	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)

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Coordination of creation of EN TRF's, EU Deviations Addendum to IECEE TRF's and ETICS specialized TRF's

1 Scope

MCCB agreed with the proposal of MCCB Chairman to store on the ETICS website all TRFs used in the ETICS certification schemes and to empower the ETICS secretariat to organize and to lead a process of developing new EU deviation addenda, EN- and ETICS specialized TRF's. This document describes the details of different steps to create an EN TRF's, EU Deviations Addendum to IECEE TRF's and ETICS specialized TRF's. ETICS specialized TRF's are used for ENEC+.

2 Structure of European Test Reports Packages

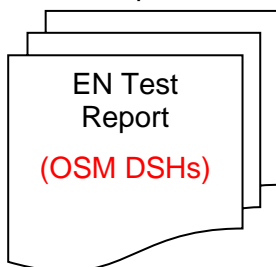
2.1 CCA NTR or ENEC certification projects based on IECEE Test Reports

- 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
- OSM DSHs – if relevant



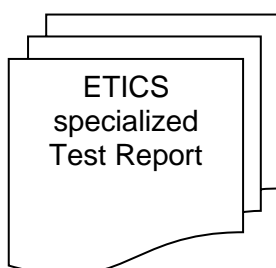
2.2 CCA NTR or ENEC certification projects based on EN Test Reports

- 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 shall be 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;

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 inquires 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. These forms will be verified by OSMs and published by the ETICS secretariat.

5 How to prepare 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.

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

- first 9 letters: EN_DEV_AD
- next letters: IEC standard designation
- index: According IECEE TRF

Example: EN_DEV_AD_IEC60335_2_15F

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

- first 2 letters: EN_
- next letters: EN standard designation
- index: A, B, C...

Example: EN_ EN50048C

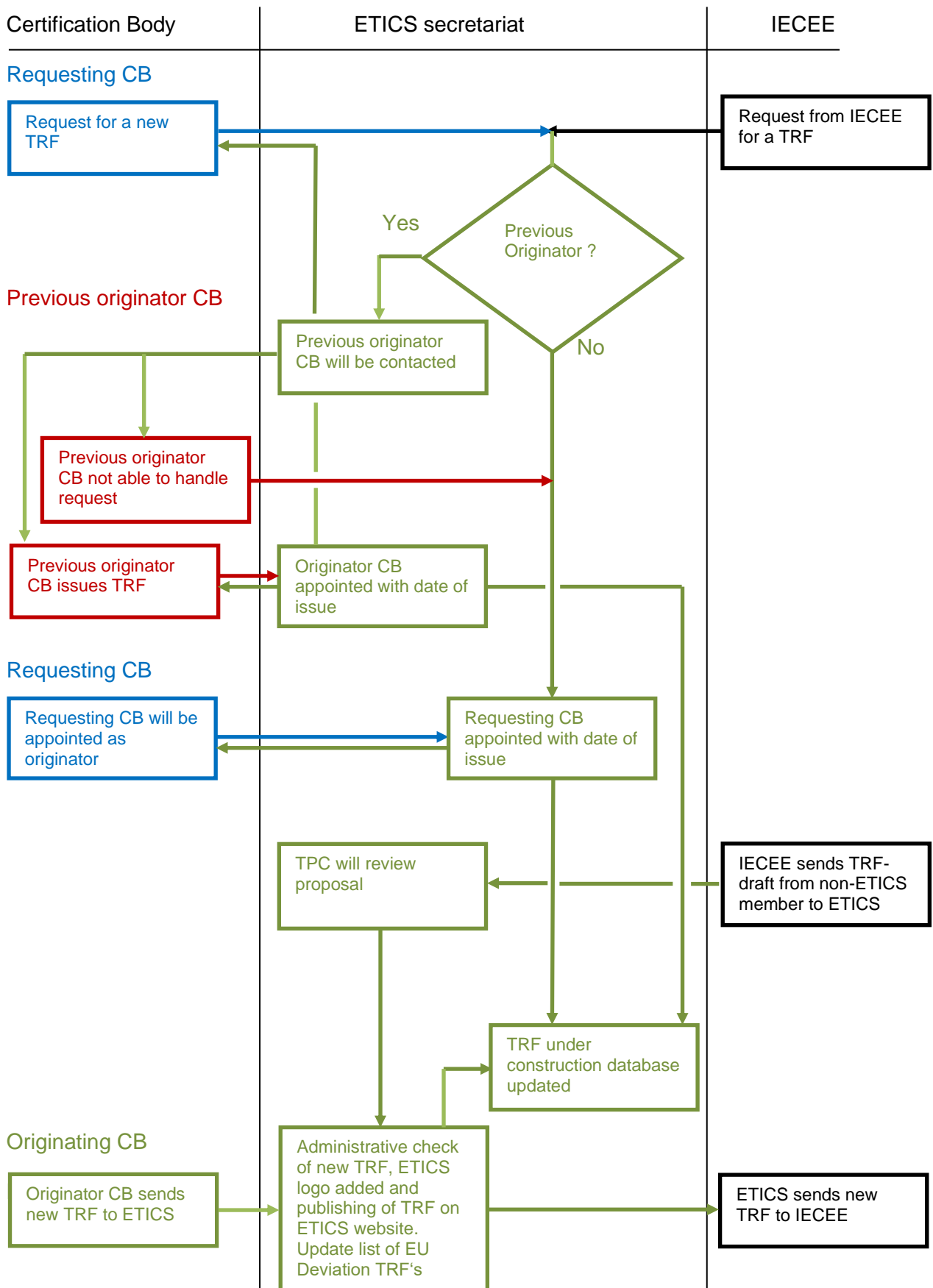
6 Distribution of new and modified form

Once the appointed originator completed the form, the originator forwards the relevant form in word format to the ETICS Secretariat via email. After a review and including the ETICS logo, ETICS secretariat will publish the TRF's on the ETICS website. ETICS secretariat updates the list of TRF's and informs the members within 2 weeks by a newsletter about the changes on the website or publishes the changes on the website. The finished TRF will afterwards also forwarded to the IECEE for publication on their website.

6.1 EU Deviations Addendum

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

6.2 Development process



TRF = EN TRF's, EU Deviations Addendum to IECEE TRF's and ETICS specialized TRF's

6.3 List of TRF's

List of EN TRF's, EU Deviations Addendum to IEC/IEC TRF's and ETICS specialized TRF's will be maintained by the ETICS secretariat and periodically reviewed by the Technical Policy Working group.

Example:

1	A	B	C	D	E	F	G	H	I
Category	ENEC Scope	DESCRIPTION	IEC Standard	TRF No.	Master TRF date	TRF Originator	EN Group Diff.+ Euro Nat. Dev.	REMARKS	
2	BATT	EN 62133:2013	Secondary cells and batteries containing alkaline or other non-acid electrolytes - Safety requirements for portable sealed secondary cells, and for batteries made from them, for use in portable applications	IEC 62133:2012	IEC62133B	2013-03-08	UL (Demko)	No EU GD's (EQV)	
3	CAP	EN 60252-1:2011	AC motor capacitors - Part 1: General - Performance, testing and rating - Safety requirements - Guidance for installation and operation	IEC 60252-1:2010	IEC60252_1C	2014-04-25	CQC	No EU GD's (EQV)	
4	CAP	EN 60252-1:2011/A1:2013	AC motor capacitors - Part 1: General - Performance, testing and rating - Safety requirements - Guidance for installation and operation	IEC 60252-1:2010/AMD1:2013	IEC60252_1C	2014-04-25	CQC	No EU GD's (EQV)	
5	CAP	EN 60252-2:2011	AC motor capacitors - Part 2: Motor start capacitors	IEC 60252-2:2010	IEC60252_2C	2014-04-25	CQC	No EU GD's (EQV)	
6	CAP	EN 60252-2:2011/A1:2013	AC motor capacitors - Part 2: Motor start capacitors	IEC 60252-2:2010/AMD1:2013	IEC60252_2C	2014-04-25	CQC	No EU GD's (EQV)	
7	CAP	EN 60384-14:2013	Fixed capacitors for use in electronic equipment - Part 14: Sectional specification - Fixed capacitors for electromagnetic interference suppression and connection to the supply mains	IEC 60384-14:2013	IEC60384_14F	2013-09-20	SGS Fimko Ltd	No EU GD's (EQV)	
8	CAP	EN 60938-2:1999	Fixed inductors for electromagnetic interference suppression - Part 2: Sectional specification	IEC 60938-2:1999	Not available			No EU GD's (EQV)	
9	CAP	EN 60938-2:1999/A1:2007	Fixed inductors for electromagnetic interference suppression - Part 2: Sectional specification	IEC 60938-2:1999/AMD1:2007	Not available			No EU GD's (EQV)	
10	CAP	EN 60939-2:2005	Passive filter units for electromagnetic interference suppression - Part 2: Sectional specification: Passive filter units for which safety tests are appropriate - Test methods and general requirements.	IEC 60939-2:2005	IEC60939_2B	2010-10-08	Intertek Semko AB	No EU GD's (EQV)	
11	CAP	EN 60939-3:2015	Passive filter units for electromagnetic interference suppression - Part 3: Passive filter units for which safety tests are appropriate	IEC 60939-3:2015	IEC60939_3A	2016-01-22	Intertek Semko AB	No EU GD's (EQV)	
12	CAP	EN 61048:2006	Auxiliaries for lamps - Capacitors for use in tubular fluorescent and other discharge lamp circuits - General and safety requirements	IEC 61048:2006	IEC61048A	2007-11-23	Intertek Semko AB	No EU GD's (EQV)	
13	CAP.LITE	EN 61049:1993	Capacitors for use in tubular fluorescent and other discharge lamp circuits - Performance requirements	IEC 61049:1991	IEC61049A	2011-02-04	Intertek Semko AB	Not available	
14	POINT	EN 60730-1:2011	Automotive electrical circuits for household and similar	IEC 60730-1:2011	IEC60730_1H	2011-05-16	IBB (IFC)	Not available	

7 How to fill in EU Deviations Addendum

Part 4 of IEC/IEC OD-2020 showing how to fill in EU Deviations Addendums. If EMF is applicable (refer to ENEC 301 Annex B), it shall be added to ECS 040-2 EU Deviations Addendum.

8 Change requests

The change request process for EU Deviations Addendum, ETICS specialized and EN TRF's follows the requirements of Part 6 of IEC/IEC OD-2020 by using OD ECS 040-5. The change request shall be sent to the ETICS secretariat.