



Administrative Circular

AC/30/2006

2006-10-13

## TO ALL TECHNICAL AND SUB-COMMITTEE OFFICERS

Dear Sir/Madam,

### **IEC Guide 108 - Guidelines for ensuring the coherency of IEC publications - Application of horizontal standards – Implementation – Phase 1**

The revised edition of IEC Guide 108 was published 2006-08 and can be consulted/downloaded from the IEC Website (restricted access) – [http://www.iec.ch/tctools/horiz\\_com.htm](http://www.iec.ch/tctools/horiz_com.htm)

The major changes from the previous edition are:

- Emphasis on horizontal standards and the role of the SMB in designating this new category of standards;
- Suppression of the use of the deprecated terms horizontal function and horizontal committee.

It should be noted that for safety and EMC standards, the principles of IEC Guide 108 are addressed by the specific technical provisions of IEC Guides 104 and 107 respectively.

The first phase of the implementation covers the following activities:

1. Designation of horizontal standards from existing, published standards;
2. Modification of scope and SPS deleting reference to horizontal function and horizontal committee.

### **1. Designation of horizontal standards from existing, published standards**

Please note the definition:

#### **horizontal standard**

standard on fundamental principles, concepts, terminology or technical characteristics, relevant to a number of technical committees and of crucial importance to ensure the coherence of the corpus of standardization documents

TC/SC Officers are requested to submit proposals for horizontal standards from existing, published standards, using the attached table in Annex A, which in their opinion comply with the definition given above.

These proposals will then be submitted to the SMB for approval.

**Proposals should be sent to Gisele Pomel ([gp@iec.ch](mailto:gp@iec.ch)) as soon as possible but no later than 30 March 2007.**

Note that the proposals should:

- Include only standards – no Technical Specifications, Technical reports or PASs;
- Indicate, in the “Justification” column, that the standard in question covers one of the technical aspects listed in ISO/IEC Directives Part 2, 4.4 and/or Annex B – <http://www.iec.ch/tiss/iec/Directives-Part2-Ed5.pdf>;
  - a) standardized terminology,
  - b) principles and methods of terminology,
  - c) quantities, units and their symbols,
  - d) abbreviated terms,
  - e) bibliographic references,
  - f) technical drawings and diagrams,
  - g) technical documentation, and
  - h) graphical symbols.
  - i) limits, fits and surface properties;
  - j) tolerancing of dimensions and uncertainty of measurement;
  - k) preferred numbers;
  - l) statistical methods;
  - m) environmental conditions and associated tests;
  - n) safety;
  - o) chemistry;
  - p) electromagnetic compatibility;
  - q) conformity and quality.
- Indicate interest shown by other committees. For standards published in the last 5 years simply list TC/SCs considered as potential users of the proposed horizontal standard. Where the standards have been published for more than 5 years, then information can be obtained from your IEC CO Technical Officer on publications citing the proposed horizontal standard in their normative references.

Note – Standards cannot accumulate designations from IEC Guides 104, 107 and 108, i.e. a standard cannot be a horizontal standard (IEC Guide 108) and a basic safety publication (IEC Guide 104).

## ***2. Modification of scope and SPS deleting reference to horizontal function and horizontal committee***

TC/SC Secretaries are requested to modify their TC/SC scopes and SPSs deleting reference to horizontal function and horizontal committee.

This request only concerns those TC/SCs listed in Annex B.

Procedures are under development for the complete implementation of IEC Guide 108 covering:

- NPs to be developed as horizontal standards to be drawn to the attention of the officers of all other committees, Advisory Committees and National Committees;
- Other committees to indicate their interest in the proposed horizontal standard;

- Formal request to the SMB in the form of a Question of Principle for the designation of horizontal standards during the enquiry stage voting period;
- Horizontal nature of such standards to be indicated in scope;
- IEC Catalogue to provide method of identifying horizontal standards.

These will be the subject of future Administrative Circulars.

Thanking you in advance for your co-operation.

Please do not hesitate to contact your IEC CO Technical Officer should you need further information.

Yours faithfully,

*Authorized by Michael J Casson*  
*Technical Department Manager*  
**A. AMIT**  
**General Secretary**

Annexes

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## **Annex A – Proposed Horizontal standards**

Please note the definition:

### **horizontal standard**

standard on fundamental principles, concepts, terminology or technical characteristics, relevant to a number of technical committees and of crucial importance to ensure the coherence of the corpus of standardization documents

Please fill in the table below (hitting the “tab” key when the cursor is in the last cell of the table will create a new row).

Please indicate all parts.

**Remember only standards.**

<b>Standard</b>	<b>TC/SC</b>	<b>Title</b>	<b>Justification</b>	<b>Of interest to other committees</b>

To be returned to G. Pomel ([gp@iec.ch](mailto:gp@iec.ch)) as soon as possible but no later than 30 March 2007

## **Annex B – List of TC/SCs previously designated as horizontal committees or had horizontal functions as part of their activities**

TC/SCs previously designated as horizontal committees

TC/SC	Title
1	<a href="#">Terminology</a>
3	<a href="#">Information structures, documentation and graphical symbols</a>
3C	<a href="#">Graphical symbols for use on equipment</a>
3D	<a href="#">Data sets for libraries</a>
8	<a href="#">Systems aspects for electrical energy supply</a>
16	<a href="#">Basic and safety principles for man-machine interface, marking and identification</a>
25	<a href="#">Quantities and units, and their letter symbols</a>
28	<a href="#">Insulation co-ordination</a>
56	<a href="#">Dependability</a>
70	<a href="#">Degrees of protection provided by enclosures</a>
89	<a href="#">Fire hazard testing</a>
104	<a href="#">Environmental conditions, classification and methods of test</a>
109	<a href="#">Insulation co-ordination for low-voltage equipment</a>
112	<a href="#">Evaluation and qualification of electrical insulating materials and systems</a>
CISPR/A	<a href="#">Radio-interference measurements and statistical methods</a>

TCs previously having horizontal functions as part of their activities

TC/SC	Title	Function
10	<a href="#">Fluids for electrotechnical applications</a>	Interpretation of the results of chemical analysis to assess the condition of insulation systems in electrical equipment
22	<a href="#">Power electronic systems and equipment</a>	Basic power electronic converter standards ( <a href="#">IEC 60146</a> )
42	<a href="#">High-voltage testing techniques</a>	High-voltage testing techniques and preparation of international standards for different types of test (e.g d.c, a.c and impulse tests for various types of apparatus and equipment)
64	<a href="#">Electrical installations and protection against electric shock</a>	Protection against electric shock
65A	<a href="#">System aspects</a>	Functional safety of electrical/electronic/programmable electronic systems which encompass safety-related software
77	<a href="#">Electromagnetic compatibility</a>	Electromagnetic compatibility
77A	<a href="#">Low frequency phenomena</a>	Preparation of standards relating to the electromagnetic environment: EMC tests methods and measuring methods in the low-frequency range 0 to 9 kHz
77B	<a href="#">High frequency phenomena</a>	Preparation of standards relating to the electromagnetic environment: EMC tests methods and measuring methods in the high-frequency range 9 kHz to 300 GHz
77C	<a href="#">High power transient phenomena</a>	Preparation of standards relating to the electromagnetic environment: EMC tests methods and measuring methods with regard to HEMP and other high power EM transients
91	<a href="#">Electronics assembly technology</a>	Preparation of standards including test methods for assembly technology incorporating surface mounting
101	<a href="#">Electrostatics</a>	Methods of test to evaluate generation, retention and dissipation of electrostatic charges on insulating materials