

**TO ALL NATIONAL COMMITTEES**

Dear Sir/Madam,

Technical Committee No. 3 Documentation and graphical symbols**Call for experts for the Validation Team for IEC 60617 Graphical symbols for diagrams**

At the meeting of TC3 in Charlottenlund the procedures for the handling IEC 60617 *Graphical symbols for diagrams*, in database form was discussed. A description of the procedure was available as document 3/526/INF. The new procedure requires a validation team for IEC 60617.

The Validation Team is defined as follows:

validation team

a permanent, "executive", group of experts appointed by and acting between meetings of the committee (by electronic means, and within a short time frame) on behalf of their National Committees in order to drastically shorten the lead time for the standardisation of items/graphical symbols

NOTE 1 - All P-members have the right to appoint an own member of the team. The validation team evaluates proposals and votes, in the simplified procedure, on symbols on behalf of their National Committees. The validation team reports to the technical committee.

NOTE 2 – The described procedure asks for very short response times from the validation team members. Therefore, the National Committees should appoint a deputy, that takes over the task when the ordinary one for any reason is absent (travel, business, etc.)

NOTE 3 – The National Committee decides for how long time its member should be appointed.

NOTE 4 – The secretariat manages the validation team.

The role of the validation team is illustrated in the simplified flow chart of the procedure shown in [Annex A](#). The validation team has the following tasks:

- **Evaluation of proposals:** members of the National Committees that are part of the validation team reach consensus on the acceptance of a proposal for work;
- **Selection of procedure:** the validation Team decides whether the simplified or the comprehensive procedure should be followed for a symbol;
- **Validation of graphical symbols:** voting on behalf of their National Committees for release of a graphical symbol.

The required experts should be ready to participate in quite a new task intended to speed-up the standardisation process and to enable companies to make use on-line of the graphical symbols.

Ideally, the required experts should:

- have good knowledge of the existing IEC 60617;
- be equipped with a computer with internet connection and web browser, and familiar with its use, since the work is to be carried out electronically.

The validation team will be put into operation after that the loading of information on IEC 60617 into the database, including the processing by the experts from the National Committees, has been completed (c.f. [document 3/536/AC](#), item 7 of Annex A).

The first task will be to validate the result of the massive loading of information as described in document 3/535/AC. Then the work will concentrate on "Task II" of 3/WG1 (former 3A/WG1) and new proposals for symbols and for changes.

National Committees that are P-members of TC3 are asked to appoint one expert as ordinary validation team member and to indicate his/her deputy.

Name and address of appointed persons should be sent, **before 1999-06-15**, to the Assistant Secretary of TC3:

Monsieur A. FORNALSKI
Comité Electrotechnique Suisse
Luppenstrasse 1
CH - 8320 FEHRALTORF
SWITZERLAND

Tel: +41 (1) 956 11 76
Fax: +41 (1) 956 11 90
e-mail: andrzej.fornalski@sev.ch

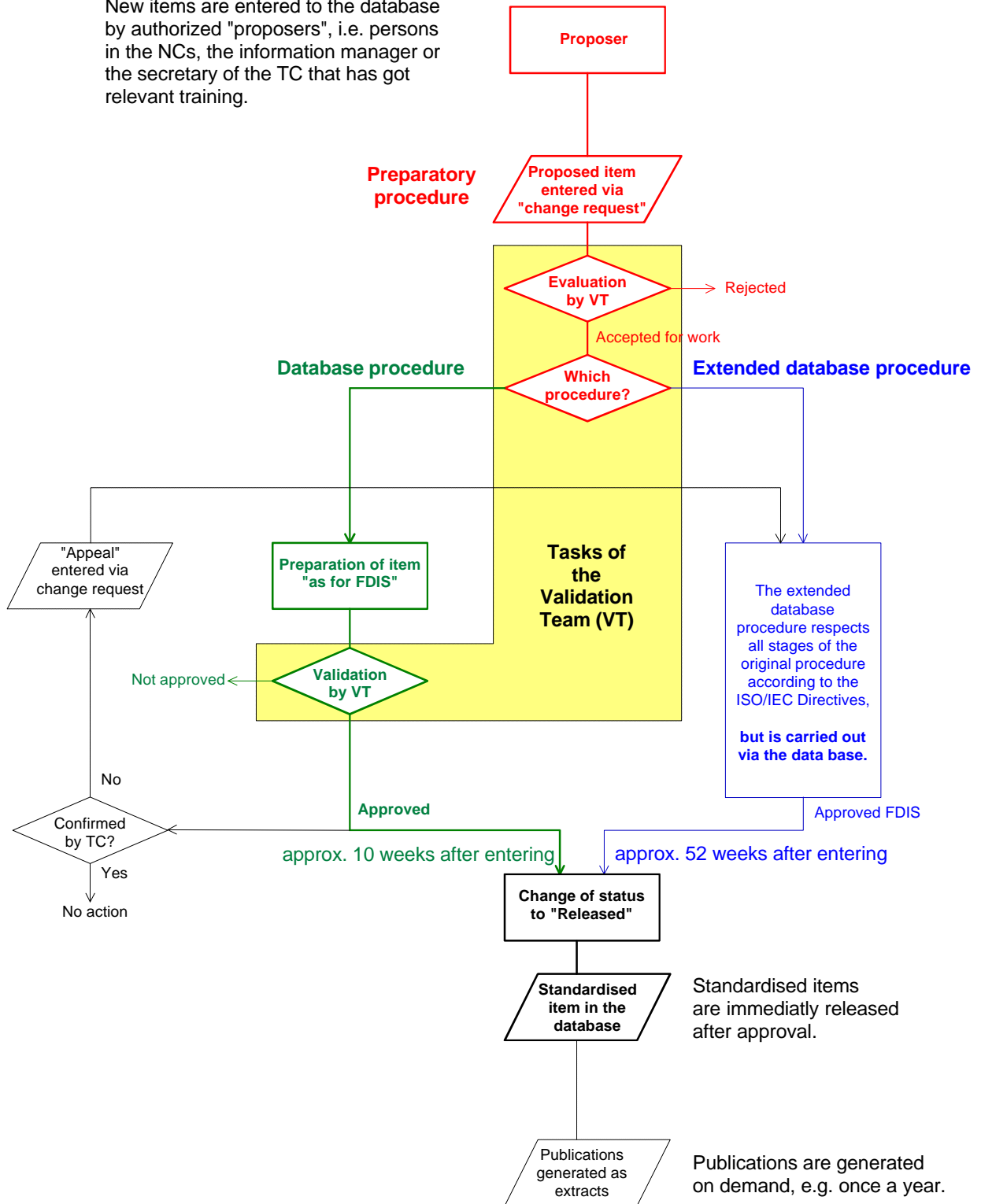
Yours faithfully,

A. AMIT

Annex A

Flow chart of the procedure for the handling of IEC 60617

New items are entered to the database by authorized "proposers", i.e. persons in the NCs, the information manager or the secretary of the TC that has got relevant training.



Standardised items are immediately released after approval.

Publications are generated on demand, e.g. once a year.