

GOOD WORKING PRACTICE

IEC/TC 27: Good working practice (GWP) for IEC/TC 27: Industrial electroheating and electromagnetic processing

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GOOD WORKING PRACTICE (GWP) FOR IEC/TC 27: INDUSTRIAL ELECTROHEATING AND ELECTROMAGNETIC PROCESSING

INTRODUCTION

This GWP document contains agreed working practices within TC 27

- a) for organisation and communication,
- b) for working groups, maintenance teams and other bodies established by TC 27,
- c) for drafting of standards or other deliverables, e.g. Technical Specifications (TS) – all TC 27 deliverables are called hereafter “publications”.

The GWP explains specific tasks and duties of bodies and persons, some administrative procedures within TC 27, as well as some basics of the project management and dependencies among TC 27 publications.

Members of TC 27 should inform the TC 27 Chairman or Secretary about any ideas they have regarding items that should be included in the GWP.

The TC 27 scope (approved by the SMB in December 2011) is given in Clause 1.

NOTE More information on the committee strategy, objectives and action plan, is given in the SBP available from [the TC 27 dashboard](#).

1 TC 27 scope

Standardization in the field of industrial equipment and installations intended for electroheating, electromagnetic processing of materials and electroheat based treatment technologies.

NOTE The scope of interest covers industrial installations with the use of the following equipment

- equipment for direct and indirect resistance heating;
- equipment for electric resistance trace heating;
- equipment for induction heating;
- equipment using the effect of EM forces on materials;
- equipment for arc heating, including submerged arc heating;
- equipment for electroslag remelting;
- equipment for plasma heating;
- equipment for microwave heating;
- equipment for dielectric heating;
- equipment for electron beam heating;
- equipment for laser heating;
- equipment for infrared radiation heating.

The list presents typical examples of equipment and its applications and is not exhaustive.

2 Terms and definitions

For the purposes of this document the following terms and definitions apply.

2.1

working group

WG

body consisting of experts responsible for developing new work

2.2

joint working group

JWG

WG responsible for work in which more than one TC is interested

2.3

maintenance team

MT

permanent body consisting of experts responsible for the maintenance of standard(s)

2.4

project team

PT

body consisting of experts responsible for one project, which can either be developed inside or outside of the TC 27 WG or MT structure

2.5

advisory group

AG

advisory body functioning according to its individual terms of reference

2.6

ad-hoc group

AHG

body established to study specific issues or perform other tasks

2.7

Convenor

expert leading a WG or other body, responsible for the tasks assigned to it

2.8

Project Leader

PL

expert responsible for a project

2.9

expert

active participating specialist nominated by an IEC National Committee (NC) to a WG or other body

2.10

officer of a TC

Chairman, Secretary or Assistant Secretary

3 TC 27 structure and roles

3.1 General

TC 27 follows the mandated structure as given in [ISO IEC DIR 1](#). The different tasks are performed by the Chairman, Secretary or the Chairman's Advisory Group (CAG – see Annex A), as well as working groups and teams.

3.2 Working groups and teams

TC 27 has at the moment 11 MTs and 1 WG, as well as 1 AG and 1 AHG (see Table B.1). In the following text, the acronym "MT" is intended to cover also the cases of other bodies, as relevant.

3.3 Roles

3.3.1 Convenor and Project Leader

In addition to ISO IEC DIR 1 the following responsibilities are defined:

- a) the Convenor should have the overview of the field of work and the projects assigned to that MT – the Convenor coordinates the work and is responsible for issuing drafts;
- b) the Convenor is Project Leader for any task assigned to the MT unless the MT agrees on an expert from that MT taking over the role of a PL for a specified task;
- c) the Convenor is responsible for communication inside the MT and consideration of all opinions and for steering discussion to consensus;
- d) the Convenor or PL may arrange meetings to discuss projects and upcoming duties within the MT;
- e) the Convenor manages the communication between the MT and the officers of TC 27;
- f) the Convenor or PL reports to TC 27 about projects and their progress;
- g) the Convenor is responsible for helping new experts understand the tasks and working procedure in the MT.

Persistently inactive Convenors or PLs, meaning absence or inability of communication, should be replaced. In a first step, the Chairman communicates personally with the Convenor or PL. In case of no reaction or further inactivity, the Chairman refers next actions to the Secretary, i.e. appointment of a new Convenor or PL. It is preferable that the MT identifies an expert who takes over the role of acting Convenor or PL until a new Convenor or PL has formally been nominated.

Persistent inactivity of Convenors or PLs is defined as more than 6 weeks of inability to communicate.

3.3.2 Expert

ISO/IEC DIR 1 requests the following from experts: *‘Individually appointed experts are brought together to deal with the specific task allocated to the WG or MT. Experts act in a personal capacity and not as the official representative of the organization by which they were appointed. However, it is recommended that they keep close contact with their organization (National Committee or other International Organization in liaison) in order to inform them about the progress of the work.’*

In addition to the responsibilities described in ISO/IEC DIR 1 the following is defined:

- a) Only experts who are listed in the IEC Expert Management System (EMS) are allowed to participate in meetings of MTs unless invited to attend by the Convenor. Such status as invited guest or observer should be recorded in the meeting minutes.
- b) It is expected that experts contribute substantially to tasks of the MT. The Convenor should evaluate contributions of experts depending on the intensity of their contribution to the task overall.
- c) Persistently inactive experts, meaning absence of contributions through attendance to meetings or by correspondence, should be removed. In a first step, the Convenor communicates personally with the expert (see Annex C). In case of no reaction or further inactivity, the Convenor refers next actions to the Secretary.

Persistent inactivity of experts is defined as 6 months without participation or not commenting on more than three working drafts (WD) in a row.

NOTE In Annex F there are listed experts who received the IEC 1906 Award for significant contributions to advancing the work of TC 27.

3.3.3 Liaison officer, reporting expert and TC 27 representative

TC 27 establishes and maintains both internal and external liaisons, co-operates with or delegates its representatives to other bodies (e.g. to ACEE). For details, see the SBP and a list of formal liaisons, available from [the TC 27 dashboard](#). Specific duties are then performed either by TC officers or persons appointed as liaison officers, reporting experts or TC representatives. Responsibilities of such persons include, but are not limited to:

- a) monitoring work of the given body and providing relevant information or files to the TC officers and/or MTs concerned;
- b) maintaining working contacts, participating in meetings or other activities;
- c) presenting TC 27 position or comments, after relevant consultation within TC 27;
- d) reporting to TC 27 on activities of the given body.

4 Drafting of standards

4.1 General

Principles for the drafting of standards are defined in ISO/IEC DIR 2 and ISO/IEC DIR IEC SUP. More detailed guidance on the editing and the processing of documents in the IEC can be found at <http://www.iec.ch/standardsdev/resources/draftingpublications/>.

4.2 Responsibility

The drafting and maintenance of the file under development is the task of the Convenor or PL. He issues new WDs for discussion inside the MT and sends final files to the Secretary to be circulated as TC formal documents.

It is the responsibility of the experts to follow the evolution of the project and to make sure that they use the actual file for comments and reference. The Convenor may reject any comment based on an outdated version of the project file, or request comments based on an updated version.

4.3 Communication

4.3.1 General

Correspondence using the IEC Collaboration Tools (CT) and meetings are the preferred methods of communication.

The use of e-mail and/or the MT mailing lists as optional means for correspondence can be agreed by members of the MT. In this case the Convenor is responsible for archiving all relevant documents in the IEC CT.

4.3.2 IEC CT area of TC 27

IEC CT functionalities include file upload or download, version control, setting meeting folders and discussion forums at TC or MT level, sending group emails and task assignment.

For general information and guidelines, refer to [the IEC Collaboration Tools Suite Guide](#). For specific details concerning the IEC CT area of TC 27, see Annex D.

4.4 Documents

4.4.1 General

A collection of forms and templates for the preparation of IEC documents can be downloaded from the IEC web site (http://www.iec.ch/standardsdev/resources/forms_templates).

Convenors or PLs should apply the latest IEC standard template initially and each time a document is opened for the first time. The latest version of the IEC template is available together with a user guide from the IEC website (http://www.iec.ch/standardsdev/resources/draftingpublications/layout_formatting/IEC_template/iec_template.htm).

4.4.2 Deadlines

The Convenor should set deadlines for responses to WDs taking into account national holidays and vacation periods. A deadline should allow adequate time for the experts to read and comment, minimum time between issuing of a draft and deadline should be

- 2 weeks when major technical changes or introduction of new material exceeding one page are in the issued draft compared with the previous version;
- 1 week after minor technical changes or editorial changes only;
- 3 working days for minor editorial changes prior to release for publication.

No contribution or comment to a WD by an expert in time is considered as acceptance of the version and its technical content, unless the expert indicates early and prior to the deadline that he is unable to comment on this version.

4.4.3 File names

To keep track of documents during drafting and to ensure that the latest version of a file is used by MT members, the files are to be identified and listed in a document or using an IEC CT page continuously updated by the Convenor or PL. It is recommended to name the files of WDs according to the following syntax: 27-project number-author-WDXX-stage, where

- the project number includes edition number,
- the author should be preferably indicated by last name,
- XX is the WD number,
- stage should be identified according to the IEC codes, e.g. 1CD, 2CD or CDV.

Names of files with comments submitted on the WD should include its file name and initials or name of the commenting expert.

EXAMPLE 27-60519-1ed5-Linow-WD02-1CD_ES – comments submitted by E. Slazynska on WD02 of the 1CD of IEC 60519-1/Ed. 5.0 prepared by S. Linow.

Spaces or special signs in file names should be avoided, it is recommended to add file name fields in footers of documents.

4.4.4 File formats and upload

The Convenor should upload the WD including the following files:

- a) the actual *.doc or *.docx file with line numbers,
- b) a *.pdf version of the file mentioned in a),
- c) a “compare” *.doc or *.docx file generated through the Word compare tool, showing all changes incorporated into the new version of the document, if relevant.

The Convenor may

- either only accept comments provided in the [IEC comment form](#),
- and/or recommend the direct use of the Word file by experts (in revision mode).

In the first case the *.pdf version of the document is the reference for line numbers, clauses etc. In the second case he is responsible for avoiding any corruption of the template.

4.4.5 Comment resolution

Comments received from NCs and other partners on TC 27 documents are sent to the relevant Convenor by the Secretary for his review and action.

Convenors are delegated by the Secretary to be responsible for ensuring the completion of the “Observations of the Secretariat” column of the compilation of comments prior to returning them to the Secretary for review and publication. However, such observations should usually represent the consensus position of the MT.

For consistency, the dispositions of comments should be as follows:

- a) **accepted** – the comment is acceptable as presented;
- b) **not accepted** – the comment will not be incorporated into the document. All rejections should be justified, whether technical or editorial and documented as part of this position;
- c) **accepted in part** – some parts of the comment will be accepted and incorporated into the document. An explanation of how the accepted part is to be incorporated into the document should be given. The parts that have not been accepted should have the justification for doing so, whether technical or editorial, documented as part of this disposition;

- d) **accepted in principle** – incorporated into the document in a different manner than being suggested by the commenter. Explanation of how this is to be incorporated into the document should be included along with the justification for the decision;
- e) **held for next edition** – major technical comments received for a CDV that has had a positive vote and has merit for consideration, but must be held until the next maintenance cycle of the document, if the vote was in acceptance of the CDV;
- f) **noted** – no action required on the comment.

In cases c), d) and e), the justification provided should clearly convey the specific reasons why the comment was not accepted. This will allow the commenter the opportunity to provide additional information and justification at the next stage of review for those cases where, perhaps because of language barriers or interpretation difficulties, the commenter believes that the MT did not fully understand the proposal.

To avoid repeating an action in subsequent or related comments, a reference to a comment number may be used, e.g. '*accepted in part, see comment DE-12*'.

Resolution of comments on an FDIS, DTR or DTS are in the responsibility of the Convenor and Secretary and since changes can be minor editorial only at these final stages, the entire MT is generally not involved in reviewing and resolving them. This is also the case if at the CDV stage, with no negative votes, the Convenor, Secretary and Chairman agree to proceed to publication (without an FDIS).

4.5 MT meetings

A meeting is called if either deemed necessary by the Convenor or by a majority of the MT members. Meetings may be necessary

- at the start of a project to agree on the tasks and major technical changes,
- when complex technical matter is no longer resolvable through correspondence,
- to discuss and agree on comments received at the CD or CDV stage.

The Convenor should consult with the Secretary about timing of the meeting. If possible, MT meetings are placed adjacent to TC 27 plenary meetings or in combination to keep travelling expenses at a minimum.

It is the responsibility of the Convenor

- a) to identify the tasks of the meeting and to prepare an agenda in due time, i.e. no later than 2 weeks in advance of the meeting,
- b) to identify the major technical issues and provide the necessary documents in due time,
- c) to reduce the amount of work by providing suggestions for editorial comments.

It is the responsibility of the experts to prepare for the meeting by reading provided documents in advance and indicate or provide other necessary information.

Meetings are called through the IEC CT thus ensuring that an actual list of experts is used for invitation.

The Convenor may limit or cancel any discussion in a meeting that is only necessary due to a lack of preparation by an expert.

5 TC 27 publications

5.1 General

Publications issued by TC 27 can be grouped as follows:

- safety publications, being parts of the IEC 60519 series,
- test methods publications,
- publications for particular processing techniques or components.

Most safety publications are concerned with electromagnetic compatibility (EMC) as well.

5.2 Safety publications

TC 27 issues the IEC 60519 safety standard series, where IEC 60519-1:—¹, identifies the General Requirements for installations and equipment under the scope of TC 27, and other Parts of that series provide Particular Requirements for a specific type of installation or equipment. The Foreword of the Particular Requirements should include the text from Annex E.

NOTE A special template for the Particular Requirements will be prepared when work on IEC 60519-1/Ed. 5 is accomplished.

An actual list of all the parts of IEC 60519 series can be found in Annex B. Future standards in the series will carry the new general title '*Safety in installations for electroheating and electromagnetic processing*'. Titles of existing publications in the series will be updated at the time of the next edition.

TC 27 is encouraging the identification of types of installation or equipment in the scope of the committee, not covered by the series so far, but in need for own particular requirements.

5.3 Test methods publications

TC 27 issues test methods publications covering either tests for equipment or installations under its scope or covering only specific tests.

IEC 60398:—², identifies the general test methods for installations and equipment under the scope of TC 27 and provides the general provisions for measurements used in verification of the requirements of IEC 60519-1.

Future editions of other TC 27 test methods publications should

- a) refer to IEC 60398: – as general test methods standard, if applicable,
- b) provide additional measurement methods for verification of the matching Particular Requirements, if applicable,
- c) carry the new general title '*Installations for electroheating and electromagnetic processing*',
- d) include test methods for the assessment and comparison of energy use, if relevant.

5.4 Publications for particular processing techniques or components

TC 27 issues publications for particular processing or treatment techniques (e.g. trace heating) and also components deliverables (e.g. for electrodes), identifying specific preferred measurements or characteristics.

5.5 Terminology

Homogenisation of terminology and the update of IEC 60050-841 (*International Electrotechnical Vocabulary – Part 841: Industrial electroheat*) are in the responsibility of the

¹ Ed. 5 in preparation.

² Ed. 3 in preparation.

CAG (AG 1), after consultation with respective MTs, as relevant. Maintenance activities are carried out by the PL according to special database procedures in co-operation with the IEC Terminology Coordinator.

6 Reference documents

6.1 General

Clause 2 and Annex B of ISO IEC DIR 2 provide a complete list of reference material for use in drafting IEC publications. Further guidance and reference material is available in the TC/SC resource area of the IEC website (<http://www.iec.ch/standardsdev/resources>).

6.2 Mandatory ISO/IEC reference documents and Guides

ISO/IEC Directives, Part 1, *Procedures for the technical work* ([ISO IEC DIR 1](#))

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards* ([ISO IEC DIR 2](#))

ISO/IEC Directives, *Supplement – Procedures specific to IEC* ([ISO/IEC DIR IEC SUP](#))

ISO/IEC Guide 2, *General terms and their definitions concerning standardisation and related activities*

ISO/IEC Guide 51, *Safety aspects – Guidelines for their inclusion in standards*

6.3 IEC Guides and standards

6.3.1 IEC Guides

As a means to assist TCs in their work, a number of Guides have been prepared – for a complete list, see the [IEC web site](#).

The application of IEC Guides 104, 107 and 108 is mandatory:

- IEC Guide 104, *The preparation of safety publications and the use of basic safety publications and group safety publications*;
- IEC Guide 107, *Electromagnetic compatibility. Guide to the drafting of electromagnetic compatibility publications*;
- IEC Guide 108, *Guidelines for ensuring the coherency of IEC publications – Application of horizontal standards*.

6.3.2 Basic and group safety publications

The basic safety publications (BSP) deal with specific safety aspects (characteristics) concerning the majority of electrotechnical products and have been prepared by TC/SCs working under a safety pilot function as defined in IEC Guide 104. The group safety publications (GSP) deal with product safety requirements that apply to one or more product areas and have been prepared by TC/SCs working under a group safety function. For more information, see the [ACOS dashboard](#).

6.3.3 Horizontal standards

Horizontal standards are assigned by the IEC Standardization Management Board (SMB) with the purpose of:

- ensuring the coherence of the corpus of standardization documents;
- avoiding duplication of work and contradictory requirements.

More information can be found in IEC Guide 108. A list of horizontal standards is given on [the IEC website](#).

6.3.4 EMC standards

The basic EMC publications are in the IEC 61000 series, *Electromagnetic compatibility (EMC)*. See also IEC Guide 107.

6.4 Other specific resources

6.4.1 Terminology

IEC 60050 (all parts), *International Electrotechnical Vocabulary* (<http://www.electropedia.org>)

[IEC Glossary](#) compiles terms in English and French extracted from IEC publications.

6.4.2 Symbols

IEC 60417 and ISO 7000, *Graphical symbols for use on equipment* (<http://www.graphical-symbols.info/equipment>)

IEC 60617, *Graphical symbols for diagrams* (<http://std.iec.ch/iec60617>)

NOTE TC officers, Convenors and PLs have special access to these database standards (granted by IEC TISS).

6.4.3 Quantities and units

IEC 60027 (all parts), *Letter symbols to be used in electrical technology*

IEC 80000 (all parts), *Quantities and units*

ISO 80000 (all parts), *Quantities and units*

Annex A

Terms of reference of TC 27/AG 1

A.1 Objective and scope of activities

The objective of TC 27/AG 1 *Chairman's Advisory Group (CAG)*, hereinafter called the "CAG", is to provide technical and policy guidance, recommendations and expert advice to the Chairman and Secretary of the committee in matters related to the development of IEC deliverables, such as

- a) timely and efficient completion of the TC 27 work programme;
- b) productive performance of the working groups (WG) and maintenance teams (MT) of TC 27;
- c) coordination and integration of work done by specific WG/MTs, providing expertise to the WG/MTs;
- d) advising on co-ordination and co-operation with IEC TCs and with other international or regional organizations;
- e) recommending solutions to any dispute with regard to standardization activities in TC 27;
- f) keeping the Strategic Business Plan (SBP) of TC 27 updated and proposing work items in line with the SBP and scope of the committee;
- g) developing a Good Working Practice (GWP) for TC 27 and keeping it updated;
- h) co-ordination of terminological work in TC 27 and maintenance of IEC 60050-841;
- i) performing specific tasks allocated to the CAG by TC 27 plenary meetings.

A.2 Members of the CAG

The CAG consists of the following persons:

- a) the Chairman of TC 27 – Convenor,
- b) the Secretary and Assistant Secretary of TC 27,
- c) TC 27 WG/MTs Convenors and/or Project Leaders.

A.3 Working methods

The CAG works through e-mail correspondence and through the IEC Collaboration Tools.

The CAG is expected to hold face to face meetings in conjunction with TC 27 plenary meetings or when deemed necessary by the Chairman or a majority of the CAG members.

Outcomes of the CAG work shall be reported to IEC National Committees through working documents or during a plenary meeting.

Annex B

Working bodies of TC 27

Table B.1 – TC 27 working bodies (December 2013)

Body	Field of activity	Convenor or PL	Publication / Project/ Task
AG 1 (CAG)	TC 27 Terminology	PL – Per Olov Risman	IEC 60050-841:2004, <i>International Electrotechnical Vocabulary, Part 841: Industrial electroheat</i>
MT 17	Trace heating	Terry Ames and John Turner	IEC 60519-10:2013, <i>Safety in electroheating installations – Part 10: Particular requirements for electrical resistance trace heating systems for industrial and commercial applications</i> IEC 62395-1:2013, <i>Electrical resistance trace heating systems for industrial and commercial applications – Part 1: General and testing requirements</i> IEC 62395-2:2013, <i>Electrical resistance trace heating systems for industrial and commercial applications – Part 2: Application guide for system design, installation and maintenance</i>
MT 18	General requirements	Sven Linow PL – Per Olov Risman Sven Linow	Project IEC 60519-1/Ed. 5.0, <i>Safety in installations for electroheating and electromagnetic processing – Part 1: General Requirements</i> Project IEC 60398/Ed. 3.0, <i>Installations for electroheating and electromagnetic processing – General test methods</i> IEC/TS 62796:2013, <i>Energy efficiency in electroheating installations</i>
MT 19	Resistive heating	<i>Klaus Schüring (acting Convenor)</i>	IEC 60519-2:2006, <i>Safety in electroheat installations – Part 2: Particular requirements for resistance heating equipment</i> IEC 60519-21:2008, <i>Safety in electroheat installations – Part 21: Particular requirements for resistance heating equipment – Heating and melting glass equipment</i> IEC 60397:1994, <i>Test methods for batch furnaces with metallic heating resistors</i>
MT 21	Electric arc furnaces	Reinwald Ihm	IEC 60519-4:2013, <i>Safety in electroheating installations – Part 4: Particular requirements for arc furnace installations</i> IEC 60676:2012, <i>Industrial electroheating equipment – Test methods for direct arc furnaces</i> IEC 60683:2011, <i>Test methods for submerged arc furnaces</i>
MT 22	Graphite electrodes	–	IEC 60239:2005, <i>Graphite electrodes for electric arc furnaces – Dimensions and designation</i> IEC/TR 62157:2001, <i>Cylindrical machined carbon electrodes – Nominal dimensions</i>
MT 23	Microwave electroheating	Per Olov Risman	IEC 60519-6:2011, <i>Safety in electroheat installations – Part 6: Specifications for safety in industrial microwave heating equipment</i> IEC 61307:2011, <i>Industrial microwave heating installations – Test methods for the determination of power output</i>

Body	Field of activity	Convenor or PL	Publication / Project/ Task
MT 24	Induction heating	Klaus Schüring	IEC 60519-3:2005, <i>Safety in electroheat installations – Part 3: Particular requirements for induction and conduction heating and induction melting installations</i> IEC 60519-11:2008, <i>Safety in electroheat installations – Part 11: Particular requirements for installations using the effect of electromagnetic forces on liquid metals</i> IEC 61922:2002, <i>High-frequency induction heating installations – Test methods for the determination of power output of the generator</i> IEC 62076:2006, <i>Industrial electroheating installations – Test methods for induction channel and induction crucible furnaces</i>
MT 25	Plasma treatment	–	IEC/TS 60519-5:2008, <i>Safety in electroheat installations – Part 5: Specifications for safety in plasma installations</i> IEC/TS 60680:2008, <i>Test methods of plasma equipment for electroheat and electrochemical applications</i>
MT 26	Electron beam heating	Yuqing Zhao	IEC 60519-7:2008, <i>Safety in electroheat installations. Part 7: Particular requirements for installations with electron guns</i> IEC 60703:2008, <i>Test methods for electroheating installations with electron guns</i>
MT 27	Dielectric heating	Wojciech Rusakiewicz	IEC 60519-9:2005, <i>Safety in electroheat installations – Part 9: Particular requirements for high-frequency dielectric heating installations</i> IEC 61308:2005, <i>High-frequency dielectric heating installations – Test methods for the determination of power output</i>
MT 28	Electroslag remelting	Zhouhua Jiang	IEC 60519-8:2005, <i>Safety in electroheat installations – Part 8: Particular requirements for electroslag remelting furnaces</i> IEC 60779:2005, <i>Test methods for electroslag remelting furnaces</i>
WG 30	Infrared electroheating	Zeng Yu and Sven Linow	IEC 60519-12:2013, <i>Safety in electroheating installations – Part 12: Particular Requirements for infrared electroheating installations</i> IEC 62693:2013, <i>Industrial electroheating installations – Test methods for infrared electroheating installations</i> Project IEC 62798/Ed. 1.0, <i>Industrial electroheating equipment – Test methods for infrared emitters</i>
AHG EMF	Hazards from EMF	Ketil Hornæs and Per Olov Risman	<ul style="list-style-type: none"> – to monitor related work conducted within IEC or other bodies; – to promote the work on basic requirements (and limits) for these issues within IEC; – to initiate cooperation with other IEC TCs (or other bodies) responsible or interested in these issues; to evaluate the possibility of a JWG on these matters; – to prepare documents on these matters (including drafts of future deliverables) for TC 27.

Annex C

Standard text to non-participating experts

From the Convenor to a persistently non-participating MT expert:

Dear ...,

It has come to my attention that you have not attended the past ... meetings of MT XX nor have you been active in the submission of comments to the documents circulated. Active participation of all of the appointed experts is essential for the maintenance team and working group system to function properly. The TC 27 good working practice and the IEC guidelines for Convenors advise in the case that an expert is persistently inactive, meaning the absence of contributions through attendance to meetings or by correspondence, the Convenor shall inform the TC 27 Secretary and ask the National Committee to confirm that the person is still available and, if not, to find a replacement.

Have there been extenuating circumstances that have prohibited your participation? If so, please let me know immediately as I will soon be contacting the TC Secretary to begin the above process which can result in your removal from MT XX by your National Committee.

...

Convenor of MT XX...

Annex D

IEC Collaboration Tools area of TC 27

D.1 General

Additional information on the IEC CT area of TC 27 is given in this Annex, i.e. tips, examples or specific arrangements.

D.2 TC 27 area (Home) – Place Tools

Place Tools

[Advanced Search](#)

[What's New](#)

Available **Place Tools** allow for finding certain pages/files or checking latest activities in the TC 27 area – see examples of possible actions / results.

Search Results

[More Actions ▾](#)

Pages in this place containing presentation

Title
1. Presentation - Damien Lee, IEC CO Officer
2. Presentation - Damien Lee (CO Officer)
3. Presentation - Koen Van Reusel
4. IEC CO officer presentation
5. ISO/TC 244 presentation
6. CEN/TC 186 Secretary - presentation
7. CEN/TC 186 Secretary - presentation
8. ISO/TC 244 presentation
9. UIE Secretary General presentation
10. UIE Secretary General presentation
11. Report from TC64 activities REPORT FROM PARTICIPATION IN THE TC64 PLENARY, 2 AND 3 OCTOBER 2010 responsibilities within the IEC. The agenda for the meeting is attached.
12. TC 244 - 2010 presentation
13. TC 244 Alexandria plenary 2010-11-15 - TC 27 representatives ----- Original Message ----- From: Elzbieta Slazynska To: Takahashi Ryouji Date: 2010-11-15 10:00:00 Subject: TC 244 - 2010 presentation
14. UIE presentation to Warsaw mtg
15. TC 244 - 2009 presentation

Continued... Click the next link to browse the next 15 entries

Advanced Search

[Back](#) [Next](#)

Find pages in:

This place

This room: Home

Folder:

Search for:

Text. Only include pages that contain these words or phrases:

Author. Name contains:

Date. Only include pages created or modified:

Sort results by:

Most matches. Pages that contain the most matches with the above word/phrase will be listed first.

Newest first. Most recently edited pages that contain the above word/phrase will be listed first.

[Back](#) [Next](#)

What's New (view for the TC 27 Secretary) – Weekly News (recommended option)

IEC TC 27 > Home

What's New

[More Actions ▾](#)

Weekly News - Tuesday, 2013-08-20 | [Daily News](#)
Last updated: 2013-08-20 12:58 | [Update Now](#)

New pages in room: AG 1

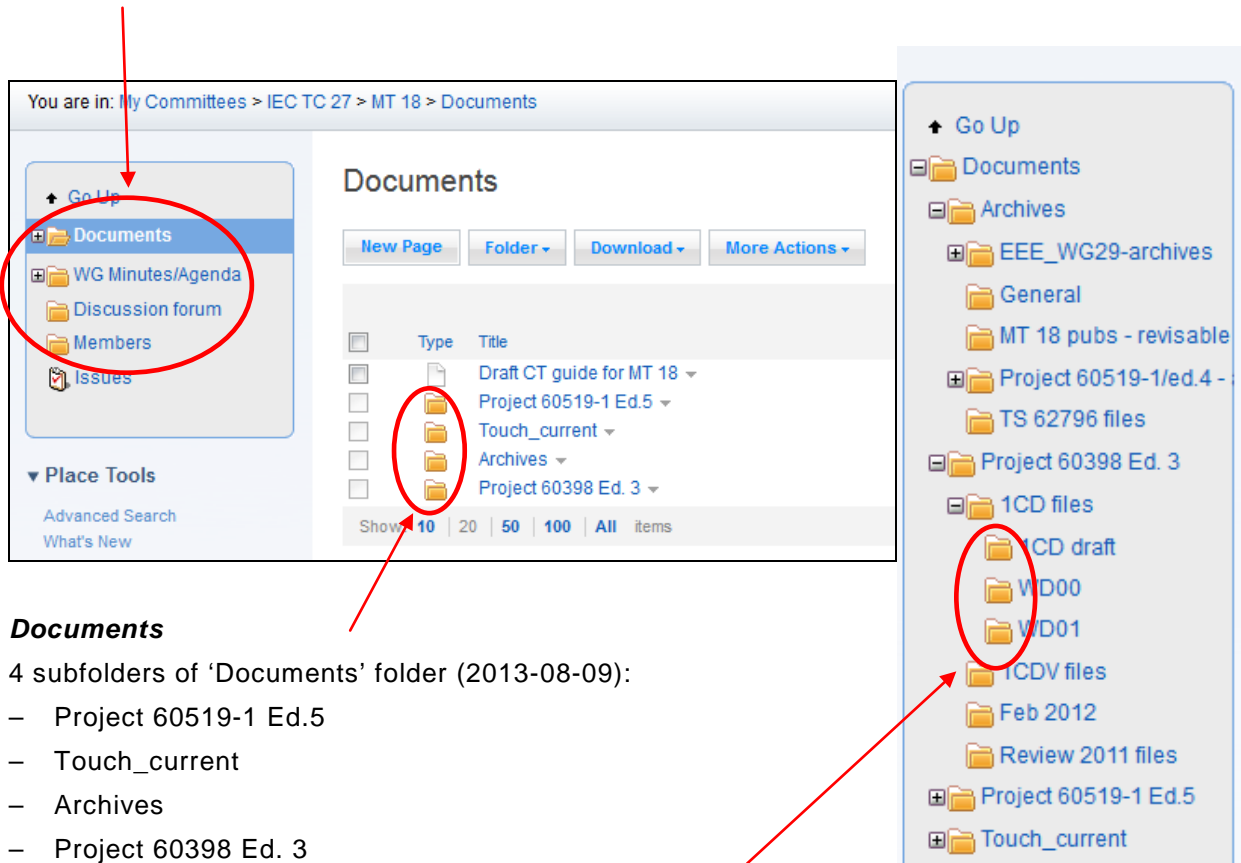
- [ACEE documents](#) (New folder by LINOW Sven, 2013-08-19, 10:55)
- [TC 27 expectations and contributions](#) (New page by LINOW Sven, 2013-08-19, 07:58)
- [IEC ACEE](#) (New folder by LINOW Sven, 2013-08-19, 07:50)

New pages in room: WG 30

- [WD24 IEC 62798 ed. 1](#) (New page by LINOW Sven, 2013-08-16, 13:38)
- [WD24](#) (New folder by LINOW Sven, 2013-08-16, 13:26)

D.3 MT rooms

Main folders – in case of MT 18 there are exceptionally 4 main folders (3 in other MT rooms), 'Members' is an additional special folder created by the TC 27 Secretariat in consultation with the TISS.



Documents

4 subfolders of 'Documents' folder (2013-08-09):

- Project 60519-1 Ed.5
- Touch_current
- Archives
- Project 60398 Ed. 3

Subfolders contain sub-subfolders, see e.g. 'Archives' or 'Project 60398 Ed. 3'".

D.4 Recommendations relating to pages and subfolders

Folder/subfolder

A folder/subfolder is a way to categorize and contain several pages together and to organize the documents. All room members have the opportunity to create new folders/subfolders, but it is recommended to consult Convenors prior to such actions as only the person who created the folder and the related documents can rename, move or delete it.

Pages and files

Pages can comprise 3 elements:

- a) Title – should be specific and not very long.
- b) Descriptive text – should not be the only source of important information (remarks, deadlines, etc.), the latter should be placed (or repeated) in one of files attached for download.
- c) Attachment(s) – file(s) can be uploaded there, preferably both in revisable and pdf formats, file names should be specific (see 4.4.3 and 4.4.4).

To ensure adequate identification of documents and contributions, in case of meeting and formal MT documents, a system according to Annex SI of [ISO/IEC DIR IEC SUP](#) should be

adopted. In case of other files, in particular WDs and related contributions, the recommended syntax is given in 4.4.3.

Notifications – manual notification

By choosing *Notify*, a mail with the link to the relevant place can be sent to experts. Selecting manually as many users as needed or choosing to notify *All Members* (in this case AG 1 members) will send a notification to the selected persons.

After clicking on **TC27_AG1** a list of members appears...

Subject – automatically generated “Please visit ...” + title of the page notified.

However, it can be edited, replaced by specific info, e.g. “TC 27/AG 1 – WD 21 of GWP 2013...”.

Annex E

Mandatory part of the Foreword of Particular Requirements of the IEC 60519 series

A list of all the parts of IEC 60519 series, under the general title *Safety in installations for electroheating and electromagnetic processing*, can be found on the IEC website.

The clauses of parts of the IEC 60519 series (hereinafter called Particular Requirements) supplement or modify the corresponding clauses of IEC 60519-1:— (General Requirements hereinafter called Part 1).

This part of IEC 60519 is to be read in conjunction with Part 1. It supplements or modifies the corresponding clauses of Part 1. Where the text indicates an "addition" to or a "replacement" of the relevant provision of Part 1, these changes are made to the relevant text of Part 1. Where no change is necessary, the words "This clause of Part 1 is applicable" are used. When a particular subclause of Part 1 is not mentioned in this part, that subclause applies as far as is reasonable.

Additional specific provisions to those in Part 1, given as individual clauses or subclauses, are numbered starting from 101.

NOTE The following numbering system is used:

- subclauses, tables and figures that are numbered starting from 101 are additional to those in Part 1;
- unless notes are in a new subclause or involve notes in Part 1, they are numbered starting from 101, including those in a replaced clause or subclause;
- additional annexes are lettered AA, BB, etc.

Annex F

IEC 1906 Award

F.1 General



Created in 2004, the 1906 Award commemorates the IEC's year of foundation and honours IEC experts around the world whose work is fundamental to the IEC. It recognizes exceptional and recent achievement – a project or other specific contribution – related to the activities of the IEC and which contributes in a significant way to advancing the work of the Commission.

F.2 TC 27 recipients in the years 2004 – 2013

Table F.1 – List of experts nominated by TC 27 officers to the 1906 Award

year	name	country	MT/WG role
2013	Dr. Zeng Yu	China	WG 30 Co-Convenor
	Mr. Neil Malone	United Kingdom	MT 17 member
2012	Mr. Hubert Knapp	Germany	MT 21 Convenor
2010	Mr. Per Olov Risman	Sweden	MT 18 & MT 23 member
	Prof. Tadeusz Skoczkowski	Poland	MT 18 Convenor
2008	Ms. Xi Ping LIU	China	MT 24 member
	Dr. Thomas Strietzel	Germany	MT 26 member
	Dr. Yuqing Zhao	China	MT 26 Convenor
2007	Mr. Henning Köhler	Germany	MT 18 & MT 24 member
	Mr. Maxime Labrot	France	MT 25 Convenor
	Prof. Sergio Lupi	Italy	MT 24 member
2005	Mr. Terry Amyes	United Kingdom	MT 17 Co-Convenor
	Mr. John Turner	Canada	MT 17 Co-Convenor
	Mr. Francois Dodeller	France	MT 22 Convenor
	Prof. Zhouhua Jiang	China	MT 28 Convenor
2004	Prof. Mieczyslaw Hering	Poland	MT 20 Convenor
	Mr. Wojciech Rusakiewicz	Poland	MT 27 Convenor
	Mr. Peter Püschner	Germany	MT 23 Convenor
	Mr. Jean Van den Broek	France	MT 21 Convenor
	Dr. Klaus Schüring	Germany	MT 24 Convenor

Annex G

Abbreviations and acronyms

ACEE	Advisory Committee on Energy Efficiency
ACOS	Advisory Committee on Safety
AHG	ad hoc group
BSP	basic safety publication
CAG	Chairman's Advisory Group
CD	committee draft
CDV	committee draft for vote
CT	Collaboration Tools
DTR	draft Technical Report
DTS	draft Technical Specification
EM	electromagnetic
EMC	electromagnetic compatibility
EMF	electromagnetic field
EMS	Experts Management System
FDIS	final draft International Standard
GSP	group safety publication
GWP	Good Working Practice
ISO	International Organization of Standardization
ISO IEC DIR 1	ISO/IEC Directives, Part 1
ISO IEC DIR 2	ISO/IEC Directives, Part 2
ISO/IEC DIR IEC SUP	ISO/IEC Directives, Supplement – Procedures specific to IEC
JWG	joint working group
MT	maintenance team
NC	National Committee
PL	Project Leader
PT	project team
SBP	Strategic Business Plan
SC	technical subcommittee
SMB	Standardization Management Board
TC	technical committee
TISS	Technical Information and Support Services
WD	working draft
WG	working group
