



# **IECRE OPERATIONAL DOCUMENT**

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

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**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 document and/or a test method is needed for the smooth operation of the IECRE System.

One of the tasks of the IECRE and its Sector Working Groups (SWG) is to improve uniform application of the IEC documents 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 documents as it relates to the application of conformity assessment, the question will be transferred to the applicable SWG for further action and possible clarification.

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

## Source of Enquiries

Formal enquiries may be made by / through the following:

- IECRE Certification Bodies (RECBs), RE Testing Laboratories (RETLs), Inspection Bodies (REIBs) or RE Customer Test Facilities (RECTFs)
- IECRE Management Committee (REMC)
- IECRE Sector Working Groups (SWG)
- IECRE Stakeholder Groups (SGs) and Assessment Bodies
- IECRE WGs
- IECRE Secretariat
- IEC Technical Committees (TCs)

## Procedures

**2.1** The entity entitled to request formal interpretation by the applicable SWG(s) provides the IECRE Secretariat with the “SWG 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 SWG(s) Convenor within two weeks of receipt.

**2.3** The SWG Convenor 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 TC/SC Secretary(s) review groups as identified by the SWG Convenor (SG, WG, e.g.) if applicable, for their further consideration and comments with a 4-week commenting deadline. The SWG Convenor circulates the CSH within the SWG for comments with the same commenting deadline if necessary. A compilation of comments per review group is submitted to the Secretariat within the afore-mentioned deadline, in a harmonized template (i.e. using the IEC standard commenting form).

**2.4** On the basis of the comments received from the TC/SC Secretary(s), review groups and SWG Members, the Secretariat:

- Summarises the responses received and determines, in consultation with the SWG Convenor, if consensus has been achieved
- If no consensus by the review groups has been attained, the Secretariat determines the further steps needed with the SWG Convenor.
- Comments received are submitted to the entity that proposed the CSH, for consideration and potential revision of the CSH. If need be, the Secretariat will submit a revised CSH for another commenting period to the relevant review groups.

- If consensus has been achieved, submits the CSH, via letter ballot or as an agenda item for an upcoming REMC meeting, for REMC Membership approval.
- Upon approval, the CSH is published by the Secretariat in the relevant area of the IECRE website and sends it to the relevant TC/SC Secretary(s).

**2.5** 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 document for which the TC/SC has responsibility. A response from an SWG will be expected by the IEC TC/SC. Such enquiries, however, generally will not result in a development of an IECRE Decision.

**2.6** The publication of an IEC Interpretation shall be reviewed by the SWG Convenor 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 - SWG Clarification Template



## SWG 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/REIB/RECTF | <input type="checkbox"/> IECRE REMC | <input type="checkbox"/> IECRE SWG   |               |
| <input type="checkbox"/> IECRE Secretariat    | <input type="checkbox"/> IEC/TC     | <input type="checkbox"/> IECRE WG/SG |               |
| Date of query submittal                       | Name                                | Organization                         |               |
|   |                                     |                                      |               |
| Final CSH Decision                            |                                     |                                      |               |
|   |                                     |                                      |               |

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RELATING TO EQUIPMENT FOR USE IN RENEWABLE  
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