



Engineering Recommendation G79 Part 2D

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GUIDE TO THE ENERGY NETWORKS
ASSOCIATION PROTECTION ASSESSMENT
SERVICE

General Description and Information for Suppliers
of Products and Systems

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GUIDE TO THE ENERGY NETWORKS ASSOCIATION PROTECTION ASSESSMENT SERVICE

General Description and Information for Suppliers of Products and Systems

FOREWORD

This Guide explains the operation of the Energy Networks Association Protection Assessment Service and is a general description of the Service as a whole, covering key principles of interest both to manufacturers submitting products and systems for Assessment and to ENA Member Companies.

REFERENCES

ISO	9001	Quality management systems - Requirements
ENA ER	G79 part 1	Guide to the assessment of power system plant & products for use by the energy networks association member companies. Part 1: procedure for the conformity assessment of plant & products for use by the energy networks association member companies.
ENA TS	48-5	Environmental Test Requirements for Protection Relays and Systems.
ENA TS	48-6-1	Functional Test Requirements - Distance Protection
ENA TS	48-6-2	Functional Test Requirements - Feeder Unit Protection
ENA TS	48-6-3	Functional Test Requirements - Transformer Protection
ENA TS	48-6-4	Functional Test Requirements - Busbar Protection
ENA TS	48-6-5	Functional Test Requirements - Voltage and Frequency Protection
ENA TS	48-6-6	Functional Test Requirements – Overcurrent and earth fault protection
ENA TS	48-6-7	Functional Test Requirements - Communication Services for Teleprotection Systems
ENA TS	48-6-8	Functional Test Requirements – Loss of mains relays

1. BACKGROUND TO THE PROTECTION ASSESSMENT SERVICE

Part 1 of Engineering Recommendation G79 describes a common procedure for all ENA Assessments. This document provides more details specific to the procedures for the Protection Assessment Service.

Such arrangements have proved of benefit to manufacturers in providing a "once and for all" conformance acceptable to ENA Member Companies. However, it is stressed that participation in the assessment arrangements (the Protection Assessment Service) which the ENA operates is entirely voluntary.

2. ORGANISATION OF THE PROTECTION ASSESSMENT SERVICE

2.1. Assessment Panel

Protection product assessment is conducted by the Protection Assessment Panel (PAP) whose members are appointed from ENA member companies. The Panel has a Chairman responsible for operation of the service according to pre-set guidelines, and a Secretary to whom all correspondence should be addressed. The PAP acts as a management group for the processing of assessment work, and may co-opt specialists and utilise other resources to assist the progress of such work. The PAP is ultimately responsible to the ENA Engineering Committee, to which it supplies a regular progress report.

2.2. Assessment teams

The self-assessment procedure does not formally start until a completed "General and Environmental" (Phase 1) self-certification statement for the product has been received from a manufacturer, although provisional assessors will have been identified and agreed by the Panel, when the manufacturer made the initial submission. Other assessors may be co-opted, to the extent necessary for the particular product submitted.

3. WHAT THE ASSESSMENT SERVICE DOES

3.1. Scope and Terms of Reference

Assessments are managed by the "Protection Assessment Panel" and undertaken by nominated "assessment teams", consisting of protection experts who appraise the products on behalf of ENA Member Companies. Although the procedure relies initially on self-certification by the manufacturer, site visits and witnessing of tests may be conducted if considered necessary. The terms of reference of the Protection Assessment Panel are:

- 'To assess, on behalf of the ENA Member Companies, protection products offered by manufacturers. To issue Notice of Conformity Certificates for such products found to be satisfactory. To periodically review the list of existing type assessed products giving due regard to their age, their performance in service and whether they are still in use within the ENA Member Company community.

Control products are specifically excluded from the scope, but with the increasing use of protection products having other integrated functions, the following may be included:-

Auto-reclose schemes which are an integral part of a protection function.

Stand-alone protection products at the interface between a non-grid connected generator and the distribution network eg:-

- 'loss-of-mains' protection
- frequency stability protection

Products for the protection of a generator itself (except when part of a private scheme)

Communications facilities that are not part of the protection function are not included in the scope, but where such facilities are provided as part of the design, appropriate tests will be performed to test that there is no interference with the protection function.

The suitability of products with additional functions provided for a designated application (other than protection) will remain the responsibility of the applications engineer of the companies putting such products into service.

Compliance with G59/2 (Recommendations for the Connection of Generating Plant to the Distribution Systems of Licensed Distribution Network Operators) is also excluded from the assessment process.

All products accepted for assessment must meet the requirements of the relevant ENA Technical Specifications, including the environmental requirements, and must also meet the functional performance as specified by the manufacturer.

The primary criterion for acceptance of a product into the assessment process is the interest and support of ENA Member Companies.

The Assessment may encompass up to four areas:

- Quality of Manufacture (if appropriate)
- Type Tests to relevant Standards
- Performance or Functional Tests to agreed criteria
- Site Tests or Trials

3.2. Quality Management System

The Assessment team, shall confirm that the manufacturer has in place in all areas of the organisation involved in the design, development, type testing, production and after sales service of the product, an appropriate and effective quality management system. In support of this, and subject to additional checks the Panel consider necessary, the Panel will accept a Certificate of Conformance with ISO 9001 issued by a nationally accredited third party certification body. As part of the assessment of the in service performance of the product the manufacturer shall as a minimum comply with the service level agreement detailed in attachment 8.

3.3. Type Tests

These consist of tests of conformance to the requirements of European, International or National Standards relevant to the protection products. These may be conducted either at manufacturers' works or as third party certification, preferably carried out through an accredited independent Test House.

The procedure relies initially on a self certification statement for the product, completed by the manufacturer. This is verified by the assessment team and site visits and the witnessing of tests may be instituted if appropriate.

3.4. Performance or Functional Tests

Where the requirements are included in an ENA Specification or Recommendation, this will be used as the criteria for the tests in addition to any such requirements in European, International and National Standards.

For protection products, where parameters and requirements are not defined in any standards the Assessment Team will establish that the performance characteristics required by the user's specification or claimed by the manufacturer are valid. Particular attention will be given to critical or sensitive features, or performance requirements of particular significance.

3.5. Site or Field Tests

In addition to the manufacturer carrying out or arranging laboratory or factory tests, Assessment Teams may wish to consider the results of field tests for certain categories of protection products. These may comprise of a formal system test, or be in the form of an in-service trial. These additional tests could be suggested when the product is based on a new or untried principle of operation, or a new or untried technology, or when it is manufactured by novel processes.

3.6. Special Cases

In instances where evidence (which must include adequate documentation) of satisfactory performance of the product in comparable applications can be given, the requirements for type test witnessing may be relaxed. Additionally, where the product offered for conformity assessment is substantially the same as products already assessed, the testing requirement may be confined to the aspects of the design that are different.

4 PROCEDURES FOR APPLICATION FOR ASSESSMENT AND FOR PROCESSING ASSESSMENTS

This section covers the principle stages of the assessment process.

4.1 Application

A written application for assessment of a product should be made to the Secretary of the Protection Assessment Panel, either in writing or by electronic means such as email. assessment will not be undertaken on products requiring considerable development.

The assessment will normally only proceed if the application is sponsored by at least two ENA member companies. Evidence in writing, such as email shall be submitted with the application.

Applications should be supported by sufficient details to allow the panel to evaluate the work necessary for the assessment, and should generally include:

- brochure and similar details
- application/scope of the product
- anticipated timescale for submission of self-certification statement and supporting documentation.

Manufacturers are encouraged to supply this information in an appropriate electronic format.

4.2 Preliminary Phase

All new assessment requests will be considered at the PAP meetings. Manufacturers may inform the Secretary of new submissions for assessment at any time, however for reasons of efficiency this is preferable 1 month before a main PAP meeting. Submissions should be in accordance with section 4.1 The Secretary should distribute details of new submission and accompanying documentation to Panel members prior to the meeting.

At a main PAP meeting (4 to 6 monthly) the Panel should consider all products submitted. If two member companies have agreed to sponsor the assessment, the submission is accepted.

The Assessment Team (leader and support team) is identified for each accepted submission, added to a list and recorded in the minutes of the meeting. The PAP will also decide if input from other ENA Panels is required.

Following the meeting the manufacturer is informed whether his submission has been accepted or not, and if accepted that a completed General & Environmental (Phase 1) Self-

Certification Statement is required within 4 months. If this deadline is not met the submission will be considered to have lapsed.

The Secretary informs the manufacturer who is to be the contact (Assessment Team leader). In some cases this may need to be reviewed if circumstances have changed since the original submission of the product.

4.3 Phase 1 - General and Environmental Self Certification

Once a product is accepted for assessment under the above guidelines, the manufacturer is required to complete, and submit a General and Environmental Self Certification Statement (Attachment 2) for the product within 4 months together with the necessary supporting documentation required for the assessment. Guidance for completing this form and on the supporting documents required is given in Attachment 1.

The assessment team will review the General and Environmental Self Certification Statement and supporting documentation and decide, whether to accept, ask for further information, or make a site visit.

Phase 1 is complete when the General and Environmental Self-Certification Statement is acceptable and the assessment team leader is prepared to accept (sign) the document. The completed General and Environmental Self-Certification Statement is returned by the assessment team leader to the PAP Secretary by electronic means (with a copy to the manufacturer).

4.4 Phase 2 - Functional Assessment

The manufacturer is responsible for completing and submitting a Functional Assessment Statements (attachment 3) for each protection function supplied and completing Part A of the statement form.

The Assessment Team leader decides which of the relays functions need to be witnessed. Testing of these functions will be carried out in accordance with the requirements contained in the ENA TS 48-6-x suite of specifications.

Following satisfactory testing by the Assessment Team, the Assessment Team leader completes Part B of the Functional Assessment Statement for each protection function assessed. Functions that are either not required or out-of-scope will be recorded on the Functional Assessment Statement as 'not assessed'.

For Low Frequency Disconnect relays an additional Functional Statement (Attachment 4) is required to confirm conformity with the Grid Code requirements.

4.5 Notification of Conformity

When Phases 1 & 2 are completed successfully the manufacturer will complete a draft Notice of Conformity Certificate (Attachment 5) including environmental and application limitations, and adds the list of functions included in the assessment and those functions not assessed.

The completed Notice is sent to the Secretary together with copies of the completed General and Environmental Self-Certification Statement and Functional Assessment Statements for comment by the assessment team.

When complete the secretary circulates the Notice of Conformity Certificate to the Manufacturer, PAP members and updates the Assessed Products Register.

5 TEST CRITERIA BY WHICH PROTECTION ASSESSMENTS ARE CONSIDERED

5.1 Type Tests

Type Tests are carried out by the manufacturer or by a certified test house prior to completion of the General and Environmental (Phase 1) Self-Certification Statement (Attachment 2). This lists the requirements applicable to protection products according to National, International or, particularly, European Standards.

5.2 Functional or Performance Tests

Functional or Performance Tests are carried out according to the requirements of ENA Technical specifications in series ENA TS 48-6-x. Parameters not currently defined in any National, & International or European Standards, or in ENA Technical Specifications, will be agreed with the Assessment Team in order to establish that the performance characteristics claimed by the manufacturer are valid.

5.3 Software Quality Management

The International Standard for generic quality systems in design, development and support is ISO 9001. Certification to ISO 9001 is now deemed to include software development.

National accreditation within the UK for professional software audits to ISO 9001 may be carried out in accordance with the TickIT*plus* scheme.

If a manufacturer has third party accreditation to ISO 9001 (such as TickIT*plus* or a recognised equivalent) then the manufacturer can be considered to have demonstrated appropriate software control procedures. The Assessment Team leader will consider what spot checks, if any, it would be appropriate to witness/approve in relation to the General and Environmental (Phase 1) Self-Certification Statement.

In the absence of such third party accreditation a one-off mini-audit may be undertaken using the attached questionnaire (Attachment 5), which has been based upon the TickIT guide¹. It should be borne in mind that to witness/approve all aspects of the questionnaire may take a number of days therefore consideration should be given to issuing this as advance documentation to be completed by the supplier.

Note: Suppliers should not be subjected to multiple audits or the questionnaire being applied retrospectively.

References

1. "The TickIT Guide, Issue 5.5, November 2007.
2. "Guideline for the documentation of computer software for real time and interactive systems", 1990, 2nd edition, Pub. By The I.E.E., ISBN 0 86341 233 5

6 DOCUMENTATION

6.1 Documentation Required For ENA Assessment

Documents required for an assessment are:-

- General and Environmental (Phase 1)Self-Certification Statement
- Functional Assessment Statement (Phase 2)(s)
- Supporting test certification
- Notice of Conformity

The manufacturer will be responsible for generating and supplying further documentation for an assessment (as detailed in Attachment 1, item 6.0) and recording it in Section 4 of the General and Environmental (Phase 1) Self-Certification Statement. The manufacturer will also be responsible for archiving all assessment documentation generated and supplied for

an assessment together with all supporting documentation such as results and reports of type tests undertaken on the product. Assessment Documentation requested by the Assessment Team for inspection shall be supplied on CD-ROM in pdf. The Secretary should retain any documentation requested by the Assessment Team once the assessment has been completed.

6.2 Protection Assessment List

This document is a record of all products assessed and found to be in conformity. The list includes the functional description, latest NOC issue number, hardware and software versions. This list is publicly available via the ENA document catalogue.

7. MODIFICATIONS AND DEFECTS

On a 2 yearly basis the manufacturer shall be subject to a self-assessed quality audit predominantly based upon ISO 9001. The Assessment Panel will assess the implications, and may ask for re-testing, a detailed quality audit (at the manufacturers expense) or even suspension of an existing Notice of Conformity.

7.1. Notification procedure

Where the manufacturer carries out modifications or further development of a product that has passed Conformity Assessment, the Secretary of the Protection Assessment Panel should be notified by use of a "Change Notification" (Attachment 7), with supporting documentation of the changes or modifications made. Where the manufacturer considers that Assessment is not affected, he must provide sufficient evidence of this. Otherwise, a nominated specialist engineer will assess the significance of the modification and will decide whether or not it may continue to remain on the assessed products list without further testing, documentation, or assessment.

7.2. Defects

Where a defect is discovered with an assessed product that requires modifications to be made, a similar procedure will apply.

7.3. Other Changes

A change in the origin, or location, of manufacture should be notified as a design change.

The formal procedure for notification of design changes is described the table below:-

Table 1: Design change definitions for ENA assessed products

DESIGN CHANGE CATEGORY	MANUFACTURERS ACTION FOR ENA ASSESSMENT	ENA RESPONSE
CATEGORY A1 CHANGES for ENA ATTENTION	Inform ENA Secretary	
Major functional changes to, or extension of, the products technical performance. Also includes any design changes that may affect many products, and changes that have safety implications.	<p>Assessment meeting required.</p> <p>An update of the hardware model number or the software version is normally required.</p> <p>Manufacturer issues details of the change with a list of tests carried out and results or a test plan for consideration at the next PAP meeting.</p> <p>Manufacturer submits updated General & Environmental (Phase 1) Self-Certification Statement and Functional Assessment Statement(s) (Phase 2) as appropriate.</p>	<p>ENA appoint an Assessment team.</p> <p>If acceptable, ENA re-issue :-</p> <p>Notice of Conformity Certificate, General & Environmental (Phase 1) Self Certification Statement, and Functional Assessment Statement(s) as appropriate</p>
CATEGORY A2 CHANGES for ENA ATTENTION	Inform ENA Secretary	
Extensions to an already assessed range including additional functionality. Updates / Enhancements to Hardware, Firmware and Software which affect the operation, function or performance of the relay. Also includes general design changes that have no safety implications.	<p>No assessment meeting required</p> <p>Manufacturer issues details of the change with a list of tests carried out and results, or a technical argument for not carrying out further tests.</p> <p>Manufacturer submits updated General & Environmental (Phase 1) Self Certification Statement and Functional Assessment Statement(s) (Phase 2) as appropriate.</p>	<p>Original product assessors review changes.</p> <p>If acceptable, ENA re-issue :-</p> <p>Notice of Conformity Certificate, General & Environmental (Phase 1) Self Certification Statement, and Functional Assessment Statement(s) as appropriate</p>

<p>CATEGORY B CHANGES for ENA RECORDS</p>	<p>Inform ENA Secretary</p>	
<p>No change of the technical performance or functionality, but changes to design or manufacture which alter the hardware model number or software version.</p> <p>Examples: PCB layout changes. Minor Software updates. Minor hardware changes.</p>	<p>Manufacturer gives a brief description of the change, but provides no test documentation.</p> <p>The manufacturer makes a statement that the change is "insignificant".</p> <p>Manufacturer submits updated General & Environmental (Phase 1) Self Certification Statement and Functional Assessment Statement(s) (Phase 2) as appropriate.</p>	<p>ENA note change and re-issue :-</p> <p>Notice of Conformity Certificate, General & Environmental (Phase 1) Self Certification Statement, and Functional Assessment Statement(s) as appropriate.</p>
<p>CATEGORY N/A CHANGES TRIVIAL TO ENA ASSESSMENT</p>	<p>Do not inform ENA</p>	
<p>No change of the technical performance or the hardware model number or the software version.</p> <p>Examples: Change of component supplier or mechanical part, material or finish. Change of component value. Minor PCB layout changes.</p>	<p>Record changes in product file for future reference.</p>	<p>Nil</p>

ATTACHMENT 1: Phase 1 Guidance Notes

ENERGY NETWORKS ASSOCIATION PROTECTION ASSESSMENT PANEL

GUIDANCE FOR COMPLETING THE GENERAL AND ENVIRONMENTAL (PHASE 1) SELF-CERTIFICATION STATEMENT

1. GENERAL

This document provides guidance on completing the General and Environmental Self-Certification Statement. Completion of this statement starts Phase 1 of the Protection Assessment process and can only take place after the ENA PAP have accepted a particular product for Type Assessment.

Phase 2 of the Type Assessment process will only commence after the General & Environmental (Phase 1) Self-Certification Statement has been reviewed and accepted by a representative(s) of the ENA PAP.

The second phase deals with the Energy Networks Association Member Companies specific functional and performance requirements and is not covered under this guidance document and Phase 1 statement.

2. THE STATEMENT

The statement certifies that the product fully complies with the requirements as detailed in the attachments to the statement, except where non-compliances have been identified and agreed with the Assessment Team Leader. In particular, the phase 1 statement certifies that the product fully meets the Manufacturer's own technical design specifications and the requirements of ENA TS 48-5, Environmental Test Requirements for Protection Relays and Systems.

The manufacturer should fill in the product specific details (prompted by Italics). The unique statement and issue control numbers will be supplied by the ENA.

The Manufacturer is required to confirm that the documentary evidence listed in the attachments is available for inspection and fully demonstrates that the product satisfies the requirements as listed.

The Self Certification Statement applies only to the particular product described therein. The Manufacturer is required to agree to notify any product changes (including hardware or software design changes) to the ENA for consideration and to submit a revised Self Certification Statement, where necessary, detailing the changes for agreement and Conformity Assessment.

The manufacturer is required to confirm that the statement is correct by completing and dating the statement where indicated. The ENA Assessment Team Leader will manage the assessment of the information, involving other team members as required, and judge whether to accept, ask for further information, or make a site visit. Once agreed, the ENA Assessment Team Leader will complete and date the statement.

Note: Once the Manufacturer's claims for **environmental performance against ENATS 48-5** have been accepted under Phase 1, the Assessment Team will not actively seek to vet the equipment's environmental performance further in Phase 2. It should be noted, however, that acceptance of the **Manufacturer's own functional and performance** specification claims under Phase 1 will not preclude further functional and performance examination and witnessing in Phase 2.

3. SECTION 1 – PRODUCT FOR TYPE ASSESSMENT

The Manufacturer is required to fill in the detail as indicated.

4. SECTION 2 – RELEVANT SPECIFICATIONS

This confirms the use of the ENA TS 48-5 Environmental Requirements for Protection Relays and Systems and indicates the issue and date of the specification.

5. SECTION 3 – COMPLIANCE CHECK SHEETS

5.1 General

The Compliance Check Sheets confirm compliance/non compliance with each of the sections listed and details of any non compliances together with any identified application limitations.

The Compliance Check Sheets consist of two parts:-

- A compliance statement against each section or sub-section of the specification (as appropriate)
- A cross referenced record of non compliances

The following Compliance Check Sheets shall be completed and attached to the Statement as appendices:-

APPENDIX 1 General Compliance Check Sheet

This appendix checks for compliance of the Manufacturer's Quality system, vendor qualification status and Manufacturer's own functional and performance requirements.

APPENDIX 2 Environmental Compliance Check Sheet

This appendix checks for compliance against ENA TS 48-5 Environmental Requirements for Protection Relays and Systems.

5.2 Instructions

These Compliance Check Sheets shall be completed by the Manufacturer and once agreed, initialled by his representative and the ENA Assessment Team Leader. Where the Manufacturer wishes to provide a more detailed compliance commentary, this is to be submitted as a separate document and listed as a supporting document provided for Type Assessment.

The Manufacturer shall state compliance of the product against each section or sub section as follows:-

- Y The product is fully compliant with the requirements of this section
- N The product not fully compliant with requirements of this section

5.3 Detail of Non Compliance and Identified Application Limitations

Where a statement of Non Compliance has been made against a section, the details of the non-compliance are to be given identifying the relevant clause(s). The impact of each non-compliance is to be assessed and any resultant application limitations are to be identified.

6. SECTION 4 – DOCUMENTS PROVIDED FOR ASSESSMENT

The Manufacturer shall list the documentation provided with the Self-Certification Statement for Type Assessment along with any reference, drawing of issue number. This will typically include the following:

Technical description of operation

Technical Specification including Functional and Performance Specifications

List of Type Tests completed (to include limitations identified)

Index of Type Test reports

Hard copies of Type Test Reports as selected by the ENA Project Panel OR

All Type Test Reports on CD ROM

Results of witnessed Tests

Compliance Statement(s)

Drawings

Literature /Brochures

Design Change Notice(s)

Manual/User Guide/Handbook to include:

- Description of how to operate the equipment
- Commissioning procedure
- Recommended maintenance requirements and procedure
- Ordering details
- Terminal/interface and wiring details
- Details of setting and configuration software
- Fault finding procedure
- Drawings

List of attached Functional Assessment Statements

7. SECTION 5 – DETAILS OF DESIGN CHANGES AND DOCUMENT CONTROL

Details shall be provided of product design changes and/or variations offered for assessment with the date and Issue Number of the revised Self-Certification Statement.

8. SECTION 6 – ENA ASSESSMENT NOTES / REMARKS

Additional notes relating to the product or its Type Assessment may be added in this section covering matters of compliance, application limitations, application recommendations, or any other relevant facts.