

KVALITEEDIJUHTIMINE

Kliendi rahulolu

Juhised kliendi rahulolu seireks ja mõõtmiseks

Quality management

Customer satisfaction

**Guidelines for monitoring and measuring
(ISO 10004:2012)**

EVS

EESTI STANDARDI EESSÕNA**NATIONAL FOREWORD**

<p>See Eesti standard EVS-ISO 10004:2013 „Kvaliteedi-juhtimine. Kliendi rahulolu. Juhised kliendi rahulolu seireks ja mõõtmiseks“ sisaldab rahvusvahelise standardi ISO 10004:2012 „Quality management – Customer satisfaction – Guidelines for monitoring and measuring“ identset ingliskeelset teksti.</p> <p>Ettepaneku rahvusvahelise standardi ümbertrüki meetodil ülevõtuks on esitanud EVS/TK 33, standardi avaldamist on korraldanud Eesti Standardikeskus.</p> <p>Standard EVS-ISO 10004:2013 on jõustunud sellekohase teate avaldamisega EVS Teataja 2013. aasta novembrikuu numbris.</p> <p>Standard on kättesaadav Eesti Standardikeskusest.</p>	<p>This Estonian Standard EVS-ISO 10004:2013 consists of the identical English text of the International Standard ISO 10004:2012 „Quality management – Customer satisfaction – Guidelines for monitoring and measuring“.</p> <p>Proposal to adopt the International Standard by reprint method has been presented by EVS/TK 33, the Estonian Standard has been published by the Estonian Centre for Standardisation.</p> <p>This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation.</p> <p>The standard is available from the Estonian Centre for Standardisation.</p>
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Käsitlusala

See rahvusvaheline standard annab juhised klientide rahulolu seire ning mõõtmise protsesside määratlemiseks ja elluviimiseks.

See rahvusvaheline standard on mõeldud kasutamiseks organisatsioonidele, sõltumata nende liigist, suuruselt või pakutavast kaubast. Standardi keskmes on organisatsioonivälised kliendid.

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ICS 03.120.10

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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 10004 was prepared by Technical Committee ISO/TC 176, *Quality management and quality assurance*, Subcommittee SC 3, *Supporting technologies*.

This first edition of ISO 10004 cancels and replaces ISO/TS 10004:2010, which has been technically revised.

EVS

Introduction

0.1 General

One of the key elements of organizational success is the customer's satisfaction with the organization and its products. Therefore, it is necessary to monitor and measure customer satisfaction.

The information obtained from monitoring and measuring customer satisfaction can help identify opportunities for improvement of the organization's strategies, products, processes and characteristics that are valued by customers, and serve the organization's objectives. Such improvements can strengthen customer confidence and result in commercial and other benefits.

This International Standard provides guidance to the organization on establishing effective processes for monitoring and measuring customer satisfaction.

0.2 Relationship with ISO 9001:2008

This International Standard is compatible with ISO 9001:2008, whose objectives it supports by providing guidance on monitoring and measuring customer satisfaction. This International Standard can help address specific clauses in ISO 9001:2008 related to customer satisfaction, namely those listed below.

- a) ISO 9001:2008, 5.2, on customer focus: "Top management shall ensure that customer requirements are determined and are met with the aim of enhancing customer satisfaction."
- b) ISO 9001:2008, 6.1, b), on resource management: "The organization shall determine and provide the resources needed (...) to enhance customer satisfaction by meeting customer requirements."
- c) ISO 9001:2008, 7.2.3 c), on customer communication: "The organization shall determine and implement effective arrangements for communicating with customers in relation to (...) c) customer feedback, including customer complaints."
- d) ISO 9001:2008, 8.2.1, on customer satisfaction: "As one of the measurements of the performance of the quality management system, the organization shall monitor information relating to customer perception as to whether the organization has met customer requirements. The methods for obtaining and using this information shall be determined."
- e) ISO 9001:2008, 8.4, on analysis of data: "The organization shall determine, collect and analyse appropriate data to demonstrate the suitability and effectiveness of the quality management system and to evaluate where continual improvement of the effectiveness of the quality management system can be made. This shall include data generated as a result of monitoring and measurement and from other relevant sources. The analysis of data shall provide information relating to (...) customer satisfaction (...)."

This International Standard can be used independently of ISO 9001:2008.

0.3 Relationship with ISO 9004:2009

This International Standard is also compatible with ISO 9004:2009, which provides guidance on managing for the sustained success of an organization. This International Standard supplements the following guidance given in:

- ISO 9004:2009, Clause B.2, on customer focus, and
- ISO 9004:2009, 8.3.1 and 8.3.2, on determining needs, expectations and satisfaction of customers.

0.4 Relationship with ISO 10001, ISO 10002 and ISO 10003

This International Standard is compatible with ISO 10001, ISO 10002 and ISO 10003. These four International Standards can be used either independently or in conjunction with each other. When used together, ISO 10001, ISO 10002, ISO 10003 and this International Standard can be part of a broader

and integrated framework for enhanced customer satisfaction through codes of conduct, complaints handling, dispute resolution and monitoring and measurement of customer satisfaction (see Annex F).

ISO 10001 contains guidance on codes of conduct for organizations related to customer satisfaction. Such codes of conduct can decrease the probability of problems arising and can eliminate causes of complaints and disputes which can decrease customer satisfaction.

ISO 10001 and this International Standard can be used together. Guidelines given in this International Standard can support the establishment and implementation of codes of conduct. For example, the processes described in this International Standard can assist the organization to monitor and measure customer satisfaction with these codes of conduct (see ISO 10001:2007, 8.3). Likewise, the codes of conduct can assist the organization in defining and implementing processes for monitoring and measuring customer satisfaction. For example, an organization can establish a code of conduct with respect to the confidentiality of customer information in monitoring and measuring customer satisfaction.

ISO 10002 contains guidance on the internal handling of product-related complaints. This guidance can help to preserve customer satisfaction and loyalty by resolving complaints effectively and efficiently.

ISO 10002 and this International Standard can be used together. Guidelines given in this International Standard can support the establishment and implementation of a complaints-handling process. For example, the processes described in this International Standard can assist the organization in monitoring and measuring customer satisfaction with the complaints-handling process (see ISO 10002:2004, 8.3). Likewise, information from a complaints-handling process can be used in monitoring and measuring customer satisfaction. For example, the frequency and type of complaints can be an indirect indicator of customer satisfaction (see 7.3.2).

ISO 10003 contains guidance on the resolution of disputes regarding product-related complaints that could not be satisfactorily resolved internally. ISO 10003 can help to minimize customer dissatisfaction stemming from unresolved complaints.

ISO 10003 and this International Standard can be used together. Guidelines given in this International Standard can support the establishment and implementation of a dispute resolution process. For example, the processes described in this International Standard can assist the organization in monitoring and measuring customer satisfaction with the dispute resolution process (see ISO 10003:2007, 8.3.2). Likewise, information from a dispute resolution process can be used in monitoring and measuring customer satisfaction. For example, the frequency and nature of disputes can be an indirect indicator of customer satisfaction (see 7.3.2). Collectively, ISO 10001, ISO 10002 and ISO 10003 provide guidance which can help to minimize customer dissatisfaction and enhance customer satisfaction. This International Standard complements ISO 10001, ISO 10002 and ISO 10003 by providing guidance on the monitoring and measuring of customer satisfaction. The information gained can guide the organization to take actions which can help to sustain or enhance customer satisfaction.

EVS

Quality management — Customer satisfaction — Guidelines for monitoring and measuring

1 Scope

This International Standard provides guidance in defining and implementing processes to monitor and measure customer satisfaction.

This International Standard is intended for use by organizations regardless of type, size or product provided. The focus of this International Standard is on customers external to the organization.

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.

3.1

product

result of a process

NOTE 1 Product can be a service, software, hardware or processed material.

NOTE 2 Adapted from ISO 9000:2005, definition 3.4.2, whose original three notes have been condensed into Note 1.

3.2

customer

organization or person that receives a product

NOTE 1 Customers might include other interested parties who might be affected by the products provided by the organization and who might influence the success of the organization.

NOTE 2 While a customer can be internal or external to the organization, the focus of this International Standard is on the external customer.

NOTE 3 Adapted from ISO 9000:2005, definition 3.3.5, whose original note has been expanded into Notes 1 and 2.

EXAMPLE Consumer, client, end-user, retailer, beneficiary, purchaser.

3.3

customer satisfaction

customer's perception of the degree to which their expectations have been fulfilled

NOTE The definition of customer satisfaction differs from that in ISO 9000:2005, in that the provisions of this International Standard are intended to assist in the identification of customer expectations entirely from the point of view of the customer's vision of the expected product; while the definition in ISO 9000:2005 involves the organization's understanding of the customer's requirements.