



**CTL
OPERATIONAL PROCEDURE**

CTL-OP 102

Numbering of IECEE-CTL Documents



NUMBERING OF IECEE-CTL DOCUMENTS

Note: This procedure is based, as far as possible, on the Annex G (normative), Numbering of documents, of ISO/IEC Directives, IEC Supplement, 2001.

1. Working Documents

All IECEE-CTL Documents intended for circulation bear a reference number, composed of three parts:

- (a) the initial "IECEE-CTL" indicating the Committee of Testing Laboratories;
- (b) the serial number of the document;
- (c) an acronym indicating the type of document, as quoted below

List of acronyms to indicate the type of document

| | | | |
|-----|--------------------------|----|----------------------------------|
| CL | Circular Letter | PW | Programme of Work |
| DA | Draft Agenda | Q | Questionnaire |
| DC | Document for Comments | R | Report |
| DL | Decision List | RM | Report on Meeting |
| INF | Document for Information | RQ | Report on Questionnaire |
| ISH | Interpretation Sheet | WG | Working Group on Membership List |

EXAMPLE: **document IECEE-CTL/134/RM** is the 134th document for circulation in IECEE-CTL and is a report on a meeting

2. Meeting Documents

Meeting documents as the name implies, are intended for use only at the meeting of CTL. They are usually duplicated on green paper to distinguish from documents distributed to CBTLs/NCBs through the IECEE Secretariat.



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CTL-OP 102

Meeting documents shall be distributed during the CTL Meeting to the participants only and shall not be distributed afterwards to the CBTLs/NCBs unless this is requested by CBTL/NCB.

All documents issued at meetings, for use in the meeting, carry a reference composed of the initial "IECEE-CTL", the place of the meeting and the originator of the document, followed by a document serial number.

EXAMPLES

IECEE-CTL (Cologne/Secretariat)2
IECEE-CTL (Cologne/VDE)3

If a CBTL/NCB reproduces a meeting document itself and sends copies to the meeting, it should leave a blank space for the serial number to be added at the meeting place.

3. Documents from ETFs or WGs within the CTL

The reference number of ETF or WG documents should not imply that they originate from CBTL/NCB. It is recommended that the name of the ETF/WG member should be used and not that of the CBTL/NCB.

EXAMPLE

IECEE-CTL ETF1 (Smith)5 or IECEE-CTL ETF1 (Convenor) 6
IECEE-CTL WG3 (Rossi)9 or IECEE-CTL WG3 (Convenor)10

Note: The examples given in Items 2 and 3 do not correspond to real documents.