

IECEE OPERATIONAL DOCUMENT

IEC System of Conformity Assessment Schemes for Electrotechnical Equipment and Components (IECEE System)

Committee of Testing Laboratories (CTL)

Preparation of CTL lists for “testing and measuring equipment/ allowed subcontracting” (short: Equipment Lists)





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Equipment and Components (IECEE System)**

Committee of Testing Laboratories (CTL)

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subcontracting” (short: Equipment Lists)**

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FOREWORD

Document Owner

CTL

History of changes

Date	Brief summary of changes
2016-04-20	Changes in this document are editorial only. In clause 7.3, “Manufacturer Test Laboratory” has been replaced by “Customer Test Facility” in accordance to the rules. Typing errors have been corrected.
2017-09-13	Editorial: In clause 6.3 “PDSH” was replaced by “Provisional Equipment List”

Effective date	Target revision date
2016-06-01	2019-06-01

Background

The CTL decided in 2014 to convert the CTL Operational Procedure (OP) into the IECEE Operational Document (OD) structure. The content of the former OP's has not been changed. Editorial adjustments have been made where necessary. The forms have been separated into independent documents for better handling.

A transfer table which CTL/OP has been transferred into which OD is given in OD 5000.

1 Purpose

The purpose of this procedure is to provide a template for preparing Equipment Lists to facilitate uniform development of the lists by IECEE and IECEE/CTL.

2 Scope

This Operational Document gives guideline and a template for the preparation of Equipment Lists.

3 Normative References

The following publication contains provisions which, through reference in this text, constitute modifications or additions of this Operational Document.

OD 5003-1	Template (Provisional) Equipment List
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4 Definitions

For the purpose of this publication, the definitions of IECEE Definitions apply with the following additions:

CTL	IECEE Committee of Testing Laboratories
CTL/ETF	CTL Expert Task Force
CTL/WG	CTL Working Group
NCB	National Certification Body

5 Abbreviations

None	
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6 Procedure

6.1 When a new IEC standard is approved under the IECEE Scheme the relevant CTL/ETF or CTL/WG has to prepare a CTL list for testing and measuring equipment/ allowed subcontracting" (short: Equipment Lists). Usually a member of the relevant CTL/ETF or CTL/WG takes over this work. Whereas the following items have to be followed:

6.1.1 The template as shown in OD 5003-1 shall be used for preparing all Equipment Lists.

6.1.2 References to the standard must include the year of publication and edition as given in the following example:

IEC 61058-2-1: 1992, Edition 1.0

Part 2-1: Particular requirements for cord switches

6.1.3 The table can be extended with additional rows as necessary to complete the Equipment List.

6.1.4 The footer shall include the date of publishing the Equipment List, the page number, the number of pages, and the standards number including the year or edition.

6.1.5 When an Equipment List is updated, the date of revision shall be noted in the footer.

6.1.6 If the Equipment List is provisional, the word “PROVISIONAL” shall appear under the standard title.

6.2 Once the ETF/WG-Convenor has received the Provisional Equipment List he starts the “Two months procedure” *) and circulates the Provisional Equipment List to the all Members of the CTL/ETF or CTL/WG, together with the ETF/WG-Convenor’s views (if any), indicating the deadline for answering.

Note *): The two-month period is considered to be a reasonable compromise between the need of the Laboratories to quickly solve the interpretation questions and the time necessary for the ETF/WG to evaluate the questions.

6.3 On the basis of the answers received, the ETF/WG-Convenor:

Summarises the consensus reached by the majority, 60% at least **);

Drafts the Provisional Equipment List (using OD 5003-1)

Sends the Provisional Equipment List to the CTL Secretary for publication

Note **): With 60% majority is meant 60% of responses to the enquiry.

The CTL Secretary provides the IECEE Secretariat with the final Provisional Equipment List with the request to upload it on the CTL Website. With publication of the Provisional Equipment List at the CTL Web Site the document is valid and shall be applied by the CB Scheme participants.

6.4 Provisional Equipment Lists are formally approved by the CTL during the CTL plenary meeting, after which they become “CTL Equipment Lists”. The ETF/WG-Convenor transfers the Provisional Equipment Lists, he is responsible for, into an Equipment List (by deleting the word “provisional”) and provides the final Equipment List to the CTL Secretary for posting on the CTL web site.

6.5 The same procedure applies when a update of an Equipment List is necessary.

6.6 If during an IECEE assessment the lead assessor identifies in a laboratory equipment which is not listed in the Equipment List he reports to the relevant CTL/ETF- or CTL/WG-Convenor to add the missing equipment to the Equipment List. Until the updated Equipment List is available the equipment in the Laboratory can be seen as subcontractable (“S”). Maybe later, depending on the CTL decision this will be changes into required (“R”).

7 How to fill in the column “Subcontracting”

7.1 Rational

- 1) All applicable tests required in a standard are important for the safety.
- 2) The test sequence as required by the standard is the main criteria for any possible “S” option.
- 3) The test sequence shall be performed in the CBTL without disturbing interruptions.
- 4) When following the criteria described under “S” 1 to 5 any definition for key-test is not needed.
- 5) For tests which are in line with one of the criteria 1 to 3 but not with 4 we can allow the option “W”.

The following possibilities are given to define the usage of equipment:

“R”	Required
“S”	May be subcontracted, see OD 2012
“SPTL”	Specialized Facility, see IECEE 02-2
“W”	Witness testing in the categories “MED” and “MEAS”
“3PPS”	Three Phase Power Supply required

7.2 General

In general all equipment necessary for performing test in line with IEC standards is required by the CBTL.

7.3 Definition of the categories

“R” Shall be applied for all listed tests and test equipment. The CBTL has to have the test equipment (and the experts) and can perform the test by themselves. If a test sequence includes a key-test the complete sequence has to be required.

“S”, “SPTL” and “W” are alternatives which can be applied instead of “R”.

“S” Shall also be chosen for tests and test equipment under the following conditions:

- 1) For tests which can be performed independently from any test sequence.
- 2) For tests on materials and components that can be shipped easily and the tests can be done in other locations without input from or influence to the type approval tests.
- 3) For tests needing very expensive test equipment or performed very seldom because it is required under special conditions only.

The typical example from CTL ETF7 is high power and short circuit testing or surge testing above several kA.

- 4) For tests where the results are objective measurement results against limits given in the standard without any option for interpretations (Rationale behind this point: if there is a judgement possible without interpretation “e.g. > or < 8 mm” then subcontracting is possible. If there is interpretation possible “e.g. compliance is checked by external visual inspection. There shall be no delamination”, this opens the door for different interpretations and in this case subcontracting can be allowed provided project engineer is involved in the compliance decision).

“W” Test shall be performed in a Customer Testing Facility / Independent Laboratory for the categories “MED” and “MEAS” and has to be witnessed. It is always possible as alternative for “S”, “R” or “SPTL”. For example it can also be applied for:

- 1) Very expensive samples.
- 2) Samples needing a special test environment and/or supply which is only available at the Customer Testing Facility.
- 3) Big samples that can be installed and operated only at the Customer Testing Facility.
- 4) The Customer Testing Facility / Independent Laboratory would be required to be qualified in accordance with the requirements of OD2048, stage2.

“SPTL” Is always possible as alternative for “S”. In addition under “SPTL” also test sequences are possible as well as key tests.

“3PPS” Shall be shown as test equipment and marked with “R” if required or marked with “W” or “SPTL” if possible.

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