

IECEE

CB-SCHEME

OD-CB2020-Ed.1.6

OPERATIONAL & RULING DOCUMENTS

TRF GUIDE

OD-CB2020-Ed.1.6

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**IEC System for Conformity Testing and
Certification of Electrotechnical
Equipment and Components
CB Scheme**

TRF GUIDE

This TRF Guide has been prepared by the IECEE CMC TRF Working Group and approved by the Certification Management Committee (CMC) of the IECEE and the Common Interest Group (C.I.G.)

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PART 1

ASSIGNMENT AND DISTRIBUTION PROCESS

The TRF assignment for the Originators is to be regulated by the following procedure:

The request for a TRF is basically made by an IECEE Member which has presumably received an application for testing and certification of product(s) falling under a determined standard.

The request shall be addressed to the IECEE Secretariat in writing to the following email address: cfi@iec.ch

Upon receipt, the IECEE Secretariat checks whether the requested TRF is:

- already available;
- in process of being originated by an assigned IECEE Member;
- not available.

If already available, the information is notified to the requesting IECEE Member.

If in process of being originated, information is notified to the requesting IECEE Member.

If not available:

- a) The requesting IECEE Member will be asked if it is prepared to originate the relevant TRF within a determined timeframe. However as a pre-condition the requesting IECEE Member must have been accepted to issue CB Test Certificates based on the relevant standard.

Note: *In case the requested TRF is an update and has been previously assigned or prepared by other Member, the IECEE Secretariat will first consult with this Body prior to making any additional inquires among IECEE/CIG members. It is assumed that the Body, which has got the application for certification purpose, will undertake the responsibility of originating the TRF, should the consultation made by the IECEE Secretariat among the IECEE members lead to a no-offer.*

- b) If the requesting IECEE Member is not prepared to develop the TRF, the IECEE Secretariat immediately starts a formal consultation among the members NCBs to seek for a NCB willing to originate the missing TRF.

Note: *Should the consultation made by the IECEE Secretariat among the IECEE members lead to a no-offer, the requesting IECEE Member will be asked to originate the TRF or drop the request.*

The IECEE Secretariat will formally appoint the assign the IECEE Member as per a) or b) above accordingly.

When the TRF is completed by the appointed IECEE Member, the latter forwards the IECEE Secretariat with the relevant TRF in Word format via email.

For the new or updated TRFs the IECEE Secretariat will verify the correct Test Report Reference Number, layout, editing, etc prior to publishing the TRF on the relevant areas of both the IECEE Web Site for the Members and the IEC Web Store for outsiders.

The IECEE Secretariat informs the IECEE Members about the publication through emails each time a new TRF is posted on the IECEE Web Site and IEC Web Store.

Part 5 describes the process for request of modification on the content of the TRFs.
Annex B describes the procedure for TRF distribution.



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PART 2

HOW TO PREPARE TRFs

1. General rules and formatting requirements

The following Guide should be taken into account when preparing new or modifying old test report forms (TRF):

EN/IEC Standards

Usually two completely separate sets of TRFs are requested, one for testing according to EN standards and one for testing according to IEC standards. One TRF for both EN and IEC standard is possible if the standards are well harmonized. This is to be decided by the originator in consultation with the IECCE Secretariat (See Annex B). The type of EN/IEC TRF and IEC and EN standard(s) must be identified on the front page of the TRF and according to the IEC/EN template.

Note: In some cases the originators for IEC and EN Test Reports may be different.

A separate TRF should also be prepared for each Part 2 standards.

Note: In some cases the originator may choose to prepare an additional TRF for a combined Part 1 and Part 2 Test Report. (Example: IEC 60335 or IEC 60598 Series).

File format:	MS Word format "97-2002 + 6.0/95 - RTF"
Font	Normal text: Arial 10 pt (True Type) Special characters (e.g. °, Δ): Symbol (True Type)
Paper size	A4 (210 x 297 mm)
Margins	Top 2 cm, Bottom 2 cm, Left 3 cm, Right 1 cm
Language	English (UK)

TRF identification

The TRF Number providing reference to the IEC and/or EN standard will be marked down on the front page. Additional letter code may be added to identify the version.

- EN60950E: means EN 60 950, TRF version "E"
- IEC60950F: means IEC 60950, TRF version "F"
- EN60335_2_23A: means EN 60 335-2-23, TRF version "A"
- IEC60335_2_23B: means IEC 60 335-2-23, TRF version "B"
- IECEN60335_2_23C: means a combination TRF for IEC and EN 60 335-2-23, TRF version "C"
- IEC60335_2_23B_delta: means IEC 60 335-2-23, delta TRF between version "A" and version "B"

Note: The last position is reserved for a version reference and will be added by the TRF Originator. (In case of doubt, the verification of the TRF Number is done by the TRF Coordinator).



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2. TRF structure

A TRF must be easy to fill in and should include no macros, except for the Test Report Ref. Number and the page numbers. The Handler may add protected fields, as necessary. See instructions in Annex A.

A blank Test Report consists of four sections as specified below. The Testing Laboratory should always complete the first three sections. If National Differences are included in the Index (see clause 2.5 in this Chapter) then the appropriate section four shall also be completed.

2.1. General information section

The first section is a cover page – applicable to all Test Reports - that contains the general information, such as names and addresses of Testing Laboratory and Applicant/Client, standard used, product name and product rating. It also includes the signatures of responsible staff. An example of a completed first page is shown in Annex 3-1.

Pages that follow the cover page (normally three or more pages) contain specific information related to testing procedure and testing location, product under testing, investigated National Differences, and general tests information. An example of information pages can be found in Annex 3-2.

2.2. Test case section (main body)

This part of the TRF is a standardized section consisting of a checklist, referencing clause by clause, the requirements of a particular IEC and/or EN standard.

Note: Sub-clauses that are explanatory notes do not need to be detailed in the checklist.

The test case section is formatted into 4 columns. For practical reasons each column heading (below) appears as a table heading of this section, e.g. the whole section may be one table and the table heading is repeated at the beginning of each page. When this is not practical, the table may be split into several smaller tables, however, **the headers are repeated on each page.**

Cl.	Requirement - Test	Result	Verdict
-----	--------------------	--------	---------

In order to fully utilize the available space on each page, the typical width of each cell in the test case section should be as follows: 2 cm, 8.3 cm, 5 cm and 1.6 cm. (Note: A4 page width is 21 cm, margins 4 cm and about 0.1 is left for lines width).

Cl./Clause: a reference to the standard's clause or sub-clause

Note: Identical clause numbers of subsequent test cases are not repeated (printed) in the checklist.

Requirement – Test: a summary of the requirement and/or an abbreviated description of a test.



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Different test case types may be presented in one of the following ways (each type is followed by an example).

Heading

Cl.	Requirement - Test	Result	Verdict
30.	CONSTRUCTION		

Sub-heading

Cl.	Requirement - Test	Result	Verdict
10.5.	Markings for Class II appliances		Pass

Regular test case:

Cl.	Requirement - Test	Result	Verdict
21.1.1	Marking on main part		Pass

When regular test case requires a specific result or comment in addition to the verdict, it needs to be identified by a dotted leader as in the example below:

Cl.	Requirement - Test	Result	Verdict
20.5	Length \geq 10 m :	12,5 m	Pass

Auxiliary test case, not requiring a verdict but additional information only, needs to be identified by a shaded verdict field (shading is 12.5% gray):

Cl.	Requirement - Test	Result	Verdict
3.2.1	Test temperature ($^{\circ}$C)..... :	23,5	—

Result: any information that results from column 2, such as a measured value, a remark or an explanation, if applicable.

Verdict: a judgment resulting from analysis of columns 2 and 3. Allowed verdict choices are:

- Pass
- Fail
- N/A (Not applicable)

An example of a completed page from section two is shown in Annex 3-3.



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2.3. Measurement section

This section contains tables with the measured values, specific test conditions, test remarks and additional testing information.

An example of a completed page from section three is shown in Annex 3-4.

2.4. National Differences section

This section applies to National Differences. The specifications as determined in Section 2 described above (“Test case section”) also apply to the National Differences.

Note: By National Differences it is meant National Differences, Group Differences and Special National Conditions. Normally, the information for section four is provided by the Member Bodies at the time of the declaration of adherence.

An example of a completed page from section four is shown in Annex 3-5.

2.5. Test Report Index Page and List of Test Equipment

The Test Report may contain an Index Page outlining the contents of the Test Report. See Annex 3-7.

The CB Test Reports should contain an attachment with the list of the test equipment used, when required. See Annex 3-8.

3. Instructions for TRF originators:

3.1. General rules

3.1.1. The “Requirement – Test” column in the TRF is a summary of the requirement and the full text of the standard is not to be repeated.

3.1.2. All pages of each section in the Test Report should be numbered with the total of pages indicated.

3.1.3. The TRF is a part of the conformity assessment, therefore, the wording used in the “Requirement – Test” column needs to be simple and needs to prompt for a clear “Pass”, “Fail” or “N/A” verdict.

3.1.4. Words such as “shall” and “should” are normally reserved for requirements in the standard. Since the Test Report requires a confirming verdict for each clause, it is necessary to use indicative rather than imperative phrases when abbreviating the requirements.

(Example: Instead of: “Time-delay fuse shall be used”, say “Use of time-delay fuse”.)

3.1.5. Use sub-header style in the TRF when many regular test cases apply to the same sub-header. However, the use of too many sub-headers in a sequence and without any regular test case entries that follow the sub-headers should be avoided when possible. It makes the TRF too lengthy, difficult to handle and computerize.



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3.2. Special requirements for TRFs

3.2.1. Following the CMC meeting in Hawaii, June 2003, the Management Committee has approved Operational Documents: OD-CB2027 (general requirements), OD-CB2028 (TMP), OD-CB2029 (WMT), OD-CB2030 (SMT), and CB2031 (RMT) regulating the operation of Manufacturers' Testing programs.

3.2.2. The manufacturers' testing programs (TMP, WMT, SMT and RMT) shall be reflected in the Test Report according to the relevant Operational Document.

Testing procedure and testing location:	
<input checked="" type="checkbox"/>	CB/CCA Testing Laboratory:
Testing location/ address.....:	
<input type="checkbox"/>	Associated CB Laboratory:
Testing location/ address.....:	
	Tested by (name + signature)
	Approved by (+ signature)
<input type="checkbox"/>	Testing procedure: TMP
	Tested by (name + signature)
	Approved by (+ signature)
Testing location/ address.....:	
<input type="checkbox"/>	Testing procedure: WMT
	Tested by (name + signature)
	Witnessed by (+ signature).....:
	Approved by (+ signature)
Testing location/ address.....:	
<input type="checkbox"/>	Testing procedure: SMT
	Tested by (name + signature)
	Approved by (+ signature)
	Supervised by (+ signature)
Testing location/ address.....:	
<input type="checkbox"/>	Testing procedure: RMT
	Tested by (name + signature)
	Approved by (+ signature)
	Supervised by (+ signature)
Testing location/ address.....:	



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3.3 Generating integrated TRFs based on Model 3 (Document IECEE CMC/509/RCMC):

3.3.1 Structure of the TRFs based on Model 3:

- a) Complete TRF is based on the latest standard edition
- b) Delta TRFs include the requirements from the previous edition.

3.3.2 Rules for the preparation of the Model 3 Delta TRFs:

- a) If the latest edition has more stringent requirements, the Delta TRF does not need to list these requirements
- b) If an alternate or new test method is in the latest edition, the old test method needs to be included in the Delta TRF
- c) The Delta TRF should always contain more stringent requirements not existing in the latest edition.

Note: If there are conflicting requirements in the previous and the new edition, or when the product cannot meet the more stringent requirements in the new edition, the NCB must use the TRF for the previous edition of the standard. The use of Model 3 Delta TRF is not allowed in this case.

3.3.3 Proposed wording when completing Delta TRFs:

In case the TRF originator feels that for the clarity of the overall Report, the Delta TRF should contain clauses that are already included in the new edition TRF, the following wording may be used when completing the Delta TRF:

”Compliance with Clause XX of the new edition of the standard fulfils the requirements of this Clause.”

3.3.4 TRF identification:

The Delta TRF shall be identified by adding the suffix “delta” to the current TRF reference number according to Part 2 of OD CB2020.

Example: The suffix “delta” added to the “B” version means the TRF covering differences between version “A” and version “B” and the corresponding editions of the IEC standard.

3.4. Examples of Test Report Forms:

Note: These are examples provided for reference only.

The attached pages from IEC 60601 TRF for Part 2 contain a statement: “This Test Report Form is intended for the investigation of in accordance with IEC 60601-2-xx. It can only be used together with the IEC 60601-1 Test Report.”

The attached pages from EN 60598 TRF for Part 2-1 do not require the above statement because this is an example of a TRF that combines Part 1 and Part 2 requirements into a one report form.

Both examples identified the CB TL or CCA TL as a testing location.



Test Report issued under the responsibility of:

TEST REPORT IEC 60601 - 2- 49 Medical electrical equipment Part 2: Particular requirements for the safety of multifunction patient monitoring equipment	
Report Reference No. : Date of issue : Total number of pages :	
CB Testing Laboratory : Address :	
Applicant's name : Address :	
Test specification: Standard..... : Test procedure : Non-standard test method..... :	IEC 60601-2-49: 2001 (First Edition) CB Scheme N/A
Test Report Form No. : Test Report Form(s) Originator : Master TRF :	IEC60601_2_49A Underwriters Laboratories Inc. Dated April 2003
<p>Copyright © 2006 IEC System for Conformity Testing and Certification of Electrical Equipment (IECEE), Geneva, Switzerland. All rights reserved.</p> <p>This publication may be reproduced in whole or in part for non-commercial purposes as long as the IECEE is acknowledged as copyright owner and source of the material. IECEE takes no responsibility for and will not assume liability for damages resulting from the reader's interpretation of the reproduced material due to its placement and context.</p> <p>If this Test Report Form is used by non-IECEE members, the IECEE/IEC logo and the reference to the CB Scheme procedure shall be removed.</p> <p>This report is not valid as a CB Test Report unless signed by an approved CB Testing Laboratory and appended to a CB Test Certificate issued by an NCB in accordance with IECEE 02.</p>	
Test item description : Trade Mark..... : Manufacturer : Model/Type reference : Ratings :	

Testing procedure and testing location:		
<input checked="" type="checkbox"/>	CB/CCA Testing Laboratory:	
Testing location/ address		
<input type="checkbox"/>	Associated CB Laboratory:	
Testing location/ address		
	Tested by (name + signature)	
	Approved by (+ signature)	
<input type="checkbox"/>	Testing procedure: TMP	
	Tested by (name + signature)	
	Approved by (+ signature)	
Testing location/ address		
<input type="checkbox"/>	Testing procedure: WMT	
	Tested by (name + signature) :	
	Witnessed by (+ signature) :	
	Approved by (+ signature) :	
Testing location/ address		
<input type="checkbox"/>	Testing procedure: SMT	
	Tested by (name + signature)	
	Approved by (+ signature)	
	Supervised by (+ signature)	
Testing location/ address		
<input type="checkbox"/>	Testing procedure: RMT	
	Tested by (name + signature)	
	Approved by (+ signature)	
	Supervised by (+ signature)	
Testing location/ address		

TRF No.: IEC60601_2_49A

Note: In the example above, the Testing Laboratory marked testing procedure and location as CBTL. In this case only the signature fields that are relevant for testing at the CBTL are required. Other procedures (TMP, WMT, SMT and/or RMT) can be removed from the TRF.

Copy of marking plate

Summary of testing:

Tests performed (name of test and test clause):

Testing location:

Summary of compliance with National Differences:

TRF No.: IEC60601_2_49A

Test item particulars:		
Classification of installation and use	See IEC 60601-1 Test Report	
Device type :	MULTIFUNCTION PATIENT MONITORING EQUIPMENT - having more than one APPLIED PART - having more than one SINGLE FUNCTION, intended for connection to a single PATIENT	
Contact Surface Temperature (T_R)		
Accessories and detachable parts included		
Other options included		
Possible test case verdicts:		
- test case does not apply to the test object.....	N/A	
- test object does meet the requirement	P (Pass)	
- test object does not meet the requirement	F (Fail)	
Abbreviations used in the report:		
- normal condition	N.C.	- single fault condition.....:S.F.C.
- operational insulation	OP	- basic insulation.....:BI
- basic insulation between parts of opposite polarity :	BOP	- supplementary insulation:SI
- double insulation	DI	- reinforced insulation:RI
Testing:		
Date of receipt of test item.....		
Date (s) of performance of tests.....		
General remarks:		
<p>"(See Enclosure #)" refers to additional information appended to the report. "(See appended table)" refers to a table appended to the report. Throughout this report a point (comma) is used as the decimal separator. The tests results presented in this report relate only to the object tested. This report shall not be reproduced except in full without the written approval of the testing laboratory. List of test equipment must be kept on file and available for review. Summary of contents provided on the last page of this report.</p> <p>This Test Report Form is intended for the investigation of multifunction patient monitoring equipment according to IEC 60601-2-49. It can only be used together with the IEC 60601-1 Test Report.</p>		
General product information:		

TRF No.: IEC60601_2_49A

Note: In the example, the TRF for IEC 60601 contains clarification of commonly used abbreviations in the series of standards for medical products. These abbreviations are not applicable in other standards; however, the example is to illustrate that this page may contain information that is unique for the type of product or standard covered by the TRF.

IEC 60601-2-49			
Clause	Requirement + Test	Result - Remark	Verdict
5	CLASSIFICATION		
5.2	Degree of protection against electric shock:		
	TYPE B APPLIED PART not covered		
5.6	Mode of operation:		
	CONTINUOUS OPERATION only		

6	IDENTIFICATION, MARKING AND DOCUMENTS		
6.1	Marking on the outside of EQUIPMENT		
	aa) When detachable, each PHYSIOLOGICAL MONITORING UNIT identified by:		
	1) manufacturer's name or mark		
	2) designation of model by a name specific to the model or by reference number or letters		
	3) SERIAL NUMBER		
	bb) Each PATIENT input connection on APPLIED PART marked for the function		
	cc) Parts of EQUIPMENT (e.g., PATIENT CABLES or sensors) specified as not protected against the effects of defibrillation marked with symbol 14 of table DI in Appendix D of Part 1		
6.8.2	Instructions for use		
	1) information on the intended use of EQUIPMENT		
	2) information indicating use of EQUIPMENT restricted to one PATIENT at a time		
	3) instructions for connection of the POTENTIAL EQUALIZATION CONDUCTOR		
	4) adequate information (type number, if necessary) to identify PATIENT CABLES needed to provide protection against the effect of the discharge of a cardiac defibrillator and against burns		

TRF No.: IEC60601_2_49A



Test Report issued under the responsibility of:

TEST REPORT EN 60 598-2-1 Luminaires	
Part 2: Particular requirements: Section One - Fixed general purpose luminaires	
Report Reference No : Date of issue : Total number of pages	
CCA Testing Laboratory : Address	
Applicant's name : Address	
Test specification: Standard : Test procedure : Non-standard test method..... :	EN 60 598-2-1:89 used in conjunction with EN 60 598-1:00 CCA Procedure N/A
Test Report Form No : Test Report Form(s) Originator : Master TRF	EN60598_2_1E SEMKO dated 00-08
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Test item description : Trade Mark : Manufacturer : Model/Type reference : Ratings	

Testing procedure and testing location:		
<input checked="" type="checkbox"/>	CCA Testing Laboratory:	
Testing location/ address.....:		
<input type="checkbox"/>	Associated Laboratory:	
Testing location/ address.....:		
	Tested by (name + signature)	
	Approved by (+ signature)	
<input type="checkbox"/>	Testing procedure: TMP	
	Tested by (name + signature)	
	Approved by (+ signature)	
Testing location/ address.....:		
<input type="checkbox"/>	Testing procedure: WMT	
	Tested by (name + signature)	
	Witnessed by (+ signature).....:	
	Approved by (+ signature)	
Testing location/ address.....:		
<input type="checkbox"/>	Testing procedure: SMT	
	Tested by (name + signature)	
	Approved by (+ signature)	
	Supervised by (+ signature)	
Testing location/ address.....:		
<input type="checkbox"/>	Testing procedure: RMT	
	Tested by (name + signature)	
	Approved by (+ signature)	
	Supervised by (+ signature)	
Testing location/ address.....:		

TRF No.: EN6598_2_1E

Copy of marking plate

Summary of testing:

Tests performed (name of test and test clause):

Testing location:

Summary of compliance with National Differences:

TRF No.: EN6598_2_1E

Test item particulars:	
..... :	
..... :	
..... :	
Possible test case verdicts:	
- test case does not apply to the test object..... :	N/A
- test object does meet the requirement..... :	P (Pass)
- test object does not meet the requirement..... :	F (Fail)
Testing:	
Date of receipt of test item	
Date (s) of performance of tests	
General remarks:	
<p>This report shall not be reproduced except in full without the written approval of the testing laboratory.</p> <p>The test results presented in this report relate only to the item(s) tested.</p> <p>Clause numbers between brackets refer to clauses in EN 60598-1 (optional remark).</p> <p>(see remark #)" refers to a remark appended to the report.</p> <p>"(see Annex #)" refers to an annex appended to the report.</p> <p>"(see appended table)" refers to a table in the CB Test Report.</p> <p>Throughout this report a comma is used as the decimal separator.</p>	
General product information:	

TRF No.: EN6598_2_1E

Note (1): Test item particulars are selected by the TRF Originator based on the requirements in the standard. In the provided example the Originator did not identify any particulars but left room for the user to provide information, when necessary.

Note (2): The Originator selected a comma as the decimal separator in the prepared TRF. The TRF user may choose otherwise, however, the choice of the decimal separator shall be indicated.

EN 60 598-2-1			
Cl.	Requirement – Test	Result	Verdict
1.1 (0)	SCOPE		
1.1 (0.1)	More sections applicable	Yes / No	—

1.4 (2)	CLASSIFICATION		
1.4 (2.2)	Type of protection	Class	—
1.4 (2.3)	Degree of protection	IP	—
1.4 (2.4)	Portable or handheld luminaire	Yes / No	—
	Fixed luminaire suitable for normally flammable surfaces	Yes / No	—
	Fixed luminaire suitable for non-combustible materials only	Yes / No	—
1.4 (2.5)	Luminaire for normal use	Yes / No	—
	Luminaire for rough service	Yes / No	—

1.5 (3)	MARKING		
1.5 (3.2)	Mandatory markings		
	Position of the marking		
	Format of symbols/text		
1.5 (3.3)	Additional information		
	Language of instructions		
1.5 (3.3.1)	Combination luminaires		
1.5 (3.3.2)	Nominal frequency in Hz		
1.5 (3.3.3)	Operating temperature		
1.5 (3.3.4)	Symbol or warning notice		
1.5 (3.3.5)	Wiring diagram		
1.5 (3.3.6)	Special conditions		
1.5 (3.3.7)	Metal halide lamp luminaire – warning		
1.5 (3.3.8)	Limitation for semi-luminaires		
1.5 (3.3.9)	Power factor and supply current		
1.5 (3.3.10)	Suitability for use indoors		

TRF No.: EN6598_2_1E

4. Special consideration for TRF originators:

4.1. General:

TRF Originators should use the agreed TRF Templates, as much as applicable. The selection of correct test items particulars or layout of the tables may need to be adjusted to reflect the specifics of the product category/standard covered by the TRF.

4.2. Fail Verdicts

Special care must be taken to avoid situations in which a “Fail” verdict could be acceptable in the Report.

Example:

When a standard calls for a test but allows repeating the test or running an alternate test in case of a sample failure, then the “Fail” verdict would need to be entered in the TRF for the first test.

In order to avoid this situation, the TRF originator must design the report form in such a way as to avoid the negative results. This could be accomplished by any of the methods presented below or similar, equally effective. Provided example is based on the IEC 60950, Third Edition.

4.2.1. TRF may provide instructions for CBTL in the Remarks column:

A.6	Flammability tests for classifying materials V-0, V-1 or V-2		Pass
A.6.1	Samples, material	Material designation FR-556	—
	Wall thickness (mm).....	0.5 mm	—
A.6.5	Flammability test compliance criteria	Note: This clause is not applicable, since test per A.6.6 conducted	N/A
A.6.6	Permitted re-test	All samples in the second set complied with the relevant criteria.	Pass

4.2.2. TRF may combine both tests in one clause:

A.6	Flammability tests for classifying materials V-0, V-1 or V-2		Pass
A.6.1	Samples, material	Material designation FR-556	—
	Wall thickness (mm).....	0.5 mm	—
A.6.5 A.6.6	Compliance criteria and permitted re-testing	All samples passed the permitted re-testing.	Pass

4.2.3. TRF may utilize "type 3 verdict" (Auxiliary test case, requiring additional information but not a verdict):

A.6	Flammability tests for classifying materials V-0, V-1 or V-2		Pass
A.6.1	Samples, material	Material designation FR-556	—
	Wall thickness (mm).....	0.5 mm	—
A.6.5	Flammability test	Add comment as appropriate	—
A.6.6	Permitted re-test.....	Add comment as appropriate	—
	Compliance criteria for flammability tests and re-tests		Pass

5. The use of landscape oriented pages in the TRF

The Test Measurement section of TRF may contain large tables. If it is not practical to continue the table using the "portrait" orientation due to the large size, the table may be designed and printed in the landscape format.

In case of the landscape orientation the margins should be as follows:
 3 cm from the top of the table and 2 cm from the bottom, left and right margin from the table 2 cm.

EN 60xxx-2-1							
Clause	Requirement - Test			Result - Remark			Verdict
10A	TABLE: flammability test for classifying materials 5V						
Sample	test bars			test plaques			
No./ref.	thickness (mm)	flaming time (s)	burning distance (mm)	thickness (mm)	position	flaming & glowing time (s)	burning distance (mm)
Supplementary information:							

TRF No.: IEC60xxxA

PART 3

HOW TO COMPLETE TRFs

The following Guide shall be taken into account when completing a test report form (TRF):

1. General:

- 1.1. A blank Test Report consists of four sections. The Testing Laboratory should complete as a minimum the first three sections. The Test Report may also contain an Index Page.
- 1.2. The first section (general information) includes a cover page that contains the general information, such as names and addresses of Testing Laboratory and Applicant/Client, testing location, standard used, product name, model(s) and rating(s). An example of a completed front page is shown in Annex 3-1.

Pages behind the cover page contain specific information related to the product under test and general testing information. An example of these pages is shown in Annex 3-2.
- 1.3. The main body of Test Report (checklist) is the test case section formatted into 4 columns. The first two columns titled: "Clause" and "Requirement-Test" are provided for reference only and should not be modified by the Testing Laboratory. For the complete text of the requirement, testing engineers should reference the standard. The next column, called "Result", is to be completed as part of the investigation. In this column a measured value or an explanation shall be typed; anything that results from the requirement in column two. The fourth column confirms the compliance, states non-compliance or declares the particular clause as not applicable (the verdicts can be either "Pass", "Fail" or "N/A").

There are different test case types and the Testing Laboratory should pay attention to the type of the clause in order to correctly complete the TRF. All test case types are explained in Annex 3-3.
- 1.4. The third section contains tables and may contain special remarks. Tables are provided to record the actual measurements taken during the test. Tables also provide room for information about test conditions. An example of a test table is attached as Annex 3-4.
- 1.5. The fourth section contains information and test results according to declared National Differences. This section should be completed when requested by the manufacturer. An example of section four is attached as Annex 3-5.
- 1.6. Available options when completing Test Reports for products, for which the whole chapter of the standard is not applicable, are described in Annex 3-6.
- 1.7. The use of an Index page is optional. For an example see Annex 3-7.
- 1.8. An example of the list of used test equipment (required for the MT programs) attached as Annex 3-6.

PART 3 - Guidelines on how to fill in the TRFs

Annex 3-1

TEST REPORT
IEC 60 598-2-1
Luminaires
Part 2: Particular requirements
Section One - Fixed general-purpose luminaires

Report Reference No. : Type Test Report reference number
Date of issue : Type Test Report issue date
Total number of pages : Enter total number of Test Report pages

CB/CCA Testing Laboratory : Type name of the Testing Laboratory
Address : Type address of the Testing Laboratory
Applicant's name : Type Applicant's (Client's) name
(See IECEE 02, Clause 3.6)
Address : Type Applicant's (Client's) address

Test specification:

Standard : Do not modify standard(s) identified by the TRF Originator. Make sure to select the TRF corresponding to the edition of the standard (including Amendments) that was used for the investigation of the product.

Test procedure : CB Scheme (Remove reference to the CB Scheme if not issuing a CB Test Certificate in accordance with IECEE 02)

Non-standard test method : Describe any non-standard test methods used or type N/A.

Test Report Form No. : Not to be modified

Test Report Form(s) Originator : Not to be modified

Master TRF : Not to be modified

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If this Test Report Form is used by non-IECEE members, the IECEE/IEC logo and the reference to the CB Scheme procedure shall be removed.

This report is not valid as a CB Test Report unless signed by an approved CB Testing Laboratory and appended to a CB Test Certificate issued by an NCB in accordance with IECEE 02.

(Note: The copyright text shall not be modified.)

Test item description	: Describe the product (computer, modem, hand-held lamp, electric oven,)
Trademark	: Describe or paste a copy of the trademark used
Manufacturer	: Type name and address of the manufacturer (See IEC 60335-1, Clause 3.7)
Model/type reference	: Type, model, type reference as it appears on the marking plate
Rating(s)	: Provide rating values corresponding to the ratings on which the testing has been based and as identified on the marking plate.

Testing procedure and testing location:

Note: Select applicable program.

CB/CCA Testing Laboratory : Type name of the Testing Laboratory
 Testing location/ address : Type address of the Testing Laboratory

Associated Laboratory : Type name of ACB Testing Laboratory
 Testing location/ address : Type address of Associated Laboratory
 Tested by (name + signature) : Type name Sign here
 Approved by (+ signature) : Type name Sign here

Testing procedure: TMP : Type name of TMP Laboratory
 Tested by (name + signature) : Type name Sign here
 Approved by (+ signature) : Type name Sign here
 Testing location/ address : Type address of TMP Laboratory

Testing procedure: WMT : Type name of WMT Laboratory
 Tested by (name + signature) : Type name Sign here
 Witnessed by (+ signature) : Type name Sign here
 Approved by (+ signature) : Type name Sign here
 Testing location/ address : Type address of WMT Laboratory

Testing procedure: SMT : Type name of SMT Laboratory
 Tested by (name + signature) : Type name Sign here
 Approved by (+ signature) : Type name Sign here
 Supervised by (+ signature) : Type name Sign here
 Testing location/ address : Type address of SMT Laboratory

Testing procedure: RMT : Type name of RMT Laboratory
 Tested by (name + signature) : Type name Sign here
 Approved by (+ signature) : Type name Sign here
 Supervised by (+ signature) : Type name Sign here
 Testing location/ address : Type address of RMT Laboratory

Note: All blank Test Report Forms shall contain signature fields for: (1) "Tested by"; (2) "Supervised by"; (3) "Witnessed by"; and (4) "Approved by" as required by the CB Operational Documents. However, the NCB and Testing Laboratory may select only those signature fields in the final Test Report that are applicable for testing procedure and testing location used and the not applicable fields can be removed. When all signature fields are left in the final Test Report, those filed that are not applicable should be marked as N/A.

Copy of marking plate:

Include a copy of the marking plate.

Summary of testing:

Provide list of tests performed (name of the test and test clause number), as applicable.

Provide information on testing location.

The “Summary of testing” field shall contain the list of all tests conducted by the CBTL according to the testing program agreed with the responsible NCB.

The reason why any of the normally applicable tests were not conducted should also be explained. However, the above information should be provided in the “General product information” field.

It is especially important to clarify the differences between models covered by the Report when testing a family (series) of products. Use the “General product information” field for this information.

Summary of compliance with National Differences:

Provide list of countries, for which compliance with National Differences has been verified. Include any additional relevant information.

Test items particulars:

Provide information about the product needed to establish a correct test program, such as product mobility, type of power connections, and similar.

Select information applicable to the product, add values provided in technical documentation.

Possible test case verdicts:

Test case does not apply to the test object :	N/A
Test item does meet the requirement :	Pass (P)
Test item does not meet the requirement :	Fail (F)

Testing:

Date of receipt of test item	:	Complete when required by the test procedure used
Date(s) of performance of test	:	Complete when required by the test procedure used

General remarks:

Note: The text below shall not be modified, except as noted.

The test results presented in this report relate only to the item(s) tested.
This report shall not be reproduced except in full without the written approval of the testing laboratory.

Clause numbers between brackets refer to clauses in EN 60598-1 (optional remark for EN standards).

"(see remark #)" refers to a remark appended to the report.

"(see Annex #)" refers to an annex appended to the report.

"(see appended table)" refers to a table in the Test Report.

Note: When using a comma or point as the decimal separator, modify the statement indicated below, as appropriate:

Throughout this report a comma (point) is used as the decimal separator.

General product information:

(Optional)

Provide product information, intended use, explanation of the test program, model differences, and similar information, as needed.

PART 3 - Guidelines on how to fill in the TRFs

Annex 3-3

Different test cases and clause types require different type of input:

Clause types:

Heading:

Cl.	Requirement - Test	Result	Verdict
30.	CONSTRUCTION		Verdict optional

Verdict recommended but can be omitted when all verdicts in related sub-clauses are provided.

Sub-heading:

Cl.	Requirement - Test	Result	Verdict
10.5	Markings for Class II appliances:		Verdict required

Test case types:

Regular test cases

Cl.	Requirement - Test	Result	Verdict
21.1.1	Marking on main part	Result/comment optional	Verdict required

When regular test case requires a specific result or comment in addition to the verdict, it is indicated by a dotted leader as in the example below. In this case both, the comment (or measured value) and verdict are required.

Cl.	Requirement - Test	Result	Verdict
20.5	Length \geq 10 m..... :	Result/comment required	Verdict required

A shaded verdict field identifies Auxiliary test case, not requiring a verdict but additional information only. In this case the verdict is not needed only the result shall be provided.

Cl.	Requirement - Test	Result	Verdict
3.2.1	Test temperature ($^{\circ}$C)..... :	Result/comment required	—

Annex 3-3 (cont.)

Example of completed TRF:

2.9	Clearances, creepage distances and distances through insulation		Pass
	Nominal voltage (V)	36-60Vdc	—
	General		Pass
2.9.2	Clearances	See appended table	Pass
2.9.2.1	Clearances in primary circuits	See appended tables 2.9.2 and 2.9.3)	Pass
2.9.2.2	Clearances in secondary circuits		Pass
2.9.3	Creepage distances	See appended table	Pass
	CTI tests	IIIa	—
2.9.4.1	Minimum distances through insulation	See appended table	Pass
2.9.4.2	Thin sheet material		N/A
	Number of layers (pcs)		N/A
	Electrical strength test: test voltage (V)		N/A
2.9.4.3	Printed boards	PWB is not used as reinforced or supplementary insulation.	N/A
	Distance through insulation		N/A
	Electric strength test at voltage (V) for thin sheet insulating material		N/A
	Number of layers (pcs)		N/A
2.9.4.4	Wound components without interleaved insulation		N/A
	Number of layers (pcs)		N/A
	Two wires in contact inside component; angle between 45° and 90°		N/A
	Routine testing for finished component		N/A
2.9.5	Distances on coated printed boards	No coated printed wiring boards employed in the power supply.	N/A
	Routine testing for electric strength		N/A
2.9.6	Enclosed and sealed parts		Pass
	Temperature T1 (°C)	85 (min)	Pass
	Humidity %	91 to 95	Pass
2.9.7	Spacings filled by insulating compound	Potting material rated 94V-0.	Pass

PART 3 - Guidelines on how to fill in the TRFs

Annex 3-4

Test Measurement section

(tables, specific test conditions, test remarks and additional information)

Measured values shall be recorded in the tables.

5.3	TABLE: electric strength measurements		Pass
Test voltage applied between:		Test voltage (V)	breakdown
Primary to Secondary		707 V dc	No
Primary to Ground		707 V dc	No
Supplementary information:			

Note (1): It is not allowed to use statements such as “OK”, “meets the standard”, “more than”, “less than”, or similar instead of the measured value.

5.1	TABLE: temperature rise measurements			Pass	
Test voltage (V)		190 V		—	
t1 (°C)		25 °C		—	
t2 (°C)				—	
Temperature rise ΔT of part/at:		ΔT (K)	required ΔT (K)		
Fuse holder		55	65		
Terminal		30	55		
Temperature rise ΔT of winding:					
	R_1 (Ω)	R_2 (Ω)	ΔT (K)	required ΔT (K)	insulation class
Supplementary information:					
Heating Test conducted in an enclosure sized 4 by 3 by 12 cm.					

Note (2): Use supplementary information field to describe any specific test conditions or clarifications.

PART 3 - Guidelines on how to fill in the TRFs

Annex 3-5

National Differences section

(contains information and test results according to declared national differences).

Note: Provided example is based on the standard IEC 60950, Third Edition.

IEC 60950 Third Edition			
Sub-Clause	Difference + Test	Result - Remark	Verdict

Group/CENELEC Common Differences to IEC 60950 Third Edition			
2.7.1	Replace the text of this Sub-Clause by: <u>Basic requirements</u> To protect against excessive current, short circuits and earth faults in PRIMARY CIRCUITS, protective devices shall be included either as integral parts of the equipment or as parts of the building installation, subject to the following, a), b), and c)		
(a)	a). Except as detailed in b) and c), protective devices necessary to comply with the requirements of sub-clause 5.3 shall be Included as parts of the equipment		
(b)	b). For components in series with the mains input to the equipment such as the supply cord, appliance coupler, r.f.i. filter and switch, short circuit and earth fault protection may be provided by protective devices in the building installation.		
(c)	c). It is permitted for PLUGGABLE EQUIPMENT TYPE B OR PERMANENTLY CONNECTED EQUIPMENT, to rely on dedicated overcurrent and short circuit protection in the building installation, provided that the means of protection, e.g. fuses or circuit breakers, is fully specified in the installation instruction.		
	If reliance is placed on protection in the building installation. The installation instructions shall so state, except that for PLUGGABLE EQUIPMENT TYPE A the building Installation shall be regarded as providing protection in accordance with the rating of the wall socket outlet.		

IEC 60950 Third Edition			
Sub-Clause	Difference + Test	Result - Remark	Verdict

National Differences - Canada/USA			
1.5.1	All IEC standards for components identified in Annex P.1 replaced by the relevant requirements of CSA and UL component standards in Annex P.1		
	All IEC standards for components identified in Annex P.2 alternatively satisfied by the relevant requirements of CSA and UL component standards in Annex P.2		
1.5.5	Interconnecting cables acceptable for the application regarding voltage, current, temperature, flammability, mechanical serviceability and the like :		
	External cable assemblies which exceed 3.05m in length to be types specified in the NEC and CEC		
	Detachable external interconnecting cables 3.05 m or less in length and provided with equipment marked to identify the responsible organization and the designation for the cable..... :		
	Building wiring and cable for use in ducts, plenums and other air handling space subject to special requirements and excluded from scope		
	Telephone line and extension cords and the like comply with UL 1863 and CSA C22.2 No. 233		
	For other than limited power and TNV circuits, the type of output circuit identified for output connector :		

PART 3 - Guidelines on how to fill in the TRFs

Annex 3-6

Additional options:

When completing the Test Report for a product for which the whole chapter of the standard is not applicable due to the nature of the product then, as an option, only the chapter's header may be printed in the final Report. (For example, modems and electric pencil sharpeners fall under the scope IEC 60950. The telecommunication requirements apply to a modem but are irrelevant for electric pencil sharpener.)

For pencil sharpener the Test Report may look as in the example below:

Page 19 of 35

Report No.

IEC 60950			
Clause	Requirement + Test	Result - Remark	Verdict
6	CONNECTION TO TELECOMMUNICATION NETWORKS		N/A

Note: Example based on the TRF for IEC 60950, Third edition. Clauses 6.1 through 6.3 are not printed.

For additional clarity, the header may also be followed by a supplementary note.

6	CONNECTION TO TELECOMMUNICATION NETWORKS		N/A
	Telecommunication requirements not applicable to the evaluated product.		—

If this time and paper saving option of compiling the TRF is selected, then the header with the N/A verdict is always required. This is to indicate that the chapter was considered during the investigation but was found to be not applicable. The printed header shows that the chapter was not accidentally omitted in the final Test Report.

PART 3 - Guidelines on how to fill in the TRFs

Annex 3-7

The use of the Index page is optional. The following is an example of the Index page:

Ref. No.
2005 December 22

Index Page for Test Report IEC 60730-1, Third Edition (1999).

Equipment	: Thermal Motor Protector
Model/Type	: Model AB 123
Rated values from the marking plate:	: 230 V, 180 A, 0.6 Power Factor, 2000 cycles; 460 V, 100 A, 0.6 Power Factor, 2000 cycles
Applicant	: Applicant's name Address
Factories	: Factory 1 name and address Factory 2 name and address Factory 3 name and address, and more

This equipment has been tested according to standard IEC 60730-1, Third Edition (1999).

All applicable tests according to the above-specified standard(s) have been carried out. See Page 3 of the Test Report for list of conducted tests.

Test results are valid only for the tested equipment.

This Test Report can be reproduced only in whole.

Written permission from (CB Testing Laboratory name) is required if the test report is copied in part.

This test report includes the following documents:

1. Index Pages - 1 pages
2. Test Report - 78 pages
3. National Differences - Enclosure 1 - 24 page(s)
4. IEC 60730-2-4 - Enclosure 2 - 13 page(s)
5. Photographs - Enclosure 3 - 3 page(s)
6. Constructional Data Form - Enclosure 4 - 3 page(s)
7. Component information - Enclosure 5 - 2 page(s)

PART 4

HOW TO CREATE AMENDMENTS TO THE ORIGINAL CB TEST REPORTS

4.1. General:

An Amendment Report can only be issued to the original Test Report. The Amendment should state that it is not valid without the original CB Test Report. The original Test Report reference number shall be clearly identified in the Amendment to allow for logical tracking of product changes.

Amendment Reports to the original CB Test Report can be issued to correct and/or include the following:

- applicant name/address changes;
- manufacturer name/address change;
- factory location name/address changes;
- changes in model/type designation;
- addition of the similar new models/types; - (if none or limited testing is required)
- changes/corrections to electrical rating; - (if none or limited testing is required)
- product modifications; - (if none or only limited testing is required)
- new/alternate components added; - (if none or only limited testing is required).

NOTE 1 – There are two main reasons for issuing an Amendment Report, technical modifications to the originally tested products (See IECCE 02, Clause 4.2.4) and corrections.

NOTE 2 – Misprints and typo errors should always be treated as corrections. They are not considered a technical modification to the product. Once corrections are processed client/applicant may simply replace the affected pages in the original Test Report. (In order to be historically traceable, the corrections should have the date of correction typed on the corrected page). There is no limit on the number of allowed corrections.

NOTE 3 – Engineering judgment should be used regarding the issue of a new CB Test Report versus an Amendment Report, however, upgrading of the CB Test Certificate and Report from an old edition of the standard to a new edition of the standard requires issuing a new CB Test Certificate and a new CB Test Report. An Amendment Report is not allowed in this case.

NOTE 4 – It may be necessary to modify the information contained in a CB Test Report several times. However, if these modifications are due to technical changes to the certified product(s) they are limited to three, after which a new CB Test Report (and CB Test Certificate) shall be issued. This shall not preclude issuing a new CB Test Reports and Certificates for every technical modification, if the Member NCBs wish to do so. It is recommended, however, that for extensive product modifications a new CB Test Report be issued. There is no limit on the number of allowed corrections.

4.2. Identification of changes to CB Test Reports:

When a product is subject to technical modifications, regardless of the suffix used to identify the CB Test Certificate, i.e. the letter "M" followed by 1, 2 or 3, both, the CB Test Certificate (under "Additional Information") and CB Test Report (under "General product information") shall clearly identify the nature of such modifications and corrections, as applicable.

The following rules apply when modifying CB Test Reports:

1. Explain the reason for the issued Amendment Report. Identify all changes made to the original Test Report (e.g. if there are new models added, explain differences and similarities between models; indicate if additional testing was required or not required and explain why).
2. Revise all clauses (or pages) of the original Test Report that are affected by the changes. All pages in the Amendment Report should be marked with the correct Report number and the date when the changes were made.

Note: Make sure that the revisions/changes made on one page do not change/affect any other pages so that the Amendment Report is easy to follow and understand.

An example of a few completed pages from an Amendment Report is shown in Annex 4-1. The example shows the Amendment 2 Report issued due to the technical modification to the product (critical component was added) with limited testing. However, the original Test Report was already modified once by Amendment 1 Report, which has been issued because new models were added. In this case, after engineering review of the differences and similarities between originally tested models and new models no tests were considered necessary. In the Annex 4-1 example, the history of all changes and the reasons why the Amendment Reports have been issued are clearly documented.

Note: Only one more technical modification to the product is still allowed in the example given in Annex 4-1 before a new CB Test Reports shall be issued.

PART 4 – How to create Amendments to the original CB Test Reports

Annex 4-1



Test Report issued under the responsibility of:

TEST REPORT IEC 60601 - 2- 49 Medical electrical equipment Part 2: Particular requirements for the safety of multifunction patient monitoring equipment	
Report Reference No.:	TR-12345a
Date of issue.....:	2005 February 8, Amendment - 2, 2006 March 22
Total number of pages.....:	y
CB/CCA Testing Laboratory	Name of Testing Laboratory
Address.....:	Testing Laboratory address
Applicant's name	ABCD Company
Address.....:	123 Main Street, Main City
Test specification:	
Standard	IEC 60601-2-49: 2001 (First Edition)
Test procedure.....:	CB Scheme
Non-standard test method.....:	N/A
Test Report Form No.:	IEC60601_2_49A
Test Report Form(s) Originator	Underwriters Laboratories Inc.
Master TRF	Dated April 2003
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Test item description	Monitoring System
Trade Mark	None
Manufacturer.....:	Same as Applicant
Model/Type reference.....:	Model ABC-123
Ratings.....:	12 V dc, 500 mA

Copy of marking plate:

Provide copy of a new marking plate for new models added, or when marking plate changed due to modified ratings, trademark, and other as appropriate.

Summary of testing:**Tests performed (name of test and test clause):**

Provide information about testing conducted for this Amendment, as appropriate.

Testing location:

Testing location

Summary of compliance with National Differences:

Provide information about verified National Differences.

In case of technical modifications to the product, state if modified products still comply.

TRF No.: I950__D

Test item particulars:	
Equipment mobility	movable
Operating condition	continuous
Tested for IT power systems	none
IT testing, phase-phase voltage (V).....	none
Class of equipment	Class III (supplied by SELV).
Mass of equipment (kg)	10 kg
Protection against ingress of water	IPX0
Possible test case verdicts:	
- test case does not apply to the test object.....	N/A
- test object does meet the requirement.....	Pass
- test object does not meet the requirement.....	Fail
General remarks:	
<p>The test results presented in this report relate only to the item(s) tested. This report shall not be reproduced except in full without the written approval of the testing laboratory.</p> <p>Clause numbers between brackets refer to clauses in IEC 60598-1 (optional). "(see remark #)" refers to a remark appended to the report. "(see Annex #)" refers to an annex appended to the report. "(see appended table)" refers to a table in the CB Test Report.</p> <p>Throughout this report a point is used as the decimal separator.</p>	

General product information:
<p>The data store system consists of the Data Store Module and the Serial Port Adapter. The system serves as a means of transferring data from the Monitoring system to a PC. The Data Store system is Class III and intended to be powered by a direct plug-in ITE power supply with a 12 V dc, 500 mA, SELV, Limited Power, output. Instructions are provided for choosing a suitable supply.</p>
<p>Amendment 1 Report:</p> <p>The original Test Report Ref. No. TR-12345a, dated 2005 February 8 was modified on May 22, 2005 to include the following changes and/or additions, which were considered technical modifications:</p> <p style="padding-left: 40px;">New models added: The two new Models AP139 and AP154 are data store modules and are identical to the previous Models except for minor variations in the SELV circuitry and markings. Both connect to the Serial Port Adapter. After review, no additional tests were considered necessary.</p>
<p>Amendment 2 Report:</p> <p>The original Test Report Ref. TR-12345a, dated 2005 February 8 was additionally modified on March 22, 2006 to include the following changes and/or additions, which were considered technical modifications:</p> <p style="padding-left: 40px;">New critical component xxx added Two tests were considered necessary. See the "Summary of testing".</p>

Note: In this example, additional pages (such as pages with test tables for conducted tests) or other pages that are affected by the product modifications should follow the pages shown in Annex 4-1.

Final comment:

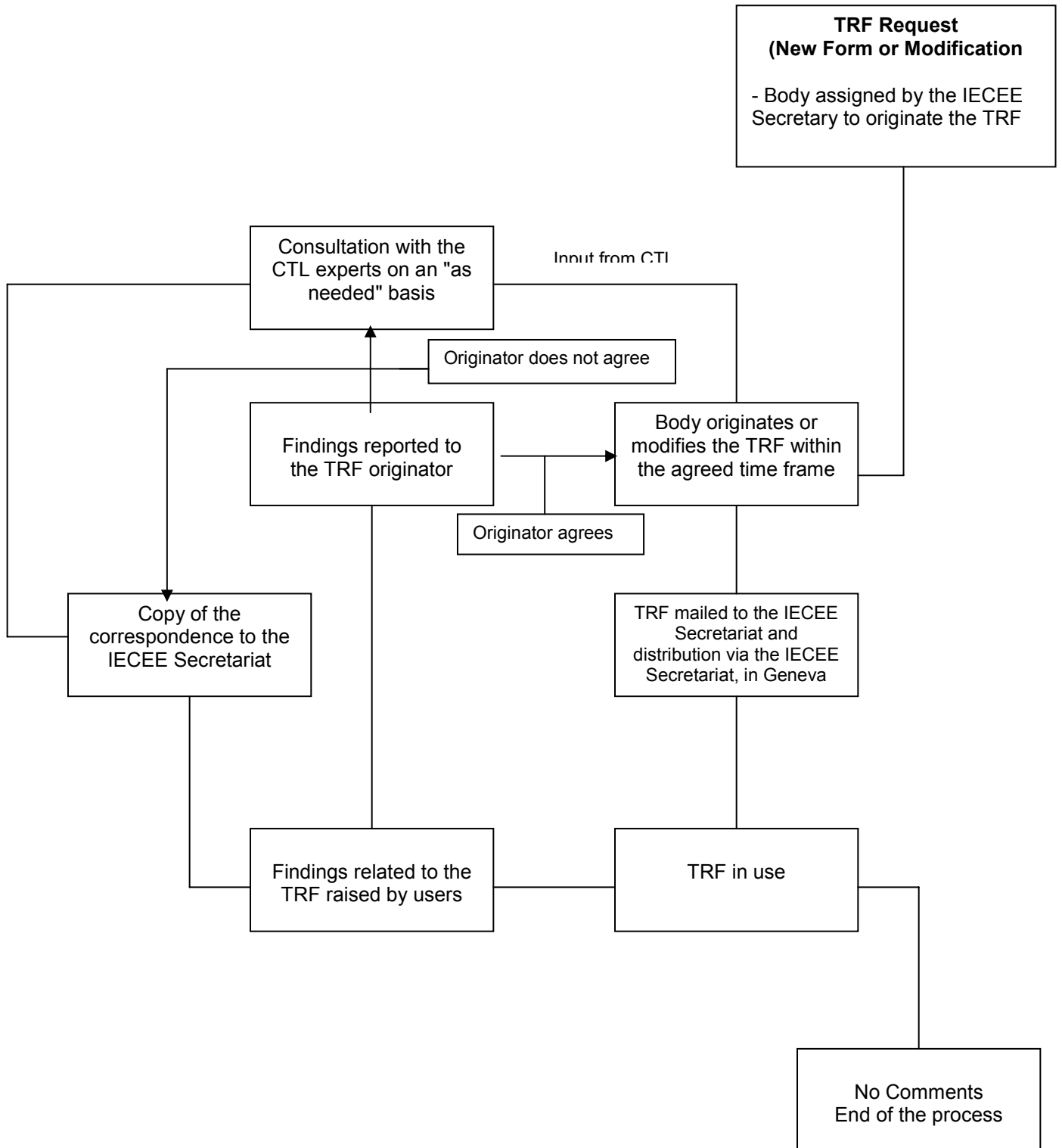
The purpose of the CB/CCA Scheme is to facilitate multiple agency approvals under a single investigation. The engineer who receives a completed test report must have enough information to determine if the requirements of the standard have been met. It is important that the report explicitly shows how compliance was achieved.

When completing each sub-clause of the TRF, comments indicating why the particular item passed, failed or is not applicable should be included as necessary for clarity. Once submitted to other NCB, the report should provide sound, sufficient information to grant the certification without necessity to conduct any additional evaluation or testing. Therefore, whenever possible the Test Report should also be accompanied by additional information, such as photos, schematics, insulation diagram, detailed component information and report on compliance with National Differences.

Following the CMC meeting in Geneva, September 2001, the Management Committee has approved the CTL recommendation to start implementing the use of photographs and to provide the applicant together with the CB Test Certificate/Report, a set of photographs in electronic format (CD) as part of the CB Test Report. (The CTL Guide for photos should be followed).

PART 5

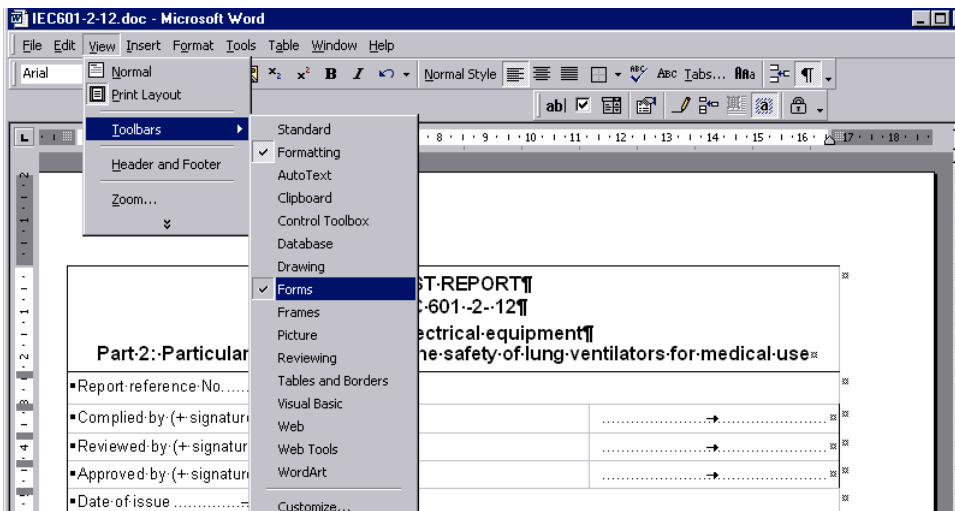
REQUEST OF MODIFICATION ON THE CONTENT OF TRFs



Annex A

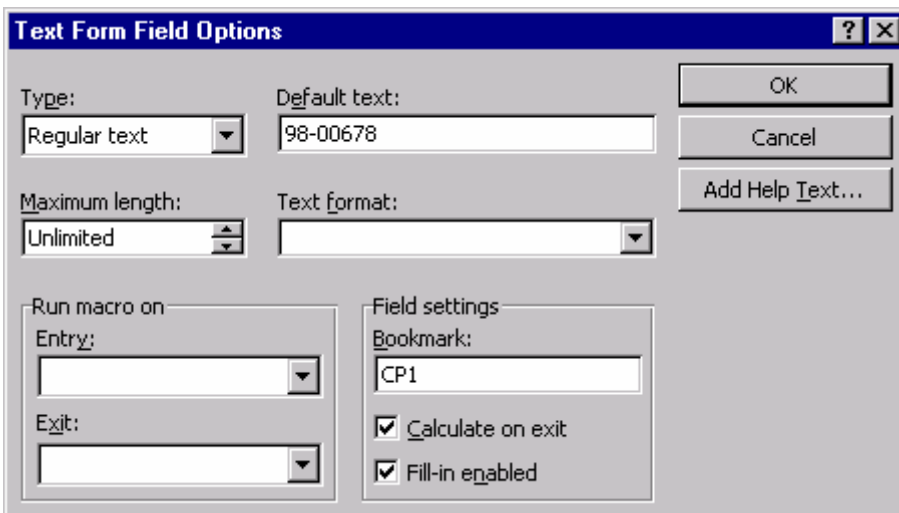
Helpful hints for TRF originators:

1. In order to **add automatic update** of all fields containing the same information, for example the Report Ref. Number, follow these instructions:
Select View, Toolbars, Forms



Move cursor into the space for Report Reference No. on the first page of the Test Report. Then click on Text Form Field icon (**ab**). Select shading for easier identification of this new field.

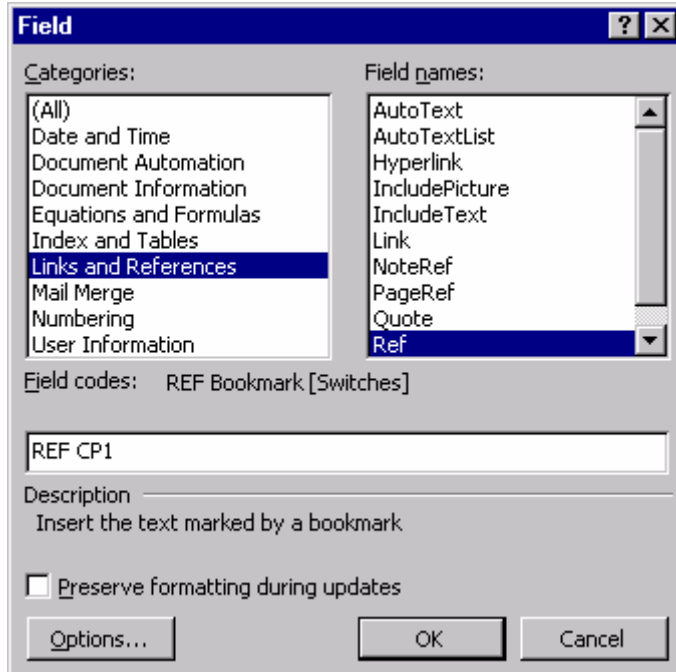
Double click on the newly created Text Form Field to open the Text Form Field screen:



Type Bookmark name CP1 (use name CP1 for the Report Reference No. for consistency). Type Report Ref. No. in the "default text field" and click OK.

Move cursor to any space where normally the Report Reference No. should be typed (normally in the header).

Select Insert, Field, Links and References and Ref. Then type CP1 and click OK.
 If you have several sections with different headers and page layout in the TRF you may need to repeat these steps for each section.



To use the update field feature go to the Text Form Field. Double click on the field, type the information (such as Report Ref. No.) in the “default text field” and click OK.

On each page of the printed document MS Word will automatically enter the text from the “default text field” into the selected locations with the REF CP1 identification.

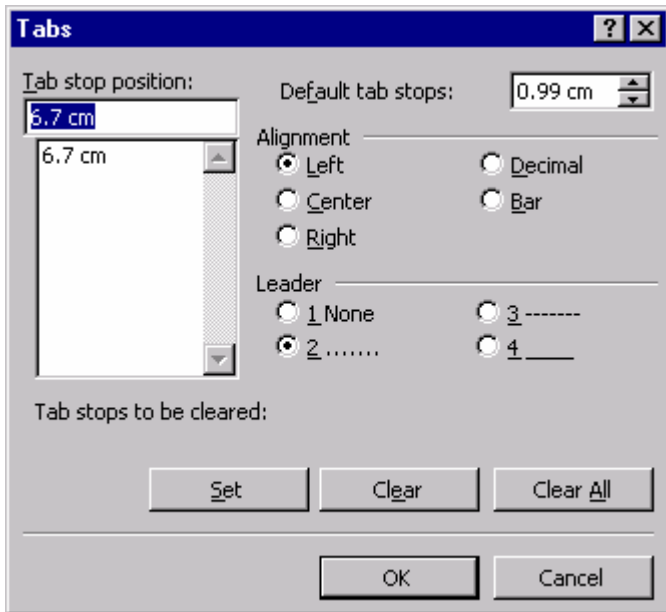
2. In order **to add a dotted leader** for test cases requiring a specific result or comment in addition to the verdict, follow these instructions:

Cl.	Requirement - Test	Result	Verdict
20.5	Length ≥ 10 m :	12,5 m	Pass

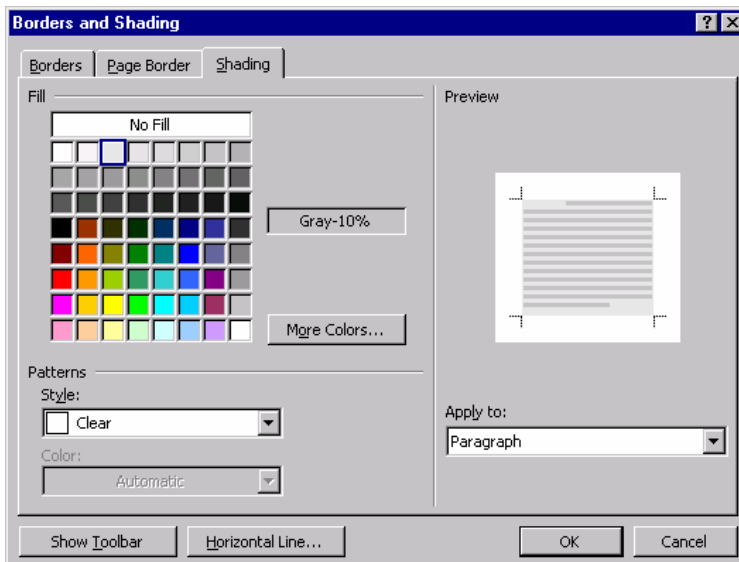
Move cursor to the second cell (“Requirement – Test”) and click Format then select Tabs.

In the “Tab stop position” type 6.7 cm (or as appropriate for the size of the table). Set the alignment on “left”. Select the leader No. 2. Click on “Set” and then OK.

While still in the second cell, move cursor to the end of text in this cell and press “Control” + “Tab”. Add the “:” symbol.



3. In order to **add shading in the cell**, place cursor in that cell; select Format, Borders and Shading. Click on the “Shading” tab and choose the top square for the 12.5% Grey. You may also select Patterns, Style and 12.5% for the shading. This method appears to work better during the conversion from MS Word 6.0 to higher versions of MS Word (the shading is not lost).



Annex B

Sending TRF to handler/distributor

The IECEE Secretariat maintains a list of TRF in preparation with expected completion date. The assigned TRF Originator shall always inform the IECEE Secretariat on completion of the relevant TRF(s). The completed Master TRF(s) shall be sent by e-mail to the IECEE Secretariat in Geneva for distribution.

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Suggestions about changes/improvements to the TRF template(s) and Operational Document CB 2020 shall be communicated to the IECEE Contact Persons identified above. The IECEE Secretariat shall provide the collected input to the WG 9 (TRFs) Convenor for review and discussion at the next WG meeting, and later report to the CMC, when appropriate.