

## IEEE PSES

### Risk Assessment Technical Committee (RATC)

#### Email Forum

## Welcome!

The PSES-RATC email forum is a list-based email service provided to you by the Product Safety Engineering Society and managed by their Risk Assessment Technical Committee volunteers.

This forum is open to anyone who wishes to subscribe. Subscribers are required to provide their personal and family names and email address. Subscriber names and email addresses are not shared with anyone for any other purpose.

This is a public Forum, with global distribution. Subscribers are not subject to any form of background check. DO NOT post any personal, confidential or proprietary information on the Forum. As a general rule: If you wouldn't want to see it on the front page of the newspaper, don't post it!

Subscribers are required to abide by our list rules. Moderators may remove any subscriber who is not willing to follow these rules, and be respectful of other members. See the detailed rules below.

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## HOW TO SUBSCRIBE

To SUBSCRIBE to the PSES-RATC mailing list, send an email message to

[listserv@listserv.ieee.org](mailto:listserv@listserv.ieee.org)

and place the command

```
SUB PSES-RATC full_name
```

in the body of the message, like this:



**From:** Doug Nix, A.Sc.T.  
**Subject:** (No Subject)  
**Date:** 7 September, 2012 17:05:00 EDT  
**To:** listserv@listserv.ieee.org

Hide



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SUB PSES-RATC Doug Nix

You don't need to put anything in the subject line.

The list server will subscribe your return email address, and with the name you include in the body of the email. You will get a confirmation email back from the list server with a confirmation link. Click this link to confirm your subscription. Once your subscription is confirmed you will start to receive postings from the list sent by other subscribers.

\*\* To send a message to the Risk Assessment Forum, you must be a subscriber. Simply send an e-mail message to the following address:

[pses-ratc@listserv.ieee.org](mailto:pses-ratc@listserv.ieee.org)

All mail sent to this email address will be sent to all the subscribers PSES-RATC list by an automated list server (listserv). List server posting may take up to 8 hours.

To subscribe or unsubscribe to the list or to change your configuration options refer to the [instructions for the PSES-RATC listserv](#).

## **UNSUBSCRIBING**

To **UNSUBSCRIBE** from the list:

[PSES-RATC-signoff-request@LISTSERV.IEEE.ORG](mailto:PSES-RATC-signoff-request@LISTSERV.IEEE.ORG)

## **Other Commands**

\* To send an email to the list: [PSES-RATC@LISTSERV.IEEE.ORG](mailto:PSES-RATC@LISTSERV.IEEE.ORG)

\* To contact the list owner: [PSES-RATC-request@LISTSERV.IEEE.ORG](mailto:PSES-RATC-request@LISTSERV.IEEE.ORG)

\* To send commands to the LISTSERV server:  
[LISTSERV@LISTSERV.IEEE.ORG](mailto:LISTSERV@LISTSERV.IEEE.ORG)

## VACATION MODE

To temporarily stop receiving mail from the list **without unsubscribing**, send an email message to [listserv@listserv.ieee.org](mailto:listserv@listserv.ieee.org) and place the command

```
SET PSES-RATC NOMAIL
```

in the body of the message.

To turn mail back on, send an email message to [listserv@listserv.ieee.org](mailto:listserv@listserv.ieee.org) and place the command

```
SET PSES-RATC MAIL
```

in the body of the message.

## HOW TO SET LISTSERV OPTIONS

The listserv understands many commands and has many options. For a complete list of options send the command "INFO REFCARD" to [listserv@listserv.ieee.org](mailto:listserv@listserv.ieee.org) and a complete list of commands will be emailed back to you. The most commonly used commands are listed below. As with all commands to the listserv, send an email message to [listserv@listserv.ieee.org](mailto:listserv@listserv.ieee.org) and include the commands in the body of your message, one command per line.

Alter your subscription options:

```
SET PSES-RATC options
```

where options are:

ACK/NOACK/MSGack

Acknowledgements for postings

DIGests/INDEX/NODIGests/NOINDEX

Ask for digests or message indexes rather than they are posted

HTML/NOHTML

Prefer/avoid HTML mail (especially HTML index

Mail/NOMail

Toggle receipt of mail - VACATION FEATURE - turn off mail without unsubscribing

MIME/NOMIME

Prefer/avoid MIME format (especially MIME dig

REPro/NOREPro

Copy of your own postings?

**Change your e-mail address:**

CHange PSES-RATC newaddr

**Query your subscription options (use the SET command to change them):**

Query PSES-RATC

**Tell your name to LISTSERV:**

REGister full\_name

**Obtain a list of commands:**

Help

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## **HELP & Questions**

For help, send mail to the list administrator: Doug Nix, [dnix@ieee.org](mailto:dnix@ieee.org)

For policy questions, send mail to the RATC Chair: John Allen, [jrallen@productsafetyinc.com](mailto:jrallen@productsafetyinc.com)

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## **Charter and Guidelines**

7-Sep-12

The Product Safety Engineering Society's Risk Assessment Technical Committee operates this Forum. The Forum was founded to discuss product risk assessment topics. Product Safety, EMC and product-related regulatory topics can be discussed on the PSES-RATC list, [PSES-RATC@listserv.ieee.org](mailto:PSES-RATC@listserv.ieee.org).

The forum is provided to facilitate discussion of product risk assessment questions, including technical issues related to standards, methods, and practices. Our membership is global, and opinions shared will come from many different viewpoints. The Forum is intended to be a tool to help us do our jobs more effectively by freely sharing information. It also provides a way to network with colleagues in our field.

The IEEE Product Safety Engineering Society Vice President of Communications is the designated owner of this list and has the ability to add and delete subscribers. As this is an unmoderated discussion group, no one will be reviewing or editing any messages sent out. Subscribers are expected to follow our Forum Guidelines when posting messages.

## **Forum Guidelines**

### **MESSAGE CONTENT GUIDELINES**

1. Postings and responses should be limited to information or queries relating to Product Risk Assessment topics, including standards, methods and practices.
2. Posted information should not be personal, confidential or in any way proprietary.
3. Please don't use the PSES-RATC for private correspondence. Private correspondence should be addressed directly to the parties involved.
4. Please put your name at the end of any message you send (some e-mail addresses do not identify the sender adequately). Also, it is suggested that you include your position in your company and your company name.
5. Blatant or overt advertising of goods or services is not permitted.

The IEEE, whose policies prohibit anything that might be construed as conflict of interest, provides the list server as a service.

Exceptions:

- a. Short, non-promotional "trailers" or signature lines for the sole purpose of identifying the sender and the sender's organization.
- b. Answers to queries about goods or services, where the intent of the answer is to inform, but not promote. (When in doubt, send the questioner a private message.)
- c. Brief notification of free classes or seminars is permitted, provided that the content of the classes or seminars is free, is informational, and is not simply an 'open house' or introduction to new services being offered by the host.
- d. New or used equipment wanted, or used equipment offered for sale (not offered by the manufacturer).
- e. This guideline is specific to the use of this list. This in no way inhibits individuals from contacting members privately and independently.

Similarly, irrelevant postings are strongly discouraged. Irrelevant postings are those whose subject matter is irrelevant to the technical discussions. Please do not post messages about viruses or humanitarian situations.

Occasional humorous stories relating to risk assessment or product safety are acceptable.

6. Posting of job openings is acceptable, as long as they are short (i.e., one paragraph), non-commercial (no agencies or headhunters - no fees involved), infrequent (about one out of every 10 messages or less), and contain an off-PSES-RATC contact name and phone number or e-mail address. The same policy applies for jobs-wanted (if you can fit your resume into one paragraph!).

7. Using key words in the title or subject line will assist members who archive the message traffic and may wish to search it later. Keywords might include: Risk Assessment tools, Electrical Hazard, or a country name (where the information is country-specific).

8. Queries or requests for information should be focused and brief. Respondents should be careful about endorsements - when in doubt, don't.

9. Please don't attach files to messages. Many mailers cannot effectively handle attached files. If you want to make a file available to subscribers, we suggest you announce the availability of the file and make individual arrangements to send the file, or make files available through anonymous ftp or through the Web.

10. To minimize unwanted advertising, postings to the forum are restricted to members only. The list server software compares the poster's address to the addresses in the database. If there isn't a match, the posting will be rejected. Postings must be sent from their subscribed e-mail address and not from an alias or alternate e-mail address. You can subscribe with multiple addresses if you want to do this, but you will receive posts at every address.

11. While subscribed to this Forum, please don't use an "Auto-reply" for your electronic mail when you will be out of the office for some time. Your auto-reply will reply to each message from the list, and it will go to the entire mail list. This is annoying to everyone, and it may broadcast your plans to a larger audience than you intended. If you need to use the auto-reply, we suggest you unsubscribe from this list while you are away, and then re-subscribe when you return. Another approach is to filter your external messages into a separate mail folder that does not apply the auto-reply to respond to those messages.

12. Please be careful about cc's to internal e-mail addresses. If you add cc's (and bcc's), be aware that those addresses accompany your posting, and are distributed to the entire world.

- a. If a subscriber responds to your posting using a "reply-to-all" command, the cc's (and bcc's) will also get copy of the reply.
- b. If your cc's are aliases, and if a subscriber responds to your posting, the cc addresses will cause the mail to bounce back to the IEEE listserver, and then back to the administrators (us) as undeliverable. We research the undeliverable messages to purge bad addresses; bounced alias cc's create work for us.

## DECORUM

The IEEE and PSES, along with the RATC administrators expect subscribers to behave decorously with each other in posted messages. All posts must be appropriate and in good taste. Subscribers shall:

- Follow the conventions of polite behavior;
- Maintain professional decorum by restricting content of postings to technical issues; and
- Avoiding comments that could belittle another subscriber's technical understanding, professionalism, personhood, nationality or ethnicity, or be perceived as bullying.

Decorum must be maintained even in the face of provocation. Reports of indecorous behaviour by a subscriber should be reported to the list administrators. Indecorous behaviour may result in the subscriber being cautioned or permanently removed from the list at the discretion of the PSES and the RATC.

Subscribers may make technical statements that may be incorrect, or may be incorrect in the context of the discussion. Discussions, including correcting incorrect assertions, are an essential function of this list. Such corrections must focus on the technical issues, not the person who wrote the message. Every subscriber to this list must feel free to post a message without fear of being belittled or bullied in any way. Decorous behaviour provides the security that everyone needs to feel comfortable and open to free discussion.

If you feel a message violates these rules of decorum, please notify one of the list administrators.

Best regards,

Dan Roman  
VP Communications  
IEEE Product Safety Engineering Society

All pses-ratc postings are archived and are searchable on the web: [\[URL\]](#)

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## DISCLAIMER

All postings are the sole responsibility of the message originators. The IEEE, the Product Safety Engineering Society, its volunteers and staff do not assure the correctness or viability of any information distributed by the list server, nor accepts any responsibility for the use of any distributed information.

We are pleased to be able to offer this discussion group and look forward to extensive use by the product safety community. However, we would like to emphasize that this discussion group is simply a tool. Tell your co-workers and agency contacts about this forum. The more people involved, the more valuable this tool will be.