

GENERAL INFORMATION  
ON  
PTP PROCESS  
FOR  
ELECTRICAL TESTING  
LABORATORIES  
AND  
ASSOCIATED ORGANIZATIONS  
IN THE  
IECEE CB SCHEME

Time line (guide only)	IFM Responsibility	CTL Responsibility	IECEE Responsibility	NCB Responsibility	Laboratory Responsibility
	<p>Directed regarding Decision to consider offering a PTP</p> <ul style="list-style-type: none"> <li>•Contact WG2</li> </ul> <p>Gather background information</p> <p>In conjunction with TA's:</p> <ul style="list-style-type: none"> <li>•Determine aims of program</li> <li>•Design of program</li> <li>•Types of samples</li> </ul>	<p>WG2 Appoints appropriate technical advisers (TA's) for the program and commence discussions with IFM</p>	<p>OD-CB2003 and 2019 published by IECEE Secretariat Updated copies to IFM as published</p>		
	<p>Formal project plan written in conjunction with IECEE CTL WG2 and technical advisers. Plan is initiated with IFM.</p>	<p>Technical advisers contribute to project plan and discussions. Discussions include the acquisition and homogeneity testing of samples.</p>			
	<p>Using laboratory lists and other resources, update or create a list of laboratories that may be interested in participating in the program.</p>	<p>Technical advisers review homogeneity data and other relevant information.</p>		<p>Provide list of laboratories to IFM.</p>	

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8 weeks prior to issue date	<p>Formal notification to NCB's and laboratories of intent to run the program, design and likely dates of distribution. Start date set 2 months in advance.</p> <p>Provide list to IECEE secretariat of laboratories "due" to participate</p> <p>Email to all IECEE CBTL's (with copy to NCB's) and IECEE secretariat</p>		Reminder sent to NCBs regarding programs, with advice to ensure NCBS enrol laboratories	Appoint the laboratories to participate in program	Laboratories enrol in programs with notification to NCBs
3 weeks prior to issue date	Check enrolment status of CBTL's 3 weeks before program begins. Notify NCB's and IECEE secretariat of current enrollments	Technical advisers review the instructions and results sheets to be sent to participants	Reminder sent to NCB regarding laboratories that should be enrolling	Reminder sent to those laboratories still not enrolled, and are without good reason for not enrolling	Laboratories enrol in programs with notification to NCBs

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2 weeks prior to issue date	Issue basic information regarding the testing instructions to enrolled participants. Participants can at this time confirm testing is still within scope of their capabilities.				Respond confirming they will participate. Ensure that payment for participation has been sent.
Issue date	Distribute samples. Provide list to IECEE of CBTLS that have enrolled in the program.		Inform NCBs and once again remind NCBs to enrol laboratories in programs.	Once again remind laboratories not enrolling, but in scope, that they should participate, or enrol laboratories on their behalf.	Laboratories receive samples and test according to the instructions.
Issue date+ 6 weeks					Return results by the due date.
Issue date +8 weeks	Provide interim information to technical advisers and WG2 regarding the outcome of the program. Decide whether planned acceptance criteria are still relevant	Technical advisers provide feedback and advice to IFM regarding the acceptance criteria for the program results. WG2 to provide input if required.			

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Issue date + 10 weeks	<p>Issue the interim report for the program to laboratories with copy to NCBs, identifying to NCB those laboratories associated with NCB.</p> <p>Issue a summary report to IECEE secretariat indicating CBTs that have participated, plus list of laboratories that are tentatively required to perform follow up activities.</p> <p>Further data analysis and preparation of final report</p>	<p>Technical advisers and WG2 provide guidance and feedback regarding report content and aspects of analysis.</p>		<p>Communicate with laboratories to ensure any necessary corrective actions are commenced.</p>	<p>Review the interim report. Acknowledge that follow up activities will be performed, if required. Copy NCB on all correspondence. Commence follow up activities, if required. (Follow up activities must be completed within 4 months.)</p>
Issue date + 14 weeks					<p>All labs should at this time have acknowledged regarding follow up activities.</p>
Issue date + 15 weeks	<p>Notify NCBs of CBTs that have not responded properly to follow up request. Copy to IECEE secretariat.</p>			<p>NCBs follow up CBT responses</p>	

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Issue date + 16 weeks	Provide draft of final report to WG2 and TA's for comment Notify IECEE secretariat of any laboratory that has not yet acknowledged regarding their follow up activities.				
Issue date + 17 weeks		Ensure suitable comments are returned to IFM regarding draft report			
Issue date +18 weeks	Prepare and issue final reports and individual evaluation reports. Send copy to NCB representatives for each lab. Summary list to IECEE secretariat.				
Issue date + 26 weeks	Notify NCBs and IECEE secretariat of any laboratories not completing follow up activities.		Via NCB, enforce completion of corrective actions.	NCBs to enforce completion of follow up activities.	Ensure all follow up activities are completed