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|  | OPERATIONAL DOCUMENT | ECS 040 |
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**Coordination of creation of EN TRF's,
 EU Deviations Addendum to IECEE TRF's and ETICS
 specialized 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 Deviations Addendum to IECEE TRF's and ETICS specialized TRF's

1 Scope

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

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

The full EN test reports and ETICS specialized TRF's (ERS, EPRS) are stored on the ETICS website, while the European Addendums (EU GDs) TRFs are stored on the IECEE website.

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

ETICS organizes and leads the process of developing of these new EU deviation addenda, EN- and ETICS specialized TRF's in collaboration with IECEE.

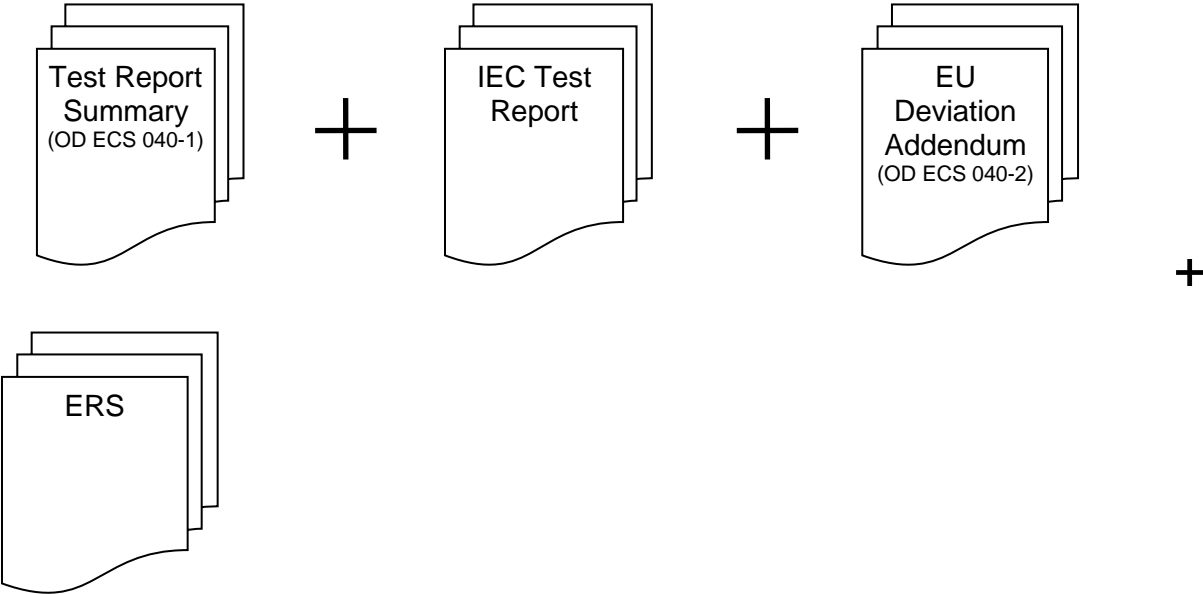
This document describes the details of different steps to create an EN TRF's, EN Deviations Addendum to IECEE TRF's and ETICS specialized TRF's. ETICS specialized TRF's are used for ENEC+ and / or ENEC.

Note : HAR system is not covered under this procedure

2 Structure of European Test Reports Packages

2.1 CCA NTR or ENEC certification projects based on IECEE Test Reports

- Test Report Summary (ECS cover page) OD ECS 040-1
- IECEE Test Report as stored on IECEE website
- EU Deviations Addendum OD ECS 040-2 if necessary
- ERS report



2.2 CCA NTR or ENEC certification projects based on EN Test Reports

- EN Test Report OD ECS 040-3



2.3 ENEC+ certification projects based on ETICS specialized Test Reports

- ETICS specialized Test Report OD ECS 040-4 (EPRS Test Reports)



3 Creation and Distribution process

3.1 Request for a EU Deviation Addendum

The request for an EU Deviations Addendum, ETICS specialized 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.

The request for EN deviations addenda can be done by ETICS members by:

- addressing the IECEE secretariat to ask the IECEE TRF originator to create a new EN deviation report according the IECEE rules OD 2020. In this case the requestor shall also inform ETICS secretariat and IECEE secretariat
- *Note §3.1.2. OD 2020 EN deviation can only be made by European region members*
- or ETICS Secretariat in writing to the following email address: secretariat@etics.org
- The request 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 checks whether the requested form is:

- already available (ETICS);
- not available or available but requiring updates;
- in 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.

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, the ETICS 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 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 with information of new issued EU Deviation Addendums to IECEE TRF's by weekly newsletter. These forms will be verified by the relevant OSM and then published by the ETICS secretariat on a yearly base.

5 How to prepare EN TRF or EU Deviations Addendum

The originator will develop the assigned form following the requirements 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.

5.1 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 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 designation
- index: A, B, C...

Example: EN50048C

5.3

The TRF originator name will be: the name of the ETICS member organization prepared or

reviewed the EN TRF + the ETICS logo : 

6 Distribution of new and modified form

Once the appointed originator completed the form, the originator forwards the relevant form in word format to the ETICS Secretariat /IECEE secretariat via email. After a review and including the ETICS logo close to the TRF Originator name. ETICS secretariat will publish only the full EN TRF's and ETICS specialized TRFs on the ETICS website. Acceptance of EU deviation addendum TRFs will be sent to IECEE secretariat.

6.1 EU Deviations Addendum

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