its foundation. In the early years, PKN brought together representatives of ministries, the industry, professional social organizations and research institutions, including delegates from the Warsaw University of Technology, the Academy for Technical Sciences, the Academy of Mining and the Lviv University of Technology. It needs to be noted that among other geographical regions, the role of the then Polish eastern territories in the development of standardization was quite essential right from the start – many experts from the region went down in the history of standardization.

Today, the standardization system is created by its stakeholders. Polish Standards are developed by experts who parlay their specialist state-of-the-art knowledge into solutions driving forward the economy. Innovation, competitiveness, boosted capacity, reduced costs, eliminated losses, improved product quality and enhanced social trust are some of the benefits to be drawn from standardization.

The Standardization Council, whose work I am again proud to chair, actively supports all of PKN's efforts intended to disseminate knowledge about standardization. The Council has especially welcomed the launch of the Wiedza (Knowledge) website. The information featured on the website shed more light on the fundamental principles of standardization and provide information about standardization, PKN's publications and education on standardization-related issues. The latter is an especially dynamically developing area, with new editions of student and teacher competitions, as well as numerous conferences, which build the awareness of standardization among ever younger target groups.

I would like to take this opportunity to thank the Management, all of PKN's employees and members of the Standardization Council, as well as other people involved in standardization work last year. I would like to wish them every success in their work in Poland and abroad, as well as the best of health!

**Professor Stanisław Tkaczyk, PhD Eng**

President of the PKN Standardization Council,

Warsaw 2015



*Purpose, Vision, Mission  
and Activities of PKN*

# Purpose, Vision, Mission and Activities of PKN

## PURPOSE

The Purpose of the activities undertaken by PKN in the years 2014-2020 is to:

- strengthen PKN's position as an organization which coordinates and promotes the voluntary standardization system in Poland and which objectively and efficiently organizes standardization work, providing high quality services to the Polish economy and the society at large;
- validate its status as an autonomous organization independent of any influences;
- actively participate in the activities of international and regional standardization organizations;
- lay the foundations for the creation of a virtual organization.

## VISION

PKN as a knowledge-based modern organizational unit with its own legal personality, well-known and esteemed in Poland and abroad, independent and open to the needs of the market and public administration, meeting the needs of users and providing high-quality services in a timely manner.

## MISSION

To organize standardization work in line with European and international solutions developed with the active involvement of national experts, supporting the national technical policy in order to facilitate trade, ensure the competitiveness of Polish manufacturers, supply high-quality standardization products to all stakeholders within the agreed deadlines and in accordance with the needs of the market.

The strategic goals will be accomplished by executing specific tasks, including:

- changing PKN's legal status;

- promoting the benefits of standardization and inspiring communities to get involved in standardization work;
- building a positive image of PKN among its clients (including the promotion of the PN mark);
- participation in the work of international and European standardization organizations;
- protecting PKN's copyrights;
- cementing the position of the PN Conformity Mark;
- enhancing PKN's image as a reputable employer;
- improving work organization and management tools, including the implementation of modern human resources management tools;
- launching a tele-work system for members of Technical Bodies and PKN's employees;
- developing training capacity;
- effective use of resources;
- executing "PKN's Strategy for Education on Standardization";
- executing "PKN's Computerization Strategy for the Years 2014 – 2018".

PKN's management seeks to raise awareness of the benefits of standardization and to inspire communities to take part in standardization work, as well as to create the necessary conditions for effective and autonomous operation of its Technical Bodies. Actions at various levels are taken to complete these tasks.

PKN has been continuously insisting that the transformation process of the standardization system in Poland be concluded by means of an amendment of the Standardization Act and PKN being transformed into an association. Once again, PKN's efforts in this respect failed. This mainly affects the communities interested in participating in standardization, as awareness of the role of standardization bodies does not evolve. As a consequence, this has an adverse effect on the course of standardization work and its financing.

All changes at PKN are mainly intended to facilitate and streamline standardization work to match market needs.



PKN attaches great importance to maintaining an unbiased and autonomous position of the Technical Bodies and therefore seeks to avoid controlling the work of Technical Committees and the funding of standardization work.

Moreover, PKN consistently adheres to the principle of social justice. The costs of standardization cannot be shouldered by all taxpayers if only some of them benefit from its application. In areas where standardization applies to broadly understood public security, work should clearly be initiated and costs should be borne by appropriate ministries. We keep advising relevant ministers that they should be the ones to fund such work, as a voluntary standardization system is based on a decentralized funding model.

Organizational changes go hand in hand with computerization. A new website was launched: [wiedza.pkn.pl](http://wiedza.pkn.pl) – Standardization Knowledge Management and e-Learning. The information featured on the website concerns the fundamental principles of standardization, facts about standardization work, PKN's publications and education about standardization. The new portal has an additional advantage – KT members may use it to read standards online for free.

In early 2014, PKN's Computerization Strategy was modified. The new strategy places emphasis on the development and effective use of already existing systems, i.e. PZN, SAP, SCSPU and Wiedza. The basic objective is to facilitate integration between systems which now function as individual sub-projects. Full integration will result in a synergy effect. The most important aspect, however, is the enhancement of PZN, the Standardization Knowledge web portal and the development of online sales systems.

Technical Bodies are thus equipped with tools based on state-of-the-art technologies and a wide group of users can enjoy convenient access to Polish Standards.

PKN consistently works to raise public awareness of the importance of standardization. A significant emphasis was placed on implementing the provisions of the educational policy, i.e. promoting standardization in higher, secondary and vocational education. This serves the purpose of „educating” a young generation of aware engineers, manufacturers and consumers.

## Management control

Management control standards are a fixture of the everyday work of PKN's employees. They can also submit comments on management control and suggest ways to improve or modify it as part of electronic self-assessment. In addition, management control, and especially its adequacy, effectiveness and efficiency, in compliance with the Act on Public Finances, is assessed by the President's Plenipotentiary for Internal Audit.

In the first quarter of 2014 the Management Control Monitoring and Assessment Team submitted to the President the report for 2013. During the management control assessment, the Team found that the management control at the Polish Committee for Standardization in 2013 was adequate and effective. At the same time, the Team confirmed that the management control at PKN was compliant with the law and internal regulations valid at PKN. The management control improvements introduced in 2014, following the 2013 assessment, concerned:

- an induction system for newly hired employees;
- employees' self-improvement opportunities, including the use of IT software and the courses available on PKN's website;
- information flow between PKN's organizational units;
- modification of questions concerning risk management and business continuity plans in the management control self-assessment sheets;
- employee substitution system;
- training on mobbing for PKN's employees;
- improvement of the employee periodic performance review forms;
- greater involvement of employees from particular business units
- in the identification of threats to the accomplishment of goals and tasks, as well as in the assessment of risks to the assets of particular business units.

In the second half of 2014, the Management Strategy and Goal Identification Team appointed by the President of PKN started working on a regulation of the President of PKN which would take into consideration three essential aspects: ethical conduct, preventing mobbing and corruption threats.

This represents an improvement measure in the area of the management control standard, i.e. upholding ethical values, and at the same time it feeds into the Government Program for the Prevention of Corruption.

## Integrated Management System

In 2014 all activities undertaken within the framework of the processes covered by the Integrated Management System (IMS), with particular emphasis on those involving information collected and processed in PKN's systems, were conducted with information security measures in place. Physical, personal and IT security was guaranteed by the implemented security measures set out in the Application Declaration, as well as by measures compliant with the Information Security Policy, detailed policies and business continuity plans.

Considering the need to align the IMS to the requirements of the amended PN-ISO/IEC 27001:2014-12, a special measure was taken in 2014 to integrate information security requirements with PKN's processes. It was an opportunity for process owners to verify goals and effectiveness indicators so as to ensure appropriate monitoring and supervision over all the activities and tasks described in the processes.

In 2014, 24 goals were defined for particular organizational units of PKN. For each of the goals, achievement monitoring rules were developed, measures and measurement frequencies were defined or work schedules were set. The results of goal achievement and process effectiveness monitoring constitute among others input data for a management review of the integrated management system scheduled for 24-25 April 2015.

The ongoing continuous improvement of the Integrated Management System has become a fixture in PKN's work. A group of 25 active PKN auditors conducted 16 internal audits in 2014. The results of the audits confirmed the compliance of the IMS with the requirements of PN-EN ISO 9001:2009 and PN-ISO/IEC 27001:2007.

Areas of improvement were also identified, including:

- awareness of information security among employees;
- ongoing updates of personal data processing authorizations;

- threat identification and risk assessment;
- IMS documentation and regulations of the President of PKN;
- occupational health and safety;
- handling non-conforming products;
- security measures.

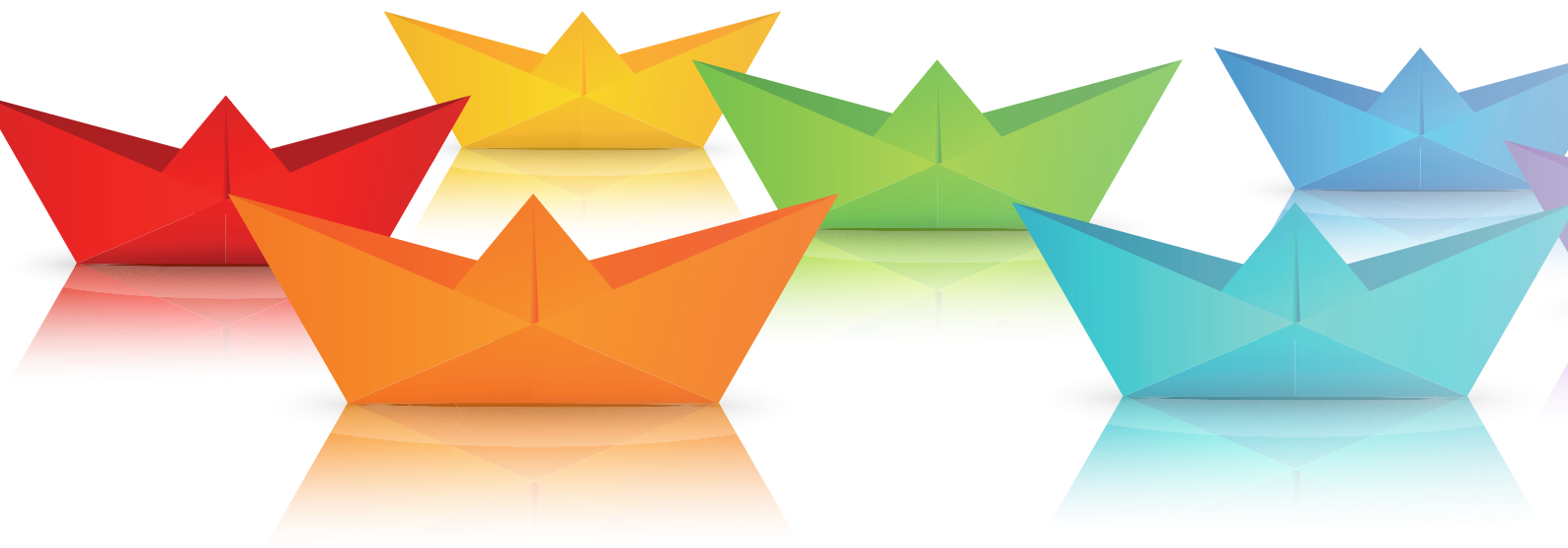
In 2014, as a consequence of audit results, as well as organizational, systemic and IT modifications, changes were introduced into Integrated Management System documents 129 times. Four corrective measures were implemented and preventive measures were taken on five occasions.

## External Audit of the Integrated Management System

The first supervision audit of the Integrated Management System certificate, renewed in 2013, was conducted on 3-5 November 2014. The auditors from the Polish Centre for Testing and Certification evaluated the Integrated Management System implemented and maintained at PKN in light of the requirements of PN-EN ISO 9001:2009 and PN-ISO/IEC 27001:2007. No irregularities were found.

The strengths listed by the auditors included:

- improvement and development of the IMS and awareness, responsibility and involvement of PKN management and employees in the maintenance and improvement of IMS information security;
- management review;
- internal audits;
- customer satisfaction survey;
- supervision over IMS documentation;
- development of IT structure with respect to increasing hardware resources;
- implementation of new IT system modules: e-Employee, e-Access, e-Rights, PZN and SCSPU;
- reference to the improvement measures from the previous external audit;
- Knowledge website - Educational Policy.



# *Standardization by Sectors*

# Standardization by Sectors

In 2014, standardization activities were carried out in 17 Standardization Sectors making part of the Standardization Work Department. The division of working areas of European standardization organizations are the basis for the division into Sectors.

Among major modifications to PKN's standardization work in 2014, as regards the organization of Technical Bodies (OTs), it is important to mention the implementation of periodic verification of the data of members of the Technical Committees (KTs), Project Committees (KZs) and Technical Subcommittees (PKs), which allows for compiling a highly up-to-date database of information necessary for the correct operations of the OTs.

The rules of appointment of KT and PK members were changed in 2014. A cap on the number of members was introduced (35 entities), along with the recommendation to establish Subcommittees in the case of a large number of members.

In reply to requests from stakeholders of the standardization process, PKN enabled the streamlining of the operations of Technical Committees which work on various standardization areas, and thus have a large number of members, by making it possible to establish Technical Subcommittees (PKs). In 2014, the first seven Subcommittees were established in two KT.

Three Subcommittees were created in KT 222 Petroleum and related products:

- PK 1 Liquid Fuels;
- PK 2 Bituminous Binders;
- PK 3 Lubricants.

Four Subcommittees were established in KT 277 Gas Engineering:

- PK 1 Measurements and Assessment of Gaseous Fuel Quality;
- PK 2 Gaseous Fuel Distribution;
- PK 3 Gaseous Fuel Transmission;
- PK 4 Gas Use.

The Subcommittees rely on the Polish Standardization Resource (PZN), an application which enables representatives of Technical Subcommittee members to have the same technical collaboration opportunities as representatives of other PKN Technical Bodies.

In 2014, Sector Councils (SC) operated in 16 Sectors of the Standardization Work Department. 255 Heads of KT / KZs sat on the Sector Councils. No Nanotechnology and Innovation Sector Council was set up yet due to the small number of KT/KZs in the Sector.

In 2014, the President of PKN appointed 137 entities (108 in 2013) as members of 95 Technical Committees (189 KT applications, which means that some of the 137 entities applied to more than one KT) and dismissed 126 entities being 167 members of KT. A total of 70 entities (75 KT memberships) declared a complete withdrawal from the work of KT. Three new KT were established to take over the area previously handled by the dissolved KT (division of a very vast and diverse area).

A total of 79 entities (106 KT applications) that had not participated in KT at the end of 2013 came forward to participate in the work of KT.

At the end of 2014, 2,954 people representing 1,082 entities participated in the work of 252 Technical Committees (2,698 KT applications).

Organizations, economic operators and commercial code companies are the largest group among Technical Committee members (70.2% of the members), but they only hold 46.9% of KT applications due to the fact that 67.4% of them are small and medium enterprises (SMEs), only interested in working in one or two KT (they have only applied to one or two KT).

Membership of small and medium-sized enterprises (entities employing not more than 250 people) at the end of 2014 was as follows:

- in Technical Committees - 47.3%;
- in Project Committees - 48.6%;
- in Technical Subcommittees - 31.3%.

As at the end of 2014, the total share of SMEs among KT/KZ/PK members was as follows:

- microenterprises - 160 entities (255 TB applications);
- small enterprises - 147 entities (201 TB applications);
- medium-sized enterprises - 217 entities (382 TB applications);

In 2014, SMEs were members of a total of 226 KTs/KZs/PKs. In order to make SMEs more familiar with standardization, PKN's website includes an "SME Zone" section, which provides information about:

- the benefits of using the standards and participating in standardization;
- places where information on specific standards can be found, as well as a link to the online shop and the URL addresses of websites on which they can be viewed;
- information about opportunities to participate in standardization work;
- useful links (e.g. to information on funding opportunities for European SMEs or to a CEN-CENELEC website dedicated to SMEs);
- files for downloading, including the Polish translation of CEN/CENELEC Guide No. 17 "Guidance for writing standards taking into account micro,

small and medium-sized enterprises (SMEs) needs" and a report on PKN's SME-oriented activities.

The data (for five years) on the type of entities participating in the work of KTs indicate a systematically growing interest in standardization in the sector of organizations, economic operators and commercial code companies. The share of other types of entities has been constant for years.

The significant input of non-governmental organizations into the work of Technical Bodies (KT, KZ and PK) is also worth mentioning. A total of 155 NGOs are involved in the work of 151 OTs.

As a result of various circumstances, natural member turnover processes occur in active KTs. In 2014, 189 new applications were received to 95 KTs, cooperating with 15 Standardization Sectors.

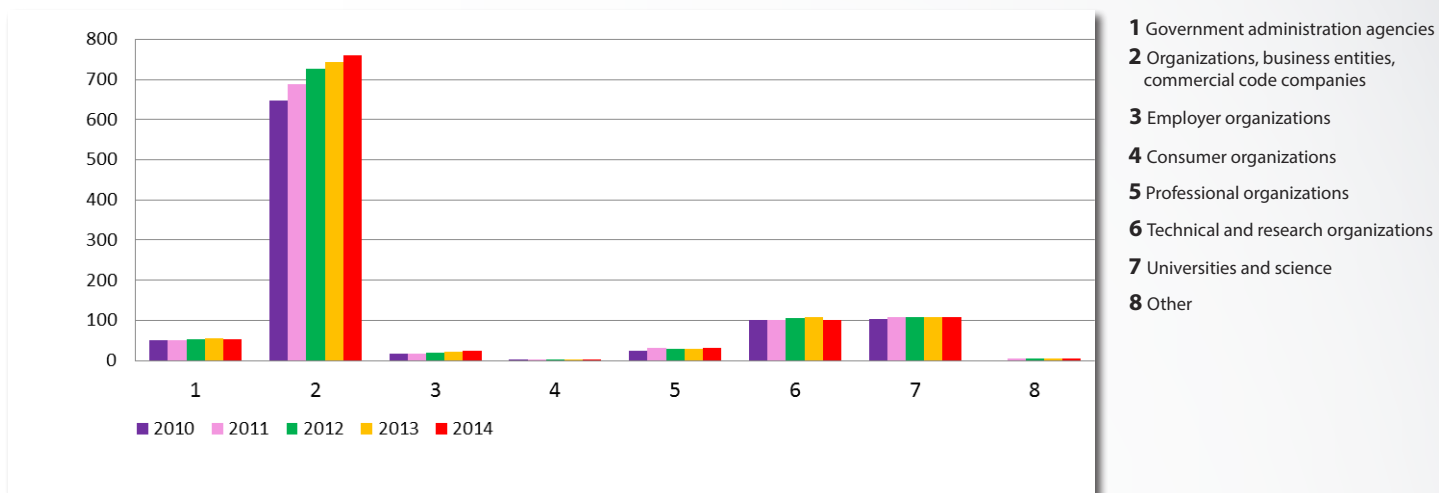
Most KT changes occurred in the area of construction and building structures. It is followed by the sector of consumer products and basic problems and management systems, with a significantly lower number of changes to the KTs.

#### NUMBER OF ENTITIES IN KT BY TYPE, PURSUANT TO THE STANDARDIZATION ACT

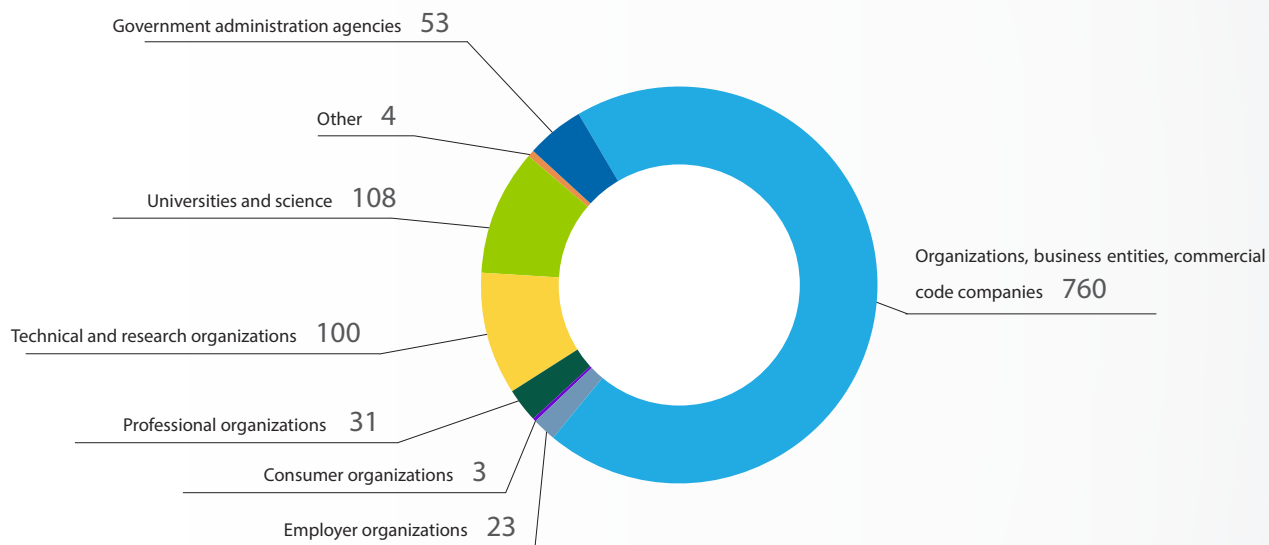
No.	Type of entity	Number of entities					Number of KT applications					Number of representatives				
		2010	2011	2012	2013	2014	2010	2011	2012	2013	2014	2010	2011	2012	2013	2014
1	Government administration agencies	50	50	53	56	53	197	194	194	191	185	217	215	213	215	238
2	Organizations, business entities, commercial code companies	647	688	727	743	760	1 046	1 124	1 192	1218	1266	1 080	1 153	1 214	1266	1308
3	Employer organizations	17	18	20	21	23	30	33	35	43	45	33	35	38	44	46
4	Consumer organizations	2	2	2	3	3	14	13	13	32	18	11	10	10	10	10
5	Professional organizations	24	31	30	30	31	36	44	41	41	44	45	52	51	49	50
6	Technical and research organizations	101	102	105	107	100	459	470	467	503	461	536	532	534	581	626
7	Universities and science	103	107	108	108	108	618	640	657	643	675	758	776	798	782	817
8	Other	-	4	4	4	4	-	4	4	4	4	-	6	6	6	6
<b>Total</b>		944	1 002	1 049	1072	1082	2 400	2 522	2 603	2675	2698	2 680	2 779	2 864	2953	3101*

\*A larger number of representatives than individuals results from the fact that the same people represent several different organizations.

COMPARISON OF THE NUMBER OF VARIOUS TYPES OF ENTITIES IN THE YEARS 2010 - 2014



PARTICIPATION OF VARIOUS TYPES OF ENTITIES IN KT<sub>s</sub> (2014)



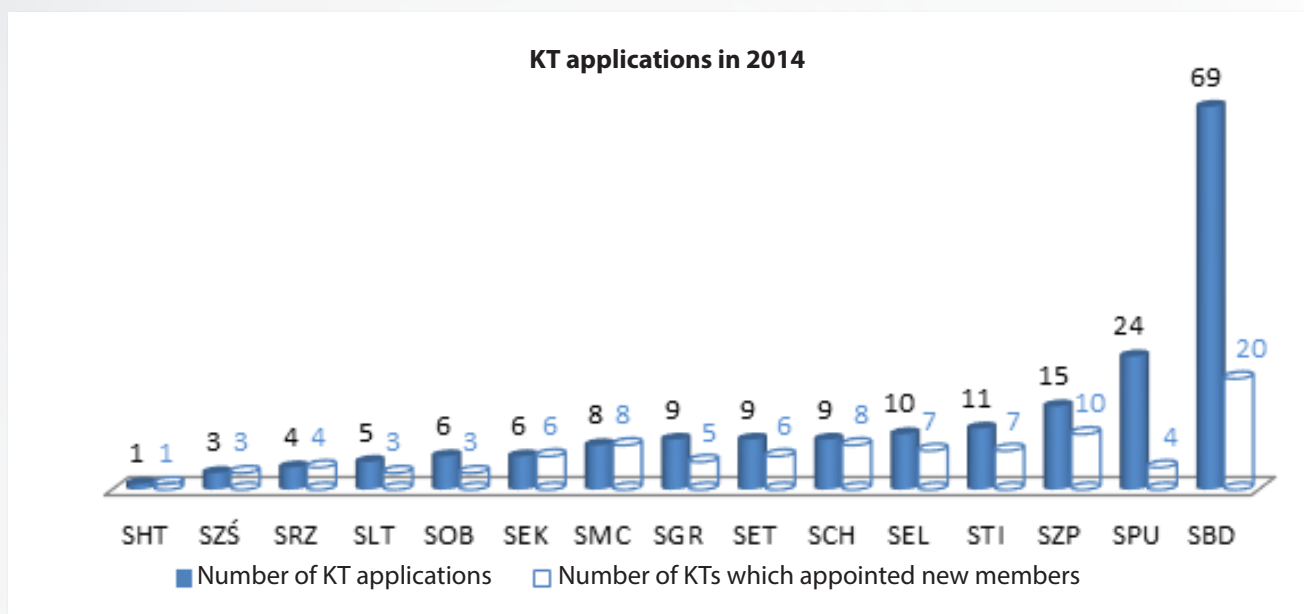
In light of the expiry of the term of office or executed dismissals, Chairperson and Deputy Chairperson elections were organized in KT<sub>s</sub>. The Chairpersons and Deputy Chairpersons were appointed by the President of PKN for a four-year term of office. The appointed Chairpersons became members of Sector Councils at the same time.

Appointed for the OT<sub>s</sub> were 74 Chairpersons, including 66 in KT<sub>s</sub>, 2 in KZ<sub>s</sub> and 6 in PK<sub>s</sub>, and 13 Deputy KT Chairpersons.

Among the new appointments – 32 Chairpersons and 3 Deputy Chairpersons had not performed this function before at the TB for which they were appointed.

Pursuant to the Standardization Act, PKN manages the secretariats of Technical Committees, but it can de-

legate this task to an interested external entity under a separate contract. As at the end of 2014, among all the 252 KT secretariats, 177 (70.2%) were based in PKN, while 75 (29.8%) were run by 44 entities outside PKN. In recent years, there has been an observable trend towards a gradual reduction of the number of secretariats managed by external entities (91 in 2012, 77 in 2013 and 75 in 2014). This fact is attributable to various factors, mainly financial and organizational issues, including the introduction of a new form of the KT secretariat management agreement with provisions on enhanced security of documentation transferred to the secretariat by PKN, which results from the Integrated Management System in place at PKN.



#### OVERALL NUMBER OF TECHNICAL COMMITTEES/PROJECT COMMITTEES

	Total as at 31 December 2013	Changes to the number of KT/KZs during the year		Total as at 31 December 2014
		dissolved	established	
KT	250	1	3	252
KZ	4	-	2	6
PK	-	-	7	7

As at the end of 2014, 6 Project Committees (KZs) created upon the request of interested parties were in operation:

- KZ 500 Indoor Sun Exposure Services;
- KZ 501 Services for Fire Safety and Security Systems;
- KZ 502 Aesthetic Surgery Services;
- KZ 504 Real Estate Market;
- KZ 505 Forensic Science Processes;
- KZ 506 Services of Medical Doctors with Additional Qualification in Homeopathy.

Two of them (KZ 505 and KZ 506) were appointed in 2014.

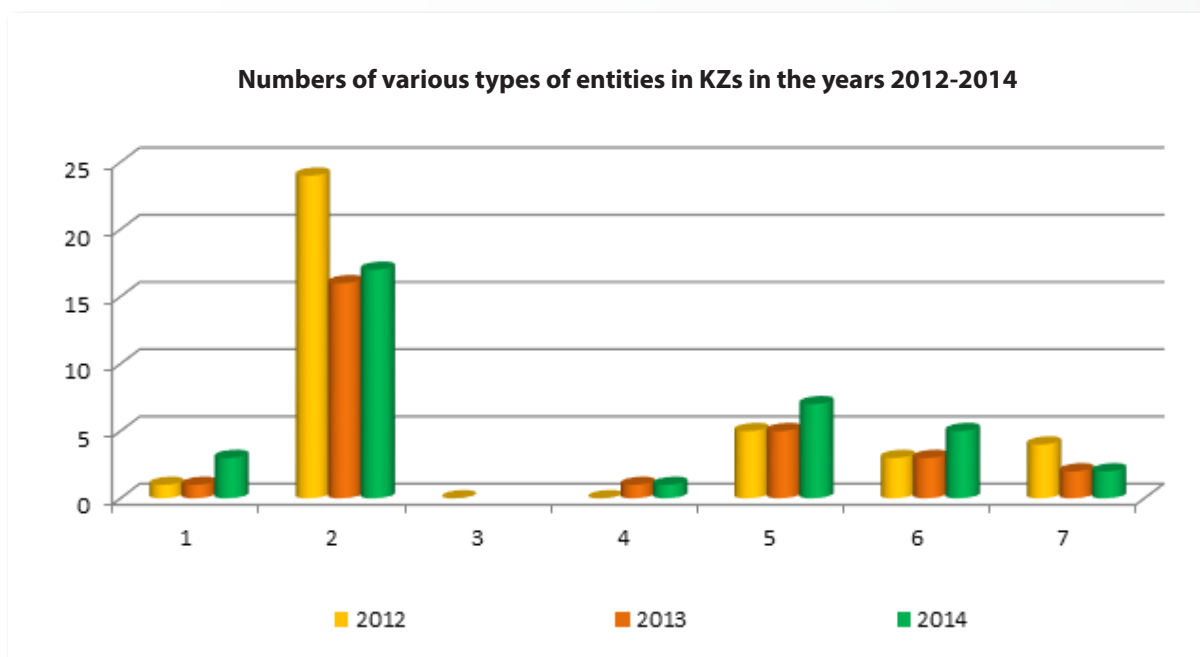
As at the end of 2014, 35 entities participated in the work of 6 Project Committees (35 KZ applications) through 54 representatives.

The most numerous group among Task Committee members are entities belonging to organizations, economic operators and commercial code companies. As at the end of 2014 they accounted for 48.6% of all members (48.6 KZ applications).

All Project Committee secretariats are run by PKN.

## PARTICIPATION OF ENTITIES IN PROJECT COMMITTEES BY TYPE IN 2012-2014 PURSUANT TO THE STANDARDIZATION ACT

Type of entity	Number of entities			Number of KZ applications			Number of representatives		
	2012	2013	2014	2012	2013	2014	2012	2013	2014
Government administration agencies	1	1	3	1	1	3	2	2	6
Organizations, business entities, commercial code companies	24	16	17	25	16	17	30	22	25
Employer organizations	-	-	-	-	-	-	-	-	-
Consumer organizations	-	1	1	-	1	1	-	1	3
Professional organizations	5	5	7	6	6	7	7	7	9
Technical and research organizations	3	3	5	3	3	5	5	5	9
Universities and science	4	2	2	5	2	2	5	2	2
<b>Total</b>	<b>37</b>	<b>28</b>	<b>35</b>	<b>40</b>	<b>28</b>	<b>35</b>	<b>49</b>	<b>39</b>	<b>54</b>



## Work Program and development of standards

Since the modification of the concept of PKN's Work Program (a continuous program replacing an annual one, introduced in 2013), it no longer specifies the number of all the standardization items in a particular year. However, the number of standardization items completed in a particular year (including amendments) is specified. In 2014 there were 2,016 such items (as compared to 1,958 in 2013).

PKN participated in the development of European Standards in accordance with the CEN and CENELEC work programs. Upon completion, new European Standards are added to the collection of Polish Standards through recognition in the original language (in English). As a result of the above activities, a total of 1,477 PN-EN standards (in the original language) were published.



## NUMBER OF ALL STANDARDIZATION TOPICS IN PKN'S WORK PROGRAM COMPLETED IN 2014 BY SECTOR



PKN is obliged to participate in the notification process conducted by European standardization organizations. Notification is conducted on three levels:

- notification of proposed Polish homegrown Standards (at the stage of notifying a standardization item) in 2014 - 29 items;
- notification of PN-EN standards adopted by endorsement (in the original language) in 2014 - 1,548 items;
- notification of the Polish language versions of PN-EN standards in 2014 - 289 items.

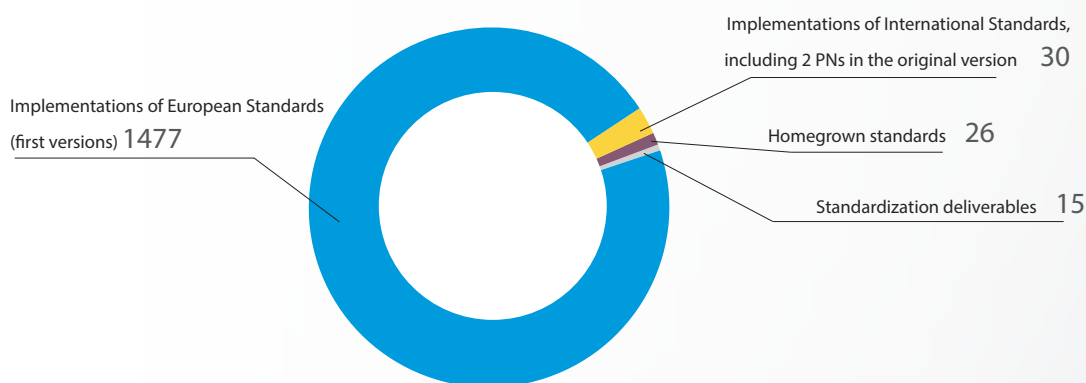
In 2014 a total of 1,866 items were notified. Among the 1,837 notified Polish Standards implementing European Standards, 1,178 were notified to CEN, 565 to CENELEC and 94 to ETSI.

In order to enable all stakeholders to participate in the development of standardization deliverables and comply with the statutory duty to provide opinions on draft Polish Standards, a general and a targeted survey was carried out for these projects as part of the work on the standards.

**NUMBER OF PUBLISHED POLISH STANDARDS, AMENDMENTS AND POLISH STANDARDIZATION DELIVERABLES IN 2014, BY SUBJECT**



**NUMBER OF NEW POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2014, BY TYPE**



## NUMBER OF NEW POLISH STANDARDS, AMENDMENTS TO STANDARDS AND POLISH STANDARDIZATION DELIVERABLES PUBLISHED IN 2014, BY TYPE



Implementations of European Standards to the collection of Polish Standards accounted for 96.3% of all the new PNs published in 2014.

As a result of the activities undertaken in 2014, 330 standards were published in Polish, along with relevant amendments and deliverables, including:

- 261 Polish language versions of PN-EN standards;
- 69 new PNs/PDNs:
  - 28 PN-ISO
  - 26 PN – homegrown standards
  - 15 Polish Standardization Deliverables.

As compared to 2013, the number of items published in Polish increased by 30%.

## Review of PNs and withdrawal of standards

In 2014, the periodic review of homegrown PNs and PNs implementing International Standards was for the first time performed using the Polish Standardization Resource application (thanks to a modification of the IT system). The review covered 2,181 PNs.

A total of 1,009 obsolete Polish Standards were withdrawn from the collection of Polish Standards and replaced by new ones.

A total of 1,315 Polish Standards were withdrawn without being replaced, including 1,035 following the review of homegrown PNs and PNs implementing International Standards.

## Cooperation with European and international standardization organizations

In 2014, PKN continued its work connected with its membership in international (ISO and IEC) and European (CEN and CENELEC) organizations and its status as an ETSI national standardization organization.

PKN cooperates with 172 IEC Technical Committees (TCs)/Subcommittees (SCs), being a participating member ("P") of 49 of them and an observer ("O") of 123. It does not cooperate with 3 TCs/SCs. 69 experts from Poland, representing economic operators being KT members, actively take part in the work of 107 Working Groups.

In 2014, the participation form was changed or new forms were added with respect to the work of 3 IEC TC/SC.

### IEC MEMBERSHIP

Membership	Committees (TCs)	Subcommittees (SCs)	Total (TCs and SCs)
<b>IEC</b>			
Participating	32	17	49
Observer	66	57	123

In 2014, PKN issued opinions on 1,034 IEC working documents, including 433 concerning TCs/SCs of which PKN is a "P" member. Content-related comments, editorial remarks or proposed changes were submitted in relation to 77 of them. PKN issued opinions on 635 draft standards at final development stages (FDIS and CDV) and submitted comments to 22 of them.

PKN cooperates with 648 ISO Committees/Subcommittees, being a participating member in 216 and an observer in 432 of them. It does not cooperate with 80 TCs/SCs. 91 experts from Poland actively participated in the work of 120 Working Groups, representing interests of KT members.

In 2014, the form of participation was changed or new forms were added with respect to the work of 20 ISO/TCs/SCs.

### ISO MEMBERSHIP

Membership	Committees (TCs)	Subcommittees (SCs)	Total (TCs and SCs)
<b>ISO</b>			
Participating	60	156	216
Observer	148	284	432

In 2014, PKN issued opinions on 2,823 ISO working documents, including 2,393 concerning TCs/SCs of which PKN is a "P" member. A total of 878 positions for voting on draft standards at final development stages (FDIS, FDAM, DIS and DAM) were submitted to ISO last year.

Comments were submitted with respect to 108 documents, including 48 at the FDIS, DIS, FDAM and DAM stages.

237 Polish experts participated in the work of 277 CEN Working Groups (WG).

Opinions were issued on 2,513 CEN working documents (including ASD-STAN and ECISS), including 1,679 draft European Standards at the pr and Fpr stage. Content-related or editorial remarks were submitted with respect to 170 working documents, including 140 at the pr and Fpr stage.

At CENELEC, 25 Polish experts took part in the work of 25 working groups.

Opinions were issued on 816 CENELEC working documents, including 811 draft European Standards at the prEN and FprEN stage. Content-related or editorial remarks were submitted with respect to 39 documents, including 37 drafts at the pr and Fpr stage.

PKN submitted its position on 58 draft ETSI (prETSI EN) standards in 2014. No comments were submitted with respect to any of the drafts.

# *Education about Standardization*



# Education about Standardization

Since 2012, the Plenipotentiary of the President for Educational Policy has been consistently executing the Strategy for Education about Standardization with the assistance of the Educational Policy Team. The objective of these activities is to help introduce standardization-related issues into syllabuses at every level of education, especially including secondary and university education, as well as non-school education.

In 2014 the strategy concerning secondary and higher education was executed through the following initiatives:

1. The organization of:
  - a) **3rd Polish "Standardization at School" Conference** with the main theme of „Education for the Labour Market” intended for school principals, teachers and representatives of education boards and managing bodies (ca. 100 participants);
  - b) **1st "Information Security in School" Specialist Conference** in cooperation with the Centre for IT Education and Computer Applications for teachers and education managers from the Mazovia Region, for 120 participants.

2. Announcement of the results of the 2nd Polish „Standardization and Me” competition for secondary school students and teachers, co-organized by the National Centre for Supporting Vocational and Continuing Education. In the „Essay” category students were asked to write a piece on the subject: „**Standardization is for us and around us**” and in the „Graphic Art” category their task was to create artwork on the same subject in any technique in the A4 format. Teachers were asked to develop a lesson plan titled: „**Standardization. Why students need to be aware of it?**” More than 270 participants took part in the competition.

3. Announcement (in September) of the 3rd Polish Competition „Standardization and Me” with the theme: „**Accessibility for All - or a World without Barriers. Caring about the disabled means caring about all of us! How can standards help?**”.

These initiatives were supported by:

- a) the honorary patronage of: The **Ministry of National Education, the Ministry of Labour and Social Policy and the Ministry of Agriculture**, as well as Chief Education Officers, especially from the Regions of Podkarpackie, Mazowieckie, Łódzkie and Podlaskie, and local governments (including the Education Office of the Capital City of Warsaw and the Łódź Education Office), UNESCO, the State Fund for Rehabilitation of Disabled Persons, school principals and entrepreneurs;
- b) **methodical** assistance from Polish national and regional teacher training centres: **KOWEZIU, ORE, OEIIZK, ŁCDNiKP, KCER**;
- c) **the media** (the press and TV).

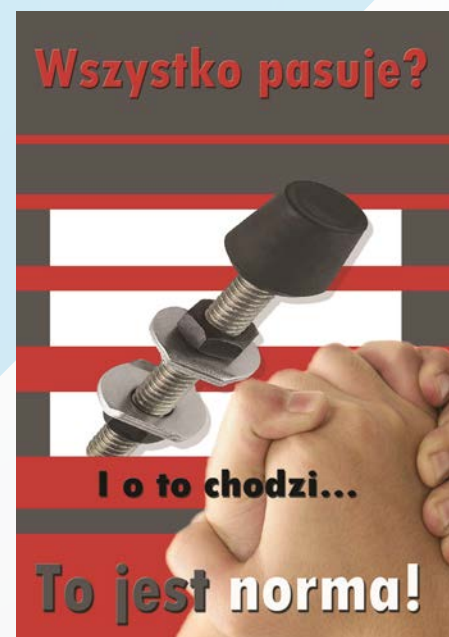
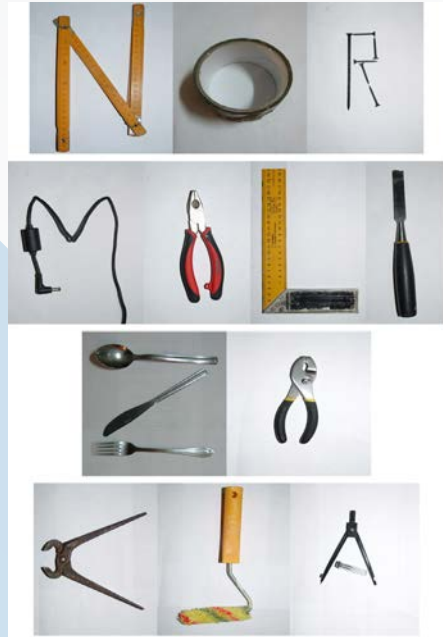
4. Initiation and preparation for the implementation of the honorary title „**Promoter of Education about Standardization**” for people particularly involved in standardization processes and in the promotion of education about standardization.

5. Participation in projects implemented by the Ministry of National Education - “Safe and Friendly School” and “School in Motion” - providing substantive input (studies) related to the topic of the projects.

6. Maintaining the Education Zone section on [wiedza.pkn.pl](http://wiedza.pkn.pl) – a total of more than 100 posts, lectures and studies were published. Content was published in a newly added section: Lesson plans.

7. Cooperation was started with the Łódź Teacher Training and Practical Education Centre (ŁCDNiKP) as regards the implementation of standardization in vocational training (contribution to the development of a module-based education concept including a „Standardization” module).

8. Support for grassroots initiatives, including:
- Regional competition about standardization organized by the School Complex in Sokołów Małopolski for schools in the Rzeszów District (Podkarpackie Region);



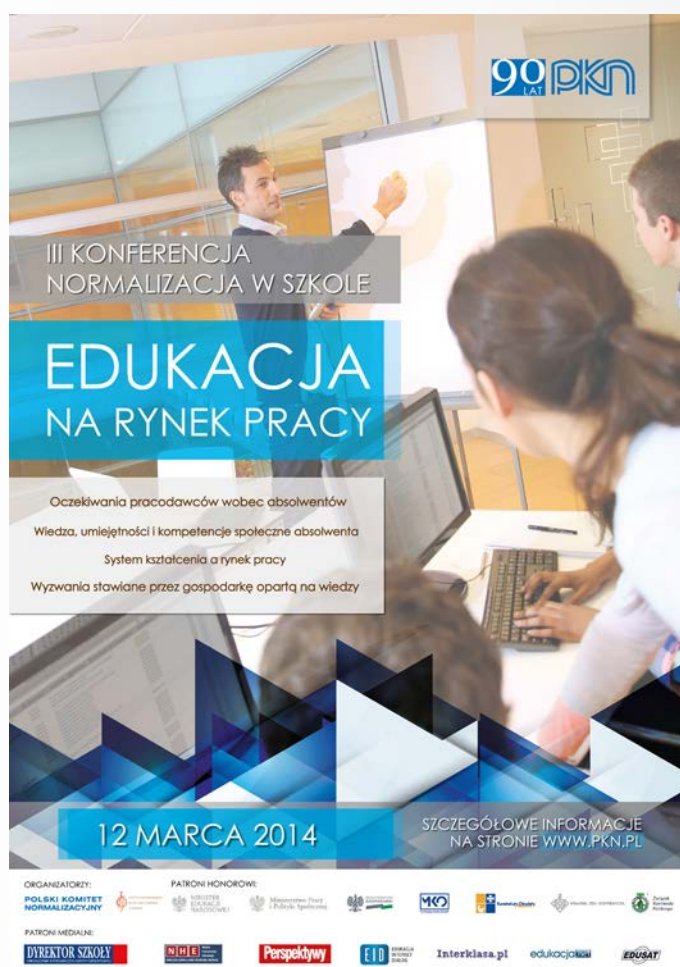
PRACE NAGRODZONE W KONKURSIE „NORMALIZACJA I JA”

- Inter-school competition about standardization knowledge organized by the Complex of Technical and Commercial Schools in Bielsko-Biała;
- Regional competition entitled: „Leader of Implementation of Education about Standardization in Secondary Schools” organized by the Łódź Centre for Teacher Training and Practical Education. The ŁCDNiKP developed a brochure on education about standardization, opened the „Education about Standardization” subsection on its website and developed a project for the implementation of standardization in middle schools;
- „Standardization at School and in Everyday Life”- an internal competition at the **Complex of Secondary Schools in Tomaszów Mazowiecki**.

**9.** Contribution to the work of the Educational Research Institute involving the development of a model description of qualifications for the draft National Qualifications System (development of the „Standardizer” model qualification).

**10.** Participation in various events (seminars, conferences and symposiums) on informal education (non-school education), intended to introduce standardization themes into this form of education.

**11.** Representing PKN in the work of the Joint CEN/CENELEC Working Group Education about Standardization.







# *External Relations*

# External Relations

## International Relations

The activities of the Polish Committee for Standardization in the international arena include cooperation with international and European standardization organizations and coordination of tasks connected with negotiating, signing and performing contracts and bilateral agreements with standardization units from other countries.

As a member of standardization organizations:

- International Electrotechnical Commission - IEC,
- International Organization for Standardization - ISO,
- European Committee for Standardization - CEN,
- European Committee for Electrotechnical Standardization - CENELEC

and as a national standardization organization in the European Telecommunications Standards Institute - ETSI, PKN makes it possible for Polish stakeholders to actively participate in standardization work at the European and international level. Representatives and delegates of PKN represent the interests of the Polish standardization system and Polish stakeholders in the management bodies and technical bodies of international and European standardization organizations. In 2014, PKN's delegates took part in the following meetings: 78th IEC General Meeting, 37th ISO General Assembly, 42nd ETSI/NSO Meeting, 10th Annual CEN-CENELEC Meeting, CENELEC Administrative Board meetings (CLC/CA) and CEN General Assemblies (CEN/AG), meetings of CEN and CENELEC Technical Boards (BT), External Relations Committee (ERC), CEN and CENELEC policy advisory committees for the Administrative Board, the European Forum of Standard Distributors (EFSD), as well as the meetings of CEN and CENELEC working groups for Purpose and of the "BT Efficiency" working group of the CENELEC Technical Board (CLC/BT Efficiency).

Representatives of PKN also actively participated in the work of the joint group established by the European Standardization Organizations - CEN-CLC-ETSI/JWG EaS „Education about Standardization”.

Being actively involved in the work of standardization organizations, PKN managed or supervised the management of the following secretariats of technical committees or subcommittees: (ISO/TC 98, ISO/TC 98/SC 2, ISO/TC 107/SC 7, IEC/TC 27 and CENELEC reporting secretariats (CLC/SR 27 and CLC/SR 90).

### CENELEC Administrative Board

In June 2014 Ewa Zielińska, Director of the External Relations Department, was appointed for the CENELEC Administrative Board. The main tasks of the Board, which is elected by the General Assembly of CENELEC members (CLC/AG), include ensuring the enforcement of the decisions made by the General Assembly, as well as preparing the draft budget of the CENELEC and monitoring and supervising its execution. The membership of a representative of PKN in the Administrative Board, so essential to the effective functioning of CENELEC, confirms PKN's high status in European structures and in the European standardization system.

### Maintenance of the Russian language version of PKN's website

The launch of the Russian language version of PKN's website was a result of close cooperation with the Belarussian standardization organization. Responding to stakeholders' expectations, especially in light of the developing bilateral cooperation with the Member States of the Customs Union (Belarus, Russian Federation and Kazakhstan), the Russian language version of PKN's website has been updated on an ongoing basis.

### Collaboration with the Ministry of the Economy in the Standards Committee (Regulation 1025/2012)

A total of 3 meetings of the European Commission Standards Committee were held in 2014, as well as two meetings of its working group for an independent review of the European standardization system and the vademecum on European standardization. A representative of PKN attended them as the deputy of a national member, i.e. a representative of the Ministry of the Economy. This form of participation in the meetings of the Committee makes it possible to present the national position, reflecting the needs of national standardization, and to monitor the execution of the European standardization policy by the European Commission.

### Bilateral cooperation

#### Memorandum of Understanding between PKN and DKE

On 7 May 2014 in Offenbach, Germany, during the annual meeting of the German Commission for Electrical, Electronic and Information Technologies (DKE), PKN and DKE signed a Memorandum of Understanding on Standardization. The Memorandum provides the basis for an exchange of information about standardization work and other technical projects undertaken by both parties. It creates the necessary conditions for furthering and enhancing cooperation between PKN and DKE in the area of standardization, while at the same time placing substantial emphasis on the exchange of experience between both institutions.



### Collaboration with the Polish-Belarusian Chamber of Commerce and the Industry

PKN hosted two workshop sessions for entrepreneurs from the Polish community in Belarus, as well as for Poles in Belarus working in business support institutions and active in self-governed business organizations. Both sessions (held in June and July 2014) were possible thanks to the collaboration between PKN and the Polish-Belarusian Chamber of Commerce and Industry and the Polish Ministry of Foreign Affairs.

A practical objective of the workshops was to assist in the development of entrepreneurship and business competitiveness of the Polish community in Belarus. The long-term effect of the project will be enhanced economic strength and social standing of entrepreneurs from the Polish community in Belarus, which will be achieved by developing their business skills and the ability to implement innovative solutions.



At PKN, training participants had the opportunity to learn about the functioning of the Polish and European system for the creation, harmonization and implementation of standards and technical regulations. They also received information resources. Polish business support institutions, as well as manufacturing and trading companies took part in the project alongside PKN.

#### Meeting with the management of Belarusian Gosstandart

The President of PKN invited the President of the National Committee for Standardization of the Repu-

blic of Belarus (Gosstandart) for a working visit to PKN in early December. Representatives of the Belarussian standardization body visited Poland with a group of delegates accompanying the Deputy Prime Minister of the Belarussian government during his visit to Warsaw for the meeting of the Polish-Belarussian Investment Forum, as well as the 3rd meeting of the Joint Polish-Belarussian Commission for Economic Cooperation. During the visit of the President of Belarus's Gosstandart to Poland, the Polish Committee for Standardization and the State Committee for Standardization of the Republic of Belarus signed an execution plan regarding the agreement on cooperation in the field of standardization for the years 2014-2015. The document set out the general principles of cooperation between PKN and Gosstandart of Belarus in 2015. A meeting of the management teams of both institutions was held at the head office of PKN in Warsaw, focusing on the new agreement and on collaboration in the field of standardization.

Meetings of the management of PKN and Gosstandart have been held on a regular basis for many years, either accompanying bilateral meetings or upon the invitation of one of the parties. The topics discussed at the meetings include both the results of the parties' cooperation so far and the plans of joint activities in the future.



### Training for specialists from Armenia

As part of its cooperation with the Ministry of the Economy, PKN hosted a training seminar for Armenian specialists concerning European solutions in the area of standardization of low-voltage power devices. The training was held on 17 December for 4 employees of

the Department of Infrastructure Quality and Technical Regulations of the Ministry of the Economy of the Republic of Armenia. The training session at PKN was part of a three day-long study visit.

During the meetings at PKN, employees of the Armenian Ministry of the Economy learned about the Polish and European standardization systems, as well as about the principles applicable to the provision and sale of standards and standardization deliverables in Europe and in international standardization organizations. The Polish Ministry of the Economy was the main organizer of the visit of Armenian specialists.

### „10-10” CEN-CENELEC webinar

In order to provide representatives of the Technical Bodies with uninterrupted access to technical information on the current developments in the area of standardization and specific issues which may directly impact technical work, the CEN-CENELEC Management Centre (CCMC) conducted a series of 9 seminars entitled „10-10”.

They were coordinated by the Department of External Relations, which arranged for interested people to participate in the first seminar and remained in touch with the CCMC, reporting on new developments related to the project on an ongoing basis.

The seminars revolved around the following themes:

- Cooperation and partnership. BOSS CEN System. Drafting of a valuation sheet for the European Commission and EFTA. Environmental aspects of standards. Participation of experts from outside Europe in the work of European technical bodies.
- CEN and CENELEC procedures for appeals concerning defective standards and related issues. Harmonized standards in the construction sector. Standards concerning services and professional qualifications (CEN 14 and 15 guidance documents). Research activity and support.

Representatives of most PKN sectors and certain Departments attended the seminars.

## The Baltic Standards Forum

The 2014 edition of the Baltic Standards Forum (BSF) was held in the last week of August. It was hosted by the Polish Committee for Standardization in the town of Giżycko. As usual, participants included representatives of the management of standardization units from Poland, Lithuania, Latvia and Estonia, as well as their employees specialising in particular areas. The special worth of these meetings lies in the opportunity to meet "line employees" who discuss previously selected topics, sharing their ideas and experience. Just as in previous years, the Forum included a joint plenary session for all participants, followed by meetings in specialized working groups. PKN employees were leaders of the working groups. During the plenary session, heads of the participating delegations presented the accomplishments of their standardization units since the previous BSF.

The topics discussed during the working group meetings are of essential importance for the work of standardization organizations and the services they offer. An exchange of experience in these areas is aimed to facilitate standardization work and streamline the provision of services to Technical Committees and external customers.



## Activities in Poland

The tasks of the Information and Corporate Affairs Section include the promotion of the voluntary standardization system, e.g. by preparing and coordinating the participation of PKN representatives in conferences, seminars, etc., issuing opinions on requests for PKN patronage, updating the content of PKN's website and publication of the *Wiadomości PKN. Normalizacja* monthly.

### Polish Standardization Day

The 5th Polish Standardization Day was celebrated on 20 May. In 2014 the celebrations were particularly noteworthy, as they were connected with the 90th Anniversary of the establishment of PKN. In relation to both events, the „Myślник” Conference Centre in Warsaw hosted a conference entitled: „Standardization - How to rise to the challenges of the future?” The idea behind the meeting was to present numerous aspects of the future of standardization from the perspective of the Polish Committee for Standardization, as well as of authorities, consumers and entrepreneurs.

Among the participants invited for the conference were representatives of the Polish business management, state administration bodies, the academia, as well as industry and consumer federations and associations.

The substantive part of the meeting included presentations dedicated to themes such as: „Standardization as a Tool of Economic Policy”, „Standardization - Philanthropy or Investment?”, „Small and Medium-Sized Companies and Standardization”, „Better Standards - Safer Consumers”. It was also emphasized that standardization was mainly a business and thus the approach to standardization should also be business-like.

The conference ended with a discussion panel, in which panellists emphasized the important role of standardization in their professional lives. A pleasant highlight of the celebrations was the good wishes and congratulations on the 90th anniversary of PKN extended by representatives of the invited companies and institutions.

The representation office of the European Commission in Poland, the Polish Ministry of the Economy, the National Chamber of Commerce and the Polish Consumer Federation assumed Honorary Patronage over the event.



### ISO Workshops

From 8 to 10 December 2014 in Warsaw, PKN organized workshops on marketing and communication strategies related to the sales of ISO standards and other standardization deliverables. The topics touched upon at the meeting included effective communication, standards copyright protection, the use of social media to promote standardization and the role of the ISO in supporting the activities of its members.

Participants of the workshops included represen-



tatives of marketing and sales staff of standardization units from: Azerbaijan, Kazakhstan, Kirgizstan, Armenia, Bosnia and Herzegovina, Serbia, Macedonia, Ukraine, Georgia, Albania, Moldova and Poland.

The workshops were delivered by representatives of the ISO Central Secretariat: Katie Bird (Communications and Content Strategies) and Régis Brinster (Marketing and Sales).

### Promotion of the PN Mark

Promotion of the PN Conformity Mark involved a nationwide social campaign run in the last quarter of the year in such weeklies as *Polityka*, *Wprost* and *wSieci*, in daily papers including *Rzeczpospolita* and *Dziennik Gazeta Prawna*, in the online edition of *Gazeta Wyborcza* (*gazeta.pl*) and on the websites of all of these publications in the form of banners of various sizes promoting the PN Mark. The campaign was directed to mass audiences, including consumers and entrepreneurs.

Moreover, ads were featured on the following websites: *www.egospodarka.pl*, *www.forsal.pl*, *www.infor.pl*, *gazeta-msp.pl*, *biznes2biznes.com* and in the *Quality News* industry magazine (December 2014).



**PN** ZNAK ZGODNOŚCI Z POLSKĄ NORMĄ

[www.pkn.pl](http://www.pkn.pl)

### PKN's image-building activities

The External Relations Department organized meetings with various stakeholder groups and worked with KO PKN, including cooperation with the President's Plenipotentiary for Education Policy and the Sales and Marketing Department. As part of KO projects, the External Relations Department was involved in the organization of:

- „Education for the Labour Market” Conference (March);
- „Standardization and Me” Competition (January-March);

- 1st „IT Security at School and Education Facilities” Conference (October);
- „Quality in Education and Vocational Training” Seminar (December);
- social campaign promoting the PN Mark in nationwide media (October-December).

The promotion of the sales of standards and standardization publications included advertisements in *Wiadomości PKN. Normalizacja* monthly. In addition, banners, article illustrations and posters promoting events and standards were prepared (including e.g. special issues of *Wiadomości PKN*, covers of standardization publications, the „Standardization at School” conference and the „Standardization and Me” competition), which were featured on the *www.pkn.pl* website and on the websites of media partners.

## 90th Anniversary

Preparations for the 90th Anniversary of the establishment of the Polish Committee for Standardization started in mid-2013. A number of activities were planned then and implemented all through 2014.

Special activities related to the anniversary celebrations included the development of a special website section on [www.pkn.pl](http://www.pkn.pl), featuring historical information related to PKN's work. The Polish Standardization Day on 20 May was connected with the celebrations of the 90th anniversary and a special conference was organized under the title: „Standardization - How to rise to challenges of the future?” Besides external events, a jubilee photographic competition for employees was held and the distinguished entries were published in the 2015 calendar.



In addition, special editions of standards were prepared and presented to the Polish President, Prime Minister and Ministers.

Moreover, historical information and interesting facts about PKN's work were published in the *Wiadomości PKN. Normalizacja* monthly all through 2014 in a special anniversary series.

Information about the anniversary was also published in PAP web services, as well as sent to PKN's partners (e.g. standing partners such as the European Commission – Representation Office in Poland, the National Chamber of Commerce and universities) and to European and international standardization organizations – articles were published in the CEN-CENELEC newsletter, ISO Focus and IEC e-tech.

## Wiadomości PKN Monthly

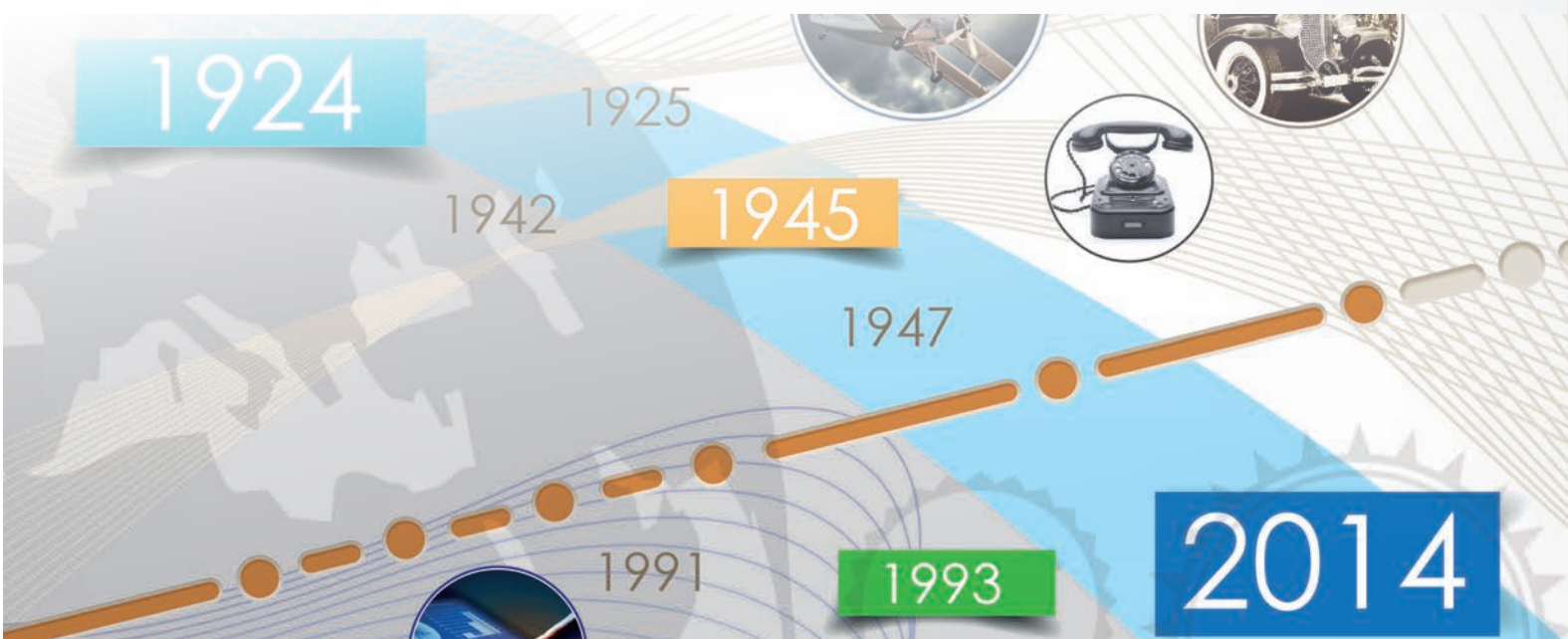
The monthly of the Polish Committee for Standardization is issued in the digital format and can be downloaded for free from [www.pkn.pl](http://www.pkn.pl).

It features articles dedicated to the activities of PKN and standardization work in Poland, the EU and worldwide.

Each issue contains articles concerning the standardization of important areas of various economy sectors.

In 2014, besides the 12 monthly issues of *Wiadomości PKN. Normalizacja*, two special themed issues were published, focusing on welding and the safety of agricultural machines.

The themed issue on the quality of welding processes in the context of standardization work was published first. It included articles detailing the standards and standardization deliverables necessary to ensure a high quality of welding processes, qualifications of welding workers and non-destructive examination personnel,





validation of welding processes and non-destructive examination of weld joints. The articles published in this issue had been written by experts from the Institute of Welding in Gliwice. The publications may be treated as a guidebook to standards for all stakeholders of the welding industry.

The other themed issue focused on the safety of agricultural machines in the context of standardization. The articles implied that standards were useful for technical performance examination systems and for the assessment of safety requirements for farming machines. Experts from KT 16 Tractors and Machinery for Agriculture and Forestry agreed to write the articles. The publication was prepared for manufacturers, developers, as well as users of farming machines.





# *Information Technology*

# Information Technology

In 2014 PKN continued work on two subprojects covered by the Portal e-Norma project at the Polish Committee for Standardization Part 2:

## **Digital Selling System for Products and Services (SCSPU) Stage 3 – Maintenance**

The objective of the subproject is to establish a platform that will meet the market expectations and facilitate the sale of PKN products and services.

The subproject was divided into 3 stages:

- Stage 1 – Engineering – completed in April 2012;
- Stage 2 – Development and implementation – completed in December 2012;
- Stage 3 – Maintenance – completion scheduled for 2015.

## **Standardization Knowledge Management and e-Learning - Stage 3 – Maintenance was completed.**

The subproject is aligned with PKN's strategic objective which involves the reorganization of the training system for standardization and related fields by creating the technical infrastructure to develop and share training courses using modern media technologies, both for commercial purposes and to promote standardization.

The subproject was divided into 3 stages:

- Stage 1 – Engineering – completed in October 2012;
- Stage 2 – Development and implementation – completed In September 2013;
- Stage 3 – Maintenance - completed in December 2014.

Within the framework of IT projects, ICT hardware infrastructure was also upgraded, the project involving the development of Polish Standardization Resource system, commenced in 2013, was continued and support and maintenance for IT systems was provided.

All the activities undertaken supported standardization work, helped to ensure broad access to online services and effective use of resources in order to create convenient conditions for the functioning and development of PKN.

Moreover, the implemented projects ensure the consistent improvement of the quality of the services and products provided by PKN, by introducing the technical resources necessary to draw up standardization deliverables and tools improving the competitiveness of PKN's products and services.

# *Products and services*



# Products and services

## Sales of standards, other deliverables and licences

### The promotion of sales of standards and standardization publications included the following activities:

- launch of a new website on standardization - Wiedza, wiedza.pkn.pl (the promotional campaign was based on sending leaflets, publishing an advertisement in *Wiadomości PKN. Normalizacja* and featuring a banner on www.pkn.pl);
- provision of ongoing technical maintenance of the Wiedza website;
- survey about e-learning options on the Wiedza website;
- development of advertisements, banners and leaflets promoting new standardization products;
- preparation of graphic lists of standards for: lex-norma construction and lex-norma non-destructive examinations;
- publication of the prospectus entitled „Information on the course and results of standardization work“;
- promotional activities, e.g. focusing on discounts, special issues, the IEC project, standards newsletter and e-Access.

### Sales of Polish Standardization Deliverables (PN and PKN) in 2014 by sectors:

Sector	PN-EN	PN-ISO	Homegrown	Other	Total
SBD	11698	181	1572	122	13573
SCH	7615	608	655	262	9140
SEK	1411	0	6	14	1431
SEL	4613	0	274	118	5005
SET	2886	10	93	1130	4119
SGR	1576	235	817	17	2645
SHT	10961	98	710	27	11796
SLT	3084	296	935	5	4320
SMC	7018	402	849	15	8284
SNI	0	0	0	0	0
SOB	1271	62	83	100	1516
SPU	3183	60	314	11	3568
SRZ	2256	708	1066	74	4104
STI	1912	1496	111	259	3778
SUS	26	2	3	0	31
SZP	8696	1118	807	386	11007
SZŚ	5130	864	1357	8	7359
<b>TOTAL</b>	<b>73336</b>	<b>6140</b>	<b>9652</b>	<b>2548</b>	<b>91676</b>

**Other forms of document distribution:****e-Access**

A service enabling online access to the collection of standards selected by a client, updated on an ongoing basis. It may be any collection or a collection related to one or more ICS (International Classification for Standards). The content of relevant standards is uploaded to a PKN server.

**lex-norma**

A service enabling online access to construction-related legislative acts and standards referred to in those acts, which are updated on an on-going basis. The texts of the standards and regulations are also available in a consolidated version. Navigation is facilitated by hyperlinks between regulations and standards.

The collection is located on a PKN server.

**PKN SZN (Standard Management System) application**

The application enables users to organize (search the collection of standards by specific criteria) and manage (under a license obtained for a specific number of users) the collection of Polish Standards and update it. The application, along with the collection of standards, is located on the client's server.

**On-line standards (available since November)**

The service offers paid access to Polish Standards available on PKN's servers from any computer or mobile device through internet browsers. Access to the entire collection of PKN is possible, as well as to collections focusing on various ICS areas.

**Sales of services: standardization training courses, conformity marking for Polish standards and specialist information****Standardization training for external clients delivered in 2014**

The Certification and Training Section, in cooperation with the Standardization Division, organized a training course for KT Secretaries. 53 participants took part in the course.

**PN and Keymark Certification**

Polish Committee for Standardization holds the copyrights of the Polish Standards. Consequently, it is the only Polish organization authorized to certify and award rights to the PN Conformity Mark with respect to applicable standards included in the collection of Polish Standards. Other certification bodies authorized by the

President of PKN can only issue PN Mark certificates with respect to the standards to which they are accredited or with respect to which PKN acknowledges their competences.

The figures as at 31 December 2014 are as follows:

- product certification bodies (JCW) – bodies authorized by the President of PKN to certify PN conformity and award PN Mark rights: 5 (2 JCWs were awarded the rights in 2014);
- valid PN certificates: 8 (including: 2 certificates issued by authorized JCWs, 6 certificates issued by PKN);
- valid Keymark certificates for SDG-5 Thermal insulation products in construction: 8 (an entity of IMBiGS Branch Office Katowice (former COBRPIB Katowice)

accredited to SDG-5 carried out control audits and all 8 Keymark conformity certificates remained valid).

Promotional activities to build the position of the PN Mark as a consumer mark were continued. New promotional activities for consumers and producers were carried out.

PN Mark promotion measures:

- advertising campaign in the media (the press, including dailies and weeklies, as well as an internet campaign);
- promotion of the PN Mark in *Wiadomości PKN. Normalizacja*;
- participation of SCS employees in training, seminars and meetings with potential parties interested in the PN Mark: lectures promoting voluntary certification and the PN Mark at universities collaborating with PKN (in Bydgoszcz, Olsztyn and Radom);
- continued implementation of a discount policy for holders of PN and JCW certificates.

The objective of further measures implemented by PKN is to strengthen the position of the PN Mark and convince stakeholders that it is important in any product conformity assessment system, since it provides greater certainty as to the quality of the product bearing the Mark and guarantees that both the product and its manufacturing process are regularly tested and supervised by an independent third party. PKN also plans to develop voluntary certification in the services sector.

### Conformity of the Information Security Management System confirmed by PKN

In 2014, just as in previous years, auditors of the Polish Committee for Standardization carried out 9 supervisory audits of Information Security Management Systems at universities that had obtained Information Safety Certificates in 2011.

## PKN's publishing activities in 2014

### Non-Serial Publications of PKN

Publishing work involving non-serial publications of PKN is aimed at preparing standardization documents and publications in the electronic format (a PDF template and an additional xml file), to be able to disseminate them in any format:

- PDF file – to be downloaded directly by customers from the online shop;
- a PDF file on a CDR – a ready-made set concerning a specific theme or a customer-specified set of standards;
- file printing – instant printing on request - as ordered by the customer.

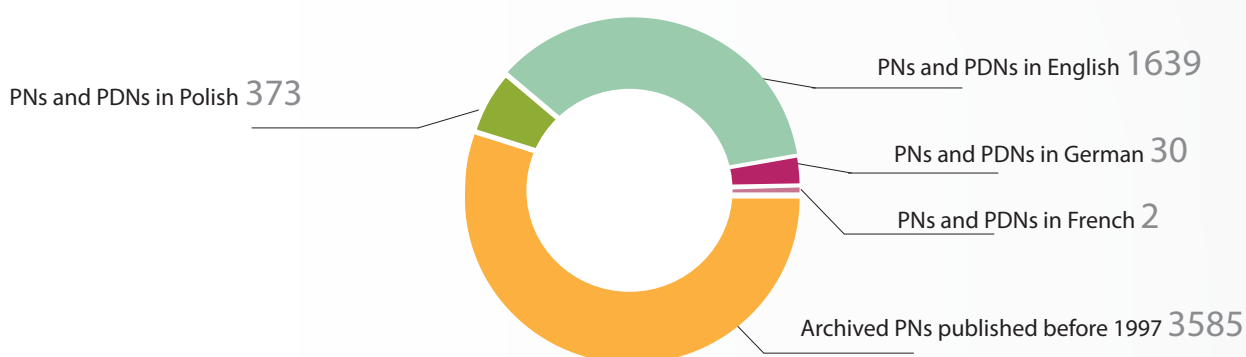
### Polish Standards and Standardization Deliverables

In 2014, the electronic collection of PNs and PDNs was expanded to include PDF versions of 5629 PNs/PDNs – for sale and for the purposes of standardization work, of which:

- 1639 newly approved PNs/PDNs implementing European Standards by endorsement, in English;
- 373 newly approved PNs/PDNs in Polish which were typeset, proofread, published and converted into PDF;
- 2 PNs and PDNs in French as ordered by customers;
- 30 PNs and PDNs in German as ordered by customers;
- 3585 archive PNs from before 1997 were scanned and converted into PDF.

Growth of the repository of PNs and PDNs<sup>1)</sup> in pdf format in 2014

	Type of document	Number of PNs/DNs in the PDF format
1	PNs and PDNs in English	1 639
2	PNs and PDNs in Polish	373
3	PNs and PDNs in German	30
4	PNs and PDNs in French	2
5	Archived PNs published before 1997	3 585
<b>Total</b>		<b>5 629</b>

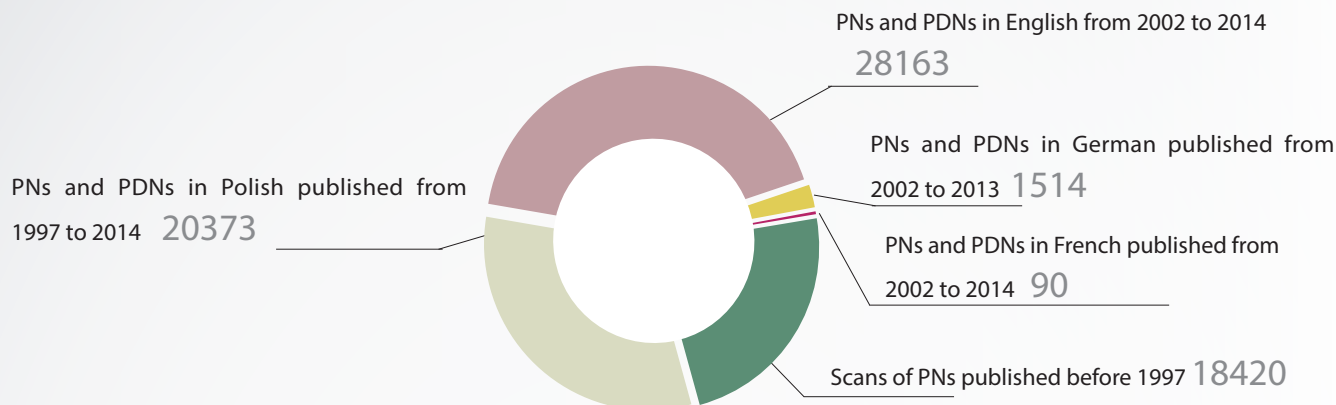
Status of the repository of PNs and PDNs<sup>2)</sup> in PDF format (as at 31 December 2014)

	Type of document	Number of PNs/DNs in the PDF format
1	PNs and PDNs in English published from 2002 to 2014	28 163
2	PNs and PDNs in Polish published from 1997 to 2014	20 373
3	PNs and PDNs in German published from 2002 to 2014	1 514
4	PNs and PDNs in French published from 2002 to 2014	90
5	Scans of PNs published before 1997	18 420
<b>Total</b>		<b>2002 to 2014</b>

1) including changes and amendments to PNs

2) including changes and amendments to PNs





### Virtualization of the collection of PNs/PDNs

In 2014, 1557 newly published PNs\*/PDNs in Polish and English were converted into xml files.

As at 31 December 2014, the collection of xml PNs and PDNs included 37257 documents.

### Other Non-Serial Publications of PKN

In 2014, three publications on standardization were released.

- CERTIFICATION IN INFORMATION TECHNOLOGY - 2nd Edition, updated and extended



An update of the previous edition with regard to the Information Security Management System and IT Services Management System, extending the scope of the study to include the Business Continuity Management System.

A publication intended for entities applying for a certification of management systems: information security, IT services and business continuity. IT system users will also find valuable guidance here.

- INFORMATION SECURITY MANAGEMENT SYSTEM IN PRACTICE. SECURITY MEASURES, 2nd edition, updated and extended

An update of the previous edition following the amendment of standards from the ISO/IEC 27000 series, including changes to the requirements of the Information Security Management System set out in ISO/IEC 27001.

The publication is intended for people specialising in information security and employees of institutions planning to implement the Information Security Management System. It includes guidelines, practical hints, recommendations and suggested solutions for personnel in charge of the technical aspects of information security (IT specialists).



- HOW TO APPLY ISO 22000

A translation of an ISO handbook which, in conjunction with PN-EN ISO 22000:2006 Food safety management system - Requirements for any organization in the food chain, can be used to develop a Food Safety Management System (FSM) for the organization.





*Finance*

# Finance

## Execution of the financial plan

The legal basis for the financial management at PKN is provided by:

1. The Accounting Act of 29 December 1994 (Journal of Laws of 2009, no. 152, item 1223, as amended);

2. The Act on Public Finance of 27 August 2009 (Journal of Laws No 157, item 1240, as amended) and its secondary legislation;

3. Regulation of the Minister of Finance of 5 July 2010 on special accounting policies and charts of accounts for state budgets, budgets of local governments, state budget-funded entities, self-governmental state budget-funded entities, state special-purpose funds and state budget-funded entities established outside the territory of the Republic of Poland (Journal of Laws No 128, item 861, as amended);

4. Regulation of the Minister of Finance of 2 March 2010 on the detailed classification of revenues, expenses, income, spending and receipts from foreign sources (Journal of Laws No. 38, item 207, as amended);

5. Financial instruction at the Polish Committee for Standardization;

6. Accounting policy at the Polish Committee for Standardization.

In 2014, financial management was based on the Annual Plan approved by the President of PKN. This plan includes budget expenses and revenues.

## Budget Revenues

PKN's revenue is not subject to taxation and concerns section 75002 - Polish Committee for Standardization.

PKN obtains revenue from the following sources:

No.	Item	Execution in 2013	Plan for 2014	Execution in 2014
1.	Proceeds from the sale of Polish Standards, PKN's own publications, information and certification activity	8 000	7 848	7 981
2.	Income from license fees	113	414	416
3.	Income from training programs	138	0	1
4.	Sale of assets	1	0	13
5.	Standards on request and notifications	42	60	79
6.	Proceeds from various sources	988	100	544
7.	Interests	5	0	4
8.	Financial penalties	0	0	24
<b>Total</b>		<b>9 287</b>	<b>8 422</b>	<b>9 042</b>

Amounts in thousands of PLN

In 2014, PKN generated the revenue of PLN 9,042,000 which represented 107.36% of the planned figure.

The revenue was planned and generated within a single section:

750 - Public administration and single subsection - 75002 PKN.

The top item in the 2014 revenue structure was the sales of Polish standards, own publications and information and certification activities with a value of PLN 7,981.

Revenue from training for external clients in 2014 amounted to PLN 1,000. PKN's training offer is mainly based on its internal organizational and substantive capacity. Its own potential, especially with regard to training resources and lecturers limits the extent of possible training topics to areas mainly related to information security and the process of auditing the implemented security systems in compliance with PN-ISO/IEC 27001. In 2011, 2012 and 2013 PKN conducted a series of training courses in this area, with the peak number held in 2012 and later, due to market saturation, as well as the offer of competitive companies, the demand abruptly slumped. In 2014, the number of applicants did not guarantee the profitability of the training series and therefore the program was suspended.

In 2014 a passenger vehicle and IT equipment which was not in use was sold for PLN 13,000. Revenue from license fees amounted to PLN 416,000. It was generated from the sale of licences for e-Access, lex Norma, PKN Standard Management System and the On-line Standards service.

Miscellaneous revenue in 2014 was higher than planned by PLN 444,000.

This value included, among others: fees paid by foreign standardization institutions for foreign standards sold to Polish customers, reimbursements of court fees, revenue from previous years and reimbursement of previously paid premiums for the State Fund for Rehabilitation of Disabled Persons.

Income generated by standards developed on request and notification amounted to PLN 79,000. It was derived exclusively from the fees collected by PKN from the entities requesting the work for the service consisting in the recognition and approval of the Polish standard. After the closing of the own revenue account, PKN accepts

orders from clients for the completion of all work on request but requires the client to deliver a complete draft standard. However, there exists a large group of customers who would like to order the development of a draft standard from PKN, and since this is not possible, they do not always decide to order the service. Enabling PKN to manage at least part of the funding generated from this service would increase interest in work on request and as a result, it would translate into higher budget revenue.

Moreover, interests in 2014 amounted to PLN 4,000 and contractual penalties for failure to comply with service provision deadlines amounted to PLN 24,000.

In 2014, just as in 2013, part (ca. 1/3) of the development of Polish Standards and Polish Standardization Deliverables in Polish was funded as work requested by stakeholder communities.

## Budget Expenses

PKN is financed by:

- Section 750 - Public Administration, Subsection 75002 - Polish Committee for Standardization
- Section 752 - State Defence, Subsection 75212 - Other Defence Expenses.

### Execution of the revenue plan in 2014

Planned expenses	Executed	Non executed
32 818	30 843	1 975
100%	93,98%	6,02%

Amounts in thousands of PLN

The planned budget expenses according to the Budget Act 2014 amounted to PLN 32,818,000.

Investment expenses made in 2014 were lower by PLN 32,000 than the planned figure.

Personnel expenses made in 2014 were lower by PLN 19,000 than the planned figure.

Current expenses made in 2014 were lower by PLN 1,924 than the planned figure.

The reason for which the current expenses were lower than planned is that the cost-cutting measures taken by the President of PKN were continued. The pricing policy for standards adopted in 2009 was followed, promoting the sale of electronic product versions. The costs of paper, operation and maintenance of printing equipment were lowered. Energy consumption was reduced. A system was used to register every printing and copying operation. The cost of fixed-line and mobile telephones was analysed on an ongoing basis. The number of magazine and trade literature subscriptions was again reduced. The amount of domestic travel was cut down by using teleconferencing equipment.

Moreover, the number of civil-law contracts and international business trips was reduced. In 2014, PKN was released from its obligation to pay contributions to the Labour Fund for 107 employees. No unexpected equipment failure occurred in 2014. Moreover, less than planned was spent on the maintenance of multi-purpose devices and on servicing IT systems. Contributions to international organizations were paid at a lower currency exchange rate than planned.

PKN does not grant any subsidies, is not involved in any multi-annual programs and does not establish incentive funds.



# *Technical Bodies*

## Technical Bodies

### Construction and Building Structures Sector

KT number	KT name
102	Bases for design of structure
108	Aggregates and stone for building
128	Design and execution of steel structures
169	Windows, doors, shutters and building hardware
179	Thermal protection of building
180	Fire safety of buildings
193	Prefabricated components of aerated concrete and nonreinforced components of light-weight aggregate concrete
194	Gypsum and gypsum based products
195	Precast concrete products
196	Cement and buildings limes
197	Ceramic tiles and ceramic sanitary appliances
198	Glass
199	Melioration system and hydrotechnics
211	Thermal insulating products for buildings
212	Road execution and maintenance
213	Design and execution of concrete structures and composite structures
214	Bitumen and synthetic products for waterproofing in building
215	Design and execution of timber and wood-based structures
232	Construction documentation
233	Masonry
234	Accessories for roofing
251	Bridges
252	Design of masonry
253	Buildings Acoustic
254	Geotechnics
274	Concrete
278	Water supply and waste water engineering
307	Sustainability of building construction
308	Assessment of release of dangerous substances-construction products
312	Earthworks
316	Heating Systems
317	Ventilation and Air Conditioning
318	Chimneys

### Chemistry Sector

KT/PK number	KT/PK name
12	Explosives and pyrotechnical articles
111	Coal derivative products and pressed carbon products
140	Plastic pipes, fittings and valves
141	Plastics



## Chemistry Sector

KT/PK number	KT/PK name
155	Dyestuffs, dye intermediates, pigments and extenders
156	Fertilizers
168	Plastic products
175	Paints and varnishes
184	Adhesives
185	Protection of wood and wood-based products
186	Rubber and rubber products
201	Cosmetics and household chemicals
222	Petroleum and related products
222/1	Liquid fuels
222/2	Bituminous binders
222/3	Lubricants
223	Technical gases
249	Chemical analysis
269	Chemical safety
289	Technical ceramics

## Electronic Sector

KT number	KT name
60	Semiconductor power converters
67	Electrical equipment in medical practice
69	Measuring Equipment and protection equipment
71	Measurement equipment for electrical and electromagnetic quantities
105	Electroacoustics, audio and video information storage systems
241	Electromechanical components
266	Nuclear instrumentation
282	Fibre optic technology
290	Special techniques used in electrotechnology
291	Laser equipment and optical radiation safety
293	Capacitors and resistors for electronic equipment, printed boards and electronics assembly technology
294	Piezoelectric devices, magnetic components and ferrite materials

## Electrical Sector

KT number	KT name
4	Lighting technology
54	Cells and batteries
56	Electrical machine (rotating) and hand-held motor- operated and portable electric tools
61	Electrical equipment and system for railways
62	Electrical accessories
63	Household and similar electrical appliances
70	Electrical relays and protection equipment
72	Live working

## Electrical Sector

KT number	KT name
73	Low-voltage surge protective devices and system engineering and erection of electrical power installations in system with nominal voltages above 1 kV A.C. and 1.5 kV D.C.
74	High-voltage switchgear and control gear assemblies
75	Fuses
76	Insulators
78	Industrial electroheating
79	Power transformers
80	Overhead lines – general aspects
81	Instruments transformers, small power transformers
267	Electrically-operated farm appliances and electrical commercial catering equipment
281	Safety of machinery – electrotechnical aspects

## Electrotechnical Sector

KT number	KT name
8	Terminology, symbols of quantities, units, documentation and graphical symbols use in electrotechnical technology
53	Cables and wires
55	Electrical installations in Building and lighting protection of buildings arresters for building structures
65	Insulating materials and environmental conditions, classification and methods of test
68	High-voltage testing techniques
77	Low-voltage switchgear and control gear assemblies
143	Electrostatics
303	Electrical insulating materials
304	System aspects of electrical energy supply

## Mining Sector

KT number	KT name
30	Geology, geophysics and small dimensions drilling
31	Petroleum and natural gas mining
64	Electrical apparatus for potentially explosive atmospheres
124	Transport in mines
125	First working and exploitation of mines
144	Coke and other solid formed fuels
164	Safety in mining
220	Solid mineral fuels
221	Mining, mineral processing and ore analyses
226	Coal mechanical preparation
227	Surface mining
275	Natural hazards in mining
285	Underground mining machines and equipment

## Metallurgy Sector

KT number	KT name
28	Refractories
29	Chemical analyses of ores, concentrates and metals
33	Powder metallurgy
106	Corrosion and protection of metallic materials against corrosion
123	Mechanical testing of products
126	Steel tubes
127	Metallurgical stock and steel
145	Alloy and special steels
146	Steel sections
153	Thin steel sheets
165	Welding and allied processes
219	Hard non-ferrous metals
225	Light non-ferrous metals
262	Heat treatment of metals
301	Founding

## Logistics, Transport and Packaging Sector

KT number	KT name
17	Road vehicles and road transport
18	Ships and marine technology
19	Aircraft and space vehicle engineering
101	Cranes and their component parts
131	Lifts, escalators and passenger conveyors
133	Packaging
135	Packaging of metal and closure systems
138	Railway applications
162	Logistics, bar codes and warehouse management
163	Ropes and ropes transport
187	Tyres, rims and valves
230	Small craft
245	Continuous handling equipment General purpose constant transportation devices
248	Industrial trucks
265	Urban Communication

## Machinery and Engineering Sector

KT	KT name
5	Refrigeration, heat pumps, air conditioners and compressors
13	Earth-moving machinery, road construction machinery and mobile cranes
14	Machinery and equipment for building construction, building materials industry and rock mining
15	Machines and devices for the food processing industry, trade and catering business

## Machinery and Engineering Sector

KT/PK number	KT/PK name
16	Tractors and machinery for forestry
47	Pumps and hydraulic turbines
48	Machine design fundamentals
50	Automatic and manipulating industrial robots
112	Gear
130	Chemical apparatus, vessels and gas cylinders
132	Internal Combustion engines
137	Mechanical and thermal equipment in power plants
160	Hydraulic fluid power
206	Metal cutting machine tools and tools and workpieces tooling and tools tooling
207	Material removal and accretion machining processes and surface layer characteristics
208	Pneumatic fluid power
210	Industrial valves and industrial pipelines
236	Fasteners and assembly tools
240	Plastic- and rubber- working machines
246	Radiological protection
263	Equipment for collection and removal of waste municipal
268	Woodworking machines, tools and devices for machining of wood
277	Gas engineering
277/1	Measurements and assessment of gaseous fuel quality
277/2	Gaseous fuel distribution
277/3	Gaseous fuel transmission
277/4	Gas use
299	Technology and machine tools for plastic working of metals

## Nanotechnology and Innovation Sector

KT number	KT name
314	Nanotechnologies

## Defence and Public Security Sector

KT number	KT name
52	Alarm system
176	Military technology and supplies
177	Design and manufacturing of armament and material
244	Equipment for fire protection, rescue and fire fighting
264	Fire alarm systems
273	Mechanical security systems
306	Societal and citizen security

KZ number	KZ name
501	Services for fire safety and security systems
505	Forensic science processes

## Consumer Products Sector

KT number	KT name
2	Sports and recreation
20	Leather and footwear
22	Clothing
23	Textile and related machinery
24	Textile raw materials
25	Pulps, paper, board and their products
26	Textiles and textile products
27	Floor coverings and burning behaviour of textile products
100	Products of timber and wood-based materials
107	Technical textiles
142	Geosynthetics
237	Articles for babies and young children and safety of toys
239	Jewellery

## Food, Agriculture and Forestry Sector

KT number	KT name
3	Food microbiology
35	Milk and milk products
36	Cereal and cereal products
37	Fishes and fish products
38	Fruit and vegetable products
39	Tobacco and tobacco products
40	Animal feeding stuffs
82	Spirit products
87	Animal husbandry and breeding
88	Deep-frozen food
90	Cultivation of soil and horticulture
92	Oilseeds, vegetable and animal fats and their by-products
93	Meat and meat products
110	Herbal materials and products
181	Forestry
200	Dry food mixes, starch and dietetic products
229	Coffee and tea
235	Food analysis
287	Biotechnology
310	Management systems for food safety

## Information Technology and Communication Sector

KT number	KT name
11	Telecommunication
103	Audio, video and similar systems and equipment
104	Electromagnetic compatibility
170	Information technology vocabulary, coding information and office equipment
171	Networks and software
172	Personal identification, electronic signature, electronic signature and cards and their related systems and operations
173	Interfaces and building electronic systems
182	Information technology – security techniques
183	Safety of information and communication technology and business equipment
271	Banking and related financial services
288	Multimedia
297	Geographic information
302	Using of informatics in the health protection
309	Biometrics

## Services Sector

KT number	KT name
259	Post
313	Pest Control Services
315	Facility Management

KZ number	KZ name
500	Indoor Sun Exposure Services
504	Real Estate Market Committee

## Basic Problems and Management Systems Sector

KT number	KT name
6	Management systems
7	Non-destructive testing
9	Dependability
10	Applications of statistical methods
49	Optics and optical instruments
51	Industrial measurements of non-electrical quantities
158	Safety of machinery and technical equipment and agronomics – general problems
204	Technical drawings and technical documentation
242	Information and documentation
243	Symbols and graphical signs
256	Principles and methods of terminology work
257	General metrology
270	Environmental management

## Basic Problems and Management Systems Sector

KT number	KT name
276	Occupational safety and hygiene management
298	Geodesy
305	Social responsibility
311	Conservation of cultural property

## Health, Environment and Medicine Sector

KT number	KT name
1	Disabled persons
21	Personal protective equipment
115	Environmental noise
119	Water quality – general problems
120	Water quality – biological microbiological and test
121	Water quality – chemical tests – inorganic substances
122	Water quality – chemical test – organic substances
157	Physical hazards in working environment
159	Chemical and aerosol hazards in working environment
161	Indoor air quality
190	Soil biology
191	Soil chemistry
192	General physics and general problems
216	Wastes
247	Medical materials and biomaterials
280	Air quality
283	Stomatological materials
284	Mechanical medical equipment, tools and devices
295	Sterilization
296	Disinfection and antiseptics
300	Medical laboratory tests in vitro

KZ number	KZ name
502	Aesthetic Surgery Services
506	Services of medical doctors with additional qualification in homeopathy



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