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| ETICS | **OPERATIONAL DOCUMENT** | **ECS 040** |

# Coordination of creation of EN TRF's, EU ~~Deviations Addendum~~ Group Differences TRF to IECEE TRF's and ETICS ~~specialized~~specialised TRF's (ENEC+)

~~(TRF = Test Report Form)~~

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Draft
In case of EU GD TRFs, only reference to IECEE OD 2020
Section Definitions
Flowchart about preparation process
Flowchart about Scope extension requests-Informative amendment

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 (Deviations Addendum to IECEE TRF's) and ETICS ~~specialized~~specialised TRF's

## 1 Scope

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

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

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

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

ETICS ~~organizes and leads~~supervise the process of developing of ~~these~~ new EU ~~deviation addendums, EN and ETICS specialized TRF's~~ 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, ~~EN Deviations Addendum~~EU GD TRFs to IECEE TRF's and ETICS ~~specialized~~specialised TRF's. ETICS ~~specialized~~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.

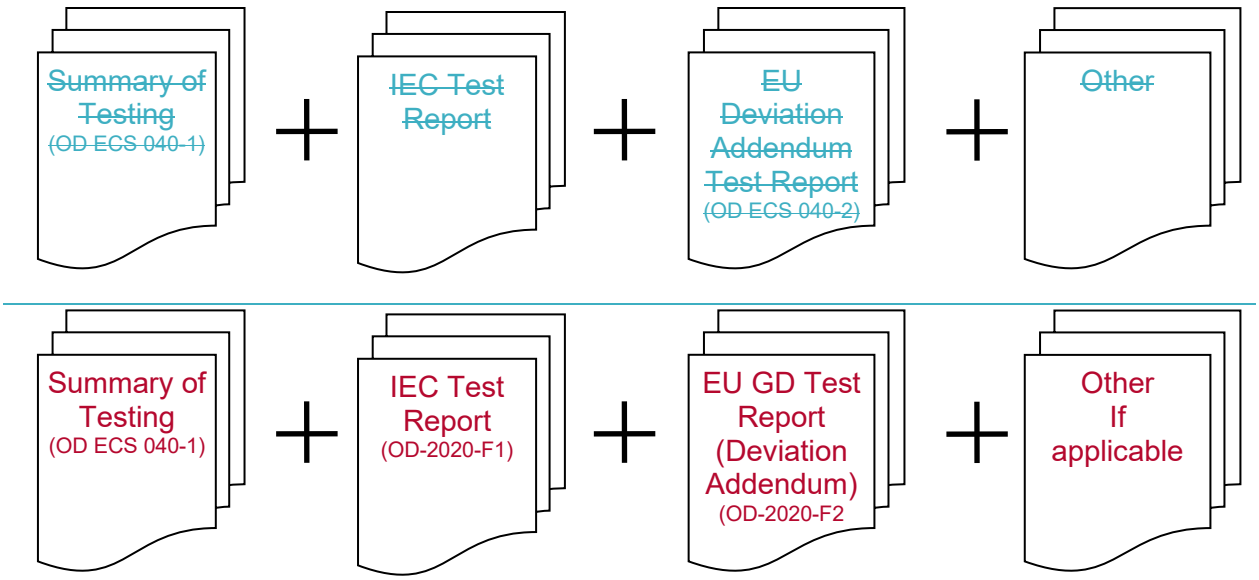
**EU GD TRF** (see OD 2020-F2): European Group Differences Test Report Forms, which details differences of CENELEC standard * compared to IEC standards, in relation to IEC TRF s (OD 2020 in the IECEE scheme).
*Note: CENELEC differences are published in annexes. Can be normative or informative. For example, 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 ~~based on~~using IECEE Test Report~~s~~ Form

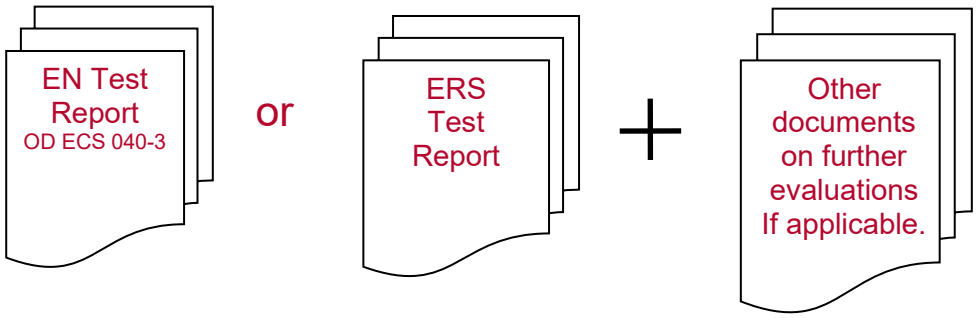
- Summary of Testing (ECS cover page) OD ECS 040-1
- IEC Test Report is a filled IECEE TRF with the results of the laboratory testing
- the IECEE TRF is stored on IECEE website - Test Report Form is defined in IECEE OD 2020-F1
- EU GD TRF (Deviations Addendum) Test Report if necessary – Test Report Form is defined in IECEE OD ~~ECS 040-2~~ 2020-F2
- Other(s)




- Other(s) - is to be specified by the ENEC CB or TL~~ and could~~. Could mean~~.~~:
  - an ERS Report,
  - or the documentation of compliance ~~with~~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).

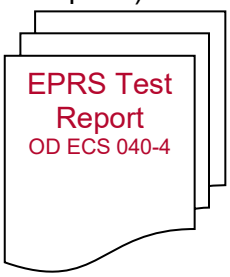
## 2.2 CCA NTR or ENEC certification projects ~~based on~~ using EN Test Report~~s~~ Form

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




## 2.3 ENEC+ certification projects ~~based on~~ using ETICS specializ~~s~~ed Test Report~~s~~ Form

~~-~~ETICS specializ~~s~~ed ~~Test Report;~~ Test Report Form is defined in OD ECS 040-4 (EPRS Test Reports)




# 3 Creation and Distribution process

~~**3.11.1 Request for a EU Deviation Addendum**~~

The request for an EU ~~Deviations Addendum~~GD TRF, ETICS ~~specialized~~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~~Deviation Addendum~~

The request for ~~EN deviations addenda~~EU GD TRF can be done by ETICS members by:

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

3.1.1 ~~The request~~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.~~secretariat@etics.org.

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

- already available (ETICS);
- not available or available but requiring updates;
- ~~in~~• the process of being originated/updated by an assigned ETICS member~~;~~
- ~~ask the relevant OSM for review.~~

~~EU Deviations Addendum, ETICS specialized and EN TRF's hereinafter referred to as TRF's.~~

~~3.1.1 Form in-progress or available~~

~~If the requested form~~ is already ~~available or in process of being originated/updated the requesting Certification Body will be notified by the Secretariat.~~ongoing;

~~3.1.2 Form not available~~

- If ~~a form is not available or an update is needed but not available:~~
  ~~a) In case the requested form is an update and has been previously assigned to or prepared by other Certification Body, then~~necessary, ETICS Secretariat will ~~consult~~ organize the development of the form with ~~that Certification Body prior to making any additional inquires among participating CBs.~~
  ~~b) In case~~ the previous originator ~~is not able to update the form within a 30 day time frame, or there is no assigned originator for the form, the requesting Certification Body will be asked to originate the relevant form.~~

~~**Note:** It is assumed that the Certification Body, which has got the application for certification purpose, will undertake the responsibility of originating the form.~~

## ~~4 EU Deviations Addendum coming directly from IECEE~~

~~IECEE send on regular basis emails~~ or with ~~information of new issued~~ the CB who requested the TRF.

## 4 EU ~~Deviation Addendums to~~Deviations Addendum available on IECEE ~~TRF's by weekly newsletter. These forms~~website

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

## 5 How to prepare ~~EN~~EU GD TRF ~~or EU~~ (Deviations Addendum)

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

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 ~~develop~~prepare the ~~assigned form following~~EU GD TRF.

Details and criteria about the ~~requirements~~document EN GD Test Report Form, is described in ~~Part 3 and Annex B of~~ IECEE OD-2020. ~~The templates to be used for the form are ECS 040-1/2/3/4. Helpful hints can be found in Annex A of IECEE OD CB 2020.~~

## 6 ~~5.1~~ How to prepare EN TRF or ETICS specialised TRF's (ERS, EPRS)

The reference numbering ~~of EU Deviation Addendum~~ shall follow the rule below:

- ~~first 4~~ letters: ~~EU_GD_ (§3.3.3 OD 2020)~~
- ~~next characters:~~ ~~IEC~~ EN standard ~~Test Report Form number~~
- ~~index:~~ ~~According IECEE TRF see also annex G OD 2020~~

~~Example: EU_GD_IEC60335_2_15F~~

~~5.2 The reference numbering of EN TRF's shall follow the rule below:~~

- ~~first letters:~~ ~~EN standard~~/ ERS or EPRS designation
- index: ~~A, B, C~~a, b, c…

Example: ~~EN50048C~~EN50048c, or EPRS_004b

~~5.3~~

The TRF originator name will be~~:~~ the name of the ETICS member ~~organization~~organisation

who prepared or ~~reviewed~~ the EN TRF. ~~+ the ETICS logo :~~

## ~~6~~7 Distribution of new and modified ~~form~~TRFs

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

Once the appointed originator has completed the form, the ~~originator forwards the relevant form~~Certification Body will forward the document in word format to the ETICS Secretariat ~~/IECEE secretariat~~ via email. After ~~a~~ review and including the ETICS logo ~~close~~next to the

TRF ~~Originator~~Originator's name~~.~~, the ETICS secretariat will publish ~~only~~ the ~~full~~ EN TRF's and ETICS ~~specialized~~specialised TRFs on the ETICS website.
~~Acceptance of EU deviation addendum TRFs~~

## 7.2 EU GD Addendum

Once the National Certification Body has completed the form, he follows IECEE OD 2020 while forwarding the EU GD TRF ~~will be sent~~ to IECEE secretariat.

## ~~6.1~~7.3 EU Deviations Addendum

EU Deviations Addendum to IECEE TRF's will be send to IECEE for publishing themfor publication on the IECEE website.

**Annex 1 – Flowchart about the application and preparation of EN addendum TRFs**
**Annex 2 – Informative Flowchart about checking existence of necessary TRFs in case of scope extensions**