

# ETA-AC002

Revision 2  
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## “Control of Test Conduct”

Prepared by

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## 1.0 Objective

The objective of this procedure is to identify a common protocol for the conduct of test activities for which Electric Transportation Applications is responsible, either as the Project Manager, Program Manager or Test Manager.

## 2.0 Purpose

This procedure establishes acceptable methods for the development, use and completion of processes used in support of performance testing of electric vehicles provided to Electric Transportation Applications for testing to the technical requirements of EV America.

## 3.0 Documentation

Documentation addressed by this procedure shall be consistent, easy to understand, easy to read, and readily reproducible. This documentation shall contain enough information to "stand alone;" that is, be self-contained to the extent that all individuals qualified to review it could be reasonably expected to reach a common conclusion, without the need to review additional documentation. Storage and retention of records shall be completed as described in Procedure ETA-AC001, "Control, Close-out and Storage of Documentation."

## 4.0 Initial Conditions and Prerequisites

- 4.1 All documentation required to complete the testing identified in the technical requirements guidelines shall be completed, approved and issued prior to commencing the testing it addresses.
- 4.2 Individuals assigned as Test Engineers shall be familiar with the all phases and portions of the tests for which they have responsibility, and should be familiar with the entire Test Program.
- 4.3 Prior to commencing any test, a meeting of the test team shall be held to discuss the following requirements:
  - 4.3.1 Test purpose and requirements;
  - 4.3.2 Test methodologies;
  - 4.3.3 Personnel requirements;
  - 4.3.4 Expected contingencies and exceptions, including:
    - 4.3.4.1 Reasons
    - 4.3.4.2 Justifications
  - 4.3.5 Safety requirements

## 5.0 Personnel Qualifications

- 5.1 All individuals involved in covered test activities shall be trained and certified in accordance with the requirements of ETA-AC005, "Training and Certification Requirements for Personnel Utilizing ETA Procedures."
- 5.2 All individuals involved in covered test activities shall have received a briefing on the hazards associated with electric vehicle propulsion batteries, including:
  - 5.3.1 Type of traction batteries;
  - 5.3.2 Location of traction batteries;
  - 5.3.3 Voltage of traction battery;
  - 5.3.4 Location of traction battery emergency disconnect switch;
  - 5.3.5 Basic hazard communication information particular to the traction battery on-board.
- 5.4 All individuals involved in covered test activities shall have received a briefing on the hazards associated with electric vehicle accessory batteries, including:
  - 5.4.1 Type of accessory battery;
  - 5.4.2 Location of accessory battery;
  - 5.4.3 Voltage of accessory battery;
  - 5.4.4 Location of accessory battery emergency disconnect switch, if so equipped;
  - 5.4.5 Basic hazard communication information particular to the accessory battery on-board.

## 6.0 Activity Requirements

During all testing activities, if a vehicle fails electrically or mechanically for any reason other than a propulsion battery reaching its design DOD limit, the vehicle shall be removed from the test area and the test schedule until such time as the manufacturer can repair it. Vehicles which are removed from testing due to a failure as stated above shall not be subject to further testing until repairs are complete. If repairs have been effected within the time allotted by EV America (73 hours, divided into three 24-hour periods), every effort shall be made to complete as much of the remaining testing as possible.

Activities related to specific Performance Testing are addressed by procedures specific to those test activities (e.g., ETA-TP001 is the specific procedure for controlling the requirements and methodologies necessary to implement testing per SAE J1263). Generic requirements include, but are not limited to, the following:

- 6.1 For any testing activity, all personnel assigned test team activities shall be familiar with the following:
  - 6.1.1 The test being conducted;
  - 6.1.2 The parameters being measured;
  - 6.1.3 The anticipated results of the test;
  - 6.1.4 The metrology used in the conduct of the test;
  - 6.1.5 Contingency actions, in case of test/equipment failure;
  - 6.1.6 Emergency response actions in case of equipment damage (specifically battery damage, or failure of the battery and battery compartment);
  - 6.1.7 Safety requirements
- 6.2 Data sheets shall be filled out as the data is collected, unless the data must be downloaded from a Data Acquisition System (DAS).
- 6.3 If a DAS is used, the data shall be recorded on the data sheets as soon as practicable. At a minimum, all data transcription should be completed no later than five (5) test days following test completion, and verified by the Test Manager or Test Engineer.
- 6.4 Data sheets may be filled out by any member of the test team; however, the Program Manager, Test Manager or Test Engineer shall sign the completed data sheet attesting to the validity of the data collected.
- 6.5 Deviations from approved test methods, requirements and/or procedures shall not be permitted without approval of the Program or Test Manager. All exceptions shall be noted in the comments section of the test data sheet

for the particular test being performed, and shall at a minimum contain the following information:

- 6.5.1 The specific step being excepted;
  - 6.5.2 Why the exception is necessary;
  - 6.5.3 The justification for the exception;
  - 6.5.4 The date and time of the exception;
  - 6.5.5 The printed name and signature of the person requesting the exception;
  - 6.5.6 The printed name and signature of the person approving the exception, and the date of the approval.
- 6.6 If a deviation is taken and then subsequently disallowed by the Program Manager or Test Manager, the original step shall be re-performed (as allowed by contract terms and conditions), within the requirements of the applicable Test Procedure, and so documented.

## 7.0 Supplemental Activity Requirements

### 7.1 Distribution

Distribution of documents shall be in accordance with ETA-AC001, "Control, Close-out and Storage of Documentation."

7.1.1 Distribution of the original documents or copies of the documents shall be controlled to ensure that only appropriate individuals receive them.

7.1.2 Subsequent to a document's completion (including signatures, as required), the original shall be transmitted in accordance with procedure ETA-AC001.

### 7.2 Destruction of Documents

Destruction of original documents shall not be allowed. All test documents, including those for tests which were either suspended or failed, shall be retained as part of the test record. Retention of documents shall be in accordance with the Procedure ETA-AC001, "Control, Close-out and Storage of Documentation." Any exceptions shall be approved per the requirements of that procedure.



## 8.0 Glossary

- 8.1 Data Acquisition System (DAS) - A data recording system, nominally analog or digital, used to collect data for further processing. Usually a strip-chart recorder, a computer, tape recorded, etc. Also known as a DAQ.
- 8.2 Depth of Discharge (DOD) - The quantified percentage of discharge of a battery, in terms of ampere-hours, kilowatt-hours or miles, expressed as a percentage of the total battery capacity in similar units.
- 8.3 Effective Date - The date, after which the procedure has been reviewed and approved, that the procedure can be utilized in the field for official testing.
- 8.4 Program Manager - As used in this procedure, the individual within Electric Transportation Applications responsible for oversight of the EV America Performance Test Program. [Subcontract organizations may have similarly titled individuals, but they are not addressed by this procedure.]
- 8.5 Shall - Items which require adherence without deviation. Shall statements identify binding requirements. A go, no-go criterion.
- 8.6 Should - Items which require adherence if at all possible. Should statements identify preferred conditions.
- 6.7 Test Director - The individual within Electric Transportation Applications responsible for all testing activities associated with the EV America Performance Test Program.
- 6.8 Test Director's Log - A daily diary kept by the Test Director, Program Manager, Test Manager or Test Engineer to document major activities and decisions that occur during the conduct of a Performance Test Evaluation Program. This log is normally a running commentary, utilizing timed and dated entries to document the days activities. This log is edited to develop the Daily Test Log published with the final report for each vehicle.
- 6.9 Test Engineer - The individual(s) assigned responsibility for the conduct of any given test. [Each contractor/subcontractor should have at least one individual filling this position. If so, they shall be responsible for adhering to the requirements of this procedure.]
- 6.10 Test Manager - The individual within Electric Transportation Applications responsible for the implementation of the test program for any given vehicle(s) being evaluated to the requirements of the EV America Performance Test Program. [Subcontract organizations may have similarly titled individuals, but they are not addressed by this procedure.]

## 9.0 References

- 9.1 ETA-AC001, Revision 2 - "Control, Close-out and Storage of Documentation."
- 9.2 ETA-AC004, Revision 2 - "Procedure for the Review of Test Results."
- 9.3 ETA-AC005, Revision 2 - "Training and Certification Requirements for Personnel Utilizing ETA Procedures."