



IECRE OPERATIONAL DOCUMENT

**IEC System for Certification to Standards relating to Equipment for use in
Renewable Energy applications (IECRE System)**

Clarification Sheets (CSH)





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Purpose

This document is to facilitate the efficient operation of the RECBs and RETLs whenever a uniform application of the standard and/or a test method is needed for the smooth operation of the IECRE System.

One of the tasks of the IECRE and its Operating Management Committees (OMC) is to improve uniform application of the IEC Standards used in certification related to Renewable Energy Standards. The requirements for uniform application are collected as clarification sheets (CSH). The certification bodies and testing laboratories approved by the REMC are required to apply these CSHs.

If an entity feels that there might be mistakes or gaps in the standards as it relates to the application of conformity assessment, the question will be transferred to the applicable OMC for further action and possible clarification.

Clarification Sheets shall not change the requirement that is specified in a standard.

1 Source of Enquiries

Formal enquiries may be made by / through the following:

- IECRE Certification Bodies (RECBs) or RE Testing Laboratories (RETLs)
- IECRE Management Committee (REMC)
- IECRE Operational Management Committee (OMC)
- IECRE Stakeholder Groups and Assessment Bodies
- IECRE Secretariat
- IEC Technical Committees (TCs)

2 Procedures

2.1 The entity entitled to request formal interpretation by the applicable OMC(s) provides the IECRE Secretariat with the “OMC CLARIFICATION SHEET” duly filled in (see Annex A) as a WORD document.

2.2 After validation and accepting the enquiry from the administrative and technical point of view the Secretariat forwards the enquiry to the applicable OMC(s) Chairman within two weeks of receipt.

2.3 The OMC Chairman determines the validity of the enquiry and upon acceptance passes it to the IECRE Secretariat. The Secretariat will assign a tracking number (future CSH number) and circulates it to the relevant OMC Members, or review group (SG, WG, e.g.) if applicable, for their further consideration and comments with a 4-week commenting deadline.

2.4 On the basis of the comments received from the OMC Members, the Secretariat:

- Summarises the responses received and determines if consensus has been achieved
- Circulates the draft CSH to the OMC Chairman for decision as to whether discussion is needed at an OMC meeting, or if the CSH can be approved, finalized, and published (in the event that consensus has been obtained);

If finalized, the Secretariat publishes the CSH and sends it to the IEC Technical Department for circulation to the appropriate TC/SC and notifies the OMC Members;

If by the determination of the OMC Chairman and/or Secretariat that the CSH cannot be finalized, then the proposed CSH will be added to the agenda of the next OMC meeting for discussion and/or vote.

2.5 On the basis of comments received by a review group (SG, WG, e.g.), the Secretariat:

- Summarises the responses received and determines if consensus has been achieved;
- If consensus has been achieved, submits the CSH, via letter ballot or as an agenda item for an upcoming OMC meeting, for OMC Membership approval;

- If no consensus by the review group has been attained, the Secretariat includes the proposed CSH on the Agenda of the next OMC meeting for discussion and/or decision.

Once the CSH is approved by the OMC, the Secretariat publishes the CSH and sends it to the IEC Technical Department for circulation to the appropriate TC/SC and notifies the OMC Members;

2.6 An enquiry may also be received from an IEC TC/SC as a consultation in the process of developing an official IEC Interpretation to a Standard for which the TC/SC has responsibility. A response from an OMC will be expected by the IEC TC/SC. Such enquiries, however, generally will not result in a development of an IECRE Decision.

2.7 The publication of an IEC Interpretation shall be reviewed by the OMC Chairman to verify if an IECRE CSH has to be revised or withdrawn. To avoid duplication an IEC Interpretation will not be published as IECRE CSH.

Annex A - OMC Clarification Template



OMC CLARIFICATION SHEET

Standard(s) (incl. year)	Sub-clause(s)	For Secretariat use only	
		CSH No.	CSH pub. date
Subject	Keywords	Provided to:	
Question			
Rationale			
Proposal (if any)			
Clarification Request Originator			
<input type="checkbox"/> RECB/RETL	<input type="checkbox"/> IECRE REMC	<input type="checkbox"/> IECRE OMC	
<input type="checkbox"/> IECRE Secretariat	<input type="checkbox"/> IEC/TC		
Date of query submittal	Name	Organization	
Final CSH Decision			

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