
Procedure for Preparation, Proposing, Managing
LOVAG Decision Sheet

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Remark:

LOVAG OD 01-02 Ed.1.2 constitutes an editorial and technical revision.

With respect to the previous edition, at follow the significant modifications

-content index

-deleted of LOVAG document edition

-item 4.3, different database liaison (reference person added)

-item 4.6, connection to the flow chart "attachment to LOVAG-OD-01-02-Ed.1.2"

LOVAG OD 01-02	Approved by LOVAG Management Committee
Edition 1.2	June 2022
	Signed:

1 Objective

Members of LOVAG agree to cooperate in the preparation of Decisions to provide harmonized interpretations of European Norms, Harmonization documents and IEC Standards as appropriate.

The purpose of this procedure is to ensure the creation, identification, authorization, control and issue of these Decisions hereinafter called LOVAG Decision Sheet (LDS)

An overview and classification of all LOVAG Documents is given in LOVAG Document Classification form (available into LOVA basic document on LOVAG website)

LDS replaces the LOVAG Test instruction (LTI) to meet the specific needs of LOVAG Laboratories, in principle, helping them during tests.

LDS shall comply with the referred standard in all respects and provides:

- a. technical interpretation related to standard specifications
- b. additional information ensuring a suitable degree of repeatability of the tests between the different test stations
- c. to suggest and harmonize testing equipment and/or tests set-up
- d. to propose Round Robin Tests as appropriate inside the LOVAG Laboratories
- e. to suggest proposal to the relevant technical committees of IEC at National level for improvements of the standards as appropriate

An LDS can only clarify standard text without ever reducing the requirements of it.

2 Responsibility

Preparation, Approval, Authorization and Process Control of this document is reported in LOVAG Document Responsibility

3 Terms and Definitions

Proposer [PRO]

Person, Laboratory representative or Technical Committee inside LOVAG (ACAE, APPLUS) involved into certification activities

Certification Body Technical Committee [CBTC]

Technical Group inside the different LOVAG Certification Bodies in charge of the maintenance of the “technical documents” of the own Certification Body (e.g.: ACAE Technical Commission)

LOVAG Management Committee [LMC]

LOVAG Agreement, item 2.1 apply

LOVAG Technical Committee [LTC]

LOVAG Agreement, item 2.2 apply

LOVAG Technical Committee Chairman [CLTC]

[LOVAG Rules apply](#)

LOVAG Secretariat [SEC]

[LOVAG Rules apply](#)

4 Preparation of LDS

Proposer shall use the Form sheet "LOVAG decision list.doc" (see Appendix 1) to start the preparation of a new LDS.

The different players will be free to decided step by step to exchange document by mail or to organize ad hoc meeting to consider them.

Here below the steps including reference to the LDS "form section" to be filled.

4.1 PRO compiles the form sheet (sections *b*, *c* and *f* if necessary) and suggest the LDS to the own referring CBTC of LOVAG (APPLUS, ACAE)

4.2 The CBTC consider the question and proposal if present, verify the correct compilation of the form sheet and send the LDS to CLTC and SEC at the same time.

4.3 To avoid different and/or overlapping of same decision interpretation, CLTC checks the LDS to insure that:

- a) the question is not already solved by IECEE in the CTL List (https://decisions.iecee.org/iecee/SearchCMC.nsf/de_h.xsp?v=ctl)
- b) the question is not already solved by OSM database List *OSM Decisions Group (etics.org)*
- c) the question is not already solved by another CB database, if recognized by LOVAG

CLTC will establish a direct link in both direction (send and receive) with person involved in the above database for decision consultation.

For database in item a) and b), Mr. S. Piras by SGS LOVAG dormant member, is the contacted person in charged.

4.4 After CLTC evaluation:

- d) if the question is valid, CLTC inform SEC to save a new document into the official database in "*provisional*" status and send the new LDS numbered to CLTC **within 15 days**.
- e) if the question is not valid (case a or b in item 4.3) CLTC send the answer to the CBTC with the cancellation of the question to SEC

4.5 When all the previous points are satisfied, CLTC start the procedure deciding for a "normal procedure" or a "speed-up procedure" as follow

- a) "normal procedure":
 - CLTC collect the LDSs received
 - CLTC add the LDSs into the next LTC meeting Agenda for discussion
 - CLTC distribute the LDSs grouped to LTC at **minimum 1 month** before the meeting

During the meeting, the LTC discuss the LDSs and solve the question (section *d*, *e* and *f* when appropriate)

 - i) case of consensus achieved
 - LTC approve and ratify the LDS
 - CLTC send them to SEC that will change the status from "*provisional*" to "*approved*" and will issue (electronic version with .PDF and DOC code)
 - ii) case of NON consensus achieved
 - see point 4.6
- b) "speed-up procedure"

In case of specific urgency, for example after the discussion between the requesting CBTC and the CLTC or in the case of the date of the LTC meeting scheduled to be more than 4 months after the request, CLTC can open an "speed-up procedure"

 - i) CLTC sends LDS within 2 weeks to the other CBTC for discussion
 - ii) The receiving CBTC discusses the application (form, section *d* "analysis") and sends its results to the CLTC within 4 weeks. CBTCs can contact each other to discuss the LDS and reach common consensus.

Case of consensus achieved

- CLTC approve the LDS
 - CLTC send them to SEC that will change the status to “approved” and will issue (electronic version with .PDF and DOC code)
 - CLTC add the approved LDS into the next LTC meeting Agenda for ratification
- Case a) NON consensus achieved between CBTCs
- procedure become “*normal*” and the flow restart from point 4.5 a)
- Case b) Agreement between CBTCs to involve IEC organization
- if both CBTCs agree to move directly to IEC consult, see 4.6 a)
- This agreement permits the CLTC to save time so, don’t wait the next LTC meeting and go directly to IEC organization (National or International)

4.6 Considering the IEC standardization involvement of some LTC members, in the case of:

- not consensus achieved after “*normal procedure*”
 - possible modification of Standard requirements
- a) an official comment shall be prepared by CLTC and sent to the National or International Committee through the LOVAG person involved into IEC organization
- The person in charge will follow the action and report the decision to CLTC as soon as possible.
- The final feed-back from IEC organization will be:
- sent to SEC and included into the Agenda of next LTC by CLTC
 - SEC will change the status from “provisional” to “approved” and will issue (electronic version with .PDF and DOC code)
 - LTC ratify the LDS

A dynamic flow chart explaining the procedure rules, is shown into the .ppm document: [attachment to LOVAG-OD-01-02-Ed.1.2.pptm](#)

5 compilation responsibility

Short scheme of the format section of Form sheet “LOVAG decision list.doc”

Name ¹	Section ¹	Actions	Managed by ¹
references	b	-fix the reference standard, clause, subject, date	PRO
question	c	-question preparation	PRO
numbering	a	-registration of the document (official number LDS N° xx)	SEC
analysis	d	-analysis of the question	LTC / CBTC
decision	e	-decision to be taken as solution	LTC
attached	f	-detailing the question using picture, table, calculation, etc. ²	PRO / LTC
Note ¹ : see LDS form sheet in Appendix 1 and 2 ² : more than 1 attached using the blank page may to be used			

6 possible use of LDS

In the case of specific requirements different from the Standard or according between Manufacturer and User an LDS could be proposed. At follow examples as:

- specific deviations from the standard (e.g. different ambient temperature)

LDS shall not provide lower requirements than in the reference standard.

7 Status of LDS

Considering this procedure OD-01-02, these are the possible status of an LDS:

Status	Conditions	Responsibility
Provisional	when a "question" arose from PRO and ETICs SEC fix a number for it	ETICs SEC
Approved	when LTC agree on the analysis and decision	LTC
Superseded	when an LDS is substituted by the Standard modification	LTC


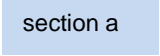
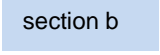
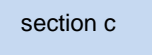
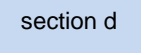
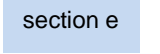
8 Maintenance of LDS

The status of the LDSs issued shall to be considered in case of changes of the Standards and shall to reflect them. The LTC shall consider the standard text modification and inform SEC to move the LDS in "*superseded*" status.

Appendix 1


Form sheet “LOVAG decision list.doc”

1st page of the form sheet

		LOVAG DECISION SHEET (LDS)		N°_LDSxxx		
				Page 1 /of 1		
References	Standard(s) (incl. year)			Subclauses(s):		
	Subject	[Formulated by:	Date:		
Question						
Analysis						
Decision						
Date:		Issued by:		Approved by:		

Form sheet “LOVAG decision list.doc”

2nd page of the form sheet (blank page)

	LOVAG DECISION SHEET (LDS)	N°[LDSxxx]	↑ section a
		Page 2 /of 2	
Attached to LDS			↑ section a

ETICs web site LDS database format

(https://www.etics.org/doc/third_osm.php?groupid=230&nbmax=187&typ=p).

LOVAG Public Test Decisions Database GROUP | LOVAG TEST DECISIONS DATABASE

Consultation & Downloading

Click on the document for preview:

- ▶ 1*: Documents needed for the next meeting
- ▶ 2*: Tick case for downloading
- ▶ **Red printing:** newly available or updated documents published within the last three months

Search document

Document owner	Reference number	Issuing date [yyyy-mm-dd]	Upload date [yyyy-mm-dd]	Status	Category	Standards	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search

Document table

1*	Document owner	Reference number	Issuing date	Upload date	Status	Category	Standards	Title	Download
	LOVAG TC	LDS208	2019	2019-07-16	Provisional		IEC 60947-3: 2010+A1:2012+A2:2016	8.3.3.3 Making and breaking capacities Test values and conditions	

Explanation

Search document : any title could be used as “key” for searching an LDS by the user

Document table : see table below

Row title	Actions	Managed by ¹
Document owner	LOVAG Technical Committee	LTC
Reference number	Number of LDS	SEC
Issuing date	Date of LDS	PRO
Upload date	Date of publication of an LDS	SEC
status	LDS situation -provisional : under discussion of LTC -approved : ratification made by LTC -superseded : substituted by a standard evolution	SEC under LTC decision
category	Field of application -Power : low voltage product	LTC
standard	Standard product reference	PRO
title	LDS title	PRO
download	Click to download the .pdf document	User

Note : the database includes also the “old” LOVAG Test Instructions (LTI) in entire text.
 The title of LDS refers directly to the standard subclause involved