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The Japan Electrical Manufacturers' Association
Japan Short-Circuit Testing Committee

Rules to Issue STL Type Test Certificate by Japan Short-Circuit Testing Committee

1. Scope

These rules prescribe matters regarding the issuance by the Japan Short-Circuit Testing Committee (hereinafter referred to as “JSTC”) of the STL Type Test Certificate to be issued at the request from a JSTC member laboratory (hereinafter referred to as “member lab”).

2. Scope of Issuance and Construction of STL Type Test Certificate

JSTC forms JSTC Type Test Certificate Committee (hereinafter referred to as “JSTC-CC”), consisted of a chairperson, committee members, and a secretariat, which acts as a member of Short-Circuit Testing Liaison (hereinafter referred to as “STL”), and issues STL Type Test Certificate in accordance with the provisions of STL. A deputy chairperson is appointed for JSTC-CC to ensure that the duties of the chairperson are carried out in his/her absence.

The STL Type Test Certificate, which is approved by JSTC as being able to be issued, shall consist of the STL Type Test Certificate front sheet and the second sheet which are specified in the STL General Guide (appended form 1, hereinafter referred to as “certificate document”), and a report prepared by the laboratory (hereinafter referred to as “report body”) that conducted the test, and shall fulfill the following conditions;

- 1) The test shall be one of the six basic type tests of which issuance of STL Type Test Certificates are approved under Chapter 5 of the STL General Guide.
- 2) The laboratory that conducts the test shall be one of the JSTC member lab and the test items shall be those in the scope of accreditation of the testing laboratory accredited according to ISO/IEC 17025.

Note: The STL Type Test Certificate is not a product certificate or a certificate for product quality assurance.

3. Issuance and Management of STL Test Certificate

The issuance and management of the STL Type Test Certificate shall be conducted as follows:

- 1) The STL Type Test Certificate shall be issued by JSTC under the administration of JSTC-CC.
- 2) The certificate document shall contain the necessary items such as the certificate number registered by the secretariat.
- 3) The STL Type Test Certificate is valid after it is signed by the chairperson (hereinafter referred to as “approval signatory”). If the chairperson is unable to sign the certificate, the deputy chairperson shall sign it.
- 4) One duplicate of the certificate document shall be kept by the secretariat as a copy of the STL Type Test Certificate at JSTC-CC.
- 5) The record of issuance of the STL Type Test Certificate shall be managed by the secretariat.

4. Application for Issuance of STL Type Test Certificate

A JSTC member lab may apply for the issuance of a STL Type Test Certificate in accordance with the following procedure.

- 1) The member lab shall enter necessary items in the application form for issuance of the STL Type Test Certificate (appended form 2), and submit to the secretariat. While entering for the first time, the member lab shall attach the application form with the promissory letter for the issuance of the STL Type Test Certificate (appended form 3).
- 2) The secretariat shall check the content of the application, and if not incomplete, shall inform the applying laboratory of the fact that the application has been accepted together with the Registration number.
- 3) The application form shall be managed by the secretariat.

5. Witness to Test for STL Type Test Certificate

The test for the issuance of the STL Type Test Certificate shall be conducted under the witness of two inspectors who are appointed by JSTC-CC and agreed upon by the laboratory, and, furthermore, at least one of the two inspectors shall belong to an organization other than the applying laboratory. However, if the test object manufacturer or the client of the test has no relation with the laboratory in terms of capital ties, technical alliance and the like, only one inspector belonging to the laboratory may witness. In this case, this condition shall be clearly described in the application form.

Note 1: Where one of two inspectors can not witness all of the test items due to an unavoidable reason such as an urgent change of schedule, some of the test items may be witnessed by only one inspector.

Note 2: Where an inspector belonging to an organization other than the applying laboratory can not witness the test, the test may be witnessed by a third-party witness agreed upon by JSTC-CC.

6. Qualification and Obligation of Inspector

The qualification and obligation of the inspector is as follows:

- 1) The qualification of the inspector of the test for issuance of the STL Type Test Certificate shall be appointed and registered in advance by JSTC-CC. In addition, the registration shall be reviewed once a year.
- 2) The laboratory that conducts the test shall directly negotiate with the inspector with regard to the fees, schedules and other matters before conducting the test. JSTC-CC will at no time be involved in the negotiation in any capacity. However, if a problem arises between the laboratory and an inspector or inspectors, the secretariat may get involved in the matter.
- 3) The inspector shall perform their obligation as a prudent test inspector. The procedure for witness to the test shall be in accordance with the “Rules for Inspectors of STL Type Test Certificate.”
- 4) The inspectors shall submit the witness report (check sheet, etc.) specified by JSTC-CC to the approval signatory.
- 5) The inspectors shall verify that the test has been conducted without any problems and shall sign the report bodies completed at the laboratory.

- 6) The inspectors shall, after all of the witnessed tests have been completed, submit the reports containing the name of the laboratory, name of the test, date(s) of the test, work hours, witness fees and other necessary matters (appended form 4) to the secretariat.
- 7) The inspectors shall, if any questions have arisen with regard to the test and the questions can not be solved between themselves and the laboratory, report the matter to the laboratory and JSTC-CC. JSTC-CC shall, in accordance with the inspectors' opinions and after confirmation from the laboratory on the matter, judge the validity of the test.

The qualification, appointment, witness procedure and other items with regard to the test witness shall be supplemented in the "Rules for Inspectors of STL Type Test Certificate, Japan Short Circuit Testing Committee", which is to be separately established.

7. Issuing Procedure of STL Type Test Certificate

The issuing procedure of a STL Type Test Certificate is as follows:

- 1) A laboratory that submits an application for a STL Type Test Certificate shall submit the number of copies of the report bodies required by the laboratory attached to each copy of the certificate document specified by JSTC-CC to the inspector(s) for review. The certificate document shall be signed by the representative of the laboratory. The inspector(s) shall check the document and the test report for the application and shall verify that the document and the test report are without any defects, and then report to the secretariat and the approval signatory.
- 2) The above certificate document shall be signed by the representative of the laboratory that conducted the test and the approval signatory.
- 3) The approval signatory shall check the content of the report bodies based on the witness reports of the test, etc., and, if finding no problems, shall sign the document. Furthermore, the approval signatory shall sign the application form for communication to the secretariat.
- 4) The applicant laboratory shall send a duplicate of the certificate document related to the issued STL Type Test Certificate and the application form signed by the approval signatory to the secretariat.
- 5) Where the approval signatory requires, a deliberation council for the content of the certificate shall be convened to discuss the validity of the certificate.

8. Items to be contained in STL Type Test Certificate

The STL Type Test Certificate shall contain at least the items required in the IEC standards and STL Guide applicable to the test and the certification. In principle, the STL Type Test Certificate shall contain following items:

- 1) "Certificate document" (refer to STL General Guide)
- 2) Ratings of the test object (Ratings assigned by the manufacturer: refer to STL Guide)
- 3) Test items, test methods, test conditions and test results
- 4) Information about test circuits (Test circuit diagrams, test circuit parameters, prospective TRV, etc.)
- 5) Test dates
- 6) Names and organization(s) of test witnesses (if applicable) and signature of inspector(s) appointed by JSTC
- 7) Drawings showing the identification of a test object submitted by the manufacturer (at least

one drawing is necessary), and other drawings, such as a testing arrangement. A list of drawings where the manufacturer does not approve of the attachment of the drawings. All of the drawings and the lists shall include their drawing numbers and number of revisions, and other relevant information.

- 8) Pictures of the test object before and after the test
- 9) Measurement records from the test such as oscillogram data
- 10) Information about uncertainty of measurements

STL Type Test Certificate shall be written in English.

9. Scope of Responsibility of JSTC for STL Type Test Certificate

The scope of responsibility of JSTC for the STL Type Test Certificate is as follows:

- 1) JSTC shall be responsible for its clerical work to issue the STL Type Test Certificate. Any and all other responsibilities with regard to the tests shall be assumed by the laboratory that conducted the tests.
- 2) The inspectors appointed by JSTC assume the responsibilities within the scope of the witnesses' responsibilities and do not assume any responsibilities with regard to the laboratory. Furthermore, after issuance of a STL Type Test Certificate, any and all problems, complaints and the like with regard to the Certificate shall be assumed by the laboratory that has conducted the tests, except willful conduct of the inspectors.

10. Policy and Procedure for the Resolution of Complaint against STL Type Test Certificate

The policy and procedure of resolution of complaint against a STL Type Test Certificate is as follows:

- 1) Where receiving a complaint against a STL Type Test Certificate from a client, the laboratory shall implement corrective action to resolve the complaint, with the exception of JSTC-CC's clerical work.
- 2) Where a complaint against a STL Type Test Certificate is sent to the laboratory directly, the laboratory shall inform the secretariat of the content of the complaint.
- 3) Where the secretariat judges that the laboratory can not resolve the complaint, the secretariat shall request JSTC-CC to hold a subcommittee for resolving the complaint.
- 4) With regard to a complaint which can not be resolved by the laboratory or which requires an answer by JSTC-CC, the laboratory shall request JSTC-CC to hold a subcommittee where the complaint should be discussed and resolved.
- 5) The laboratory that receives the complaint shall work to resolve the complaint faithfully and implement corrective action. The laboratory shall report the result to the secretariat.
- 6) Any and all records related to the complaint shall be managed by the secretariat.

11. Confidentiality

The JSTC-CC members shall be obliged to keep any and all information confidential indefinitely with regard to complaints and keep any and all information except complaints confidential for five years, with the exception of information with regard to the STL Type Test Certificate, which can be published by JSTC.

The approval signatory and the secretariat shall, in addition to the above, be obliged to keep confidential the parts which have been specified not to be disclosed publicly by the applying

laboratory.

The chairperson, members and secretariat of JSTC-CC shall submit their written oaths showing their performance of the above obligations (appended form 5) to JSTC-CC. The written oaths shall be verified by JSTC-CC and kept by the secretariat.

12. Disclosure of Information

Disclosure of information which can be published by JSTC shall be conducted after obtaining agreement from the laboratory. The content and timing of the publication shall be agreed upon by the laboratory that has submitted the application of issuance of a certificate.

Related Standards, Rules and Regulations

- 1) ISO/IEC 17025
- 2) Relevant IEC Standards and STL Guide
- 3) STL General Guide
- 4) JSTC-01 Detailed Regulations of Japan Short Circuit Testing Committee
- 5) JSTC-02 Detailed Regulations of JSTC Type Test Certificate Committee (Japanese only)
- 6) JSTC-CC-02 Rules for Inspectors of STL Type Test Certificate by Japan Short-Circuit Testing Committee(Japanese only)
- 7) JSTC-CC-03 Rules for Fees to be Paid to the Approval Signatory and Inspectors appointed by the Japan Electrical Manufacturers' Association (Japanese only)

Supplementary provision

These rules will be enforced on the day they are approved by JSTC.