

City of Los Angeles
Department of Building and Safety

APPLICATION PACKAGE

FOR

**ACCREDITATION OF ELECTRICAL
TESTING LABORATORY**

LADBS Electrical Engineering Section
201 N. Figueroa St. 5th Floor
Los Angeles, CA 90012 (213) 482-6721



FILE NO. _____

**City of Los Angeles
Department of Building and Safety
Engineering Bureau - Electrical Engineering Section**

APPLICATION FOR APPROVAL AS A TESTING AGENCY

FEES (Effective /1/2017)

New Application		Renewal Application		Modification to Approval	
Main Laboratory	For each Additional Branch	Main Laboratory	For each Additional Branch	Technical	Clerical
\$1,153.00 + \$103.77 = \$1,256.77	\$684.00 + \$61.56 = \$745.56	\$865.00 + \$77.85 = \$942.85	\$252.00 + \$22.68 = \$274.68	\$865.00 + \$77.85 = \$942.85	\$252.00 + \$22.68 = \$274.68

- Address all communications to:
**Department of Building and Safety, Electrical Engineering Section,
201 N. Figueroa St., 5th Floor, Los Angeles, CA 90012, (213) 482-0052**
- On-site review shall be charged at the rate of \$108 plus a 9% surcharge per hour for normal working hours. Off-hour site review shall be charged at the rate of \$108 plus 9% surcharge per hour times one and one half.
- Processing time shall include all activities directly related to the approval of Testing Agencies and shall include all research, review, correspondence, clerical and consultation time pertinent to the application.
- The Department may require an estimated supplemental fee to cover the time and travel expense which shall be paid at the time of filing the application and/or before any travel to laboratories outside of the State of California; however, the supplement fee shall be paid in full prior to the final action by the Department.
- LAMC 98.0416 requires a 9% surcharge to the fees listed above.

FOR CASHIER USE ONLY

- A check or money order payable to "City of Los Angeles" for the amount in the above schedule shall be submitted with this application.
- For first time (new) applications, submit copy of substantiating data, i.e., personnel, list of equipment, conflict of interest, certificate of incorporation, standards to which you test, listing catalogues, organization charts and any further supportive information. If your organization is nonprofit or not for profit, provide proof of that status.
- By the signatures below, the applicant agrees to pay supplemental fees at the rate of \$108.00 plus 9% surcharge per hour to cover the time of processing (5) which is in excess of the time provided for in the approval, renewal or modification fee.
- Fees for auto, air travel & per diem, shall be reimbursed to the City per Section 96.205 (i) of the Los Angeles Municipal Code.
- The fees, including supplemental fees, and application fees are not refundable once work has been performed by the Department, regardless of whether the action taken is approval or denial of approval.

Laboratory's Name: _____

Mailing Address: _____

Name of Applicant: _____ Title: _____

Signature: _____ Date: _____

Telephone No. _____ Ext. _____ E-Mail Address: _____

Telephone No. _____ Ext. _____ Fax No. _____

Address of Facilities: _____
Other Than Above (Submit a separate application for each address)

Name of Owner / Corporate Officer: _____ Title: _____

Signature: _____ Date: _____

Check appropriate box

TESTING AGENCY:

- Electrical
- Mechanical
- Plumbing
- Fire Protection

DEPARTMENTAL USE ONLY

Processing Fee _____

Surcharge _____

Total Fee _____

Verified _____ Date _____

CONTENTS

Part I - Application for Electrical Testing Laboratories

Part II - Application for Field Testing Laboratories

Part III - Application for Renewal

Part IV - Guidelines for Recognition of Testing Agencies

Part I

Application for Electrical Testing Laboratories

Part I-A General Information

Part I-B On-site Laboratory Review

Part I-C Forms

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

PART I-A

GENERAL INFORMATION

The information provided by the applicant in response to this questionnaire will assist the Department in reviewing the laboratory's general practices and testing experiences to specific test standards. If additional information is required, the applicant will be informed accordingly.

Revision: November 17, 2000

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

LABORATORY NAME:

ADDRESS:

TELEPHONE NUMBER:

CONTACT PERSON:

BRIEF HISTORY OF THE COMPANY:

I. GENERAL

A. Disclaimer

- 1) When you test a piece of equipment in the laboratory or field to a specific UL/ANSI standard, do you have any disclaimers that must be signed by your client before proceeding with the test? Please provide a copy.

- 2) What responsibilities do you disclaim when you test and list an equipment to a standard or procedure developed by your company such as an engineering evaluation of an equipment that does not have a specific UL/ANSI standard?

- 3) What are your typical end user or field installation requirements when you list a product and how do you convey this information to the installers and/or users?

- 4) Do you sign a non-disclosure of information agreement with your clients before testing their products?

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

B. Files

- 1) What indication is there in a test file that will indicate an equipment was listed from a specific branch laboratory?
- 2) How are your test files usually organized content-wise? Please provide sample.
- 3) How do you secure your files?

C. Labels

- 1) How does a City of Los Angeles authorized representatives tell by looking at the label that the equipment was tested from a specific branch laboratory? Please provide a copy of your label with a designation from the originating laboratory.
- 2) Have you had any experience in the past of anyone misusing your label (including clients), if so, what action did you take and what was the final outcome?

D. Follow up service

- 1) How many times a year do you perform follow-up inspections of products that are currently listed and at what time intervals?
- 2) What are the qualifications of your follow-up inspectors? Are they full time employees or contract employees?
- 3) What type of training do you provide your follow-up inspectors?
- 4) What control does your laboratory have over your follow-up inspectors, if they are in a different organization or operate from a branch laboratory that is not City approved?

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 “Guidelines for Recognition of Testing Agencies.” These requirements must be met before an approval is granted.

E. Workloads

- 1) If you have a large workload, do you hire consultants, testers, or engineers to help you out in bringing down your workloads? Do you farm out work to other branches or laboratories?

F. Listing

- 1) Does your client agreement require annual renewal of your approval to use your listing mark? Please provide a copy of your client agreement for our review.

- 2) If you have new policies or if there are changes in the codes and standards that affect the product design or use, how and when do you inform your client and what written procedure do you have? Please submit a copy for our review.

G. Standards

- 1) How often do you update your UL/ANSI standards, or other test standards and codes?

- 2) Are you a subscriber to any of the standards formulating organizations? Which organization(s)?

- 3) When and how are you informed if there is a change in a particular standard or code?

- 4) When do you implement the new standard updates?

H. Records and files access and disposal

- 1) When do you usually dispose a file and what are your procedures in disposing files? Please provide a copy of your procedure.

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

- 2) Do all your employees have access to your test or project files? Please provide a list of employees that are authorized to access your test or project files.
- 3) How do you secure your files against pilferage and indiscriminate changes?

2. LABORATORY PROCEDURES

A. Warehousing receiving and shipping procedures

- 1) How do you prevent switching of similar product samples from different clients? Do you have a tracking system? If so, please provide a copy of your procedure.
- 2) Is it part of your agreement with your clients to provide samples of components and/or the whole unit of the product that you are evaluating for listing? If so, please provide a copy of that part of the agreement.

B. Classification of products for listing

- 1) Do you have a list of product categories with corresponding test standards that apply to these categories? If so, please provide a copy of your list? If you do not have a list, please explain how you categorize the products that you are listing in your listing directory. Please provide a copy of your listing directory.
- 2) If a particular equipment has no specific standard, how do you test and list the product and in what category do you classify it? Do you have any written procedure so that it is consistent in your company? If so, please provide a copy of the procedure.

C. Disposal of tested equipment and component:

- 1) How do you dispose components and/or equipment that has been tested and are no longer useable and your client does not want them returned? Please provide a copy of your disposal policy and procedures.

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

D. Testing procedures:

- 1) What tests do you perform to comply with NEC Section 110-3a1 to a8? Is this a part of your testing policy? If so, please provide a copy of the policy.

- 2) Please describe how you monitor and control the temperature, humidity, level of safety, electrical and mechanical parameters in your testing environments when the standard and/or code requires it.

- 3) Do you have occasions where test procedures are required by the standard and/or code, yet you do not perform these tests? If this is a part of your policy, please provide a copy of that policy.

- 4) What equipment or product documentation do you require from your client before you evaluate and test an equipment?

E. Test equipment

- 1) Please provide a list of your test equipment indicating the type, model number and instrument description.

F. Equipment maintenance and calibration program

- 1) Please provide a current copy of your test equipment calibration and maintenance record.

- 2) Please provide a copy of your company's test equipment calibration policies and procedures.

G. Training programs

- 1) Please provide a copy of your employee training programs and a copy of your training manual.

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

- 2) How often and when do you require training of your testing staff.

H. Review procedures of completed tests and approvals

- 1) Who reviews the test report for final approval and listing? Is the reviewer a California Registered Electrical Engineer?

I. Personnel accountability and chain of command

- 1) Please provide a chart or a list showing the accountable persons in your organization.

J. Quality control

- 1) Please provide a copy of your quality control manual.

3. STANDARDS AND REFERENCES

A. Test standards

- 1) Please provide a list of UL/ANSI standards that you are using in the categories that you are seeking approval.

B. Technical references

- 1) Please provide a list of technical references, NEC and City of Los Angeles Codes, etc. that you are using in conjunction with item 3A above.

C. Frequency of updating standards

- 1) How often do you update the test standards in item 3A above and the codes?

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

D. Historic standards

- 1) What is your company's policy in relation to archiving historic standards used to judge equipment that is still in use?

4. COMPLAINTS

- A. What is your procedure in handling public complaints about product failures and accidents?
- B. Please provide a copy of your company's policy regarding misuse of labels by unauthorized persons.

5. MANDATORY REQUIREMENTS

- A. If this is a branch laboratory, please provide information concerning the relationship of this laboratory to the main laboratory. Who do you report to and who supervises whom and reviews the testing? Who signs off on the test reports?
- B. What relationship does this laboratory have with the follow-up organization if it is separate? Does this laboratory receive follow-up reports from the follow-up organization?
- C. Has OSHA recognized electrical testing at this facility? What are the limits of that recognition? Please provide a copy of the Federal Register indicating the NRTL recognition of this laboratory.
- D. If this laboratory has a list of those products it has tested, please submit a copy. How can a City of Los Angeles authorized representative determine that this laboratory did the testing of the equipment?
- E. Has this laboratory received recognition from other jurisdiction in the United States? Please submit copies of such documents.

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

- F. If this is a branch laboratory and is not fully covered by the parent company, please provide a notarized statement signed by an appropriate corporate officer of the agency covering the below listed conflict of interest areas:
- 1) The agency shall not be owned by manufacturers or vendors.
 - 2) The agency administration shall not be controlled by manufacturers or vendors.
 - 3) The agency shall have a policy of non conflict of interest covering all employees.
 - 4) The agency shall have a policy of not acting as an advocate or consultant for a client whose products or materials are under review by the City. Please provide a copy of the policy connected with 1) to 3) of this item.
- G. The facility should be appropriate for the required testing, e.g., size (square feet), power, phase, voltage, available fault current, branch circuit sizes, transformer sizes and other utilities. Please provide the information including a scaled layout of the facility.
- G. Does this laboratory expect to do witness testing? Please provide a copy of your procedure for witness testing. Testing by manufacturer without an appropriate witness from the testing agency (self-certification) is not acceptable.
- H. Will copies of follow-up inspections be available for review at this laboratory? Please provide a sample copy.
- I. Are there cases where there are less than four follow-up inspections on products tested at this laboratory? Please provide a copy of the company's procedures in handling these types of cases.
- J. Please provide this laboratory's procedures when de-listing, de-certifying or recalling becomes necessary of a listed product.

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

6. LIMITS OF APPROVAL

- A. Provide a list showing that this laboratory has a minimum of 3 years experience in listing products on categories that are considered general use equipment for ordinary environment and 5 years on categories that are considered as: hazardous location, intrinsically safe equipment, medical and dental patient intrusive equipment, and high voltage equipment. Use the attached forms (FORM A, B, C, D & E) for experience qualification. Furthermore, the list shall only show those products that have been listed by the laboratory and follow up inspection has been made. The test files shown on the list will be reviewed during on site laboratory review.

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

PART I-B

ON-SITE LABORATORY REVIEW

On-site review of the laboratory facilities is required.

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

The following items will be reviewed or discussed during on site review at the laboratory:

- a. Review of facilities and utility plans - electrical, water, and gas (ability to provide various voltages, currents, water pressures, and gas). Please provide copies of these plans.
- b. Review personnel resumes to determine that experience and education in specific areas of expertise are satisfactory. Please provide copies of these resumes.
- c. Discuss different codes and standards, such as NFPA, ANSI, ASTM, UL, NEC, City of Los Angeles Codes, UBC, etc. with staff to determine familiarity and experience.
- d. Discuss what basis is used to accept or reject parts of basic standards or codes.
- e. Review the laboratory standards library and procedure of updating reference standards.
- f. Review the procedure of deciding what standard(s) to use in testing equipment.
- g. Review of training program in codes, standards and company procedures.
- h. Review of test procedures for a representative number of equipments. Show at least 3/5 years of experience for each category that you are applying for approval.
- i. Review a sampling of current test reports to assess the completeness in relation to standards requirements.
- j. Discuss company policy when equipment that has been originally accepted by Engineering Report classification or evaluation is upgraded to a certification or a listing.
- k. Review representative samples of current and past factory follow-up test reports and guides for what is to be done in the factory and assess completeness, how many follow ups are made each year and what is the basis for determination.
- l. Discuss what determines the number of unannounced factory follow-up inspections per year. Is there some method of correlating this with what is actually happening? What happens in a multi-equipment producer that is not producing any equipment at the time of the unannounced visit?

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

- m. Review records of test equipment calibration certification and maintenance.
- n. Review procedure of placement of listing markings required by standards. Who decides where a marking goes, and method of control? Is this information in all factory follow-up reports?
- o. Review procedure of follow-up safety monitoring of equipment installations that have failed or caused problems. What type of data base does the laboratory keep and what criteria is there to judge inputs?
- p. Review method of control of labels and listing marks by the laboratory.
- q. Review procedure of taking follow-up legal action and any actions that have been taken when laboratory contract has been violated or equipment subsequently found unsafe.
- r. Review procedures for testing and/or evaluating equipment other than at the laboratory facilities (e.g. manufacturing facility or other testing laboratories).

City of Los Angeles
Department of Building and Safety
Electrical Testing Laboratory Review for Recognition

This review for approval by the City of Los Angeles as a recognized electrical testing laboratory is in accordance with the requirements of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted.

PART I-C

FORMS

FORM A

EXPERIENCE INFORMATION FOR LISTING OF GENERAL USE EQUIPMENT

Provide specific experience information for each equipment category. **Three years** of testing, listing and providing follow-up inspection services on a national basis for a minimum of **ten items or families of items** from not less than **three non-related manufacturers**.

File No.	Description	Model No.	Manufacturer	UL/ANSI Standard	Standard Title	Date Listed	Follow-up per year

FORM B

EXPERIENCE INFORMATION FOR LISTING OF EQUIPMENT USED IN HAZARDOUS LOCATIONS

Provide specific experience information for each equipment category. **Five years** of testing, listing and providing follow-up inspection services on a national basis for a minimum of **ten items or families of items** from not less than **three non-related manufacturers**.

File No.	Description	Model No.	Manufacturer	UL/ANSI Standard	Standard Title	Date Listed	Follow-up per year

FORM C

EXPERIENCE INFORMATION FOR LISTING OF INTRINSICALLY SAFE EQUIPMENT

Provide specific experience information for each equipment category. **Five years** of testing, listing and providing follow-up inspection services on a national basis for a minimum of **ten items or families of items** from not less than **three non-related manufacturers**.

File No.	Description	Model No.	Manufacturer	UL/ANSI Standard	Standard Title	Date Listed	Follow-up per year

FORM D

EXPERIENCE INFORMATION FOR LISTING OF MEDICAL AND DENTAL PATIENT INTRUSIVE EQUIPMENT

Provide specific experience information for each equipment category. **Five years** of testing, listing and providing follow-up inspection services on a national basis for a minimum of **ten items or families of items** from not less than **three non-related manufacturers**.

File No.	Description	Model No.	Manufacturer	UL/ANSI Standard	Standard Title	Date Listed	Follow-up per year

FORM E

EXPERIENCE INFORMATION FOR LISTING OF HIGH VOLTAGE EQUIPMENT

Provide specific experience information for each equipment category. **Five years** of testing, listing and providing follow-up inspection services on a national basis for a minimum of **ten items or families of items** from not less than **three non-related manufacturers**.

File No.	Description	Model No.	Manufacturer	UL/ANSI Standard	Standard Title	Date Listed	Follow-up per year

Part II

Application for Field Testing Laboratories

Part II-A General Information

Part II-B On-site Laboratory Review

Part II-C Forms

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for **Field Testing of Electrical Equipment**

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 “Guidelines for Recognition of Testing Agencies.” These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

PART II-A

GENERAL INFORMATION

The information provided by the applicant in response to this questionnaire will assist the Department in reviewing the laboratory’s general practices and testing experiences to specific test standards. If additional information is required, the applicant will be informed accordingly.

Revision: November 17, 2000

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for Field Testing of Electrical Equipment

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

LABORATORY NAME:

ADDRESS:

TELEPHONE NUMBER:

CONTACT PERSON:

BRIEF HISTORY OF THE COMPANY:

I. GENERAL

A. Disclaimer

- 1) When you test a piece of equipment in the field to a specific UL/ANSI standard, do you have any disclaimers that must be signed by your client before proceeding with the test? Please provide a copy.

- 2) What responsibilities do you disclaim when you test and list an equipment to a standard or procedure developed by your company such as an engineering evaluation of an equipment that does not have a specific UL/ANSI standard?

- 3) What are your typical end user or field installation requirements when you list a product and how do you convey this information to the installers and/or users?

- 4) Do you sign a non-disclosure of information agreement with your clients before testing their products?

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for **Field Testing of Electrical Equipment**

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

B. Files

- 1) What indication is there in a test file that will indicate an equipment was tested from a specific branch laboratory?
- 2) How are your test files usually organized content-wise? Please provide sample.
- 3) How do you secure your files?

C. Labels

- 1) How does a City of Los Angeles authorized representatives tell by looking at the label that the equipment was tested from a specific branch laboratory? Please provide a copy of your field testing label.
- 2) Have you had any experience in the past of anyone misusing your label (including clients), if so, what action did you take and what was the final outcome?

D. Field Testing Personnel

- 1) What are the qualifications of your field testing personnel? Please provide copies of their resumes.
- 2) What control does your laboratory have over your field testing personnel, if they are in a different organization or operate from a branch office that is not City approved?

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for Field Testing of Electrical Equipment

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

E. Workloads

- 1) If you have a large workload, do you hire consultants, testers, or engineers to help you out in bringing down your workloads? Do you farm out work to other branches or laboratories?

F. Codes and Standard Changes

- 1) If there are changes in the codes and standards that affect the product design or use during your testing, how and when do you inform your client and what written procedure do you have? Please submit a copy for our review.

G. Standards

- 1) How often do you update your UL/ANSI standards, or other test standards and codes?
- 2) Are you a subscriber to any of the standards formulating organizations? Which organization(s)?
- 3) How and when does your laboratory inform your staff of the changes in a particular standard or code? Please provide samples.
- 4) When do you implement the new standard or code updates?

H. Records and files

- 1) When do you usually dispose a file and what are your procedures in disposing files? Please provide a copy of your procedure.

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for Field Testing of Electrical Equipment

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

- 2) Do all your employees have access to your test or project files? Please provide a list of employees that are authorized to access your test or project files.

- 3) How do you secure your files against pilferage and indiscriminate changes?

2. FIELD TESTING PROCEDURES

A. Procedure in selecting test standard

- 1) Do you have a procedure that you use as reference in selecting standards for field testing for specific equipment? Please provide a copy of your procedure.

- 2) If a particular equipment has no specific standard, how do you test and label the product? Does your company have uniform written procedures for this type of equipment? Please provide a copy.

B. Test procedures

- 1) What documentations do you require from your client before you evaluate and test an equipment?

- 2) What tests do you perform to comply with NEC Section 110-3A1 to a8? Is this a part of your field testing policy? If so, please provide a copy of this policy.

- 3) Please describe how you monitor and control the temperature, humidity and level of safety in different field environments.

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for **Field Testing of Electrical Equipment**

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

- 4) Does your company have a policy not to perform destructive tests to field installed equipment even if the code and/or standard require them for shock and fire hazard verification? Please give us a copy of this policy.

C. Test equipment

- 1) Please provide a list of your test equipment indicating the type, model number and instrument description, including measurement ranges.

D. Equipment maintenance and calibration program

- 1) Please provide a current copy of your test equipment calibration and maintenance record.
- 2) Please provide a copy of your company's test equipment calibration policies and procedures.

E. Training programs

- 1) Please provide a copy of your field testing training program.
- 2) How often and when do you require training of your field testing staff?

F. Review procedures of completed tests prior to labeling

- 1) Who reviews the test report for final approval within your organization? Is the reviewer a California Registered Electrical Engineer?

G. Personnel accountability and chain of command

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for Field Testing of Electrical Equipment

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

- 1) Please provide a chart or a list showing the accountable persons in your organization for field testing.

H. Quality control

- 1) Please provide a copy of your quality control manual for field testing.

3. STANDARDS AND REFERENCES

A. Test standards

- 1) Please provide a list of UL/ANSI standards that you are using in the categories that you are seeking approval.

B. Technical references

- 1) Please provide a list of technical references, NEC, California Electrical Code, and City of Los Angeles Codes (Electrical, Building, and etc.) that you are using in conjunction with item 3A above.

C. Frequency of updating standards

- 1) How often do you update the test standards in item 3A above and the codes?

D. Historic standards

- 1) Please provide a copy of your policy in relation to archiving historic standards used to judge equipment that is still in use?

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for Field Testing of Electrical Equipment

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

4. COMPLAINTS

- A. Please provide a copy of your company's procedure in handling public complaints about product failures and accidents?

- B. Please provide a copy of your company's policy regarding misuse of field labels by unauthorized persons.

5. MANDATORY REQUIREMENTS

- A. If this is a field office or branch laboratory, please provide information concerning the relationship of this laboratory to the main laboratory. Who do you report to and who supervises whom and reviews the testing? Who signs off on the test reports prior to labeling?

- B. If this laboratory/field office has a list of those products it has tested, please submit a copy. How can a City of Los Angeles inspector determine that this laboratory did the testing of the equipment?

- C. Has this laboratory or field office received recognition for field testing from other jurisdiction in the United States? Please submit copies of such documents.

- D. Please provide a notarized statement signed by an appropriate corporate officer of the agency covering the following conflict of interest areas:
 - 1) The agency shall not be owned by manufacturers or vendors.
 - 2) The agency administration shall not be controlled by manufacturers or vendors.
 - 3) The agency shall have a policy of non conflict of interest covering all employees.
 - 4) The agency shall have a policy of not acting as an advocate or consultant for a client whose products or materials are under review by the City.

Please provide a copy of the policy connected with items 1) to 4) above.

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for Field Testing of Electrical Equipment

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

- E. Provide a list showing that this laboratory has a minimum of 3 years experience in field testing on categories that are considered general use equipment installed in ordinary environment and 5 years on categories that are considered as: hazardous location, intrinsically safe equipment, medical and dental patient intrusive equipment, and high voltage equipment. Use the attached forms (FORM A, B, C, D, and E) for experience qualification. The files will be reviewed during on-site laboratory review.

- F. Provide a copy of the laboratory recognition as an NRTL by OSHA.

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for **Field Testing of Electrical Equipment**

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 “Guidelines for Recognition of Testing Agencies.” These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

PART II-B

ON-SITE LABORATORY REVIEW

On-site review of the laboratory facilities is required.

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for **Field Testing of Electrical Equipment**

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

The following items will be reviewed or discussed during on site review at the laboratory:

- a. Review of facilities and utility plans - electrical, water, and gas (ability to provide various voltages, currents, water pressures, and gas). Please provide copies of these plans.
- b. Review personnel resumes to determine that experience and education in specific areas of expertise are satisfactory. Please provide copies of these resumes.
- c. Discuss different codes and standards, such as NFPA, ANSI, ASTM, UL, NEC, City of Los Angeles Codes, UBC, etc. with staff to determine familiarity and experience.
- d. Discuss what basis is used to accept or reject parts of basic standards or codes.
- e. Review the laboratory standards library and procedure of updating reference standards.
- f. Review the procedure of deciding what standard(s) to use in testing equipment.
- g. Review of training program in codes, standards and company procedures.
- h. Review of test procedures for a representative number of equipments. Show at least 3/5 years of experience for each category that you are applying for approval.
- i. Review a sampling of current test reports to assess the completeness in relation to standards requirements.
- j. Discuss company policy when equipment that has been originally accepted by Engineering Report classification or evaluation is upgraded to a certification or a listing.
- k. Review records of test equipment calibration certification and maintenance.
- l. Review procedure of placement of field testing labels.

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for **Field Testing of Electrical Equipment**

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 "Guidelines for Recognition of Testing Agencies." These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

- m. Review procedure of follow-up safety monitoring of equipment installations that have failed or caused problems. What type of data base does the laboratory keep and what criteria is there to judge inputs?
- n. Review method of control of labels and field testing marks by the laboratory.
- o. Review procedure of taking follow-up legal action and any actions that have been taken when laboratory contract has been violated or equipment subsequently found unsafe.
- p. Review procedures for testing and/or evaluating equipment in the field.
- q. Review procedures for handling equipment with unlisted parts or parts that cannot be tested in the field.

City of Los Angeles
Department of Building and Safety
Review for Administrative Approval of Electrical Testing Laboratory
for **Field Testing of Electrical Equipment**

This review for administrative approval by the City of Los Angeles as a recognized electrical testing laboratory to perform safety testing of unapproved electrical equipment installed in the field meets the intent of LAMC Section 98.0503 and LADBS Information Bulletin P/BC 2001-58 “Guidelines for Recognition of Testing Agencies.” These requirements must be met before an approval is granted. The approved testing agency will be administratively permitted to perform safety testing of unapproved electrical equipment installed in the field, in the City of Los Angeles, with review of the test reports.

PART II-C

FORMS

FORM C

EXPERIENCE INFORMATION FOR LISTING OF INTRINSICALLY SAFE EQUIPMENT

Provide specific experience information for each equipment category. **Five years** of testing, listing and providing follow-up inspection services on a national basis for a minimum of **ten items or families of items** from not less than **three non-related manufacturers**.

File No.	Description	Model No.	Manufacturer	UL/ANSI Standard	Standard Title	Date Tested	Location

FORM E

EXPERIENCE INFORMATION FOR LISTING OF HIGH VOLTAGE EQUIPMENT

Provide specific experience information for each equipment category. **Five years** of testing, listing and providing follow-up inspection services on a national basis for a minimum of **ten items or families of items** from not less than **three non-related manufacturers**.

File No.	Description	Model No.	Manufacturer	UL/ANSI Standard	Standard Title	Date Tested	Location

Part III
Application for Renewals

**City of Los Angeles
Department of Building and Safety**

Review for Renewal of Electrical Testing Laboratory Recognition

Please complete and return this questionnaire with the application for renewal and renewal fee no later than thirty (30) days prior to an expiration date of your license.

Please answer all questions and return to:

City of Los Angeles
Department of Building & Safety
Attn: Electrical Engineering Section
2319 Dorris Place
Los Angeles, CA 90031

- | | | |
|------------|-----------|--|
| Yes
() | No
() | 1. Change in the name or ownership of the company, office or laboratory location (if yes, explain changes). |
| () | () | 2. Change in the responsible personnel such as: president, vice president, laboratory director, supervisor, or electrical P.E. (If yes, explain changes and indicate name and brief history of the work experience and education). |
| () | () | 3. Change in materials or products tested (if yes, specify changes and list new testing equipment). |

PLEASE ATTACH ALL INFORMATION ON CHANGES

Name	Signature of Responsible Person	Position	Date
------	---------------------------------	----------	------

Part IV
Guidelines for Recognition of Testing Agencies



GUIDELINES FOR RECOGNITION OF TESTING AGENCIES

Part I - GENERAL

The guidelines below are designed to provide basic requirements for acceptance of Testing Agencies as required in Section 98.0503 of the Los Angeles Municipal Code. In addition, it is to provide a more detailed list of requirements for Testing Agencies with practical information for the licensing of Testing Agencies. All references to the Department herein contained shall refer to the Department of Building and Safety, City of Los Angeles.

The testing agencies shall be reviewed under one of the following categories:

CATEGORY A: Testing agencies which, in addition to testing, provide factory follow-up inspection and listing or certification of products as defined in Part II, Section 12 and 13, falling under building, plumbing, mechanical, elevator or electrical code requirements, for which the Department only requires evidence of current listing or certification of a product for acceptance.

CATEGORY B: Testing agencies which perform testing only and whose reports are submitted by vendors or manufacturers to the City for completion of general approval research reports or laboratory reports for product acceptance.

CATEGORY C: Testing Agencies which perform testing of construction materials and/or soils for conformance with the applicable standards adopted by the Los Angeles Municipal Code.

CATEGORY D: Agencies which perform inspection services and/or field testing only, but do not maintain a laboratory (i.e., third party inspection of materials required by the Los Angeles City Building Code, or in-place shear or torque testing conducted entirely at the building site).

Exception: Agencies that qualify under Category "D" above may be exempted from this requirement if the Department determines that the required tests or inspections do not necessitate the maintenance of a laboratory.

The list of requirements in the guideline are presented in detail but should not be considered all inclusive.

In order to begin the review process, the information indicated in Part II, must be submitted.

PART II - INITIAL APPLICATION

1. **Application.** Application shall be submitted on a form provided by the Department. Application forms may be obtained by contacting the following:

- a. For testing categories of mechanical, plumbing and electrical:

Electrical Engineering (or Mechanical Engineering)
Department of Building and Safety
2319 Dorris Place
Los Angeles, CA 90031
(213) 485-2377

- b. For testing category of building (soils and building construction materials and equipment):

Department of Building and Safety
Materials Control Section
221 N. Figueroa St. #675
Los Angeles, CA 90012
(213) 482-0000

The application shall be filled out, signed by the applicant and owner or corporate officer, and returned with the appropriate fee, as shown on the application, to the appropriate office. A separate application is required for each discipline of testing: mechanical, electrical, and building. The category of mechanical testing shall include plumbing, gas, heating, ventilating, air-conditioning, elevators and the mechanical, plumbing, and electrical portions of fire protection equipment testing.

2. **Description of Organization.** Provide a brief history of the organization including the nature of its testing. If it is a non-profit organization, provide evidence of such recognition by the appropriate state agency for the state in which the organization is located or incorporated. Provide an organization chart showing the names and titles of the principle and responsible employees.

If the organization is a subsidiary or division of a larger organization, provide information concerning the relationship to the larger organization including the organization chart of the larger organization.

Laboratories seeking acceptance in Category A shall be "Nationally Recognized." In this document, Nationally Recognized describes a testing facility that is available for use by manufacturers from all parts of the United States.

The requirements of Nationally Recognized for electrical testing laboratories may be met by

showing approval by Federal OSHA. Such applicant must provide material from the Federal Register to verify details of the OSHA recognition. Also, such applicant must provide copies of recognition letters from other major enforcement jurisdictions in the United State.

"Nationally Recognized" status for building and mechanical testing laboratories may be shown by providing copies of recognition letters from other enforcement jurisdictions in the United States.

Laboratories seeking acceptance in Categories B, C or D need not meet the requirement of "Nationally Recognized."

3. **Personnel.** Provide a description of the job responsibilities and qualifications for each principal and responsible employee including the tester, technician or engineer involved in the particular types of testing for which approval is being sought, persons responsible for follow-up field review or control, the owner, president or responsible officer of the company, etc. This requirement may be modified for very large organizations with the approval of the Department. If the company is owned by a larger organization, please provide additional descriptions of personnel in the chain of command of the larger organization. Emphasis shall be placed on engineering, testing and inspection experience. Indicate all engineers that are professionally registered, their registered discipline and State. There shall be at least one registered engineer in the appropriate discipline for each general area of testing, or other personnel with appropriate credentials, who shall be responsible for testing or test report review. It is considered desirable to satisfy the foregoing provision at each branch laboratory
4. **Conflict of Interest.** The agency shall be an independent third party testing organization, or testing and inspection organization with no organizational, managerial or financial affiliation with manufacturers, suppliers or vendors of products under its testing, or testing and certification program. The agency shall provide a notarized statement, signed by the president or corporate officer of the agency, concerning the below listed areas:
 - a. The agency shall not be owned by manufacturers or vendors.
 - b. The agency administration shall not be controlled by manufacturers or vendors.
 - c. The agency shall have a policy of non-conflict of interest covering all employees. A copy of the policy shall be submitted with the application.
 - c. The agency shall have a policy of not acting as an advocate or consultant for a client whose products or material products or materials are under review by the City. The agency's role must be limited to third party safety testing in the field for which recognition is requested.

This section shall not apply to laboratories in conjunction with cement producing mills where only cement testing is performed.

5. **Facility.** Agencies in categories A, B or C shall have a suitable facility of the appropriate size in order to perform the required testing. Agencies in Category D may be exempt from having a laboratory when the required tests or inspections do not necessitate the maintenance of a laboratory. The laboratory shall notify the Department if it must perform any testing at other locations or test facilities, or its intention to do witness testing at a manufacturer's facility. Testing by employees of a manufacturer (self-certification) in lieu of testing by agency personnel is not acceptable. The facility shall have ample supplies of electricity, water, and gas, etc., in order to perform specific testing.

The laboratory and its facilities shall demonstrate good housekeeping practices. The facility shall be appropriately equipped to prevent undue conditions of temperature extremes or fluctuations, dust, moisture, steam, vibration, electromagnetic disturbances, interference, etc., and shall be maintained accordingly so as not to invalidate test results by their presence.

The applicant shall provide the City with scaled layout of facility indicating offices and specific testing areas. For electrical testing, indicate the type of electrical service to the building, i.e., voltage, phase, capacity and available fault current. Indicate the rating of distribution transformers and the largest branch over current devices and the voltage served by those devices. For plumbing testing indicate available gas and water supply (flow and pressure).

6. **Standards.** The agency shall use nationally recognized American National Standards adopted by the Department to use other standards. The agency shall maintain a library or file of standards are kept up to date. The agency also keep a current copy of the applicable Los Angeles City Codes, i.e., Building, Mechanical, Electrical, Plumbing, (gas, fire protection included), appropriate City of Los Angeles Information Bulletins for building materials labs, and the Uniform Building Code Standards.
7. **Test Equipment.** The agency shall provide a list of test equipment which can measure the parameters required by the standards. The agency shall maintain an inventory list of all equipment that it has the facility including the type of equipment, manufacturer, model and serial number. The agency shall notify the Department in writing when it uses equipment other than that shown on its inventory record. The list shall be updated annually. The agency shall also provide written notification when equipment is leased for doing required testing. When testing is done at other than the facilities of the testing agency, such tests shall be under strict control of the testing agency and test reports shall reference calibration of testing equipment according to quality control and calibration guidelines herein described.
8. **Calibration.** The agency shall provide evidence of a calibration program to assure accuracy of instruments and adherence of traceability to the National Institute of Standards and Technology. The program should include a list of all instruments, gauges and other test equipment, calibration procedures, schedules, standards, stickers on equipment indicating date of last calibration or current status, and the due date of the next required calibration, records of calibration reports and maintenance of test equipment, a method of tracking and reminder of those equipments needing periodic calibration.

9. **Quality Control.** The agency shall provide a quality control manual outlining its current program which demonstrates a minimum acceptable level of accountability in the following areas:
 - a. Supervision and responsibility
 - b. Accuracy of test equipment
 - c. Appropriate use of specific test equipment to conduit testing to a specific standard.
 - d. Establishment of procedures for conducting testing, both general and specific.
 - e. Training in testing, both general and specific procedures.
 - f. Review of actual testing to be in conformance with the test standard procedure.
 - g. Feedback and retraining where specific guidelines or test procedures have not been followed.
 - h. Delineation of job limitations and areas of responsibility of each employee involved in testing or review of testing.
 - i. Security measures for protection of proprietary rights and confidential information.
 - j. Sample selection and protection information, including rules for receipt, retention and disposal of the material, sample or equipment tested.
10. **Testing.** A copy of the current standard shall be available to the personnel conducting the test. All testing shall be done to the complete standard unless otherwise approved by the Department. Should a test be omitted by "engineering judgement", complete details of the reasons for the omission shall be available for review in the report.
11. **Test Reports.** The information gathered from testing and evaluation of the product shall be formalized in a written report. The report shall include the following minimum requirements and additional required data as per application standards.
 - a. The name of the laboratory and address where testing was performed.
 - b. Report identification number
 - c. Client identification: name and address.
 - d. Test item description including how selected and dates received.

- e. Date(s) of testing.
 - f. The standard to which testing is being done, including the method and procedures used. The latest standard shall be used unless otherwise required by the Department.
 - g. Any omissions, modifications or addition to the standard test procedures and justification for such changes.
 - h. Collected data: measurements, examinations, results.
 - i. The test results and final test report shall be reviewed and signed by the person responsible for testing and/or review
12. **Factory Follow-up Inspection.** The testing agency which has factory follow-up inspections shall provide the following:
- a. Evidence of a minimum of four unannounced factory follow-up inspections per year for continuously manufactured electrical, heating, and plumbing products manufactured in any quarter. In no case shall an product listed/certified have a factory follow-up inspection for non-continuously manufactured products less than once per year.
 - b. Factory inspection procedures which assure compliance with latest standard unless otherwise required by the Department.
 - c. Examples of reports which have been signed by the factory follow-up inspector or engineer
 - d. Guidelines of how products which are not in compliance with the standard are handled by the factory follow-up inspector or engineer.
 - e. Information on the background, training, follow-up training and chain of command of follow-up inspectors.
 - f. Guideline of how equipment calibrations are verified at the factory.
13. **Listing or Certification.** The testing agency which has a listing or certification program shall provide the following:
- a. A listing or certification catalog showing all listed or certified products. This catalog shall be updated at least annually and several copies of the directories may be required for distribution to the Department's inspection staff. The descriptive name and type of product or category shall be included in the directory. A method of identification of the branch laboratory where the testing is performed should be included in the product directory if applicable.

- b. Procedures to de-list or de-certify when a product fails to meet factory follow-up standards once accepted.
 - c. Instruction in the listing or certification catalog where special requirements of installation are addressed.
14. **Labeling.** The testing agency which has a factory follow-up inspection program and a listing or certification service, shall provide evidence of a labeling program to identify listed or certified products in the field. Such a program shall show the following:
- a. Samples of each type of label used.
 - b. A listing or certification mark or logo unique to the organization.
 - c. A program of tracking proper label use for correct products and of recall where the labels have been found to be in violation of product acceptance conditions or use with the wrong products.
 - d. A procedure of legal action where there is fraudulent or improper use of labels.
 - e. The label should indicate the name or location of the approving branch laboratory in cases where all the branch laboratories have not received approval.
15. **Experience.** The City generally recognizes those laboratories and products where the laboratory can demonstrate specific and substantial experience in the area of safety testing for listing, labeling and follow-up inspections. This requirement will especially impact on items number Part II-2, -3, -10, -11, -12, -14, and, Part III-1 of this guideline.

Specific experience requirements for the area of Electrical Testing, for example, shall be as follows:

- a. Three years of testing, listing and providing follow-up inspection services on a national basis for a minimum of ten items or families of items not less than three non-related manufactures.
- b. Engineers/Testers/Inspectors. A minimum of three engineers, testers and inspectors shall have not less than three continuous years of experience, for at least 20% of their employed time, working on such equipment.

Trade-offs may be acceptable for this requirements, i.e., Six people with 20% for two years or two people with 80% for two years of demonstrable qualified experience on equipment for which recognition is requested.

- c. Special categories. Hazardous area, intrinsically safe, medical and dental patient intrusive and high voltage equipment requires two additional years experience, i.e., five years for those categories.

This requirement may be waived for previously unlisted new categories of equipment.

- d. Retroactivity. These requirements are not retroactive to existing electrical recognitions, but additional categories to be added would have to satisfy the criteria.
- e. Branch Laboratories. The minimum number of personnel in Part II, item 15(b) above for non special category electrical testing may be reduced in small branch laboratories where the main laboratory is recognized for testing the subject equipment and the main laboratory reviews the branch laboratory's test reports before they are released.

PART III - ADDITIONAL INFORMATION

1. **On-site Lab Evaluation.** After a review of information of Part I and II above a review of the facilities by Department personnel shall be conducted. The inspection may validate the information presented in this Bulletin and shall provide the opportunity for an in-depth review of personnel, reports and procedures. The cost of this review, in excess of the processing time allowed by the Municipal Code, is in addition to the initial application fee. These costs, including travel, shall be reimbursed to the Department by the applicant agency as required by Section 98.0503 and 96.204(i) of the Los Angeles Municipal Code.
2. **Certification of Approval.** After the successful review of the application and the facilities, and after all additional costs have been reimbursed, the City shall issue a Certificate of Approval, signed by the Superintendent and General Manager of the Department of Building and Safety or his/her designee. This Certificate or an accompanying approval letter shall indicate the categories of testing and acceptance and shall include any limitations of the approval. The approval and acceptance is effective for 12 months, at which time it shall be subject to renewal. Every twelve months, thereafter, it shall be subject to renewal for the life of the approval.
3. **Renewals.** An application for renewal of the Testing Agency's License should be submitted to the Department 30 days prior to the expiration date. The application shall be accompanied by the renewal fee prescribed by ordinance and indicated on the application. Overdue renewals may be reinstated if the application for renewal is made within 30 days after the expiration date. After this period, renewals shall be processed as a new application and a fee shall be as specified for new applications.
4. **Follow-up Audits.** This department may conduct follow-up audits of testing facilities at appropriate intervals to verify compliance with original conditions of acceptance. All costs incurred in such audits, including travel, shall be reimbursed to the Department by the applicant agency as required by Section 98.0503 and 96.204 (i) of the Los Angeles Municipal

Code.

5. **Branches.** Additional branch testing laboratories, which the applicant desires to be included in the acceptance shall be included in the initial application, or may be added later, and are also subject to renewal. Fees for renewal of the branch laboratories shall be prescribed by ordinance and indicated on the application.
6. **Major Modification.** Any major changes in the approval shall require an application for a major modification. Such changes might include change of responsible personnel, the addition of new or different testing categories or capabilities, the addition of new branch laboratories, the relocation of the laboratory to new facilities, etc. The fees for a technical modification shall be as prescribed by ordinance and shall be indicated on the application. Any additional costs, such as for on-site review, etc., shall be reimbursed to the Department.
7. **Clerical Modifications.** Any minor changes in the approval shall require an application for a clerical modification. Such changes might include rewording of approval letters or conditions of acceptance, or other changes not requiring additional research and review and which can be done within one hour. The application shall be accompanied by the fee prescribed by ordinance and shown on the application.
8. **Revocation.** The Superintendent and General Manager of the Department of Building and Safety may suspend, revoke or limit the scope of any testing agency's license for sufficient cause. Sufficient cause shall include, but not be limited to, any of the following reasons:
 - a. Non-compliance with any of the conditions of these rules and regulations.
 - b. For any reason set forth in Article 8, Chapter 9 of the Los Angeles Municipal Code.