

## **PROCEDURES FOR RECOGNIZED ELECTRICAL TESTING AGENCIES PERFORMING FIELD SERVICES**

Section 93.0402 of the Los Angeles Electrical Code requires that any electrical equipment offered for sale or use within the City of Los Angeles shall be constructed in accordance with the Electrical Code or in certain cases it may be approved by a Testing Agency approved by the Superintendent of Building.

Section 98.0503 of the Los Angeles Municipal Code authorizes the Superintendent to establish rules and regulations for approving and certifying Testing Agencies.

This Information Bulletin sets forth general requirements for Testing Agencies to perform field services. Field services provided by a Testing Agency shall be classified as field inspections or field evaluations.

**FIELD INSPECTIONS** are an arrangement with the Testing Agency for the concurrence and marking of a field installed electrical product that is eligible to bear the listing mark where it is not labeled. The listing mark is applied to the product if it complies with the original standards for which the product was tested. The listing mark shall be the method utilized by the Testing Agency to identify a listed product.

**FIELD EVALUATIONS** are an arrangement for a Testing Agency to thoroughly evaluate (including research, testing, corrections, and engineering analysis) a field installed electrical product in its entirety to applicable standards where the product has not been previously listed or has been field modified. Such evaluations are limited to the suitability of the product for a specific purpose, location and application. A field evaluation product mark is applied to the product if it complies with the appropriate standards for the product. The field evaluation product mark shall include the name or logo of the Testing Agency, the date of the evaluation, the job site address, product identification, the control number, and indication of the type of field service.

Field services performed by Testing Agencies will be acceptable provided the Testing Agency complies with the following:

1. The Testing Agency performing a field service as outlined above shall be a Testing Agency approved and certified by the Superintendent of Building in accordance with Section 98.0503 of the Los Angeles Municipal Code.
2. The Testing Agency shall only evaluate equipment that is within the limits of the City of Los Angeles certification of that Testing Agency according to the recognized UL safety standard(s).
3. The Testing Agency shall notify the Electrical Engineering and Inspection Sections of the

Department in writing prior to performing a field service. The notification shall include the scope of work to be done by the testing agency.

4. Before proceeding with the evaluation of electrical equipment, the testing agency or applicant shall pay a report review fee to LADBS. In addition, the testing agency shall review and maintain records of that review of the applications for evaluation, ensure that the testing agency has the capability and is recognized by the Department to perform the evaluation service.
5. The Testing Agency shall assign personnel who are qualified to perform evaluation and testing for the equipment under consideration.
6. The Testing Agency shall maintain a control numbering program and complete records for every product field serviced.
7. The Testing Agency shall not engage in the implementation or design of corrective measures resulting from a deficiency discovered during an evaluation of equipment.
8. The Testing Agency shall ensure that equipment evaluations and testing are carried out by trained and qualified staff.
9. The Testing Agency shall arrange for an annual internal audit of its equipment evaluations and testing to verify that the equipment was evaluated effectively according to the requirements of the adopted recognized standards.
10. Where audit findings by a Testing Agency cast doubt on the conformity or validity of field evaluation results, the following actions shall be taken:
  - (1) Immediate action to correct deficiencies.
  - (2) Immediate notification in writing to the client, whose product could have been affected, and the Department according to section 7.2 of NFPA 791.
11. The testing agency shall submit a preliminary findings report to the Department including any discrepancies and nonconformities according to the provisions of section 7.2.3 of NFPA 791.
12. A complete written report shall be submitted to the Department stating the control number, tests performed, problems encountered/solved, and results of the field service including any additional activities (if any), required to complete the evaluation, for review and approval. The evaluation and test report format, content and documentation shall be according to Chapter 7 of NFPA 791, and shall include the overall scope of the work, the test standard reference number(s) and edition, details of equipment mechanical and electrical construction, tests (i.e., normal, abnormal, mechanical, electrical, etc.), details, labels and markings as required by recognized UL or other approved standards.
13. At the conclusion of the field service, the Testing Agency shall affix the applicable permanent label to the product indicating the name or logo of the Testing Agency, the date, the address, the location, the control number and the results of the service.

14. Testing agency shall not act as an equipment consultant telling or instructing the manufacturer or equipment applicant as to how to fix or correct equipment deficiencies or nonconformities.