



No.	Requirement	Result
1	Formatting of the TRF	
1a	Was the latest TRF template used? Was the IECEE Website consulted?	
1b	Are margins set as Top 2 cm, Bottom 2 cm, Left 3 cm, Right 1 cm and paper size set to A4 (210 x 297 mm)?	
1c	Are normal text Arial 10 pt (True Type) font, special characters (e.g. °, β, Ω) and Symbol (True Type) used?	
1d	Is MS Word "97-2002 + 6.0/95 - RTF" or "97-2003 + 6.0/95 - RTF" used?	
1e	Is the name of the TRF originator provided?	
1f	Is correct copyright text and current year entered on the first page of the TRF?	
1g	Does the TR form include no macros, except for the Test Report Ref. Number and the page numbers?	
<u>1h</u>	<u>Is the header showing TRF template number removed from the final standard TRF?</u>	
2	TRF structure	
2a	Is the IEC or ISO standard(s) number and edition entered correctly?	
2b	Is correct TRF number entered in the footer of each TRF section?	
2c	Is correct standard number entered in the header <u>of the TRF</u> ?	
2d	Does the section titled "Test items particulars" provide information about the product, which is necessary to establish the correct test program (such as special features and characteristics of the product)?	
2e	Does the TRF include all required TRF sections?	
2f	Is <u>a table describing critical components/materials Component Table placed at the end of included in</u> the TRF?	
2g	Are the different test case types properly used in the TRF?	
2h	Are all pages of each section in the Test Report provided with page number and with the total of pages indicated? Is the page numbering macro working properly?	
2i	Is the number of sub-headers in a sequence (sub-headers following each other without any regular test case entries in-between) avoided and kept to minimum?	
2j	For MED TRFs: Are the required Risk Management Result Tables included according to clause 3.8.4?	
3	Comments and verdicts	
3a	Is the column titled "Requirement – Test" a summary of the requirement and not a repeated full text of the standard?	



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3b	Are indicative rather than imperative phrases used when abbreviating the requirements?	
3c	Are words such as “shall” and “should” avoided in the TRF?	
3d	Is each requirement in the “Requirement – Test” column worded in such a way that it prompts for a clear “Pass”, “Fail” or “N/A” verdict?	
3e	Are regular test cases requiring a specific result or comment in addition to the verdict indicated by a dotted leader?	
3f	Are shaded verdict field identifying only the auxiliary test cases, which do not require a verdict but only additional information?	
3g	For measured values to be recorded in the tables and the main part of the TRF are units of measurement indicated?	
4	General	
4a	Was correct spelling checked?	
4b	Was correct language set?	
4c	Was the use of simplified versus regular distribution procedure <u>indicated?</u>	
4d	Is the TRF file name correct?	