



OPERATIONAL DOCUMENT

ECS 030

**Constitution, Organization, Tasks and Process of the
Operational Staff Meetings (OSMs)**

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OPERATIONAL STAFF MEETINGS

1 INTRODUCTION

This publication governs the corporate and administrative structure of the Operational Staff Meetings.

Each of the annexes to this Operational Document is an integrated part of the OD-ECS 030.

The aim of this operational document is to set the Constitution, Organization, Tasks and Process of the various Operational Staff Meetings (OSMs) dealing with products standards and Factory inspection procedure, to achieve consistent testing and measuring reproducibility of test results and to promote a close collaboration between testing laboratories.

As standards do not describe in detail the practical testing and measuring procedures to carry out tests (and factory inspections), this may lead laboratories to make their own interpretation of the requirements of product standards. This, in turn, may result in inconsistencies on test and measurement results obtained by testing laboratories spread over different countries & regions for the same product tested against the same standard(s).

2 Constitution of Operational Staff Meetings

The Management Committee of the Certification Bodies (MCCB) decides the establishment of Operational Staff Meetings. The OSMs - including Terms of References - are defined in Annex A (and subsequence Annexes A1, etc.) of this document. Chairs and Secretaries of the OSMs are listed in the document AD ECS 003 "Directory of ETICS - European Testing Inspection Certification System".

The Operational Staff Meetings issue common understanding of standards in the form of OSM Decision Sheets: OSM DSH.

The OSM Decisions Sheets are mandatory and shall be followed by all laboratories, certification bodies and inspection bodies/responsible inspection personnel.

Proposals to change or amend the existing standards shall be passed on to the CENELEC Technical Body responsible for the relevant European Norm. by the OSM Chair as described in chapter 5.1. If no CENELEC Technical Committee or BTTF exists, the proposals shall be provided to the CENELEC Reporting Secretariat with request to consult, if necessary, to the CENELEC Technical Board by the Secretary General of ETICS.

OSM decisions do not affect retroactively, allowing previously issued licenses to remain valid.

New licenses must follow the new OSM DSH requirements.

In case of updating an existing license by adding further types, modifications or extensions referring to a license issued before the new OSM DSH came into force, a conformity check of the previous products must be done with the new DSH.

If the OSMs are convinced that a particular OSM Decision Sheet shall have retroactive effects on previous licenses, this shall be explicitly stated and submitted to the MCCB, which will decide on approval. In such situations, the OSMs shall also consider the need for a possible transition period and clearly define it in the proposal.

Decisions shall appear in a list of current decisions ("OSM Decision Sheets" on the ETICS website) and shall be enforced by all laboratories, certification bodies and responsible inspection personnel as soon as the approved minutes of the relevant OSM meeting have been circulated. The origin of each decision shall be clearly identified with the information: "OSM Decision" or "OSM/TC common understanding".

Proposals on harmonization of inspection procedures or changing other schemes documentation or Operational Procedures decided by the OSMs has to be presented to the MCCB for ratification.

If round-robin tests are deemed necessary, they shall be decided by the MCCB.

Active participation of the signatories in the relevant operational staff meetings and the associated ongoing work is mandatory. This shall hold true, except for cases of force majeure that are duly justified. A CB which has not

participated in the meetings of an OSM for two consecutive years, will be suspended for the product category(ies) treated by that OSM until the CB has been submitted to a re-assessment with a positive result.

Each Certification Body shall nominate one person as Representative, in each relevant OSM, who is authorized to participate in the decisions making process of the given OSM. The document for nomination to be used is OD ECS 078 "Information on changes in a CB or TL" Chapter 1.4 Representative in OSMs. The OSM Representatives will be listed on the ETICS website by the Secretariat.

The persons attending the Operational Staff Meetings shall be testing experts coming from testing laboratories, experts from certification bodies and experts from inspection bodies/experienced inspection personnel involved in the Schemes. The total number of participants per organization is limited to three, however it is depending on the available space of the meeting host.

Only one expert from each delegation shall have a mandate to decide and agree on decisions made at the Operational Staff Meetings.

3 Organization

3.1 Chairperson

Each OSM shall nominate a permanent Chair for a three-year term. The MCCB shall confirm the appointment.

The OSM Chairs & Secretaries should be given the possibility to be appointed for three years, eligible for reappointment in the same office for further periods of three years.

The OSMs may nominate a permanent Secretary for the meetings by notifying this office to the MCCB.

The Chair is responsible for:

- Issuing the agenda of the meeting and circulate one month before the meeting.
- Drafting and circulate the minutes of a meeting within one month. For each agenda item, a precise decision shall be formulated, and it shall also be an agreement on inclusion in the list of current decisions or not.
- Issuing an updated list of current decisions, including the decisions agreed upon by the MCCB General Meeting and problems solved since the previous meeting.
- Issuing proposals for technical bodies of CENELEC, i.e. TCs, SCs, SRs or BTTFs to clarify or amend the existing standards.
- Issuing a summary report of the meeting to the MCCB Chair and the ETICS Secretary General. The report shall be sent within two calendar months in order to provide the necessary feedback to the certification Schemes as well as to manufacturers and consumers.
- Reporting the proposals from the OSM to the MCCB General Meeting for adoption (with the assistance of the OSM Secretary when necessary).

In the event no permanent Chair has been appointed, this task is performed by the representative of the institution hosting the meeting. The responsibilities listed above apply, and his/her task is considered finished only when the minutes, report, updated list of current decisions and proposals to TCs have been circulated. he/she shall remain the OSM Chair until the next meeting.

If a new Chair has not been appointed when the following meeting is announced, items for the new agenda shall be sent to the institution hosting that next meeting, to the attention of the delegate(s) who participated in the previous meeting.

3.2 Questions arising between meetings

Questions arising between two OSM meetings and which cannot be solved between the parties are normally submitted to the permanent Chair or the Chair of the last Staff Meeting. In that case, that Chair, in cooperation with the next Chair when this one is known, tries to solve the problem. In this situation, it may be necessary to contact other (or all) members. If it is not urgent, the problem can be transferred to the agenda of the next meeting.

If necessary, the issues at hand shall be submitted to the MCCB Chair and the ETICS Secretary General for decision.

The OSM Chair is responsible for reporting all questions discussed between meetings, which shall be tabled at the next meeting and included in the report of that Staff Meeting including information as to which Technical Committee the matters have been transferred to.

3.3 Meetings and reports

Each group shall meet once a year, or more if necessary.

For each meeting, the inputs are:

- Invitation
- Agenda
- List of Participants
- Item forms

At the end of each meeting, the date and place of the next two meetings are decided.

However, when the urgency of the problems at stake requires it, the date of the next meeting can be changed by the permanent Chair or, if applicable, the hosting Chair.

After each OSM meeting, the Executive Chair Report provided to the MCCB and the ETICS Secretary General shall include:

- The attendance list
- The Meeting minutes
- Report about OSM DSH decided by the OSM
- The proposals to modify Scheme procedures or to originate new ones
- The proposals of amendments or clarifications of standards and information to which Technical Committee, CENELEC Reporting Secretariat or another relevant committee the items are transferred
- The matters for which the OSM seeks advice, ratification, or decision from the MCCB.

In order to reduce delays, it is necessary:

- To circulate the draft minutes within one month of the meeting
- To circulate comments, if any, to all participants
- To circulate within three months the confirmed minutes to all participants including the MCCB Chair and the ETICS Secretary General
- If no comments are provided within the two months commenting period, the minutes are considered approved by all OSM members.

The documents issued by the OSM shall be stored on the www.etics.org website in the document server.

The documents meant for general public shall be stored in the public area of the OSM.

The internal documents shall be stored in the password protected area of the document server.

In the public area, the OSM Decision Sheets shall be stored together in the relevant folder of the ETICS document server. Other documents such as guidelines, for example, can be made available to all in the folder named "other documents".

The ETICS Secretariat shall circulate the OSM confirmed minutes to all members for information.

The MCCB Chair and the ETICS Officers may attend all OSM meetings ex officio.

4 Tasks of the Operational Staff Meetings

4.1 Tasks

The Operational Staff Meetings are in charge of:

- a. handling practical questions related to test specifications and test methods detailed in the standards that are in the scope of the different European Schemes.
- b. examining, in details, the practical procedures to carry out tests of conformity to standards, inspection and practical procedures in application of the Scheme rules of the European Certification System so as

to assure a good reproducibility of the test results and harmonization of procedures between Scheme signatories

- c. harmonizing the design and use of the test equipment if referred to in the standards and to make recommendations to the relevant technical committee or subcommittee of the CENELEC for improvements of those standards
- d. assessing whether a question from a member or user on the applicability of a particular standard to the design of a specific product should be referred to the relevant standards committee(s) for an interpretation and making proposals for amendments to existing standards or procedures to the relevant technical committees where applicable
- e. establishing and maintaining the list of test equipment required for the standards in the scopes of the European schemes
- f. maintaining PD ENEC 303 "Requirements for manufacturers" Annexes and OD ENEC 324 "Product surveillance" Annex A for the relevant standards
- g. managing and supporting Proficiency Testing Programs as appropriate
- h. organizing workshops pertaining to the OSM activities and technical issues to strengthen technical cooperation between testing laboratories
- i. providing testing laboratories with a forum in which practical testing problems can be demonstrated and discussed
- j. providing, upon request, technical advice to the MCCB, the ETICS Board of Directors and the ETICS Technical Officer. Depending on the issue at hand, requests for technical advice may be addressed to an OSM collectively, by way of its Chair, or to individual OSM members.

4.2 Means of action

The Operational Staff Meetings use the following means to carry out their tasks:

- meetings of experts on the subjects covered by the scope of the Operational Staff Meeting
- demonstrations and exchanges « in situ » in the testing laboratories
- round-robin tests between laboratories

5 Process

5.1 Enquiry process to contact the relevant CENELEC TC

The OSM Chair contacts the relevant CENELEC Technical Committee and informs the ETICS Secretariat about all upstream and downstream communication.

5.2 Numbering of documents

The numbering of enquiry documents for a given product group shall follow the rule shown by the following example for OSM Household Appliances:

"OSM-HA (Country) N° of document/14"

OSM : Operational Staff Meeting

HA : Household Appliances

(Country) : Country of the issuer

N° of document : Sequential (per year)

: Year 20xx

5.3 Circulation of information

Each OSM Chair is responsible for reviewing that the list of current decisions is updated following the approval of the minutes of the previous meeting and decisions agreed on by the MCCB, the relevant Scheme or the relevant Technical Committee.

After updating, the list is made available to the CBs, the responsibility being on them to inform their clients as quickly as possible.

The list of current decisions contains the information of the origin of the decision: a check box is available to indicate if this is an "OSM Decision" or an "OSM/TC common understanding".

One copy of the approved Minutes from the last meeting and the updated list of decisions shall be provided to the relevant CENELEC Technical Committee(s) for information. If no CENELEC Technical Committee exists, the Minutes and the list shall be issued to the CENELEC Reporting Secretariat.

5.4 Rules of decision

The necessary quorum for the validity of meetings occurs when two third (2/3) of the relevant Scheme signatories are present or represented.

If a vote is necessary, decisions are taken by two-third majority (2/3) of those Scheme signatories present or represented, one vote per signatory.

5.5 Arbitration

Arbitration follows the rules set in PD ETICS 005 "Board of Appeal" for dealing with complaints to application of Operational Rules of ETICS or of Certification Schemes administered by ETICS.

Annex A

Terms of Reference of the OSMs

The Operational Staff Meeting is accountable to the MCCB Chair in accordance with Operational Document ECS 030 for:

1. Handling questions of practice related to the test specifications and test methods detailed in the standards accepted for use in the European Certification Schemes.
2. Detailing the way in which the tests related to the European Certification Schemes must be carried out so as to achieve the necessary reproducibility of test results.
3. Harmonizing the design and use of the test equipment, if referred to in standards, making recommendations to the relevant Technical Committee or subcommittee of the CENELEC for improvements of those standards.
4. Assessing whether a question from a member or user on the applicability of a particular standard to the design of a specific product should be referred to the relevant standards committee(s) for an interpretation.
5. Developing and maintaining lists of testing equipment.
6. Establishing test equipment requirements for standards used for the European Certification Schemes.
7. Maintaining the PD ENEC 303 "Requirements for manufacturers" Annexes for the relevant standards, and OD ENEC 324 "Annex A to ENEC Product Surveillance Testing Programmes".
8. Managing and supporting Proficiency Testing Programs as appropriate.
9. Organizing workshops pertaining to the OSM activities and technical issues.
10. Providing testing laboratories with a forum in which practical testing problems can be demonstrated and discussed.
11. Carrying out other technical work as directed by the European Certification Schemes.

For the HAR-OSM, the Terms of Reference are essentially the same. However, reference to standards and other technical work shall refer to the HAR Scheme.

Annex A1

OSM-FIP – Operational Staff Meeting - Factory Inspection Procedures

Terms of Reference

The "Operational Staff Meeting for Factory Inspection Procedures" (OSM-FIP) is liable to the MCCB Chair in accordance with Operational Document ECS 030 for:

1. Providing specialist advice as requested by the MCCB on all aspects of Factory Inspection practices within CENELEC.
2. Drafting, editing and reviewing any operational document that gives directions, procedures or instructions used by the European Certification Schemes for:
 - a. Factory Inspections and Inspections Reports.
 - b. Product Verification Testing or any other procedure which may be deemed necessary to ensure that the manufacturer routinely checks on its premises that the product is manufactured to the standard to which it has been certified.
 - c. The procedures used by a Certification Body to select samples of products, taken from a retail outlet or consumer or from a manufacturer's end of production line; for testing in its own laboratories to confirm that the product is manufactured to the standard to which it has been certified.

Annex A2

OSM-HA - Operational Staff Meeting - Household Appliances

Terms of Reference

The "Operational Staff Meeting for Household Appliances (OSM-HA) is responsible for:

1. Providing specialist advice in the areas of:
 - Household and similar equipment (product category HOUS)
 - Portable tools (product category TOOL)

The list of product categories and standard scope is available in the Standards and Scopes Database of the ETICS website. The classification of product categories is the same as adopted by the Committee of Testing Laboratories (CTL) in the IECEE.

2. Agreeing upon common understanding and application of standards covering the area indicated under Item 1.
3. Clarifying testing practices and methods.
4. Proposing amendments to existing standards or provisional test schedules to the relevant Technical Committees or Reporting Secretariats of CENELEC.
5. Strengthening technical cooperation for certification matters for the benefit of the manufacturers.
6. Liaising with and providing support to other OSMs with respect to relevant issues.
7. Liaising with IECEE/CTL Expert Task Force CTL-ETF1 "HOUS, TOOL with respect to relevant issues, with the task of a routine exchange of views on interpretations.
8. Reviewing of the relevant IECEE/CTL Decisions, with respect to relevant issues, for incorporation into the OSM Decisions Lists.

Annex A3

OSM-IN - Operational Staff Meeting - Installation Material and Components

Terms of Reference

The "Operational Staff Meeting for Installation Material and Components" (OSM-IN) is responsible for:

1. Providing specialist advice in the areas of:
 - Installation of accessories and connection devices (product category INST)
 - Capacitors as components (product category CAP)
 - Switches for appliances and automatic controls for electrical household appliances (product category CONT)
 - Installation of protective equipment (product category PROT)
 - Low voltage, high power switching equipment (product category POW)
 - Miscellaneous (product category MISC)

The list of product categories and standard scope is available in the Standards and Scopes Database of the ETICS website. The classification of product categories is the same as the one adopted by CTL in the IECEE.

2. Agreeing upon common understanding and application of standards covering the area indicated under Item 1.
3. Clarifying testing practices and methods.
4. Proposing amendments to existing standards or provisional test schedules to the relevant Technical Committees or Reporting Secretariats of CENELEC.
5. Strengthening technical cooperation for certification matters for the benefit of the manufacturers
6. Liaising with and providing support to other OSMs with respect to relevant issues.
7. Liaising with IECEE/CTL Expert Task Forces CTL-ETF4 "INST, CONT, CAP, MISC" and CTL-ETF7 "POW, PROT, GMEE" with respect to relevant issues, with the task of a routine exchange of views on interpretations.
8. Reviewing of the relevant IECEE/CTL Decisions, with respect to relevant issues, for incorporation into the OSM Decisions Lists.

Annex A4

OSM-LUM - Operational Staff Meeting - Luminaires

Terms of Reference

The "Operational Staff Meeting for Luminaires (OSM-LUM) is responsible for:

1. Providing specialist advice in the areas of:
 - Lighting devices (product category LITE)
 - Safety transformers and similar equipment (product category SAFE)

The list of product categories and standard scope is available in the Standards and Scopes Database of the ETICS website. The classification of product categories is the same as adopted by the CTL in the IECEE.

2. Agreeing upon common understanding and application of standards covering the area indicated under Item 1.
3. Clarifying testing practices and methods.
4. Proposing amendments to existing standards or provisional test schedules to the relevant Technical Committees or Reporting Secretariats of CENELEC.
5. Strengthening technical cooperation for certification matters for the benefit of the manufacturers.
6. Liaising with and providing support to other OSMs with respect to relevant issues.
7. Liaising with IECEE/CTL Expert Task Forces CTL-ETF5 "LITE, SAFE" with respect to relevant issues, with the task of a routine exchange of views on interpretations.
8. Reviewing of the relevant IECEE/CTL Decisions, with respect to relevant issues, for incorporation into the OSM Decisions Lists.

Annex A5

OSM-EE - Operational Staff Meeting - Electronic Equipment

Terms of Reference

The "Operational Staff Meeting for Electronic Equipment": (OSM-EE) is responsible for:

1. Providing specialist advice in the area of electronic equipment such as:
 - Electrical Vehicle (product category ELVH)
 - Information Technology Audio Video (product category ITAV)
 - Measurement, Control and Laboratory equipment (product category MEAS)
 - Electrical equipment for medical use (product category MED)
 - IT and office equipment (product category OFF)
 - Photo Voltaic (product category PV)
 - Electronics, entertainment (product category TRON)
2. Agreeing upon common understanding and application of standards covering the area indicated above.
3. Clarifying testing practices and methods.
4. Proposing amendments to existing standards or provisional test schedules to the relevant Technical Committees or reporting to Secretariats of CENELEC.
5. Strengthening technical cooperation for the benefit of manufacturers.
6. Liaising with and providing support to other OSMs with respect to relevant issues.
7. Liaising with IECEE/CTL Expert Task Forces CTL-ETF2 "TRON, OFF, ITAV", CTL-ETF3 "MEAS, MED", CTL-ETF9 "PV", CTL-ETF14 "ELVH", with respect to relevant issues, with the task of a routine exchange of views on interpretations.
8. Reviewing of the relevant IECEE/CTL Decisions, with respect to relevant issues, for incorporation into the OSM Decisions Lists.

Annex A6

OSM-BAT - Operational Staff Meeting - Batteries

Terms of Reference

The "Operational Staff Meeting for Batteries": (OSM-BAT) is responsible for:

1. Providing specialist advice in the area of electronic equipment
 - Batteries (product category BATT)
 2. Agreeing upon common understanding and application of standards covering the area indicated above.
 3. Clarifying testing practices and methods.
 4. Proposing amendments to existing standards or provisional test schedules to the relevant Technical Committees or reporting to Secretariats of CENELEC TC21 and TC35.
 5. Strengthening technical cooperation for the benefit of manufacturers.
 6. Liaising with and providing support to other OSMs with respect to relevant issues.
 7. Liaising with IECEE/CTL Expert Task Forces CTL-ETF13 "BATT", with respect to relevant issues, with the task of a routine exchange of views on interpretations.
 8. Reviewing of the relevant IECEE/CTL Decisions, with respect to relevant issues, for incorporation into the OSM Decisions Lists.
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Annex B

OSM-XX Chair Executive Report

The OSM Chair must report to the MCCB meeting with the following issues:

- OSM-DSHs seeking for ratification (Note: for example OSM DSH having retroactive effects has to be approved by the MCCB).
- PDs ODs seeking for ratification.
- OSM DSH decided by the OSM since the last MCCB meeting to note by the MCCB.
- Minutes of the OSM meeting(s) since the previous Executive report
- Attendance list of the OSM meeting(s)

Tasks that reoccur every year, such as:

- Review and update of PD ENEC 303 Annexes
- Review and update of the relevant part of OD ENEC 324 Annex A
- Evaluation on new standard editions, whether an administrative update is not adequate, but further investigation is necessary to grant the new standard edition in the scope of the TLs or CBs

Annex C

OSM-XX delegates list template