

LOVAG Operational Document

OD 01- 01, Ed.1.7, November 2021

Procedure for the control of LOVAG Report Forms for Testing. Comparison and Assessment

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Remark:

LOVAG OD 01-01 constitutes a technical revision.

With respect to the previous edition, at follow the significant modifications:

- -declaration of responsibility moved in a dedicated document (LOVAG documents for responsibility)
- -deletion of LTI reference
- -introduction of LDS document (LOVAG OD 01-02)
- -modification of LOVAG Document Classification document
- -new TRF form sheet structure
- -deletion to LOVAG Observer reference

LOVAG OD 01-01 Edition 1.7	Approved by LOVAG Management Committee November 2021
Page 1 of 15	Signed:

Procedure for the Control of LOVAG Report Forms

Objective

The purpose of this procedure is to ensure the identification, review, creation, authorization; control and issue of all LOVAG Report Forms.

An overview and classification of all LOVAG Documents is given in LOVAG Document Classification (LDC 01)

LOVAG Test Report Forms, Comparison Report Forms and Assessment Report Forms shall hereinafter be referred to as TRFs, CRFs and ARFs, respectively.

Responsibility

Responsibility of Preparation, Approval, Authorization and Process Control of all LOVAG document are reported in the ad hoc document LOVAG Definition of Responsibility

Terms and Definitions

LOVAG Management Committee [LMC]

LOVAG Agreement, item 2.1 applies

LOVAG Technical Committee [LTC]

LOVAG Agreement, item 2.2 applies

Author [AUT]

The LTC shall appoint a nominated representative, as 'Author' responsible for

the preparation of new and revised documents. The LTC shall appoint a second representative as Co-author that, whenever possible, shall assume responsibility for producing the TRF.

Co-Author [CO-AUT]

The Co-Author has to check and to comment to a draft LOVAG TRF within an appropriate time and his approval is necessary before the issue of LOVAG Report Forms

Secretariat [SEC]

LOVAG Rules apply

Certification Body [CB]

Certification Bodies signatories of LOVAG Agreement.

Document Issue List [DIL]

LOVAG list document under maintenance of LOVAG Secretary for control and documentation of issue documents

LOVAG Decision List [LDS]

LOVAG list document approved by LTC as interpretation or technical decision inside a standard text (see OD-01-02)

Preparation of New TRFs, CRFs and ARFs.

- 1. For the preparation of a new document, Author shall consider a Standard new text or new edition and referred LOVAG Decision, if exist taking from the original List (see OD 01-02)
- 2. The Author of any new document will prepare the document in accordance with the guidelines detailed in Appendix 1 for TRFs and Appendix 2 for CRFs and ARFs, as appropriate
- 3. The Author shall circulate, by e-mail, the draft document to the co-author for review, discussion and comment. The time for this activity shall be fixed within **one month**.
- 4. LTC Chairman approves the document and send the final document (electronic version in actual PDF- and WORD format) to Secretary who will put on the web site.
- 5. LTC, during the following meeting, ratifies the approval of the documents.
- 6. If, during the LTC meeting, a consensus is not achieved, the document will be re-discussed, and actions will be taken from the revision of the document

Maintenance of LOVAG Report Forms

- Author of the original document shall be responsible for ensuring that the document is maintained up to date in accordance with new editions, amendments and corrigenda to the relevant standard.
- Author and SEC shall continuously monitor and review the status of published standards listed within the scope of LOVAG.
- 3. When a change to a published standard is identified:
 - a. the Author shall review the change and prepare a new edition of the document and
 - b. the Secretary shall notify the authors of the change, to review the change and prepare a new edition of the document.
- 4. Any new document or change to the existing resulting from:
 - -a new edition or an amendment or corrigendum to the published standard
 - -any new LOVAG Decision referred and impacting on standard text
 - shall be prepared *within 6 months* of the change and shall be circulated to the LTC for comments *within 2 months*, to the Author. If no adverse comments are received and the CoAuthor has given his approval, the author will forward the change to the Secretary for signature and issue. If any adverse comments are received, the Author shall circulate the change and comments to the Secretary for discussion at the next meeting of the LTC. After receiving the final document, Secretary shall be issue *within 1 month*.
- 5. All documents covered by this procedure shall remain in force until such time as the published standard is withdrawn, where a date of withdrawal is specified by the issuing authority, or, until a date specified by the LTC following the issue of a superseding standard, which shall not be less than 12 months after the date that superseding standard comes into force. Superseding documents shall indicate the date of withdrawal of the document to be superseded.
- 6. Any editorial changes to the documents shall be advised to the Secretary, with a revised document indicated by the Edition No. followed by a, b, c etc. and immediately issued.
- 7. Author of the original document shall be responsible for ensuring that all improvements suggested

by the CBs and/or laboratories will be considered and all detected technical mistakes are quickly deleted from the document. In case of no improvements or technical mistakes detected, the Author shall consider the evaluation of the document at least once every two years.

Issue of Documents

- The issue of the document is made by the Secretary by placing it on the ETICS/ LOVAG
 Website in PDF-format to be downloaded by each signatory. The Comment shall be made
 that only the PDF version published on the website is the valid master copy.
- The decision for signature and issue of a LOVAG Document (LOVAG Report Forms) has to be made by the LTC Chairman and ratified by the LTC. If the approval of a CoAuthor is available this decision can be made even beside the meetings (e.g. by agreement by e-mail); but in cases where no Co Author is nominated the approval has to be given by an official meeting of LTC.
- 3. A controlled list of all documents shall be maintained by the SEC. This list shall include the following details:
 - a) Document reference.
 - b) Title of document.
 - c) Edition No
 - d) Date of issue.
 - e) Issue status of the standard including corrigenda/amendments and dates.
 - f) Authors.
 - g) Review date.
- 4. Secretary shall maintain a list (Document Issue List, DIL) for control and documentation of issued documents.
- 5. Master copies of all documents will be maintained by and located in the Secretariat. The master copies shall be saved on a separate electronic storage device.

Control of revised Editions

- 1. The procedures above shall be used for the control of changes to issue documents.
- 2. Changes shall be in the form of a new edition of the document with the new edition number for all pages. The changes shall be approved / authorized by the LTC Chairman and ratified by the LTC.
- 3. The nature of the change will be recorded in the DIL.
- 4. New editions of documents may not require the previous edition to be rendered obsolete as, in some cases, standards remain in force for a moratorium period after the new edition comes into force.

Identification of Published Documents

All documents will be identified by reference to the published standard to which they refer, by utilizing the numbers of the standard, as follows:

- -TRF indicating Test Report Form
- -ARF indicating Assessment Report Form
- -CRF indicating Comparison Report Form

followed by

-IEC indicating Standard - number - part and sub - part of standard

For example:

- a) the reference for the TRF to IEC/EN 60947-2 would be LOVAG TRF 60947-2
- b) the reference for the TRF to IEC 60947-2 would be LOVAG TRF IEC 60947-2
- c) the reference for the TRF to EN 60947-2 would be LOVAG TRF EN 60947-2

The edition of the document shall be marked in accordance to the consolidated IEC.

For example:

LOVAG TRF 60947-2 Edition 2.1 according to the IEC 60947-2 Ed. 2 + AMD 1 (in dates)

If the TRF is based on an EN only, which has no edition number but only the year of issue, then take this year as the Edition number:

For example:

LOVAG TRF EN 50298 Edition 1998 according to the EN 50298 (1998)

Changes to the LOVAG-document not caused by the referred standard or for special purpose shall be marked by an additional letter.

For example:

"LOVAG TRF IEC 60947-2 Edition 2.1a" added by several items required by meanwhile experience.

For not to cause a new marking of the existing documents the new marking system is obvious by the word order changing from "LOVAG TRF IEC 60947-2 4th Edition" to "TRF IEC 60947-2 Edition 2.1a". Using this system of marking the user of a LOVAG document can recognize the connection to the relevant standard without additional information.

Identification of Draft Documents and Comments Papers

- 1. All such documents shall be identified by a unique reference indicating the author, committee reference and paper number. The AUT of the paper shall assign this reference to the document and the document shall have an issue date and, if appropriate, an issue status.
- 2. The Author shall maintain a controlled list of documents circulated including the details specified in one above and the title of the document.
- 3. SEC of the LTC shall maintain a controlled list of all documents circulated and shall register new documents on the list, upon receipt.

Paper reference identification is given below for

Papers submitted by members of the LTC.

Country code:

ES = Spain (APPLUS) IT = Italy (ACAE)

followed by,

CT = Technical Committee followed by, (LOVAG) Year (last two digits)

The complete reference may be therefore ES/CT(LOVAG)20.001.

This would apply to all types of documents e.g. draft instructions / TRF or comment documents

Formatting Guidelines for LOVAG Report Forms

To gain a unique appearance the following format recommendations shall be kept:

File format: MS Word (6.0 or higher)

Font: Main Heading: Arial 14 pt bolt (Title of a test sequence)

Sub-heading: ARIAL 10 PT BOLD (TITLE OF A TEST)

Sub-sub-heading: Arial 10 pt bold (Title of a sub clause of a test)

Normal text: Arial 10 pt Standard (Requirements)

Footer: Arial 8 pt Standard (Footer)

Line spacing: exact: 14 pt The line spacing shall be strictly kept, to avoid different

Word-wraps when different printers are used;

only in cases where graphics are inserted the line spacing has to

be changed to the setting single line.

Paper size: A4 (210 x 297 mm)

Margins: Top: 2 cm, Bottom: 2 cm, Left: 3 cm, Right: 1 cm

LOVAG Logo: The LOVAG logo (6.0 cm length) shall be given on the top left side of the first page of the

LOVAG Test Instructions, the auditing survey and the front page (form 1)

of the LOVAG TRF. All following pages (Form 2 and higher) shall bear a small LOVAG logo

(2.4 cm length) on the top left side. Example for both sizes are

given below:





FORMAT and SIGNATURE of Test Report Forms

Examples of the first few pages of a TRF are shown on the following pages and must be provided with each complete Test Report (except the auditing survey).

- a) Auditing Survey indicates the date of making of the TRF, the test Object, the test specification with its issue date and (for IEC) its edition number, the content of the TRF (only numbers of the page forms for Front sheet and overview pages for each sequence), the total number of page forms, the date of issue of the TRF (valid from), the signature of the Chairman of the Technical Committee, the Author of the TRF, and shall be updated each time a new edition of the TRF is issued.
- b) TRF **front sheet** (form 1) identifies the report number, testing laboratory (LOVAG code, name and complete address), client, manufacturer, test object, dates of tests, standards, contents of the report, etc.

Additionally, the following statement has to be given on the front sheet: "Decisional rule for performances required and all the measurement uncertainties reported are in conformity with LOVAG General Instruction G2 – Measurement Uncertainties, at the last valid revision of the date of LOVAG TRF edition"

At the bottom, there shall be the "Note: The test result relates only to the items tested. The test report shall not be reproduced except in full without the written approval of the test laboratory".

In the completed test report, this front page has to be signed

- 1) By the authorized representative of the LOVAG CBs (LOVAG Technical Witness (LTW)). The name, function and signature have to be given.
- 2) By the authorized representative of the laboratory (person from the laboratory being responsible for the correctness of the test report and being authorized by the accreditation body in the accreditation certificate or authorized by the CB, which is responsible for the qualification of the laboratory according to ISO/IEC 17025).

The name, position and signature have to be given.

- c) Because not each page of the test report has to be signed, with the **second page** of each test report (form 2) a **listing** has to be given, where the names and signatures of the persons (assigned to the related sequences, pages of the test report) are listed, who have performed the testing, respectively filled in the TRFs.
- d) On the **second page** (form 2) of each test report a list of samples under test should be given. (As far as this page form is not available in the TRFs, the blank page should be used)
 - *) Characteristics and acronyms used have to refer to the standard product reference
- e) From the third page form (from form 3) a description and characterization of the test object –
 provides all the details of the product tested supported by supplementary sheets/drawings where
 required should follow.
- f) All TRFs shall follow the format given as an example in the following pages. Formatting guidelines are shown in Appendix 1.
- g) The TRF page forms, which have not been used, are to be excluded from the test report.
- h) The progressive numbering of the test report page forms is to be considered as an identification code

only since some pages may be omitted. Consequently, the test report pages shall have their own progressive numbering, which has to be used for any internal reference. The identification code of the page form shall never be used for references.

- In order to keep the handling of the test report more flexible a reference in the test report to an additional page (e.g. to an oscillogram) should be made to a numbered annex instead to a page number.
- j) The front pages of all test sequences, giving the Sub-clause, Test and page form shall additionally give the number of the first page of the relevant test.
- k) Test results evaluation

If necessary, the following possible test case valuation are applied and reported in column "Results"

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

Note: this last one test result evaluation (F), is not allowed in a test report finalized to a certification

- j) Test case condition
 - -Yes or No could be used in the case to detail specific test conditions (e.g.: part connected or not, parts mounted or dismounted, etc.)
- In cases where a test diagram has to be included in the TRF
 (e.g. according to Fig. 3 of IEC 60947-3) the test diagram of the test station shall to be used

FORMAT and SIGNATURE of Assessment, Comparison Report Forms

Examples of the first two pages of ARFs and CRFs are shown in Appendix 2.

- a) The front page gives an Auditing Survey indicates the date of making of the ARF or the CRF, the test Object, the test specification with its issue date and (for IEC) its edition number, the content of the ARF or CRF (only numbers of the page forms for Front sheet and overview pages for each sequence), the total number of page forms, the date of issue of the Report Forms (valid from), the signature of the Chairman of the Technical Committee, the AUT of the Report Form, and shall be updated each time a new edition of the Report Form is issued.
- b) The ARF and CRF front sheet (form 1) identifies the report number, original manufacturer (name and complete address), apparatus, type designation, standard, verification results, content of report and date of issue.

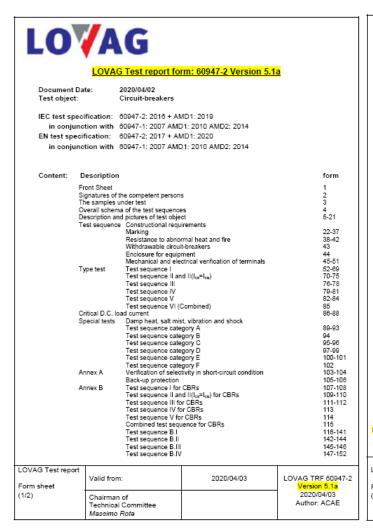
In the completed assessment or comparison report, this front page has to be signed

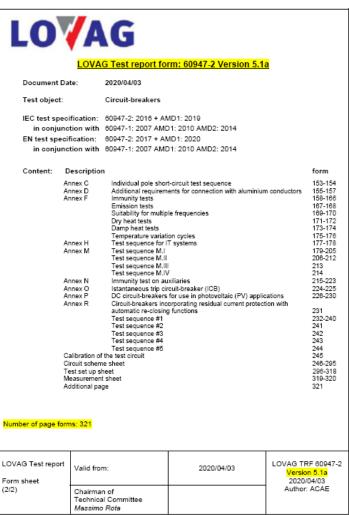
- 1) By the responsible client of the assessment or comparison proposal. The name, function and signature have to be given.
- 2) By the authorized representative of the LOVAG CB, confirming the correctness and accuracy of the verification report. The name, position and signature have to be given.
- 3) Each page of the LOVAG CRF and ARF has to be signed by the assessor performing the verification by assessment or comparison.
- c) At the bottom of the first page (form 1) there shall be the "Note: The verification result relates only to the items verified. The ARF and CRF, respectively, shall not be reproduced except in full without the written approval of the Assessor".
- d) All Report Forms shall follow the format given as an example in the following pages. Formatting guidelines are shown in Appendix 2.
- e) The progressive numbering of the test report page forms is to be considered as an identification code only since some pages may be omitted. Consequently, the test report pages shall have their own progressive numbering, which has to be used for any internal reference. The identification code of the page form shall never be used for references.
- f) In order to keep the handling of the test report more flexible a reference in the test report to an additional page (e.g. to an oscillogram) should be made to a numbered annex instead to a page number.

Examples of all the requirements above is given into the next Appendix 1 and 2 of this procedure.

LOVAG Test Report Form

Description of the structure and forms of a Test Report Form





LOVAG Test Report Form

1st page

LOVAG				
	Test report	N°		
Test laboratory	:			
Applicant				
	-			
Manufacturer				
Test object	:			
Type designat				
Date(s) of test				
Standard for te	est : IEC 60947-2: 2016 + . : EN 60947-2: 2017 + .			
Test sequence	b(S) :			
Test results:				
	port consists of: VAG test report forms and es	Decisional rule for performances required and all the measurement uncertainties reported are in conformity with LOVAG General instruction G2 – Measurement Uncertainties, at the last valid revision of the date of LOVAG TRF edition		
Date of Issue	·			
Authorized Representative of Lovag Certification Body		Authorized Representative of the Laboratory		
		Name: Function:		
Signature:		Signature:		
The test report s	elates only to the Items tested. shall not be reproduced except in full en approvisi of the test laboratory	LOVAG TRF 60047-2 Edition 5.1s form 1		

2nd page

LO V AG	Test Report No					
	Page 2 / 323					
SIGNATURES OF THE COMPETENT PERSONS WHO PERFORMED THE TESTS						
Listing of test	Listing of test Signature of the competent person who					
sequence or subclause *	Test item desc	ription	performed the tests Name Date Signature			
subclause "			Name	Date	Signature	
*	see page 3 for samp	le/s under te	esting identification	and report	page	
If necessary, the follow test case does notest object does	Test case valuation Test case valuation					
Other information (if -product receipt date	· · · · · · · · · · · · · · · · · · ·					
-specific test condition						
-other						
	:					
Responsible Observ	ver					
Name :						
Function :			Organiz	ation:		
Addiess						
	Dat	te:	Signat	ture :		
Form 2						
Test laboratory:		IEC 600	947-2: 2016 + AMD1:2	010	LOVAG TRF 60947-2	
			47-2: 2017 + AMD1:20		Edition 5.1a	
		F14 003	2011 T AMD 1.20		Caroni C. 18	

LOVAG Test Report Form

Sample under tests

LO	LOVAG			Test Repo Page 3 / 3	rt No 23	
-	THE SAMPLES UNDER TESTS					
N°	Sample and r	atings	Variant	Sequence or subclause	Page N°	Comments
14	idendification	m[A]	Variant	Subclause		
		\vdash				
					_	
					-	
		-				
note (if	f necessary):					
						Form 3
Test labora	tory:		IF	C 60947-2: 2016 + AN	MD1:2019	LOVAG TRF 60947-2
	-			60947-2: 2017 + AM		Edition 5.1a

Description of test object

.O ∀ AG	Test Report No Page 5 / 323
Description of the test object	
Classification:	
Selectivity categories	□ A □ B
-rated short-circuit withstand current (Icw) -short-time delay associated	page s
Interrupting method	☐ air break ☐ vacuum break ☐ gas break
Design	open construction moulded-case
Controlling of the operating mechanism method	dependent manual operation independent manual operation dependent power operation independent power operation stored energy operation
Suitability for isolation (if yes indicate type actuator) -type of the actuator (a-b-c-d-e-f-g) -method of actuator	
-actuating force (F)	N
Maintainable	
Method of installation	☐ fixed ☐ plug-in ☐ withdrawable
Degree of protection (if individual enclosure is declared)	page

LOVAG Test Report Form

Test sequence description

Test laboratory

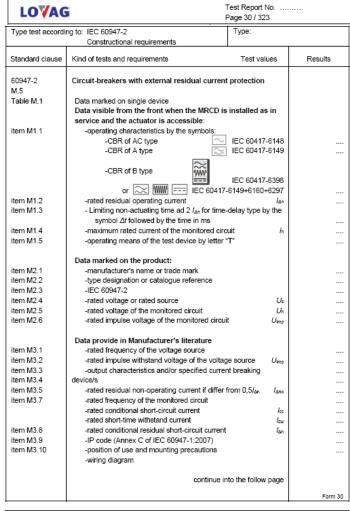
Test Report No. **LOVAG** Page 22 / 323 Standard clause Kind of tests and requirements Test value results TEST SEQUENCE Constructional requirements verification Constructional regirements verification comprises the following tests: Verification in compliance with IEC 60947-2 Test Report Pageform Page No 5.2 Circuit-breaker Marking 23-24 Annex B CBR circuit-breaker 25-26 Annex D Terminals for connection with conductors 27 Annex H Circuit-breaker for IT system 28 Circuit-breakers not fulfilling the requirements for overcurrent Annex L protection Annex M MRCD circuit-breaker 30-34 Annex O ICB Circuit-breaker 35 Annex P Circuit-breaker for d.c. PV system 36 Annex R CBR circuit-breaker with autoreclosing device 37 Constructional requirements Test Report Page Nº Test in compliance with IEC 60947-1 Pageform 8.2.1 Material 8.2.1.1 Resistance to abnormal heat and to fire 7.1.2 Withdrawable circuit-breaker 43 8.2.3 Enclosure for equipment 8.2.4 Mechanical and electrical properties of terminals 45-51 8.2.4.4 8.2.4.7 Pull-out test Electrical performance of screwless-type clamping units 47 8.2.4.8 Ageing test for screwless-type clamping units Effectiveness of indication of the main contact position 48-49 8.2.5 8.2.7 Pull-out, torque and bending test with metallic conduits Form 22

IEC 60947-2: 2016 + AMD1:2019

EN 60947-2: 2017 + AMD1:2020

LOVAG TRF 60947-2

requirements and value results



LOVAG Assessment Report

st page

l	.0 V /	\G	Page 1 / 35			
		Assessment rep	ort N°			
	Test laboratory	:				
	Applicant	:				
	Manufacturer	:				
	Test object	:				
	Type designation	:				
	Date(s) of test(s)					
	IEC Standard for test in conjunction with	: 61439-2: 2011 : 61439-2: 2011				
	EN Standard for test in conjunction with	: 61439-1: 2011 : 61439-1: 2011				
	Test sequence(s)	-				
		-				
	Test results:	:				
	This Test Report consists of: pages LOVAG assessment report forms and other pages					
	Date of issue:					
	Authorized Represents Certification Body	Client responsible of the assessment proposa	d			
	Name:		Name: Function:			
	Signature:		Signature:			
note:	The test result relates only to The test report shall not be		LOVAG ARF 81439-2			
	without the written approval		Edition 2.0d Form 1			

LOVAG Comparison report

1st page

L	LOVAG					
		Comparison rep	ort N°			
Test I	aboratory	:				
Applic	cant					
Manu	facturer	:				
Test	nblect					
	designation					
Date(s) of test(s)	:				
	tandard for test conjunction with	: 61439-2: 2011 : 61439-2: 2011				
	landard for test conjunction with	: 61439-1: 2011 : 61439-1: 2011				
Tests	sequence(s)					
Testr	esuits:					
p	Test Report consi ages LOVAG com other pages	sts of: parison report forms				
Date	of Issue:					
_	orized Represents fication Body	stive of Lovac	Client resoc	insible of the comparison proposal		
	e:		Name: Function: Signature:			
The t	test result relates only t test report shall not be at the written approval	reproduced except in full		LOVAG CRF 61439-2 Edition 2.0d form 1		