



3C/967A/INF

For IEC use only

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## INTERNATIONAL ELECTROTECHNICAL COMMISSION

### TECHNICAL COMMITTEE NO. 3: INFORMATION STRUCTURES, DOCUMENTATION AND GRAPHICAL SYMBOLS

#### SUBCOMMITTEE NO. 3C: GRAPHICAL SYMBOLS FOR USE ON EQUIPMENT

### Quick Reference Manual for the Validation Team for IEC 60417

This Quick Reference Manual is intended to provide a "hands-on" guideline for members of the Validation Team for IEC 60417, as the fulfilment of the tasks of a Validation Team member is not a daily task.

This document supersedes the document 3C/967/INF.

#### 1. Introduction

The database for the publication and maintenance of *IEC 60417 Graphical symbols for use on equipment*, is available at <http://www.graphical-symbols.info/equipment>.

Validation Team members have an access right to the database that allows them to **read** all Graphical Symbols in terms of Graphic, Title, optional Product Areas, Descriptions, optional Notes and Change Requests (CR) with all status, and to **write** in the CR when it has the status "For evaluation" or "For validation."

The database itself contains the most basic instructions for its use: see the *Introduction* and the *General description*. Primarily intended for readers/subscribers they are also applicable for the validation team members. Those instructions are maintained in the database and are therefore not repeated in this document.

A complete description of the validation procedure is available in the ISO/IEC Directives, IEC Supplement, Annex J.

The validation team members are listed on the IEC Web site (<http://www.iec.ch>), under SC 3C Dashboard > General information > VT 60417.

Correspondence within the Validation Team is carried out by means of e-mail for which a mail distribution list [vt60417@iec.ch](mailto:vt60417@iec.ch) has been set up.

NOTE – The distribution list "[vt60417@iec.ch](mailto:vt60417@iec.ch)" lists all validation team members including deputies. It is continuously updated by Secretary based on automated notification of the IEC Experts Management System.

## 2. Tasks of the Validation Team

The tasks of the Validation Team are the following, according to the description on the IEC Web site:

*To evaluate and validate proposed graphical symbols for use on equipment and vote for their release as part of the database standard IEC 60417 in accordance with Annex J of the IEC supplement to the ISO/IEC Directives.*

*The delegates to the team act on behalf of their National Committees.*

This means:

- **Evaluation of proposals:** members of the validation team nominated by the National Committees examine the applicability of the proposals for creating or changing a graphical symbol and reach consensus on its acceptance for work;
- **Selection of procedure:** the validation team decides whether the normal database procedure or the extended database procedure should be followed for a further development of the graphical symbol;
- **Validation of graphical symbols:** the validation team votes on behalf of their National Committees for release of a graphical symbol.

This document will describe step by step what to do for these tasks.

## 3. Evaluation of proposal and selection of procedure

A proposal for a new graphical symbol or modification of an existing graphical symbol has been forwarded to the Secretary of SC 3C. The proposal is entered into the database as a Change Request (CR). The term "Change Request" is used in all cases, irrespective of whether it is a new graphical symbol or a modification of an existing. (It is in any case a change of the database content). The CR gets automatically an identification number on the form *Cnnnnn* (e.g. C00056), which is to be used for referencing.

When the proposal is considered good enough for processing, the Secretary sets the status of the CR to "For evaluation," and informs the validation team members via the e-mail exploder ([vt60417@iec.ch](mailto:vt60417@iec.ch)), that the Change Request *Cnnnnn*, is **ready for evaluation** before a stipulated date (normally 8 weeks ahead).

**Evaluation, step 1** – On receipt of the e-mail from the secretary, the validation team member should enter the IEC 60417 database. **The username and password as validation team member shall be used in order to get the correct access** to the Change Requests, otherwise the information might be hidden, and the "Edit" pushbutton will not appear.

NOTE - Once logged on to the database, it will remember who you are until your web browser is stopped. If you have two user names, e.g. one as "subscriber/reader" and another as "VT member," the only way to switch between these identities is therefore to stop the web browser completely, start it again and then go to the database and logon as the other user.

In the left-hand panel, select "Maintenance: CR for action," and a list of the change requests open for evaluation and validation will appear, together with the date before which this should be done. Click on the number of the CR to open it. It will open in a separate, smaller, window.

**Evaluation, step 2** – Study the proposal. Note that the relevant graphical symbol numbers listed at the top of the CR are blue, i.e. you can click on them and jump directly to the single-sheet symbol pages and back. In this step, you are expected to give your opinion on two things:

1. **evaluate the proposal:** should the proposal be accepted for further work or rejected? If you think it to be accepted for further work, simply say so. If you think that it should be

rejected, also **give the reason**, since the proposer has the right to be informed about the reason for rejection according to the procedures.

2. **select procedure:** should the normal or the extended database procedure be used? The normal database procedure is the quickest one and expected to be most frequently used. So, especially if you think that the extended database procedure should be used, also give the reason.

**Evaluation, step 3** – Write your comments directly in the Change Request. Press the button "Edit" at the top of the CR. The CR will then change to "edit mode" and the text will appear in "boxes" where it can be edited.

Write your comments in the box "Comments at evaluation."

NOTE – Do not make any "carriage returns" in the box (it comes automatically), except between the comments.

Note that all VT members are writing in the same box. Therefore, in order to separate between the comments, always start your comment by identifying yourself. This is done by the country code + your initials within parenthesis. Examples: AT(GNEN): for "Austria" and "Gerhard Nentwich," and CZ(JRYM): for "Czech Republic" and "Josef Rymus."

NOTE – If you by mistake overwrite or in any way change or destroy (or think that you might have changed or destroyed) what somebody else has written, be sure not to press the "Save" button. Leave the window by pressing "Quit," the computer will then close the window without saving. Then open the CR again and start from the beginning.

If the CR includes more than one graphical symbol, separate the comments clearly and be sure to give appropriate reference to the actual graphical symbol number for each comment.

**Evaluation step 4** - Save your comments. Close the window, open it again and check that your comments look the way you want in "read" mode. (You cannot use the "Back" button only for this. It will just bring you back to an older version of the window. You have then completed your part of the evaluation.

**Important!** The CR can be used for discussion among the VT members. You can give your observations to the comments from other VT members, and you are, of course, free to add (or change) your comments until the end of the evaluation period.

At the end of the evaluation period the secretary will draw the conclusion of the comments made, and decides on how to proceed. These conclusions and the decision will be documented at the end of the box "Comments at evaluation."

#### 4. Validation of graphical symbols at the normal database procedure

If the evaluation has resulted in a decision to use the normal database procedure, the secretary will make the final preparation of the single-sheet symbol page including graphical appearance with dimensions, classifications, etc.

When good enough for processing, the secretary sets the status of the CR to "For validation," and distributes an e-mail message to the validation team members that the Change Request *Cnnnn* is **ready for validation**, with a stipulated closing date, and this is where your part of the work starts.

**Validation, step 1** – On receipt of this message, the VT member should re-visit the Change Request in the same way as in "Evaluation, step 1."

**Validation, step 2** – Study the proposal and give your vote. One VT-member per National Committee has the obligation to vote just as National Committee P-members are obliged to vote on an FDIS.

**Validation, step 3** – Change to edit mode by pressing the Edit pushbutton of the CR.

Write your vote in the box "Voting at validation." Identify yourself as in "Evaluation step 3," specify actual graphical symbol numbers, and vote Yes or No (just as in the case of voting on an FDIS). As in the case of FDISes, negative votes should be accompanied by a technical justification.

**Validation, step 4** – Save the CR. Close the window, open it again and check that the CR looks good in "read mode" and you have then completed your part of the validation.

At the end of the validation period the Secretary summarises the votes and draws the conclusions on the result. This is documented in "Voting at validation."

The status of the CR is then changed to "Resolved," which makes it write protected, and the CR constitutes, therefore, the record of the complete evaluation and validation procedure.

The change requests are not accessible for normal subscribers to the database, but IEC technical officers (i.e. Chairmen, Secretaries, and Convenors who have applied for and got "IECTech" access to the database) can read them, and follow the procedures. This is for the support of the co-operation with other Technical Committees.

If the change request has been positively met the new graphical symbol(s) or the modification(s) will be implemented in the database without delay.

#### **5. No action from the Validation Team at the extended database procedure**

If the decision at the evaluation has been to apply the extended database procedure, the validation team is not involved in the subsequent procedure.

In this case, conventional documents (CD, CDV, FDIS) with reference to the relevant Change Request are circulated to the National Committees. These documents will be dealt with in accordance with the normal IEC procedure and result documents (RVC, RVD) prepared. The difference compared to the normal IEC procedure is that the actual graphical symbol descriptions will be contained in the database only. References to the circulated documents will be included in the Change Request.

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