LOW VOLTAGE AGREEMENT GROUP (LOVAG)

RULES OF THE AGREEMENT

Issue 9.1
October 2023

RULES OF THE LOVAG AGREEMENT

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Remark:

The draft Issue 9.1 was proposed to and approved by the LOVAG Management Committee in October 2023
Changes from the previous issue are indicated by blue colour.

Signed: **Date: 2023-10-31**

Albert Marginet
CHAIRMAN OF LOVAG

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RULES OF LOVAG AGREEMENT

1. INTRODUCTION

The Low Voltage Agreement Group (LOVAG) has produced and agreed the following Rules of the LOVAG Agreement which form part of and are called up in the LOVAG Agreement.

The Rules may be added to or amended from time to time and agreed by the LOVAG Management Committee. They will come into force on the date they are signed by the Chairman of LOVAG.

2. LOVAG MANAGEMENT COMMITTEE; TERMS OF REFERENCE

2.1. SCOPE

The LOVAG Management Committee is the governing board for the LOVAG Agreement.

The LOVAG Management Committee has to direct and control the affairs of LOVAG and to solve problems arising from the application of LOVAG Agreement.

2.2 TASKS AND RESPONSIBILITIES

The LOVAG Management Committee is responsible for the good operation of the agreement.

Its tasks and responsibilities are in particular:

– to produce and maintain a document "Objectives, Principles of Operation and Membership Requirements", forming part of the LOVAG Agreement.

– to supervise the operation of the LOVAG Agreement in order to maintain mutual confidence between signatories.

– to plan and follow up activities permitting the above objective, such as mutual assessment and comparative tests, according to guidelines given in recognised international documents.

– to decide suspension of a signatory who violates the LOVAG Agreement or conducts his part of the operations in an unsatisfactory way.

– to assess the functions of a signatory body.

– to confirm and appoint an assessment team of experts in charge of investigating the application of a candidate signatory body.

– to decide whether the candidate can become a signatory.
- to decide whether own or employed testing laboratory or laboratories can be recognised.

- after signing the LOVAG Agreement by a new signatory, to appoint a monitor in charge of controls fixed by the Management Committee.

- to decide whether the evidence of respect of the relevant provisions of ISO/IEC 17025 and ISO/IEC 17065 shown periodically by signatory bodies are satisfactory or to decide whether an assessment team shall be established in recognition of the signatory bodies on the basis of the recommendation of this assessment team.

- to verify that the insurance contracts of the signatory bodies are in accordance with the requirements of the addendum to LOVAG Agreement (LOVAG M3).

- to plan the work of the LOVAG Technical Committee and of its working groups

- to bring to the attention of the signatories matters of principles emerging from consultations between officers of signatory bodies on cases of different results or interpretations.

– to confirm or otherwise decisions taken during the interval between two Management Committee meetings by the Chairman.

– to decide actions to be taken on general policy, publication of LOVAG instructions, promotion of the LOVAG Agreement, co-operation with other European and International bodies.

– to mandate a representative in meetings of institutions dealing with matters of testing and certification where required or allowed.

2.3 COMPOSITION

The LOVAG Management Committee is composed of signatory bodies; each signatory body appoints members representing interests involved in the process of certification (manufacturers, users and the certification bodies). Each national delegation is composed of not more than five members.

2.4 PROCEDURES

– The LOVAG Management Committee has a Chairman and Vice-Chairman. Candidates for these functions shall be proposed and seconded at a full meeting of Management Committee and shall be from different countries. Where there is more than one candidate for Chairman and Vice-chairman they shall be elected by a simple majority, each Signatory Body having one vote.

The Chairman and Vice-chairman shall serve for three years, and the Vice-Chairman would normally be elected Chairman for the subsequent three years and a new Vice-chairman elected. The Secretary shall serve for 4 years.

– The Chairman will be neutral in his conduct of committee meetings and will not normally be involved unless the Chairman is the only nominated member

representing his Signatory Body when he shall be able to vote on all matters before the meeting.

– The Secretary and his administrative support shall be provided by an organisation decided by the LOVAG Management Committee.

– Full minutes of the LOVAG Management Committee meeting shall be taken by the Secretary and circulated to all nomination members within three weeks of the meeting.

– The LOVAG Management Committee shall normally meet twice a year, an agenda being produced for the meeting.

– The LOVAG Management Committee shall strive for decisions by consensus.

Where a vote is necessary, each Signatory Body has one vote; In this case, a two-thirds majority of votes of all signatory bodies is sufficient.

The admittance of observers shall be decided at a Management Committee meeting or by agreement by correspondence with all the signatories to the Agreement.

Observers may participate in the discussions but have no right to vote.

– All matters relevant to LOVAG must be brought to the attention of the Management Committee for voting during a meeting.

Where it is obvious that there is insufficient time to convene a meeting and the Chairman is convinced it is in the interests of LOVAG to do so, the Chairman may decide on issues in consultation with the members and with the Secretary. Such decisions shall be confirmed or otherwise at the next meeting of the LOVAG Management Committee.

– A candidate signatory body shall make application to the Secretariat of LOVAG who informs the Chairman of the LOVAG Management Committee. In the same way extensions of the number of testing laboratories or the scope thereof shall be handled.
When an application of a certification body has been received, the secretariat will propose an assessment team of experts, including quality and technical experts, which shall be confirmed by the LOVAG Management Committee. The assessment team shall proceed according to EN ISO/IEC 17011 and check the compliance with EN ISO/IEC 17065. National accreditation can be taken into account, if the national accreditation body is a member of IAF.

Testing laboratories shall be required to show compliance with EN ISO/IEC 17025 and be able to demonstrate this compliance by a national accreditation scheme meeting the Requirements of EN ISO/IEC 17025.

For applicants and members from Europe the costs of assessments (initial and following peers assessments) will be shared in the following way:

Travelling has to be paid by the assessors and the hospitality is paid by the assessed organisation. No fees for the applied time of the assessors are charged.
For applicants and members from outside EU the LOVAG Management has to agree on a modified sharing of costs.

– The suspension of a signatory body who violates the LOVAG Agreement or conducts his part of the operations in an unsatisfactory way shall be agreed by all of the other signatories and formally recorded.

– LOVAG LOVAG Decision Sheets are prepared by the LOVAG Technical Committee and comprising experts designated by each participating Signatory Body with a Chairman appointed by the LOVAG Committee.

– LOVAG LOVAG Decision Sheets are reviewed by the LOVAG Technical Committee and when agreed and endorsed shall be signed by the Chairman of the LOVAG Technical Committee and issued by the LOVAG Secretariat.

– The LOVAG Decision Sheets and their issue status shall be kept by the LOVAG Secretariat and published at the LOVAG website.

- The LOVAG Test Report Forms and their issue state shall be kept by the LOVAG Secretary and published at the protected member's area of the LOVAG website.

2.5 LIABILITY - COMPLAINTS

The acceptance of a signatory body implies only that it operates a well-established certification scheme of its own for a number of categories of equipment covered by the LOVAG Agreement and it complies with the requirements of this Agreement.

In the case of a complaint against the operation of a signatory body, the LOVAG Management Committee may establish an ad hoc panel to investigate the complaint. The panel shall report its findings to the LOVAG Management Committee, which shall decide any action to be taken.

3. LOVAG TECHNICAL COMMITTEE : TERMS OF REFERENCE

3.1 SCOPE

The LOVAG Technical Committee is responsible to the LOVAG Management Committee for reviewing IEC and CENELEC Standards and producing documents necessary for the LOVAG scheme.

It has direct responsibility for technical problems affecting the LOVAG scheme and to refer technical interpretations to the IEC and CENELEC standards bodies.

3.2 TASKS AND RESPONSIBILITIES

The LOVAG Technical Committee is responsible for the technical operation of the certification process of the LOVAG scheme and its tasks and responsibilities are in particular

- to produce and maintain LOVAG Operational Documents
- to produce and maintain LOVAG Verification Instructions (e.g. LOVAG Decision Sheets)
- to produce and maintain LOVAG Verification Report Forms (e.g. Test Report Forms, Comparison Report Forms and Assessment Report Forms)
- to cooperate with the IEC and CENELEC Technical committees in respect of proposals for clarifications and amendments to IEC and CENELEC Standards.

3.3 COMPOSITION

The LOVAG Technical Committee is composed of technical representatives from the LOVAG signatory bodies; each signatory body appoints members representing the interests involved in the process of certification (manufacturers, users and the certification bodies). Each delegation is composed of not more than four members from each signatory body.

3.4 PROCEDURES

The LOVAG Technical Committee has a Chairman who is chosen by the members of the LOVAG Technical Committee and recommended to the Management Committee for approval. They shall be chosen by the members of the Technical Committee by simple majority, each Signatory Body having one vote.

The Chairman will be appointed by the Management Committee for a period of three years and may be re-elected for further periods of three years at the discretion of the LOVAG Management Committee.

In the absence of the Chairman from a Technical Committee meeting the Committee shall appoint a temporary Chairman from amongst the members present for that meeting.

The Technical Committee shall strive for decisions by consensus. Where no consensus is achieved the matter shall be referred to the LOVAG Management Committee.

The Technical Committee must not make any decisions, clarifications or interpretations that change the technical requirements of the IEC or CENELEC Standards.

The admittance of observers to the Technical Committee shall at the discretion of the Technical Committee.

The LOVAG Technical Committee can initiate Working Groups (LOVAG-TC-WG) on specific topics. Each LOVAG signatory has the right to participate with one or more experts. The LOVAG Technical Committee appoints a head of the working group. The head of the WG has the right to invite additional experts as guests.

4. CONDITIONS AND PROCEDURE FOR A LABORATORY TO BECOME A LOVAG REGISTERED TEST LABORATORY

In the text the above acronyms are used:
LCB for LOVAG Certification Body
LRTL for LOVAG Registered Test Laboratory

To become a **LRTL** the following conditions must be fulfilled:

4.1 a) The laboratory must be contracted or belonging to a LCB, who has the global supervision of the quality system of the LRTL. A laboratory shall be permitted to participate in the LOVAG Scheme for more than one LCB.
b) If the country does not have a signatory to the LOVAG Agreement, the LOVAG Management Committee can accept the application from another LCB with a two-third majority only
c) A LCB can make the application for a laboratory from another country, where another LCB exists.
d) A LRTL shall not be permitted to participate in the LOVAG Scheme for more than one LCB for the same certification process
e) **LCB** responsibilities including supervision and traceability requirements. LRTL shall be applied independently by each LCB for the relevant certification process.

4.2 The laboratory must fully comply with ISO/IEC 17025, which can be proved by a national accreditation or by assessments of the LCB itself. Even in the case of a national accreditation the LCB has to make sure, that it can take the responsibility for this compliance.

4.3 The laboratory must fully comply with all the requirements of LOVAG , applicable to laboratories, in particular the laboratory must

a) use the LOVAG Decision Sheets and Test Report Forms for all testing for LOVAG certification and for reporting under the logo of LOVAG.

4.4 The laboratory must be proposed by a LCB to LOVAG Secretariat, for the approbation of the LOVAG Management Committee, in writing (e-mail, telefax or letter) including the proof that the requirements of item 4.2 and 4.3 are fulfilled.

4.5 For becoming a **LRTL** the LOVAG Management Committee must give its approval with a simple majority (in case 4.1 b with a two-third majority) of the LCB (on application by the proposing signatory approval by e-mail is acceptable between the meetings of the Management Committee)

4.6 NOTIFICATION TO THE LOVAG SECRETARIAT

a. A **LCB** wishing to register a new **LRTL** for recognition within the LOVAG Schemes shall inform the LOVAG Secretariat by submitting a completed Form (see Annex 1) and confirming that records of assessments are available for scrutiny. The LCB shall also inform the LOVAG Secretariat when the agreement with the **LRTL** changes or if it is cancelled.
b. The LOVAG Secretariat shall keep the record list updated giving details of **LRTL** facilities registered within the LOVAG Schemes and operating in accordance with this OD.

4.7 ASSESSMENT, AUDITING AND VERIFICATION OF COMPETENCE

a. Responsibility for the initial assessment of the **LRTL** rests with the **LCB**, in accordance with relevant LOVAG Operational Documents.
b. Additionally, at each subsequent visit to the **LRTL**, the initial assessment results shall be re-validated, as necessary to ensure the ongoing suitability of the facility. The required level of re-assessment and the frequency of visits depend on the changes of the **LRTL** organization and facilities.
c. Any assessment or re-assessment activity is to be fully documented by the **LCB**. An Assessment Report shall be available. Records shall be maintained for a minimum of ten years. The documentation shall be made available upon request by any **LCB**, and for scrutiny at any subsequent LOVAG Scheme re-assessment.
d. Control is carried out at least annually and may be combined with the supervision of testing where required.
e. **LCB** reviews LOVAG Test Reports issued by the LRTL.
f. A re-assessment is carried out every three years.

5. SUB-CONTRACTING OF TESTING TO LOVAG REGISTERED LABORATORIES

Sub-contracting between LOVAG Registered Laboratories is allowed under the following conditions.

1. The sub-contracting laboratory conducts the majority of the testing of the equipment. If this is not the case then the application should be offered to another LOVAG Registered Laboratory.

2. The client must be advised that the testing is to be sub-contracted and the client must accept the sub-contracting of the testing to the sub-contract laboratory.

3. Sub-contracting may only be made to another LOVAG Registered Laboratory where the original laboratory does not have the required testing capability and the sub-contract laboratory has the capability within its registered scope.

4. Only complete test sequences shall be sub-contracted when sub-contracting may jeopardise the condition of the test sample between tests on the compliance to test requirements of the relevant standard.

   The transfer of samples to and from the sub-contracting laboratory to the sub-contract laboratory must be under carefully controlled conditions by the sub-contracting laboratory to ensure the validity of the test sample and that it is not damaged.

5. Test reports and certificates shall be prepared using standard LOVAG procedures by the sub-contracting laboratory with the identification of the sub-contract laboratory and the tests carried out by that laboratory on the front sheet of the report.

6. LOVAG Certificate(s) shall be issued by the Certification Body having a contract with the sub-contracting Laboratory. The sub-contract laboratory shall be identified on the LOVAG Certificate Front Sheet.

6. WITNESSED SUB-CONTRACTING OF TESTING TO NON_LOVAG REGISTERED LABORATORIES

Sub-contracting for testing according to the list below (see item 7) from a LOVAG Registered Laboratory to a laboratory accredited for these kind of testing is allowed under the following conditions:

1. The client and the Certification Body must be advised that the testing is to be sub-contracted and the client must accept the subcontracting of the testing to the sub-contract laboratory .

2. Sub-contracting may only be made to a laboratory accredited for the testing according to the list below and where the original laboratory does not have the required testing capability and the sub-contract laboratory has the capability within its registered scope.

3. Only complete test sequences shall be sub-contracted when sub-contracting may jeopardise the condition of the test sample between tests on the compliance to test requirements of the relevant standard. The transfer of samples to and from the sub-contracting laboratory to the sub-contract laboratory must be under carefully controlled conditions by the subcontracting laboratory to ensure the validity of the test sample and that it is not damaged.

4. Test reports and certificates shall be prepared using standard LOVAG procedures by the subcontracting laboratory with the identification of the subcontract laboratory and the tests carried out by that laboratory on the front sheet of the report.

5 LOVAG Certificate(s) shall be issued by the Certification Body having a contract with the subcontracting Laboratory. The sub-contract laboratory shall be identified on the LOVAG Certificate Front Sheet.

6. List of tests which can be subcontracted to non LOVAG registered Laboratories

1.) EMC Testing according to 61000 series
2.) Tests to verify the degrees of protection provided by enclosures according to IEC/EN 60529
3.) Environment testing according to IEC 60068 series to verify:
    - the climatic compatibility
    - the vibration/shock compatibility
4.) Tests for the verification of resistance to flame-propagation according to IEC 60439-2 clause 8.2.14 and IEC 60333-3
5.) Tests for verification of fire-proofing in building penetrations according to IEC 60439-2 clause 8.2.15 and ISO 834

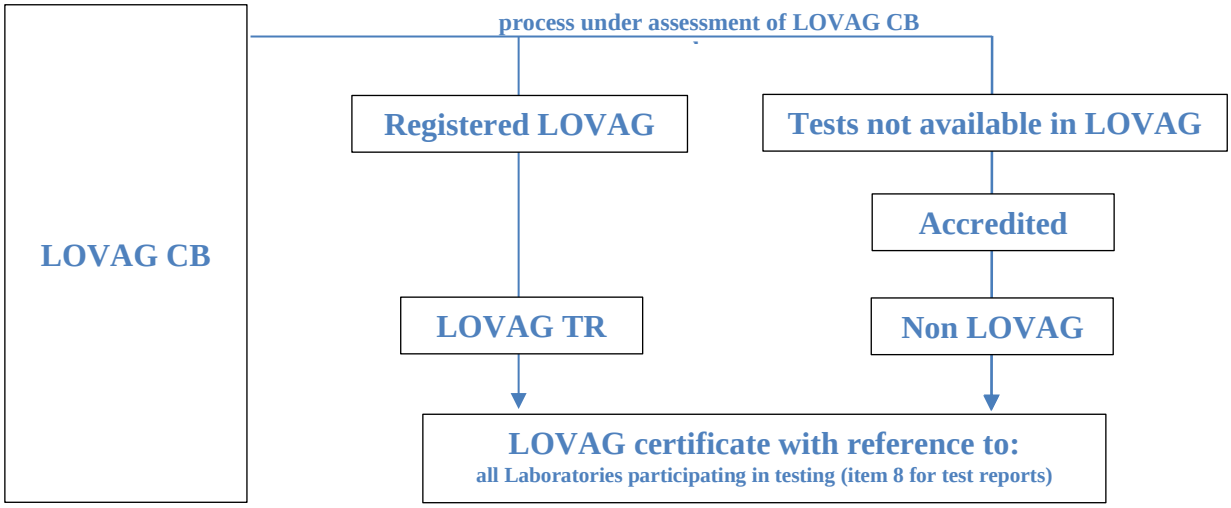
7. TESTING (or part of testing) TO NON-REGISTERED LOVAG LABORATORIES

Testing or part of testing could be performed in a non-registered LOVAG Laboratory.
This should be the case in which the registered LOVAG laboratory in charge of the certification tests have no the tests capacity to perform part of these tests (e.g.: short-circuit tests capacity for some specific rated voltage / short-circuit current) or some other specific and noted conditions.
This is allowed under the follow conditions:

1. The non-registered LOVAG laboratory shall be recognized and accredited by the national accreditation system under IEC 17025 (last valid edition).
    i. The accreditation shall be valid for the tests to be performed
    ii. The Lab applies the accredited rules
2. The non-registered laboratory shall be used as last option and only after verification that
    i. No other LOVAG registered laboratory include the performances needs
    ii. Clear and noted conditions were preferred by the Applicant
3. LOVAG CB shall verify that the accredited Laboratory guarantees the minimum requirements in terms of:
    i. verification of uncertainty during the certification tests (see limits of LOVAG G2)
    ii. adoption of LOVAG decision sheets, if the case
    NOTE: the registered LOVAG laboratory shall provide the document
4. LOVAG CB shall be advised about the non-registered laboratory used before the start of certification procedures (e-mail should be enough)
    i. LOVAG CB could be accept or no the non-registered laboratory chosen
5. Only complete test sequences shall be performed when these may jeopardize the condition of the test sample between tests on the compliance to test requirements of the relevant standard.
6. The transfer of samples to and from the laboratories must be under carefully controlled conditions by the registered LOVAG laboratory to ensure the validity of the test sample and that it is not damaged.
7. Tests at non-registered LOVAG laboratory need not necessarily to be in LOVAG TRF format.
8. The final test report issued by the non-registered LOVAG laboratory shall be included in integral part as attachment to the original test report issue from the original registered LOVAG laboratory, depending on the relevant standard requirements

LOVAG Certificate(s) shall be issued by the Certification Body using LOVAG procedures and LOVAG form
All the laboratory/ies used for the issue of the certificate(s) shall be identified on the LOVAG Certificate Front Sheet.

See block scheme at follow:



8. FREQUENCY OF LOVAG MANAGEMENT COMMITTEE MEETINGS

LOVAG Management Committee meetings shall be held as required. The conditions for the meetings shall be as follows:

1. Urgent matters will be circulated by post or fax or e-mail to Members of the Management Committee between meetings to which the Members need to respond quickly or accept the decision taken on replies received. Where comments are received the paper and comments will be circulated for agreement.

2. The minutes of the LOVAG Technical Committee are already reviewed by the Management Committee and thus decisions taken at the Technical Committee will be reviewed.

3. Where agreement cannot be reached by post or fax or e-mail to the Management Committee an ad hoc meeting shall be called.

4. Ad hoc meetings can also be called for by any two Members and the Chairman.

ANNEX 1

AGREEMENT REPORT TO THE LOVAG SECRETARIAT

Upgrade to new program	☐	**New LRTL**	☐

LCB	
Address	
Date	
Name	
Signature	

Test Laboratory	
Address	
Country	

Contact Person (Last name, first name and email)	

Date of initial agreement		Date of latest revision of agreement	

Standards / Tests covered by the agreement

Standard	Details

Note: For clarity and consistency, use the following terms in the Details column:
"All clauses" – where the LRTL is accepted for all tests under a standard, or
"All clauses except …" (list the exceptions), or
"Accepted clauses…" (list the accepted clauses)