

	OPERATIONAL DOCUMENT	ECS 040
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**Coordination of creation of EN TRF's,
EU Group Differences TRFs to IECEE TRF's and ETICS
specialised TRF's (ENEC+)**

(TRF = Test Report Form)

This ECS publication determines horizontal regulations and administrative structures of the European Certification Schemes such as ENEC, ENEC Plus and CCA, directly administered by “European Testing, Inspection and Certification System” ETICS Aisbl an international not-for-profit association governed by Belgian law.

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Coordination of creation of EN TRF's covering EU GD TRF to IECEE TRF's and ETICS specialised TRF's

1 Scope

MCCB agreed to use TRFs in the European schemes that are controlled (created or verified) by ETICS members organisations.

The TRFs, (test report templates) may consist of full EN test report forms, ETICS specialised TRF's (ERS, EPRS), or a collection of IEC TRFs with EU GD TRFs (European Addendums).

The full EN Test Report Forms (EN TRF) and ETICS specialised TRF's (ERS, EPRS) are stored on the ETICS website, while the EU GD TRFs (European Addendums) are stored on the IECEE website.

All EN TRFs, ETICS specialised TRF's (ERS, EPRS) and EU GD TRFs used in the ETICS certification schemes shall be under control of ETICS members and shall undergo a harmonised process for review by ETICS members.

ETICS supervise the process of developing of new EU GD TRFs in collaboration with IECEE.

ETICS organise and leads the development of EN TRFs and ETICS specialised TRF's used in the schemes under the umbrella of European Certification System.

This document describes the details of different steps to create an EN TRF's, EU GD TRFs to IECEE TRF's and ETICS specialised TRF's. ETICS specialised TRF's are used for ENEC+ and / or ENEC.

Note: HAR system is not covered under this procedure

1.1 Definitions:

Test Report Form (TRF) is a structured, standardised document, a template used by testing laboratories to record the results of tests and analyses performed on a product or component. The TRF ensures that all data regarding compliance with international standards is documented in a consistent, verifiable manner to support the issuance of certification.

- **Standardised Structure:** TRFs are usually aligned with specific IEC or EN standards, ensuring uniformity across test laboratories.
- **Documenting Evidence:** They serve as formal records of the actual results (data, measurements, observations) gathered during testing.
- **Validation:** TRFs are prepared by experienced Certification Bodies and undergo review by the other Certification Bodies who are using the template to record results of actual projects.
- **Purpose:** The main aim is to facilitate the evaluation of a product's compliance, assisting in the issuance of a Certificate.

EU GD TRF (see OD 2020-F2): European Group Differences Test Report Forms, which details differences of CENELEC standard * compared to IEC standards, in relation to IEC TRF s (OD 2020 in the IECEE scheme).

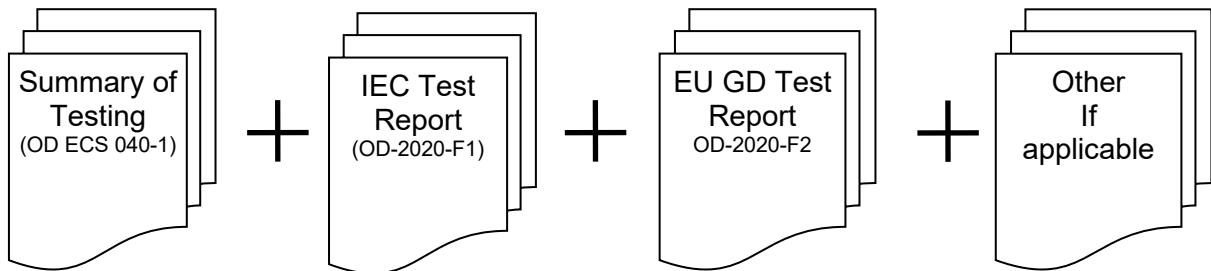
*Note: CENELEC differences are published in annexes. Can be normative or informative. For example, CENELEC common modification Annex ZB, and Annex ZC.

For other definitions as for example TRF Originator, CB Test Report, see document IECEE Definitions.

2 Structure of European Test Reports Packages

2.1 CCA NTR or ENEC certification projects using IECEE Test Report Form

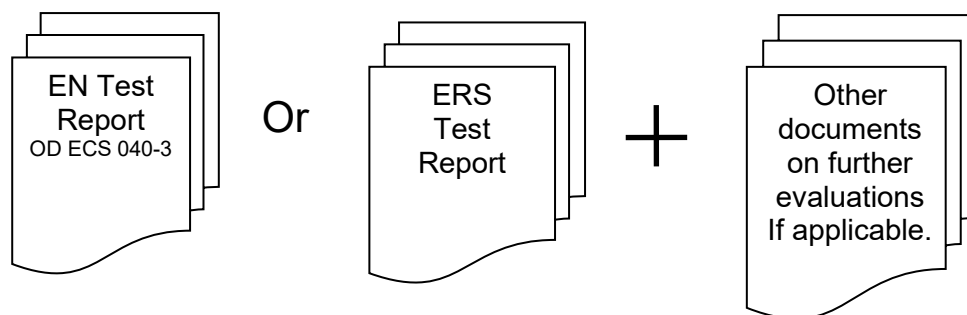
- Summary of Testing (ECS cover page) OD ECS 040-1
- An IEC Test Report is a completed IECEE TRF containing the results of the tests.
- The IECEE TRF is stored on IECEE website - Test Report Form is defined in IECEE OD 2020-F1.
- EU GD Test Report if necessary
- EU GD Test Report Form is defined in IECEE OD 2020-F2.
- Other(s)



- Other(s) - is to be specified by the ENEC CB or TL. Could mean:
 - an ERS Report,
 - or the documentation of compliance described in OD ENEC 310, acceptance criteria IECEE CB Scheme Test Certificate, Section B, item 2 and 6 (e.g. product examination report, additional evaluation report),
 - or the documentation of compliance described in OD ENEC 310, acceptance ENEC test report issued by another ENEC member, Section C (eg item 4 and 6).

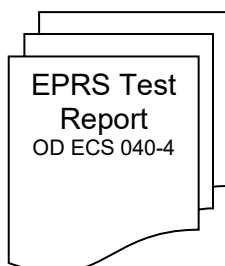
2.2 CCA NTR or ENEC certification projects using EN Test Report Form

- EN Test Report; Test Report Form is defined in OD ECS 040-3



2.3 ENEC+ certification projects using ETICS specialised Test Report Form

ETICS specialised Test Report; Test Report Form is defined in OD ECS 040-4 (EPRS Test Reports)



3 Creation and Distribution process

The request for an EU GD TRF, ETICS specialised and EN TRF's can be done by any Certification Body, which has presumably received an application for testing and certification of products falling under a determined standard.

3.1 Request for an EU Group Differences TRF

The request for EU GD TRF can be done by ETICS members by:

- addressing the IECEE secretariat to ask the IECEE TRF originator to create a new EU GD TRF report according the IECEE rules OD 2020. In this case the requestor shall also inform ETICS Secretariat.
- *Note §3.1.2. OD 2020 EU GD TRF can only be made by NCBs belonging to CENELEC member countries.*
- Informing the ETICS Secretariat at the following email address: secretariat@etics.org

3.1.1 Form not available or an update is needed (follow IECEE OD 2020)

- a) *In case the requested form requires an update and has been previously assigned to or prepared by another Certification Body, the IECEE Secretariat will consult with that Certification Body prior to making any additional inquiries among participating CBs.*
- b) *In case the originator is not able to update the form within a defined timeframe of 14 days, or if no assigned originator has been assigned to the form, the requesting Certification Body shall be asked to originate the relevant form.*

3.2 Request for EN TRF or ETICS specialized TRF's (ERS, EPRS)

Requests for ETICS specialized and EN TRF requests have to be directly addressed to the ETICS Secretariat in writing to the following email address: secretariat@etics.org.

Upon receipt, the ETICS Secretariat will check whether the requested form is:

- already available (ETICS);
- not available or available but requiring updates;
- the process of being originated/updated by an assigned ETICS member is already ongoing;
- If necessary, ETICS Secretariat will organize the development of the form with the previous originator or with the CB who requested the TRF.

4 EU Group Differences TRF available on IECEE website

Existence of EU GD TRFs will be verified by the ETICS secretariat on a yearly basis. OSMs will be informed if there is a need to prepare TRFs for new standards in the European Schemes.

5 How to prepare EU GD TRF

According to the IECCE rules, if a Certification Body requests a new standard to be added to its scope, it must declare whether any national or regional differences exist.

The Annex to this Operational Document presents, in a flowchart, the process related to Group Differences and EU GD TRFs for a given standard.

It handles 3 main cases in which EU GD TRF is necessary (when the EN standard is not equal to IEC standard):

- I. The current version of EU GD TRF exists (check the CENELEC website for the actual edition)
- II. The EU GD TRF does not exist for the actual edition, but the TRF originator for the IEC standard is from Europe and ready to prepare (This is the default process for the preparation)
- III. The IEC TRF originator is not from the Europe region, or is not ready to prepare the EU GD TRF, then the requesting European Certification Body will prepare the EU GD TRF.

Details and criteria about the document EU GD Test Report Form, is described in IECCE OD-2020.

6 How to prepare EN TRF or ETICS specialised TRF's (ERS, EPRS)

The reference numbering shall follow the rule below:

- first letters: EN standard / ERS or EPRS designation
- index: a, b, c...

Example: EN50048c, or EPRS_004b

The TRF originator name will be the name of the ETICS member organisation who prepared the EN TRF + the ETICS logo:

7 Distribution of new and modified TRFs

7.1 EN TRF or ETICS specialised TRF's (ERS, EPRS)

Once the appointed originator has completed the form, the Certification Body will forward the document in word format to the ETICS Secretariat via email. After review and including the ETICS logo next to the TRF Originator's name, the ETICS secretariat will publish the EN TRF's and ETICS specialised TRFs on the ETICS website.

7.2 EU GD TRF

Once the National Certification Body has completed the form, he follows IECCE OD 2020 while forwarding the EU GD TRF to IECCE for publication on the IECCE website.

Annex 1 – Flowchart about the application and preparation of EN GD TRFs

Annex 2 – Informative Flowchart about checking existence of necessary TRFs in case of scope extensions