



*Polish Committee
for
Standardization*

ANNUAL REPORT 2004

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Warsaw, 2005.

Ladies and Gentlemen,

In 80 years of the Polish Committee for Standardization (PKN) history, the year 2004 was extraordinary, immensely important, for many reasons.

On January 1, 2004, the Committee became a full member of the CEN and CENELEC, European standardization organizations. The importance of the fact was further emphasized by Poland's accession to the European Union, when the common European Economic Area opened to Polish enterprises. The PKN membership in the CEN and CENELEC offers us a chance to shape the European standardization process, which no doubt increases the role of the Committee. We are aware that our presence in united Europe also means facing competition in the areas of industry, trade, and services, and adaptation to prevailing standards and systems in force is imperative.

We made much effort to adjust Polish Standards (PN) to European Standards.

The PN collection of over 26.000 items was increased by more than 12.000 European Standards, withdrawing all items conflicting with European Standards. The PN system was increased by more than 90% of the European Standards. This is a lot. Let me remind you that the harmonization of PN's with European Standards is a continuous process, demanding of us persistent, intensive effort. We do everything to be equal to the task.

In 2004, in line with PHARE program arrangements, three meetings of Polish business representatives with experts of European standardization bodies and European businessmen took place – in Białystok, Nadarzyn, and Łódź. The meetings will continue in 2005, since it is necessary that business in Poland, following the "old" EU members' example, actively participates in PKN standardization work, also in financial terms.

On October 28, 2003, the PKN President decided to open the implementation process of quality management system within the PKN. As a result, the Quality Management System Director position was established, as well as a Working Team, consisting of 10 working groups, to cooperate with the new Director. Next, Working Team and the management training took place. Work related to system documentation lasted 5 months.

On July 19, 2004, the PKN approved the system documentation. The next phase of system introduction was planning for, and execution of, 20 audits. In the result of these, corrective steps were taken. On October 4, 2004, the management reviewed the Quality Management System and its documentation, as well as its implementation effectiveness and efficiency in the PKN.

An IQNET member, namely, the PCBC, was selected as the certification body. The certification audit materialized on October 26 and 29, 2004, and on November 8, the PCBC Technical Council awarded the PKN the Quality Management System Certificate – a proof that the criteria defined in the PN-EN ISO 9001:2001 have been met.

In 2004, the 80th anniversary of the PKN was celebrated.

Not many institutions in Poland may be proud of so commendable and grand tradition. Aleksander Kwaśniewski, the President of the Republic of Poland, became the honorary patron of the event.

Also to commemorate our anniversary, the CEN Administrative Board away meeting, the first in the CEN history, was too held in Warsaw. We had the honour and pleasure to welcome the CEN and CENELEC presidents, the ISO vice president, as well as other representatives of national standardization bodies from all Europe. We felt we belong to the large European standardization family.

We have been appreciated and distinguished by top national authorities. Appreciation of our efforts was expressed not only by the presence of the Presidential and the Prime Minister's Chancellery representatives, but also by distinguished national medals awarded to the Standardization Council members and our employees.

The year 2005 brings to the Polish Committee for Standardization new major challenges. I am sure we can meet these challenges.

*Yours sincerely,
dr Janusz Szymański
President of the PKN*



Warsaw 2005

Ladies and Gentlemen,

The year 2004 has seen the 80th anniversary of the Polish Committee for Standardization.

Not all generations may celebrate such a splendid anniversary.

Ours - was given a chance to do that. Hence the PKN's 80th anniversary, celebrated on December 7, 2004 in Warsaw, when those engaged in Polish standardization were awarded distinguished national medals, was an expression of our feelings and memory of all individuals and organizations whose creative effort led to the Polish Committee for Standardization creation back in 1924. Aleksander Kwaśniewski, the President of the Republic of Poland, became the honorary patron of the event.

In 2004, we continued our European and worldwide standardization efforts.

On January 1st, 2004, the Committee became a full member of the CEN and the CENELEC, European standardization organizations. More than 90% of the European standards have become part of the PN, and the PKN implemented a management system based on quality criteria consistent with the ISO series 9000 standards, certified by a recognized national certification body, namely, the PCBC S.A., member of the IQNET.

Also, on May the 1, 2004, Poland has become a full member of the European Union.

The past year has seen many of these and other achievements.

The PKN Standardization Council, created in line with the September 12, 2002 Standardization Act, performed its duties specified in the Council charter, adopted on July 14, 2003.

The Standardization Council works involved, in particular:

– review of the PKN annual report of activities for the past year, submitted by the PKN President, as well as issuing opinions on:

– matters related to, for example, standardization state of art and trends of development,

– applications for creation and release of Technical Committees (KTs),

– draft PKN internal regulations related to development of standards deliverables,

– draft standards deliverables that development the PKN is participates in, and other issues submitted for the Council attention by the PKN or the Council members.

These undertakings, as well as the ones defined in this year's PKN Standardization Council Plan and Projects, will continue in 2005.

In conclusion, let me express my gratitude to all Standardization Council members for their work and dedication in pursuit of the 2004 objectives.

The PKN Standardization Council work to a large extent were the source of the past year's PKN successes and achievements.

Yours sincerely,

*Prof. Stanisław Tkaczyk, DSc,
Chairman, Standardization Council at PKN*

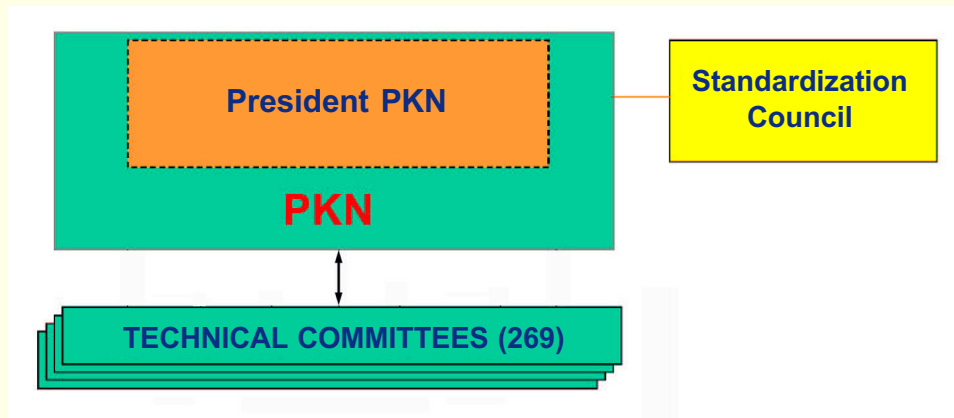
1 STANDARDIZATION SYSTEM

On January 1, 2003, the Standardization Act of September 12, 2002 (Journal of Laws No. 169, item 1386) specifying basic goals, principles, organization and financing of standardization work came into force.

Basic principles of standardization are:

- Openness and public availability,
- Consideration for the public interest,
- Voluntary participation in development of standards and voluntary application of standards,
- Ensuring possibility of participation in development of standards for all stakeholders,
- Consensus as a basis for agreement on content of standards,
- Independence from the public administration bodies and any interest groups,
- Coherence and consistency of provisions of standards,
- Utilization of proven achievements of science and technology,
- Compliance with European and international standardization principles.

STANDARDIZATION IN POLAND

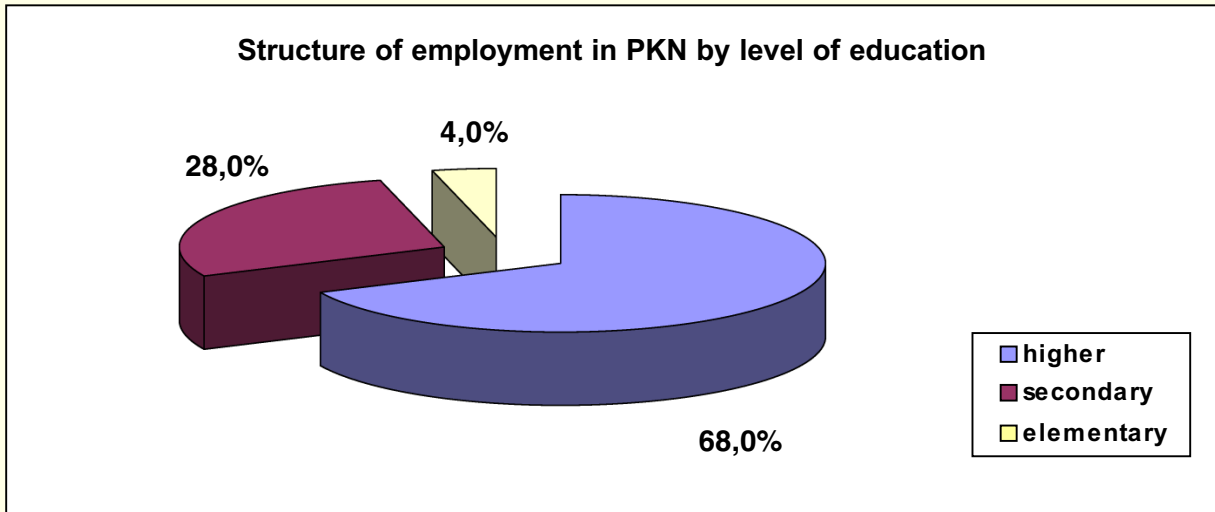


From January 1, 2003, organizational elements of the standardization system in Poland are:

1.1 Polish Committee for Standardization (PKN) – a State Organizational Unit financed by the State budget recognized as a National Standards Body, the principal tasks of which are:

- Assessment of the state of the art and directions of standardization activity,
- Organization and supervision of publishing and dissemination of Polish Standards and other deliverables,
- Approval and withdrawal of Polish Standards and other standardization documents,
- Representation of the Republic of Poland in the international and regional standards organizations, participation in their work and representation of national interest abroad in matters concerning standardization,
- Initiating and organizing work of Technical Committees (KTs),
- Organization and conduct of training, publishing, promotional and informational activities with regard to standardization and related areas,
- Issuing opinions on draft executive acts related to standardization,
- Participation in the national notification system for standards and regulations.

PKN employment in the last years remains at the same level. It was 316 employees in 2004, including 139 in standardization divisions. Also employment structure remains unchanged. PKN hires one professor and 7 doctors.



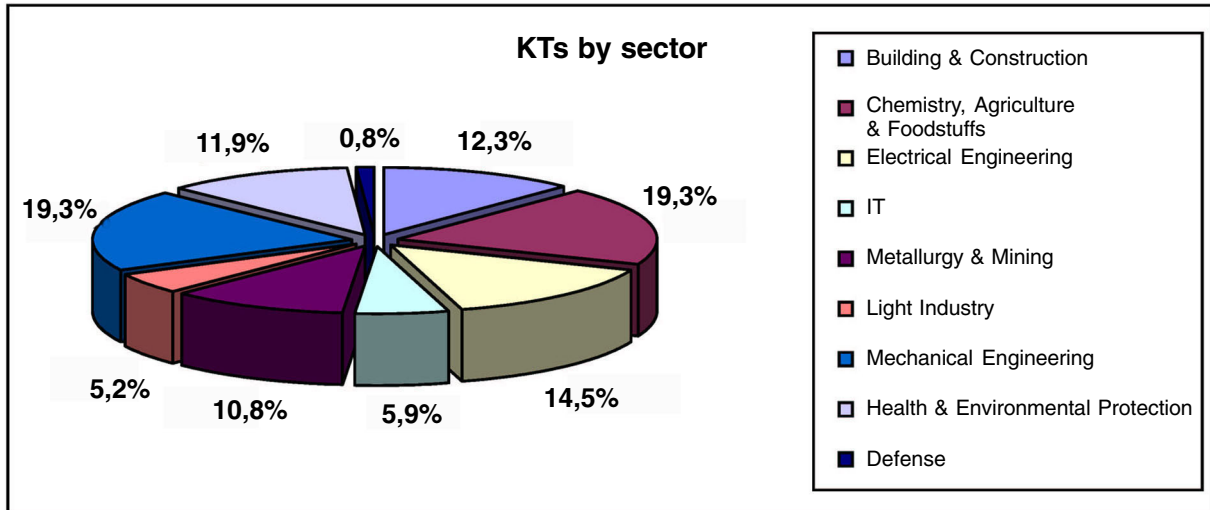
1.2 Technical Committees (KTs) – collective working bodies serving national standardization purposes by the development of Polish Standards and other standards deliverables in specific subject areas. The Committees are composed of experts attached by national administration agencies, business, employers', consumers', professional, science and technology, high education associations and PKN members.

In 2004, the number of technical committees decreased by two compared to the number at the end of 2003. In that year, 10 Technical Committees' secretariats were relocated in terms of organization framework: 4 were taken over by the PKN, 2 were by contract delegated from PKN to external units, and 2 were relocated twice that year. Entities maintaining secretariats withdraw from doing so for lack of adequate funding.

Table 1. Technical Committees

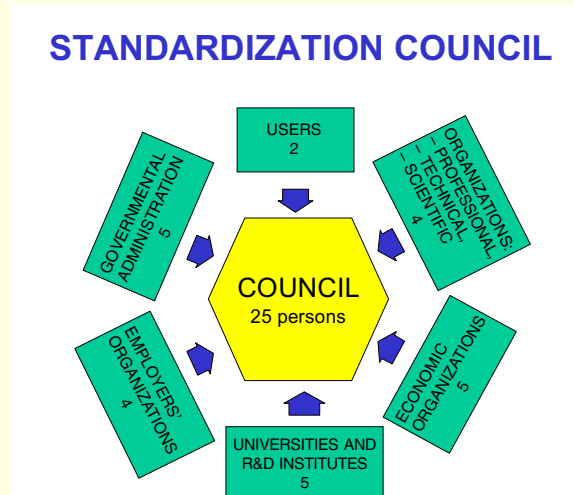
Standardi- zation Divisions coordinating KT operations	2001		2002		2003		2004	
	No. of KTs	No. of secretari- ats in PKN	No. of KTs	No. of secretari- ats in PKN	No. of KTs	No. of secretari- ats in PKN	No. of KTs	No. of secretari- ats in PKN
ZBD	33	12	33	12	33	13	33	13
ZCR	53	22	52	25	52	29	52	30
ZEL	40	19	39	21	39	22	39	22
ZIT	15	7	15	7	16	7	16	7
ZHG	29	7	31	11	30	14	29	14
ZPL	14	5	14	6	14	6	14	7
ZMC	55	18	53	17	53	17	52	17
ZOŚ	31	24	32	25	32	25	32	25
WSO	2	–	2	–	2		2	–
Total	272	114	271	124	271	133	269	135

There is a total of ca. 4,720 experts working in Technical Committees. The largest number of Polish experts works in sectors with the largest volume of Poland's goods exchange with the EU countries.



1.3 Standardization Council – PKN collegiate consultative and advisory body.

The Standardization Council consists of 25 persons.



Standardization Council members' term lasts 4 years. The current term will be over in 2006.

The Council accepts annual reports on PKN activities submitted by the PKN President.

The Council tasks include issuing opinions concerning in particular:

- 1) State of the art and directions of standardization development;
- 2) Applications for setting up and disbanding Technical Committees;

- 3) PKN internal regulations concerning development of standards and related documents;
- 4) Draft standardization documents developed with PKN participation, on principles specified in PKN internal regulations.

In addition, the Standardization Council tasks include:

- Submitting a motion to appoint or recall the PKN President;
- Organization of the competition for the post of the PKN President.

Since November 2004, when professor Krzysztof Szymański, the Polish Industry and Trade Chamber representative died, the Standardization Council has been composed of 24 members.

In 2004, the Standardization Council held five plenary sessions. They were strictly devoted to the Council statutory responsibilities, namely:

- A review of the PKN 2003 annual report,
- A review of the PKN internal regulations related to standards development process (methodology guidelines, standardization work procedures), applications regarding Technical Committees' secretariats creation or dissolve;
- PKN Master Plan endorsement;
- Matters related to the PKN's 80th anniversary;
- Matters related to technical committees' operation;
- CEN and CENELEC membership statutory activities.

The Council always discussed state of standards work, as well as the PKN current and international activities.

The Council reviewed by correspondence draft Polish Standard in the public enquiry phase, as well as the European Standards to be endorsed as PNs and draft European Standards.

Council members actively participated in the PKN 80th anniversary celebration.

2. 2004 MOST IMPORTANT EVENTS

2.1 CEN and CENELEC membership

On January 1, 2004, Polish Committee for Standardization became a full member of the European Committee for Standardization (CEN) and the European Committee for Electrotechnical Standardization (CENELEC). The event came as the culmination of longterm cooperation with these organizations in the quality of an Affiliate (which PKN became in 1991, when Poland signed the of Europa Treaty). The membership was preceded by a few years of intense preparation effort. Preparation was related both to the PKN itself, as well as the organs responsible for an introduction of an adequate legal framework to ensure that national standardization system operates in line with European principles and practices.

European standardization is one of the pillars of the common European market, facilitating free movement of goods and services. Full PKN membership in European Standardization Organizations was an important factor in Poland accession to the European Union and entry to Single European Market. It preceded Polish EU membership by four months.

Participation in the single European Market requires that Member Countries incorporate European Standards into national standards. The CEN and CENELEC membership gives us an opportunity to fully participate in the development of European Standards. It allows Polish producers to better adjust to difficult market conditions, face competition and more fully use benefits resulting from the accession to the development of European Economic Area.

This membership gives us not only the right to actively participate in European Standards work, but also makes us subject to numerous obligations. These involve: enquiry and vote over all new draft European Standards and their national transposition and withdrawal of conflicting national standards in strictly specified time-schedule. Considering that the time-frame is relatively tight, it required a number of changes in both standardization work procedures and the PKN technical infrastructure (in particular, related to information technology instruments). PKN representatives are also required to participate in decision-making bodies of such organizations, as the Administrative Council (for the CEN) and Technical Board (in both CEN and CENELEC). It also ensures prospects to select our representatives as members of these organizations' top management. From the time of accession, on General Assemblies decision, the PKN President joined the CEN Administrative Council (CA), and Foreign Relations Department Director became an alternate. Directors of Foreign Relations Department and Electrical Division became members of the CEN Technical Board (TB) and the CENELEC Technical Board (BT), respectively. PKN representatives' active participation in the activities of both organizations' managing bodies resulted in the PKN President nomination as a member of CEN CA Consultation Committee on External Relations on December 2, 2004. This Committee plays an important role in the CEN policy making regarding entities from outside the European Economic Area. On this very meeting, the CA CEN nominated the Foreign Relations Director a member of the CEN CA Consultation Committee on Finances. In recognition of the PKN role in European standardization process, the CEN CA staged its away meeting in Warsaw together with the PKN 80th anniversary celebration, the first ever CA meeting away from CEN headquarters between the General Assmby meetings.

In December 2004, PKN also obtained membership in the European Committee for Iron and Steel Standardization – ECISS – an organization of a CEN Associate Standards Body status, active in mining and steel industry standardization.

2.2 Quality System Management

Polish Committee for Standardization defined a necessity to continuously improve its products and services quality as one of the main objectives in 2004. This is particularly important considering our membership in the CEN and CENELEC – European Standardization Organizations, which involves a necessity to adjust PKN services and products to free market and competitive environment. As a result, PKN has to adjust offered services to international standards, especially standards observed by key standardization bodies. It was decided that the objective would be achieved by an implementation of the quality management system defined in the PN-EN ISO 9001:2001 standard.

Implementation of a quality management system gives us a chance to improve applied procedures by their identification, supplementation with the ISO 9001 standard requirements, and continuous improvement in terms of efforts that the quality system relates to.

On October 28, 2003, the PKN President to open the process of quality management system implementation within the PKN. As a result, the Quality Management System Director position was established, as well as a Working Team, consisting of 10 working groups to cooperate with the new Director. Next steps – as part of the quality system preparation and implementation – involved training for Working Team and the management. Identification of processes and quality system management documentation was the most labour-intensive phase. Work related to system documentation lasted 5 months. On July 19, 2004, the PKN endorsed the quality management system documentation.

The system documentation comprises:

- Quality Manual;
- Client Quality Manual;
- Processes description – approved 104, revised 51;
- Procedures – approved 40, revised 18;
- Guidelines – approved 19, revised 6;
- Questionnaires – approved 110, revised 23.

The system documentation is made available in PKN intranet exclusively in electronic form (except for Quality Manual) for all its employees. Drafting templates, numbering manner and documents review procedure were defined. Documentation necessary for Technical Committees and Client Quality Manual is made available in electronic form at: www.pkn.pl.

According to the definition, quality management system is a system defining policy, objectives, and manner of their achievement by coordinated actions related to organization management and their oversight in quality terms. Quality policy is one of the quality management system key documents. Quality policy is an obligation towards clients and the society and is known and respected by all Polish Committee for Standardization employees. It is publicized in the PKN in both electronic form at the internet and intranet website and in paper form and made available to both the employees and the clients in all its units.

The next phase of system implementation involved planning and execution of 20 audits. Processes audits were performed for all processes' participants, including KT secretaries. Audit performance revealed nonconformities of processes and facilitated corrective steps. On October 4, 2004, the management reviewed the Quality System and its documentation, as well as the system's

implementation effectiveness and efficiency in the PKN. *Polskie Centrum Badań i Certyfikacji*, PCBC (Polish Centre for Testing and Certification), IQNET member, was selected as the certification body. A certification audit was performed on October 26 and 29, 2004, and on November 8, 2004, the PCBC Technical Council granted the Quality System Certificate to the PKN.



PKN identified the following quality strategic objectives to achieve in 2004

Objective	Intended indicator to be achieved	Achieved indicator
Increase of an indicator of European Standards implementation in the PN system	from 91% to 95%	96.2 %
Increase in the indicator of response obligation in case of international organizations participating membership (P)	98 %	for ISO – 99.7% for IEC –100.0%
Maintaining the pace of European Standards transposition into the PN system by translation	650 days	650 days
PKN information technology system integration	Implementation start	Integrated modules: ABAK, Certyfikacja (Certification), Współpraca międzynarodowa (International Cooperation), Baza Polskich Norm (Polish Standards' Database), Sklep internetowy (Internet shop) – in the test phase

PKN identified the following quality strategic objectives to achieve in 2004 (cd.)

Objective	Intended indicator to be achieved	Achieved indicator
Development of Products and services certification system for conformity with Polish Standards	Increase of issued certificates related to conformity with Polish Standards from 65 to 70	13 new certificates issued
Increase of the PN and standardization publications sales (In accordance with the accession of Poland to the EU)	By 15% compared to sales value last year	Increase by 33.6%

2.3 PKN 80th anniversary celebration

In 2004, Polish Committee for Standardization celebrated its 80th anniversary.

The PKN President asked Aleksander Kwaśniewski, the President of the Republic of Poland, to be the honorary patron of the celebration. The President agreed, which gave the anniversary adequate splendour.

The anniversary celebration started on October 14, 2004, on the World Standards Day. On that day, the PKN President was interviewed by the *Puls Biznesu* daily, where he emphasized the role standardization plays in common European Economic Area. The President also pointed out benefits

to business resulting from active participation in standardization work, established for years in „old” EU member countries and a great challenge faced by the Polish Committee for Standardization, related to Polish Standards adjustment to European standards.

The contents of Dr Janusz Szymański’s interview, broadcasted in *Sygnaly Dnia*, Polish Radio 1 Program, and his interview by the Polska Agencja Prasowa (Polish Press Agency) were similar. On the World Standards Day and the PKN 80th anniversary, the President, J. Szymański, congratulated PKN employees and all individuals involved in Polish standardization in *Gazeta Wyborcza* daily newspaper.

Because of the anniversary, our Internet website was updated and made more attractive. In its current form, it provides a wealth of information related to the Polish Committee for Standardization. It also contains information on standards harmonization, Technical Committees activities and major events – including new contracts and bilateral agreements, both in the country and abroad. It also contains memories of persons who served the PKN and Polish standardization well, first of all, retired PKN employees, as well as press releases and the PKN President interviews. All visitors to the PKN website have to note the anniversary reminder on every page: „*PKN – 80 lat 1924-2004*” (PKN – 80 years 1924-2004).

Polish Committee for Standardization prepared and published the anniversary booklet. The booklet shows the PKN history milestones, with a structure of the institution – including addresses and telephone numbers. It is expected to facilitate contacts with persons outside the PKN.

Also *Normalizacja* – the PKN monthly publication – duly noted the 80th anniversary. The monthly published the anniversary news and memories of persons of merit in Polish standardization, first of all, retired PKN employees and KT members.

An important 80th anniversary event was the meeting with KT chairmen, which took place on October 14, 2004, in the *Naczelna Organizacja Techniczna* (Main Technical Organization) hall. Much time of that meeting was devoted to challenges that Polish standardization faces in new geo-political circumstances related to Poland's EU membership and Polish business' share in the European Economic Area. The meeting with KT chairmen was filmed by *Kurier Gospodarczy*, a Polish TV Program III show. The film material contains speeches by the PKN President, dr Janusz Szymański; prof. Stanisław Tkaczyk, Standardization Council Chairman; and prof. Olgierd Hryniewicz, the Council Vice – chairman.

The main anniversary events took place in the beginning of December, 2004.

On December 1 and 2, 2004, because of the PKN 80th anniversary, the CEN Administrative Council arranged for an away meeting for the first time ever. At the meeting, European Standardization Organizations were represented by the CEN President, Michael Kelly, and the CENELEC President, Ulrich Spindler, as well as the DG Enterprise Director in the European Commission – Michel Ayrat. Also present was the ISO – International Standardization Organization – Vice –president and DIN Director in one person, Torsten Bahke. A two day meeting in Gromada Hotel was concluded by a celebration in the Chopin Academy of Music in Warsaw.

Invitations to attend were served to members of Parliament, presidential chancellory, prime minister's office, economy and science leaders. The Prime Minister's office was represented by the Council of Ministers Deputy Chairman, Social Policy Minister, Izabela Jaruga-Nowacka, and presidential chancellory – by Jerzy Mackiewicz, Aleksander Kwaśniewski's Economy Promotion Programs Advisor.

Speaking at the ceremony in the Academy of Music, the CEN President, Mike Kelly, also said:

„I think today we celebrate not only a historic event of the 80th PKN anniversary, but also our dream of strong and united Europe come true. Europe, where our standardization efforts and achievements facilitate integration success and are one of the strongest pillars of uniform market.”

On December 7, 2004, also in the Academy of Music in Warsaw, Polish Committee for Standardization President met PKN employees and those who retired after good service. The event was also attended by Minister Edward Szymański, Undersecretary in the President's office.

On the President Aleksander Kwaśniewski's decision, Minister E. Szymański awarded 31 high national medals. Among the recipients were prof. Stanisław Tkaczyk, Standardization Council Chariman; Andrzej Szalewicz and prof. Janusz Szymborski the Council Vice-chairmen and the PKN President, dr Janusz Szymański.

Also at that ceremony, President Janusz Szymański received the ISO 9001 quality certificate awarded to the PKN from he PCBC Director, Wojciech Henrykowski.

The celebration echoes reverberated also at the KT secretaries' training on December 16, 2004, and in the PKN President Christmas and New year 2005 greetings in *Gazeta Wyborcza* daily newspaper.

The new year 2005 brings new, important challenges to Polish Committee for Standardization. Can we be equal to the task? Torsten Bahke, the ISO Vice-President, speaking during the anniversary celebration in the Academy of Music had no doubts about it when he said:

„I am sure that with national standardization bodies such as the PKN, one of the main ISO pillars, we will meet challenges facing international standardization in the future with confidence.”

3. DEVELOPMENT OF POLISH STANDARDS

3.1 Programming the standards work

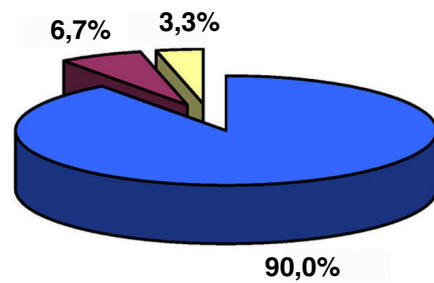
In 2003, a total of 5,196 work items have been completed, 90,1 % of which were transpositions of European Standards into PNs. A number of work items carried out in 2002 was exceptionally high due to the fact that PKN had to transpose into Polish Standards at least 80% of European Standards in connection with its accession to CEN and CENELEC. It was an extraordinary situation and such work could be done only by using an endorsement method, i.e. by transposing European Standards into PNs in the language of origin. A drop in the number of work item completed in 2003 by 40% as compared to previous year reflects a return to normal conditions of PKN work dictated by the pace of work in European Standardization Organizations, among other things. The same is reflected in the number of Polish Standards approved in 2003.

Table 2. Number of work items

Work items related to	2001	2002	2003	2004
Transposition of European Standards	2 635	7 816	4 679	5 333
Transposition of International Standards	535	467	323	393
Development of purely national standards	414	396	194	197
Total	3 584	8 679	5 196	5 923

The structure of standards type in standardization work programs, formed for some years, still persists. It follows from a desire to join the CEN and CENELEC by 2003, and now – steady performance of CEN and CENELEC member tasks.

Structure of work items carried out in 2004 (in %)



- Transposition of European Standards
- Transposition of International Standards
- Development of purely national standards

3.2 Approval of Polish Standards

In 2004, transposition of European Standards into Polish Standards using an endorsement method in the language of origin continued. The tables below show numbers of approved PNs.

Table 3. Number of Polish Standards approved in 2004 by sector coordinated by each Standardization Division

Polish Standards	Standardization Divisions									Total
	WSO	ZBD	ZCR	ZEL	ZHG	ZIT	ZMC	ZOŚ	ZPL	
PN-EN, PN-ETS (ENV, HD, CR, ETSI EN)	6	337	354	394	212	284	560	155	223	2 525
of which: endorsement	–	161	169	215	73	170	229	84	95	1 196
PN-ISO, PN-ISO/IEC, PN-IEC	10	4	45	14	9	18	15	51	11	177
PN (purely national)	11	8	18	1	14	1	3	12	–	68
Total	27	349	417	409	235	303	578	218	234	2 770

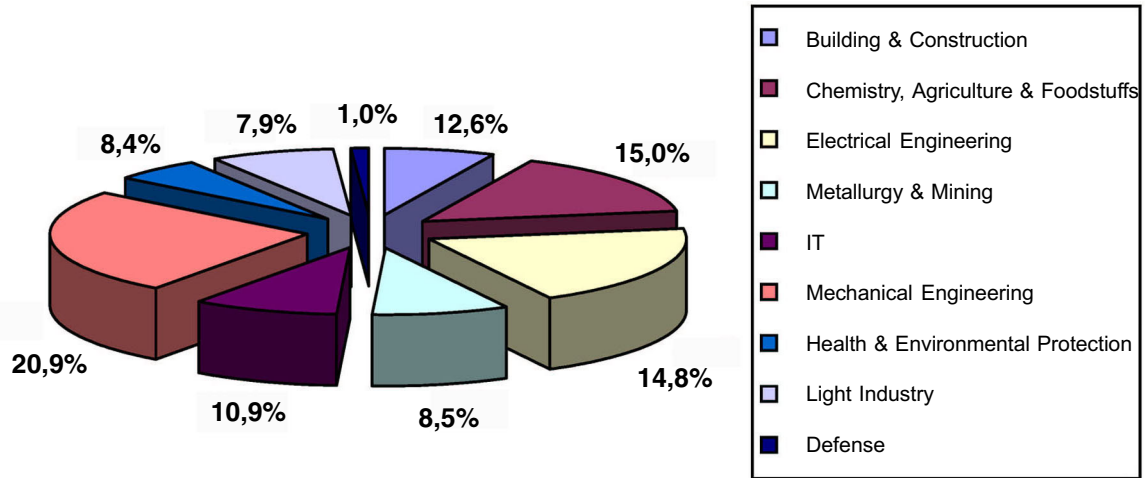
Table 4. Number of Polish Standards approved in 2004 transposing ENs by sector

Sector	2004		
	Combined	Of which: adopted by endorsement	translation
Building & Construction	337	161	176
Chemistry, Agriculture & Foodstuffs	354	169	185
Electrical Engineering	394	215	179
Metallurgy & Mining	212	73	139
IT & Telecommunications	284	170	114
Mechanical Engineering	560	229	331
Health, Environmental Protection & General Aspects	155	84	71
Light Industry	223	95	128
Defense	6	–	6
Total	2 525	1 196	1 329

Table 5. Number of approved Polish Standards by sector

Sectors	2001	2002	2003	2004
Building & Construction	193	481	215	349
Chemistry, Agriculture & Foodstuffs	357	918	471	417
Electrical Engineering	197	1686	605	409
Metallurgy & Mining	125	451	263	235
IT & Telecommunications	110	447	279	303
Mechanical Engineering	352	1471	783	578
Health, Environmental Protection & General Aspects	56	84	31	27
Light Industry	173	557	171	234
Building & Construction	120	453	237	218
Total	1 683	6 548	3 055	2 770

Structure of PNs approved in 2004 (in %)



The PKN participated actively in European Standards development for the first time in 2004. Because of the CEN and CENELEC membership obligations, the PKN programme of standards work now include draft European Standards, and – in the wake of carried out public enquiry – the PKN issued opinions to 57.5% of draft European Standards.

Table 6. Participate in CEN and CENELEC work

Standarization Divisions	Number of draft ENs		
	in work	public enquiry	Polish commends to draft
ZBD	109	108	53
ZCR	87	86	47
ZEL	312	312	188
ZHG	109	109	61
ZIT	55	55	38
ZMC	182	182	99
ZOŚ	77	77	50
ZPL	82	82	46
WSO	1	1	–
Total	1014	1012	582

Table 7. European Standards harmonized with New Approach

Item	Directive # Polish transposition published in	Short title Acronym	No. of EN(h)s as published in OJ C	No. of EN(h)s (EN, ETS, ENV, HD) transposed to PNs	
				Total	of which translated
1	2	3	4	5	6
1.	73/23/EEC Journal of Laws No. 49/2003, item 414	Low Voltage Equipment LVD	688	660	440
2.	87/404/EEC Journal of Laws No. 98/2003, item 898	Simple pressure vessels SPV	12	12	12
3.	88/378/EEC Journal of Laws No. 115/2003, item 1086	Safety of Toys TOYS	23	21	19
4.	89/106/EEC Journal of Laws No. 209/2002, item 1779	Construction Products CPD	153	141	92

Item	Directive # Polish transposition published in	Short title Acronym	No. of EN(h)s as published in OJ C	No. of EN(h)s (EN, ETS, ENV, HD) transposed to PNs	
				Total	of which translated
1	2	3	4	5	6
5.	89/336/EEC Journal of Laws No. 90/2003, item. 848	Electromagnetic compatibility EMC	107	103	72
6.	89/686/EWG Journal of Laws No. 80/2003, item 725	Personal Protective Equipment PPE	257	256	223
7.	90/384/EEC Journal of Laws No. 4/2004, item 23	Non-automatic Weighing Instruments NAWI	2	2	2
8.	90/385/EEC Journal of Laws No. 4/2003, item 45	Active Implantable Medical Devices AIMD	29	29	19

Item	Directive # Polish transposition published in	Short title Acronym	No. of EN(h)s as published in OJ C	No. of EN(h)s (EN, ETS, ENV, HD) transposed to PNs	
				Total	of which translated
1	2	3	4	5	6
9.	90/396/EEC Journal of Laws No. 91/2003, item 859	Appliances Burning Gaseous Fuels GAD	117	111	12
10.	92/42/EEC Journal of Laws No. 97/2003, item 881	New Hot-Water Boilers Fired with Liquid or Gaseous Fuels BED	0	0	0
11.	93/15/EEC Journal of Laws No. 117/2002, item 1007	Explosives for Civil Uses EXPLOSIVES	16	16	16
12.	93/42/EEC Journal of Laws No. 4/2003, item 45	Medical Devices MDD	230	229	109

Item	Directive # Polish transposition published in	Short title Acronym	No. of EN(h)s as published in OJ C	No. of EN(h)s (EN, ETS, ENV, HD) transposed to PNs	
				Total	of which translated
1	2	3	4	5	6
13.	94/9/EC Journal of Laws No. 143/2003, item 1393	Equipment and Protective Systems in Potentially Explosive Atmospheres ATEX	43	41	31
14.	94/25/EC Journal of Laws No. 91/2003 item 857	Recreational Craft RCD	57	57	28
15.	94/62/EC Journal of Laws No. 63/2001 item 638	Packaging and Packaging Waste PPW	1	1	1
16.	95/16/EC Journal of Laws No. 117/2003, item 1107	Lifts LIFTS	6	6	4

Item	Directive # Polish transposition published in	Short title Acronym	No. of EN(h)s as published in OJ C	No. of EN(h)s (EN, ETS, ENV, HD) transposed to PNs	
				Total	of which translated
1	2	3	4	5	6
17.	97/23/EC Journal of Laws No. 99/2003, item 912	Pressure Equipment PED	117	116	67
18.	98/37/EC Journal of Laws No. 91/2003, item 858	Machinery MAD	477	470	382
19.	98/79/EC Journal of Laws No. 4/2003, item 45	<i>In Vitro</i> Diagnostic Medical Devices IVDD	40	40	15
20.	99/5/EC Journal of Laws No. 176/2002, item 1442	Radio Equipment and Telecommunications Terminal Equipment RTTE	206	199	49

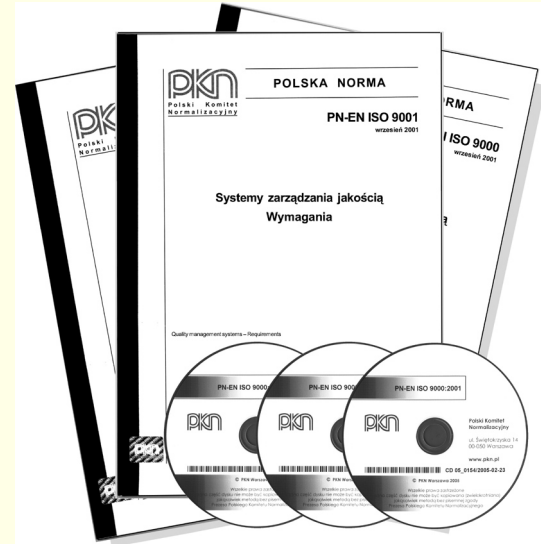
Item	Directive # Polish transposition published in	Short title Acronym	No. of EN(h)s as published in OJ C	No. of EN(h)s (EN, ETS, ENV, HD) transposed to PNs	
				Total	of which translated
1	2	3	4	5	6
21.	2000/9/EC Journal of Laws No. 15/2004 item 130	Cableway Installations Designed to Carry Persons PCT	2	2	2
22.	2004/22/EC Journal of Laws No. 63/2001 item 636	Measuring Instruments MID	0	0	0
		Total	2 583	2 512	1 595

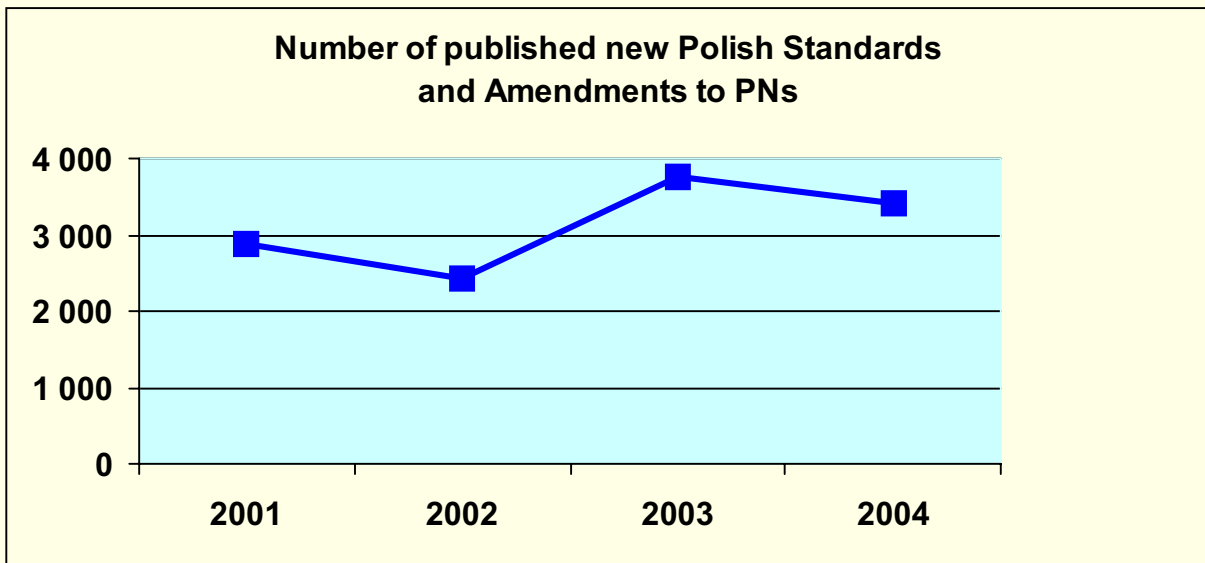
Column 4 shows exclusively the number of European Standards (EN) and Harmonization Documents (HD) harmonized with the New Approach directives and current as of February 23, 2005 – the number does not contain withdrawn EN and HD. Column 5 shows the number of Polish Standards (PN) transposing EN and HD harmonized with the New Approach directives. Column 6 shows the number of current Polish Standards (PN) implementing EN and HD harmonized with the New Approach directives by translation.

4 PUBLICATIONS

4.1 *Publishing of Polish Standards*

In 2004, a total of 3401 new PN titles was published, including 1654 standards adopted by endorsement. Polish Standards implementing the ETSI standards (114 titles) and – since December 2004 – standards of more than 280 pages (12 titles) were published exclusively in the electronic form, on CD-ROM.





A decrease in the number of new PN titles in 2004 – by 9.8% – results from PKN assumption in entirety of all works related to typesetting, makeup, proofreading, and printing. In 2003, more than 1/3 of makeup and all proofreading was performed by outside entities selected by tender. Also in 2004, the published standards average size increased from 22 to 24 pages.

Standards published on CD-ROMs gain increasing popularity. In 2004, 3566 standards were published on CD-ROM.

4.2 PKN own publications

A publishing work done in 2004 resulted in the following PKN own publications:

- „**Normalizacja**” scientific and technical official monthly of PKN (subject, objectives, functions, principles). The subject part concerns scientific and technical problems, reports on PKN activity and information. Promulgatory part – supplement „*Wiadomości PKN*” presents the results of standardization work (withdrawn and published Polish Standards; European standards endorsed as Polish Standards, public enquiry of the draft Polish and European Standards), information on changes in Technical Committees and notification of standardization documents.
- **Katalog Polskich Norm** (*Polish Standards Catalogue*), published by PKN from 1996, updated quarterly; available via Internet from 1/2002 (www.pkn.pl)
- **Environment management. Commentary to the ISO 14000 series standards** (ed. II, amended)
- „**Informator PKN**”, volume 1/2004 **PKN membership in CEN and CENELEC**
- **PKN Information-promotion folder**
- **Reminiscence articles** – prepared for the PKN 80th anniversary (edited and published on PKN website)
- Technical Report ISO/TR 14032:1999-11-15 **Environmental management – Examples of environmental performance evaluation (EPE)** (PKN 2004, ISBN 83-243-3617-6)
- Technical Report ISO/IEC TR 14516:2002-06-15 **Information technology – Security techniques – Guidelines for the use and management of Trusted Third Party Services** (PKN 2004, ISBN 83-243-3095-X)
- Technical Report ISO/IEC TR 15947:2002-10-15 **Information technology – Security techniques – IT intrusion detection framework** (PKN 2004, ISBN 83-243-3616-8)

- ISO/IEC Guide 43-1:2004 **Proficiency testing by interlaboratory comparisons – Part 1: Development and operation of proficiency testing schemes** (PKN 2004, ISBN 83-243-4238-9)
- ISO/IEC Guide 43-2:2004 **Proficiency testing by interlaboratory comparisons – Part 2: Selection and use of proficiency testing schemes by laboratory accreditation bodies** (PKN 2004, ISBN 83-243-4737-2)

5 INFORMATION SERVICES

Information services were provided to customers free of charge in reading rooms or by phone in case of simple questions, and against payment - as a sale of specialized information (e.g. standard lists by subject, standard updates). Informational activity was conducted by PKN in Warsaw, Lodz and Katowice, and via PKN-authorized Standards Information Points (PIN) located in Gdansk, Krakow, Poznan, Wroclaw, Białystok, Bydgoszcz, Gliwice, Kielce, Lublin, Olsztyn, Opole, Szczecin, Zielona Góra.

In 2004, we could note the following trends:

- further decline in the interest in information services related exclusively to standards,
- rise in demand for comprehensive standardization information supplemented by information on related technical regulations, in particular, New Approach directives, CE marking principles, management systems in accordance with the standards of the new ISO 9000 and ISO 14000 series,
- rise by 47% compared to 2003 in Polish Standards sales launched for public enquiry, since in 2004 the draft Standards sales was renewed also upon public enquiry completion.

Table 8. Information services provided free of charge

Services	2001	2002	2003	2004
Use of the standards reading room:				
– number of visitors	5 130	6 652	7 225	7 375
– number of documents provided	23 680	27 217	29 711	26 800
– average number of documents per person	4,6	4,1	4,1	3,6
Simple information by phone (number of calls)	47 200	56 800	63 330	56 912

Table 9. Information services provided against payment (in PLN thousands)

Services	2001	2002	2003	2004
Specialized information	48	46	50	52
Parts of PN database and database update for customers	15	16	13	2
Copies of PrPN for public enquiry	83	78	38	56
Total	146	140	101	110

In 2004, the National Information Point continued efforts related to notification and information.

Since January 1, 2004, the PKN committed itself to a new task resulting from the information Directive, implemented by the December 23, 2002 Ministers' Council Regulation on the national system notification of standards and legal acts (Journal of Laws No. 239, item 2039, with subsequent amendments) – namely, notifying the CEN of purely national Polish Standards. In 2004, 135 Standards of diverse development stage were notified.

6 SALES OF STANDARDS AND OTHER RELATED PRODUCTS

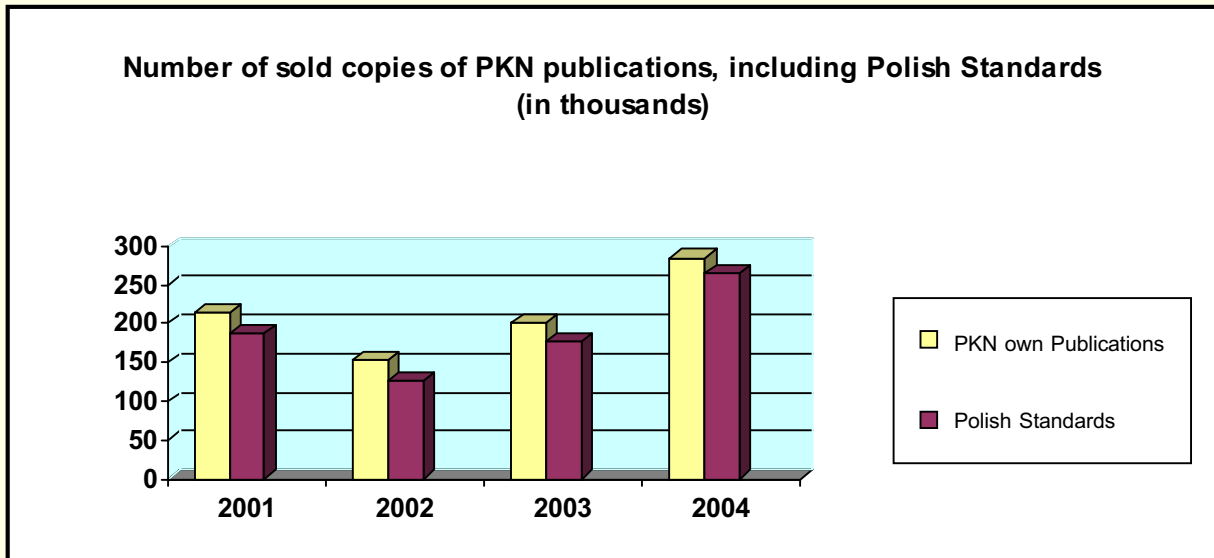
PKN was selling Polish and foreign standards, as well as other standardization publications and licenses for use of PKN intangible rights to PN Conformity Mark.

Such sales were carried out by PKN in Warsaw, Katowice and Lodz, and via PKN-authorized Standards Information Points network.

6.1 Polish Standards and PKN own publications

The year 2004 was again a year of dynamic Polish Standards sales increase.

In 2004, a total of 285 thousand PKN publications was sold for PLN 9.345 thousand, including Polish Standards 263,9 thousand copies for PLN 8.768,6 thousand. 139 customers were buying Polish Standards on subscription basis.

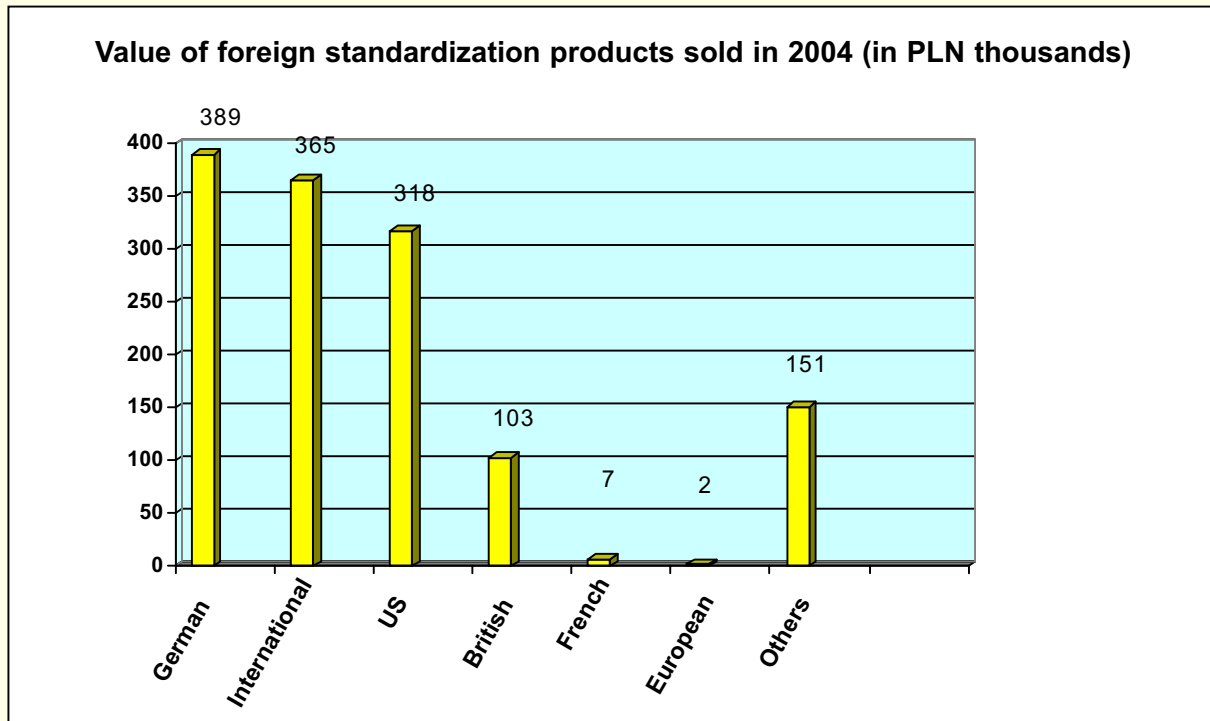


6.2 International and foreign standards

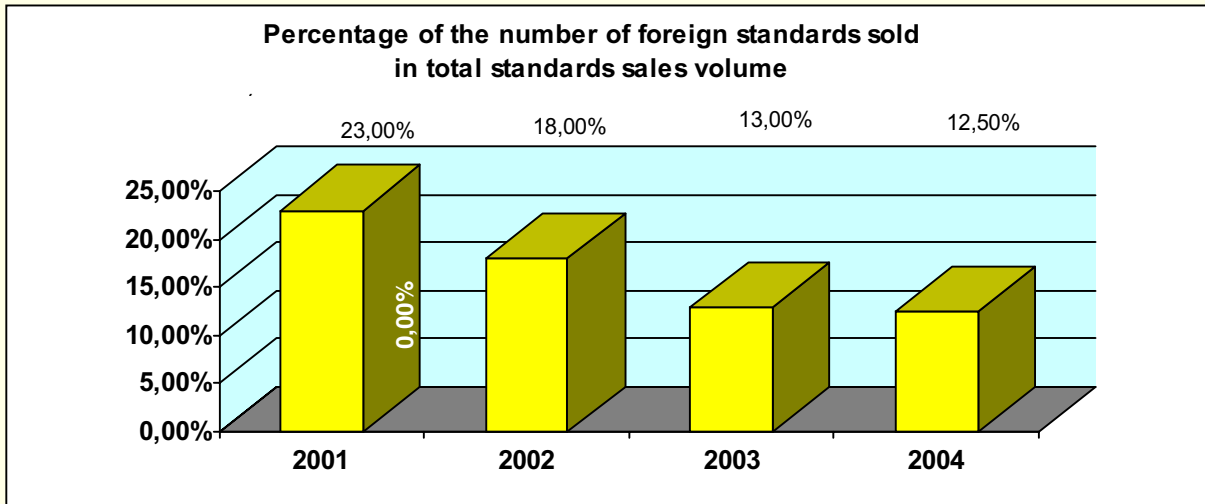
International and foreign standards were sold only by PKN, using the standard publishers list prices.

In addition to standards, also other standardization publications, such as catalogues, comments and technical regulations, were sold. However, they constituted a small percentage of total sales.

Total sales of foreign standards products in 2004 increased by 28% compared to the year before and amounted to PLN 1.336 thousand. International Standards sales increased by 22%, the American ones by 61% and German – by 29%. On the other hand, sales of British and French standards implementing European Standards dropped by 45% and 17%, respectively. At the moment, Polish Standards PN-EN are sold. With 40% of the American Standards sold, the ASTM standards were the major part of American Standards sales.



The quantitative part of foreign standards products in 2004 in the total standards product sales amounted to approx. 1.5%, and – considering a high cost of foreign products – their share in the sales value was relatively high, albeit it keeps going down as the sales of Polish Standards rise.



6.3 PKN intangible rights – Mark of Conformity with Polish Standard

The mark of conformity with Polish Standard is a property of PKN. A product that meets PN requirements may be marked with the „PN Conformity Mark” only on the basis of the Certificate of Conformity issued by an accredited certification body (JCW). Such certificate is issued to a product manufacturer or importer. The right to issue certificates is granted to a certification body after signing an appropriate license agreement. Certificates are issued for a three-year period with possibility of prolongation.



For using the certificate and PN Conformity Mark, a manufacturer pays appropriate fees to PKN that manages the marking system. The table below shows detailed data in this regard.

Table 10. Number of licenses, certificates issued and certificates revoked

Details	2001	2002	2003	2004	In total since 1997
Certificates issued	21	15	9	13	131
Certificates revoked	21	21	23	15	92
Certificates valid	61	55	41	39	39
Licenses fees (in PLN thousands)	25	15	12	15	121

Little interest on the part of Polish manufacturers in the PN conformity certificates follows from manufacturers' and clients' being used to the old B sign and little awareness of its value for clients and manufacturers (while facing a stiff competition on the part of B, Q marks, etc.)

7 INTERNATIONAL CO-OPERATION

In 2004, PKN co-operated with the following international and European organizations and institutions:

- International Organization for Standardization ISO,
- International Electrotechnical Commission IEC,
- European Committee for Standardization CEN (including European Committee for Iron and Steel Standardization ECISS),
- European Committee for Electrotechnical Standardization CENELEC,
- European Telecommunications Standards Institute ETSI,
- Working Party for Technical Harmonization and Standardization Policies of the UN Economic Commission for Europe UN/ECE,
- Senior Officials Group on Standardization and Conformity Assessment (SOGS) at DG Enterprise of European Commission,
- World Trade Organization/Agreement on the Technical Barriers to Trade (WTO/TBT) (enquiry point),
- American Society for Testing and Materials (ASTM) (exchange of information).

As a member of ISO and IEC, PKN participated in activities of technical bodies of these organizations as P-member or O-member. Since January 1, 2004, the PKN participates in the CEN and CENELEC work as a full member. PKN runs secretariats of ISO Technical Committee: TC 98 and subcommittee TC 98/SC2. Secretariats of ISO/TC 195 and ISO/TC 34/SC 3 and ISO/TC 107/SC 7 run, on behalf of PKN, other entities. Polish experts convened 4 Working Groups. PKN also runs the Secretariat of IEC/TC 27.

In 2004 3 meetings of ISO/TCs (SCs) and 4 meetings of IEC/TCs (SCs) were organized in Poland.

PKN is a signatory of MoU with ETSI.

Under this MoU, PKN acts as an ETSI National Standards Organization (ETSI/NSO). PKN does not participate in the work of ETSI technical bodies, however it maintains a public enquiry for draft European Standards developed by ETSI and transposes such standards into Polish Standards.

Bilateral cooperation continued with the German Institute for Standardization (DIN), German Commission for Electrical, Electronic, and Information Technologies (DKE), Czech Standards Institute (ČSN), and Austrian Standards Institute (ON). Cooperation was started with Belarus Republic Gosstandart BELST and Euro-Asian Interstate Council for Standardization, Metrology, and Certification (EASC), as well as the Baltic Standards Forum.

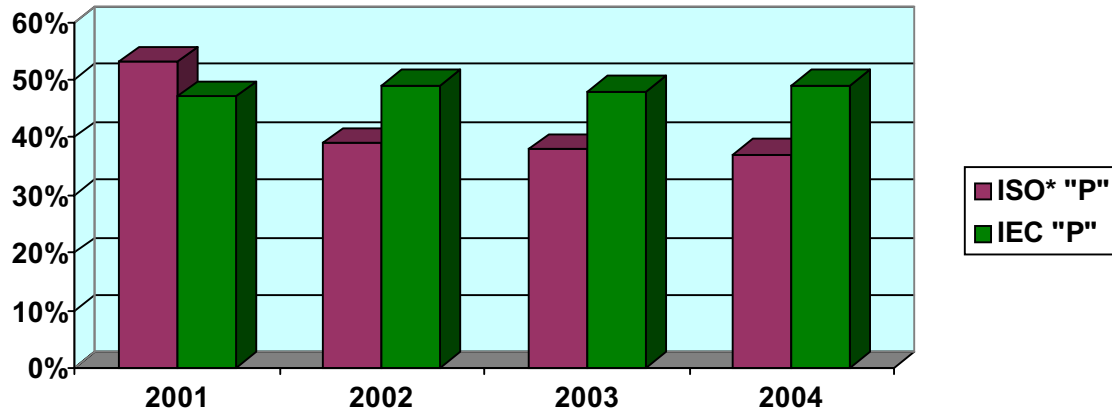
PKN participated in the foreign aid program PHARE 2001 „Certification and Standards” – Phase III PL01.02.01. In the twinning part, 24 missions of experts from AFNOR/DIN/ON consortium were carried out.

Table 11. PKN participation in the work of TCs and SCs of international standards organizations ¹⁾

Organization	Type of membership	Number of TCs +SCs/ <i>percentage</i>			
		2001	2002	2003	2004
ISO*	P	343	288	281	272
		53 %	39 %	38%	37%
	O	316	357	354	362
		36 %	48 %	48%	49%
IEC	P	83	86	84	84
		54 %	49 %	48%	48%
	O	88	83	84	85
		44 %	48 %	48%	49%

* ISO/IEC JTC1 is referred to in ISO

PKN participation in the work of TCs and SCs of international standards organizations (in %)



Participation in meetings in 2004:

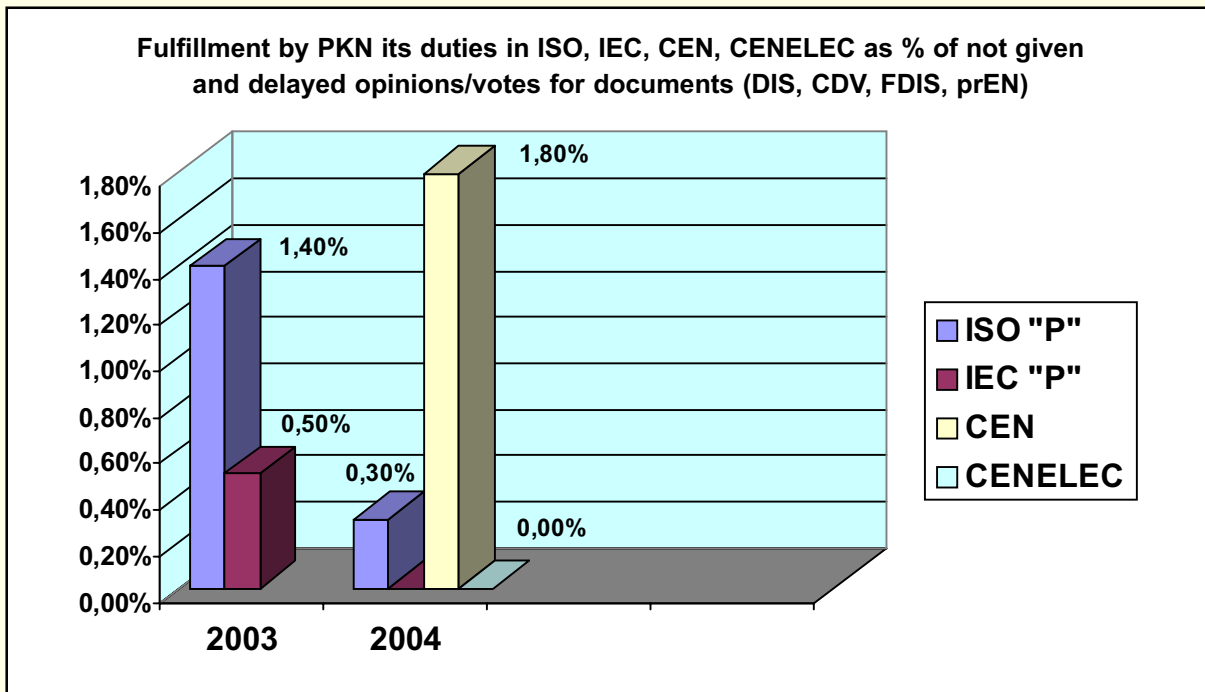
- ISO - 30 PKN representatives in 28 meetings,
- IEC - 17 PKN representatives in 15 meetings,
- CEN - 47 PKN representatives in 42 meetings,
- CENELEC - 10 PKN representatives in 11 meetings.

The participants of Working Groups:

- ISO – 107 experts (in 2004 were proposed – 18),
- IEC – 73 experts (in 2004 were proposed – 34),
- CEN – 81 experts (in 2004 were proposed – 38),
- CENELEC – 3 experts (all which were proposed in 2004).

In 2004, PKN worked on the following number of documents:

- 3095 ISO working documents subject to enquiry/vote, including 1478 related to TC/SC, where PKN enjoys the "P" membership status. 1293 documents were answered, including 162, where content-related or editorial remarks or revision proposals were made. The PKN submitted 1 revision proposal to an ISO standard;
- 1705 IEC working documents, including 839 related to TC/SC, where PKN enjoys the "P" membership status. 929 documents were answered, including 241, where content-related or editorial remarks or revision proposals were made. In 2004, the PKN submitted 1 revision proposal to an IEC standard;
- 621 CEN working documents enquired or voted upon, including 435 draft European Standards. 146 draft European Standards were the subject of content-related or editorial remarks;
- 322 CENELEC working documents enquired or voted upon, including 312 draft European Standards. Content-related or editorial remarks were submitted to 8 draft European standards (remarks to draft European standards developed on the strength of the Dresden Agreement are sent to IEC).



In the last years, participation in the ISO and IEC activities remains on the same level.

The year 2004 was exceptional with regard to the number of standardization organizations, whether international, European, or foreign, whose ranking representatives visited the PKN. Working visits were made by:

- the ISO President, dr Oliver Smoot;
- the CEN Vice-president Technical, Lars Flink;
- the SIS Technical Director, Andreas Sköld;
- the Chairman of CEN Certification Council, Ivar Jachwitz;
- the CENELEC General Director, Elena Santiago-Cid;
- the ETSI General Director, Heinz Rosenbrock;
- the DIN Director, Torsten Bahke;
- the DKE Director, Heinrich Zimmerman, and DKE Deputy Director, Bernhard Thies;
- the ČSNl representatives, headed by Otokar Kunc, Director;
- the Austrian Standardization Institute (ON) and Austrian Electrotechnical Association (ÖVE) representatives;
- the Belarus Republic Gosstandart Director, Valeriy Koreshkov, and Standardization Department Director, Irina Nikolayeva;
- the DPS (Albania) representatives, headed by Arben Nati, General Director.

The meetings with the DIN, DKE, and BELST representatives resulted in new cooperation agreements.

8 TRAINING ACTIVITIES

In 2004, training was performed mainly internally, for the PKN employees. Training related to the following matters:

- public procurement,
- standardization principles,
- Crystal Reports,
- implementation of quality management system according to the ISO 9001 standard,
- quality system management documentation,
- leadership in the quality management system,
- quality system management internal audit,
- quality management system internal audit - training examples,
- NORMA Integrated Information System modules operation,
- first help.

A total of 308 employees participated in the courses arranged for by the PKN.

In addition, the PKN employees participated in foreign languages courses and specialist training (courses, meetings, seminars) set up by outside organizations - 154 employees were asked to participate in 97 training events.

In December, 2004, a one day training for technical commissions secretaries was held, related to "new principles of the Technical Committees operation a year after the PKN membership in the CEN and CENELEC". It was attended by approx. 100 individuals.

The table below shows a number of trainees.

Table 12. Number of trainees

Type of training	2001	2002	2003	2004
External training	407	54	94	100
Internal training	271	323	747	308
Grand total	678	377	841	408

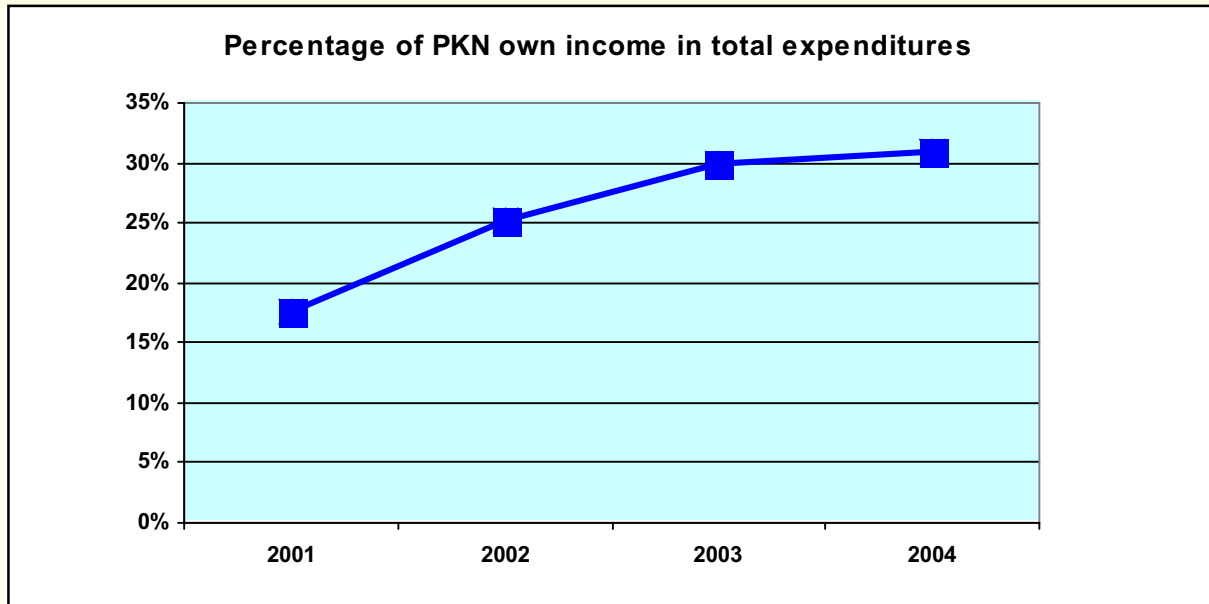
9 FINANCING THE STANDARDIZATION ACTIVITIES

PKN's expenditures in connection with the standards work are covered mainly by the State budget, but special funds also play an important role in this regard. PKN income from information services, sales of standards and other standardization products, standardization training, voluntary contributions from businesses, etc. increasingly cover part of expenditures.

In 2004, a significant rise in the special means was noted, mainly as a result of standardization product sales, seriously boosted by Poland's accession to the EU.

Table 13. PKN finances (in PLN thousands)

Details	2001	2002	2003	2004
1. PKN income (excluding payment to State budget from special funds)	5 367	7 206	8 720	11 228
of which: voluntary contributions from businesses	45	66	45	44
2. Total PKN expenditures	30 531	28 629	29 019	36 181
of which: covered by the State budget	25 328	24 181	24 531	26 536
3. Percentage of PKN income in total expenditures (item 1: item 2) × 100 %	17,6 %	25,2 %	30,0%	31,0%



Special means procured by the PKN made it possible to undertake investment projects very important to standardization efforts for approx. PLN 3.8 mil. Computer equipment was purchased (22 laptop computers, 203 personal computers, 14 servers, including: domain, database, application, firewall, backup, and peripheral servers), local area network active components, software, including software to manage teleinformatic infrastructure. Photocopiers were also purchased. Tasks performed using special means were part of continued effort to adjust telecommunication and informatic infrastructure to cooperation with relevant CEN/CENELEC agencies.

Standardization Section:

- ZBD – Building and Construction Division
- ZCR – Chemistry, Agriculture and Foodstuffs Division
- ZEL – Electrical Division
- ZHG – Metallurgy and Mining Division
- ZIT – IT and Telecommunications Division
- ZMC – Mechanical Division
- ZOŚ – General Aspects, Health and Environmental Protection Division.
- ZPL – Light Industry Division
- WSO – Defence Affairs Department

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