Economic Commission for Europe
Inland Transport Committee
World Forum for Harmonization of Vehicle Regulations
One-hundred-and-fifty-second session
Geneva, 9–12 November 2010
Item 2.2 of the provisional agenda
Coordination and Organization of Work –
Guidelines for the Preparation and
Submission of Documents to
WP.29 and to its Subsidiary Bodies

New Format for documents

Note by the Secretariat*

The text reproduced below was prepared by the Secretariat in order to display different examples of the New Format for documents that is mandatory as of 1 July 2010 (ECE/TRANS/WP.29/1085, paras. 9 and 18). This document updates and replaces the “Guidelines for the preparation and submission of documents to WP.29 and its subsidiary bodies” (ECE/TRANS/WP.29/2008/57).

* In accordance with the programme of work of the Inland Transport Committee for 2006–2010 (ECE/TRANS/166/Add.1, programme activity 02.4), the World Forum will develop, harmonize and update Regulations in order to enhance the performance of vehicles. The present document is submitted in conformity with that mandate.
A. Guidelines for the preparation and submission of documents to WP.29 and to its subsidiary bodies

1. At the last session of WP.29 the secretariat informed the Administrative Committee for the Coordination of work (WP.29/AC.2) that a new format for documents would be mandatory as of 1 July 2010. WP.29/AC.2 recommended that some exceptions (i.e. tables, headers, cover pages, etc.) to this new format should be allowed to the regulations linked to the legal Agreements, to some documents linked to them (i.e. the status of the Agreements) as well as to the agenda of the World Forum for Harmonization of Vehicle Regulations (WP.29). The Administrative Committee also recommended that the proposals submitted by WP.29 representatives and by experts participating in the Working Parties follow the new format.

2. The World Forum for Harmonization of Vehicle Regulations (WP.29) and its six Working Parties are dealing annually with about 1600 documents (working documents and informal documents) with a total number of about 8,500 pages. The preparation and submission of these documents is the task of the secretariat. The number of documents and also the number of pages are increasing every year (since 2002 until 2009 by 95 per cent) and are resulting in an increased burden for the secretariat.

3. The efficiency of the work of the secretariat depends largely on the time which is necessary to spend on the documents received in order to transmit them, in due form, to the concerned bodies.

4. This document aims to facilitate the preparation and submission of documents by the secretariat, respecting the editing rules (see the annex to this document) based on the “Guidelines on the Preparation and Submission of Documentation”, published by the Documents Management Section of the UN Conference Services Division. These Guidelines and more detailed information on the preparation and submission of documentation can be consulted at the following UN website: http://dd.dgacm.org/editorialmanual/.

5. The usual procedure for WP.29 working documents is that, in a first step, a proposal is transmitted to the Working Party concerned as an informal document. After a first consideration, the Working Party either rejects the proposal or decides to resume its consideration at one of its next sessions. For the latter purpose, the experts of the Working Party are requested to clarify their position on the proposal and the secretariat is requested to prepare and distribute the proposal as an official working document. If the official working document is adopted by the Working Party, it will be submitted for consideration to WP.29 and/or to one of its Administration/Executive Committees. However, a proposal can also be addressed directly to WP.29 and, in some cases, an official working document is not preceded by its informal version (e.g. corrigenda to existing Regulations).

6. For the preparation and submission of documents, the proposals should arrive to the secretariat in electronic form (as a MSWord file via e-mail or other electronic means). In the case of informal documents, the deadline is one week and, in the case of official working documents twelve weeks before the session of the body concerned. Specimens for both, informal and working documents are attached as Appendices 1 and 2 to this document. Informal documents which are not intended to be prepared later on as official working documents may also be transmitted as PDF formatted files.
7. The documents prepared by the secretariat are published on the website of WP.29 (http://www.unece.org/trans/main/welcwp29.htm) and, in the case of official working documents, translated into the official languages, then published and distributed.

8. With regard to the drafting of reports to the sessions of WP.29 and its Working Parties, the secretariat has been instructed by UN Documents Management Section that such reports are subject to the 16-page limit rule. As part of the secretariat’s efforts to reduce the length of session reports, only facts and decisions by the Working Parties will be reproduced in the reports (it is no longer possible to reproduce all the different positions of the delegations during the discussion). As all session documents, as well as the Working Parties’ decisions for their follow-ups, have to be mentioned in the report, the secretariat is exploring all possible efforts to reduce the number of documents tabled during the session. For that purpose, delegates and experts are kindly requested to assist the secretariat in that effort by submitting in due time:

(a) documents of high quality (see above-mentioned guidelines);
(b) documents of high potential for adoption (e.g. in order to prepare a common position proposal, the document should be circulated for comments and support to the main interested players of the Working Party concerned, before its transmission to the secretariat)

1 in weeks before the session. Documents transmitted to the secretariat after this deadline will be posted on the website after the session concerned.
2 in weeks before the session. The secretariat cannot assure the translation of documents transmitted between 12 and 10 weeks before the session. Documents transmitted to the secretariat less than 10 weeks before the session will not be translated into the other official languages. During the summer holidays in August and at Christmas time, the deadline might vary by an additional period.
3 the UN guidelines on the preparation and submission of documentation establishes that the agenda of the sessions and a forecast of documents for the session be submitted 12 weeks before the session.
Annex

Editing Rules

Format of documents

1. Please see Appendices 1 and 2 and consult the United Nations webpage http://dd.dgacm.org/editorialmanual/.

Content and structure of documents

2. Please note the following aspects and structure when preparing a document:

(a) the text of the proposal should be edited in as simple a way as possible, i.e. formatting codes should be as basic as possible;

(b) the text of the proposal should be clear and unambiguous, and the length should be as short as possible;

(c) indicate the title of the document and mention the delegation which will transmit the document to the secretariat;

   (i) in case of a Corrigendum: include in the title: Corrigendum to the ….

   (ii) in case of a Revision: include in the title: Revised proposal for ….

(d) indicate in a first paragraph the purpose of the proposal by referring, if possible, to specific existing documents or amendments to regulations;

(e) in the case of draft amendments to an existing regulation, indicate under a first section entitled “Proposal” your proposed text for amendments by marking the modifications to the existing text in bold characters; the amendments should be listed in the same order of the paragraphs to the existing text of the regulation;

(f) indicate the rational or justification of your proposal in a second section entitled “Justification”;

(g) the document should be concluded by the “key” symbol (i.e. _______________);

(h) if a paragraph has more than one sentence, each dot is followed by one blank;

(i) abbreviations are permitted, but should be mentioned explicitly the first time that they are used.

3. If formatting codes are used in the proposal, the following conditions have to be taken into account.

4. Use:

(a) Bold style to mark in revised proposals modifications to the original text;

(b) Strikethrough effect to mark the deletion of the original text;

(c) only “smart quotes”;

(d) capital letter, if you refer to a specific annex or appendix (e.g. see Annex 7 or Appendix 9) (in English only);
5. Avoid highlighted or coloured text.

6. Do not use:
   (a) automatic numbering system,
   (b) automatic contents,
   (c) links and/or cross-references to other parts of text in your document,
   (d) a special format for quotation matter in the manuscript.

7. There are even small differences in the presentation of a text depending on the language used:

<table>
<thead>
<tr>
<th>English language</th>
<th>French language</th>
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<td>After the end of a sentence and before starting a new subsequent sentence:</td>
<td>insert one blank-space after the dot</td>
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<td>The abbreviation %:</td>
<td>should be written in full text “per cent”</td>
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<td>Subparagraph numbering:</td>
<td>should be followed by a final dot (e.g. paragraph 1. or 1.2.3.)</td>
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</table>
Appendix 1

Specimen for the submission of an Informal Document

Please try to follow as close as possible the new format: see Reference Manual and the online manual http://dd.dgacm.org/editorialmanual/.
Appendix 2

Specimen for the submission of an official Working Document

Example 1

Proposal for Amendment 1 to global technical regulation No. 1 (Door locks and door retention components) (_H_Ch_G)

Submitted by the expert from the United States of America'*(_H_1_G)

The text reproduced below was prepared by the expert from the United States of America" in order to introduce amendments to clarify the test procedures in the gtr. This proposal supersedes ECE/TRANS/WP.29/AC.3/18, ECE/TRANS/WP.29/GRSP/2008/3, and ECE/TRANS/WP.29/GRSP/2009/4. The modifications to the current text of the Regulation are marked in bold or strikethrough characters.

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* In accordance with the programme of work of the Inland Transport Committee for 2006–2010 (ECE/TRANS/166/Add.1, programme activity 02.4), the World Forum will develop, harmonize and update Regulations in order to enhance the performance of vehicles. The present document is submitted in conformity with that mandate.

** Technical Sponsor of this global technical regulation (gtr) (Footnote Text:5_G)
I. Statement of technical Rational and Justification

A. Introduction

1. The objective of this proposal is to amend the current global technical regulation (gtr) regarding door locks and door retention components intended to reduce door latch system failures. At the November 18, 2004 Session of the Executive Committee, the global technical regulation (gtr) on Door Locks and Door Retention Components (gtr No. 1) was established under the 1998 Global Agreement, under the World Forum for Harmonization of Vehicle Regulations (WP.29).

2. Vehicle component manufacturers, motor vehicle manufacturers, and their representative associations were generally supportive of the proposed rulemaking as well as the gtr process. These commenters did raise issues regarding some of the proposed test requirements and test procedure specifications. Some of these commenters also requested additional clarification of the proposed rule.

3. In light of the recent incorporation of the gtr into the U.S.A. regulation and the ECE regulation, we believe that this would be an excellent opportunity for the international community to amend the gtr to ensure all regulations are harmonized. Everyone could benefit from the clarification of the testing procedures and the wording updates that were found during the drafting and comment period of the door locks and door retention components regulation.

B. Justification of Changes

1. Definitions, paragraph 3.1. and paragraph 3.18.:

5. According to paragraph 2. of informal document No. GRSP–36–5, the vehicle manufacturers are concerned that the definition of the “Auxiliary Door Latch”, as stipulated in paragraph 3.1. of gtr No. 1, as well as the hinged door performance requirements, as specified in paragraph 5.1. of gtr No. 1, are not clear. As written, a manufacturer must have all auxiliary door latches meet the same requirements as primary door latches, because there is no way to determine which is primary and which is auxiliary if they all have a secondary latching system. This was not the intent of the global technical regulation. Therefore, paragraphs 3.1. and 3.18. were revised to clarify the definitions.

2. Hinge Requirements for Back Doors, paragraph 5.1.5.1. (d)
comment, it was found that the proposed revisions must be made in order to clarify the exact definition of the vertical load hinge.

7. **Annex 4: (_H_2/3_G)**

(a) **Test Device and Set-Up (_H_4_G: TNR_10_italics_idention_left 0cm, right 2cm_Hanging 2cm_Spacing_before 12cm, after 6cm_Line spacing_exactly 12pt)**

12. With regard to the force application device as specified in paragraph 3.3. of Annex 4, Nissan and the Alliance favoured mounting the device external to the vehicle, instead of on the vehicle floor. These commenters expressed concern that mounting the force application device inside the vehicle could deform the vehicle floor and allow the device to move from its original position when applying a load. This, they stated, would introduce a significant amount of test variability.

(b) **Application of Force (_H_4_G)**

19. The Alliance raised several concerns with the specified procedure for operating the force application devices. First, the Alliance requested that a 500 N pre-load be applied prior to determining the initial position of the ram arms for the purpose of measuring the transverse displacement of the ram arms. The Alliance stated that a pre-load of 500 N would ensure that the loading plates are correctly positioned and would improve repeatability of the test by eliminating the effect of free play in the system.

(c) **Performance Requirement (_H_4_G)**

22. In Annex 4 paragraph 4.3., both Nissan and the Alliance expressed concern that the specified period of 10 seconds for maintaining the load was not adequate to permit measurement of separations between a vehicle body and the sliding door. Nissan stated that based on its experience it could take up to a minute to make the necessary measurements. The Alliance recommended a period of 30 seconds. The Alliance stated that this would be adequate to limit deformation of the door sheet metal and still provide enough time for the necessary measurements. The U.S.A. is proposing a revision paragraph 4.4. of Annex 4 to specify that the load be maintained for 30 seconds. As suggested by the Alliance, we believe that it is practical to make the specified measurements in this time.

II. **Proposed amendments (_H_Ch_G)**

*Paragraph 3.1.*, amend to read:

“3.1. **Auxiliary Door Latch** is a latch equipped with a fully latched position, with or without a secondary latch position, and fitted to a door or door system equipped with a primary door latch system.”

(_Single Txt_G)

*Paragraph 3.18.*, amend to read:

“3.18. **Primary Door Latch** is a latch equipped with both a fully latched position and a secondary latched position and is designated as a “primary door latch” by the manufacturer. The manufacturer may not thereafter change such designation. Each manufacturer shall, upon request, provide information regarding which latches are “primary door latches” for a particular vehicle or make/model.”
Paragraph 4.2.2.(b), amend to read:

“(b) a door latch system with a fully latch position and a door closure warning system. The door closure warning system shall be located where it can be clearly seen by the driver.”

Paragraph 5.1.3., amend to read:

“5.1.3. Load Test Three (applicable only to back doors that open in a vertical direction)....”

Paragraph 5.1.5.1.(d), amend to read:

“(d) On back doors

(i) Not separate when a load of 11,000 N is applied perpendicular to the hinge face plate (longitudinal test) such that the hinge plates are not compressed against each other (Load Test One).

(ii) Not separate when a load of 9,000 N is applied perpendicular to the axis of the hinge pin and parallel to the hinge face plate (transverse load test) such that the hinge plates are not compressed against each other (Load Test Two).

(iii) Not separate when a load of 9,000 N is applied in the direction of the axis of the hinge pin (Load Test Three – only for back doors that open in a vertical direction ).”

Paragraph 5.1.5.4. (b), amend to read:

“(b) A door closure warning system shall be provided for those doors. The door closure warning system shall be located where it can be clearly seen by the driver.”

Paragraph 5.2.4.2.1., amend to read:

“5.2.4.2.1. A separation between the interior of the door and the exterior edge of the doorframe exceeds 100 mm which permits a sphere with a diameter of 100 mm to pass unobstructed between the exterior of the vehicle and the interior of the vehicle, while the required force is maintained.”

Annex 1

Paragraph 2.1.2.1.1., amend to read:

“2.1.2.1.1. Attach the test fixture to the mounting provisions of the latch and striker. Align in the direction of engagement parallel to the linkage of the fixture. Mount the latch and striker in the fully latched position to the test fixture. Mount the fixture with the latch and striker in the fully latched position in the test machine so as to apply a load perpendicular to the face of the latch.”

Paragraph 2.1.2.2.1., amend to read:

4 ECE/TRANS/WP.29/GRSP/2008/3

5 ECE/TRANS/WP.29/GRSP/2008/3

6 ECE/TRANS/WP.29/GRSP/2008/3 deleted “in”
“2.1.2.2.1. Adapt the test fixture to the mounting provisions of the latch and striker. Align in the direction of engagement parallel to the linkage of the fixture. Mount the latch and striker in the secondary latched position to the test fixture. Mount the fixture with the latch and striker in the secondary latched position in the test machine so as to apply a load perpendicular to the face of the latch.”

III. Subjects for review and tasks to be undertaken (Terms of Reference) (_H_Ch_G)

1. With regard to head restraint height, the informal group should decide (_H_1_G)
   (a) How to define the effective height;
   (b) The height requirements.

2. With regard to low speed dynamic test, the informal group should:
   (a) Define test conditions that reflect accidents in the real world, including the performance of seat backs and head restraints as a system;
      (i) Tests conducted on the whole vehicle as available on the market, and/or on production seats mounted on sleds;
      (ii) Number and conditions of sled pulses;
   (b) Working within the accepted knowledge concerning the mechanism of minor neck injury and other rear impact injuries, identify parameters that may be used to advance developments in occupant protection through, for example;
      (i) Analyzing accidents;
      (ii) Performing volunteer tests (low speed only) and simulations with human body finite elements (FE) models;
   (c) Evaluate dummies that reflect the above mechanism with high fidelity to the human body and which demonstrate an acceptable level of perfection as a measuring instrument;
      (i) In particular, the dummy evaluations shall include an assessment of their biofidelity in the critical areas associated with the safety technology under review, their repeatability and their reproducibility;
      (ii) Define the dummy sitting conditions to minimize variation in test results;
      (iii) Harmonize the test dummy and calibration test;

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7 ECE/TRANS/WP.29/GRSP/2008/3 deleted “in” (Footnote Text:5_G)
Example 2

United Nations

Economic and Social Council

ECE/TRANS/WP.29/2010/147

ECE/TRANSWP.29/GRE/2010/25

Economic Commission for Europe

Inland Transport Committee

World Forum for Harmonization of Vehicle Regulations

Working Party on Lighting and Light-Signalling

Sixty-fourth session
Geneva, 4–7 October 2010

Item 20 of the provisional agenda

Regulation No. 53 (Installation of lighting and light-signalling devices for L3 category vehicles)

Proposal for draft Supplement 13 to the 01 series of amendments to Regulation No. 53

Submitted by the expert from India *

The text reproduced below was prepared by the expert from India to align the text to Regulation No. 48 to allow the fitment of circuit closed tell-tale for stop lamp. It is based on a document without symbol (GRE–63–14), distributed during the sixty-third session of the Working Party on Lighting and Light-Signalling (GRE). The modifications to the current text of the Regulation are marked in bold for new or strikethrough for deleted characters.

* In accordance with the programme of work of the Inland Transport Committee for 2006–2010 (ECE/TRANS/166/Add.1, programme activity 02.4), the World Forum will develop, harmonize and update Regulations in order to enhance the performance of vehicles. The present document is submitted in conformity with that mandate.
I. Proposal (_H_Ch_G)

Paragraph 6.4.7., amend to read:

“6.4.7. "Circuit closed" "Tell-tale"

Prohibited Tell-tale optional; where fitted, this tell-tale must be an operating tell-tale consisting of a non-flashing warning light which comes on in the event of the malfunctioning of the stop lamps.”

(_Single Txt_G)

II. Justification (_H_Ch_G)

Currently, Regulation No. 53 prohibits fitment of “circuit closed tell-tale” for Stop lamps, while Regulation No. 48 permits operating tell-tale as optional for four wheel vehicles. The expert from India proposes that a similar option may also be also provided for two wheeled vehicles in Regulation No. 53.

(_Single Txt_G)
Economic Commission for Europe
Inland Transport Committee
World Forum for Harmonization of Vehicle Regulations
Working Party on Passive Safety
Forty-seventh session
Geneva, 17–21 May 2010
Item 23 of the provisional agenda
Draft new Regulation on child restraints

Draft new Regulation on uniform provisions concerning the approval of enhanced child restraint systems used onboard of motor vehicles (H_Ch_G)

Submitted by the expert from France* (H_1_G)

The text reproduced below was prepared by the expert from France as a result of the discussion of the informal group on child restraints systems (CRS) regarding a proposal for a new Regulation on CRS. (Single Txt_G)

* In accordance with the programme of work of the Inland Transport Committee for 2006–2010 (ECE/TRANS/166/Add.1, programme activity 02.4), the World Forum will develop, harmonize and update Regulations in order to enhance the performance of vehicles. The present document is submitted in conformity with that mandate. (Footnote Text:5_G)
I. Proposal (_H_Ch_G)

Draft new Regulation on uniform provisions concerning the approval of enhanced child restraint systems used onboard of motor vehicles (_H_Ch_G)

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1. **Scope**

This Regulation applies (in its Phase 1) to Integral Universal ISOFIX child restraint systems (Q-Size) for child occupants of power driven vehicles.

2. **Definitions**

For the purposes of this Regulation,

2.1. “Child restraint system” means a device offering the child occupant the possibility to sit on, to sit in and/or to lay in. It is so designed as to diminish the risk of injury to the wearer, in the event of a collision or of abrupt deceleration of the vehicle, by limiting the mobility of the child’s body.

2.2. “Child restraint type” means child restraint system which does not differ in such essential respects as:

- the category and orientation (as defined in paragraph 2.11.) in which the restraint is intended to be used;
- the geometry of the child restraint system.

2.3. “Q-Size” (Integral Universal ISOFIX child restraint systems) is a category indication for a child restraint system meaning it is for use in all Q-Size ready vehicles, not necessarily on all vehicle positions, approved according to Regulation No. 16 including its suitability for such a category of child restraint system.

2.4. “Integral” is a class indication for the retention of the child occupant in the child restraint system, meaning that the child is restrained only by means that make part of the child restraint system (strap harness, shield, etc.), not by means directly connected to the vehicle.

6. **General Specifications**

6.1. Positioning and securing on the vehicle.

6.1.1. The use of child restraint systems in the Q-Size category is permitted in Q-Size ready vehicles, if the child restraint systems are fitted in conformity with the vehicle manufacturer's instructions.

6.1.2. According to the category which it belongs to, the child restraint system shall be secured to the vehicle structure or to the vehicle seat structure:
Table 1 (Heading 1, Table_G: TNR 10pt_normal_Indention_left 2cm, right 2cm_Spacing_before 0cm, after 6cm_Line spacing exactly 12pt)

Possible configurations for type approval / Table of categories (_Single txt_G Bold)

Format of Table (included in macro TableTxt; see online Manuel http://dd.dgacm.org/editorialmanual/ed-guidelines/format/tables.htm)

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Table 2 (Heading 1, Table_G)

Geometrical dimensions of Ω-Size child restraint systems (_Single txt_G Bold)

Format of table (included in macro TableNo; see online Manuel http://dd.dgacm.org/editorialmanual/ed-guidelines/format/tables.htm)

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