



**OPERATIONAL PROCEDURE**

**CTL-OP 106**

**Procedures and rules for CTL “Expert Task Forces” (ETF)**

Previous document IECEE-CTL/323/INF, approved at the 47<sup>th</sup> CTL Meeting  
Approved by CMC on 2010-07-01 in Tel Aviv



## **PROCEDURES AND RULES FOR CTL “EXPERT TASK FORCES” (ETF)**

### **PURPOSE**

To facilitate the efficient operation of the ETF's within an acceptable time frame whenever a uniform application of the standard and/or a test method is needed for the smooth operation of the IECEE CB Scheme.

### **ABBREVIATIONS**

CAB	IEC Conformity Assessment Board
CBTL	CB Testing Laboratory
CMC	IECEE Certification Management Board
DSH	Decision Sheet
ETF	Expert Task Force
IEC TC/SC	IEC Technical Committee/Sub Committee
NCB	National Certification Body
PDSH	Provisional Decision Sheet
WG	Working Group

### **SOURCE OF ENQUIRIES**

Formal enquiries may be made by / through the following:

- IECEE National Certification Bodies (NCBs) or CB Testing Laboratories (CBTLs)
- Certification Management Committee (CMC)
- IECEE Secretariat
- IEC Technical Committees (TCs)

### **PROCEDURES**

1. The entity entitled to request formal interpretation by the CTL provides the CTL Chairman with the attached “CTL Enquiry Form” duly filled in (see Annex II). In case of a common enquiry within CTL ETF5 and OSM/LUM, the special attached “Common CTL/OSM Enquiry Form” shall be used (see Annex II).



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2. The CTL Chairman determines the validity of the enquiry and upon acceptance passes it to the CTL Secretary. The CTL Secretary will assign a tracking number (future PDSH number) and passes it to the relevant ETF/WG-Convenor for further processing. If the enquiry is not accepted, the CTL Chairman informs the ETF WG-Convenor accordingly.
3. Once the ETF WG-Convenor has received the tracking number, the ETF WG-Convenor starts the “Two months procedure” \*) and circulates the “Enquiry” to the all Members of the Task Force, together with the ETF WG-Convenor’s views (if any), indicating the deadline for answering, according to the attached flowchart.

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 to evaluate the questions.

4. On the basis of the answers received, the ETF WG-Convenor:
  - Summarises the consensus reached by the majority, 60% at least \*\*);
  - Drafts the PDSH (using the attached form, see Annex III);
  - Circulates the draft PDSH to the ETF Members and for information to the Secretary of the IEC TC/SC, and proceeds to finalize it unless a fundamental formal objection, supported by a sound rationale, is received;
  - Sends the PDSH to the CTL Secretary, to the WG3 Convenor for editing and to the originator of the enquiry for information.

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

5. The CTL Secretary provides the IECEE Secretariat with the final PDSH with the request to upload it on the CTL Website, giving information to the IECEE Executive Secretary for forwarding to the IEC CAB to coordinate the further activities within the relevant IEC TC/SC.
7. PDSH are formally approved by the CTL during the CTL plenary meeting, after which they become “CTL Decisions” (DSH) (see Annex I). The ETF WG-Convenor transfers the PDSHs, he is responsible for, in the DSH form (see Annex III) and provides the final DSH to the CTL Secretary for posting on the CTL web site.
8. An enquiry may also be received from an IEC TC/SC as a consultation in the process of developing an IEC Interpretation. An input from a CTL ETF will be expected by the IEC TC/SC. Such enquiries, however, generally will not result in a development of a CTL Decision.
9. The full CTL enquiry and decision-making process is illustrated in a flowchart shown in Annex IV.



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10. The generic Terms of Reference of CTL ETFs are shown in Annex V.

THE ABOVE MENTIONED PROCEDURE (FROM POINT 3 TO POINT 4) SHALL BE CARRIED OUT IN MAX. 2 MONTHS (\*\*).

The attention of the ETFs' Experts is drawn to the fact that failure to reply to three enquiries they will be notified (with copy to the relevant IECEE-CMC Representative) by the CTL Chairman to resign from the ETF.

THE CTL SECRETARY AND THE ETF CONVENORS SHALL BE IMMEDIATELY NOTIFIED OF ANY UPDATES TO CONTACT DETAILS FOR ETF MEMBERS

There are other Interpretations/Decisions on standards, (e. g. Lumex Interpretation Panel/Operational Staff Meetings/CENELEC Working Groups etc.), that could be used as references for similar questions from CTL Members. It is the Expert Task Forces' responsibility to consider if those Decisions and their content are within the CTL scope and are deemed useful for the operation of the CBTLs within the IECEE CB Scheme.

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## ANNEX I

### Documents for the CTL meeting

For preparing documents the ETF/WG-Convenor shall apply the following master calendar:

1 <sup>st</sup> Draft Agenda, reviewed	14 Weeks before (3.5 Months)
Posting of Draft Agenda on CTL Web Site	12 Weeks before (3 months)
Receive from Members: Documents, ETF & WG Reports including DSHs, Equipment Lists and OPs	8 weeks before
Meeting Documents ready	6 weeks before
Posting Final Agenda	6 weeks before
Receive Other (Green) Documents/Comments on Documents	3 weeks before
CTL Meeting	0 weeks



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**ANNEX II**

**CTL ENQUIRY FORM**

<b>Standard(s)- (incl. year)</b>	<b>Subclause(s):</b>	<b>Tracking No.</b>	<b>Year</b>
<b>Category: (eg. LITE)</b>		<b>(To be provided by CTL Secretary)</b>	
<b>Subject:</b>	<b>Key words:</b>	<b>Provided to: (eg. ETF5)</b>	
<b>Question:</b>			
<b>Rationale:</b>			
<b>Proposal (if any):</b>			

**ORIGINATOR:**

- NCB / CBTL:

- IECEE-CMC:

- IECEE Secretariat:

- IEC/TC:

**DATE:**

**NAME and SIGNATURE:**



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**COMMON CTL/OSM ENQUIRY FORM**

<b>Standard(s)- (incl. year)</b>	<b>Subclause(s):</b>	<b>Tracking No.</b>	<b>Year</b>
<b>Category: (eg. LITE)</b>		<b>(To be provided by CTL Secretary)</b>	
<b>Subject:</b>	<b>Key words:</b>	<b>Provided to: CTL-ETF, OSM (eg. ETF5)</b>	
<b>Question:</b>			
<b>Proposal:</b>			
<b>Explanatory Notes:</b>			

**ORIGINATOR:**

**NCB / CBTL:**

**DATE:**

**SIGNATURE / NAME:**



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**ANNEX III**

**CTL PROVISIONAL DECISION SHEET (PDSH)**

<b>Standard(s)- (incl. year)</b>	<b>Subclause(s):</b>	<b>No.</b>	<b>Year</b>
		<b>PDSH eg. 0700</b>	
<b>Category: (eg. LITE)</b>		<b>Developed by: (eg. ETF5)</b>	
<b>Subject:</b>	<b>Key words:</b>	To be approved at the (year) CTL Plenary Meeting)	
<b>Question:</b>			
<b>Decision:</b>			
<b>Explanatory Notes:</b>			

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## CTL DECISION SHEET (DSH)

<b>Standard(s)- (incl. year)</b>	<b>Subclause(s):</b>	<b>No.</b> <b>DSH</b> <b>e. g. 0701</b>	<b>Year</b>
		<b>Developed by:</b> <b>(e. g. ETF 2)</b>	
<b>Category:</b> <b>(e. g. OFF)</b>	<b>Key words:</b>	Approved at the (year) CTL Plenary Meeting)	
<b>Subject:</b>			
<p><b>Question:</b></p>   <p><b>Decision:</b></p>   <p><b>Explanatory Notes:</b></p>			

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**REVISED CTL (PROVISIONAL) DECISION SHEET**

<b>Standard(s)- (incl. year)</b>	<b>Subclause(s):</b>	<b>No.</b>	<b>Year</b>
		<b>PDSH e. g. 0700A</b>	
<b>Category: (e. g. LITE)</b>		<b>Developed by: (e. g. ETF5)</b>	
<b>Subject:</b>	<b>Key words:</b>	To be approved at the (year) CTL Plenary Meeting	
<b>Question:</b>			
<b>Decision:</b>			
<b>Explanatory Notes:</b>			



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IECEE CTL(Location/ETF/WG\_)R  
2011-xx-xx/xx

### ETF/WG \_ Report

IEC SYSTEM FOR CONFORMITY TESTING AND  
CERTIFICATION OF ELECTRICAL EQUIPMENT - IECEE

CTL- COMMITTEE OF TESTING LABORATORIES

#### SUBJECT

Report from the Convenor of CTL ETF \_or WG \_ for the CTL Plenary Meeting  
in (location) on (date).

#### ACTION

CTL is requested to consider the content of this report and approve its  
recommendations, Provisional Decision Sheets, [and] Provisional Test Equipment  
Lists [and Guidelines].



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**1) Membership List**

NOTES:

- 1. Add rows as necessary
- 2. Identify new members with ( \* )

<b>Member's Name</b>	<b>Organization and Country</b>
Convenor -	

**2) New Provisional Decision Sheets**

The following new Provisional Decision Sheets have been added to the CTL Website since the last meeting and/or are attached to this report, and are presented for CTL approval.

*Please provide a list of new PDSHs developed by this ETF (by category and PDSH number). If there are three or fewer, please attach them in Annex 1A. If there are more than three, confirm that they are posted on the CTL Website.*

**3) List of Revised Decision Sheets (now Provisional DSH)**

The following revised Decision Sheets have been added to the CTL Website since the last meeting and/or are attached to this report, and are presented for CTL approval.

*Please provide a list of revised DSHs developed by this ETF (by category and PDSH number). If there are three or fewer, please attach them in Annex 1B. If there are more than three, confirm that they are posted on the CTL Website.*



**4) Tabulation of new Equipment Lists**

The following Provisional Equipment Lists have been added to the CTL Website since the last meeting and/or are attached to this report, and are presented for approval.

*Please provide a list of the new Equipment Lists developed by this ETF (by category and standard number). If there are three or fewer, please attach them in Annex 2A. If there are more than three, confirm that they are posted on the CTL Website.*

**5) Tabulation of revised Equipment Lists**

The following Provisional Equipment Lists have been added to the CTL Website since the last meeting and are presented for approval.

*Please provide a list of the revised Equipment Lists developed by this ETF (by category and standard number). If there are three or fewer, please attach them in Annex 2B. If there are more than three, confirm that they are posted on the CTL Website.*

**6) Tabulation of New Standards**

*Please provide a list of new standard(s) used by this ETF (by category and standard number).*

**7) Tabulation of Testing Guidelines (for ETF 9 and ETF 11 only)**

*Please itemize the new or revised Testing Guidelines developed by ETF# and submitted for CTL approval. Please attach these Guidelines in Annex 3.*

**8) Proficiency Testing Programs Supported**

*Please provide details of PTPs supported by this ETF, e.g. new PTPs developed or on-going PTPs for which the ETF provided Technical Advisors.*

**9) Results from Action Items of Previous Year's Meeting**

*Please provide details of Action Items addressed by this ETF.*



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### 10) Status of Past Action Items Still in Progress

*Please provide status, rationale and path forward for Past Action Items currently in progress with this ETF.*

### 11) Feedback from ETF's Cooperation with Respective IEC TCs

*Please provide details of cooperation and interaction with respective IEC TCs.*

### 12) Future Work Proposals (including new standards)

*Please provide details of any new proposals for future work.*

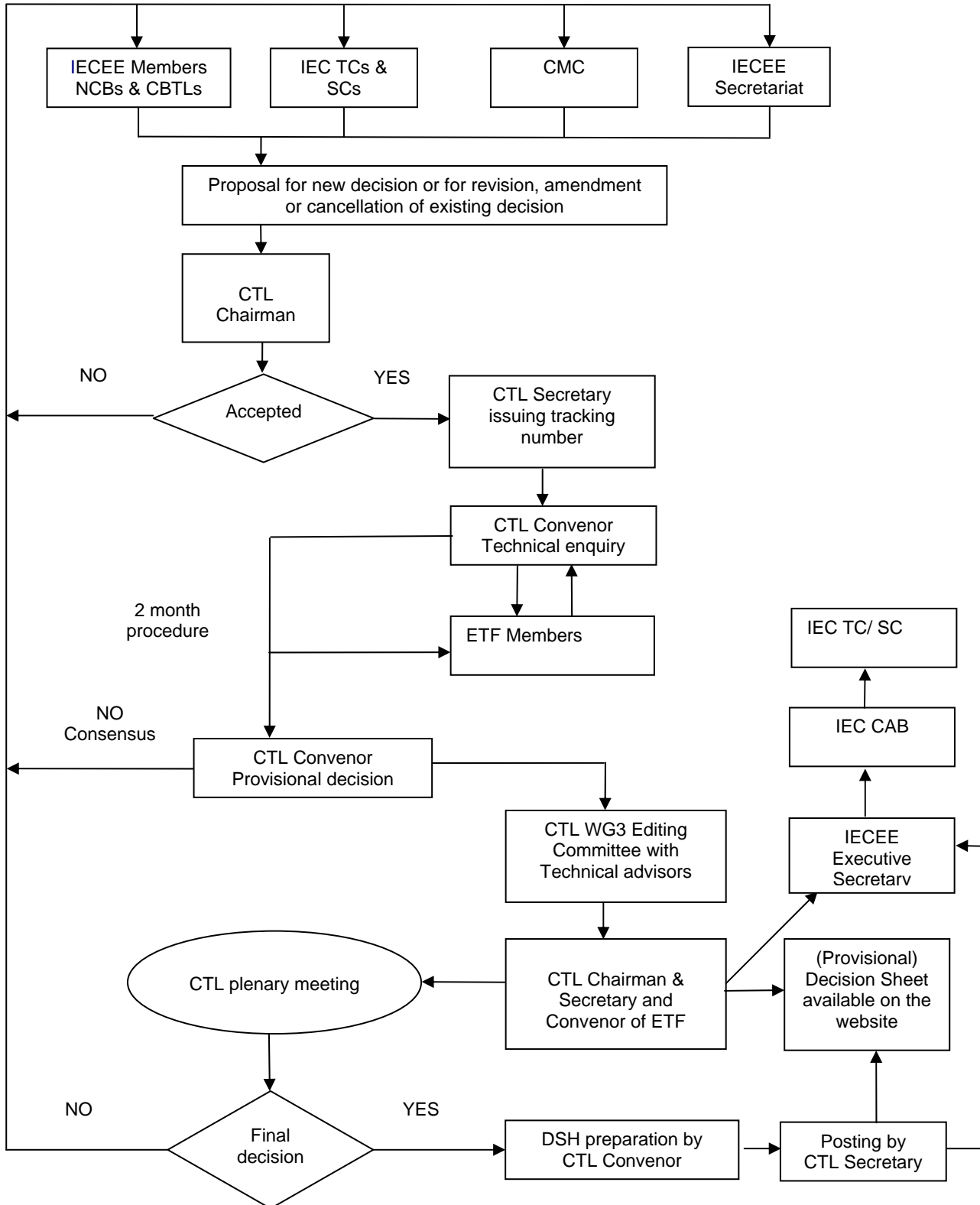
### 13) Additional Business

*Please provide details of additional business that needs to be discussed.*

(Name) Convenor  
CTL ETF / WG \_  
(Date)



ANNEX IV – Enquiry Process Flowchart





## **ANNEX V**

### **Terms of Reference of CTL Expert Task Forces (ETF)**

#### **PURPOSE**

The purpose of the ETFs is to provide focused technical expertise in the assigned categories and standards in support of the CTL's role in the IECEE.

The work of the ETFs consists to the following tasks:

1. Considering technical enquires pertaining to testing requirements, test method and test, as per CTL OP 106, and developing Decision Sheets to document the ETF responses to these enquires;
2. Responding to enquires of IECEE Secretariat concerning the technical requirements in new editions of IEC standards;
3. Developing lists of testing equipments for all standards in the assigned product categories, as specified below;
4. Performing a technical advisory role in the development and operation of proficiency testing programs , where required;
5. Liaising with and providing support to other ETFs and WG4 with respect to relevant issues.
6. Liaising with IEC TC/SC
7. Developing of testing guidelines (only for ETF9 and ETF11).

#### **MEMBERSHIP AND PROCEDURES**

1. The membership of ETFs comprises experts nominated by CTL members, as per CTL OP 105;
2. New potential members of ETFs should demonstrate experience in testing of the relevant product categories;



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3. Decisions Sheets are prepared in accordance with the CTL Operational Procedure CTL OP 106, which includes the provision of contacting the relevant IEC TC/SC.
4. ETFs or its appointed individual members act as technical advisors to the PTP provider and CTL WG2 in the process of establishing and operating a PTP;

### MODE OF OPERATION

The primary method of communication is by e-mail.

Each ETF may establish its own method of operation including meetings, if any.

### ETF REPORTS TO CTL PLENARY MEETINGS

ETF reports to CTL plenary meetings by ETF convenors include, as a minimum, the following information:

- Membership list
- List of new provisional decisions
- List of revised decisions
- Tabulation of new equipment lists
- Tabulation of revised equipment lists
- Tabulation of testing guidelines (only for ETF 9 and ETF 11)
- Proficiency testing programs supported
- Results from action items of previous year's meeting, if applicable
- Status of past action items that are still in progress
- Feedback from ETFs cooperation with respective IEC TCs
- Liaisons (with IEC/TCs or other relevant committees)
- Future work proposals
- New Standards
- Any Additional Business