

For office use only	Project No.
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### **Low Voltage Assessment Customer Equipment Form (CEF)**

Thank you for your recent enquiry. This document should be used for equipment being submitted for Low Voltage Electrical Safety Assessment at our Donibristle test facility. Please contact YES should you require testing not covered by this CEF.

The purpose of the CEF is to help us to gather the necessary information about your equipment. It will help us to identify:

- relevant standards
- applicable tests
- required test equipment
- services required (e.g. compressed air)

#### **What we ask you to do**

- complete the CEF as fully as possible and return it to us *prior to the test date*
- include relevant product literature (where available)
- return the information by post to:

Laboratory Manager  
York EMC Services Ltd  
Fleming Building  
Donibristle Industrial Estate  
Dalgety Bay  
Dunfermline  
Fife, KY11 9HZ

or by fax to: +44 (0) 1383 825396

An accompanying sheet provides guidance on completing the CEF. Should you need further assistance, please do not hesitate to contact us on +44 (0) 1383 825057.

#### **What we will do**

- review the information you provide
- draw up a test plan
- provide a quotation based on the test plan
- agree test dates

Thank you for your assistance and we look forward to working with you shortly.

<b>1 Company Information</b>	
<b>Company name</b>	<b>Tel</b>
<b>Contact name</b>	<b>Fax</b>
<b>Address</b> ..... ..... .....	<b>E-mail</b>
	<b>Person accompanying equipment</b>

I hereby certify on behalf of the company named above:

1. The information contained in this CEF is, to the best of my knowledge, true.
2. All electrical equipment to be supplied by the company for testing is safe for use and has been safety tested.
3. I acknowledge and accept that the nature of LVD Assessment is such that damage to the equipment under test (EUT) will occur and/or exercising equipment may be damaged.

Signed:

Name:

<b>2 General EUT Information</b>	
<b>Name of EUT</b> .....	
<b>Country of manufacture</b> .....	
<b>Brief description of its function</b> ..... ..... ..... ..... ..... .....	

<b>3</b>	<b>Environments and standards</b>		
<b>Class of Equipment</b>		<b>Polution Degree</b>	
Class I		Degree 1	
Class II		Degree 2	
Class II		Degree 3	
		Degree 4	
<b>Insulation Overvoltage Category</b>			
Category IV		Category II	
Category III		Category I	
Please list the standards to which the EUT should be tested. (Leave this section blank if you wish YES to advise on the applicable standards and tests)			
<b>4</b>	<b>Detailed EUT Information</b>		
<b>What is the build state of the EUT? (Please tick as appropriate)</b>			
Development	<input type="checkbox"/>	Pre-production	<input type="checkbox"/>
Prototype	<input type="checkbox"/>	Production	<input type="checkbox"/>
Other (please specify)			
<b>List of Safety Critical Items (Please provide third party certification for each item)</b>			

**5 Test Configuration**

**What is the intended operating position for the EUT? (Please tick as appropriate)**

Table top  Floor standing  Other (please specify)

Please sketch the EUT configuration. Include:

- peripherals and exercising equipment
- identification of EUT ports
- Cable types and representative lengths

**6 Services****What services are required to operate the EUT? (Please tick and enter the requirements as appropriate)**

AC power	<input type="checkbox"/>	Voltage (V):	Current (A):	Frequency (Hz)
DC power	<input type="checkbox"/>	Voltage (V):	Current (A):	
Compressed air	<input type="checkbox"/>	Other (please specify)		
Water	<input type="checkbox"/>			

**7 Health & Safety****Please provide the following information:**

EUT Dimensions (m)	EUT Weight (kg)
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**Does the EUT contain or use any hazardous substances? (Please tick as appropriate)**

No	<input type="checkbox"/>	<i>Please go to the health &amp; safety statement</i>
Yes	<input type="checkbox"/>	Please give details:

**Health & safety statement - please read carefully****Lifting and handling**

It is a requirement that heavy and bulky equipment should be delivered to and collected from ground level. Where the equipment is bulky, difficult to handle or exceeds 250kg, it is the responsibility of the customer to notify YES of this prior to delivery.

In all cases equipment should be able to be moved safely and without unacceptable risk to either YES staff or the customer. YES reserves the right to refuse to take delivery of equipment or to suspend testing where it is considered that moving the equipment would present an unacceptable risk. YES also reserves the right to hire suitable lifting equipment where necessary for which the costs would be passed to the customer.

**8 Confidentiality**

YES will ensure that customer's equipment remains out of the view of other customers who may also be present at the test site, however, there may be times where customers will meet each other in the communal areas of the test facility. Please state below if additional confidentiality measures are required.

## **Guidance on completing the Customer Equipment Form (CEF)**

The instructions are designed to assist in the completion of the CEF. The CEF is an important document in determining the LVD test requirements, the necessary test equipment and the cost of the testing.

### **1 Company Information**

This information will be used in correspondence with your company prior to testing, on test documentation and to ensure that your entry on our database is correct.

### **2 General EUT Information**

Please supply the general information about your equipment. Third party certification of components to their specific IEC or EN standard is crucial and can reduce costs. The estimate provided by YES will assume that third party certification of safety critical components is available at the time of LVD assessment. If relevant certification is not available the cost for assessment will increase.

### **3 Environments and standards**

The definition of the environment in which the EUT is intended to operate often defines the LVD standard to be used for testing. Please tick as many environments as are applicable.

If you have specific test requirements or you wish to state which tests or standards you require, please list those in this section. If the section on standards is left blank, YES will advise on the most appropriate standards for your equipment.

### **4 Detailed EUT Information**

Please state the build state of the EUT. It is important to remember that YES, in common with all test laboratories, will provide a test certificate or test report that relates *only to the specific item tested*. In cases where the EUT is not a production sample, the customer should ensure that any changes made subsequent to the testing are not likely to invalidate the results obtained.

### **5 Test Configuration**

Please provide a clear block diagram showing how the EUT connects to peripherals and exercising equipment. Clearly label each EUT port and identify each element in the diagram including the cables. An example is provided for guidance.

### **6 Services**

It is important that all services required to operate the EUT as intended are available when required. To ensure this, please list all the services required. We normally require the customer to provide DC power supplies unless otherwise arranged beforehand.

YES can supply up to 2kVA at unity power factor. However, any problems will be notified to you when the information provided by you in the CEF is reviewed.

### **7 Health & Safety**

YES operates a health and safety policy which is available for inspection upon request. One of the areas of greatest concern is the movement of large and heavy EUTs. A statement on this matter is included in Section 7 of the CEF and you are urged to read it carefully. Please detail any hazardous substances such as chemicals which are used in the EUT and may require special handling or special precautions to be taken.

It is also our policy to protect employees against the hazard of electric shock from unsafe equipment. We request that equipment for testing is safety tested prior to delivery and we reserve the right to safety test equipment where there is doubt about its electrical safety.

Should you need further assistance in the completion of the CEF, please do not hesitate to contact us on +44 (0) 1383 825057.