

KVALITEEDIJUHTIMINE**Kliendi rahulolu****Juhised ettevõtete käitumisjuhenditele**

Quality management

Customer satisfaction

Guidelines for codes of conduct for organizations

EESTI STANDARDI EESSÕNA

NATIONAL FOREWORD

<p>Käesolev Eesti standard EVS-ISO 10001:2009 "Kvaliteedijuhtimine. Kliendi rahulolu. Juhised ettevõtete käitumisjuhenditele" sisaldab rahvusvahelise standardi ISO 10001:2007 "Quality management – Customer satisfaction – Guidelines for codes of conduct for organizations" identset ingliskeelset teksti.</p> <p>Ettepaneku rahvusvahelise standardi ümbertrüki-meetodil ülevõtuks esitas EVS/TK 33 "Juhtimis-süsteemid", standardi avaldamise korraldas Eesti Standardikeskus.</p> <p>Standard EVS-ISO 10001:2009 on kinnitatud Eesti Standardikeskuse 14.01.2009 käskkirjaga nr 4 ja jõustub sellekohase teate avaldamisel EVS Teataja 2009. aasta veebruarikuu numbris.</p> <p>Standard on kättesaadav Eesti Standardikeskusest.</p>	<p>This Estonian Standard EVS-ISO 10001:2009 consists of the identical English text of the International Standard ISO 10001:2007 "Quality management – Customer satisfaction – Guidelines for codes of conduct for organizations".</p> <p>Proposal to adopt the International Standard by reprint method was presented by EVS/TK 33 "Management Systems", Estonian standard is published by the Estonian Centre for Standardisation.</p> <p>This standard is ratified with the order of Estonian Centre for Standardisation dated 14.01.2009 No. 4 and is endorsed with the notification published in the February 2009 edition of official bulletin of the Estonian national standardisation organisation.</p> <p>The standard is available from Estonian Centre for Standardisation.</p>
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<p>Käsitlusala</p> <p>Käesolev rahvusvaheline standard annab juhiseid kliendi rahulolu tagava käitumisjuhendi planeerimiseks, kujundamiseks, arendamiseks, rakendamiseks, säilitamiseks ja täiustamiseks. See rahvusvaheline standard on rakendatav tootega seotud eeskirjadele, mis sisaldavad ettevõtte poolt antud käitumist puudutavaid lubadusi klientidele. Sellised lubadused ja vastavad korraldused on mõeldud kliendi rahulolu tõstmiseks. Lisa A sisaldab lihtsustatud näiteid erinevatele ettevõtetele mõeldud eeskirjade elementidest.</p> <p>MÄRKUS 1 Käesolevas rahvusvahelises standardis hõlmab termin "toode" teenuseid, tarkvara, riistvara ja valmistooteid.</p> <p>MÄRKUS 2 Käesolevas rahvusvahelises standardis käib termin "toode" vaid kliendile mõeldud või kliendi poolt nõutud toote kohta. Käesolev rahvusvaheline standard on mõeldud kasutamiseks ettevõtetele, olenemata nende liigist, suuruselt ja pakutavast kaubast, kaasaarvatud ettevõtetele, mis kujundavad kliendi rahulolu tagavaid käitumisjuhendeid teistele ettevõtetele kasutamiseks. Lisa C annab nõuandeid konkreetsemalt väikeetevõtetele. Käesolev rahvusvaheline standard ei määra kliendi rahulolu tagavate käitumisjuhendite sisu ega tegele teist tüüpi käitumisjuhenditega, nagu need, mis puudutavad ettevõtte ja selle personali või ettevõtte ja selle varustajate vahelisi vastastikuseid suhteid. Käesolev rahvusvaheline standard ei ole mõeldud sertifitseerimise või lepingulistel eesmärkidel kasutamiseks ega püüa muuta olemasolevate seaduslike ja reguleerivate nõuetega tagatud õigusi ja kohustusi.</p>	<p>Scope</p> <p>This International Standard provides guidance for planning, designing, developing, implementing, maintaining and improving customer satisfaction codes of conduct. This International Standard is applicable to product-related codes containing promises made to customers by an organization concerning its behaviour. Such promises and related provisions are aimed at enhanced customer satisfaction. Annex A provides simplified examples of components of codes for different organizations.</p> <p>NOTE 1 Throughout this International Standard, the term "product" encompasses services, software, hardware and processed materials.</p> <p>NOTE 2 In this International Standard, the term "product" applies only to the product intended for, or required by, a customer. This International Standard is intended for use by organizations regardless of type, size and product provided, including organizations that design customer satisfaction codes of conduct for use by other organizations. Annex C gives guidance specifically for small businesses. This International Standard does not prescribe the substantive content of customer satisfaction codes of conduct, nor does it address other types of codes of conduct, such as those that relate to the interaction between an organization and its personnel, or between an organization and its suppliers. This International Standard is not intended for certification or for contractual purposes, and it is not intended to change any rights or obligations provided by applicable statutory and regulatory requirements.</p>
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<p>MÄRKUS 3 Kuna käesolev rahvusvaheline standard ei ole mõeldud lepingulistel eesmärkidel kasutamiseks, võib kliendi rahulolu tagavate käitumisjuhendite lubadusi lisada ettevõtte lepingutesse.</p> <p>MÄRKUS 4 Käesolev rahvusvaheline standard on mõeldud kliendi rahulolu tagavatele käitumisjuhenditele, mis puudutavad eraisikust kliente, kes ostavad või kasutavad kaupu, vara või teenuseid isiklikuks või koduseks tarbeks, kuigi see sobib kasutamiseks igasuguste kliendi rahulolu tagavate käitumisjuhendite puhul.</p>	<p>NOTE 3 While this International Standard is not intended for contractual purposes, customer satisfaction codes of conduct promises can be included in an organization's contracts.</p> <p>NOTE 4 This International Standard is aimed at customer satisfaction codes of conduct concerning individual customers purchasing or using goods, property or services for personal or household purposes, although it is applicable to all customer satisfaction codes of conduct.</p>
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ICS 03.120.10 Kvaliteedijuhtimine ja -tagamine

Võtmesõnad: kvaliteedijuhtimine, kvaliteet

Standardite reprodutseerimis- ja levitamiseõigus kuulub Eesti Standardikeskusele

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 10001 was prepared by Technical Committee ISO/TC 176, *Quality management and quality assurance*, Subcommittee SC 3, *Supporting technologies*.

Introduction

0.1 General

Maintaining a high level of customer satisfaction is a significant challenge for many organizations. One way of meeting this challenge is to put in place and use a customer satisfaction code of conduct. A customer satisfaction code of conduct consists of promises and related provisions that address issues such as product delivery, product returns, handling of personal information of customers, advertising and stipulations concerning particular attributes of a product or its performance (see Annex A for examples). A customer satisfaction code of conduct can be part of an effective approach to complaints management. This involves:

- a) complaints prevention, by making use of an appropriate customer satisfaction code of conduct;
- b) internal complaints handling, for instances when expressions of dissatisfaction are received;
- c) external dispute resolution, for situations in which complaints cannot be satisfactorily dealt with internally.

This International Standard provides guidance to assist an organization in determining that its customer satisfaction code provisions meet customer needs and expectations, and that the customer satisfaction code is accurate and not misleading. Its use can:

- enhance fair trade practices and customer confidence in an organization;
- improve customer understanding of what to expect from an organization in terms of its products and relations with customers, thereby reducing the likelihood of misunderstandings and complaints;
- potentially decrease the need for new regulations governing an organization's conduct towards its customers.

0.2 Relationship with ISO 9001 and ISO 9004

This International Standard is compatible with ISO 9001 and ISO 9004 and supports the objectives of these two standards through the effective and efficient application of a process to develop and implement a code of conduct related to customer satisfaction. This International Standard can also be used independently of ISO 9001 and ISO 9004.

ISO 9001 specifies requirements for a quality management system that can be used for internal application by organizations, or for certification, or for contractual purposes. A customer satisfaction code of conduct implemented in accordance with this International Standard (ISO 10001) can be an element of a quality management system. This International Standard is not intended for certification or for contractual purposes.

ISO 9004 provides guidance on continual improvement of performance regarding quality management systems. This International Standard (ISO 10001) can further enhance performance regarding codes of conduct, as well as increase the satisfaction of customers and other interested parties. It can also facilitate the continual improvement of the quality of products and processes based on feedback from customers and other interested parties.

NOTE Apart from customers, other interested parties can include suppliers, industry associations and their members, consumer organizations, relevant government agencies, personnel, owners and others who are affected by an organization's customer satisfaction code of conduct.

0.3 Relationship with ISO 10002 and ISO 10003

This International Standard is compatible with ISO 10002 and ISO 10003. These three standards can be used either independently or in conjunction with each other. When used together, this International Standard, ISO 10002, and ISO 10003 can be part of a broader and integrated framework for enhanced customer satisfaction through codes of conduct, complaints handling and dispute resolution (see Annex B).

ISO 10002 contains guidance on the internal handling of product-related complaints. By fulfilling the promises given in a customer satisfaction code of conduct, organizations decrease the likelihood of problems arising because there is less potential for confusion regarding customer expectations concerning the organization and its products.

ISO 10003 contains guidance on the resolution of disputes regarding product-related complaints that could not be satisfactorily resolved internally. When disputes do arise, the existence of a customer satisfaction code of conduct can assist the parties in understanding customer expectations and the organization's attempts to meet those expectations.

0.4 Statements regarding conformity

This International Standard is designed to be used solely as a guidance document. Where all applicable guidance provided in this International Standard has been implemented, statements that a customer satisfaction code of conduct is planned, designed, developed, implemented, maintained and improved based on that guidance can be made.

However, any statements claiming or implying conformity to this International Standard are inconsistent with this International Standard, and it is therefore inappropriate to make such statements.

NOTE Statements claiming or implying conformity to this International Standard are thus inappropriate in any promotional and communication material, such as press releases, advertisements, marketing brochures, videos, staff announcements, logos, slogans and catch lines for diverse media, ranging from print and broadcasting to Internet and multi-media applications, to product labels, signs and banners.

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Quality management — Customer satisfaction — Guidelines for codes of conduct for organizations

1 Scope

This International Standard provides guidance for planning, designing, developing, implementing, maintaining and improving customer satisfaction codes of conduct. This International Standard is applicable to product-related codes containing promises made to customers by an organization concerning its behaviour. Such promises and related provisions are aimed at enhanced customer satisfaction. Annex A provides simplified examples of components of codes for different organizations.

NOTE 1 Throughout this International Standard, the term “product” encompasses services, software, hardware and processed materials.

NOTE 2 In this International Standard, the term “product” applies only to the product intended for, or required by, a customer.

This International Standard is intended for use by organizations regardless of type, size and product provided, including organizations that design customer satisfaction codes of conduct for use by other organizations. Annex C gives guidance specifically for small businesses.

This International Standard does not prescribe the substantive content of customer satisfaction codes of conduct, nor does it address other types of codes of conduct, such as those that relate to the interaction between an organization and its personnel, or between an organization and its suppliers.

This International Standard is not intended for certification or for contractual purposes, and it is not intended to change any rights or obligations provided by applicable statutory and regulatory requirements.

NOTE 3 While this International Standard is not intended for contractual purposes, customer satisfaction codes of conduct promises can be included in an organization’s contracts.

NOTE 4 This International Standard is aimed at customer satisfaction codes of conduct concerning individual customers purchasing or using goods, property or services for personal or household purposes, although it is applicable to all customer satisfaction codes of conduct.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 9000:2005, *Quality management systems — Fundamentals and vocabulary*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 9000:2005 and the following apply.