

Instructions to apply for an AELP Type Test Certificates

1. Application for AELP Type Test Certificate

If you want to obtain a AELP (Asociación Española de Laboratorios de Potencia) Type Test Certificate, please fill the application form, "Application for AELP Type Test Certificate", and submit it to the AELP Member Laboratory. The Type Test Certificates can be issued within the Laboratory's scope of accreditation and following STL (Short-circuit Testing Liaison) type test certification guides. Please contact the laboratory and confirm its scope of accreditation before the application is submitted.

2. AELP Type Test Certificates

AELP can issue the following Type Test Certificates concerning high power and high voltage tests in accordance with STL Guides

- ☐ Type Test Certificate of Complete Type Test
- ☐ Type Test Certificate of Short-Circuit / Making and Breaking Performance
- ☐ Type Test Certificate of Switching Performance
- ☐ Type Test Certificate of Dielectric Performance
- ☐ Type Test Certificate of Temperature Rise Performance
- ☐ Type Test Certificate of Internal Arc Performance

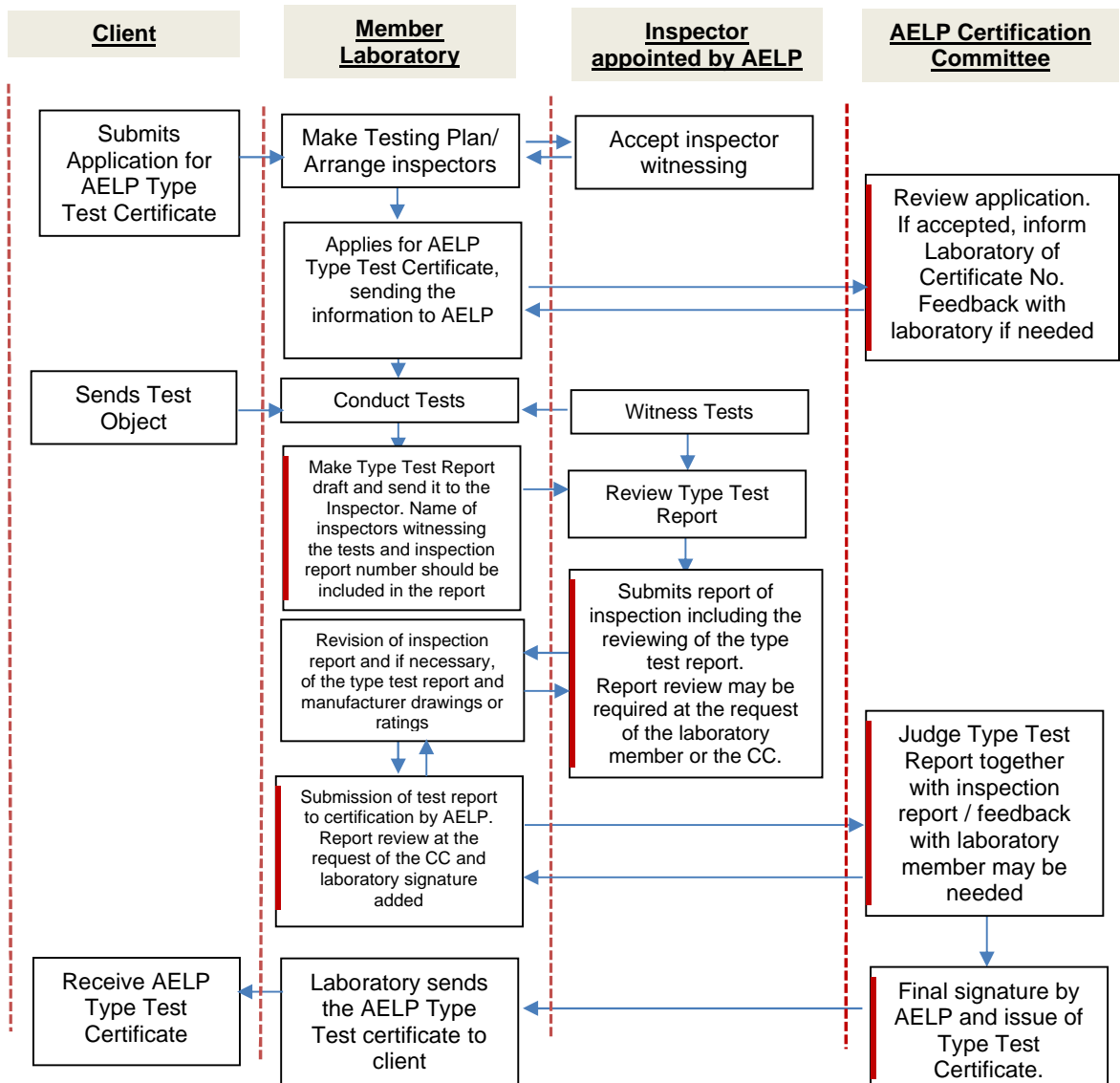
If you have any difficulty interpreting what type test certificate is applicable to your equipment, leave box 2 in blank.

3. Procedures for issuing AELP Type Test Certificate

Outlines of procedures for issuing AELP Type Test Certificate are as follows:

- 1) Client submits "Application for AELP Type Test Certificate" to a Member Laboratory.
- 2) The Member Laboratory checks all the required information about the test objects and prepares the testing plan. The Laboratory also arranges Inspectors appointed by AELP. Note: At this stage, the Laboratory confirms the testing methods, makes the testing schedule and estimates a quotation for issuing the AELP Type Test Certificate.
- 3) The Laboratory applies for AELP Type Test Certificate to Secretariat of AELP Certification Committee.
- 4) The Certification Committee reviews the application and verifies that all information has been submitted, is complete, and that all certification conditions are met. If the AELP-CC accepts the application, its secretariat informs the Laboratory member and assigns a Certificate Number. Feedback with laboratory may be needed to complete the application

- 5) The Laboratory conducts the tests witnessed by the Inspectors. Note: Please accept that all tests are generally witnessed by the Inspectors.
- 6) The Laboratory makes a type test report/statement on the tests conducted. A test report issue by a laboratory member is not an acceptable base document for issue a Certificate. This report should include the name of inspectors, the list of tests witnessed by inspectors, the identification of the inspection body and the number of the inspection report. Inspectors review the type test report or type test statement.
- 7) After revision and approval of the type test report by the inspectors, staff of the laboratory member not been involved in carrying out the tests or inspections reviews all the information, including manufacturer rating characteristics and drawings, and submits it to the Secretary of AELP Certification Committee. The type test report is sent to the certification committee as a draft, which must be version-controlled to ensure full traceability of any modifications. No signature is required at this stage.
- 8) The AELP Certification Committee judges the type test report, feedback with the laboratory may be required if some information is missed. After approval by the AELP Certification Committee the Type Test Certificate is firstly signed by the technical responsible of the laboratory member and afterwards signed by the AELP Certification Committee. Finally, it is forwarded to the laboratory member.
- 9) Client receives the AELP Type Test Certificate from the Laboratory.



4. Inquiry

- Please contact Secretariat of AELP for inquiries about procedure of AELP Type Test Certificates.
- Please contact a Member Laboratory for inquiries about the other items.

Secretariat: Asociación Española de Laboratorios de Potencia
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