Standard format for a performance specification

WHO/XXX

IMD- PQS performance specification

Original: English
Distribution: General

TITLE: <description>	
Specification reference:	<PQS category>/<unique reference>
Product verification protocol:	<PQS category>/<unique reference>
Issue date:	<dd.mm.yy>
Date of last revision:	<dd.mm.yy>
Contents: <list the specification content down to level 1.1.1>	
1.	**Scope:** <briefly describe what product(s) the specification covers>
2.	**Normative references:** < list ISO/IEC and other standards that apply to the specification, and list any relevant WHO product verification protocols; cross-refer to any other relevant performance specifications>
3.	**Terms and definitions:** <define any specific terms used in the specification, particularly terms which may not be widely understood>
4.	**Requirements:**
4.1	General*:* <state *what* is generally required of the product, but *not how* this is to be achieved; briefly describe the context in which the product is to be used>
4.2	Performance: <set out the specific performance characteristics required, including limits on energy consumption where relevant>
4.3	Environmental requirements: <quantitatively define the operating environment in respect of temperature range, humidity, shock, vibration, etc.>
4.4	Physical characteristics: <set out critical physical characteristics such as limits on weight, size etc., but only to the extent that these data are essential to satisfy human factors and/or interface requirements>
4.5	Interface requirements: <describe form and fit requirements to the extent that these impact on other related products; e.g. size of icepacks to suit a specific range of cold boxes>

4.6	Human factors: <describe ergonomic requirements, including percentile of users; 'universal design' principles; health and safety issues etc.>
4.7	Materials: <specify materials that are to be used or excluded only to the extent that this is absolutely necessary; e.g. to ensure adequate corrosion or wear resistance, to minimise toxicity, or to comply with international agreements (e.g. the Montreal Protocol)>
4.8	Warranty: <define warranty requirements in quantitative terms and define the conditions under which these requirements must be met>
4.9	Servicing Provision*:* <define the requirement and specify the terms>
4.10	Maintenance: <define maintenance issues in as quantitative manner as possible; for example, mean time between maintenance, level of maintenance skill needed, etc.>
4.11	Disposal and recycling*:* <state specific requirements relating to end-of-life disposal, including any requirements for recycling of materials or components>
4.12	Instructions: <if user and/or maintenance instructions are required, state in which languages they are to be supplied >
4.13	Training: <if user training is required, state who is to be trained and for what purpose>
4.14	Verification*:* <state how product performance is to be verified, by citing the relevant type-testing, type-examination or full quality-assurance protocol>
6.	**Packaging:** <state any specific requirements for packaging>
7.	**On-site installation:**[4] <where a product requires on-site installation (e.g. solar powered appliances and standby generator) clearly define who is to be responsible for each stage in the process, such as: - designing the installation[5]; - identifying a suitable space or building to house the installation; - inspecting and approving the space or building; - making necessary physical changes to prepare for the installation; - inspecting and approving the changes; - carrying out the installation; - testing and commissioning the installation; - user training (when required at the time of installation)>
7.	**Product dossier:** <state what supporting information and/or production-run product samples the manufacturer (legal manufacturer or reseller) or

	the approved installer must provide when submitting a product for prequalification, including details of quality systems (QA) in place>
8.	**On-site maintenance:** <if on-site maintenance is required, state the desired performance criteria with regard to response rate etc.>
9.	**Change notification:** <state that the manufacturer or approved installer is to report future changes in product specification, manufacturing location and manufacturing methods to WHO/UNICEF; define the conditions under which re-testing may be required>
10.	**Defect reporting:** <state that the manufacturer or approved installer is to notify purchasers, end-users and WHO/UNICEF in the event of safety-related product recalls, component defects and other similar events>
Annexes: <special symbols and other supporting information, as required>	
Revision history:	

Date	Change summary	Reason for change	Approved
dd.mm.yy	< change item> < etc.>	< reason for change> < etc.>	<name>