<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Formatting of the TRF</td>
<td></td>
</tr>
<tr>
<td>1a</td>
<td>Was the latest TRF template used? Was the IECEE Website consulted?</td>
<td></td>
</tr>
<tr>
<td>1b</td>
<td>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)?</td>
<td></td>
</tr>
<tr>
<td>1c</td>
<td>Are normal text Arial 10 pt (True Type) font, special characters (e.g. °, β, Ω) and Symbol (True Type) used?</td>
<td></td>
</tr>
<tr>
<td>1d</td>
<td>Is MS Word &quot;97-2002 + 6.0/95 - RTF&quot; or &quot;97-2003 + 6.0/95 - RTF&quot; used?</td>
<td></td>
</tr>
<tr>
<td>1e</td>
<td>Is the name of the TRF originator provided?</td>
<td></td>
</tr>
<tr>
<td>1f</td>
<td>Is correct copyright text and current year entered on the first page of the TRF?</td>
<td></td>
</tr>
<tr>
<td>1g</td>
<td>Does the TR form include no macros, except for the Test Report Ref. Number and the page numbers?</td>
<td></td>
</tr>
<tr>
<td>1h</td>
<td>Is the header showing TRF template number removed from the final standard TRF?</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TRF structure</td>
<td></td>
</tr>
<tr>
<td>2a</td>
<td>Is the IEC or ISO standard(s) number and edition entered correctly?</td>
<td></td>
</tr>
<tr>
<td>2b</td>
<td>Is correct TRF number entered in the footer of each TRF section?</td>
<td></td>
</tr>
<tr>
<td>2c</td>
<td>Is correct standard number entered in the header of the TRF?</td>
<td></td>
</tr>
<tr>
<td>2d</td>
<td>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)?</td>
<td></td>
</tr>
<tr>
<td>2e</td>
<td>Does the TRF include all required TRF sections?</td>
<td></td>
</tr>
<tr>
<td>2f</td>
<td>Is a table describing critical components/materials Component Table placed at the end of included in the TRF?</td>
<td></td>
</tr>
<tr>
<td>2g</td>
<td>Are the different test case types properly used in the TRF?</td>
<td></td>
</tr>
<tr>
<td>2h</td>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>2i</td>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>2j</td>
<td>For MED TRFs: Are the required Risk Management Result Tables included according to clause 3.8.4?</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Comments and verdicts</td>
<td></td>
</tr>
<tr>
<td>3a</td>
<td>Is the column titled “Requirement – Test” a summary of the requirement and not a repeated full text of the standard?</td>
<td></td>
</tr>
</tbody>
</table>
## TRF Originator Checklist

<table>
<thead>
<tr>
<th>No.</th>
<th>Requirement</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>3b</td>
<td>Are indicative rather than imperative phrases used when abbreviating the requirements?</td>
<td></td>
</tr>
<tr>
<td>3c</td>
<td>Are words such as “shall” and “should” avoided in the TRF?</td>
<td></td>
</tr>
<tr>
<td>3d</td>
<td>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?</td>
<td></td>
</tr>
<tr>
<td>3e</td>
<td>Are regular test cases requiring a specific result or comment in addition to the verdict indicated by a dotted leader?</td>
<td></td>
</tr>
<tr>
<td>3f</td>
<td>Are shaded verdict field identifying only the auxiliary test cases, which do not require a verdict but only additional information?</td>
<td></td>
</tr>
<tr>
<td>3g</td>
<td>For measured values to be recorded in the tables and the main part of the TRF are units of measurement indicated?</td>
<td></td>
</tr>
<tr>
<td>4a</td>
<td>Was correct spelling checked?</td>
<td></td>
</tr>
<tr>
<td>4b</td>
<td>Was correct language set?</td>
<td></td>
</tr>
<tr>
<td>4c</td>
<td>Was the use of simplified versus regular distribution procedure indicated?</td>
<td></td>
</tr>
<tr>
<td>4d</td>
<td>Is the TRF file name correct?</td>
<td></td>
</tr>
</tbody>
</table>