



**CTL
OPERATIONAL PROCEDURE**

CTL-OP 107

**GUIDE ON USE OF PHOTOGRAPHS
IN CB TEST REPORTS**

Guideline for photographs for CB test reports.

1. GENERAL REQUIREMENTS

CB test reports shall include photographs of the test sample. Photographs are required for modified reports only when the photographs provided with the original test report are no longer representative of the product covered by the addendum report. Sufficient photographs shall be taken to clearly identify the test sample.

The CB test report shall clearly identify the product shown in the photographs (manufacturer, model number, type designation, etc.) by either labelling the photographs with the product identification or including the product identification in references to the photographs in the text of the report.

2. SPECIFIC REQUIREMENTS

The number of photographs will depend on the complexity of the test sample. A minimum number of 2 exterior and 2 interior photographs is preferred, where practical.

If printed in a test report, the preferred format is not more than 2 photographs on each page.

The quality of the photographs and prints shall be such that all necessary features can be clearly identified.

The photographs may include a ruler to show proportion.

Note - Scaling of dimensions from photographs should not be done.

It is recommended that the background is a colour that contrasts with the features of the test sample.

It is recommended that the camera be tripod mounted.

Lighting should be arranged to minimise shadows.

Colour photographs are preferred, particularly when component values are critical to product safety.

3. PHOTOGRAPHS TO BE TAKEN

The photographs shall clearly identify the tested product including the safety critical components listed in the CB test report.

The following views are recommended:

- External view of the assembled product (or component where a component is being tested) showing different views including the front, rear, top and base. One photograph may show more than one side.
- Marking and designation labels, if a copy of the original is not part of the report.
- Labelling of controls and indication lights.
- Internal construction including safety critical features.
- Supply terminations and cord anchorage.
- Earthing connections.
- Printed circuit boards critical to product safety– component side.
- Printed circuit boards critical to product safety – solder/pattern side.
- Details of safety critical components, both electrical and mechanical.
- Detachable parts critical to product safety.

Additional photographs and special features:

- Where a range of products has been tested, use photographs to show the different versions.
- Where modifications have been made show the details in the photographs.
- Special features, such as a marginal creepage distance, should be detailed. Use arrows or other visual aids to clearly identify special features.

4. STORAGE AND DISTRIBUTION

It is preferred that a printed copy of the photographs is included with each printed copy of the CB test report. As an alternative, a CD with the photographic image files may be included with the printed report.

If the CB test report is issued electronically, then, electronic file copies of the photographs shall be included with the electronic file copy of the report.

It is recommended that the file for the photographs (in the report or on CD) is in secure format. PDF format recommended.