

ITTF APPROVED TABLES

TESTING AND APPROVAL

GUIDE – LINES

and

INFORMATION

February 2017

Testing and approval of a new table

Please have a look to the section "Tables currently approved by ITTF under another name" in case your new table is already on the list of ITTF – approved tables, but with another name.

A table manufacturer or supplier who wishes to have a new model approved by the ITTF or who is requested to submit an approved table for a re-test, should begin to make plans for shipping it to one of our testing laboratories presently located either in Germany or in China. We normally test tables only twice per year, during March and October.

The tables must be prepared on time for the testing. Please be ready latest for February 28 or September 15, so that the tables can be delivered to the Testing Institute during the period that EQC will communicate to all concerned; tables may not arrive earlier or later. Any arrival outside these dates will result in extra costs.

Step 1

When you intend to have a new table approved, and

- **Before any other action, please complete the form T-A** ("Tables & Table skirts – New & Changes") and send it in a **non-protected excel format** (no .pdf) to both email addresses: paul.schiltz@education.lu and vicky@ittfmail.com. You may find T-A under http://www.old.ittf.com/front_page/ittf1.asp?category=tables; please take care for not changing the one-side design of T-A.

Please wait for the response of the Equipment Committee (EQC), who will transmit to you all other relevant forms, will inform you about the procedure to follow and the exact shipping address, and will contact the Testing Institute.

Steps 2

Meanwhile, you may get prepared to proceed as follows:

- *Attention: The sample of form T-B on our website is only intended to help you to get prepared. This .pdf form cannot be used for submitting information to ITTF. An updated **form T-B** ("Table description - Parts list") will be submitted to you by the EQC, and you shall complete it taking care to provide all relevant information and data, in an accurate way and without changing the two-side design of the form T-B. The completed form – in a non-protected excel format, no .pdf! – and the requested documents, drawings and photos, **all together**, must be returned to **both email addresses**: paul.schiltz@education.lu and vicky@ittfmail.com before any other action can be taken. All certificates etc. must be scanned in a well-readable way, and an English copy must be added. A late delivery of required attachments to T-B will result in a delay of testing and in much higher costs, as the Testing Institute will also evaluate the quality and correctness of the documents submitted.*

Attention: Documents may be compressed into .zip or .rar folders, but no others!

- Except if otherwise advised, **a complete table** - all transport and other costs being paid in advance by the supplier - may be shipped to the address of the Testing Institute as informed by the EQC. This table must have all permanent markings, including the ITTF logo, which you intend to apply when the table will be commercialized.
- **A sample of the table top**, 100 x 50 cm in size, all transport and other costs being paid in advance by the supplier, must be shipped to the EQC's specialist. It must include lines

and a corner of the tabletop end and must wear, on its underside, the name of the supplier and of the table, and an arrow must indicate the longitudinal direction.

- **Two samples of the table top with or without lines, 16 x 16 cm** in size, for each colour applied, all transport and other costs being paid in advance by the supplier, must be shipped to the address(es) instructed. These table top samples must wear, on its underside, the name of the supplier and of the table, and an arrow must indicate the longitudinal direction.
- *Attention: When you ship the tables and samples, please indicate "samples without commercial value, for destructive testing" and do not give any value especially for the table top samples. Any costs resulting from an erroneous declaration will be charged to the supplier. If the address is the same, the table top samples can of course be shipped together.*

Step 3

The **testing fee** must be paid as soon as the ITTF Headquarters invoiced it. If a test is delayed because of late shipping or late payment of the fee, the testing costs may be higher for the supplier.

No testing will be undertaken until the table, the top samples, the forms and all information are provided as requested, and the testing-fee is received. The testing fee will be issued once we receive Form T-A by e-mail. In order to avoid delays of the testing make sure, that upon reception of the invoice, the testing fee is paid before February 28 for tests in March, and before September 30, for the tests in October.

Test results and approval will not be given or published until all requirements are fulfilled.

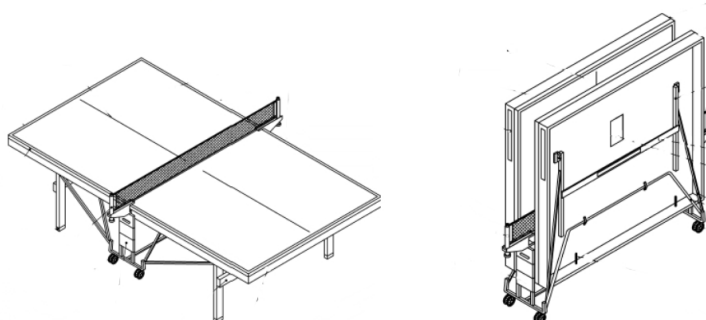
No table will be returned unless special arrangements are made between the manufacturer and Mr Schiltz **before** the tests are started. In case a supplier does not recover his table, the ITTF EQC together with the testing institute will dispose of the table.

The supplier may ask the German Test Institute for a **certification according to EN-14468** by using **form T-D** (see: http://www.old.ittf.com/_front_page/ittf1.asp?category=tables). It is the supplier's responsibility to agree the price of this certification with the testing institute. The ITTF has no involvement in this procedure, but allows the use of the measurements and test results of the ITTF testing.

For new table skirts the procedure shall be started as for new tables (more details later).

The list of the **ITTF-approved tables** will present **2 photos** of the tables, both views being taken from the corner diagonally to the table. One picture will show the table in the playing, another in the storage position. It is in the interest of the supplier to submit the best possible pictures as they are forming or contributing to the good image of the company. Please see below the sketches and notes of how the photos should be taken and submitted.

Tables' photos for the ITTF website



Camera position:  at height 120-130cm

 at height 120-130cm

1. Submit the 2 photos in JPEG format only
2. The camera shall stand at a height of about 120 cm (the drawings suggest a view from the top, please keep 100 cm to 130 cm)
3. All parts (except non- permanent nets) should be visible and all markings as names and logos should be readable
4. Avoid counter-light which may change colour to grey.
5. If you wish so, one picture may show a blue table and the other one a green or another colour. One colour will be fine, as far as it is an ITTF-approved one.
6. ITTF only shows 2 pictures, 1 for the table in playing position, 1 for the table in storage position; please do not submit more, make your own, the best choice.

Declaration and approval of changes at tables already approved and of new tables already approved under another brand name

New designs, new colours or other changes at an already approved model

Before taking other initiatives, the suppliers shall complete the **form T-A** ("*Tables & Table skirts - New & Changes*") and mail it to the Equipment Committee (EQC), paul.schiltz@education.lu and vicky@ittfmail.com, announcing the intended change at the tables and wait for an answer. You may find T-A under http://www.old.ittf.com/front_page/ittf1.asp?category=tables; please take care for not changing the one-side design of T-A.

As major changes may require an additional or partial test especially if they may affect the bounce or safety, Mr Schiltz will consider the request and decide upon the authorization of the change. Major changes may require a new table name.

For changes at the tabletop, the supplier may prepare for shipping one or two **samples** of the table top, 100 x 50 cm in size **and** 2 samples of the table top, 16 x 16 cm in size; the number of samples to be prepared will be advised. The samples will be shipped to the address(es) instructed by the EQC, all transport and other costs paid in advance. The table top sample must include lines and a corner of the table end, and **all** samples must, on their underside, wear the name of the supplier and of the table and indicate by an arrow the longitudinal direction.

If so requested, the supplier needs to complete form T-B and submit it together with all documents as described in the section above "Testing of a new table". Two quality photos shall be taken and submitted as described above.

Attention: Significant changes at an ITTF-approved table without prior authorization from the ITTF EQC may modify the playing qualities and/or the safety of the table; the resulting table will be considered as not ITTF-approved, and new full testing is needed before approval may be re-gained. A change of manufacturer automatically cancels ITTF-approval.

Tables currently approved by ITTF under another name

If a table, currently approved by ITTF, is to be marketed **unchanged** under another name by another supplier, no testing may be required. Mr Schiltz will decide on this matter.

Step 1

Before taking other initiatives, the supplier shall complete **form T-A** ("Tables & Table skirts – New & Changes") and mail it to both paul.schiltz@education.lu and vicky@ittfmail.com. You may find T-A under http://www.old.ittf.com/_front_page/ittf1.asp?category=tables; please take care for not changing its one-side design.

Steps 2

The supplier shall wait for an answer and be prepared to proceed as follows:

- *Attention: The sample of form T-B on our website is only intended to help you to get prepared. This .pdf form cannot be used for submitting information to ITTF. An updated **form T-B** ("Table description - Parts list") will be submitted to you by the Equipment Committee (EQC), and you shall complete it taking care to provide all relevant information and data, in an accurate way and without changing the two-side design of the form T-B. The completed form – in a non-protected excel format, no .pdf! – and the requested documents, drawings and photos, **all together**, must be returned to **both email addresses**: paul.schiltz@education.lu and vicky@ittfmail.com before any other action can be taken. All certificates etc. must be scanned in a well-readable way, and an English copy of them must be added. A late delivery of required attachments to T-B will result in a delay of approval.*
Attention: Documents may be compressed into .zip or .rar folders, but no others!
- Submit to the EQC the **form T-C** "Table & Table skirts: Certificate of sameness" signed by the table **manufacturer** certifying that the new table is exactly the same than another table currently ITTF approved and only wears a different name for another supplier. T-C will be sent by EQC to the supplier. The 1-page-design shall not be changed and the form including the manufacturer's signature shall be submitted to ITTF in the .pdf format.
- A sample of the table top, 100 x 50 cm in size, all transport and other costs being paid in advance by the supplier, must be shipped to the EQC's specialist. This table top sample must include lines and a corner of the tabletop end and must wear, on its underside, the name of the supplier and of the table, and an arrow must indicate the longitudinal direction.
- Two samples of the table top with or without lines, 16 x 16 cm in size, for each colour applied, all transport and other costs being paid in advance by the supplier, must be shipped to the address(es) instructed. These table top samples must wear, on its underside, the name of the supplier and of the table, and an arrow must indicate the longitudinal direction.
- *Attention: When you ship the tables and samples, please indicate "samples without commercial value, for destructive testing" and do not give any value especially for the table top samples. Any costs resulting from an erroneous declaration will be charged to the supplier.*

Declaration and authorization of new skirts and of changes at skirts already authorized

Chapter 11 of the Technical Leaflet T1 defines the table skirting and develops all basic requirements to be observed. Additionally all specifications and restrictions of section 5.1, paragraph of skirting lines shall be observed.

Before the skirts can be used they must be authorized by the Equipment Committee (EQC) which verifies all relevant properties and safety items basing itself on information, data, drawings, descriptions, certificates, declarations and photos submitted by the supplier. More detailed instructions and form T-A are available on ITTF web site.

Step 1

Before taking other initiatives, the supplier shall complete **form T-A** ("Tables & Table skirts – New & Changes") and mail it to both paul.schiltz@education.lu and vicky@ittfmail.com. You may find T-A under http://www.old.ittf.com/_front_page/ittf1.asp?category=tables; please take care for not changing its one-side design.

Steps 2

The supplier shall wait for an answer and be prepared to proceed as follows:

- An updated **form T-Sk** ("Table skirt description") will be submitted to you by the Equipment Committee (EQC), and you shall complete it taking care to provide all relevant information and data, in an accurate way and without changing the one-side design of the form T-Sk. The completed form – in a non-protected excel format, no .pdf! – and the requested documents, drawings and photos, **all together**, must be returned to **both email addresses**: paul.schiltz@education.lu and vicky@ittfmail.com before any other action can be taken. All certificates etc. must be scanned in a well-readable way, and an English copy of them must be added and all pictures must be of a good quality. *Attention: Documents may be compressed into .zip or .rar folders, but no others!*
- A **sample of the skirt**, 30 x 30 cm, including an edge, all transport and other costs being paid in advance by the supplier, must be shipped to the address(es) instructed. The surface of the sample must be exactly as it will be applied; if 2 different finishes are planned on or for the skirt, a second sample shall be added. The skirt samples shall wear an auto-adhesive label with the name of the supplier and of the table.
- If the skirt will be used for tables with different names, it is sufficient to ship one sample if the structural design is the same. The label shall indicate all tables concerned.
- *Attention: When you ship the sample, please indicate "sample without commercial value, for destructive testing" and do not give any value. Any costs resulting from an erroneous declaration will be charged to the supplier.*
- If costs for testing occur, they shall be reimbursed by the supplier.

Skirts are only suitable for the tables indicated during the authorization procedure. Tables shall not use skirts that are not made for them. On the inside of the skirts at 2 different areas next to the table top a label must indicate: skirt only for (*tables*)

Final remarks

- All correspondence with the testing laboratory only passes through the ITTF Equipment Committee (EQC); direct contacts about the ITTF Testing deadlines and results are not permitted.
- Once the results are available, they are transmitted to the company, together with the comments of the ITTF Equipment Committee. Approval may be given, improving may be required before approval, or approval may not be given. The approval may be conditional. All approvals are only provisional for the first year after the table's first use at a tournament listed in the ITTF calendar; during this period the provisional approval can be withdrawn by the EQC at any moment in case of serious concerns. At the end of this latent period, the approval turns final without any further action needed; the list of ITTF-approved tables does not distinguish between provisional or final approval.
- Once the Equipment Committee has given its approval, the supplier confirms to ITTF Headquarters his wish to have the table announced as "ITTF approved" on the related ITTF list, gives the final name and colours of the table and pays the approval fee as invoiced. After accomplishment of all these formalities, the table will be shown as "ITTF approved".
- Changes without prior information to ITTF and authorization of EQC may generate fines, lead to suspension and deletion of approval and start a new full testing procedure. Wrong claims may result in the same consequences.
- The forms *T-A* and *T-D* as well as detailed instructions are available at http://www.old.ittf.com/_front_page/ittf1.asp?category=tables. The forms *T-B* and *T-C* will be provided by the EQC.
- ITTF will issue an annual certificate for approved equipment; it will be sent to the suppliers latest in the 2nd week of January.

List of ITTF approved tables published at ITTF website (under Equipment, Tables)

The list shows the name of the supplier, the table name, the table type, the colours of the surface and the full accessibility for wheelchair players. By clicking on the table name, 2 pictures appear showing the table in the playing and in the storage position. By clicking on the table type, information about possible accessories like permanent net or table skirt appear. A show-table is not commercialized; all commercialized tables must have successfully passed testing at the ITTF Testing Institutes.

Tables whose approval has been withdrawn by the supplier or by ITTF will appear on a list annexed: it indicates the limit of validity for the use of the tables at international tournaments. The national associations are free to authorize the use of these tables at their national competitions for the period that they consider convenient. Suppliers must immediately delete ITTF approval from their websites or catalogues for all tables no more ITTF-approved.

The label "ITTF approved" guarantees highest playing quality and safety standards.

The suppliers pay a yearly approval fee.

A table whose specificities were considerably changed must wear a (slightly) different name after the changes are applied. The Equipment Committee decides about.

Withdrawal and re-integration of tables

A table withdrawn from the ITTF-list can re-gain approval: the Equipment Committee decides if no test, a partial test or a full re-test is necessary.

If the withdrawal happened more than 24 months ago, a full testing is compulsory. In case a supplier wishes to renew the approval in between 24 months after withdrawal, he must pay the full approval-fee for the last 2 years.

Re-testing of tables

In case of concerns about the structure and quality of a specific table, the Equipment Committee can order a re-test of the table at the supplier's costs: if the table does not respond to the expectations of T1, the table will be withdrawn from the list of ITTF approved tables. Approval-fees already paid will not be reimbursed.

Periodic re-testing of approved tables can be organized by the Equipment Committee on the suppliers' costs in order to make sure that all requirements of T1 are observed, that changes of T1 have been correctly applied to all tables and that substantial changes at individual tables have been authorized by the EQC before their implementation.

Equipment Committee